



## **CITY COUNCIL MEETING**

**520 Jackson Avenue**

**February 18, 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 February 4, 2025.

#### **AUDITING CLAIMS:**

- 2) **\*PAYROLL:** Regular Pay Period ending February 8, 2025.
- 3) **\*BILLS PAYABLE:** February 21, 2025.
- 4) **\*COMPTROLLER'S REPORT:** January 2025.

#### **ACTION ITEMS:**

- 5) **\*RAFFLE LICENSE:** Eastern Illinois Athletics SAAC Committee on February 13, 15 & 27, 2025 and March 1, 2025 will conduct various Raffles at the Groniger Arena to raise funds for the Shriners.
- 6) **\*RESOLUTION:** Relating to Street Closure of the 40 Feet of the Alley adjacent to Marty's on the West off Grant Avenue.
- 7) **\*RESOLUTION:** Authorizing Street Closure of Alley adjacent to Ike's for EIU Homecoming.
- 8) **\*RESOLUTION:** Authorizing Street Closure of Alley adjacent to Roc's Black Front for EIU Homecoming.
- 9) **RESOLUTION:** Authorizing Expenditure of Tourism Funds in the amount of \$1,000 to cover expenses related to WEIU Kids Days.
- 10) **RESOLUTION:** Approving Chlorine Building Roof Repairs.
- 11) **RESOLUTION:** Approving Change Order #16 for the Wastewater Treatment Plant (WWTP) Project.
- 12) **RESOLUTION:** Authorizing Termination of Consulting Agreement.
- 13) **RESOLUTION:** Authorizing Execution of an Agreement for Consulting Services with Stone River Group.
- 14) **RESOLUTION:** Authorizing City Manager and / or Deputy City Manager(s) to accept Bid for Supply of Electricity.
- 15) **ORDINANCE:** Amending Title 1: Administration; Title 9: Building Regulations; and Title 10: Unified Development Code (UDC).
- 16) **ANNOUNCEMENT:** The Mayor's reappointment of Brooke Ferguson to a 3-Year Term on the Carnegie Public Library Board of Trustees.

**PUBLIC PRESENTATIONS, PETITIONS & COMMUNICATIONS:**

This portion of the City Council meeting is reserved for anyone wishing to address Council. The Illinois Open Meetings Act (5 ILCS 120/1) mandates NO action shall be taken on matters not listed on this agenda, 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:** 02/18/2025

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

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**TITLE:**

\***MINUTES:** Regular City Council Meeting for February 4, 2025.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

CC Minutes: 02/04/2025.

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**City of Charleston**  
**Regular City Council Meeting**  
**MINUTES**  
**February 4, 2025**

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, February 4, 2025, 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 and Jeff Lahr were physically present. Council Member Dennis Malak was present via remote access. Council Member Tim Newell was present via remote access as an observer only. Other City Officers physically present were: Deputy City Manager Steve Bennett; Deputy City Manager Steve Pamperin; City Clerk Deborah Muller; City Attorney Rachael Cunningham; Comptroller Mike White; Police Chief Heath Thornton; Fire Chief Tim Meister; Public Works Director Curt Buescher; Assistant Public Works Director Tim Zimmer; 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.

A written motion was made by Council Member Hutti and seconded by Council Member Lahr that Council Member Malak, having notified the Clerk of his desire to participate from a remote location at least 24 hours in advance of the meeting, and having fulfilled all other prerequisites pursuant to Resolution 06-R-81; be allowed to attend and participate in the February 4, 2025, City Council Meeting from a remote location via telephone, video, or internet connection.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti and Lahr, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 3 Yeas, Nays—0.

The Mayor and Council welcomed Council Member Malak to the meeting.

Mayor Combs the introduced and thoroughly reviewed the **CONSENT AGENDA**, which consisted of the following items:

**1) MINUTES**—Regular City Council Meeting held on January 21, 2025; **2) PAYROLL**—For the Regular Pay Period ending January 25, 2025; **3) BILLS PAYABLE**—February 7, 2025; and **4) RAFFLE LICENSE**—Children’s Advocacy Center of East Central Illinois will conduct a Raffle for Men Who Cook on March 1, 2025, at the LifeSpan Center; various Online Raffles throughout the year; and an in-person Hog Raffle later in the summer to raise funds to support services for children and families experiencing abuse in our region.

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



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

**With regard to Item #5**, Mayor Combs explained that this Ordinance would grant the petition of Home Church for a variance of Title 10-8-5: Landscaping Buffer Yards and Screening, including but not limited to: Title 10-8-5 (E)(3), Exhibit 8-7: Reducing Required Plantings in the Buffer Yard for 2350 Madison Avenue. This variance would reduce the number of required trees and shrubs planted in the Buffer Yard on the east and south sides and redistribute them across the property. He noted that at the January 16, 2025 meeting of the Board of Zoning Appeals & Planning, the Board voted 5:0 to recommend this petition favorably to the Council.

**ITEM 5: ORDINANCE: A motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Ordinance granting the petition of Home Church for a variance of Title 10-8-5: Landscaping Buffer Yards and Screening, including but not limited to: Title 10-8-5 (E)(3), Exhibit 8-7: Reducing Required Plantings in the Buffer Yard for 2350 Madison Avenue, be approved.

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

**With regard to Item #6**, Mayor Combs explained that this Ordinance would grant the petition of Home Church for a variance of Title 10-8-5: Landscaping Buffer Yards and Screening, including but not limited to: Title 10-8-5, Exhibit 8-7: Removing the fencing requirement in the Buffer Yard for 2350 Madison Avenue. This variance would remove the fencing requirement in the buffer yard on the east side of the property because of the topography and on the south side of the property because the church owns the adjacent lot. He noted again that at the January 16, 2025 meeting of the Board of Zoning Appeals & Planning, the Board voted 5:0 to recommend this petition favorably to the Council.

**ITEM 6: ORDINANCE: A motion** was made by Council Member Lahr and seconded by Council Member Hutti that the Ordinance granting the petition of Home Church for a variance of Title 10-8-5: Landscaping Buffer Yards and Screening, including but not limited to: Title 10-8-5, Exhibit 8-7: Removing the fencing requirement in the Buffer Yard for 2350 Madison Avenue, be approved.

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

**With regard to Item #7**, Mayor Combs explained that this Ordinance would grant the petition of Home Church for a variance of Title 10-8-1 (B)(8)(C): Density & Dimensional Standards: Modifying Fire Lane Requirements for 2350 Madison Avenue. This variance would remove the requirement for a fire lane on the east side of the proposed new addition. Current fire code requirements for fire apparatus access have been met, and there are no doors on the east side of the proposed addition. This would allow the Church to move the addition further to the east creating a larger fire separation from the main building. He added that it would also allow the landscaping buffer yard width to be in compliance

with the Unified Development Code. He added that at the January 16, 2025 meeting of the Board of Zoning Appeals & Planning, the Board voted 5:0 to recommend this petition favorably to the Council.

**ITEM 7: ORDINANCE: A motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Ordinance granting the petition of Home Church for a variance of Title 10-8-1 (B)(8)(C): Modifying the Fire Lane Requirements for 2350 Madison Avenue, be approved.

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

**ITEM 8: ANNOUNCEMENT: A motion** was made by Council Member Lahr and seconded by Council Member Hutti that the Mayor's appointment of EIU President Jay Gatrell to the Local Liquor Advisory Board, be approved.

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

**ITEM 9: ANNOUNCEMENT: A motion** was made by Council Member Lahr and seconded by Council Member Hutti that the Mayor's reappointment of Heather Hutti-Kelly, Matthew Mittelstaedt, Michael Watts, and Dale Wolf to 3-Year Terms on the Charleston Tourism Advisory Board, be approved.

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

**ITEM 10: ANNOUNCEMENT: A motion** was made by Council Member Hutti and seconded by Council Member Lahr that the appointment of Jason Madlem to a 5-Year Term on the Board of Zoning Appeals & Planning (BZAP), be approved.

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

**ITEM 11: ANNOUNCEMENT: A motion** was made by Council Member Lahr and seconded by Council Member Hutti that the appointment of Abby Youngblood to a 2-Year Term on the Bicycle and Pedestrian Advisory Committee (BPAC), be approved.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, 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 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.

**Brandi McCoy, 74 Clear Creek Drive, Neoga**, said that she lived in Neoga, but worked in Charleston across the street from where a student had died. She spoke about the need for alternative responses with regard to mental health and drug-related crises.

Mayor Combs thanked Ms. McCoy.

The Mayor asked the Council and City Attorney if they had anything to say; they did not.

The Mayor asked both Deputy City Managers if they had anything to add; they did not.

Mayor Combs said that the Council had dealt with several Ordinances with regard to Home Church. He added that it was a large undertaking with a lot going on. He noted that it was an excellent addition to the community, and he was looking forward to its completion. He said that he realized that everyone wanted improvements like this to happen almost instantaneously. But, he appreciated the Church's stepping up and providing more things for the youth to do around here than they were already providing at the Warehouse. He thanked Pastor Whit Lauwers and Church Elder Hadley Phillips along with the rest of the active supporters of Home Church for that as well as for moving forward with this project.

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

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

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

**Adjournment: 6:47 p.m.**

Minutes approved this 18<sup>th</sup> Day of February 2025.

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**Brandon Combs**, Mayor

**ATTEST:**

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**Deborah Muller**, City Clerk

**City Council Regular Meeting**

2)

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**\*PAYROLL:** Regular Pay Period ending February 8, 2025.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Payroll: 02/08/2025.

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**Pay Period Ending:**

**02/08/25**

**1 GENERAL FUND**

A.	General Administration	34,558.79
B.	Building and Development	15,716.91
C.	Tourism	1,883.36
D.	Parks & Maintenance	15,120.29
E.	Police	111,032.79
F.	Fire	127,506.77
G.	Street	17,566.73
H.	City Garage	2,077.79
I.	Contingencies	-

**TOTAL GENERAL FUND: \$ 325,463.43**

**2 PLAYGROUND & RECREATION 14,490.10**

**3 LIBRARY 9,969.82**

**4 WATER AND SEWER FUND**

A.	General Admin	6,679.90
B.	Water Billing Department	10,462.65
C.	Utility Department	28,956.92
D.	Water Treatment Plant	19,431.79
E.	Waste Water Treatment Plant	11,148.69
F.	City Garage	3,210.10

**TOTAL WATER AND SEWER FUND: \$ 79,890.05**

**5 MOTOR FUEL TAX 1,707.50**

**6 EMPLOYEE BENEFITS 3,109.62**

**TOTAL GROSS PAYROLL \$ 434,630.52**

**City Council Regular Meeting**

**3)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**\*BILLS PAYABLE:** February 21, 2025.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Bills Payable: 02/21/2025.

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# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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>									
25-10523	Towing 1999 GMC Sierra - PD	Open		01/29/2025	02/21/2025	01/29/2025			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 1999 GMC Sierra - 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	
	<i>Invoice Items</i>				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>									
485120/6	Christmas tree stand - MAINT	Open		11/22/2024	02/21/2025	11/22/2024			36.99
<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 - Christmas tree stand - MAINT		1.0000	EA	36.9900	36.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							36.99	
	<i>Invoice Items</i>				1				
487104/6	Fasteners - MAINT	Open		01/17/2025	02/21/2025	01/17/2025			1.32
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Fasteners - MAINT		1.0000	EA	1.3200	1.32			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							1.32	
	<i>Invoice Items</i>				1				
487504/6	Filters - MAINT	Open		01/28/2025	02/21/2025	01/28/2025			47.94
<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>	
	Park maintenance materials - Filters - MAINT		1.0000	EA	47.9400	47.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							47.94	
	<i>Invoice Items</i>				1				
487510/6	Sewer Repair @ PW Building/UTILITY	Open		01/28/2025	02/21/2025	01/28/2025			65.97
<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 - Sewer Repair @ PW Building/UTILITY		1.0000	EA	65.9700	65.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
487510/6	Sewer Repair @ PW Building/UTILITY	Open		01/28/2025	02/21/2025	01/28/2025			65.97
<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>
	61-4610-3510 (Water and Sewer Fund-Utility Department-Repair of buildings & facilities)								65.97
				Invoice Items		1			
487511/6	Furnace filters -MAINT	Open		01/28/2025	02/21/2025	01/28/2025			20.97
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Park maintenance materials - Furnace filters - MAINT			1.0000	EA	20.9700	20.97		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							20.97	
				Invoice Items		1			
487555/6	Faucet stem and grease - MAINT	Open		01/29/2025	02/21/2025	01/29/2025			13.58
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Park maintenance materials - Faucet stem and grease - MAINT			1.0000	EA	13.5800	13.58		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							13.58	
				Invoice Items		1			
487618/6	Keys for TGM office - CONTINGENCY	Open		01/30/2025	02/21/2025	01/30/2025			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>
	Contingency - Keys for TGM office - CONTINGENCY			1.0000	EA	15.9600	15.96		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4098-7000 (General Fund-Contingencies-Contingencies)							15.96	
				Invoice Items		1			
487671/6	PW Bathroom Shelving/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			15.99
<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 - PW Bathroom Shelving/UTILITY			1.0000	EA	15.9900	15.99		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							15.99	
				Invoice Items		1			





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
487737/6	Roof access City Hall - MAINT	Open		02/03/2025	02/21/2025	02/03/2025			51.28
<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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	51.2800	51.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			51.28	
	Invoice Items			1					
487746/6	WW Misc. Supplies	Open		02/03/2025	02/21/2025	02/03/2025			29.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	29.9800	29.98			
	<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.)			29.98	
	Invoice Items			1					
487891/6	Roof access City Hall - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			43.24
<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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	43.2400	43.24			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			43.24	
	Invoice Items			1					
487892/6	WP Misc Supplies - Pipe, Fittings, etc	Open		02/05/2025	02/21/2025	02/05/2025			21.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	21.2000	21.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							21.20	
	Invoice Items			1					
487893/6	Corner brace and fasteners - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			21.69
<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>	
	Park maintenance materials - Corner brace and fasteners - MAINT		1.0000	EA	21.6900	21.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
487893/6	Corner brace and fasteners - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			21.69
<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>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							21.69	
			Invoice Items	1					
487915/6	Roof access City Hall - MAINT	Open		02/06/2025	02/21/2025	02/06/2025			17.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	17.8200	17.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			17.82	
			Invoice Items	1					
488030/6	Roof access City Hall - MAINT	Open		02/10/2025	02/21/2025	02/10/2025			27.19
<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 repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	27.1900	27.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			27.19	
			Invoice Items	1					
488133/6	Eye bolt to secure capper in vehicle - FD	Open		02/12/2025	02/21/2025	02/12/2025			12.57
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Eye bolt to secure capper in vehicle - FD		1.0000	EA	12.5700	12.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							12.57	
			Invoice Items	1					
Vendor 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC. Totals						Invoices	16		\$443.69
Vendor 1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
069109	February 2025 Premium / EBHR	Open		02/12/2025	02/21/2025	02/12/2025			2,442.28
<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>	
	Aflac Deductions Withheld - February 2025 Premium / EBHR		1.0000	EA	2,442.2800	2,442.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions )							2,442.28	
	<i>Invoice Items</i>			1					
Vendor 1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO Totals						Invoices	1		\$2,442.28
Vendor 4494 - AIR ONE EQUIPMENT, INC									
216794	Tool mounts - FD	Open		02/03/2025	02/21/2025	02/03/2025			333.90
<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>	
	Hand Tools / FD - Tool mounts - FD		1.0000	EA	333.9000	333.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2801 (General Fund-Fire Department-Hand tools)							333.90	
	<i>Invoice Items</i>			1					
Vendor 4494 - AIR ONE EQUIPMENT, INC Totals						Invoices	1		\$333.90
Vendor 4134 - AIRGAS USA, LLC									
9157710731	WP Chemicals - CO2	Open		01/28/2025	02/21/2025	01/28/2025			1,940.42
<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>	
	Chemicals / WTP - WP Chemicals - CO2		1.0000	EA	1,940.4200	1,940.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,940.42	
	<i>Invoice Items</i>			1					
Vendor 4134 - AIRGAS USA, LLC Totals						Invoices	1		\$1,940.42
Vendor 3146 - ALBIN ANIMAL HOSPITAL									
714916/716385	K-9 Wellness exams for Bolt - PD	Open		02/03/2025	02/21/2025	02/03/2025			389.70
<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 capital expense - K-9 Wellness exams for Bolt - PD		1.0000	EA	389.7000	389.70			
	<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)			389.70	
	<i>Invoice Items</i>			1					
Vendor 3146 - ALBIN ANIMAL HOSPITAL Totals						Invoices	1		\$389.70
Vendor 2331 - AMAZON CAPITAL SERVICES, INC									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1TT7-MKHX-KNKC	Generator and truck cover - CONTINGENCY	Open		01/24/2025	02/21/2025	01/24/2025			1,341.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Contingency - Generator and truck cover - CONTINGENCY		1.0000	EA	1,341.7400	1,341.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4098-7000 (General Fund-Contingencies-Contingencies)							1,341.74	
	<i>Invoice Items</i>				1				
11L3-DKTQ-3LD9	Brandon Ready Cold Weather Gear/UTILITY	Open		01/27/2025	02/21/2025	01/27/2025			160.92
<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>	
	1/4 page full color ad/tourism - Brandon Ready Cold Weather Gear/UTILITY		1.0000	EA	160.9200	160.92			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							160.92	
	<i>Invoice Items</i>				1				
1FRY-4GGR-3HVX	Toner - IS	Open		02/10/2025	02/21/2025	02/10/2025			395.58
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Toner - IS		1.0000	EA	395.5800	395.58			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)							395.58	
	<i>Invoice Items</i>				1				
Vendor 2331 - AMAZON CAPITAL SERVICES, INC Totals					Invoices	3			\$1,898.24
Vendor 3248 - AMEREN ILLINOIS									
2735007618 01/25	1200 W Madison Ave, Lift Station WWTP	Open		01/23/2025	02/21/2025	01/23/2025			92.60
<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>	
	Electricity & gas - 1200 W Madison Ave, Lift Station WWTP		1.0000	EA	92.6000	92.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							92.60	
	<i>Invoice Items</i>				1				
3046108001 01/25	1201 W Madison Ave, Fire Dept	Open		01/23/2025	02/21/2025	01/23/2025			204.15
<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>	
	Electricity & gas - 1201 W Madison Ave, Fire Dept		1.0000	EA	204.1500	204.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							204.15	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
6935007816 01/25	1911 Douglas St- new water tower/FD/WWTP	Open		01/23/2025	02/21/2025	01/23/2025			419.66
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1911 Douglas St- new water tower/FD/WWTP		1.0000	EA	419.6600	419.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							75.86	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							343.80	
	Invoice Items			1					
2638027923 01/25	2801 McKinley Ave- House/WTP	Open		01/24/2025	02/21/2025	01/24/2025			284.72
<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>	
	Electricity & gas - 2801 McKinley Ave- House/WTP		1.0000	EA	284.7200	284.72			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							284.72	
	Invoice Items			1					
4135008413 01/25	2600 McKinley Ave/WTP	Open		01/24/2025	02/21/2025	01/24/2025			11,042.61
<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>	
	Electricity & gas - 2600 McKinley Ave/WTP		1.0000	EA	11,042.6100	11,042.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							11,042.61	
	Invoice Items			1					
7035008813 01/25	2230 Lakewood Dr, Lift Station WWTP	Open		01/24/2025	02/21/2025	01/24/2025			43.08
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 2230 Lakewood Dr, Lift Station WWTP		1.0000	EA	43.0800	43.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							43.08	
	Invoice Items			1					
9035008018 01/25	2220 Oakwood Dr, Lift Station	Open		01/24/2025	02/21/2025	01/24/2025			46.01
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 2220 Oakwood Dr, Lift Station		1.0000	EA	46.0100	46.01			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
9035008018 01/25	2220 Oakwood Dr, Lift Station	Open		01/24/2025	02/21/2025	01/24/2025			46.01
<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>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							46.01	
			Invoice Items	1					
0022102010 01/25	2600 McKinley Ave/WTP	Open		01/31/2025	02/21/2025	01/31/2025			833.56
<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>	
	Electricity & gas - 2600 McKinley Ave/WTP		1.0000	EA	833.5600	833.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							833.56	
			Invoice Items	1					
0135008113 01/25	2450 W Stoner Dr, Lift Station	Open		01/31/2025	02/21/2025	01/31/2025			193.62
<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>	
	Electricity & gas - 2450 W Stoner Dr, Lift Station WWTP		1.0000	EA	193.6200	193.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							193.62	
			Invoice Items	1					
0182066016 01/25	126 E St Lincoln Douglas Museum	Open		01/31/2025	02/21/2025	01/31/2025			88.11
<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>	
	Electricity & gas - 126 E St Lincoln Douglas Museum		1.0000	EA	88.1100	88.11			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1019 (LDD MUSEUM)			88.11	
			Invoice Items	1					
0205009319 01/25	2530 Reynolds Dr - Lift Station	Open		01/31/2025	02/21/2025	01/31/2025			621.57
<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>	
	Electricity & gas - 2530 Reynolds Dr - Lift Station WWTP		1.0000	EA	621.5700	621.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							621.57	
			Invoice Items	1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
0227131252 01/25 <i>P.O. Number</i>	Rt 16 Christmas Lights/MFT <i>Item Description</i> Street lights electricity - Rt 16 Christmas Lights/MFT <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> 507.9100	01/31/2025	02/21/2025 <i>Total Amount</i> 507.91	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i>  <i>Amount</i> 507.91	507.91
				Invoice Items	1				
0227131252 02/25 <i>P.O. Number</i>	Rt 16 Christmas Lights/MFT <i>Item Description</i> Street lights electricity - Rt 16 Christmas Lights/MFT <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> 28.8600	01/31/2025	02/21/2025 <i>Total Amount</i> 28.86	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i>  <i>Amount</i> 28.86	28.86
				Invoice Items	1				
0515005618 01/25 <i>P.O. Number</i>	404 10th St - fire station #1/FD <i>Item Description</i> Electricity & gas - 404 10th St - fire station #1/FD <i>G/L Account</i> 11-4221-3403 (General Fund-Fire Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 308.0300	01/31/2025	02/21/2025 <i>Total Amount</i> 308.03	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i>  <i>Amount</i> 308.03	308.03
				Invoice Items	1				
0905007511 01/25 <i>P.O. Number</i>	1510 A St Fire Station 2 <i>Item Description</i> Electricity & gas - 1510 A St Fire Station 2 <i>G/L Account</i> 11-4221-3403 (General Fund-Fire Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 187.9500	01/31/2025	02/21/2025 <i>Total Amount</i> 187.95	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i>  <i>Amount</i> 187.95	187.95
				Invoice Items	1				
1518062014 01/25 <i>P.O. Number</i>	815 Adkins Dr/GARAGE/W/S/UTILITY <i>Item Description</i> Electricity & gas - 815 Adkins Dr/GARAGE/W/S/UTILITY <i>G/L Account</i> 11-4311-3403 (General Fund-City Garage-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 1,137.4600	01/31/2025	02/21/2025 <i>Total Amount</i> 1,137.46	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i>  <i>Amount</i> 1,137.46	1,137.46
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 01/25 <i>P.O. Number</i>	1200 W Madison Ave/WWTP <i>Item Description</i>	Open		01/31/2025	02/21/2025	01/31/2025			429.92
	Electricity & gas - 1200 W Madison Ave/WWTP			Quantity 1.0000 U/M EA Amount/Unit 429.9200	Total Amount 429.92	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)						429.92		
	Invoice Items			1					
1856042013 01/25 <i>P.O. Number</i>	Electricity charge - FD/MAINT <i>Item Description</i>	Open		01/31/2025	02/21/2025	01/31/2025			883.83
	Electricity & gas - Electricity charge - FD/MAINT			Quantity 1.0000 U/M EA Amount/Unit 883.8300	Total Amount 883.83	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)		309.60		
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1012 (LINDER SPORTS COMPLEX)		512.59		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						61.64		
	Invoice Items			1					
1905007618 01/25 <i>P.O. Number</i>	1510 A St - Fire Dept #2/FD <i>Item Description</i>	Open		01/31/2025	02/21/2025	01/31/2025			370.98
	Electricity & gas - 1510 A St - Fire Dept #2/FD			Quantity 1.0000 U/M EA Amount/Unit 370.9800	Total Amount 370.98	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						370.98		
	Invoice Items			1					
2448029097 01/25 <i>P.O. Number</i>	MFT Traffic Signal Lights <i>Item Description</i>	Open		01/31/2025	02/21/2025	01/31/2025			1,994.80
	Street lights electricity - MFT Traffic Signal Lights			Quantity 1.0000 U/M EA Amount/Unit 1,994.8000	Total Amount 1,994.80	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)				MFT TRAFFIC SIGN (MFT - Traffic Signal Maintenance - 2305)		349.19		
	25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)				MFT LIGHTS (MFT street lighting)		1,645.61		
	Invoice Items			1					
3135002811 01/25 <i>P.O. Number</i>	614 6th St/PD <i>Item Description</i>	Open		01/31/2025	02/21/2025	01/31/2025			158.42
	Electricity & gas - 614 6th St/PD			Quantity 1.0000 U/M EA Amount/Unit 158.4200	Total Amount 158.42	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)						158.42		
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
3641043007 01/25	1201 W Madison/FD	Open		01/31/2025	02/21/2025	01/31/2025			278.87
<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>	
	Electricity & gas - 1201 W Madison/FD		1.0000	EA	278.8700	278.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							278.87	
				Invoice Items	1				
5925006711 01/25	600 6th St - city building/MAINT	Open		01/31/2025	02/21/2025	01/31/2025			205.21
<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>	
	Electricity & gas - 600 6th St - city building/MAINT		1.0000	EA	205.2100	205.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1016 (CITY HALL)			205.21	
				Invoice Items	1				
8605008616 01/25	2800 Whippoorwill Dr 4th St Lift Station - WWTP	Open		01/31/2025	02/21/2025	01/31/2025			209.42
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 2800 Whippoorwill Dr 4th St Lift Station - WWTP		1.0000	EA	209.4200	209.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							209.42	
				Invoice Items	1				
9335008717 01/25	918 17th St - MAINT	Open		01/31/2025	02/21/2025	01/31/2025			268.22
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 918 17th St - MAINT		1.0000	EA	268.2200	268.22			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1017 (DOG TRAINING FACILITY)			268.22	
				Invoice Items	1				
9535008516 01/25	900 Smith Dr - pool/REC	Open		01/31/2025	02/21/2025	01/31/2025			81.04
<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>	
	Electricity & gas - 900 Smith Dr - pool/REC		1.0000	EA	81.0400	81.04			
	<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)			81.04	
				Invoice Items	1				
Vendor			3248 - AMEREN ILLINOIS Totals			Invoices	26		\$20,920.61

Vendor 1794 - AMERICAN LEGAL PUBLISHING



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
38325	Annual web hosting fee - CLERK	Open		12/14/2024	02/21/2025	12/14/2024			500.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Codification services - Annual web hosting fee - CLERK		1.0000	EA	500.0000	500.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3205 (General Fund-City Clerk-Codification services)							500.00	
	<i>Invoice Items</i>			1					
Vendor 1794 - AMERICAN LEGAL PUBLISHING				Totals		Invoices	1		\$500.00
Vendor 4519 - ANGIES'S LI'L BAKERY									
112	Cookies - REC/KM	Open		02/04/2025	02/21/2025	02/04/2025			590.75
<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>	
	Other Supplies / REC - Cookies - REC/KM		1.0000	EA	590.7500	590.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			590.75	
	<i>Invoice Items</i>			1					
Vendor 4519 - ANGIES'S LI'L BAKERY				Totals		Invoices	1		\$590.75
Vendor 4623 - ARNDT MUNICIPAL SERVICES INC									
374	Professional development services - Coaching for SteveB&Abby	Open		02/04/2025	02/21/2025	02/04/2025			1,000.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Contingency - Professional development services - Coaching for SteveB&Abby		1.0000	EA	1,000.0000	1,000.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4098-7000 (General Fund-Contingencies-Contingencies)							1,000.00	
	<i>Invoice Items</i>			1					
Vendor 4623 - ARNDT MUNICIPAL SERVICES INC				Totals		Invoices	1		\$1,000.00
Vendor 2716 - BANK OF AMERICA Commercial Card									
4IMPRINT 1/8	Awards for Mid Winter Classic - REC / LH	Open		01/08/2025	02/21/2025	01/08/2025			356.66
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other supplies / REC - Awards for Mid Winter Classic - REC / LH		1.0000	EA	356.6600	356.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1008 5280 (Mid Winter Classic)			356.66	
	<i>Invoice Items</i>			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
TEAM 1/08	Pickleball construction guide - REC/DR	Open		01/08/2025	02/21/2025	01/08/2025			46.94
<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>	
	Other Supplies / REC - Pickleball construction guide - MAINT		1.0000	EA	46.9400	46.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1003 2070 (Adult Pickle Ball)			46.94	
	Invoice Items			1					
WM SUP 1/11	Refund for HDMI cord - REC/KM	Open		01/11/2025	02/21/2025	01/11/2025			(6.88)
<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 - Refund for HDMI cord - REC/KM		1.0000	EA	(6.8800)	(6.88)			
	<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)			(6.88)	
	Invoice Items			1					
Amazon 1/12/25	Safety sign for bench grinder - MAINT/CJA	Open		01/12/2025	02/21/2025	01/12/2025			20.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies / MAINT - Safety sign for bench grinder - MAINT/CJA		1.0000	EA	20.5600	20.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2001 (General Fund-Parks & Maintenance Department-Office supplies)							20.56	
	Invoice Items			1					
Sams 1/12	CKC Jan. snack supply - REC/KM	Open		01/12/2025	02/21/2025	01/12/2025			113.24
<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>	
	Other Supplies / REC - CKC Jan. snack supply - REC/KM		1.0000	EA	113.2400	113.24			
	<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)			113.24	
	Invoice Items			1					
Amazon 1/13	Ball pump for 1st-4th grade Basketball - REC/HD	Open		01/13/2025	02/21/2025	01/13/2025			32.98
<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 / REC - Ball pump for 1st-4th grade Basketball - REC/HD		1.0000	EA	32.9800	32.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 1/13	Ball pump for 1st-4th grade Basketball - REC/HD	Open		01/13/2025	02/21/2025	01/13/2025			32.98
<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>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)					REC 1002 1190 (Basketball, 1st and 2nd Grade)		32.98	
				Invoice Items	1				
Dollar 1/14	DDD plastic photo op crowns - REC/KM	Open		01/14/2025	02/21/2025	01/14/2025			5.39
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - DDD plastic photo op crowns - REC/KM		1.0000	EA	5.3900	5.39			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			5.39	
				Invoice Items	1				
Amazon 1/15	Whistles for Refs for youth BBAI - REC / HD	Open		01/15/2025	02/21/2025	01/15/2025			16.98
<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 / REC - Whistles for Refs for youth BBAI - REC / HD		1.0000	EA	16.9800	16.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1002 1200 (Basketball, 3rd and 4th grade)			16.98	
				Invoice Items	1				
Amazon 1/15/25	Goodie bag beads and glasses - REC/KM	Open		01/15/2025	02/21/2025	01/15/2025			33.38
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - Goodie bag beads and glasses - REC/KM		1.0000	EA	33.3800	33.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			33.38	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
4IMPRINT 1/16	Stress balls for Red and Gold Trojan Classic - REC/DR	Open		01/16/2025	02/21/2025	01/16/2025			764.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Affiliate expense- reimbursed - Stress balls for Red and Gold Trojan Classic - REC/DR		1.0000	EA	764.7400	764.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)				REC 1002 1310 (CHS Red & Gold Tournament)			764.74	
	Invoice Items			1					
Amazon 1/16/25	Lables and desk organizer - REC/DR	Open		01/16/2025	02/21/2025	01/16/2025			17.19
<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>	
	Office Supplies - REC - Lables and desk organizer - REC/DR		1.0000	EA	17.1900	17.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)							17.19	
	Invoice Items			1					
Amazon Jan 16	Dog leashes - REC/DR	Open		01/16/2025	02/21/2025	01/16/2025			59.17
<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>	
	Affiliate expense- reimbursed - Dog leashes - REC/DR		1.0000	EA	59.1700	59.17			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)				REC 1009 5560 (Dog obedience)			59.17	
	Invoice Items			1					
OTC 1/16	Decor for DDD, goodie bag materials - REC/KM	Open		01/16/2025	02/21/2025	01/16/2025			170.89
<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>	
	Other Supplies / REC - Decor for DDD, goodie bag materials - REC/KM		1.0000	EA	170.8900	170.89			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			170.89	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 1/17	Boot scrubber for range - MAINT/CJA	Open		01/17/2025	02/21/2025	01/17/2025			42.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Boot scrubber for range - MAINT/CJA		1.0000	EA	42.0000	42.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							42.00	
			Invoice Items		1				
IN*Porta 1/17	Turf for youth mounds - MAINT/CJA	Open		01/17/2025	02/21/2025	01/17/2025			981.64
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Turf for youth mounds - MAINT/CJA		1.0000	EA	981.6400	981.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							981.64	
			Invoice Items		1				
Walmart 1/20/25	CKC crafting and art supplies - REC/KM	Open		01/20/2025	02/21/2025	01/20/2025			16.29
<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>	
	Other Supplies / REC - CKC crafting and art supplies - REC/KM		1.0000	EA	16.2900	16.29			
	<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)			16.29	
			Invoice Items		1				
Amazon 1/23	DDD decor and supplies - REC/KM	Open		01/23/2025	02/21/2025	01/23/2025			104.36
<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>	
	Other Supplies / REC - DDD decor and supplies - REC/KM		1.0000	EA	104.3600	104.36			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			104.36	
			Invoice Items		1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
Potbelly 1/24	Meal @ IPRA conference - MAINT/CJA	Open		01/24/2025	02/21/2025	01/24/2025			16.29
<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>	
	Travel expense / lodging, fuel, meals - Meal @ IPRA conference - MAINT/CJA		1.0000	EA	16.2900	16.29			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3707 (General Fund-Parks & Maintenance Department-Travel expenses)							16.29	
	Invoice Items			1					
TST*Lou 1/24	Meal @ IPRA conference - MAINT/CJA	Open		01/24/2025	02/21/2025	01/24/2025			33.34
<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>	
	Travel expense / lodging, fuel, meals - Meal @ IPRA conference - MAINT/CJA		1.0000	EA	33.3400	33.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3707 (General Fund-Parks & Maintenance Department-Travel expenses)							33.34	
	Invoice Items			1					
Walmart 1/24	Spin wheel toys for DDD - REC/KM	Open		01/24/2025	02/21/2025	01/24/2025			42.98
<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 / REC - Spin wheel toys for DDD - REC/KM		1.0000	EA	42.9800	42.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			42.98	
	Invoice Items			1					
Amazon 1/25	Poison ivy wipes - MAINT/CJA	Open		01/25/2025	02/21/2025	01/25/2025			62.08
<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>	
	Safety gear & clothing - Poison ivy wipes - MAINT/CJA		1.0000	EA	62.0800	62.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2704 (General Fund-Parks & Maintenance Department-Safety gear & clothing)				PK 1012 (LINDER SPORTS COMPLEX)			62.08	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
Hyatt 1/25	Lodging for IPRA Conference - MAINT/CJA	Open		01/25/2025	02/21/2025	01/25/2025			312.26
<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>	
	Travel expense / lodging, fuel, meals - Lodging for IPRA Conference - MAINT/CJA		1.0000	EA	312.2600	312.26			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3707 (General Fund-Parks & Maintenance Department-Travel expenses)							312.26	
	Invoice Items			1					
Sams 1/26	CKC snacks for Feb - REC/KM	Open		01/26/2025	02/21/2025	01/26/2025			118.34
<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>	
	Other Supplies / REC - CKC snacks for Feb - REC/KM		1.0000	EA	118.3400	118.34			
	<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)			118.34	
	Invoice Items			1					
Amazon 1/27/25	DDD supplies - REC/KM	Open		01/27/2025	02/21/2025	01/27/2025			27.96
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - DDD supplies - REC/KM		1.0000	EA	27.9600	27.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			27.96	
	Invoice Items			1					
Dollar 1/27	CKC snow slime - REC/KM	Open		01/27/2025	02/21/2025	01/27/2025			3.75
<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>	
	Other Supplies / REC - CKC snow slime - REC/KM		1.0000	EA	3.7500	3.75			
	<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)			3.75	
	Invoice Items			1					
ALDI 1/30	Snacks for MidWinter Race - REC/LH	Open		01/30/2025	02/21/2025	01/30/2025			37.49
<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>	
	Other Supplies / REC - Snacks for MidWinter Race - REC/LH		1.0000	EA	37.4900	37.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1008 5280 (Mid Winter Classic)			37.49	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 1/30	Goodie bag supplies for DDD - REC/KM	Open		01/30/2025	02/21/2025	01/30/2025			34.46
<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>		
	Other Supplies / REC - Goodie bag supplies for DDD - REC/KM	1.0000	EA	34.4600	34.46				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008 5080 (Daddy-Daughter Dance)			34.46		
	Invoice Items			1					
Amazon 1/30/25	Goodie bag candy for DDD - REC/KM	Open		01/30/2025	02/21/2025	01/30/2025			14.00
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Other Supplies / REC - Goodie bag candy for DDD - REC/KM	1.0000	EA	14.0000	14.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008 5080 (Daddy-Daughter Dance)			14.00		
	Invoice Items			1					
Amazon Jan 30	Balloon decor for DDD - REC/KM	Open		01/30/2025	02/21/2025	01/30/2025			14.75
<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>		
	Other Supplies / REC - Balloon decor for DDD - REC/KM	1.0000	EA	14.7500	14.75				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008 5080 (Daddy-Daughter Dance)			14.75		
	Invoice Items			1					
WM Sup 2/01	Glue sticks and Valentine snacks - REC/KM	Open		02/01/2025	02/21/2025	02/01/2025			7.47
<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>		
	Other Supplies / REC - Glue sticks and Valentine snacks - REC/KM	1.0000	EA	7.4700	7.47				
	<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)			7.47		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 2/02	Balloon arch decor and glasses for DDD - REC/KM	Open		02/02/2025	02/21/2025	02/02/2025			58.13
<i>P.O. Number</i>	<i>Item Description</i>	<i>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 - Balloon arch decor and glasses for DDD - REC/KM	1.0000	EA	58.1300	58.13				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008	5080 (Daddy-Daughter Dance)		58.13		
	Invoice Items			1					
Amazon 2/4	Flags for City facilities - MAINT/CJA	Open		02/03/2025	02/21/2025	02/03/2025			218.90
<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>		
	Park maintenance materials - Flags for City facilities - MAINT/CJA	1.0000	EA	218.9000	218.90				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)						218.90		
	Invoice Items			1					
Sams 2/3	Drinks and snacks for DDD - REC/KM	Open		02/03/2025	02/21/2025	02/03/2025			235.82
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Other Supplies / REC - Drinks and snacks for DDD - REC/KM	1.0000	EA	235.8200	235.82				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008	5080 (Daddy-Daughter Dance)		235.82		
	Invoice Items			1					
Amazon 2/04	Supplies for bags at DDD - REC/KM	Open		02/04/2025	02/21/2025	02/04/2025			91.71
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Other Supplies / REC - Supplies for bags at DDD - REC/KM	1.0000	EA	91.7100	91.71				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)			REC 1008	5080 (Daddy-Daughter Dance)		91.71		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
Jersey 2/05	Sandwiches for MidWinter Classic - REC/LH	Open		02/05/2025	02/21/2025	02/05/2025			412.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - Sandwiches for MidWinter Classic - REC/LH		1.0000	EA	412.5600	412.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5280 (Mid Winter Classic)			412.56	
			Invoice Items		1				
Walmart 2/5	DDD snacks and supplies - REC/KM	Open		02/05/2025	02/21/2025	02/05/2025			45.22
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - DDD snacks and supplies - REC/KM		1.0000	EA	45.2200	45.22			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			45.22	
			Invoice Items		1				
Walmart 2/5/25	Puzzles for CKC - REC/KM	Open		02/05/2025	02/21/2025	02/05/2025			8.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other supplies - Puzzles for CKC - REC/KM		1.0000	EA	8.0000	8.00			
	<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)			8.00	
			Invoice Items		1				
Amazon 2/7	Template guide for landscape design - MAINT/CJA	Open		02/07/2025	02/21/2025	02/07/2025			10.37
<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>	
	Office Supplies / MAINT - Template guide for landscape design - MAINT/CJA		1.0000	EA	10.3700	10.37			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2001 (General Fund-Parks & Maintenance Department-Office supplies)							10.37	
			Invoice Items		1				
Vendor 2716 - BANK OF AMERICA Commercial Card Totals							Invoices	38	\$4,581.41
Vendor 1075 - BATTERY SPECIALISTS									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
326162	Battery for FD	Open		01/04/2025	02/21/2025	01/04/2025			384.30
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Repair of operating equipment - Battery for FD	1.0000	EA	384.3000	384.30				
	G/L Account				Project		Amount		
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)		384.30		
	Invoice Items			1					
Vendor 1075 - BATTERY SPECIALISTS			Totals			Invoices	1		\$384.30
Vendor 1089 - BIRKEY'S									
P60243	Quick -Connect Bucket Rebuild Kit/STREET	Open		01/27/2025	02/21/2025	01/27/2025			326.58
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 - Quick -Connect Bucket Rebuild Kit/STREET	1.0000	EA	326.5800	326.58				
	G/L Account				Project		Amount		
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				6716 (2021 Case TV450B Compact Track Loader)		326.58		
	Invoice Items			1					
Vendor 1089 - BIRKEY'S			Totals			Invoices	2		\$365.41
Vendor 4474 - BLUE CROSS BLUE SHIELD OF IL - HEALTH									
Jan 2025	January 2025 (2024 Insurance Claims & Cost) / EBHR	Open		02/05/2025	02/21/2025	02/05/2025			256,002.28
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Insurance claims and administration expense - January 2025 (2024 Insurance Claims & Cost) / EBHR	1.0000	EA	256,002.2800	256,002.28				
	G/L Account				Project		Amount		
	40-4950-1202 (Health Self-Insurance Fund-Insurance Expenses-Insurance claims expense)						133,318.85		
	40-4950-3098 (Health Self-Insurance Fund-Insurance Expenses-Insurance administration expense)						122,683.43		
	Invoice Items			1					
Vendor 4474 - BLUE CROSS BLUE SHIELD OF IL - HEALTH			Totals			Invoices	1		\$256,002.28



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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>									
203996	DOT Vehicle Inspections/STREET	Open		01/31/2025	02/21/2025	01/31/2025			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 - DOT Vehicle Inspections/STREET		1.0000	EA	44.5000	44.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3999 (General Fund-Street Department-Other contractual services)					2092 (2015 Ford F350 PU)		44.50	
Invoice Items					1				
203997	DOT Vehicle Inspections/STREET	Open		01/31/2025	02/21/2025	01/31/2025			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 - DOT Vehicle Inspections/STREET		1.0000	EA	44.5000	44.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3999 (General Fund-Street Department-Other contractual services)					4458 (4458 - 2015 F350 Ford P/U)		44.50	
Invoice Items					1				
204218	DOT Vehicle Inspections/STREET	Open		02/07/2025	02/21/2025	02/07/2025			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>	
	1/4 page full color ad/tourism - DOT Vehicle Inspections/STREET		1.0000	EA	67.0000	67.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3999 (General Fund-Street Department-Other contractual services)							67.00	
Invoice Items					1				
Vendor <b>3877 - BOLIN ENTERPRISES INC. Totals</b>						Invoices	3		\$156.00
Vendor <b>2278 - BUSHUE HUMAN RESOURCES, INC.</b>									
Mis-20250131	Background checks - REC	Open		01/31/2025	02/21/2025	01/31/2025			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 Contractual Service - REC - Background checks - REC		1.0000	EA	60.0000	60.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)					REC 1004 3000 (Afterschool Club)		30.00	
	22-4510-3111 (Playground & Recreation Fund-Recreation Programs-Other administrative services)							30.00	
Invoice Items					1				
Vendor <b>2278 - BUSHUE HUMAN RESOURCES, INC. Totals</b>						Invoices	1		\$60.00
Vendor <b>3501 - CHARLESTON AREA DOG ACTIVITY CLUB</b>									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
Winter 2/12	Dog Club payout for Winter classes - REC	Open		02/12/2025	02/21/2025	02/12/2025			798.00
<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 - Dog Club payout for Winter classes - REC		1.0000	EA	798.0000	798.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1009 5650 (Advanced Puppy)			210.00	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1009 5610 (Puppy Class)			266.00	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1009 5560 (Dog obedience)			322.00	
	Invoice Items			1					
Vendor 3501 - CHARLESTON AREA DOG ACTIVITY CLUB Totals					Invoices		1		\$798.00
Vendor 2238 - CHARLESTON HIGH SCHOOL									
HS/GIRLS 2/11	Little Shots payout to HS Girls BB team - REC	Open		02/11/2025	02/21/2025	02/11/2025			300.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - Little Shots payout to HS Girls BB team - REC		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1002 1360 (Little Shots)			300.00	
	Invoice Items			1					
Vendor 2238 - CHARLESTON HIGH SCHOOL Totals					Invoices		1		\$300.00
Vendor 4144 - CHARLESTON HIGH SCHOOL BOYS' BASKETBALL									
BOYS HS BB 2/11	High School Boys BB payout for Little Shots - REC	Open		02/11/2025	02/21/2025	02/11/2025			300.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - High School Boys BB payout for Little Shots - REC		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1002 1360 (Little Shots)			300.00	
	Invoice Items			1					
Vendor 4144 - CHARLESTON HIGH SCHOOL BOYS' BASKETBALL Totals					Invoices		1		\$300.00
Vendor 3466 - CHARLESTON REC. DEPT. PETTY CASH									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
836456	Petty cash reimbursement for DDD food permit - REC	Open		02/06/2025	02/21/2025	02/06/2025			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>	
	Other Contractual Service - REC - Petty cash reimbursement for DDD food permit - REC		1.0000	EA	35.0000	35.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)			REC 1008	5080 (Daddy-Daughter Dance)			35.00	
	Invoice Items			1					
Vendor 3466 - CHARLESTON REC. DEPT. PETTY CASH Totals									\$35.00
Invoices 1									
Vendor 4477 - CINTAS									
4219760243	WP Uniforms	Open		02/03/2025	02/21/2025	02/03/2025			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					
4219760248	Uniforms/STREET	Open		02/03/2025	02/21/2025	02/03/2025			59.62
<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>	
	1/4 page full color ad/tourism - Uniforms/STREET		1.0000	EA	59.6200	59.62			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							59.62	
	Invoice Items			1					
4219760358	Uniforms/STREET	Open		02/03/2025	02/21/2025	02/03/2025			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					
4219760359	Uniforms/UTILITY	Open		02/03/2025	02/21/2025	02/03/2025			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>	
	1/4 page full color ad/tourism - 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					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
4219760388	Black mats - PD	Open		02/03/2025	02/21/2025	02/03/2025			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					
4220226825	Uniforms WWTP	Open		02/06/2025	02/21/2025	02/06/2025			72.52
<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>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	72.5200	72.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							72.52	
	Invoice Items			1					
4220496580	Uniforms - MAINT	Open		02/10/2025	02/21/2025	02/10/2025			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 / REC - 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					
4220496604	Uniforms/UTILITY	Open		02/10/2025	02/21/2025	02/10/2025			44.35
<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 - Uniforms/UTILITY		1.0000	EA	44.3500	44.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							44.35	
	Invoice Items			1					
4220496620	Uniforms/STREET	Open		02/10/2025	02/21/2025	02/10/2025			80.71
<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>	
	1/4 page full color ad/tourism - Uniforms/STREET		1.0000	EA	80.7100	80.71			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							80.71	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
4220496660	Uniforms/STREET	Open		02/10/2025	02/21/2025	02/10/2025			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	
	<i>Invoice Items</i>				1				
4220496672	WP Uniforms	Open		02/10/2025	02/21/2025	02/10/2025			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				
4220496760	Uniforms/UTILITY	Open		02/10/2025	02/21/2025	02/10/2025			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	
	<i>Invoice Items</i>				1				
4220496781	Black mats - PD	Open		02/10/2025	02/21/2025	02/10/2025			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	
	<i>Invoice Items</i>				1				
Vendor 4477 - CINTAS Totals						Invoices	13		\$1,191.74
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT									
3010012001 01/25	816 Adkins Dr- Salt Brine/GARAGE	Open		01/28/2025	02/21/2025	01/28/2025			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>	
	61-4311-3407 (Water and Sewer Fund-City Garage-Water)							16.44	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
3010011001 01/25 <i>P.O. Number</i>	817 Adkins Drive/UTILITY <i>Item Description</i> Water service - 817 Adkins Drive/UTILITY <i>G/L Account</i> 61-4610-3407 (Water and Sewer Fund-Utility Department-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 25.5600	01/30/2025	02/21/2025 <i>Total Amount</i> 25.56	01/30/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 25.56	25.56
3010010001 01/25 <i>P.O. Number</i>	815 Adkins Dr/GAR WS <i>Item Description</i> Water service <i>G/L Account</i> 11-4311-3407 (General Fund-City Garage-Water) 61-4311-3407 (Water and Sewer Fund-City Garage-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 62.0800	01/31/2025	02/21/2025 <i>Total Amount</i> 62.08	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 31.04 31.04	62.08
3031580001 01/25 <i>P.O. Number</i>	1200 W Madison Ave/WWTP <i>Item Description</i> Water service <i>G/L Account</i> 61-4621-3407 (Water and Sewer Fund-Waste Water Treatment Plant-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 1,410.7400	01/31/2025	02/21/2025 <i>Total Amount</i> 1,410.74	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 1,410.74	1,410.74
3031590001 01/25 <i>P.O. Number</i>	1231 W Madison Ave/PD <i>Item Description</i> Water service <i>G/L Account</i> 11-4210-3407 (General Fund-Police Department-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 18.2600	01/31/2025	02/21/2025 <i>Total Amount</i> 18.26	01/31/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 18.26	18.26
3071129001 01/25 <i>P.O. Number</i>	126 E St- Museum/MAINT <i>Item Description</i> Water service <i>G/L Account</i> 11-4194-3407 (General Fund-Parks & Maintenance Department-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 18.2600	02/05/2025	02/21/2025 <i>Total Amount</i> 18.26	02/05/2025 <i>Vendor Catalog Part Number</i> PK 1019 (LDD MUSEUM)		<i>Contract Number</i> 18.26	18.26
4050590002 02/25 <i>P.O. Number</i>	614 6th St/PD <i>Item Description</i> Water service <i>G/L Account</i> 11-4210-3407 (General Fund-Police Department-Water)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 230.0400	02/07/2025	02/21/2025 <i>Total Amount</i> 230.04	02/07/2025 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 230.04	230.04



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
4070340001 02/25	404 10th St - fire station #1/FD	Open		02/07/2025	02/21/2025	02/07/2025			73.04
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service		1.0000	EA	73.0400	73.04			
	G/L Account				Project			Amount	
	11-4221-3407 (General Fund-Fire Department-Water)							73.04	
	Invoice Items				1				
4091009023 02/25	918 17th St- dog training facility/MAINT	Open		02/07/2025	02/21/2025	02/07/2025			18.26
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service		1.0000	EA	18.2600	18.26			
	G/L Account				Project			Amount	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1017 (DOG TRAINING FACILITY)			18.26	
	Invoice Items				1				
4091010001 02/25	920 17th St- Pool/MAINT	Open		02/07/2025	02/21/2025	02/07/2025			16.44
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service		1.0000	EA	16.4400	16.44			
	G/L Account				Project			Amount	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1020 (ROTARY COMMUNITY AQUATIC CENTER - POOL)			16.44	
	Invoice Items				1				
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT Totals					Invoices	10			\$1,889.12
Vendor 2619 - CJ'S AUTO & TOWING									
850080	Towed 2001 Chevy Van to PD Impound	Open		01/09/2025	02/21/2025	01/09/2025			250.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Towing - Towed 2001 Chevy Van to PD Impound		1.0000	EA	250.0000	250.00			
	G/L Account				Project			Amount	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							250.00	
	Invoice Items				1				
Vendor 2619 - CJ'S AUTO & TOWING Totals					Invoices	1			\$250.00
Vendor 1187 - COLES COUNTY REGIONAL PLANNING									
8031	January 2025 TA expenses	Open		01/31/2025	02/21/2025	01/31/2025			125.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other contractual services - January 2025 TA expenses		1.0000	EA	125.0000	125.00			
	G/L Account				Project			Amount	
	11-4640-3999 (General Fund-Building & Development Services-Other contractual services)							125.00	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 1187 - COLES COUNTY REGIONAL PLANNING			Totals			Invoices	1		\$125.00
Vendor 10235	2873 - COLES COUNTY SANITATION & RECYCLING, INC.	Roll off dumpsters for 1403 14th St - B&D	Open	01/30/2025	02/21/2025	01/30/2025			5,146.40
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Demolition & clearing service - Roll off dumpsters for 1403 14th St - B&D	1.0000	EA	5,146.4000	5,146.40				
	G/L Account	Project					Amount		
	11-4640-3104 (General Fund-Building & Development Services-Demolition & clearing services)							5,146.40	
Invoice Items				1					
Vendor 2873 - COLES COUNTY SANITATION & RECYCLING, INC.			Totals			Invoices	1		\$5,146.40
Vendor 6407	1203 - COLES TOGETHER	Pledge - unrestricted/B&D	Open	10/01/2024	02/21/2025	10/01/2024			12,500.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other contractual services - Pledge - unrestricted/B&D	1.0000	EA	12,500.0000	12,500.00				
	G/L Account	Project					Amount		
	11-4640-3999 (General Fund-Building & Development Services-Other contractual services)							12,500.00	
Invoice Items				1					
6408	Pledge - unrestricted/B&D	Open		01/01/2025	02/21/2025	01/01/2025			12,500.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other contractual services - Pledge - unrestricted/B&D	1.0000	EA	12,500.0000	12,500.00				
	G/L Account	Project					Amount		
	11-4640-3999 (General Fund-Building & Development Services-Other contractual services)							12,500.00	
Invoice Items				1					
Vendor 1203 - COLES TOGETHER			Totals			Invoices	2		\$25,000.00
Vendor 1439454	4445 - COMPASS MINERALS AMERICA INC	Bulk road salt - MFT	Open	01/22/2025	02/21/2025	01/22/2025			12,994.51
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Road salt - Bulk road salt - MFT	1.0000	EA	12,994.5100	12,994.51				
	G/L Account	Project					Amount		
	25-4312-2507 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Road salt)							12,994.51	
Invoice Items				1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1440784	Bulk Road Salt/MOTOR FUEL TAX	Open		01/23/2025	02/21/2025	01/23/2025			2,571.06
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 - Bulk Road Salt/MOTOR FUEL TAX		1.0000	EA	2,571.0600	2,571.06			
	G/L Account				Project			Amount	
	25-4312-2507 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Road salt)				PW 25 17 (MFT Road Salt)			2,571.06	
			Invoice Items		1				
Vendor 4445 - COMPASS MINERALS AMERICA INC			Totals			Invoices	2		\$15,565.57
Vendor 1214 - CONSOLIDATED SERVICES INC									
24-4699-1	Annexation plat for W Polk Ave - B&D	Open		02/07/2025	02/21/2025	02/07/2025			652.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Community Development Projects - Annexation plat for W Polk Ave - B&D		1.0000	EA	652.0000	652.00			
	G/L Account				Project			Amount	
	11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)				COMMUNITY (Community Development)			652.00	
			Invoice Items		1				
Vendor 1214 - CONSOLIDATED SERVICES INC			Totals			Invoices	1		\$652.00
Vendor 1224 - COUNTY OFFICE PRODUCTS INC									
0249550-001	Paper - REC	Open		01/30/2025	02/21/2025	01/30/2025			115.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other Supplies / REC - Paper - REC		1.0000	EA	115.5000	115.50			
	G/L Account				Project			Amount	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)							115.50	
			Invoice Items		1				
0249704-001	Chair - Judy's Station/WATER DEPARTMENT	Open		02/07/2025	02/21/2025	02/07/2025			169.00
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 - Chair - Judy's Station/WATER DEPARTMENT		1.0000	EA	169.0000	169.00			
	G/L Account				Project			Amount	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							169.00	
			Invoice Items		1				
Vendor 1224 - COUNTY OFFICE PRODUCTS INC			Totals			Invoices	2		\$284.50
Vendor 1229 - CRITES TITLE COMPANY INC									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
50079-CL-1	Title work for 207 Vine Avenue - B&D	Open		01/28/2025	02/21/2025	01/28/2025			175.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Community Development Projects - Title work for 207 Vine Avenue - B&D		1.0000	EA	175.0000	175.00			
	G/L Account				Project			Amount	
	11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)				COMMUNITY (Community Development)			175.00	
	Invoice Items			1					
50081-CL-1	Title work for 24 C Street - B&D	Open		01/28/2025	02/21/2025	01/28/2025			250.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Community Development Projects - Title work for 24 C Street - B&D		1.0000	EA	250.0000	250.00			
	G/L Account				Project			Amount	
	11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)				COMMUNITY (Community Development)			250.00	
	Invoice Items			1					
Vendor 1229 - CRITES TITLE COMPANY INC			Totals				Invoices	2	\$425.00
Vendor 4626 - CROSSROADS CONTRACTOR SUPPLY CORP									
20335	Sewer Adjusting Rings - Composite/UTILITY	Open		01/28/2025	02/21/2025	01/28/2025			4,349.47
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 - Sewer Adjusting Rings - Composite/UTILITY		1.0000	EA	4,349.4700	4,349.47			
	G/L Account				Project			Amount	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							4,349.47	
	Invoice Items			1					
Vendor 4626 - CROSSROADS CONTRACTOR SUPPLY CORP			Totals				Invoices	1	\$4,349.47
Vendor 1232 - CULLIGAN WATER CONDITIONER									
1382452	WW Lab Supplies	Open		12/06/2024	02/21/2025	12/06/2024			40.15
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab supplies / WWTP - WW Lab Supplies		1.0000	EA	40.1500	40.15			
	G/L Account				Project			Amount	
	61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)				0000 (0000 - Misc. Equip.)			40.15	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1401919	WW Lab Supplies	Open		12/17/2024	02/21/2025	12/17/2024			470.21
<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>	
	Lab supplies / WWTP - WW Lab Supplies		1.0000	EA	470.2100	470.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)				0000 (0000 - Misc. Equip.)			470.21	
			Invoice Items	1					
Vendor 1232 - CULLIGAN WATER CONDITIONER			Totals			Invoices	2		\$510.36
Vendor i1723	WP Equipment Expense - CAT Generator	Open		12/17/2024	02/21/2025	12/17/2024			1,800.00
<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 maintenance - WP Equipment Expense - CAT Generator		1.0000	EA	1,800.0000	1,800.00			
	<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.)			1,800.00	
			Invoice Items	1					
Vendor 3391 - D & M ELECTRICAL			Totals			Invoices	1		\$1,800.00
Vendor i520218	WP Building & Grounds - Heat, A/C, etc	Open		02/05/2025	02/21/2025	02/05/2025			414.00
<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>	
	Building repairs, maintenance and supplies - WP Building & Grounds - Heat, A/C, etc		1.0000	EA	414.0000	414.00			
	<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.)			414.00	
			Invoice Items	1					
Vendor 3997 - DHM - DAVIS-HOUK MECHANICAL, INC.			Totals			Invoices	1		\$414.00
Vendor i1389082	Fidelity Bonds	Open		02/04/2025	02/21/2025	02/04/2025			1,686.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Liability & Auto Insurance Premium - Fidelity Bonds		1.0000	EA	1,686.0000	1,686.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4910-3306 (General Fund-Premiums, Judgments & Claims-Liability & auto insurance)							1,686.00	
			Invoice Items	1					
Vendor 1260 - DIMOND BROTHERS AGENCY INC			Totals			Invoices	1		\$1,686.00
Vendor i1280	DUST & SON OF COLES COUNTY								



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
S4-980135	5/8" Tapping Tool/GARAGE/MECHANIC	Open		02/07/2025	02/21/2025	02/07/2025			9.51
<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 - 5/8" Tapping Tool/GARAGE/MECHANIC		1.0000	EA	9.5100	9.51			
	<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.)			9.51	
	<i>Invoice Items</i>				1				
Vendor 1280 - DUST & SON OF COLES COUNTY				Totals		Invoices	1		\$9.51
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO									
E061273	City Hall lightbulbs - MAINT	Open		01/23/2025	02/21/2025	01/23/2025			59.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall lightbulbs - MAINT		1.0000	EA	59.8000	59.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			59.80	
	<i>Invoice Items</i>				1				
E061281	City Hall lightbulbs and connectors - MAINT	Open		01/24/2025	02/21/2025	01/24/2025			168.41
<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>	
	Other repair & maintenance - City Hall lightbulbs and connectors - MAINT		1.0000	EA	168.4100	168.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			168.41	
	<i>Invoice Items</i>				1				
E061282	City Hall lights - MAINT	Open		01/24/2025	02/21/2025	01/24/2025			136.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall lights - MAINT		1.0000	EA	136.0000	136.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			136.00	
	<i>Invoice Items</i>				1				





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
E061284	City Hall lightbulbs - MAINT	Open		01/27/2025	02/21/2025	01/27/2025			96.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall lightbulbs - MAINT		1.0000	EA	96.0000	96.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			96.00	
	Invoice Items			1					
E061058	Bulbs for Museum - MAINT	Open		01/29/2025	02/21/2025	01/29/2025			59.85
<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>	
	Park maintenance materials - Bulbs for Museum - MAINT		1.0000	EA	59.8500	59.85			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				PK 1019 (LDD MUSEUM)			59.85	
	Invoice Items			1					
E061307	Emergency lights for City Hall - MAINT	Open		01/30/2025	02/21/2025	01/30/2025			4.73
<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>	
	Other repair & maintenance - Emergency lights for City Hall - MAINT		1.0000	EA	4.7300	4.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			4.73	
	Invoice Items			1					
E061320	City Hall emergency lights - MAINT	Open		01/31/2025	02/21/2025	01/31/2025			2.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall emergency lights - MAINT		1.0000	EA	2.8000	2.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			2.80	
	Invoice Items			1					
E061324	WW Misc. Supplies	Open		01/31/2025	02/21/2025	01/31/2025			34.07
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	34.0700	34.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
E061324	WW Misc. Supplies	Open		01/31/2025	02/21/2025	01/31/2025			34.07
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant- Other maintenance supplies)					0000 (0000 - Misc. Equip.)		34.07	
			Invoice Items	1					
E061340	Timers - MAINT	Open		02/07/2025	02/21/2025	02/07/2025			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>	
	Park maintenance materials - Timers - MAINT		1.0000	EA	139.0000	139.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)					PK 1017 (DOG TRAINING FACILITY)		139.00	
			Invoice Items	1					
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO Totals						Invoices	9		\$700.66
Vendor 4034 - EIU Men's Soccer									
EIU/Pre Acd	Payout for Pre Acd to EIU Men's Soccer - REC	Open		02/11/2025	02/21/2025	02/11/2025			300.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - Payout for Pre Acd to EIU Men's Soccer - REC		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs- Other contractual services)					REC 1002 1360 (Little Shots)		300.00	
			Invoice Items	1					
Vendor 4034 - EIU Men's Soccer Totals						Invoices	1		\$300.00
Vendor 4035 - EIU Women's Soccer									
EIUSOCCER	Pre-Acd Soccer payout - REC	Open		02/11/2025	02/21/2025	02/11/2025			300.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - Pre-Acd Soccer payout - REC		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs- Other contractual services)					REC 1002 1320 (Pre Academy Soccer)		300.00	
			Invoice Items	1					
Vendor 4035 - EIU Women's Soccer Totals						Invoices	1		\$300.00
Vendor 1930 - EJ EQUIPMENT									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
P07132	Tractor/Cable Repair Kit - Pigtail/UTILITY	Open		02/06/2025	02/21/2025	02/06/2025			602.55
<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>	
	1/4 page full color ad/tourism - Tractor/Cable Repair Kit - Pigtail/UTILITY		1.0000	EA	602.5500	602.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				2397 (2015 Ford Explorer - 4WD SUV)			602.55	
	Invoice Items			1					
			Vendor	1930 - EJ EQUIPMENT	Totals	Invoices	1		\$602.55
Vendor 3953 - EXCEL ECOCLEAN									
1703	Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD	Open		01/31/2025	02/21/2025	01/31/2025			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	
	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									
ILMAT171741	Shop Supplies/W/S GARAGE	Open		02/04/2025	02/21/2025	02/04/2025			28.82
<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>	
	1/4 page full color ad/tourism - Shop Supplies/W/S GARAGE		1.0000	EA	28.8200	28.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			28.82	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
ILMAT171742	Misc Bolts/Hardware for Shop/W/S GARAGE	Open		02/04/2025	02/21/2025	02/04/2025			48.55
<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>	
	1/4 page full color ad/tourism - Misc Bolts/Hardware for Shop/W/S GARAGE		1.0000	EA	48.5500	48.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			48.55	
	Invoice Items			1					
Vendor 1328 - FASTENAL COMPANY Totals					Invoices	2			\$77.37
Vendor 1352 - FRATERNAL ORDER OF POLICE									
2025-00000088	FOP Dues - Police Dues	Open		02/14/2025	02/14/2025	02/14/2025			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 - 02/14/2025 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 1361 - GALLS, LLC									
030143966	Uniform - Hammond/PD	Open		01/13/2025	02/21/2025	01/13/2025			74.35
<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>	
	Uniforms / PD - Uniform - Hammond/PD		1.0000	EA	74.3500	74.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							74.35	
	Invoice Items			1					
030194842	Uniform - Hammond/PD	Open		01/17/2025	02/21/2025	01/17/2025			19.62
<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>	
	Uniforms / PD - Uniform - Hammond/PD		1.0000	EA	19.6200	19.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							19.62	
	Invoice Items			1					
030212019	Uniform - Thornton/PD	Open		01/20/2025	02/21/2025	01/20/2025			43.79
<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>	
	Uniforms / PD - Uniform - Thornton/PD		1.0000	EA	43.7900	43.79			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							43.79	
	Invoice Items			1					
Vendor 1361 - GALLS, LLC Totals					Invoices	3			\$137.76



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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>1373 - GILBERT,METZGER &amp; MADIGAN,LLP</b>									
2-1-2025	Preparation of 1099-NEC	Open		02/01/2025	02/21/2025	02/01/2025			150.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Auditing & Accounting Services - Preparation of 1099-NEC		1.0000	EA	150.0000	150.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4004-3100 (General Fund-Comptroller's Office-Auditing & accounting services)							150.00	
	Invoice Items			1					
Vendor <b>1373 - GILBERT,METZGER &amp; MADIGAN,LLP</b> Totals Invoices 1 \$150.00									
Vendor <b>4540 - AUSTIN GLIDEWELL</b>									
02/10/2025	Reimbursement for clothing - PD	Open		02/10/2025	02/21/2025	02/10/2025			161.63
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Reimbursement for clothing - PD		1.0000	EA	161.6300	161.63			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							161.63	
	Invoice Items			1					
Vendor <b>4540 - AUSTIN GLIDEWELL</b> Totals Invoices 1 \$161.63									
Vendor <b>1874 - GRAINGER</b>									
9389710337	WW Preliminary Treatment	Open		01/29/2025	02/21/2025	01/29/2025			536.60
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Capital Improvement projects - WW Preliminary Treatment		1.0000	EA	536.6000	536.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				0000 (0000 - Misc. Equip.)			536.60	
	Invoice Items			1					
9394441738 WW Preliminary Treatment Open 02/03/2025 02/21/2025 02/03/2025 239.25									
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Capital Improvement projects - WW Preliminary Treatment		1.0000	EA	239.2500	239.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				0000 (0000 - Misc. Equip.)			239.25	
	Invoice Items			1					
Vendor <b>1874 - GRAINGER</b> Totals Invoices 2 \$775.85									
Vendor <b>1955 - HOME DEPOT CREDIT SERVICES</b>									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1967-1/23/25	City Hall roof access - MAINT	Open		01/23/2025	02/21/2025	01/23/2025			55.91
<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>	
	Other repair & maintenance - City Hall roof access - MAINT		1.0000	EA	55.9100	55.91			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			55.91	
				Invoice Items	1				
84499	PW Bathroom Shelving/UTILITY	Open		01/29/2025	02/21/2025	01/29/2025			246.46
<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 - PW Bathroom Shelving/UTILITY		1.0000	EA	246.4600	246.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3510 (Water and Sewer Fund-Utility Department-Repair of buildings & facilities)							246.46	
				Invoice Items	1				
020725	WW Misc. Supplies	Open		02/07/2025	02/21/2025	02/07/2025			24.88
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	24.8800	24.88			
	<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.)			24.88	
				Invoice Items	1				
Vendor 1955 - HOME DEPOT CREDIT SERVICES Totals					Invoices	3			\$327.25
Vendor 3134 - HUMANA HEALTH CARE PLANS - REFUNDS									
CHA32147	Overpayment of CHA32147 - FD	Open		01/16/2025	02/21/2025	01/16/2025			458.90
<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>	
	Refund - Ambulance Overpayment - Overpayment of CHA32147 - FD		1.0000	EA	458.9000	458.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							458.90	
				Invoice Items	1				
Vendor 3134 - HUMANA HEALTH CARE PLANS - REFUNDS Totals					Invoices	1			\$458.90
Vendor 4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY									
T2514567	Comm charges/PD	Open		12/31/2024	02/21/2025	12/31/2024			318.16
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Comm charges/PD		1.0000	EA	318.1600	318.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
T2514567	Comm charges/PD	Open		12/31/2024	02/21/2025	12/31/2024			318.16
<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>	
	11-4210-3199 (General Fund-Police Department-Business services)							318.16	
	Invoice Items			1					
Vendor 4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY Totals						Invoices	1		\$318.16
Vendor 3161 - ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION									
01/01/2025	MW IGFOA Dues - COMPTROLLER	Open		01/01/2025	02/21/2025	01/01/2025			300.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional membership - MW IGFOA Dues - COMPTROLLER		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4004-3704 (General Fund-Comptroller's Office-Professional memberships)							300.00	
	Invoice Items			1					
Vendor 3161 - ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION Totals						Invoices	1		\$300.00
Vendor 1446 - ILLINOIS STATE POLICE									
20241206202	Background checks and liquor licenses - ADMIN	Open		12/31/2024	02/21/2025	12/31/2024			691.75
<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>	
	Other contractual services - Background checks and liquor licenses - ADMIN		1.0000	EA	691.7500	691.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)							691.75	
	Invoice Items			1					
Vendor 1446 - ILLINOIS STATE POLICE Totals						Invoices	2		\$745.75
Vendor 4583 - ILMO PRODUCTS COMPANY									
20250106202	Background checks and liquor licenses - ADMIN	Open		01/31/2025	02/21/2025	01/31/2025			54.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other contractual services - Background checks and liquor licenses - ADMIN		1.0000	EA	54.0000	54.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)							54.00	
	Invoice Items			1					
Vendor 1446 - ILLINOIS STATE POLICE Totals						Invoices	2		\$745.75



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
0001530511	WW Building & Grounds - General Repairs	Open		01/31/2025	02/21/2025	01/31/2025			128.15
<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>	
	Repair of buildings and facilities - WW Building & Grounds - General Repairs		1.0000	EA	128.1500	128.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3510 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of buildings & facilities)							128.15	
				Invoice Items	1				
0001530632	WW Building & Grounds - General Repairs	Open		01/31/2025	02/21/2025	01/31/2025			75.14
<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>	
	Repair of buildings and facilities - WW Building & Grounds - General Repairs		1.0000	EA	75.1400	75.14			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3510 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of buildings & facilities)							75.14	
				Invoice Items	1				
Vendor 4583 - ILMO PRODUCTS COMPANY Totals									Invoices 2 \$203.29
Vendor 4092 - IMAGETREND, INC.									
PS-INV113571	Billing bridge recurring monthly fee/FD	Open		01/31/2025	02/21/2025	01/31/2025			1,687.00
<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 - Billing bridge recurring monthly fee/FD		1.0000	EA	1,687.0000	1,687.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3199 (General Fund-Fire Department-Business services)							1,687.00	
				Invoice Items	1				
Vendor 4092 - IMAGETREND, INC. Totals									Invoices 1 \$1,687.00
Vendor 1460 - IMCO UTILITY SUPPLY CO									
1138081-00	West Polk Ave WM Valves and Hydrant - UTILITY	Open		01/27/2025	02/21/2025	01/27/2025			7,863.00
<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 - West Polk Ave WM Valves and Hydrant - UTILITY		1.0000	EA	7,863.0000	7,863.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 25 03 (West Polk WM)			7,863.00	
				Invoice Items	1				





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1138081-01	Valve Box Top & Lids/UTILITY	Open		01/27/2025	02/21/2025	01/27/2025			96.00
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 - Valve Box Top & Lids/UTILITY		1.0000	EA	96.0000	96.00			
	G/L Account				Project			Amount	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 25 03 (West Polk WM)			96.00	
			Invoice Items		1				
1138081-02	Valve Box Tops/UTILITY	Open		01/27/2025	02/21/2025	01/27/2025			516.00
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 - Valve Box Tops/UTILITY		1.0000	EA	516.0000	516.00			
	G/L Account				Project			Amount	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 25 03 (West Polk WM)			516.00	
			Invoice Items		1				
1138147-00	Oak Shims for Blocking/Bracing/UTILITY	Open		01/27/2025	02/21/2025	01/27/2025			210.54
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 - Oak Shims for Blocking/Bracing/UTILITY		1.0000	EA	210.5400	210.54			
	G/L Account				Project			Amount	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							210.54	
			Invoice Items		1				
Vendor			1460 - IMCO UTILITY SUPPLY CO Totals			Invoices		4	\$8,685.54
Vendor 4122 - INDELCO PLASTICS CORPORATION									
INV505217	WP Misc Supplies - Pipe, Fittings, etc	Open		01/28/2025	02/21/2025	01/28/2025			461.25
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	461.2500	461.25			
	G/L Account				Project			Amount	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							461.25	
			Invoice Items		1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
INV507202	WP Misc Supplies - Pipe, Fittings, etc	Open		02/07/2025	02/21/2025	02/07/2025			54.85
<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>		
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc	1.0000	EA	54.8500	54.85				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)						54.85		
	Invoice Items			1					
Vendor 4122 - INDELCO PLASTICS CORPORATION				Totals		Invoices	2		\$516.10
Vendor 4490 - INTELEPEER CLOUD COMMUNICATIONS, LLC									
INV00265527	VOIP trunk fees (outbound calling)/WATER DEPT/REC/ADMIN	Open		01/31/2025	02/21/2025	01/31/2025			618.64
<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>		
	Internet & Telephone service - VOIP trunk fees (outbound calling)/WATER DEPT/REC/ADMIN	1.0000	EA	618.6400	618.64				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4001-3401 (General Fund-Administration & Boards- Manager- Telephone expense)						383.56		
	61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)						154.66		
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs- Telephone expense)						80.42		
	Invoice Items			1					
Vendor 4490 - INTELEPEER CLOUD COMMUNICATIONS, LLC				Totals		Invoices	1		\$618.64
Vendor 1475 - INTL UNION OF OPERATING									
2025-00000091	OE Dues - 1st - IUOE Dues - 1st Check	Open		02/14/2025	02/14/2025	02/14/2025			720.00
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 02/14/2025 Deduction IUOE Dues - 1st Check	1.0000	EA	720.0000	720.00				
	<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)						370.00		
	Invoice Items			1					
Vendor 1475 - INTL UNION OF OPERATING				Totals		Invoices	1		\$720.00
Vendor 3355 - JOHN DEERE FINANCIAL									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
133291	1403 14th St house demo sans lateral materials - B&D	Open		01/28/2025	02/21/2025	01/28/2025			63.96
<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>	
	Demolition & clearing service - 1403 14th St house demo sans lateral materials - B&D		1.0000	EA	63.9600	63.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3104 (General Fund-Building & Development Services-Demolition & clearing services)							63.96	
				Invoice Items	1				
187170	Grinding Wheels/Metal Fab/UTILITY	Open		01/28/2025	02/21/2025	01/28/2025			56.40
<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>	
	1/4 page full color ad/tourism - Grinding Wheels/Metal Fab/UTILITY		1.0000	EA	56.4000	56.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							56.40	
				Invoice Items	1				
133398	Hole saw - REC	Open		01/29/2025	02/21/2025	01/29/2025			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>	
	Park maintenance materials - Hole saw - REC		1.0000	EA	8.9900	8.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							8.99	
				Invoice Items	1				
172848	Hole saw - REC	Open		01/29/2025	02/21/2025	01/29/2025			22.49
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Hole saw - REC		1.0000	EA	22.4900	22.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							22.49	
				Invoice Items	1				
187283	Bulbs - MAINT	Open		01/29/2025	02/21/2025	01/29/2025			2.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Bulbs - MAINT		1.0000	EA	2.9900	2.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							2.99	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
187318	Oil - MAINT	Open		01/29/2025	02/21/2025	01/29/2025			18.95
<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 & supplies / MAINT - Oil - MAINT		1.0000	EA	18.9500	18.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				6493 (6493 - 2007 Ford F350)			18.95	
				Invoice Items	1				
227815	Misc Hardware for Salt Spreader/STREET	Open		01/29/2025	02/21/2025	01/29/2025			9.07
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	1/4 page full color ad/tourism - Misc Hardware for Salt Spreader/STREET		1.0000	EA	9.0700	9.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				3469 (2017 International truck)			9.07	
				Invoice Items	1				
227945	Sign Shop Materials/STREET	Open		01/30/2025	02/21/2025	01/30/2025			39.97
<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 - Sign Shop Materials/STREET		1.0000	EA	39.9700	39.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2801 (General Fund-Street Department-Hand tools)							39.97	
				Invoice Items	1				
133676	Winter/Cold Weather Gear/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			54.99
<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 - Winter/Cold Weather Gear/UTILITY		1.0000	EA	54.9900	54.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							54.99	
				Invoice Items	1				
187494	WW Misc. Supplies	Open		01/31/2025	02/21/2025	01/31/2025			107.86
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	107.8600	107.86			
	<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.)			107.86	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
228065	Hand Tools & Gloves/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			47.75
<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>	
	1/4 page full color ad/tourism - Hand Tools & Gloves/UTILITY		1.0000	EA	47.7500	47.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							47.75	
	Invoice Items				1				
173270	Grinding Wheels/Metal Fab/UTILITY	Open		02/03/2025	02/21/2025	02/03/2025			28.94
<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 - Grinding Wheels/Metal Fab/UTILITY		1.0000	EA	28.9400	28.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							28.94	
	Invoice Items				1				
134261	Safety pins, chains and steel - MAINT	Open		02/04/2025	02/21/2025	02/04/2025			52.94
<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>	
	Park maintenance materials - Safety pins, chains and steel - MAINT		1.0000	EA	52.9400	52.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							52.94	
	Invoice Items				1				
188230	Grinding Wheels/Metal Fab/UTILITY	Open		02/06/2025	02/21/2025	02/06/2025			23.59
<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 - Grinding Wheels/Metal Fab/UTILITY		1.0000	EA	23.5900	23.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							23.59	
	Invoice Items				1				
228903	WP Janitor Supplies	Open		02/07/2025	02/21/2025	02/07/2025			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>	
	Janitorial & cleaning supplies - WP Janitor Supplies		1.0000	EA	4.9800	4.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2301 (Water and Sewer Fund-Water Treatment Plant-Janitorial & cleaning supplies)							4.98	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
229118	Sign Shop Materials/Hand Tools/STREET	Open		02/10/2025	02/21/2025	02/10/2025			19.99
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 - Sign Shop Materials/Hand Tools/STREET		1.0000	EA	19.9900	19.99			
	G/L Account				Project			Amount	
	11-4310-2801 (General Fund-Street Department-Hand tools)							19.99	
	Invoice Items			1					
Vendor 3355 - JOHN DEERE FINANCIAL			Totals		Invoices		16		\$563.86
Vendor 1512 - KIRCHNER BUILDING CENTER									
615269	Form Lumber/UTILITY	Open		11/06/2024	02/21/2025	11/06/2024			41.32
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 - Form Lumber/UTILITY		1.0000	EA	41.3200	41.32			
	G/L Account				Project			Amount	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							41.32	
	Invoice Items			1					
615515	Form Lumber/Driveway Access for Resident/UTILITY	Open		11/06/2024	02/21/2025	11/06/2024			102.66
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 - Form Lumber/Driveway Access for Resident/UTILITY		1.0000	EA	102.6600	102.66			
	G/L Account				Project			Amount	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							102.66	
	Invoice Items			1					
645272	Form Lumber/ STREET	Open		12/30/2024	02/21/2025	12/30/2024			95.52
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 - Form Lumber/ STREET		1.0000	EA	95.5200	95.52			
	G/L Account				Project			Amount	
	11-4310-2501 (General Fund-Street Department-Concrete)							95.52	
	Invoice Items			1					
656815	Roof access City Hall - MAINT	Open		01/24/2025	02/21/2025	01/24/2025			53.37
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	53.3700	53.37			
	G/L Account				Project			Amount	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			53.37	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
659457	Lumber for picnic table - MAINT	Open		01/29/2025	02/21/2025	01/29/2025			528.55
<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>	
	Park maintenance materials - Lumber for picnic table - MAINT		1.0000	EA	528.5500	528.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							528.55	
				Invoice Items	1				
661761	Roof access City Hall - MAINT	Open		02/03/2025	02/21/2025	02/03/2025			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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	2.7600	2.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			2.76	
				Invoice Items	1				
662066	Roof access City Hall - MAINT	Open		02/03/2025	02/21/2025	02/03/2025			3.48
<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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	3.4800	3.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			3.48	
				Invoice Items	1				
662432	City Hall roof access - MAINT	Open		02/04/2025	02/21/2025	02/04/2025			197.16
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall roof access - MAINT		1.0000	EA	197.1600	197.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			197.16	
				Invoice Items	1				
662849	City Hall roof access - MAINT	Open		02/04/2025	02/21/2025	02/04/2025			17.66
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - City Hall roof access - MAINT		1.0000	EA	17.6600	17.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			17.66	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
663309	Roof access City Hall - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			30.21
<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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	30.2100	30.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			30.21	
	Invoice Items				1				
663330	Fasteners - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			8.87
<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>	
	Park maintenance materials - Fasteners - MAINT		1.0000	EA	8.8700	8.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							8.87	
	Invoice Items				1				
664430	Roof access City Hall - MAINT	Open		02/07/2025	02/21/2025	02/07/2025			9.49
<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>	
	Other repair & maintenance - Roof access City Hall - MAINT		1.0000	EA	9.4900	9.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)				PK 1016 (CITY HALL)			9.49	
	Invoice Items				1				
Vendor 1512 - KIRCHNER BUILDING CENTER Totals						Invoices	12		\$1,091.05
Vendor 4387 - KOLBI KRAFT									
02/03/2025	Reimbursement for clothing - PD	Open		02/03/2025	02/21/2025	02/03/2025			330.49
<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>	
	Uniforms / PD - Reimbursement for clothing - PD		1.0000	EA	330.4900	330.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							330.49	
	Invoice Items				1				
Vendor 4387 - KOLBI KRAFT Totals						Invoices	1		\$330.49
Vendor 2468 - KRONOS									





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
12360821	January 2025 WFR / EBHR	Open		02/08/2025	02/21/2025	02/08/2025			711.42
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Data Processing Service - January 2025 WFR / EBHR	1.0000	EA	711.4200	711.42				
	G/L Account				Project			Amount	
	11-4700-3101 (General Fund-Human Resources-Data processing services)							711.42	
	Invoice Items			1					
Vendor 1522 - LAKE LAND COMMUNITY COLLEGE			Totals			Invoices	1		\$711.42
Vendor 1522 - LAKE LAND COMMUNITY COLLEGE	Tuition for Daugherty, McCain, Nichols, Reinhart	Open		01/17/2025	02/21/2025	01/17/2025			8,882.02
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Education & training expense - Tuition for Daugherty, McCain, Nichols, Reinhart	1.0000	EA	8,882.0200	8,882.02				
	G/L Account				Project			Amount	
	11-4221-3706 (General Fund-Fire Department-Education & training expense)							8,882.02	
	Invoice Items			1					
Vendor 1522 - LAKE LAND COMMUNITY COLLEGE			Totals			Invoices	2		\$10,713.82
Vendor 3656 - JOSH LAWSON									
2 4 2025	Winter Clothing Reimbursement/STREET	Open		02/04/2025	02/21/2025	02/04/2025			88.70
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 - Winter Clothing Reimbursement/STREET	1.0000	EA	88.7000	88.70				
	G/L Account				Project			Amount	
	11-4310-2701 (General Fund-Street Department-Uniforms)							88.70	
	Invoice Items			1					
Vendor 3656 - JOSH LAWSON			Totals			Invoices	1		\$88.70
Vendor 4766 - LOCAL TEES									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
1870	Race tshirts for runners - REC	Open		01/29/2025	02/21/2025	01/29/2025			382.75
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other Supplies / REC - Race tshirts for runners - REC		1.0000	EA	382.7500	382.75			
	G/L Account				Project			Amount	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5280 (Mid Winter Classic)			382.75	
	Invoice Items			1					
1874	Uniforms - FD	Open		01/30/2025	02/21/2025	01/30/2025			296.81
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms / FD - Uniforms - FD		1.0000	EA	296.8100	296.81			
	G/L Account				Project			Amount	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							296.81	
	Invoice Items			1					
Vendor 1542 - LORENZ WHOLESALE CO			Vendor 4766 - LOCAL TEES Totals			Invoices		2	\$679.56
645384-1	Trash cans - MAINT	Open		01/10/2025	02/21/2025	01/10/2025			912.40
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Janitorial & cleaning supplies - Trash cans - MAINT		1.0000	EA	912.4000	912.40			
	G/L Account				Project			Amount	
	11-4194-2301 (General Fund-Parks & Maintenance Department-Janitorial & cleaning supplies)							912.40	
	Invoice Items			1					
Vendor 1542 - LORENZ WHOLESALE CO			Totals			Invoices		1	\$912.40
Vendor 1563 - MCFARLAND STEEL SUPPLY									
25-0125	WW Preliminary Treatment	Open		02/04/2025	02/21/2025	02/04/2025			322.40
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Capital Improvement projects - WW Preliminary Treatment		1.0000	EA	322.4000	322.40			
	G/L Account				Project			Amount	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				0000 (0000 - Misc. Equip.)			322.40	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
25-0127	WW Building & Grounds - General Repairs	Open		02/04/2025	02/21/2025	02/04/2025			274.87
<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>	
	Repair of buildings and facilities - WW Building & Grounds - General Repairs		1.0000	EA	274.8700	274.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3510 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of buildings & facilities)							274.87	
	Invoice Items			1					
25-0137	WW Building & Grounds - General Repairs	Open		02/06/2025	02/21/2025	02/06/2025			41.96
<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 - WW Building & Grounds - General Repairs		1.0000	EA	41.9600	41.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3510 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of buildings & facilities)							41.96	
	Invoice Items			1					
Vendor 1563 - MCFARLAND STEEL SUPPLY Totals									Invoices 3 \$639.23
Vendor 4598 - Mel's Quality Tire									
01/30/2025	Re torque wheels of 2021 Ford F150 - PD	Open		01/30/2025	02/21/2025	01/30/2025			625.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Re torque wheels of 2021 Ford F150 - PD		1.0000	EA	625.2000	625.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				3828 (2021 Ford F150)			625.20	
	Invoice Items			1					
1 31 2025	Flat Repair/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			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>	
	1/4 page full color ad/tourism - Flat Repair/UTILITY		1.0000	EA	20.0000	20.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)				6433 (2023 Ford F150 #12)			20.00	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
020325	WP Vehicle Parts & Supplies	Open		02/03/2025	02/21/2025	02/03/2025			94.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Tires, repair and maintenance - WP Vehicle Parts & Supplies		1.0000	EA	94.0000	94.00			
	G/L Account			Project			Amount		
	61-4611-2401 (Water and Sewer Fund-Water Treatment Plant-Vehicle parts & supplies)			7518 (2019 John Deere)			94.00		
	Invoice Items			1					
Mel's 2/4	Tire replacement - MAINT	Open		02/04/2025	02/21/2025	02/04/2025			98.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts & supplies / MAINT - Tire replacement - MAINT		1.0000	EA	98.0000	98.00			
	G/L Account			Project			Amount		
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)			6214 (6214 - 1996 Circle-N-Equipment Trailer #29)			98.00		
	Invoice Items			1					
Vendor 1576 - MID-ILLINOIS CONCRETE, INC			Vendor 4598 - Mel's Quality Tire Totals	Invoices			4		\$837.20
286528	Bollards Around PW Complex/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			222.00
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 - Bollards Around PW Complex/UTILITY		1.0000	EA	222.0000	222.00			
	G/L Account			Project			Amount		
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)						222.00		
	Invoice Items			1					
286529	Main Break Patch/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			324.00
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 - Main Break Patch/UTILITY		1.0000	EA	324.0000	324.00			
	G/L Account			Project			Amount		
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)						324.00		
	Invoice Items			1					
286530	Main Break Patch/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			243.00
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 - Main Break Patch/UTILITY		1.0000	EA	243.0000	243.00			
	G/L Account			Project			Amount		
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)						243.00		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
286531	Main Break Patch/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			405.00
<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 - Main Break Patch/UTILITY		1.0000	EA	405.0000	405.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							405.00	
	<i>Invoice Items</i>				1				
Vendor 1576 - MID-ILLINOIS CONCRETE, INC				Totals		Invoices	4		\$1,194.00
Vendor 1584 - MIDWEST METER INC									
0175138-IN	West Polk Ave WM Materials, Pipe, Anchor Couplings - UTILITY	Open		02/06/2025	02/21/2025	02/06/2025			10,865.00
<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 - West Polk Ave WM Materials, Pipe, Anchor Couplings - UTILITY		1.0000	EA	10,865.0000	10,865.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 23 05 (MFT Commodities)			10,865.00	
	<i>Invoice Items</i>				1				
0175139-IN	10" and 12" SDR35 SanS Pipe-Stock/ UTILITY	Open		02/06/2025	02/21/2025	02/06/2025			1,126.98
<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 - 10" and 12" SDR35 SanS Pipe-Stock/ UTILITY		1.0000	EA	1,126.9800	1,126.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							1,126.98	
	<i>Invoice Items</i>				1				
0175188-IN	12"x14" Tapping Sleeve/UTILITY	Open		02/07/2025	02/21/2025	02/07/2025			803.00
<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 - 12"x14" Tapping Sleeve/UTILITY		1.0000	EA	803.0000	803.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)				PW 25 03 (West Polk WM)			803.00	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
0175189-IN	8" Full Circle Repair Clamp/UTILITY	Open		02/07/2025	02/21/2025	02/07/2025			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				
0175190--IN	4", 6" and 8" Full Circle Repair Clamps/UTILITY	Open		02/07/2025	02/21/2025	02/07/2025			837.00
<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 - 4", 6" and 8" Full Circle Repair Clamps/UTILITY		1.0000	EA	837.0000	837.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							837.00	
	Invoice Items				1				
Vendor 1584 - MIDWEST METER INC Totals									Invoices 5 \$13,834.98
Vendor 1591 - MISSISSIPPI LIME CO									
CD64599	WP Chemicals - Lime	Open		02/10/2025	02/21/2025	02/10/2025			9,166.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Chemicals / WTP - WP Chemicals - Lime		1.0000	EA	9,166.3300	9,166.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							9,166.33	
	Invoice Items				1				
Vendor 1591 - MISSISSIPPI LIME CO Totals									Invoices 1 \$9,166.33
Vendor 3092 - NAPA - MCKAY AUTO PARTS									
144056	Hydraulic Adapter for Salt Spreader/STREET	Open		01/29/2025	02/21/2025	01/29/2025			36.82
<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>	
	1/4 page full color ad/tourism - Hydraulic Adapter for Salt Spreader/STREET		1.0000	EA	36.8200	36.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					3469 (2017 International truck)		36.82	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
144344	Tail Lights/STREET	Open		02/06/2025	02/21/2025	02/06/2025			104.97
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 - Tail Lights/STREET		1.0000	EA	104.9700	104.97			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				3468 (2017 International Dump Truck)			104.97	
	Invoice Items			1					
Vendor 3092 - NAPA - MCKAY AUTO PARTS		Totals				Invoices	2		\$141.79
Vendor 1626 - NE-CO ASPHALT CO INC									
60987	Cold Mix For Main Breaks/UTILITY	Open		01/31/2025	02/21/2025	01/31/2025			1,639.68
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 - Cold Mix For Main Breaks/UTILITY		1.0000	EA	1,639.6800	1,639.68			
	G/L Account				Project			Amount	
	61-4610-2502 (Water and Sewer Fund-Utility Department-Asphalt & asphalt products)							1,639.68	
	Invoice Items			1					
Vendor 1626 - NE-CO ASPHALT CO INC		Totals				Invoices	1		\$1,639.68
Vendor 2175 - NEENAH FOUNDRY COMPANY									
174264	SanS Lid Replacement-Reversible F & G/UTILITY	Open		01/29/2025	02/21/2025	01/29/2025			1,508.06
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 - SanS Lid Replacement-Reversible F & G/UTILITY		1.0000	EA	1,508.0600	1,508.06			
	G/L Account				Project			Amount	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							1,508.06	
	Invoice Items			1					
Vendor 2175 - NEENAH FOUNDRY COMPANY		Totals				Invoices	1		\$1,508.06
Vendor 3265 - O'REILLY AUTO PARTS									
2323-218680	O2 Sensor/UTILITY	Open		01/28/2025	02/21/2025	01/28/2025			135.00
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 - O2 Sensor/UTILITY		1.0000	EA	135.0000	135.00			
	G/L Account				Project			Amount	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				0790 (2014 Ford F-5920 4 WD)			135.00	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
2323-218782	Hydraulic Hose/STREET	Open		01/29/2025	02/21/2025	01/29/2025			191.80
<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>	
	1/4 page full color ad/tourism - Hydraulic Hose/STREET		1.0000	EA	191.8000	191.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				3469 (2017 International truck)			191.80	
	Invoice Items			1					
2323-219493	Catalytic Converter/UTILITY	Open		02/04/2025	02/21/2025	02/04/2025			1,046.71
<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>	
	1/4 page full color ad/tourism - Catalytic Converter/UTILITY		1.0000	EA	1,046.7100	1,046.71			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				0790 (2014 Ford F-5920 4 WD)			1,046.71	
	Invoice Items			1					
2323-219631	Cabin filters - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			21.87
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts & supplies / MAINT - Cabin filters - MAINT		1.0000	EA	21.8700	21.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				1129 (2019 Dodge Caravan)			21.87	
	Invoice Items			1					
2323-219695	Hubs - MAINT	Open		02/05/2025	02/21/2025	02/05/2025			18.71
<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>	
	Vehicle parts & supplies / MAINT - Hubs - MAINT		1.0000	EA	18.7100	18.71			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				6384 (6384 - 1986 GMC 3500 Flatbed #23)			18.71	
	Invoice Items			1					
Vendor 3265 - O'REILLY AUTO PARTS Totals						Invoices	5		\$1,414.09

Vendor 4580 - PACE ANALYTICAL SERVICES, LLC





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
257202296	WP Lab Expense - Outside Testing	Open		01/31/2025	02/21/2025	01/31/2025			75.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab Processing Fees - WP Lab Expense - Outside Testing		1.0000	EA	75.0000	75.00			
	G/L Account				Project			Amount	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							75.00	
	Invoice Items			1					
257202297	WP Lab Expense - Outside Testing	Open		01/31/2025	02/21/2025	01/31/2025			655.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab Processing Fees - WP Lab Expense - Outside Testing		1.0000	EA	655.0000	655.00			
	G/L Account				Project			Amount	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							655.00	
	Invoice Items			1					
Vendor 4329 - PENN CARE		Vendor 4580 - PACE ANALYTICAL SERVICES, LLC	Totals			Invoices	2		\$730.00
M128404	Linder Sports Complex First Aid & AED supplies / EBHR	Open		01/30/2025	02/21/2025	01/30/2025			509.14
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	First Aid Supplies - Linder Sports Complex First Aid & AED supplies / EBHR		1.0000	EA	509.1400	509.14			
	G/L Account				Project			Amount	
	11-4700-3197 (General Fund-Human Resources-Other employee benefits)							509.14	
	Invoice Items			1					
M130124	First aid supplies - FD	Open		02/03/2025	02/21/2025	02/03/2025			390.82
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	First Aid Supplies - First aid supplies - FD		1.0000	EA	390.8200	390.82			
	G/L Account				Project			Amount	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							390.82	
	Invoice Items			1					
Vendor 3186 - PEOPLES BANK & TRUST		Vendor 4329 - PENN CARE	Totals			Invoices	2		\$899.96



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
2025-00000093	H.S.A. - H.S.A. Contribution*	Open		02/14/2025	02/14/2025	02/14/2025			14,037.53
<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>	
	Payroll Withholding - 02/14/2025 Benefit H.S.A. Match		1.0000	EA	1,708.4800	1,708.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							1,333.46	
	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 - 02/14/2025 Benefit H.S.A. Match Single		1.0000	EA	979.4800	979.48			
	<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)							145.88	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							41.68	
	Payroll Withholding - 02/14/2025 Benefit H.S.A. Premium Remainder		1.0000	EA	6,169.1000	6,169.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							5,036.00	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							881.30	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							251.80	
	Payroll Withholding - 02/14/2025 Deduction H.S.A. Contribution		1.0000	EA	5,180.4700	5,180.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							4,027.62	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							1,055.85	
	22-2038 (Playground & Recreation Fund-Other payroll withholdings)							97.00	
	Invoice Items				4				
Vendor 3186 - PEOPLES BANK & TRUST Totals									\$14,037.53
Invoices 1									
Vendor 1681 - POSTMASTER									
Feb 2025	Monthly postage - permit #7/WATER	Open		02/15/2025	02/21/2025	02/15/2025			2,600.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Postage expense - Monthly postage - permit #7/WATER		1.0000	EA	2,600.0000	2,600.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							2,600.00	
	Invoice Items				1				
Vendor 1681 - POSTMASTER Totals									\$2,600.00
Invoices 1									
Vendor 4042 - PROVANTAGE LLC									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
9813326	Toner - IS	Open		01/31/2025	02/21/2025	01/31/2025			687.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies - Toner - IS		1.0000	EA	687.0000	687.00			
	G/L Account				Project			Amount	
	11-4060-2001 (General Fund-Information Services-Office supplies)							687.00	
	Invoice Items					1			
			Vendor	4042 - PROVANTAGE LLC Totals			Invoices	1	\$687.00
Vendor	1698 - PUMP REPAIR SPECIALIST								
37472	WP Equipment Expense - Lime Silo	Open		01/31/2025	02/21/2025	01/31/2025			2,415.96
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Pump Repair / WTP - WP Equipment Expense - Lime Silo		1.0000	EA	2,415.9600	2,415.96			
	G/L Account				Project			Amount	
	61-4611-3508 (Water and Sewer Fund-Water Treatment Plant-Repair of operating equipment)					0000 (0000 - Misc. Equip.)		2,415.96	
	Invoice Items					1			
			Vendor	1698 - PUMP REPAIR SPECIALIST Totals			Invoices	1	\$2,415.96
Vendor	1701 - QUILL CORPORATION								
42563590	Paper towels - FD	Open		01/24/2025	02/21/2025	01/24/2025			212.88
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Janitorial & cleaning supplies - Paper towels - FD		1.0000	EA	212.8800	212.88			
	G/L Account				Project			Amount	
	11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)							212.88	
	Invoice Items					1			
			Vendor	1701 - QUILL CORPORATION Totals			Invoices	1	\$212.88
Vendor	1711 - RAHN EQUIPMENT COMPANY								
56345	Snow Plow Cutting Edge-Sabre Blades/STREET	Open		02/05/2025	02/21/2025	02/05/2025			3,531.34
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 - Snow Plow Cutting Edge-Sabre Blades/STREET		1.0000	EA	3,531.3400	3,531.34			
	G/L Account				Project			Amount	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					3468 (2017 International Dump Truck)		3,531.34	
	Invoice Items					1			
			Vendor	1711 - RAHN EQUIPMENT COMPANY Totals			Invoices	1	\$3,531.34
Vendor	1717 - RAWLINGS ELECTRIC MOTOR REPAIR								



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
25936	WP Hand Tools	Open		12/09/2024	02/21/2025	12/09/2024			192.00
<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 / WTP - WP Hand Tools		1.0000	EA	192.0000	192.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2801 (Water and Sewer Fund-Water Treatment Plant-Hand tools)							192.00	
				Invoice Items	1				
Vendor 1719 - RAY O'HERRON CO, INC					Totals	Invoices	1		\$192.00
2392851	Uniform - Huss/PD	Open		02/06/2025	02/21/2025	02/06/2025			176.40
<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>	
	Uniforms / PD - Uniform - Huss/PD		1.0000	EA	176.4000	176.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							176.40	
				Invoice Items	1				
2392854	Uniform - Kepley/PD	Open		02/06/2025	02/21/2025	02/06/2025			70.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Uniform - Kepley/PD		1.0000	EA	70.0000	70.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							70.00	
				Invoice Items	1				
2392870	Uniform - Huss/PD	Open		02/06/2025	02/21/2025	02/06/2025			65.60
<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>	
	Uniforms / PD - Uniform - Huss/PD		1.0000	EA	65.6000	65.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							65.60	
				Invoice Items	1				
2394044	Uniform - Roa/PD	Open		02/12/2025	02/21/2025	02/12/2025			278.29
<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>	
	Uniforms / PD - Uniform - Roa/PD		1.0000	EA	278.2900	278.29			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							278.29	
				Invoice Items	1				
Vendor 1719 - RAY O'HERRON CO, INC					Totals	Invoices	4		\$590.29
Vendor 4597 - RUSH TRUCK CENTER - EFFINGHAM									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
3040432066	Brake Spring/STREET	Open		02/03/2025	02/21/2025	02/03/2025			49.90
<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>	
	1/4 page full color ad/tourism - Brake Spring/STREET		1.0000	EA	49.9000	49.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				1836 (1836 - 2005 Int'l 7400 Dump Truck Salt & Plow #43)			49.90	
				Invoice Items	1				
3040435138	Rear Brakes, Drums, Slack Adjuster/STREET	Open		02/03/2025	02/21/2025	02/03/2025			833.46
<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 - Rear Brakes, Drums, Slack Adjuster/STREET		1.0000	EA	833.4600	833.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				1836 (1836 - 2005 Int'l 7400 Dump Truck Salt & Plow #43)			833.46	
				Invoice Items	1				
3040449660	Brake Spring & Drive Selector/STREET	Open		02/04/2025	02/21/2025	02/04/2025			96.80
<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>	
	1/4 page full color ad/tourism - Brake Spring & Drive Selector/STREET		1.0000	EA	96.8000	96.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				1836 (1836 - 2005 Int'l 7400 Dump Truck Salt & Plow #43)			96.80	
				Invoice Items	1				
3040440657	Camshaft Brake/STREET	Open		02/07/2025	02/21/2025	02/07/2025			58.90
<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>	
	1/4 page full color ad/tourism - Camshaft Brake/STREET		1.0000	EA	58.9000	58.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				1836 (1836 - 2005 Int'l 7400 Dump Truck Salt & Plow #43)			58.90	
				Invoice Items	1				
3040483168	Brake Repair/STREET	Open		02/07/2025	02/21/2025	02/07/2025			633.00
<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 - Brake Repair/STREET		1.0000	EA	633.0000	633.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
3040483168	Brake Repair/STREET	Open		02/07/2025	02/21/2025	02/07/2025			633.00
<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>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				1836 (1836 - 2005 Int'l 7400 Dump Truck Salt & Plow #43)			633.00	
			Invoice Items	1					
Vendor 4597 - RUSH TRUCK CENTER - EFFINGHAM Totals						Invoices	5		\$1,672.06
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR									
6603192	Post Accident (Lewis) / EBHR	Open		02/05/2025	02/21/2025	02/05/2025			76.00
<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 - Post Accident (Lewis) / EBHR		1.0000	EA	76.0000	76.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3097 (General Fund-Human Resources-Medical exams & inoculations)							76.00	
			Invoice Items	1					
6604590	First aid classes - REC	Open		02/05/2025	02/21/2025	02/05/2025			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>	
	Affiliate expense- reimbursed - First aid classes - REC		1.0000	EA	180.0000	180.00			
	<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)			180.00	
			Invoice Items	1					
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR Totals						Invoices	2		\$256.00
Vendor 1771 - SIGN APPEAL									
5024	Zoning signs and stakes - B&D	Open		01/29/2025	02/21/2025	01/29/2025			385.00
<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 / B&D - Zoning signs and stakes - B&D		1.0000	EA	385.0000	385.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2001 (General Fund-Building & Development Services-Office supplies)							385.00	
			Invoice Items	1					
Vendor 1771 - SIGN APPEAL Totals						Invoices	1		\$385.00
Vendor 4676 - SIMS SEPTIC PUMPING									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
670480	WW Lift Station Repair	Open		01/29/2025	02/21/2025	01/29/2025			360.00
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	360.0000	360.00			
	G/L Account				Project			Amount	
	61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)					0000 (0000 - Misc. Equip.)		360.00	
			Invoice Items		1				
Vendor			4676 - SIMS SEPTIC PUMPING Totals			Invoices		1	\$360.00
Vendor 1708 - R. SCOTT SMITH									
02/07/2025	Reimbursement for hotel expense at ILCMA Conference	Open		02/07/2025	02/21/2025	02/07/2025			356.16
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Travel expense / lodging, fuel, meals - Reimbursement for hotel expense at ILCMA Conference		1.0000	EA	356.1600	356.16			
	G/L Account				Project			Amount	
	11-4001-3707 (General Fund-Administration & Boards- Manager-Travel expenses)							356.16	
			Invoice Items		1				
Vendor			1708 - R. SCOTT SMITH Totals			Invoices		1	\$356.16
Vendor 1786 - SPRINGFIELD ELECTRIC SUPPLY CO									
S011106088.002	Lovers Lane Lighting - Poles/STREET	Open		02/03/2025	02/21/2025	02/03/2025			700.00
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 - Lovers Lane Lighting - Poles/STREET		1.0000	EA	700.0000	700.00			
	G/L Account				Project			Amount	
	11-4310-4106 (General Fund-Street Department-Capital improvement projects)					PW 24 60 (Lovers Lane Construction)		700.00	
			Invoice Items		1				
S011106088.004	Lovers Lane Lighting - Template/STREET	Open		02/03/2025	02/21/2025	02/03/2025			5.60
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 - Lovers Lane Lighting - Template/STREET		1.0000	EA	5.6000	5.60			
	G/L Account				Project			Amount	
	11-4310-4106 (General Fund-Street Department-Capital improvement projects)					PW 24 60 (Lovers Lane Construction)		5.60	
			Invoice Items		1				
Vendor			1786 - SPRINGFIELD ELECTRIC SUPPLY CO Totals			Invoices		2	\$705.60



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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>4481 - SYMMETRY ENERGY SOLUTIONS LLC</b>									
19617044	Monthly natural gas allocation	Open		01/31/2025	02/21/2025	01/31/2025			5,203.88
<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>	
	Electricity & gas - Monthly natural gas allocation		1.0000	EA	5,203.8800	5,203.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1019 (LDD MUSEUM)			97.35	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							213.33	
	11-4210-3403 (General Fund-Police Department-Electricity & gas)							130.91	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							1,223.31	
	11-4311-3403 (General Fund-City Garage-Electricity & gas)							857.55	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							1,240.41	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							583.47	
	61-4311-3403 (Water and Sewer Fund-City Garage-Electricity & gas)							857.55	
	Invoice Items			1					
Vendor <b>4481 - SYMMETRY ENERGY SOLUTIONS LLC</b> Totals					Invoices	1			\$5,203.88
Vendor <b>4331 - STEPHEN SZIGETHY</b>									
01/31/2025	Reimbursement for clothing - PD	Open		01/31/2025	02/21/2025	01/31/2025			116.86
<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 / PD - Reimbursement for clothing - PD		1.0000	EA	116.8600	116.86			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							116.86	
	Invoice Items			1					
Vendor <b>4331 - STEPHEN SZIGETHY</b> Totals					Invoices	2			\$175.61
Vendor <b>4518 - THE LOCKER SHOP &amp; UNIQUE APPAREL SOLUTIONS</b>									
02/05/2025	Reimbursement for clothing - PD	Open		02/05/2025	02/21/2025	02/05/2025			58.75
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Reimbursement for clothing - PD		1.0000	EA	58.7500	58.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							58.75	
	Invoice Items			1					
Vendor <b>4331 - STEPHEN SZIGETHY</b> Totals					Invoices	2			\$175.61





# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
134368	Uniforms for firefighters	Open		02/11/2025	02/21/2025	02/11/2025			3,938.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms / FD - Uniforms for firefighters		1.0000	EA	3,938.0000	3,938.00			
	G/L Account				Project			Amount	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							3,938.00	
	Invoice Items				1				
Vendor 4518 - THE LOCKER SHOP & UNIQUE APPAREL SOLUTIONS Totals					Invoices		1		\$3,938.00
Vendor 1831 - THE WINNING STITCH LLC									
15858	Uniforms - FD	Open		01/31/2025	02/21/2025	01/31/2025			169.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms / FD - Uniforms - FD		1.0000	EA	169.0000	169.00			
	G/L Account				Project			Amount	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							169.00	
	Invoice Items				1				
15865	Employee Recognition Dinner awards / EBHR	Open		02/06/2025	02/21/2025	02/06/2025			477.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Employee recognition dinner expense /EB - Employee Recognition Dinner awards / EBHR		1.0000	EA	477.0000	477.00			
	G/L Account				Project			Amount	
	11-4700-3196 (General Fund-Human Resources-Employee Recognition Dinner)							477.00	
	Invoice Items				1				
Vendor 1831 - THE WINNING STITCH LLC Totals					Invoices		2		\$646.00
Vendor 2620 - THOMSON REUTERS - WEST									
851419684	January Monthly Westlaw Usage - ATTORNEY	Open		01/31/2025	02/21/2025	01/31/2025			625.56
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Subscriptions - January Monthly Westlaw Usage - ATTORNEY		1.0000	EA	625.5600	625.56			
	G/L Account				Project			Amount	
	11-4052-2005 (General Fund-City Attorney's Office-Subscriptions)							625.56	
	Invoice Items				1				
Vendor 2620 - THOMSON REUTERS - WEST Totals					Invoices		1		\$625.56
Vendor 4804 - TREMCO									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
97914465	WW Building & Grounds - General Repairs	Open		12/27/2024	02/21/2025	12/27/2024			1,600.00
<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>	
	Building repairs, maintenance and supplies - WW Building & Grounds - General Repairs		1.0000	EA	1,600.0000	1,600.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3510 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of buildings & facilities)							1,600.00	
	Invoice Items			1					
Vendor 4804 - TREMCO Totals						Invoices	1		\$1,600.00
Vendor 2975 - UNITED HEALTHCARE INS CO									
CHA22627	Overpayment of CHA22627 - FD	Open		02/06/2025	02/21/2025	02/06/2025			898.87
<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>	
	Refund - Ambulance Overpayment - Overpayment of CHA22627 - FD		1.0000	EA	898.8700	898.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							898.87	
	Invoice Items			1					
Vendor 2975 - UNITED HEALTHCARE INS CO Totals						Invoices	1		\$898.87
Vendor 1851 - UNITED PARCEL SERVICE									
000029Y964055	WP Lab Expense - Freight	Open		02/01/2025	02/21/2025	02/01/2025			11.44
<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>	
	Freight - WP Lab Expense - Freight		1.0000	EA	11.4400	11.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							11.44	
	Invoice Items			1					
Vendor 1851 - UNITED PARCEL SERVICE Totals						Invoices	1		\$11.44
Vendor 1868 - VERIZON WIRELESS									
6104494995	GPS Unit/UTILITY	Open		01/25/2025	02/21/2025	01/25/2025			15.02
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Cell phone service - GPS Unit/UTILITY		1.0000	EA	15.0200	15.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3402 (Water and Sewer Fund-Utility Department-Cell phone expense)							15.02	
	Invoice Items			1					
Vendor 1868 - VERIZON WIRELESS Totals						Invoices	1		\$15.02
Vendor 1877 - WALMART									



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
960158	WP Office Supplies	Open		02/03/2025	02/21/2025	02/03/2025			108.66
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - WP Office Supplies		1.0000	EA	108.6600	108.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)							108.66	
	Invoice Items			1					
05198	Batteries and cutlery - PD	Open		02/04/2025	02/21/2025	02/04/2025			47.66
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other supplies - Batteries and cutlery - PD		1.0000	EA	47.6600	47.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							47.66	
	Invoice Items			1					
7601	SanS Crew Printer/UTILITY	Open		02/04/2025	02/21/2025	02/04/2025			200.25
<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>	
	1/4 page full color ad/tourism - SanS Crew Printer/UTILITY		1.0000	EA	200.2500	200.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							200.25	
	Invoice Items			1					
02057	Magnetic tape and tupperware containers - PD	Open		02/06/2025	02/21/2025	02/06/2025			22.08
<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 supplies - Magnetic tape and tupperware containers - PD		1.0000	EA	22.0800	22.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							22.08	
	Invoice Items			1					
02062025	Refund for supplies - PD	Open		02/06/2025	02/21/2025	02/06/2025			(14.22)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other supplies - Refund for supplies - PD		1.0000	EA	(14.2200)	(14.22)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							(14.22)	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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
06741	Adhesive hanging strips - PD	Open		02/12/2025	02/21/2025	02/12/2025			25.12
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other supplies - Adhesive hanging strips - PD		1.0000	EA	25.1200	25.12			
	G/L Account				Project			Amount	
	11-4210-2119 (General Fund-Police Department-Other supplies)							25.12	
	Invoice Items						1		
Vendor 1877 - WALMART				Totals		Invoices		6	\$389.55
Vendor 4562 - WASTE MANAGEMENT - WM CORPORATE SERVICES INC									
0180028-2754-3	Monthly refuse collection allocation	Open		01/31/2025	02/21/2025	01/31/2025			3,583.04
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Refuse Collection - Monthly refuse collection allocation		1.0000	EA	3,583.0400	3,583.04			
	G/L Account				Project			Amount	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)							8.50	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)						PK 1020 (ROTARY COMMUNITY AQUATIC CENTER - POOL)	134.48	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)						PK 1004 (BAKER FIELD)	203.11	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)						PK 1011 (SISTER CITY PARK)	318.28	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)						PK 1016 (CITY HALL)	455.10	
	11-4310-3409 (General Fund-Street Department-Refuse collection)							717.34	
	61-4610-3409 (Water and Sewer Fund-Utility Department-Refuse collection)							717.35	
	61-4611-3409 (Water and Sewer Fund-Water Treatment Plant-Refuse collection)							151.70	
	61-4621-3409 (Water and Sewer Fund-Waste Water Treatment Plant-Refuse collection)							877.18	
	Invoice Items						1		
Vendor 4562 - WASTE MANAGEMENT - WM CORPORATE SERVICES INC				Totals		Invoices		1	\$3,583.04
Vendor 2946 - WATER SOLUTIONS UNLIMITED, INC.									
6966648	WP Chemicals - Bleach, Fluoride	Open		01/22/2025	02/21/2025	01/22/2025			5,147.95
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Chemicals / WTP - WP Chemicals - Bleach, Fluoride		1.0000	EA	5,147.9500	5,147.95			
	G/L Account				Project			Amount	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							5,147.95	
	Invoice Items						1		



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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 2946 - WATER SOLUTIONS UNLIMITED, INC. Totals									
						Invoices	1		\$5,147.95
Vendor 4579 - WILLIAMS BROTHERS CONSTRUCTION, INC									
Pay App #35	WWTP Nutrient Removal/WWTP	Open		01/31/2025	02/21/2025	01/31/2025			49,510.54
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Building & Improvements - WWTP Nutrient Removal/WWTP		1.0000	EA	49,510.5400	49,510.54			
G/L Account				Project			Amount		
61-4621-4199 (Water and Sewer Fund-Waste Water Treatment Plant-Building & improvements)				PW 18 18 (Nutrient Removal at WWTP)			49,510.54		
Invoice Items					1				
Vendor 4579 - WILLIAMS BROTHERS CONSTRUCTION, INC Totals									
						Invoices	1		\$49,510.54
Vendor 4751 - TIM ZIMMER									
11/16/2024	Hi-Vis Coat - ENG	Open		11/16/2024	02/21/2025	11/16/2024			65.84
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms - ENGINEERING - Hi-Vis Coat - ENG		1.0000	EA	65.8400	65.84			
G/L Account				Project			Amount		
11-4095-2701 (General Fund-Engineering Department-Uniforms)							65.84		
Invoice Items					1				
Vendor 4751 - TIM ZIMMER Totals									
						Invoices	1		\$65.84
Vendor ROBBIE GLADU									
GLADU 1/28	Reimbursement for work boots - MAINT	Open		02/11/2025	02/21/2025	02/11/2025			100.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Safety gear & clothing - Reimbursement for work boots - MAINT		1.0000	EA	100.0000	100.00			
G/L Account				Project			Amount		
11-4194-2704 (General Fund-Parks & Maintenance Department-Safety gear & clothing)							100.00		
Invoice Items					1				
Vendor ROBBIE GLADU Totals									
						Invoices	1		\$100.00
Vendor JEREMIE DUZAN									
2025-00000078	Refund for BZAP application	Open		02/11/2025	02/21/2025	02/11/2025			100.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Refund - bulding permit - Refund for BZAP application		1.0000	EA	100.0000	100.00			
G/L Account				Project			Amount		
11-4640-3502 (General Fund-Building & Development Services-Zoning amendments)							100.00		
Invoice Items					1				
Vendor JEREMIE DUZAN Totals									
						Invoices	1		\$100.00



# Accounts Payable Invoice Report - Council

## 02/18/2025

Invoice Due Date Range 02/08/25 - 02/21/25

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>MELINDA SMITH</b>									
CHA32590	Overpayment of CHA32590 - FD	Open		01/30/2025	02/21/2025	01/30/2025			922.80
<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>	
	Refund - Ambulance Overpayment -		1.0000	EA	922.8000	922.80			
	Overpayment of CHA32590 - FD								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							922.80	
	<i>Invoice Items</i>			1					
Vendor <b>MELINDA SMITH</b> Totals						Invoices	1		\$922.80
Vendor <b>RAFIAT YARROW</b>									
CHA18023	Overpayment of CHA18023 - FD	Open		02/13/2025	02/21/2025	02/13/2025			255.20
<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>	
	Refund - Ambulance Overpayment -		1.0000	EA	255.2000	255.20			
	Overpayment of CHA18023 - FD								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							255.20	
	<i>Invoice Items</i>			1					
Vendor <b>RAFIAT YARROW</b> Totals						Invoices	1		\$255.20
Vendor <b>SHIRLEY COTTON</b>									
CHA14595	Overpayment of CHA14595 - FD	Open		01/16/2025	02/21/2025	01/16/2025			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>	
	Refund - Ambulance Overpayment -		1.0000	EA	10.0000	10.00			
	Overpayment of CHA14595 - FD								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							10.00	
	<i>Invoice Items</i>			1					
Vendor <b>SHIRLEY COTTON</b> Totals						Invoices	1		\$10.00
Vendor <b>WARE BRANDS, INC</b>									
2025-00000083	Refund for duplicate fingerprinting	Open		02/11/2025	02/21/2025	02/11/2025			38.25
<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>	
	Fingerprinting and background for liquor		1.0000	EA	38.2500	38.25			
	license - Refund for duplicate fingerprinting								
	payment								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-0000-3301 (General Fund-Non-departmental-Liquor license)							38.25	
	<i>Invoice Items</i>			1					
Vendor <b>WARE BRANDS, INC</b> Totals						Invoices	1		\$38.25
Grand Totals						Invoices	303		\$524,316.10

City of Charleston

# Payment batch register - water refunds

Bank Account: CKG - Checking

Batch Date: 02/12/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> CKG - Checking					
Check	02/12/2025	191918 Utility Management Refund	BOWERS RENTALS		113.21
Check	02/12/2025	191919 Utility Management Refund	CAMELIA CAMPBELL		110.27
Check	02/12/2025	191920 Utility Management Refund	CARLYLE APARTMENTS		18.26
Check	02/12/2025	191921 Utility Management Refund	CHAO YANG RENTALS		5.22
Check	02/12/2025	191922 Utility Management Refund	HUTCHINSON PROPERTIES		14.22
Check	02/12/2025	191923 Utility Management Refund	J AND D TUJUNGA LLC		63.35
Check	02/12/2025	191924 Utility Management Refund	J AND D TUJUNGA LLC		69.39
Check	02/12/2025	191925 Utility Management Refund	MAC APARTMENTS		32.87
Check	02/12/2025	191926 Utility Management Refund	METRO AT CHARLESTON LLC		18.26
Check	02/12/2025	191927 Utility Management Refund	NAVARRETE-COOPER , JOSE		71.08
Check	02/12/2025	191928 Utility Management Refund	RESPONSIVE ASSET MANAGEMENT		18.26
Check	02/12/2025	191929 Utility Management Refund	ROYAL HEIGHTS APARTMENTS		87.65
Check	02/12/2025	191930 Utility Management Refund	SURABHI , VAIBHAV KRISHNA		41.66
Check	02/12/2025	191931 Utility Management Refund	UNIVERSITY ESTATES MHC LLC		325.19
CKG Checking Totals:			Transactions: 14		<hr/> \$988.89
Checks:		14	\$988.89		



# Accounts Payable Invoice Report

Invoice Due Date Range 02/08/25 - 02/21/25  
Report By Vendor - Invoice  
Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1444 - ILLINOIS SECRETARY OF STATE									
2023ChevBlaz	Confidential registration for 2023 Chevy Trailblazer - PD	Open		02/18/2025	02/21/2025	02/18/2025			190.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts and supplies - Registration for 2023 Chevy Trailblazer - PD	1.0000	EA	190.0000	190.00				
	G/L Account			Project			Amount		
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)			0000 (0000 - Misc. Equip.)			190.00		
	Invoice Items			1					
Vendor 1444 - ILLINOIS SECRETARY OF STATE Totals						Invoices	1		\$190.00
Grand Totals						Invoices	1		\$190.00



**City Council Regular Meeting**

**4)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**\*COMPTROLLER'S REPORT:** January 2025.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Comptroller's Report: January 2025.

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**CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
MONTHLY COMPTROLLER'S REPORT  
JANUARY 31, 2025**

OFFICE OF THE COMPTROLLER  
MONTHLY INVESTMENT REPORT  
FOR THE MONTH ENDING JANUARY 31, 2025

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>TRANSFER IN (OUT)</u>	<u>ENDING BALANCE</u>
GENERAL FUND	\$ 11,049,085	\$ 1,127,914	\$ 1,189,542	\$ -	\$ 10,987,457
PLAYGROUND AND RECREATION	111,954	20,194	55,995	-	76,153
HEALTH SELF INSURANCE FUND	477,890	182,006	225,701	-	434,195
DRUG TRAFFIC PREVENTION	20,691	47	-	-	20,738
MOTOR FUEL TAX	910,701	66,983	34,484	-	943,200
TAX INCREMENT FINANCING	295,835	-	3,053	-	292,782
WATER/SEWER FUND	6,251,897	502,809	617,395	-	6,137,311
TOTALS- CASH BASIS	19,118,053	1,899,953	2,126,170	-	18,891,836
CASH TO ACCRUAL ADJUSTMENT		(102,057)	144,152		
TOTALS - ACCRUAL BASIS		\$ 1,797,896	\$ 2,270,322		

CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
CASH DISPOSITION REPORT

FOR THE MONTH ENDING JANUARY 31, 2025

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL	\$ 4,829,677	\$ 6,157,780	\$ 10,987,457
PLAYGROUND AND RECREATION	76,153	-	76,153
HEALTH SELF INSURANCE FUND	434,195	-	434,195
DRUG TRAFFIC PREVENTION	20,738	-	20,738
MOTOR FUEL TAX	943,200	-	943,200
TAX INCREMENT FINANCING	292,782	-	292,782
WATER/SEWER FUND	<u>4,355,241</u>	<u>1,782,070</u>	<u>6,137,311</u>
TOTAL	<u>\$ 10,951,986</u>	<u>\$ 7,939,850</u>	<u>\$ 18,891,836</u>

CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
MONTHLY BUDGET REPORT- ACCRUAL BASIS  
  
FOR THE MONTH ENDING JANUARY 31, 2025

REVENUES						
<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 980,780	\$ 11,518,234	\$ 18,070,739	64%	\$ 16,546,838	70%
PLAYGROUND AND RECREATION	16,328	699,205	802,746	87%	793,569	88%
HEALTH SELF INSURANCE	180,346	1,439,689	2,267,545	63%	1,797,538	80%
DRUG TRAFFIC PREVENTION	47	5,604	1,650	340%	17,351	32%
MOTOR FUEL TAX	66,983	552,304	782,171	71%	797,540	69%
TAX INCREMENT FINANCING	-	207,993	204,171	102%	204,171	102%
WATER/SEWER FUND	553,412	5,508,280	8,932,318	62%	6,877,054	80%
TOTALS	<u>\$ 1,797,896</u>	<u>\$ 19,931,309</u>	<u>\$ 31,061,340</u>	<u>64%</u>	<u>\$ 27,034,061</u>	<u>74%</u>

EXPENDITURES						
<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 1,406,707	\$ 12,974,529	\$ 18,070,739	72%	\$ 16,773,938	77%
PLAYGROUND AND RECREATION	48,828	677,215	775,864	87%	829,229	82%
HEALTH SELF INSURANCE	390,020	1,509,873	1,903,152	79%	1,821,707	83%
DRUG TRAFFIC PREVENTION	-	5,398	1,500	360%	16,295	33%
MOTOR FUEL TAX	26,659	286,403	1,147,476	25%	1,012,052	28%
TAX INCREMENT FINANCING	-	113,786	193,985	59%	94,478	120%
WATER/SEWER FUND	398,108	5,455,743	9,052,726	60%	5,729,583	95%
TOTALS	<u>\$ 2,270,322</u>	<u>\$ 21,022,947</u>	<u>\$ 31,145,442</u>	<u>67%</u>	<u>\$ 26,277,282</u>	<u>80%</u>

**City Council Regular Meeting**

**5)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**\*RAFFLE LICENSE:** Eastern Illinois Athletics SAAC Committee on February 13, 15 & 27, 2025 and March 1, 2025 will conduct various Raffles at the Groniger Arena to raise funds for the Shriners.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Raffle License: Eastern Illinois Athletics--SAAC Committee on Feb. 13, 15 & 27 and Mar. 1, 2025.

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## APPLICATION for RAFFLE LICENSE

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

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

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

☐ **Educational Organization**—An organization or institution organized and operated to provide systematic 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: Eastern Illinois Athletics - SAAC Committee

Local Address: 600 Lincoln Ave

Date Organization Commenced Operating: 2/6/25

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

Raffle will be used to raise funds for Shriners

5. **Date** raffle chance sale **commences**: 2/13/25, 2/15/25, 2/27/25, 3/1/25

**Date** raffle chance sale **terminates**: 2/13/25, 2/15/25, 2/27/25, 3/1/25

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

EIU basketball games - Groniger Arena

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

By the end of each game

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

Grongier Arena

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

Amber May Lantz Complex 600 Lincoln Ave Charleston IL 309-287-9303

#### **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**

Eastern Illinois University Athletics SAAC Committee

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 2/6/25

  
\_\_\_\_\_  
Organization Presiding Officer

\_\_\_\_\_  
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.**

\_\_\_\_\_  
Organization Presiding Officer

\_\_\_\_\_  
Organization Secretary

---

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

Water Department  
Date: 02/06/2025  
Receipt: 2025-00007057  
Received From: EASTERN ILLINOIS  
UNIVERSITY ATHLETICS-SAAC COMMITTEE

Raffle Permits	10.00
Receipt Total	10.00
Total Cash	10.00
Total Remitted	10.00
Total Received	10.00

Thank you!

**City Council Regular Meeting**

**6)**

**Meeting Date:** 02/18/2025

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

---

**TITLE:**

**\*RESOLUTION:** Relating to Street Closure of the 40 Feet of the Alley adjacent to Marty's on the West off Grant Avenue.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Street Closure Request for Marty's--adjacent Alley--off Grant Avenue.

RES: Street Closure for Alley adjacent to Marty's--off Grant Avenue.

---

**CITY OF CHARLESTON**  
**STREET CLOSURE REQUEST**

Name/Organization: Marty's Bar

Contact Person: Jeff Collins

Address: 1666 4th St.

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: 217-246-8038

**Function/Reason for Closure:**

Food Trucks at Marty's

**Closure Location(s) / Route:**

Approximately 40 yards of alley off GRANIT Ave. west of MARTY'S BAR.

Attach Map of Route for Parade or Race.

Submission Date: 1/31/25

Requested Closure Date(s): 3/7/25 - 3/9/25

Requested Closure Time(s): 2:00pm - 9:00am

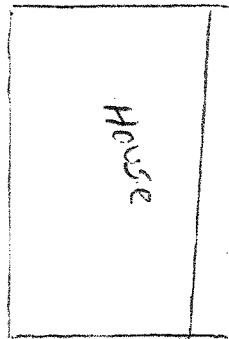
**NOTE: STREET CLOSURE REQUESTS MUST BE APPROVED BY CITY COUNCIL.**

**REQUESTS MUST BE SUBMITTED AT LEAST THREE (3) WEEKS PRIOR TO**

**DATE OF EVENT.**

W

3rd St.



House



Garage

Marty's Parking  
Food Truck

Parking

Alley

Barricade

Barricade

Food Truck  
Marty's Parking

Marty's

Parking

Grant

N

S

4th St.

F

# **RESOLUTION**

**2025 – R – \_\_\_\_**

## **RESOLUTION RELATING TO STREET CLOSURE FOR 40 FEET OF ALLEY—WEST OF MARTY’S OFF GRANT AVENUE**

**WHEREAS**, Marty’s Bar located at 1666 4th Street would like to temporarily close the following location:

**The 40 Feet of the Alley west of Marty’s—just off Grant Avenue;**  
from 2:00 p.m. on Friday, March 7, 2025, to 9:00 a.m. on Sunday, March 9, 2025, in order to facilitate the conduct of business adjacent to the official place of business;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charleston, Coles County, Illinois, that the following street be closed for the purpose of safely conducting business as usual on the dates and times set forth as follows:

### **CLOSED TO PARKING AND TRAFFIC:**

**DATES:** March 7-9, 2025 from 2:00 p.m. on Friday to 9:00 a.m. on Sunday.

**LOCATION:** The 40 Feet of the Alley west of Marty’s—just off Grant Avenue.

**BE IT FURTHER RESOLVED** that while the Police Department of the City of Charleston is typically directed to erect appropriate signage, barricades and traffic control devices, at said locations and times, Ike’s management will provide and erect barricades as needed.

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

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

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

---

Brandon Combs, Mayor

**ATTEST:**

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Deborah Muller, City Clerk

**City Council Regular Meeting**

7)

**Meeting Date:** 02/18/2025

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

---

**TITLE:**

**\*RESOLUTION:** Authorizing Street Closure of Alley adjacent to Ike's for EIU Homecoming.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Street Closure Request for Ike's Alley for EIU Homecoming.

RES: Authorizing Street Closure of Ike's Alley for EIU Homecoming.

---



**CITY OF CHARLESTON**  
**STREET CLOSURE REQUEST**

Name/Organization: Elke's Bar & Grill  
Contact Person: Tammy Bell  
Address: 459 LINCOLN AVE.  
Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: 217-549-7241

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---

**Function/Reason for Closure:**

ELU Homecoming

**Closure Location(s) / Route:**

Elke's Alley

Attach Map of Route for Parade or Race.

Submission Date: 2/5/25  
Requested Closure Date(s): 10/11/25  
Requested Closure Time(s): 10 am - 9 p.m.

**NOTE: STREET CLOSURE REQUESTS MUST BE APPROVED BY CITY COUNCIL.**  
**REQUESTS MUST BE SUBMITTED AT LEAST THREE (3) WEEKS PRIOR TO**  
**DATE OF EVENT.**

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# **RESOLUTION**

**2025 – R – \_\_\_\_**

## **RESOLUTION RELATING TO STREET CLOSURE FOR SOUTH 200 FEET OF ALLEY—EAST OF IKE’S**

**WHEREAS**, BS of Charleston, Inc. d/b/a IKE’S, located at 459 Lincoln Avenue, would like to temporarily close the following location:

**South 200 Feet of the Alley to the East of Ike’s**

For the following event:

**EIU Homecoming—October 11, 2025**

from 10:00 a.m. to 9:00 p.m. in order to facilitate the conduct of business adjacent to the official place of business;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charleston, Coles County, Illinois, that the following street be closed for the purpose of safely conducting business as usual on the dates and times set forth as follows:

### **CLOSED TO PARKING AND TRAFFIC:**

**October 11, 2025 from 10:00 a.m. to 9:00 p.m.**

**The South 200 Feet of the Alley to the East of Ike’s.**

**BE IT FURTHER RESOLVED** that while the Police Department of the City of Charleston is typically directed to erect appropriate signage, barricades and traffic control devices, at said locations and times, Ike’s management will provide and erect barricades as needed.

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

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

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

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

**ATTEST:**

\_\_\_\_\_  
Deborah Muller, City Clerk

**City Council Regular Meeting**

**8)**

**Meeting Date:** 02/18/2025

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

---

**TITLE:**

**\*RESOLUTION:** Authorizing Street Closure of Alley adjacent to Roc's Black Front for EIU Homecoming.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Street Closure Request for Alley adjacent to Roc's Black Front for EIU Homecoming.

RES: Authorizing Street Closure for Alley adjacent to Roc's Black Front for EIU Homecoming.

---

**CITY OF CHARLESTON**  
**STREET CLOSURE REQUEST**

Name/Organization: Roc's Blackfront  
Contact Person: Tammy Bell  
Address: 410 6<sup>th</sup> St.  
Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: 217-549-7241

---

**Function/Reason for Closure:**

EU Homecoming

**Closure Location(s) / Route:**

Roc's Alley

Attach Map of Route for Parade or Race.

Submission Date: 2/5/25  
Requested Closure Date(s): 10/11/25  
Requested Closure Time(s): 10 AM - 9 pm

**NOTE: STREET CLOSURE REQUESTS MUST BE APPROVED BY CITY COUNCIL.**  
**REQUESTS MUST BE SUBMITTED AT LEAST THREE (3) WEEKS PRIOR TO**  
**DATE OF EVENT.**

---

# **RESOLUTION**

**2025 – R – \_\_\_\_**

## **RESOLUTION RELATING TO STREET CLOSURE FOR ALLEY ADJACENT TO ROC’S BLACK FRONT**

**WHEREAS**, Blackfront, Inc. d/b/a Roc’s Black Front, located at 410 Sixth Street, would like to temporarily close the following location:

**The Alley adjacent to Roc’s Blackfront—west of 6th Street;**

from 10:00 a.m. to 9:00 p.m. on Saturday, October 11, 2025, in order to facilitate the conduct of business adjacent to the official place of business;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charleston, Coles County, Illinois, that the following street be closed for the purpose of safely conducting business as usual on the dates and times set forth as follows:

### **CLOSED TO PARKING AND TRAFFIC:**

**DATE:** October 11, 2025 from 10:00 a.m. 9:00 p.m.

**LOCATION:** The Alley adjacent to Roc’s Blackfront—west of 6th Street.

**BE IT FURTHER RESOLVED** that while the Police Department of the City of Charleston is typically directed to erect appropriate signage, barricades and traffic control devices, at said locations and times, Ike’s management will provide and erect barricades as needed.

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

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

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

---

Brandon Combs, Mayor

**ATTEST:**

---

Deborah Muller, City Clerk

**City Council Regular Meeting**

9)

**Meeting Date:** 02/18/2025

**Submitted For:** Diane Ratliff, Parks & Rec Director

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

---

**TITLE:**

**RESOLUTION:** Authorizing Expenditure of Tourism Funds in the amount of \$1,000 to cover expenses related to WEIU Kids Days.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

25-09: Tourism Grant Recommendation re: WEIU Kids Day.

RES: Authorizing Expenditure of Tourism Funds for WEIU Kids Day.

---





## Tourism Advisory Board Recommendations

---

**Date:** February 11, 2025

**To:** Honorable Mayor and Members of the Charleston City Council

Following the meeting held on February 11, 2025, the Charleston Tourism Advisory Board respectfully submits the following recommendation(s) for tourism expenditures to the City of Charleston City Council for review:

**25-09:** WEIU has requested \$1,000 in tourism funds to cover expenses relating to the WEIU Kids Day.

**Motion:** Jim Davis motioned to recommend \$1,000 in tourism funds be granted, Dave Kirsch seconded the motion and the board voted unanimously to approve \$1,000.

**Amount Recommended for Approval: \$1,000**

Respectfully Submitted,

A handwritten signature in black ink that reads "Lori Henderson". The signature is written in a cursive, flowing style.

Lori Henderson  
Tourism Supervisor

Charleston Tourism Board

# **RESOLUTION**

**2025 – R – \_\_\_\_\_**

## **RESOLUTION AUTHORIZING EXPENDITURE OF TOURISM FUNDS**

**WHEREAS**, the members of the Charleston Tourism Advisory Board met Tuesday, February 11, 2025; and

**WHEREAS**, the Charleston Tourism Advisory Board agreed to recommend funding by the Charleston City Council for the following:

**25-09: WEIU has requested \$1,000 in tourism funds to cover expenses relating to the 2025 WEIU Kids Day.**

**NOW, BE IT THEREFORE RESOLVED** by the City Council of the City of Charleston that the sum of One Thousand Dollars (\$1,000.00) be paid as per request submitted by Lori Henderson, Tourism Supervisor.

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

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

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

**Approved:**

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

**Attest:**

\_\_\_\_\_  
**Deborah Muller, City Clerk**

**City Council Regular Meeting**

**10)**

**Meeting Date:** 02/18/2025

**Submitted For:** Curt Buescher, Public Works Director

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

---

**TITLE:**

**RESOLUTION:** Approving Chlorine Building Roof Repairs.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

RES: Approving Chlorine Building Roof Repairs.

---

# **RESOLUTION**

**2025 – R – \_\_\_\_**

## **RESOLUTION APPROVING CLORINE BUILDING ROOF REPAIRS**

**WHEREAS**, wind damage to the gutter, flashing, and roof of the Chlorine Building resulted in collateral damage to the interior of the building; and

**WHEREAS**, Industrial Services of Illinois, Mattoon, provided a quote of \$19,270 to provide necessary repair work; and

**WHEREAS**, an insurance claim submitted to pay for said damage was denied; and

**WHEREAS**, funds for this project are available in the FY 25 Budget; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that repair work commence as soon as feasible to mitigate additional damage;

**NOW, BE IT THEREFORE RESOLVED** by the City Council of the City of Charleston that the City Manager and Director of Public Works be given authority to award the contract to Industrial Services for \$19,270, so that necessary repair work may proceed.

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

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

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

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

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**City Council Regular Meeting**

11)

**Meeting Date:** 02/18/2025

**Submitted For:** Curt Buescher, Public Works Director

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

---

**TITLE:**

**RESOLUTION:** Approving Change Order #16 for the Wastewater Treatment Plant (WWTP) Project.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

RES: Approving CO #16 for Nutrient Removal Project.

Change Order #16--WWTP Nutrient Removal Project.

---

# **RESOLUTION**

2025 – R – \_\_\_\_

## **RESOLUTION APPROVING CHANGE ORDER #16 FOR WASTEWATER TREATMENT PLANT NUTRIENT REMOVAL PROJECT**

**WHEREAS**, Title 1-11-5 D of the Charleston City Code stipulates that “Any change order in excess of ten thousand dollars (\$10,000.00) must be approved by the council;” and

**WHEREAS**, the request for Change Order #16 includes \$10,205 of added expense for necessary work as detailed in the change order; and

**WHEREAS**, the total increase in the project cost included in Change Order #16 of \$10,205 has been determined to be necessary by the consulting engineers, the plant Superintendent, and the Director of Public Works;

**THEREFORE BE IT HEREIN RESOLVED** by the City Council of the City of Charleston that Change Order #16 for the Wastewater Treatment Plant Nutrient Removal Project in the amount of \$10,205, be approved.

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

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

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

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

\_\_\_\_\_  
Mayor

**ATTEST:**

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

CHANGE ORDER  
DATE OF ISSUANCE 2/11/2025

COMMENCEMENT OF  
CONTRACT TIME \_\_\_\_\_

OWNER City of Charleston

CONTRACTOR Williams Brothers Construction, Inc.

PROJECT Wastewater Treatment Plant Improvements CONTRACT NO. 13756

ENGINEER Donohue and Associates, Inc.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:  
DESCRIPTION:

RFP #23 Extend Drop Pipe at Aeration Tanks 3 & 6 ..... \$ 12,228.00

REASON FOR CHANGE ORDER:

The drop pipes were required to be extended at aeration tanks 3 & 6.

ATTACHMENTS:

RFP #023

CHANGE IN CONTRACT PRICE
Original Contract Price: \$ <u>7,435,000.00</u>
Net increase (decrease) from previous Change Orders: \$ <u>351,216.00</u>
Net increase (decrease) of this Change Order: \$ <u>12,228.00</u>
Revised Contract Price: \$ <u>7,798,444.00</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: <i>(days or dates)</i> Substantial Completion: <u>November 22, 2022</u> Ready for Final Payment: <u>February 25, 2023</u>
Net increase (decrease) from previous Change Orders: <i>(days)</i> Substantial Completion: <u>876</u> Ready for Final Payment: <u>916</u>
Net increase (decrease) of this Change Order: <i>(days)</i> Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u>
Revised Contract Times: <i>(days or dates)</i> Substantial Completion: <u>April 16, 2025</u> Ready for Final Payment: <u>August 28, 2025</u>

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

RECOMMENDED:

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

ENGINEER (signature)

Stan Fearday

ENGINEER (printed name)

Date: \_\_\_\_\_

2/11/2025

APPROVED:

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

OWNER (signature)

OWNER (printed name)

Date: \_\_\_\_\_

ACCEPTED:

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

CONTRACTOR (signature)

Ryan Lynch

CONTRACTOR (printed name)

Date: \_\_\_\_\_

2025-02-11

*Note: OWNER is required to complete the Change Order Authorization form on the back if change increase or decrease is for \$10,000 or more, or time of completion is 30 days or more.*



# CHANGE ORDER AUTHORIZATION

for

## Illinois Public Projects

Name of Project: Wastewater Treatment Plant Improvements

Change Order No.: 16

Date: 2/11/2025

This Change Order authorizes: *(check applicable boxes)*

- ☒ (a) an increase/decrease in Contract cost by \$10,000 or more \$ 12,228.00  
(amount)
- ☐ (b) an increase/decrease in Contract completion date by 30 days or more \_\_\_\_\_  
(amount)
- ☐ (c) other (please describe below)

OWNER (or it's designee \_\_\_\_\_) has determined that the circumstances said to necessitate the change in performance, which are: *(give circumstances requiring change)*

*(check one)*

- ☒ (a) were not reasonably foreseeable at the time the Contract was signed.
- ☐ (b) were germane to the original Contract as signed.
- ☐ (c) are in the best interest of the District and authorized by law.

Prepared by ENGINEER

Date

Authorized by OWNER

Date

OWNER shall preserve a copy of this Authorization in a permanent Contract file that is open to the public in accordance with P.A. 85-1295, Ill. Rev. Stat. Ch. 38, par. 33E-9.

CHANGE ORDER  
CO-16

**Engineer: Donohue and Associates****OWNER: City of Charleston****PROJECT: Charleston WWTP Improvements****On Site Representation: The Upchurch Group****WBCI: Job #549****I DESCRIPTION OF CHANGE:**

RFP #023 - Extend Drop Pipe at Aeration Tanks 3 and 6

**II SUMMARY OF DETAILED BREAKDOWN**

	Additions	Deletions	Net Total
A. MATERIAL	\$0.00	\$0.00	\$0.00
B. LABOR	\$0.00	\$0.00	\$0.00
C. EQUIPMENT / OTHER	\$0.00	\$0.00	\$0.00
D. NET TOTAL		(A+B+C)	\$0.00
E. OVERHEAD AND PROFIT	(Line D x 15%) - (Deletion 5%)		\$0.00
F. TOTAL WORK PERFORMED BY CONTRACTOR		(Lines D + E)	\$0.00

**III CONTRACTOR'S MARK-UP ON WORK OF SUBCONTRACTORS**

Detailed Breakdowns and summaries from each contractor must be attached.

SUBCONTRACTOR: Firm Name	CONTRACT WORK: Description	PROPOSAL
1. Tobin Brothers	Extend Drop Pipe	\$11,352.00
2.		
3.		
4.		
5.		
6.		
G. SUBTOTAL of all work performed by contractor's subcontractors		\$11,352.00
H. CONTRACTOR'S MARK-UP on work of subcontractors	(Line G x 5%)	\$567.60
I. TOTAL WORK PERFORMED BY SUBCONTRACTOR	(Lines G + H)	\$11,919.60
J. PROPOSAL	(Lines F+I)	\$11,919.60
K. SUPPLEMENTAL COSTS		
1. SAFETY	(1% of LABOR)	\$0.00
2. EXPENDABLE TOOLS	(2.5% of LABOR)	\$0.00
L. BONDS	(0.60% of PROPOSAL)	\$71.52
M. OTHER REQUIRED INSURANCE	(1.99% of PROPOSAL)	\$237.20

**IV TOTAL PROPOSAL**

N. TOTAL PROPOSAL for subject RFP increase (decrease) in contract amount	\$12,228
O. The work for this RFP will require an extension of time of <u>0</u> Calendar Days.	
P. All costs are valid for 10 days.	

**CONTRACTOR**(SIGNATURE).....

Duon Lynch

**Title: Project Manager****Date: 01/31/25**

☒ AIS  
☒ NON-TAXABLE  
☐ TAXABLE

System **TANK RAS PIPE**

Building \_\_\_\_\_

16 TOTAL HOURS  
\_\_\_\_ CRANE HOURS

Page No. \_\_\_\_\_ of \_\_\_\_\_

☒ AIS  
☒ NON-TAXABLE  
☐ TAXABLE

System TANK RAS PIPE

Building \_\_\_\_\_

160 TOTAL HOURS  
\_\_\_\_ CRANE HOURS

Page No. \_\_\_\_\_ of \_\_\_\_\_



*Quote*

**CUSTOM SERVICE CRANE, INC.**

P.O. Box 267  
Fisher, IL 61843  
(217) 897-1700

**Tobin Bros. Inc.**

**DATE:** 1/14/2025

**TO:** Jay Rexroat 309-208-5190  
[jrexroattbi@gmail.com](mailto:jrexroattbi@gmail.com)

**FROM:** Chris Stack  
[chris.stack@customservicecrane.com](mailto:chris.stack@customservicecrane.com)

**JOB LOCATION:** Wastewater Plant Charleston, IL

**JOB DURATION:** Estimated 1 day

**Providing: 60-ton crane to fly man basket to a height of 15' from a total radius of 80' per customer's description of site.**

Hourly rate (minimum 6 hours/day)	\$ 320.00
Rigging	\$ 200.00
Estimated permit fee	\$ 525.00
Delivery and pick up of man basket	\$ 684.80
Total estimated cost 1, 10-hour day including travel with no O/T	\$ 4,953.80
Estimated travel time to job site is 1 ½ hour each way	
Charged port to port	

- \*Travel times and permit fees are estimates and will change accordingly.
- \*Overtime is applied before 7:00 a.m. & after 3:30 p.m. M-F & all day Sat.
- \*Overtime rates are an additional \$60.00/hour for time & a half.
- \*Double time rates are \$120.00/hour applied Sundays and Holidays.
- \*Fuel surcharge will be applied according to market rate currently @ 7%.
- \*All services & Equipment provided to all customers are subject to the Custom Service Crane, Co., Inc. terms & conditions at:  
[www.customservicecrane.com/contracts](http://www.customservicecrane.com/contracts)



Fax: (217) 897-1754 | [www.customservicecrane.com](http://www.customservicecrane.com)  
[chris.stack@customservicecrane.com](mailto:chris.stack@customservicecrane.com)

*Sprinkmann  
Insulation*

*Sprinkmann Insulation, Inc.*

1028 SW Washington Street – Peoria, IL 61602  
(309) 674-5112 FAX (309) 674-5725

January 9, 2025

Tobin Brothers Inc  
PO Box 819  
2010 N.E. Perry  
Peoria, IL 61652-

**Re: Insulation Work  
WWTP  
Charleston IL**

Architect:  
Date of Drawings:  
Addenda:

We are pleased to submit our quotation to furnish the necessary labor and material required for the insulation work at the above referenced project, as follows:

**Remove and replace insulation on discharge tee for RAS piping -----Add \$ 1,559.00**

**(Price based on all work being completed in the same day)**

We thank you for the opportunity of submitting this quote and trust that we may be of service to you.

Very truly yours,

SPRINKMANN INSULATION, INC.

Kevin Sack

KS;rf

**City Council Regular Meeting**

**12)**

**Meeting Date:** 02/18/2025

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

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

---

**TITLE:**

**RESOLUTION:** Authorizing Termination of Consulting Agreement.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

RES: Terminating Consulting Services Agreement with Good Energy.

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# **RESOLUTION**

**2025 – R – \_\_\_\_**

## **RESOLUTION TERMINATING CONSULTING SERVICES AGREEMENT**

**WHEREAS**, the City of Charleston entered into a Services Agreement for Professional Energy Consulting Services with Good Energy, L.P. (Service Provider) on August 13, 2012; and

**WHEREAS**, said Agreement was subsequently amended by the Amendment to the Services Agreement on December 14, 2015, as to terms of renewal; and

**WHEREAS**, under Provision III, Term and Termination of the original Agreement, the Municipality may terminate this Agreement at any time by giving Service Provider thirty (30) days written notice; and

**WHEREAS**, pursuant to Provision III, Term and Termination, Service Provider shall be paid for the volume of electricity purchased through the residential and small commercial opt-out contract by the current alternative retail electric supplier through the next meter read date as specified in the terms of the Services Agreement; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that said agreement be terminated;

**NOW, BE IT THEREFORE RESOLVED** by the City Council of the City of Charleston that the Services Agreement for Professional Energy Consulting Services with Good Energy, L.P., approved on August 13, 2012, and extended on December 14, 2015, be terminated with remaining payment to be made as specified in Provision III, Term and Termination.

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

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



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

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

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**City Council Regular Meeting**

**13)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**RESOLUTION:** Authorizing Execution of an Agreement for Consulting Services with Stone River Group.

**BACKGROUND:**

Please refer to Item No. 12 for the Memo which addresses Item Nos. 12-14.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

RES: Authorizing Execution of Agreement for Consulting Services.

Agreement for Consulting Services with The Stone River Group.

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# **RESOLUTION**

**2025 – R – \_\_\_\_\_**

## **RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT FOR CONSULTING SERVICES**

**WHEREAS**, the City of Charleston has participated in a voter approved electric aggregation program for the past thirteen (13) years; and

**WHEREAS**, the City of Charleston participated in interviews of independent consultants on April 2, 2024, at which time representatives of various East Central Illinois municipalities and counties collectively made the decision to recommend Stone River Group; and

**WHEREAS**, Stone River Group LLC has existing aggregation programs in Ameren territory, which are projected to save residents and small commercial retail customers on their electric supply; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that said agreement be entered into;

**NOW, BE IT THEREFORE RESOLVED** by the City Council of the City of Charleston that the City Manager and/or his Deputy City Manager be authorized to hire Stone River Group LLC, Aggregation Consultants, to provide guidance throughout the entire aggregation process at a cost (rate) of \$0.00065 per kWh (volumetrically), all costs to be withheld from participating customer's payments

by the selected electric supplier as a function of their rate after the referendum and supplier switch.

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

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

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

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

\_\_\_\_\_  
Mayor

**ATTEST:**

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

## **AGREEMENT FOR CONSULTING SERVICES ELECTRICITY AGGREGATION PROGRAM**

This agreement is entered into on \_\_\_\_\_, 2025, by and between THE STONE RIVER GROUP LLC, 9668 Crossbow Dr, Bloomington, IL 61705 ("SRG") and the CITY OF CHARLESTON, an Illinois municipal corporation, 520 Jackson Ave, Charleston, IL 61920("City").

The City, in 2012, adopted an Opt-Out Electricity Aggregation Program ("Aggregation Program") for eligible electric accounts within its jurisdiction, which was adopted by Ordinance 12-O-27, and approved by the voters at the general election of November 6, 2012, in accordance with the Illinois Power Agency Act.

The service agreement with the current electricity supplier under the program expires on December 2025, and the City will need to go through the procurement process for a new service agreement to begin December 2025.

The City desires to retain the services of SRG as a consultant in the procurement process for the new service agreement

The parties agree as follows:

### **Article 1. Services provided by SRG**

**1-1. Assistance in communicating with the public.** SRG shall provide assistance to the City in communicating with the public in accordance with all legal requirements and through appropriate means.

**1-2. Electricity Service Agreement procurement.**

(a) SRG shall provide the City with a list of potential suppliers and assist the City in preparing a Request for Proposals from qualified suppliers capable of providing electricity to meet the needs of residential and small commercial retail customers within the City who do not opt out of the program.

(b) Upon the City receiving responses to its Request for Proposals, SRG shall assist the City and its representatives, in reviewing and evaluating the price and other terms and conditions in each proposal and the qualifications, including capacity and reliability, of each of the suppliers with the aim of obtaining the best price and most favorable terms and conditions for electricity supplied to residential and small commercial retail customers within the City who do not opt out of the program.

(c) SRG shall investigate and advise the City as to the potential for aggregating electricity supply with other municipalities and counties to leverage purchasing power, if there is an advantage to doing so.

(d) Upon the City selecting an electricity supplier, SRG shall assist the City in negotiating the proposed contract.

**2-3. Assistance in providing information to residential and small commercial retail customers.**

(a) SRG shall assist the City in providing information (content) to residential and small commercial retail customers within the City, but in no event shall SRG be required to bear any costs associated with dispensing such information.

(b) SRG agrees to provide all of the following services as reasonably requested by the City.

- (1) Provide electricity residential opt-out services;
- (2) Coordinate efforts with the Illinois Commerce Commission.
- (3) Create and execute bids with multiple suppliers with final selection of an electric supplier to be decided by the City.
- (4) Negotiate fees for the City with winning suppliers in an amount to cover administrative expenses for the City.

## **Article 2. City obligations**

**2-1. Exclusivity.** The City agrees to use SRG as its exclusive consultant in arranging for the supply of electricity for the duration of the service agreement to begin June 1, 2025, under the terms and conditions set forth in this agreement.

**2-2. Compensation.** City agrees that SRG fees will be paid by the selected electricity supplier at a rate of \$.00065 per kWh (volumetrically) for electricity purchased for the duration of the municipal contract.

## **Article 3. Obligations of both parties**

**3-1. Confidentiality.** The Parties acknowledge that certain customer information obtained from Ameren Illinois or the selected electricity supplier must be held in confidence in accordance with legal requirements and each of the Parties agree to fully comply with all of its legal obligations regarding confidential customer information.

### **3-2. Conformity with legal requirements.**

(a) The Parties agree to fully comply with all rules, regulations, directives, and policies regarding the Aggregation of Electricity Program adopted or issued by the Illinois Commerce Commission, the Illinois Attorney General or any other relevant governmental agency or authority.

(b) The Parties agree to amend or otherwise modify this Agreement to conform to such rules, regulations, directives or policies to the extent that it may be necessary to do so.

**3-3. Warranties.** Each Party hereto expressly warrants and represents to the other Party that it has been duly authorized to execute this Agreement and to perform all of the obligations contained herein.

**3-4. Notices.** All requests, notices, demands, authorizations, directions, consents, waivers or other documents required by this Agreement shall be in writing and shall be delivered in person to, or shall be mailed by certified or registered mail, postage prepaid, addressed as:

<b>To SRG:</b>	<b>To City: City of Charleston</b>
The Stone River Group LLC 9668 Crossbow Dr Bloomington, IL 61705	City Clerk City of Charleston 520 Jackson Avenue Charleston, IL 61920  With copy to:
	City Manager City of Charleston 520 Jackson Avenue Charleston, IL 61920

#### **Article 4. Term and termination**

**4-1. Term.** The Agreement commences on March 24, 2025, and continues through March 24, 2027.

**4-2. Termination by City.** The City may terminate this Agreement at any time by giving SRG 30 days' advance written notice. In the event this Agreement is terminated by City prior to its natural expiration, SRG shall be paid the term of electricity purchased through the residential small commercial opt-out contract by the current alternative supplier.

#### **Article 5. General provisions**

##### **4-1. Binding nature of Agreement; assignment.**

(a) This Agreement is binding upon and inure to the benefit of the Parties and their respective successors and assigns. This contract is intended for the benefit of each party and no other person or entity has rights under this contract, whether as a third-party beneficiary or otherwise.

(b) No party may assign its rights and obligations under this Agreement without the prior written consent of the other party.

**4-2. Severability.** If any provision of this Agreement is held invalid, such provision is deemed to be removed from the Agreement, and its invalidity does not affect any of the other provisions of this Agreement.

**4-3. No waiver.** The failure of either Party to insist upon the strict and prompt performance of the terms, covenants, agreements, and conditions in this Agreement, or any of them, imposed upon the other Party, may not be construed as a waiver or relinquishment of that Party's rights thereafter to enforce any the term, covenant, agreement, or condition, which shall continue in full force and effect.

**4-4. Amendments.** No amendment, modification, addition, deletion, revision, alteration, or other change to this Agreement is effective unless and until it is reduced to writing and approved by the duly authorized representative of each Party.

**4-5. Status of SRG as independent contractor.** The Parties acknowledge and agree that The SRG is an independent contractor and is not an agent or employee of City. Nothing in this Agreement may be construed to create a relationship between SRG and

City of a partnership, association, or joint venture.

**4-6. Choice of law and jurisdiction.** This Agreement is governed by the laws of the State of Illinois. In any legal action relating to this Agreement or the parties obligations hereunder, venue shall lie in the Circuit Court of McLean County, Illinois.

The Parties are signing this Agreement as of the date set forth in the introductory clause.

**City of Charleston, Illinois**

**Name: R. Scott Smith**

**Title: City Manager**

**Signature: \_\_\_\_\_**

**The Stone River Group LLC**

**Name:**

**Title:**

**Signature: \_\_\_\_\_**



**City Council Regular Meeting**

**14)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**RESOLUTION:** Authorizing City Manager and / or Deputy City Manager(s) to accept Bid for Supply of Electricity.

**BACKGROUND:**

Please refer to Item No. 12 for the Memo which addresses Item Nos. 12-14.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

RES: Authorizing Agreement with Lowest Responsible Bidder for Electric Service for Residential & Small Commercial Retail Customers.

---

# **RESOLUTION**

2025– R – \_\_\_\_\_

## **A RESOLUTION AUTHORIZING EXECUTION OF A SERVICE AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR THE SUPPLY OF ELECTRICITY FOR RESIDENTIAL AND SMALL COMMERCIAL RETAIL CUSTOMERS WHO DO NOT OPT OUT OF SUCH A PROGRAM**

**(Municipal Electric Aggregation)**

**WHEREAS**, Sections 1-92 of the Illinois Power Agency Act (20 ILCS 3855/1- 92) permit a municipality, if authorized by referendum, to adopt an ordinance by which it may operate a program to solicit bids and enter into service agreements for the sale and purchase of electricity and related services and equipment to residential and small commercial customers who do not opt-out of such a program; and

**WHEREAS**, the City of Charleston (“City”), in a referendum held on November 6, 2012, submitted the public question of whether it should operate the program as an opt-out program; and

**WHEREAS**, the referendum passed by a majority vote of the qualified electors voting on the question; and

**WHEREAS**, the City Council finds that the best interests of the City are served by entering into an agreement with the lowest responsible bidder, pursuant to 20 ILCS 3855/1-92, to aggregate the residential and small commercial retail electric loads located within the City and to arrange for competitive electric supply to these retail electrical accounts; and

**WHEREAS**, because electricity is a commodity for which supply bids typically are made each morning and expire the same day at the close of business, the City must act promptly to accept any such desired bid in order to contractually guarantee a per kilowatt hour electric rate for its residential and small commercial customers;

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

### **Section 1.**

That the City Manager and/or the Deputy City Manager(s) of the City of Charleston, Illinois, be and the same are hereby authorized to execute and deliver; and the City Clerk of the City of Charleston, Illinois, be and the same is hereby authorized to attest to said execution of a service agreement with the lowest responsible bidder for the supply of electricity for residential and small commercial retail customers who do not opt out of such a program, said execution and attestation to take place within the applicable time constraints required by the bidder; provided, however, that the energy price to be paid per kilowatt hour pursuant to the agreement is less than the default rate currently in effect, resulting in savings for the City’s residential and small commercial retail customers.

**Section 2.**

That this Resolution shall be effective immediately and shall remain in effect until such time as the electricity aggregation program electric supplier selection process has been completed.

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

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

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_ 2025.

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

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**City Council Regular Meeting**

**15)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**ORDINANCE:** Amending Title 1: Administration; Title 9: Building Regulations; and Title 10: Unified Development Code (UDC).

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

ORD: Amending Title 1: Personnel Code; Tile 9: Building Regulations; and Title 10: UDC.

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# **CITY OF CHARLESTON**

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## **ORDINANCE**

**2025-O-\_\_\_\_**

**ORDINANCE AMENDING  
TITLE 1: ADMINISTRATION;  
TITLE 9: BUILDING REGULATIONS; AND  
TITLE 10: UNIFIED DEVELOPMENT CODE**

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**ADOPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
THIS 18<sup>TH</sup> DAY OF FEBRUARY 2025.**

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**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR  
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
AS PROVIDED BY LAW THIS \_\_\_\_ DAY OF FEBRUARY 2025.**

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# **ORDINANCE**

## **2025 –O – \_\_\_\_\_**

### **ORDINANCE AMENDING TITLE 1: ADMINISTRATION; TITLE 9: BUILDING REGULATIONS; AND TITLE 10: UNIFIED DEVELOPMENT CODE**

**WHEREAS**, the City of Charleston is an Illinois municipal corporation organized and operating by virtue of the Illinois Municipal Code, *65 ILCS 5/1-1-1, et seq.*, and all laws supplemental thereto; and

**WHEREAS**, the City has established protocols concerning administrative personnel appointments, employment and employment responsibilities in Title 1: Administration; Title 9: Building Regulations; and Title 10: Unified Development Code of the City Code, as amended (“Code”); and

**WHEREAS**, it is the mission of the City of Charleston to provide a safe, fair and aesthetically pleasing employment 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, administrative protocols must be clearly identified in the City Code; and

**WHEREAS**, the City has reviewed the administrative personnel protocols detailed in Title 1, Title 9 “Building Regulations” and Title 10 “Unified Development Code” of the City Code; and

**WHEREAS**, the City has revised sections of the administrative personnel protocols detailed in Title 1, Title 9 and Title 10 of the City Code which are designed to amend, replace and/or supplement the existing code under Title 1, Title 9 and Title 10; and

**WHEREAS**, it is in the best interest of the City of Charleston and the employees of the City of Charleston that certain sections of the administrative personnel protocols be amended and/or replaced;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF  
THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS, AS FOLLOWS:**

Section 1. Recitals. The City Council finds the foregoing recitals to be a true and complete recitation of facts relevant to this ordinance and incorporates them as though fully restated herein. The City Council desires for this Ordinance to be interpreted and applied liberally to most effectively accomplish the purposes so described in the recitals.

---

Section 2. Amendment to Title 1, Chapter 6, Section 1 – City Manager. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

1-6-1: APPOINTMENT; TERM; BOND:

A. Appointment And Term: The city manager shall be the administrative head of the city and shall be responsible for the efficient administration of all departments. The city manager shall be appointed without regard to ~~his~~ **their** political beliefs and need not be a resident of the city when appointed. However, the city manager shall reside within the corporate city limits of the city, or within ~~one and one-half (1<sup>1</sup>/<sub>2</sub>) miles of the corporate limits of the city~~ **the geographical boundaries of the Charleston Community Unit School District 1**, within six (6) months of appointment by the city council. The city manager shall be appointed by the council for an indefinite term as provided by law. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997; amd. Ord. 03-O-37, 12-16-2003)

1-6-15: ACTING MANAGER:

In the event that the city manager shall be absent from the city or incapacitated from performing the duties of ~~his~~ **their** position, the council shall appoint ~~an acting manager~~ **a deputy city manager** who shall act during such incapacity. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)

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Section 3. Amendment to Title 1, Chapter 6, Section 16 – **Deputy City Manager**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~bold and strikethrough~~) as follows:

A. Definition:

DEPUTY CITY MANAGER:	<p><del>There is hereby created the office of the Deputy City Manager, said office consisting of up to two (2) positions of Deputy City Manager. The Deputy City Manager shall be appointed by the City Manager with the advice and consent of the Mayor and Council.</del></p> <p><b><u>There is hereby created the office of the deputy city manager, said office consisting of up to two (2) positions of deputy city manager. The deputy city manager shall be appointed by the city manager with the advice and consent of the mayor and city council.</u></b></p>
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B. In the absence of the ~~City Manager, the Deputy Manager~~ **city manager, a deputy manager** shall act in the City Manager's behalf.

C. ~~The Deputy City Manager~~ **Deputy city manager(s)** shall report to and assist the ~~City Manager~~ **city manager**, in the performance of ~~his or her~~ **their** responsibilities and shall perform such functions as directed from time to time by the ~~City Manager~~ **city manager**. (Ord. 2023-O-3, 2-21-2023)

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Section 4. Amendment to Title 1, Chapter 7, Article A – **City Clerk**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~bold and strikethrough~~) as follows:

1-7A-1: APPOINTMENT; ~~QUALIFICATIONS~~:

**The city clerk, appointed by the mayor with the advice and consent of the city council, shall devote such time to the office as the duties of the office shall require, subject to the direction of the city manager. The city clerk shall superintend the work of the deputy clerk and any assistants furnished to the office of the city clerk.**

~~The city clerk, appointed by the mayor with the advice and consent of the city council, shall reside within the city within six (6) months of appointment by the mayor and city council. The city clerk shall maintain the following minimum qualifications or their equivalent:~~



~~—A. Bachelor's degree or higher in business, public administration, prelaw or related field.~~

~~—B. A minimum of five (5) years' experience or the equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for his position.~~

~~—C. Maintain memberships in MCI and IIMC and any additional memberships which promote continuing education and training.~~

~~—D. Attain registered clerk status within three (3) years of appointment.~~

~~—E. Attain certified municipal clerk status within four (4) years of appointment.~~

~~D. Attain master municipal clerk status within eight (8) years of appointment.  
(Ord. 03-O-38, 12-16-2003; amd. 2006 Code)~~

#### **1-7A-2: DUTIES:**

~~—A. Time: The clerk shall devote such time to his office as the duties of the office shall require, subject to the direction of the city manager. He shall superintend the work of the deputy clerk and any assistants furnished to his office.~~

~~—B. Attend Meetings; Minutes And Notices; Liaison To Historical Preservation Commission:~~

~~—1. The clerk shall attend all meetings of the city council and board of zoning appeals and planning. The clerk shall keep in suitable books, to be furnished by the city, a full and faithful record of the proceedings of all meetings of the city council and board of zoning appeals and planning. The clerk shall also attend any additional meetings of various boards and commissions as directed by the city manager or as required to effect the efficient administration of said boards/commissions, keeping additional minutes as directed. The clerk shall send notice of all meetings of all boards and commissions to local media not less than forty eight (48) hours prior to said meetings as required by the open meetings act 1. The clerk shall issue and cause to be served upon all council members and members of the board of zoning appeals and planning notice of all special meetings of the council and board of zoning appeals and planning, respectively.~~

~~—2. The clerk shall facilitate the assembling of council packets preparatory to council meetings and board of zoning appeals and planning packets preparatory to board of zoning appeals and planning meetings and effect the distribution of the packets to the various members in a period of time extensive enough to allow for a thorough reviewing of the information therein by the various members.~~

~~—3. Additionally, the clerk shall act as liaison to the historical preservation commission providing support to the commission and disseminating information from the Illinois historic preservation agency as required.~~

~~—C. Record Of Ordinances: The clerk shall, within thirty (30) days after their passage, record and properly index in a book for that purpose all ordinances~~

~~passed by the council, and at the foot of the record of each ordinance recorded, he shall make a memorandum of the date of its passage, the action of the mayor thereon, and of the publication of the ordinance. He shall furnish copies of all ordinances amending the city code in any manner whatsoever and enacted by the council for inclusion in the official city code books supplied to the city officials and shall distribute same as soon as possible.~~

~~—D. Publication Of Ordinances: The clerk shall cause all ordinances passed by the council imposing any fine, penalty, imprisonment, forfeiture, or making any appropriation, or any other documents which by law are required to be published in a newspaper, to be published within one month after their passage in some newspaper published within the city, and he shall file and preserve in his office the certificates of the publisher as to such publication.~~

~~—E. Documents To Mayor And City Manager: The clerk shall, within a reasonable time after each meeting of the council, deliver to the mayor and/or city manager, as required, all ordinances, resolutions, contracts, agreements and certificates which may be required to be approved or acted upon by the mayor and/or city manager. The clerk will attest to signatures and affix the corporate seal on such documents as required and effect the necessary disbursement and recording of any documents as necessitated by agreements, contracts or by law.~~

~~—F. Preparing Documents; Format Of Records: The clerk shall prepare all commissions, licenses, permits and other official documents to be issued under the laws of the city, except as otherwise specially provided for, and shall attest the same with the corporate seal; and he shall, in like manner, attest all deeds for the sale of real estate and conveyed by the city. The clerk shall maintain records of all commissions, licenses and permits in a readily accessible format.~~

~~—G. Municipal Elections:~~

~~—1. The clerk shall adhere to the guidelines set forth in the state local election officials handbook for the consolidated elections and state candidate's guide; submit notice of intent to conduct in-person absentee voting for all primary and general elections; provide and receive nomination petitions and related documents; receive withdrawal requests from candidates or persons who filed for two (2) or more compatible offices; receive objection petitions; conduct lottery for ballot position, if necessary; provide certify candidates/offices and results of simultaneous filing lottery to office of county clerk (election authority); receive election results from election authority; notify all persons elected or appointed within five (5) days of any election or appointment of the results of same; and attend installation of elected officials conducted the by election authority following proclamation of the results of the regular municipal election.~~

~~—2. The clerk shall keep a record of the election or appointment and confirmation of all officers of the city, and the record shall exhibit the name of the officer, to what office elected or appointed, the date of confirmation of election, the date of his commission and the date of death, resignation, removal from office or expiration of term of office.~~

~~—H. Custody Of Papers: The clerk shall have charge, custody and control of all deeds, leases, warrants, contracts, bonds, obligations, vouchers, books and papers of every kind, the custody of which is not specially given to any other officer.~~

~~—I. Keeper Of Keys: The clerk shall, at all times, maintain a system of master and duplicate keys for all of the city's doors, drawers, equipment and vehicles whereby access to said doors, drawers, equipment and vehicles, whether by way of emergency or otherwise, may be made at a moment's notice.~~

~~—J. Annual Tax Levy: The clerk shall file a duly certified copy of the annual tax levy ordinance for each fiscal year with the office of the county clerk as required by law.~~

~~—K. General Obligation Bonds: The clerk shall file annually a resolution abating the tax to pay debt service on any existing general obligation bonds until such bonds have been paid in full.~~

~~—L. General Assembly Bills: The clerk shall monitor all bills in both the house and senate of the general assembly relevant to the various aspects of the city and report on their progress, passage and implementation to the city manager and mayor, and any departments as directed by the city manager. The clerk shall, additionally, contact legislators when necessary to further the concerns of the city. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997; amd. Ord. 03-O-38, 12-16-2003; 2006 Code)~~

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Section 5. Amendment to Title 1, Chapter 7, Article A – **City Clerk**. 1-7A-3 of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

1-7A-3: DEPUTY CITY CLERK:

The deputy city clerk shall be appointed by the city clerk, as provided by statute. In the absence of the city clerk, the deputy clerk shall act in the clerk's behalf. **The deputy city clerk shall serve as the legal assistant and report to a deputy city manager, or their designee. The deputy city clerk assists the city clerk and the city attorney.**

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Section 6. Amendment to Title 1, Chapter 7, Article B – **City Comptroller**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

#### 1-7B-1: APPOINTMENT; ~~QUALIFICATIONS~~

The city comptroller shall be appointed by the city manager, ~~and shall maintain the following minimal qualifications: Bachelor's degree in accounting/finance/related field with a minimum work experience of five (5) years in supervisory or management areas involving finance. The city comptroller shall reside within the geographical boundaries of the Charleston Community Unit School District 1.~~ (Ord. 03-O-38, 12-16-2003; amd. Ord. 04-O-9, 2-17-2004)

#### 1-7B-2: DUTIES AND POWERS ~~RESTRICTIONS:~~

The city comptroller shall further have the duties and powers expressly set in 65 Illinois Compiled Statutes 5/3.1-35-100 through 5/3.1-35-115, inclusive.

~~A. Supervise Officers: The city comptroller shall exercise general supervision over all the officers of the city charged in any manner with the receipt, collection or disbursement of municipal revenues, and the collection and return of the municipal revenues into the treasury.~~

~~B. Receive And Collect Monies: The city comptroller shall collect and receive all fees and monies belonging to the city and shall give to every person paying money into the treasury a receipt therefor, and shall specify the date of receipts with the clerk on his monthly report.~~

#### ~~C. Records And Accounts:~~

~~1. The city comptroller shall keep a separate account of each fund coming into his possession as comptroller and shall keep a separate account of each tax or appropriation and each special assessment.~~

~~2. The city comptroller shall be required to keep a separate account of each installment of each special assessment and a separate account of interest received on account of each special assessment, and the account shall show at all times the amount of monies received and the balance of each of the accounts.~~

~~3. The city comptroller shall keep account of each special assessment or special tax under its general description and number, if any, showing at the heading thereof the amount assessed for public and special benefits, and all such monies shall be held by him as a special fund, to be applied to the payment of the improvement for which the special assessment or special tax was made, and the~~

~~money shall be used for no other purpose whatever, except to reimburse the city for money expended for such improvement. He shall keep a separate account of each fund or appropriation, stating at the head of each account the amounts so appropriated and giving the several debits and credits belonging thereto. His books shall at all times show the exact condition of the monies under his control, of each account and appropriation, and of all receipts and disbursements, and shall at all times be open for inspection to the mayor, the city manager and any member of the council.~~

~~4. The city comptroller shall establish and keep a complete set of books, in which shall be kept a detailed account of the city revenue and of each separate fund, crediting the same with all receipts or appropriations, and charging it with all warrants drawn thereon; and he shall charge each warrant to the fund or appropriation against which it is drawn. He shall also keep an accurate account of all debts due from or owing to the city, and shall keep a correct list of all obligations given by or payable to the city, with the date thereof, the person to whom or by whom payable, the rate of interest, the time and manner in which the principal and interest are payable and such other particulars as may be necessary to a full understanding thereof.~~

~~5. The city comptroller shall keep a book or record of accounts of all water charges and shall, every four (4) months, or otherwise if directed by the council, render statements of water charges to users of water, and shall collect all water charges.~~

~~6. The city comptroller shall demand and receive from the other officers of the city who shall receive monies for the city, a statement of each of the remittances made by the other officers, and he shall report to the city manager in writing any discrepancies in the remittances or failure of such officers to make reports and remittances to him as required by provisions of this code.~~

#### ~~D. Bonds And Obligations:~~

~~1. The city comptroller shall keep a bond register, showing all unpaid bonds against the corporation, the number, date of issuance and of expiration, the rate of interest and date of each interest payment, the name and address of the person to~~

~~whom issued, out of which fund payable and, if payable out of a special assessment fund, the installment number to which the bonds belong. When any city bonds are purchased, paid, or cancelled, the register shall show such fact; and in his annual report, the city comptroller shall describe, particularly, the bonds sold or paid during the year and the terms of sale or amount paid, with each and every item of expense thereof.~~

~~2. The city comptroller shall keep in his office, in books kept expressly for that purpose, a correct list of all outstanding bonds against the corporation, showing the number and amount of each, the serial number, date of issue and expiration, the rate of interest and date of each interest payment, out of which funds payable, except as to special assessment funds and special assessment obligations; and when any city bonds are purchased, paid or cancelled, the record shall show the fact; and the register shall show such other information in regard to the corporation indebtedness as may be ordered from time to time by the mayor or the council. In his annual report, the city comptroller shall describe particularly the bonds sold during the year.~~

~~E. Payment Of Monies: No monies shall be paid by the city comptroller upon any warrant, bond or coupon, except from the monies belonging to the particular fund or appropriation upon which the warrant, bond or voucher shall have been drawn, nor shall money be transferred by him from one fund to another after it has been received by him, nor appropriated to any other purpose than that for which it shall have been collected or paid, without the vote of a majority of the council.~~

~~F. Warrants:~~

~~1. The city comptroller shall keep an accurate register of all warrants redeemed and paid by him, showing the number, date and amount of each, the fund from which paid, and the name of the person to whom and when paid. He shall cancel all warrants as soon as redeemed by him by writing or stamping across the face thereof the word "Paid", with a notation of the date paid.~~

~~2. All warrants drawn upon the treasury must be signed by the mayor and countersigned by the comptroller, stating the particular fund or appropriation to~~

~~which the same is chargeable and the person to whom payable, and no money shall be paid otherwise than upon such warrants so drawn.~~

~~3. Any bond or interest coupons issued by the city, and due and payable, shall be considered as a warrant duly authorized for payment by the comptroller.~~

~~4. The city comptroller shall keep in a suitable book, an accurate list of all warrants drawn upon the comptroller, showing the date, serial number and amount of each, and the name of the person in whose favor drawn, and out of which fund payable.~~

~~5. The city comptroller shall preserve all warrants returned to him.~~

~~G. Custody And Use Of Funds: The city comptroller shall keep all monies in his care belonging to the city separate and distinct from his own money, and in case he deposits the same, he shall do so in his name as comptroller. The city comptroller is hereby expressly prohibited from using, either directly or indirectly, the city monies or warrants in his custody and keeping same for his own use and benefit or that of any other person whomsoever. Any violation of this subsection shall subject him to immediate removal from office by the mayor and council who may declare the office of comptroller vacant. (Ord. 03-O-38, 12-16-2003)~~

~~H. Reports Required:~~

~~1. Monthly Reports: The city comptroller shall, at the end of each and every month, and more often if required, render an account under oath to the council. The account shall show the state of the treasury at the date of the account and the balance of the money in the treasury. He shall also accompany such account with a statement of all monies received into the treasury and on what account, together with all warrants, bonds, and vouchers, together with all duplicate receipts for all monies received or otherwise, as will fully and entirely cover all his transactions for the month of the report. The city comptroller shall check off or mark paid in their respective bond and warrant registers such as are paid, in order that at the end of each month the registers will show the paid and unpaid bonds and warrants. (Ord. 03-O-38, 12-16-2003; amd. 2006 Code)~~

~~2. Annual Report: The comptroller shall, during the first quarter of the fiscal year, report in writing to the city manager and the council, a full statement of all~~

~~receipts and expenditures of the city for the previous year, the bonded indebtedness and other liabilities, and cause the same to be published according to law.~~

~~I. Additional Duties: The city comptroller shall further have the duties and powers set forth in this article and shall expressly have all duties and powers set forth in 65 Illinois Compiled Statutes 5/3.1-35-100 through 5/3.1-35-115, inclusive. (Ord. 03-O-38, 12-16-2003)~~

#### 1-7B-4: EX OFFICIO COLLECTOR:

~~A.—The city comptroller shall serve as the ex officio collector. ,as ex officio city collector, preserve and execute all special assessment warrants, special tax and other warrants which by law may be directed and delivered to him for the collection of city taxes or revenues. He shall cause due publication to be made of the receipt of the various warrants as provided by law, give proper notification to the property owners and taxpayers of the receipt of the warrants, and prepare the necessary bills on all warrants in his possession, as required by law, in ample time so that the bills shall all be in the mail on or before January 1 of the year in which they become due and payable. He shall take steps to do all acts and things necessary for the prompt collection of all bills and special assessment taxes as the same become due and payable. Upon receipt of the monies collected by him, he shall make proper entries on his books showing the installment collected, the amount thereof and the amount of interest collected, and he shall make proper entries in his records against each lot, tract or parcel, upon receipt of the money collected, showing a receipt of the same. He shall also prepare a delinquent return, including the assessments against all property past due, and he shall file the delinquent tax list as required by law, and shall perform such other duties as now are or hereafter may be imposed upon him by law and the provisions of this code.~~

~~B. The city comptroller shall, as ex officio collector, keep such books and accounts, showing collections of special assessments and other funds, as the mayor and council shall from time to time direct, which shall, in a clear and~~



~~methodical manner, show all receipts and expenditures of monies made by him and all collections by installments and by lots of each special assessment warrant in his possession, which money shall be properly allocated on his records to principal and interest on the installment collected and on each of the installments remaining due and unpaid. The books and accounts shall also show the amounts on all bills issued and payable on the current installments of the various special assessments, which amounts shall be divided into principal and interest, so that from an examination of the records on any installment, it will be possible to ascertain the amount of principal and/or interest on any installment due and received, also due and payable, so that any questions in regard to the financial condition of special assessments, special taxes or any other warrants may be answered by him after an examination of his records. (Ord. 03-O-38, 12-16-2003)~~

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Section 7. Amendment to Title 1, Chapter 7, Article B, Section 7 – **Accounts Payable/Accounts Receivable Clerk.** 1-7B-7 of the City of Charleston Code of Ordinances is hereby removed.

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Section 8. Amendment to Add Title 1, Chapter 7, Article B, Section 7 – **Senior Accountant.** 1-7B-7 of the Charleston Code of Ordinances is hereby added as follows (additions in **bold and underline**):

**1-7B-7 SENIOR ACCOUNTANT: The senior accountant shall be appointed by the city manager and shall serve at the pleasure of the city manager. The senior accountant shall assist the comptroller with finance related activities and report to the comptroller.**

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Section 9. Amendment to Add Title 1, Chapter 7, Article B, Section 9 – **Water Billing Supervisor.** 1-7B-9 of the Charleston Code of Ordinances is hereby added as follows (additions in **bold and underline**):

**1-7B-9 WATER BILLING SUPERVISOR: The water billing supervisor shall be appointed by the city manager and shall serve at the pleasure of the city manager. The work is performed under the general direction of the comptroller.**

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Section 10. Amendment to Title 1, Chapter 7, Article C – **City Attorney**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

**1-7C-1: OFFICE CREATED; ~~QUALIFICATIONS;~~ and APPOINTMENT:**

There is hereby created the office of the city attorney. ~~He~~ **The city attorney** shall be a qualified elector of the city and shall be an attorney admitted to the bar and licensed to practice law in the state. ~~He~~ **The city attorney** shall be appointed by the city manager. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)

**1-7C-2: DUTIES; ~~COMPENSATION:~~**

~~The city attorney shall be the legal advisor of the city. He shall advise the mayor, city council and city manager or any officer of the city in all matters of law in which the interests of the corporation are involved and, when required by the mayor, council, or committee thereof, shall furnish written opinions upon any such subject submitted to him pertaining to the city and its interests. He shall prepare all ordinances and resolutions required by council. He shall attend all regular and special meetings of the council and shall, when directed by the mayor or city manager, attend meetings of boards of the city and of committees of the council. For such services, he shall be paid a salary provided by the council. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~

**1-7C-3: ACTIONS:**

~~The city attorney shall report to the city manager any action against the city which shall be brought to the attention of the city attorney. The mayor, with the approval of the council, shall appoint some attorney to handle particular actions, whether to defend an action brought against the city or to initiate an action on behalf of the city, or to handle all special assessment proceedings and all bond issues for the city. The attorney so designated may be, but need not be, the city attorney. The attorney so designated shall from time to time report his actions to the city manager, mayor and council. The attorney so designated shall be paid such compensation as shall be provided by the city council. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~

**1-7C-4: RECORDS:**

~~A. Any attorney, other than the city attorney, handling a matter on behalf of the city shall keep for each matter handled by him a docket in which shall be noted all steps taken in such matter, and upon the completion of such matter or upon the termination of his employment thereon, he shall forthwith turn over to the city~~

~~attorney such docket, together with all papers or documents in his hands belonging to the city or prepared by him for use in connection with the matter, together with a statement in writing giving such information as he may possess with respect to this matter.~~

~~—B. The city attorney shall keep a docket of all matters handled by him on behalf of the city, in which docket shall be noted all steps taken in each matter, and on the expiration of his term of office, resignation or removal therefrom, he shall forthwith turn over to his successor in office or to the city manager all deeds, leases, papers, books or other documents in his hands belonging to the city, together with a statement in writing showing what action if any has been taken in any matter pending where the city is interested and giving such information as he may possess with respect to the matter. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~

#### **1-7C-5: REPORTS:**

~~The city attorney shall make frequent reports to the city council during the year and, on or before the first Monday in February of each year, make a summary report in writing to the council of all actions handled by him during the preceding year. (Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~

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#### Section 11. Amendment to Title 1, Chapter 8, Article A, Section 3 – **Police Department.**

The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

#### **1-8A-3: DEPARTMENT PERSONNEL:**

- A. Chief Of Police: There is hereby created the office of the chief of police. The chief shall be appointed by the city manager in accordance with the statutes in such case made and provided by the provisions of this code, and he shall be ex officio city marshal. ~~The police chief shall reside within the geographical boundaries of the Charleston Community Unit School District 1.~~ (Ord. 73-O-48, 12-4-1973; amd. Ord. 76-O-3, 1-6-1976; Ord. 96-O-64, 12-17-1996, eff. 5-6-1997; Ord. 04-O-9, 2-17-2004)

#### **1-8A-4: CHIEF DUTIES AND RESPONSIBILITIES:**

- ~~A. The chief of police is the chief administrative officer of the department and the final departmental authority in all matters of policy, operations and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the department.~~

- ~~B. Through the chief of police, the department is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. The chief of police is responsible for planning, directing, coordinating, controlling and staffing all activities of the department, for its continued and efficient operation, for the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by competent authority, and for the department's relations with local citizens, the city government and other related agencies. (Ord. 73-O-48, 12-4-1973)~~
- ~~C. The chief of police is responsible to the management person designated by the city manager for the administration of the department. In addition, he shall make written and verbal reports to the city manager as directed. He shall keep the city manager informed of incidents or developments that may unusually affect public or official relations. (Ord. 84-O-9, 5-8-1984; amd. 1991 Code; Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~
- ~~D. The chief of police is responsible for the training of all members of the department. This includes the preliminary training of members upon their appointment to the department, and the continued training of all members of the department to improve their ability to serve the public more efficiently and to keep them abreast of new developments in the law enforcement field. (Ord. 73-O-48, 12-4-1973)~~
- ~~E. The chief of police shall be required to certify to the correctness of all bills incurred by the department, and shall first have the authority from the city manager before any such bills have been incurred. (Ord. 73-O-48, 12-4-1973; amd. Ord. 96-O-64, 12-17-1996, eff. 5-6-1997)~~
- ~~F. The chief of police shall be the custodian of all property coming into the possession of the police department, and shall be accountable for all such property delivered into his custody, and be responsible for the safekeeping, proper disposition and accurate record of same. He shall see that all property is returned to its lawful owner when no longer needed by the department. (Ord. 73-O-48, 12-4-1973)~~

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Section 12. Amendment to Title 1, Chapter 8, Article B, Section 4 – **Fire Department**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

1-8B-1: DEPARTMENT ESTABLISHED:

There is hereby established the Fire Department, an executive office of the City, for the prevention and extinguishment of fire endangering life and property within the limits of the ~~City city~~ and beyond the ~~City city~~ limits where contractual fire protection agreements have been or may be made. The ~~Fire Chief~~ fire chief and any of ~~his~~ their subordinate employees shall be assigned to the Fire Department. (Ord. 73-O-23, 7-17-1973; amd. Ord. 98-O-1, 1-20-1998)

#### 1-8B-3: DEPARTMENT PERSONNEL:

The personnel of the Fire Department are established as follows:

A. The ~~Council~~ city council shall, from time to time, determine the number of firefighters necessary for the effective operation of the Fire Department.

B. The Fire Department of the ~~City city~~ shall consist of ~~thirty-seven (37) members~~ thirty-five (35) members, namely: the ~~Chief~~ fire chief of the department; one (1) ~~Assistant Fire Chief~~ assistant fire chief; three (3) ~~Captains~~ captains; six (6) ~~Lieutenants~~ lieutenants; and twenty-four (24) firefighters; ~~and two (2) ambulance billing clerks.~~ (Ord. 17-O-27, 8-1-2017; amd. Ord. 2022-O-8, 4-5-2022)

#### 1-8B-4: QUALIFICATIONS:

Applicants for membership in the department shall satisfy the requirements as established by the Fire and Police Commission, the department and applicable statutes and codes. ~~Fire~~ Department members shall reside within the boundaries specified by the current labor agreement. ~~between the City and the Firefighters' Local 3200. The Fire Chief and Assistant Fire Chief shall reside within the geographical boundaries of the Charleston Community Unit School District 1.~~ (Ord. 13-O-15, 6-18-2013)

1-8B-7: AUTHORITY AND DUTIES OF CHIEF: The fire chief shall be the ranking officer of the fire department. He shall be responsible for and have control of all activities of the department, including fire suppression, fire protection, fire prevention, ambulance service and rescue service. ~~The fire chief shall:~~

— ~~1. Formulate, administer and enforce a set of rules and regulations and standard operating procedures to govern the department's activities and services; consult with city officials and the board of fire and police commissioners so that the rules and regulations which he may prescribe are not at variance with state statutes and the rules of the board of fire and police commissioners.~~

— ~~2. Determine the response of all department vehicles, apparatus and manpower to alarms and requests for assistance and shall, himself, attend those alarms which in his judgment require his presence.~~

— ~~3. Be responsible for the proper management, discipline and training of department personnel.~~

~~— 4. Approve the tools, appliances, and equipment of the department and their manner of care and use.~~

~~— 5. Prescribe the specifications and manner of wear of the uniforms and protective clothing of the department.~~

~~— 6. Keep or cause to be kept complete records of all pertinent information regarding the activities, services, apparatus, equipment and personnel of the department.~~

~~— 7. Report as necessary to the city manager on the condition of the department apparatus, buildings and equipment, together with recommendations for any changes or repairs necessary to keep all fully operative. He shall consult with and recommend to the city manager any matter affecting the equipment or membership of the department.~~

~~— 8. Submit monthly and annual reports to the city manager summarizing the activities of the department during the preceding month or year.~~

~~— 9. Assist proper authority in suppressing the crime of arson by investigation, or causing to be investigated, the cause, origin and circumstances of all fires within the department's jurisdiction. He shall immediately report all suspicious fires to the proper police authority for appropriate police action.~~

~~— 10. Certify as to the correctness of all bills incurred by the department.~~

~~— 11. Have the authority to suspend or discharge, as per 65 Illinois Compiled Statutes 5/10-2.1-17, for incompetency, neglect of duty, disobedience to orders, or violation of any rule or regulation of the department.~~

~~— 12. Effect such organization as he deems expedient, and prescribe the policies and procedures essential for the efficient operation of the department.~~

~~— 13. Assign officers or other members to administer the work of all divisions of the department, and hold them responsible for the proper administration of such officers committed to their charge.~~

~~— 14. Have full authority to recall all off duty members whenever he deems it necessary for the good of the department.~~

~~— 15. Report to the board of fire and police commissioners any member who, by reason of age, disease, accident or other incompetency, does not or cannot fully and promptly perform the duties required of him. He shall report to the board of fire and police commissioners the official evaluation of the manner in which probationary members perform their duties.~~

~~— 16. Be directly responsible to the city manager.~~

~~— 17. Have the authority to administer the current fire prevention code by means of inspections and investigations. He shall have the authority to issue permits in~~

~~accordance with the current fire prevention code and shall have the authority to issue fireworks display permits in accordance with current applicable statutes.~~

~~B. The fire chief or his designee shall have authority to execute all laws, ordinances, codes and rules relating to the activities and services of the department. (Ord. 13-O-15, 6-18-2013)~~

1-8B-8: AUTHORITY ~~AND DUTIES~~ OF ASSISTANT FIRE CHIEF: The assistant fire chief shall rank below the fire chief in authority and shall act on his ~~their~~ behalf in his ~~their~~ absence.

~~—A. The assistant fire chief:~~

~~—1. Plans, directs, supervises, and evaluates the work activities, programs and procedures of the department.~~

~~—2. Formulates department policies and regulations and advises the city manager.~~

~~—3. Initiates and supervises the recruitment, selection, training and discipline of fire and EMS personnel. Recommends personnel hiring, promotions and disciplinary actions as appropriate. Performs yearly performance evaluations on all personnel.~~

~~—4. Recommends, analyzes, and monitors the department budget. Responsible for the requisition and procurement of department supplies, equipment, furnishings, and assures proper maintenance and operation of all department vehicles and facilities.~~

~~—5. Acts as a liaison to other government officials and agencies, community groups, hospitals/clinics and the general public as required with regard to fire and EMS activities.~~

~~—6. Develops long and short range goals to accomplish department plans and programs.~~

~~—7. Plans shift scheduling and duty assignments of department personnel.~~

~~—8. Remains current on developments in the fire/EMS field, including developments in fire administration and programs which would benefit the city and the department, such as NIMS, unified command, technical rescue, and hazardous materials.~~

~~—9. Represents the department and the city at various meetings with the public and law enforcement and criminal justice agencies.~~

~~—10. Serves as a higher level command utilizing the incident command system and unified command system at all major fire/EMS incidents.~~



~~— 11. Administers and oversees all department personnel and when necessary, initiates disciplinary action.~~

~~— 12. Oversees the administration of the training program to assure the department's training goals are being met.~~

~~— 13. Provides for the safety of all personnel.~~

~~— 14. Formulates, administers, and enforces a set of rules and regulations and standard operating procedures to govern the department's activities and services; consults with city officials and the board of fire and police commissioners so that the rules and regulations which he may prescribe are not at variance with state statutes and the rules of the board of fire and police commissioners.~~

~~— 15. Determines the response of all department vehicles, apparatus and manpower to alarms and requests for assistance and shall, himself, attend those alarms which in his judgment require his presence.~~

~~— 16. Is responsible for the proper management, discipline and training of department personnel.~~

~~— 17. Approves the tools, appliances, and equipment of the department and their manner of care and use.~~

~~— 18. Prescribes the specifications and manner of wear of the uniforms and protective clothing of the department.~~

~~— 19. Keeps or causes to be kept complete records of all pertinent information regarding the activities, services, apparatus, equipment and personnel of the department.~~

~~— 20. Reports as necessary to the Fire Chief on the condition of the department apparatus, buildings and equipment, together with recommendations for any changes or repairs necessary to keep all fully operative. He shall consult with and recommend to the City Manager any matter affecting the equipment or membership of the department.~~

~~— 21. Assists the Chief in submitting annual reports to the City Manager summarizing the activities of the department during the preceding year.~~

~~— 22. Assists proper authority in suppressing the crime of arson by investigating or causing to be investigated, the cause, origin and circumstances of all fires within the department's jurisdiction. He shall immediately report all suspicious fires to the proper police authority for appropriate police action.~~

~~— 23. Certifies as to the correctness of all bills incurred by the department. (Ord. 13-O-15, 6-18-2013)~~

~~— 24. Has the authority to suspend or recommend discharge for: incompetency, neglect of duty, disobedience of orders, or violation of any rule or regulation of the~~



~~department with the coordination and cooperation of the Chief and City Manager.  
(Ord. 17-O-29, 9-19-2017)~~

~~— 25. Involves the department in mutual aid organizations and associations that will enhance response capabilities and enhance relationships with those who may be responding through mutual aid with training and coordination of procedures and policies.~~

~~— 26. Assigns officers or other members to administer the work of all divisions of the department, and holds them responsible for the proper administration of such officers committed to their charge.~~

~~— 27. Reports to the Board of Fire and Police Commissioners any member who, by reason of age, disease, accident or other incompetency, does not or cannot fully and promptly perform the duties required of him. He shall report to the Board of Fire and Police Commissioners the official evaluation of the manner in which probationary members perform their duties.~~

~~— 28. Is directly responsible to the Fire Chief and the City Manager.~~

~~— 29. Has the authority to administer the current Fire Prevention Code by means of inspections and investigations. He shall have the authority to issue permits in accordance with the current Fire Prevention Code and shall have the authority to issue fireworks display permits in accordance with current applicable statutes.~~

~~— 30. Works with the City Planner to effect safe changes in structures throughout the City by identifying, notifying, and recommending changes needed to ensure the safety of the public.~~

~~— 31. Enforces the rules and regulations, policies, and procedures of the department.~~

~~— 32. Responds to fire alarms and other emergencies as required by the Fire Chief and assumes command until the arrival of the Fire Chief.~~

~~— 33. Instructs/witnesses drills, instructs/supervises training, makes investigations and keeps self fully informed of conditions affecting the efficient operation of the department. He shall have the authority to take corrective actions as required and shall promptly report such actions to the Fire Chief.~~

~~— 34. Prepares and submits reports and records as required by the Fire Chief and performs other duties as assigned.~~

~~— 35. Is assigned to a specific station and is responsible for the activities and condition of the stations, apparatus, equipment and personnel assigned to his command.~~

~~— 36. Is responsible for immediately notifying or causing the Fire Chief to be notified of all situations which may require the Fire Chief's presence.~~

~~— 37. Assists the Fire Chief in general operations of the department.~~

~~— 38. Acquires a thorough knowledge of the physical conditions throughout the City (water system, hazards, structures, etc.).~~

~~— 39. Is licensed as a paramedic or at the highest level of emergency medical technical license required by the City and meets all of the requirements to function under the Sarah Bush Lincoln health system.~~

~~— 40. Assumes command of the fire department in the absence of the fire chief.~~

~~— 41. Coordinates ambulance service activities.~~

~~— 42. Is responsible for ambulance specifications, and the purchase of ambulance equipment and supplies.~~

~~— 43. Submits records and reports as required by the fire chief.~~

~~— 44. Attends meetings, seminars, etc., as a representative of the fire department when such meetings, seminars, etc., pertain to the efficient operation of the fire and ambulance service; reports any pertinent information to the fire chief.~~

~~— 45. Directs ambulance operations on the fire ground, assuring that proper ambulance service is maintained during fire situations.~~

~~— 46. Functions as an EMT-P as necessary to maintain ambulance service.~~

~~— 47. Cooperates with other agencies to formulate plans to maintain efficient ambulance operations under disaster conditions.~~

~~— 48. Plans, organizes, directs and controls the training program for the entire department along with the fire chief.~~

~~— 49. Is responsible for seeing to it that members maintain required certifications. (Ord. 13-O-15, 6-18-2013)~~

#### **1-8B-9: AUTHORITY AND DUTIES OF CAPTAIN:**

~~— A. The captain shall rank below the fire chief and assistant chief in authority and shall act for them in their absence. The captain shall:~~

~~— 1. Enforce the rules and regulations, policies and procedures of the department.~~

~~— 2. Respond to alarms of fire, ambulance, rescue and other requests for assistance as required by the fire chief, and assume command until arrival of the fire chief or assistant chief. Upon transfer of command, he shall advise the commanding officer of all pertinent information, conditions and actions taken.~~

~~— 3. Prepare and submit reports and records as required by the fire chief or assistant fire chief and perform other duties as assigned.~~

~~— 4. Participate in the supervision of company prefire planning and inspections of buildings and areas.~~

~~— 5. Be assigned to a specific fire station and be responsible for the apparatus, equipment, building, grounds, and personnel assigned to his command.~~

~~— 6. Be responsible for the assignment of duties within his command and for the promotion of harmony and cooperation within the department.~~

~~— 7. Be responsible for the efficiency and effectiveness of the personnel under his command. The captain shall instruct/witness drills and instruct/supervise training for persons under his command.~~

~~— 8. Maintain the daily log as required by the fire chief.~~

~~— 9. Perform other duties as assigned.~~

~~— 10. Assist proper authority in suppressing the crime of arson by investigating, or causing to be investigated, the cause, origin and circumstances of all fires within the jurisdiction of the department. He shall immediately report all suspicious fires to the fire chief or assistant fire chief for appropriate action.~~

~~— 11. Acquire a thorough knowledge of the city (schools, water system, extinguishment systems, streets, hydrants, etc.).~~

~~— B. All personnel promoted to captain after January 18, 2000, shall function as paramedics and shall possess and maintain EMT-paramedic licensure and shall remain so licensed while holding the rank of captain. (Ord. 13-O-15, 6-18-2013)~~

#### **~~1-8B-10: AUTHORITY AND DUTIES OF LIEUTENANT:~~**

~~— A. The lieutenant shall rank below the fire chief, assistant chief and captains in authority and shall act for them in their absence. The lieutenant shall:~~

~~— 1. Enforce the rules and regulations, policies and procedures of the department.~~

~~— 2. Respond to alarms of fire, ambulance, rescue and other requests for assistance as required by the fire chief and assume command until arrival of the fire chief, assistant chief or captains. Upon transfer of command, he shall advise the commanding officer of all pertinent information, conditions and actions taken.~~

~~— 3. Prepare and submit reports and records as required by the fire chief, assistant fire chief or captains and perform other duties as assigned.~~

~~— 4. Participate in the supervision of company prefire planning and inspections of buildings and areas.~~

~~— 5. Be assigned to a specific fire station and be responsible for the apparatus, equipment, building, grounds, and personnel assigned to his command.~~

~~— 6. Be responsible for the assignment of duties within his command and for the promotion of harmony and cooperation within the department.~~

~~— 7. Be responsible for the efficiency and effectiveness of the personnel under his command. The lieutenant shall assist and/or instruct/witness drills, and instruct/supervise training for persons under his command.~~

~~— 8. Maintain the daily log as required by the fire chief in the absence of the captain.~~

~~— 9. Perform other duties as assigned.~~

~~— 10. Assist proper authority in suppressing the crime of arson by investigating, or causing to be investigated, the cause, origin and circumstances of all fires within the jurisdiction of the department. He shall immediately report all suspicious fires to the fire chief, assistant fire chief or captains for appropriate action.~~

~~— 11. Acquire a thorough knowledge of the city (schools, water system, extinguishment systems, streets, hydrants, etc.).~~

~~— B. All personnel promoted to lieutenant after May 1, 2011, shall function as a paramedic and shall possess and maintain EMT-paramedic licensure and shall remain so licensed while holding the rank of lieutenant. (Ord. 13-O-15, 6-18-2013)~~

#### **~~1-8B-11: AUTHORITY AND DUTIES OF FIREFIGHTER:~~**

~~— A. The firefighter shall rank below the lieutenant in authority. The firefighter shall:~~

~~— 1. Respond to all given alarms and requests for assistance and perform such duties as may be assigned by the officer in charge, and shall do so to the best of his ability.~~

~~— 2. Attend all regular meetings and training sessions of the department and participate as required.~~

~~— 3. Familiarize himself with the rules and regulations, policies and procedures of the department and conduct himself accordingly.~~

~~— 4. Be responsible for his fire helmet, coats, boots, gloves, shirts, badges and any other equipment checked out to him while a member of the department. He shall return any item as required upon termination of employment or upon retirement.~~

~~— 5. Be responsible for acquiring a thorough knowledge of the department's response area and the facilities contained therein.~~

~~— 6. Be responsible for acquiring a thorough knowledge of the proper use and/or operation of all tools, equipment and apparatus necessary for the proper completion of his duties and immediately report any defect/malfunction to his commanding officer.~~

~~— 7. Work unceasingly to promote good public relations and to promote harmony and cooperation within the department.~~

~~8. Successfully complete firefighter II or Basic Operations Firefighter certification.~~

~~B. All firefighters appointed shall hold the appropriate EMS license as deemed necessary by the Fire Chief to operate within the Charleston Fire Department, on the day of their appointment. The firefighter is responsible for maintaining the appropriate EMS license required by the city, and shall maintain this license as a requirement for continued employment. The Fire Chief shall have the authority to extend probationary period to accommodate obtaining the appropriate EMS license. The firefighter shall participate in all in service training offered by the department unless excused by the fire chief. (Ord. 13-O-15, 6-18-2013; amd. Ord. 2022-O-8, 4-5-2022)~~

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Section 13. Amendment to Title 1, Chapter 8, Article C – **Administrative Department.** 1-8C-2 of the City of Charleston Code of Ordinances is hereby removed.

**~~1-8C-2: DIVISION OF BUILDING AND DEVELOPMENT SERVICES: COMMUNITY DEVELOPMENT DEPARTMENT:~~**

~~A. Supervisor: The city planner is the supervisor of the division of building and development services and shall have supervision over the building, zoning, property maintenance, inspection, grant administration, TIF district administration, and the city revolving loan funds, and shall be responsible for planning and for the maintenance, modifications and alterations of the city plan as adopted by the city council and shall further maintain the status of action items in other planning and economic development projects. The city planner shall be the supervisor and control the utilization of the upper and lower reservoirs and the island tract subdivision.~~

~~B. Officers And Employees: The city planner, compliance officer, director of information services, and any of their subordinate employees shall be assigned to the division of building and development services. (Ord. 98-O-1, 1-20-1998)~~

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Section 14. Amendment to Title 1, Chapter 8, Article D – **Department of Building and Development Services.** 1-8D of the City of Charleston Code of Ordinances is hereby removed and replaced with the following (additions in **bold and underline**):

**1-8D-1: DEPARTMENT CREATED:**

There is hereby created the Community Development Department, an executive office of the city, and the positions of community development director, city planner, assistant planner, GIS coordinator, building code official, plumbing inspector, electrical inspector, and compliance inspector.

A. DIVISION OF BUILDING AND DEVELOPMENT SERVICES: The community development director, or their designee is the supervisor of the division of building and development services and shall have supervision over the building, zoning, property maintenance, inspections, grant administration, TIF district administration, and the city revolving loan funds, and shall be responsible for planning and for the maintenance, modifications and alterations of the city plan as adopted by the city council and shall further maintain the status of action items in other planning and economic development projects. The community development director, or their designee shall be the supervisor and control the utilization of the upper and lower reservoirs and the island tract subdivision.

1-8D-2 COMMUNITY DEVELOPMENT DIRECTOR: The community development director shall be appointed by the city manager and shall serve at the pleasure of the city manager. The community development director is considered a department director with the responsibility of directing the activities of a department within the city.

1-8D-3: CITY PLANNER: The city planner shall be appointed by the city manager and shall serve at the pleasure of the city manager. The city planner shall report to and assist the community development director.

1-8D-3(a): ASSISTANT PLANNER: The assistant planner shall be appointed by the city manager and shall serve at the pleasure of the city manager. The assistant planner shall report to the city planner.

1-8D-3(b): GIS COORDINATOR: There is hereby appointed the position of GIS coordinator within the community development department. The GIS coordinator shall be appointed by the city manager and shall report to the community development director or their designee.

1-8D-4: BUILDING CODE OFFICIAL: The building code official shall be appointed by the city manager and shall serve at the pleasure of the city manager. The building code official shall report to and assist the community development director.

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Section 15. Amendment to Title 1, Chapter 8, Article E – **Department of Public Works.**

1-8E of the City of Charleston Code of Ordinances is hereby removed and replaced with the following (additions in **bold and underline**):

#### **1-8E-1: DEPARTMENT CREATED:**

**There is hereby created the Department of Public Works, an executive office of the city, and the position of director of public works, assistant director of public works, public works operation engineering, engineering technician, waste water treatment superintendent, water treatment plant superintendent and superintendent of parks and facilities maintenance.**

**A. DIVISION OF STREETS AND FLEET MANAGEMENT: The director of public works shall be the supervisor of the division of streets and fleet management and shall have supervision over maintenance and improvements of the public streets and alleys, including parking lots, traffic control, pavement, curbs and gutters, sidewalks and bridges, except when repairs are paid by special assessment; any public improvements funded in whole or in part out of money received from the state as a share of the Motor Fuel Tax; and the management and maintenance of all city vehicles and equipment. The public works operations engineer, and any subordinate employees shall be assigned to the division of streets and fleet management. (Ord. 00-O-38, 8-15-2000; amd. Ord. 17-O-26, 7-5-2017)**

**B. DIVISION OF PUBLIC HEALTH AND SAFETY: The director of public works shall be the supervisor of the division of public health and safety and shall have supervision over the operation, maintenance and improvement of the public water supply and wastewater facilities, including the water treatment plant, water storage facilities, water distribution system, the wastewater treatment plant, sanitary sewer system, storm sewer systems, drainage facilities, the upper reservoir with regard to water quality control and maintenance and the enforcement of laws and ordinances as they relate to the treatment of water or wastewater. The superintendent of the water treatment plant, the superintendent of the wastewater treatment plant, the public works operations engineer, and any of their subordinate employees shall be assigned to the division of public health and safety. (Ord. 98-O-1, 1-20-1998; amd. Ord. 17-O-26, 7-5-2017)**

**1-8E-2: DIRECTOR OF PUBLIC WORKS: There is hereby created the office of director of public works, an executive office of the city. The director of public works shall be appointed and serve at the pleasure and discretion of the city manager. The purpose of this position is to lead and oversee the activities and operations of a full-service public works department including; streets, utility, water, waste water, and engineering. The director of public works reports to the city manager and shall serve at the pleasure of the city manager.**

**1-8E-3: ASSISTANT DIRECTOR OF PUBLIC WORKS: The assistant director of public works shall be appointed by the city manager and shall serve at the pleasure of the city manager. The assistant director of public works shall report to assist the director of public works.**



**1-8E-4: PUBLIC WORKS OPERATIONS ENGINEER: The public works operations engineer shall be appointed by the city manager and shall serve at the pleasure of the city manager. The public works operations engineer shall report to and assist public works director, or their designee.**

**1-8E-5: ENGINEERING TECHNICIAN: The engineering technician shall be appointed by the city manager and shall serve at the pleasure of the city manager. The engineering technician shall report to and assist the director of public works, or their designee.**

**1-8E-6: WASTE WATER TREATMENT SUPERINTENDENT: The waste water treatment superintendent shall be appointed by the city manager and shall serve at the pleasure of the city manager. The waste water treatment superintendent shall report to the director of public works, or their designee.**

**1-8E-7: WATER TREATMENT SUPERINTENDENT: The water treatment superintendent shall be appointed by the city manager and shall serve at the pleasure of the city manager. The water treatment superintendent shall report to the director of public works, or their designee.**

**1-8E-8: SUPERINTENDENT OF PARKS AND FACILITIES MAINTENANCE: The superintendent of parks and facilities maintenance shall be appointed by the city manager and shall serve at the pleasure of the city manager. The superintendent of parks and facilities maintenance shall report to the director of public works, or their designee, and assist the director of parks and recreation.**

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Section 16. Amendment to Title 1, Chapter 8, Article G – **Department of Parks and Recreation**. 1-8G of the City of Charleston Code of Ordinances is hereby removed and replaced with the following (additions in **bold and underline**):

**1-8G-1: DEPARTMENT CREATED:**

**There is hereby created the Department of Parks and Recreation, an executive office of the city, and the position of director of parks and recreation, recreation business manager, recreation athletic supervisor, recreation supervisor and special events and tourism supervisor.**

**A. DIVISION OF RECREATION AND PROGRAMS: The director of parks and recreation shall be the supervisor of the division of recreation and programs and shall have the supervision over recreation programs and activities. Officers And Employees: The recreation supervisor and any subordinate employees shall be assigned to the division of recreation and programs.**



**B. DIVISION OF PARKS AND MAINTENANCE:** ~~The Director of Parks and Recreation~~ The director of public works shall be the supervisor of the division of parks and maintenance and shall have supervision over the maintenance and improvements of the public parks, greenways, bike/pedestrian trails, landscaped rights-of-way and public buildings. Officers And Employees: The superintendent of parks and facilities maintenance, parks foreman and any subordinate employees shall be assigned to the division of parks and maintenance and they shall assist the director of public works, or their designee, and the director of parks and recreation.

**C. DIVISION OF ATHLETICS AND FACILITIES:** The director of parks and recreation shall be the supervisor of the division of athletics and facilities and shall have supervision over athletic programs and activities. Officers And Employees: The recreation athletic supervisor and any subordinate employees shall be assigned to the division of athletics and facilities.

**1-8G-2: DIRECTOR OF PARKS AND RECREATION:** There is hereby created the office of director of parks and recreation, an executive office of the city. The parks and recreation director shall be appointed and shall serve at the pleasure of the city manager.

**1-8G-3: RECREATION BUSINESS MANAGER:** The recreation business manager shall be appointed by the city manager and shall serve at the pleasure of the city manager. The recreation business manager shall report to the director of parks and recreation.

**1-8G-4: RECREATION ATHLETIC SUPERVISOR:** The recreation athletic supervisor shall be appointed by the city manager and serve at the pleasure of the city manager. The recreation athletic supervisor shall report to the director of parks and recreation.

**1-8G-5: RECREATION SUPERVISOR:** The recreation supervisor shall be appointed by the city manager and serve at the pleasure of the city manager. The recreation supervisor shall report to the director of parks and recreation.

**1-8G-6: SPECIAL EVENTS AND TOURISM SUPERVISOR:** The special events and tourism supervisor shall be appointed by the city manager and serve at the pleasure of the city manager. The special events and tourism supervisor shall report to the director of parks and recreation.

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Section 17. Amendment to Add Title 1, Chapter 8, Article I – **Department of Human Resources and Payroll.** 1-8I of the Charleston Code of Ordinances is hereby added as follows (additions in **bold and underline**):

**1-8I-1: DEPARTMENT CREATED:**

**There is hereby created the Department of Human Resources and Payroll, an executive office of the city, and the positions of director of human resources and payroll, human resources generalist, and payroll administrator.**

**1-8I-2: DIRECTOR OF HUMAN RESOURCES AND PAYROLL: The director of human resources and payroll shall be appointed by the city manager and serves at the pleasure of the city manager. The director of human resources and payroll shall report to the city manager, or their designee, and assist the deputy city manager(s).**

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Section 18. Amendment to Add Title 1, Chapter 8, Article J – **Department of Information Technology.** 1-8J of the Charleston Code of Ordinances is hereby added as follows (additions in **bold and underline**):

**1-8J-1: DEPARTMENT CREATED:**

**There is hereby created the Department of Information Technology, an executive office of the city, and the position of joint information technology director, information services director and information services support specialist.**

**1-8J-2: JOINT INFORMATION TECHNOLOGY DIRECTOR:**

**A. Appointment; Term; Compensation: The joint information technology (IT) director shall be appointed by the city manager and shall serve at the pleasure of the city manager. For such services rendered, the joint information technology director shall be paid a salary provided by the city council.**

**B. The purpose of this position is to perform all functions related to support the work of the City of Charleston and Coles County employees. The joint IT director reports to the city manager and serves at the pleasure of the city manager. The joint IT director is a position that has job duties and responsibilities that overlap between the City of Charleston and Coles County. Work on behalf of the City of Charleston is performed under the general direction of the city manager.**

Through the merging of resources to purchase key infrastructure pieces, the City of Charleston and Coles County are joined together such that what affects one agency invariably affects the other. To help maintain stability in this infrastructure, a Joint IT Director position has been created. This position will oversee the management of all shared information technology resources that have been purchased by or directly benefit both agencies. The objects managed include hardware and software currently in service as well as future expansion and technology growth.

1-8J-3: INFORMATION SERVICES DIRECTOR: The information services director shall be appointed by the city manager and serve at the pleasure of the city manager. The information services director shall report to the city manager, or their designee, and assist the deputy city manager(s).

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Section 19. Amendment to Title 9, Chapter 4 – **Plumbing Code**, Section 2. 9-4-2-C-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 9-4-2: PLUMBING INSPECTOR **1** :

##### C. Duties:

2. In addition to ~~his~~ **their** other duties, the plumbing inspector shall serve at the direction of the **community development director, or their designee** ~~building official~~ and shall assist him/her in ~~his/her~~ **their** duties. (Ord. 97-O-26, 8-5-1997)

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Section 20. Amendment to Title 9, Chapter 4 – **Plumbing Code**. The following sections of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 9-4-3: DEFINITIONS:

Whenever the following words and terms are used in this chapter, they shall have the meanings ascribed to them in this section:

~~**INSPECTION DIVISION**~~ **COMMUNITY DEVELOPMENT DEPARTMENT**: ~~The Inspection Division of the Building and Zoning Offices of the City, and all~~ **All** inspections required by the provisions of this chapter shall be made by, and all permits for plumbing issued by or under the direction of the **Community Development Department**. ~~Office of Inspections~~

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Section 21. Amendment to Title 9, Chapter 4 – **Plumbing Code**, Section 4. 9-4-4-A of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and underline**~~) as follows:

9-4-4: PERMIT REQUIREMENTS:

A. Application For Permit: Applications for permits shall be in writing and placed upon the form provided by the **Community Development Department Office of Inspections**.

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Section 22. Amendment to Title 9, Chapter 4 – **Plumbing Code**, Section 4. 9-4-4-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and underline**~~) as follows:

C. Expiration Of Permit: Except as may otherwise be directed by the **Community Development Department Office of Inspections**, any permit under which work has not commenced and been reasonably prosecuted to completion shall expire six (6) months from the date of issuance thereof.

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Section 23. Amendment to Title 9, Chapter 4 – **Plumbing Code**, Section 5. 9-4-5 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and underline**~~) as follows:

9-4-5: PLANS AND SPECIFICATIONS:

Depending upon the extent, complexity and nature of the work proposed to be done as disclosed by the application, the **Community Development Department Office of Inspections** may require sketches, drawings, plans, details or specifications, or any of them, as may be reasonably necessary to show that for which a permit is issued and to show the same as planned will comply with the provisions hereof. Any changes or modifications in proposed work after a permit has been issued shall be considered as new work, and no such changes or modifications shall be installed without obtaining the approval thereof from the **Community Development Department Office of Inspections** and securing a supplemental permit, if required, for the same. (Ord. 97-O-26, 8-5-1997)

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Section 24. Amendment to Title 9, Chapter 4 – Plumbing Code, Section 6. 9-4-6-B-1 and 9-4-6-B-2 and 9-4-6-B-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-4-6: INSPECTION REQUIREMENTS:

B. Scheduling Of Inspections:

1. Inspections shall be requested at least one working day in advance to the **Community Development Department Office of Inspections**. Said inspections shall be made during normal working hours of the **Community Development Department Office of Inspections**.
  2. Work shall remain uncovered until permission has been given to close or cover said work by the **Community Development Department Office of Inspections**.
  3. Permit holder is required to notify **Community Development Department Office of Inspections** that work is ready for inspection. (Ord. 97-O-26, 8-5-1997)
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Section 25. Amendment to Title 9, Chapter 4 – Plumbing Code, Section 7. 9-4-7-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-4-7: STANDARDS TO BE MET:

B. Faulty Work; Defective Materials: Any defective installation or material or apparatus which does not conform to the provisions of this code found upon inspection or after tests shall be removed from the plumbing system, and any such material after removal from the system or if the same has not been incorporated therein shall be removed immediately from the site of work, and the work shall be corrected by the replacement of proper material or apparatus within such reasonable time as shall be prescribed by the **Community Development Department office of inspections**. The **Community Development Department office of inspections** shall notify the permit holder and the person in charge of the work and the owner or occupant of the premises of any faulty or defective work which does not conform with the requirements of this chapter, and any other violations of said provisions in connection with such work, which notice shall be in writing and shall state the nature of the fault or defect and that which is necessary to correct the same and shall designate to the **Community Development Department office of inspections** a reasonable time within which correction thereof is to be made. If such defect, fault or violation is not corrected within the time designated by the **Community Development Department office of inspections** and said plumbing system is connected to the city water supply system, the inspector shall inform the city

council, community development director, or their designee ~~building official~~ thereof, in writing, and may request that said system be disconnected and shut off from said water supply in addition to any other remedy or penalty as may be provided in this chapter. If such plumbing system is not connected to the city water system, such connection shall be prohibited until such time as the defect, fault or violation is corrected.

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Section 26. Amendment to Title 9, Chapter 4 – Plumbing Code, Section 10. 9-4-10-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-4-10: VIOLATION; PENALTY:

B. Revocation Of Permit: In addition, failure to comply with the provisions of this chapter shall authorize the **Community Development Department** ~~office of inspections~~ to revoke the permit.

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Section 27. Amendment to Title 9, Chapter 5 – Electrical Code, Section 5. 9-5-5-B-1 and 9-5-5-B-3 and 9-5-5-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-5-5: PERMIT REQUIREMENTS:

B. Application For Permit:

1. Permits for the installation or alteration of electrical equipment shall be issued only upon receipt of an application therefor, made out on a printed form to be furnished by the office of the **Community Development Department** ~~building official~~, and upon the payment in advance of the inspection fee required in section 9-5-10 of this chapter.

3. Depending upon the extent, complexity and nature of the work proposed to be done as disclosed by an application, the building official may require such sketches, drawings, plans, details or specifications, or any of them, as may be reasonably necessary to show that such a permit is issued and to show the same as planned will comply with the provisions thereof. Any changes or modifications in the proposed work after a permit has been issued shall be considered as new work, and no changes or modifications shall be installed or made without obtaining the approval thereof from the **community development director, or their designee** ~~building official~~, and securing a supplementary permit for the same.

C. Issuance Of Permit; Expiration: The permit application shall be made to and the permit issued by the Community Development Department office ~~of the building official~~ or other designated city office. Permits shall expire at the end of one year if work has not commenced. (Ord. 97-O-32, 8-19-1997)

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Section 28. Amendment to Title 9, Chapter 5 – Electrical Code, Section 6. 9-5-6-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

9-5-6: ADOPTION OF CODE AND STANDARDS:

B. Standards: The safe and practical standards and specifications for the installation, alteration, and use of electrical equipment, also all the rules and regulations governing the issuance of permits by the community development director, or their designee, ~~building official~~ also the reasonable fees to be paid for the inspection of all electrical equipment installed or altered in the city deemed to be the minimum requirements for the protection of the health, welfare, and safety of the community in new and rewired electrical installations, are as provided in this chapter and as follows:

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Section 29. Amendment to Title 9, Chapter 5 – Electrical Code, Section 11. 9-5-11-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

9-5-11: ELECTRICAL CONTRACTORS:

C. Application For Certificate; Fee: Any person not currently registered but desirous of establishing himself in the business of electrical contractor shall make a written application for a certificate of registration on forms provided by the Community Development Department office ~~of the building official~~. Said application shall be filed with the community development director, or their designee, ~~building official~~ together with the sum of twenty five dollars (\$25.00). If the applicant is thereafter issued a certificate of registration, the fee paid with the application shall pay for the current year with an expiration date of December 31. If a certificate is denied to the applicant, the fee shall be retained. (Ord. 16-O-44, 12-20-2016)

F. Issuance Of Certificate: The community development director, or their designee, ~~building official or his authorized representative~~ shall issue a certificate of registration as an electrical contractor to any person who shall have filed a proper application, paid

the required fee, and satisfactorily passed the examination (except as may be exempt under subsections B and E of this section). (Ord. 16-O-44, 12-20-2016)

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Section 30. Amendment to Title 9, Chapter 5 – **Electrical Code**, Section 11-1. 9-5-11-1-A and 9-5-11-1-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-5-11-1: SERVICEMAN'S LIMITED REGISTRATION:

A. Registration Certificate Permitted: The **community development director, or their designee, building official or his authorized representative** may issue a serviceman's limited registration certificate permitting the registrant to perform such electrical work as specifically designated upon said limited registration certificate. (Ord. 16-O-44, 12-20-2016)

B. Application For Certificate; Fee: Any person desirous of a serviceman's limited registration certificate shall make written application for said certificate on forms provided by the **Community Development Department office of the building official**. Said application shall be filed with the **community development director, or their designee, building official**, together with the sum of twenty five dollars (\$25.00). Said application shall further state with specificity those areas in which the applicant desires to perform electrical work. If the applicant is therefor issued a limited registration certificate, the fee paid with the application shall pay for the first year of registration with an expiration date of December 31. Said certificate may be renewed annually for a fee of twenty five dollars (\$25.00).

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Section 31. Amendment to Title 9, Chapter 10 – **Historic Preservation**, Section 4. 9-10-4-C-4 of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-10-4: LANDMARK DESIGNATION APPLICATIONS:

C. Landmark Designation Procedure:

4. Decision: A decision shall be made at the closing of the public hearing. If the commission decides that the landmark should be designated, it shall do so by a resolution passed by a majority of the commission. The owner(s) of record shall be notified promptly by letter of the commission's decision. Following the public hearing, the commission shall prepare the commission's evaluation, recommendation, and all available information for



submission to the city council within ten (10) days. A simple majority vote by the city council is necessary for approval of a landmark designation. If the city council approves the application for a designation, a notice will be sent to the property owner, ~~the planning department,~~ the community development director, or their designee building official, and the office of the city clerk, and recorded with the county recorder of deeds. (Ord. 04-O-51, 10-19-2004)

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Section 32. Amendment to Title 9, Chapter 10 – Historic Preservation, Section 5. 9-10-5-C-3 of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-10-5: HISTORIC DISTRICT DESIGNATION:

C. Historic District Designation Procedure:

3. Decision: A decision shall be made at the closing of the public hearing. Following the public hearing, the commission shall prepare its evaluation, recommendation and all available information for submission to the city council within ten (10) days. If the commission decides that the proposed historic district should be so designated, it shall do so by resolution passed by a majority of the commission. The owner(s) of record shall be notified promptly by letter of the commission's decision. A simple majority vote by the city council is necessary for approval of a historic district designation. If the city council approves the application for such a designation, a notice will be sent to the property owner, nominators, ~~the planning department,~~ the community development director, or their designee, building official, and the office of the city clerk, and recorded with the county recorder of deeds, indicating the area has been designated as such and that buildings located within the boundaries of the historic district shall be subject to issuance of certificates of appropriateness. If the city council denies the petition, the application may be resubmitted in accordance with the application process. (Ord. 04-O-51, 10-19-2004; amd. Ord. 06-O-48, 11-7-2006)

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Section 33. Amendment to Title 9, Chapter 10 – Historic Preservation, Section 6. 9-10-6-G of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-10-6: CERTIFICATE OF APPROPRIATENESS:

G. Issuance Of A Certificate Of Appropriateness: Upon approval of the application, the commission shall direct the recording secretary to issue the signed certificate of

appropriateness to the applicant with copies forwarded to the community development director, or their designee building official. A certificate of appropriateness shall be invalid if changes in the plans reviewed by the commission are necessary in obtaining a building permit or if the building permit issued for the same work becomes invalid. The certificate of appropriateness remains valid for the same period of validity as the building permit. (Ord. 04-O-51, 10-19-2004; amd. Ord. 06-O-48, 11-7-2006)

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Section 34. Amendment to Title 9, Chapter 10 – Historic Preservation, Section 7. 9-10-7-E of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-10-7: CERTIFICATE OF ECONOMIC HARDSHIP:

E. Appeals: When a certificate of economic hardship is approved or denied for either a landmark or a structure within a historic district, the applicant or any interested party may, within thirty (30) days, appeal the commission's decision to the city council. The council may receive comments on the contents of the record, but no new matter may be considered by the council. The council may affirm the decision or recommend changes by a majority vote of the council after due consideration of the facts contained in the record submitted to the council by the commission. A four-fifths ( $\frac{4}{5}$ ) majority is required to overturn a negative recommendation of the commission. If the council decides that a certificate of economic hardship should be issued, the secretary shall notify the applicant and the community development director, or their designee building official within seven (7) days of the council's decision, and the community development director, or their designee building official then shall issue the permit within fifteen (15) days. If the council concurs with the commission's decision not to issue a certificate of economic hardship, the secretary shall notify the applicant and the community development director, or their designee building official within seven (7) days. (Ord. 04-O-51, 10-19-2004)

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Section 35. Amendment to Title 9, Chapter 11 – Flood Damage Prevention, 9-11 (Table of Contents) of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

SECTION:

9-11-1: Purpose

9-11-2: Definitions

9-11-3: Base Flood Elevation

- 9-11-4: Duties Of The ~~Building Code Official~~ Community Development Director
- 9-11-5: Development Permit
- 9-11-6: Preventing Increased Flood Heights And Resulting Damages
- 9-11-7: Protecting Buildings
- 9-11-8: Subdivision Requirements
- 9-11-9: Public Health And Other Standards
- 9-11-10: Carrying Capacity And Notification
- 9-11-11: Variances
- 9-11-12: Disclaimer Of Liability
- 9-11-13: Penalty
- 9-11-14: Abrogation And Greater Restrictions

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Section 36. Amendment to Title 9, Chapter 11 – Flood Damage Prevention, Section 4. 9-11-4 of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

9-11-4: DUTIES OF THE ~~BUILDING CODE OFFICIAL~~ COMMUNITY DEVELOPMENT DIRECTOR:

The community development director, or their designee ~~building official~~ shall be responsible for the general administration of this chapter and ensure that all development activities within the floodplains under the jurisdiction of the city of Charleston meet the requirements of this chapter. ~~Specifically, the building code official shall:~~

- ~~A. Process development permits in accordance with section 9-11-5 of this chapter;~~
- ~~B. Ensure that all development in a floodway (or a floodplain with no delineated floodway) meets the damage prevention requirements of section 9-11-6 of this chapter;~~
- ~~C. Ensure that the building protection requirements for all buildings subject to section 9-11-7 of this chapter are met and maintain a record of the "as built" elevation of the lowest floor (including basement) or floodproof certificate;~~
- ~~D. Assure that all subdivisions and annexations meet the requirements of section 9-11-8 of this chapter;~~
- ~~E. Ensure that water supply and waste disposal systems meet the public health standards of section 9-11-9 of this chapter;~~
- ~~F. If a variance is requested, ensure that the requirements of section 9-11-11 of this chapter are met and maintain documentation of any variances granted;~~

~~G. Inspect all development projects and take any and all penalty actions outlined in section 9-11-13 of this chapter as necessary to ensure compliance with this chapter;~~

~~H. Assure that applicants are aware of and obtain any and all other required local, state, and federal permits;~~

~~I. Notify IDNR/OWR and any neighboring communities prior to any alteration or relocation of a watercourse;~~

~~J. Provide information and assistance to citizens upon request about permit procedures and floodplain construction techniques;~~

~~K. Cooperate with state and federal floodplain management agencies to coordinate base flood data and to improve the administration of this chapter;~~

~~L. Maintain for public inspection base flood data, floodplain maps, copies of state and federal permits, and documentation of compliance for development activities subject to this chapter;~~

~~M. Perform site inspections to ensure compliance with this chapter and make substantial damage determinations for structures within the floodplain; and~~

~~N. Maintain the accuracy of floodplain maps including notifying IDNR/OWR and/or submitting information to FEMA within six (6) months whenever a modification of the floodplain may change the base flood elevation or result in a change to the floodplain map. (Ord. 11-O-28, 6-21-2011)~~

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Section 37. Amendment to Title 9, Chapter 11 – **Flood Damage Prevention**, Section 5. 9-11-5 and 9-11-5-B of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

9-11-5: DEVELOPMENT PERMIT:

No person, firm, corporation, or governmental body not exempted by law shall commence any development in the floodplain without first obtaining a development permit from the **community development director, or their designee building official**. The **community development director, or their designee building official** shall not issue a development permit if the proposed development does not meet the requirements of this chapter.

B. Upon receipt of an application for a development permit, the **community development director, or their designee** ~~building official~~ shall compare the elevation of the site to the base flood elevation. Any development located on land that can be shown by survey elevation to be below the base flood elevation. Any development located on land that can be shown by survey data to be higher than the current base flood elevation and which has not been filled after the date of the site's first flood insurance rate map is not in the floodplain and therefore not subject to the requirements of this chapter. In addition, any development located on land shown to be below the base flood elevation and hydraulically connected to a flood source, but not identified as floodplain on the current flood insurance rate map, is subject to the provisions of this chapter.

The **community development director, or their designee** ~~building official~~ shall maintain documentation of the existing ground elevation at the development site and certification that this ground elevation existed prior to the date of the site's first flood insurance rate map identification.

The **community development director, or their designee** ~~building official~~ shall be responsible for obtaining from the applicant copies of all other federal, state, and local permits, approvals or permit not required letters that may be required for this type of activity. The **community development director, or their designee** ~~building official~~ shall not issue a permit unless all other federal, state, and local permits have been obtained. (Ord. 11-O-28, 6-21-2011)

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Section 38. Amendment to Title 9, Chapter 11 – **Flood Damage Prevention**, Section 13.

9-11-13 and 9-11-13-B of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~bold and strikethrough~~) as follows:

9-11-13: PENALTY:

Failure to obtain a permit for development in the floodplain or failure to comply with the conditions of a permit or a variance shall be deemed to be a violation of this chapter. Upon due investigation, the **community development director, or their designee** ~~building official~~ may determine that a violation of the minimum standards of this chapter exists. The **community development director, or their designee** ~~building official~~ shall notify the owner in writing of such violation.

B. The **community development director, or their designee** ~~building official~~ shall inform the owner that any such violation is considered a willful act to increase flood damages and therefore may cause coverage by a standard flood insurance policy to be suspended.

The **community development director, or their designee** ~~building official~~ is authorized to issue an order requiring the suspension of the subject development. The stop work order shall be in writing, indicate the reason for the issuance, and shall order the action, if necessary, to resolve the circumstances requiring the stop work order. The stop work order constitutes a suspension of the permit.

No site development permit shall be permanently suspended or revoked until a hearing is held by the board of zoning appeals and planning. Written notice of such hearing shall be served on the permittee and shall state:

1. The grounds for the complaint, reasons for suspension or revocation, and
2. The time and place of the hearing.

At such hearing the permittee shall be given an opportunity to present evidence on their behalf. At the conclusion of the hearing, the board of zoning appeals and planning shall determine whether the permit shall be suspended or revoked.

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Section 39. Amendment to Title 9, Chapter 12 – **Incentives for Business and Industrial Development**, Section 1. 9-12-1 of the City of Charleston Code of Ordinances are hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 9-12-1: DEFINITIONS:

The following definitions shall apply to the terms of this chapter:

ESTIMATED CONSTRUCTION COST: In accordance with section 9-1-2 of this title, the estimated construction cost shall be determined by the Charleston **community development director, or their designee** ~~building official~~ using figures and methods provided by the International Code Council.

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Section 40. Amendment to Title 10 – **Unified Development Code**, Chapter 1, Section 5. 10-1-5-A-7 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-1-5: COMPLIANCE WITH PROVISIONS:

A. Use Of Land: Except as specifically provided hereinafter:

7. No structure or land shall be occupied or used without first obtaining a certificate of occupancy from the community development director, or their designee ~~building official~~, as specified in section 10-4-2 of this title.

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Section 41. Amendment to Title 10 – Unified Development Code, Chapter 2, Section 2. 10-2-2-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-2-2: RULES OF CONSTRUCTION:

C. The word "shall" is always mandatory; the word "may" is permissive and is at the discretion of the city council, board of zoning appeals and planning or the community development director, or their designee, ~~building official~~, as the context may require.

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Section 42. Amendment to Title 10 – Unified Development Code, Chapter 2, Section 3. 10-2-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-2-3: DEFINITIONS:

FOUNDATION, PERMANENT: A structural building support extending from below the frost line up to the structure and made of cast in place concrete, concrete blocks mortared together or other material approved by the community development director, or their designee, ~~building official~~.

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Section 43. Amendment to Title 10 – Unified Development Code, Chapter 3. 10-3 Table of Contents of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### SECTION:

10-3-1: City Council

10-3-2: Board Of Zoning Appeals And Planning

10-3-3: ~~Building Official~~ Community Development Director

10-3-4: Public Works Director  
10-3-5: Coordination Among Officials  
10-3-6: Fees  
10-3-7: Violations  
10-3-8: Separate Offenses  
10-3-9: Civil Remedies And Enforcement Powers  
10-3-10: Civil Penalties  
10-3-11: Notification Procedures  
10-3-12: Remedies Cumulative

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Section 44. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 2.

10-3-2-A and 10-3-2-E-3 and 10-3-2-F-5-b of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-3-2: BOARD OF ZONING APPEALS AND PLANNING:

A. Board Established; Composition; Appointment: There is hereby established a board of zoning appeals and planning. Said board shall consist of seven (7) members appointed by the mayor and subject to the approval of the council. Of the seven (7) members, one shall serve for a period of one year, one for two (2) years, one for three (3) years, one for four (4) years, one for five (5) years, one for six (6) years, and one for seven (7) years, and successors shall be appointed for terms of five (5) years. **The community development director, or their designee, building official** shall serve as staff to the board. (Ord. 03-O-9, 3-18-2003; amd. 2006 Code)

E. Responsibilities:

3. Hear and act on all appeals of any order, requirement, decision or determination by **officials of the the Community Development Department, building official**.

F. Procedures:

5. Minutes:

b. The minutes shall be filed in the office of the **community development director, or their designee building official** and shall be public record.

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Section 45. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 3.

10-3-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:



10-3-3: COMMUNITY DEVELOPMENT DIRECTOR BUILDING OFFICIAL:

In addition to the requirements promulgated in this code, the community development director, or their designee building official shall have the responsibility and authority to administer and enforce the provisions of this title, ~~,including, but not limited to, the following powers and duties:~~

~~A. Serve as staff for the city council and board of zoning appeals and planning, and act as a liaison to other agencies and organizations in land use matters.~~

~~B. Review and render interpretations to all provisions of the comprehensive plan and future land use map.~~

~~C. Review and render interpretations to all provisions of this title and the official zoning map.~~

~~D. Accept applications for, review and prepare staff reports recommending approval, approval with conditions or denial of applications for the following: text amendments to the comprehensive plan; amendments to the future land use map; amendments to the text of this title; amendments to the zoning map, variances, conditional use permits and planned developments.~~

~~E. Review and approve, approve with conditions or deny applications for all applications for certificates and permits, and ensure compliance with conditions of a development permit.~~

~~F. Review applications for zoning, building and other permits and issue all permits and certificates required by this title.~~

~~G. Facilitate the creation and adoption of special area plans, corridor plans and neighborhood plans.~~

~~H. Administer and assist in the enforcement of this title.~~

~~I. Keep a record of all permits, appeals, variances and such other transactions and correspondence pertaining to the administration of this title.~~

~~J. If the building official shall find that one of the provisions of this title is being violated, the building official shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering action necessary to correct it. The building official shall:~~

- ~~— 1. Order the discontinuance of the illegal use of land, buildings or structures;~~
- ~~— 2. Order the removal of illegal buildings or structures, or additions, alterations or structural changes thereto;~~
- ~~— 3. Order the discontinuance of any illegal work being done; or~~

~~4. Take any other action authorized by this title and the city council to ensure compliance and to prevent violation of its provisions.~~

~~K. Waive information requirements of this title if the provisions of this title can be accomplished without such information.~~

~~L. Review subdivision preliminary and final plats, including construction plans as required for the development of a subdivision, and make recommendations to the board of zoning appeals and planning.~~

~~M. Review minor subdivisions and make recommendations to the board of zoning appeals and planning.~~

~~N. Review and approve conveyances and plat adjustments or corrections as provided for in subsection 10-4-3G of this title.~~

~~O. Other responsibilities as may be assigned by the city council. (Ord. 03-O-9, 3-18-2003)~~

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Section 46. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 4. 10-3-4-A of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-3-4: PUBLIC WORKS DIRECTOR:

A. Assist the **community development director, or their designee building official** with development review responsibilities.

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Section 47. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 5. 10-3-5 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-3-5: COORDINATION AMONG OFFICIALS:

The public works director, chief of police, fire chief and city attorney shall assist the **community development director, or their designee building official** in the enforcement of this title. They shall be members of any committee established for the review of development applications. Officials of public utility companies also may be included in any plan review committee in order to determine that utilities will be available

for the proposed development and will be sufficient to meet the needs of the new residents or utility users. (Ord. 03-O-9, 3-18-2003)

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Section 48. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 6. 10-3-6-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-3-6: FEES:

B. Payment Of Fees: All fees shall accompany the application, shall be made payable to the city comptroller and shall be submitted to the **community development director, or their designee** ~~building official~~. (Ord. 03-O-9, 3-18-2003; amd. Ord. 03-O-38, 12-16-2003)

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Section 49. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 9. 10-3-9-C-1 and 10-3-9-F of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-3-9: CIVIL REMEDIES AND ENFORCEMENT POWERS:

C. Revoke Permits:

1. Any development permit or other form of authorization required under this title may be revoked when the **community development director, or their designee** ~~building official~~ determines that:

F. Injunction And Abatement: The city, through its authorized agents, including the **community development director, or their designee** ~~building official~~, may initiate injunction or abatement proceedings or other appropriate action in the district court against any person who fails to comply with any provision of this title, or any requirement or condition imposed pursuant to this title, to prevent, enjoin, abate, or terminate violations. The city may seek a court order in the nature of mandamus, abatement, injunction or other action for proceeding to abate or remove a violation or to otherwise restore the premises in question to the condition which existed prior to the violation. (Ord. 03-O-9, 3-18-2003)

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Section 50. Amendment to Title 10 – **Unified Development Code**, Chapter 3, Section 11.

10-3-11 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-3-11: NOTIFICATION PROCEDURES:

Whenever a violation of this title occurs, the **community development director, or their designee building official**, or other authorized representative, shall give written notice of such violation, either personally or by regular United States mail, to the owner(s) of such premises, or to the person(s) responsible for such violation and shall post such notice on the premises. The letter shall direct that, within ten (10) days following receipt of the written notice, the violation shall be corrected. If, after such time, but within five (5) days, the violation continues or ever occurs again, the city may issue a general code complaint. If the violation is abated, but occurs again at a later date, the city is not required to renotify the same violator of the same violation. (Ord. 03-O-9, 3-18-2003)

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Section 51. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 1.

10-4-1 Notes to Table 4-1 (2) of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

TABLE 4-1: DEVELOPMENT REVIEW PROCEDURES SUMMARY

Notes:

1. Board of zoning appeals and planning approval required for site plans in conformance with subsection 10-4-2B4 of this chapter.
  2. The **community development director, or their designee building official** is responsible for receiving and submitting a staff report relating to the application for development approval prior to the formal recommendation or decision, as applicable.
  3. Major subdivisions involve the division of a tract into 5 or more parcels or more than 1 division of a tract of land.
  4. Minor subdivisions involve the division of a tract into 4 or fewer parcels, or any subsequent division after 1 initial minor subdivision of a tract.
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Section 52. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 1.

10-4-1-A of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

A. Application Process: The following procedures apply to all applications, except as modified for specific procedures:

1. When Required: Unless indicated as optional, applicants shall meet with the staff to discuss the nature of the proposed application, application submittal requirements, the procedure for action and the standards for evaluation of the application.

2. Application Requirements: Current application materials shall be made available in the office of the **community development director, or their designee building official**. Such applications shall be filed in advance of any public hearing or public meetings required pursuant to this title. The **community development director, or their designee building official** may establish a schedule for filing any application for development approval requiring action by the board of zoning appeals and planning or the city council, which schedule shall provide adequate time for notice and/or publication consistent with the Illinois Compiled Statutes or otherwise applicable requirements. Completed applications shall be filed and processed according to the schedule. At the preapplication conference, the **community development director, or their designee building official** may determine that additional information is necessary to provide for an adequate assessment of the project. At any time during the processing of any application, additional information may be required by the decision maker to respond to issues or concerns that may not have been evident at the preapplication conference. The results of the preapplication conference, prepared by staff, shall be made part of the development file upon submittal of an application.

3. Streamlining Development And Permitting Process: The **community development director, or their designee building official** and the public works director, as applicable, shall be authorized to shorten the time required to process applications for development, provided there is no conflict with statutory requirements.

4. Staff Review: The staff shall review the application and determine if the application is complete. If the application is incomplete or submitted prematurely, the **community development director, or their designee building official** shall return it to the applicant to be resubmitted in conformance with this title. All applications shall be reviewed by city staff and other appropriate agencies for compliance with city codes and policies. The staff may forward copies of the applications to various agencies for their review of the material submitted. Review agencies may request additional time for review, which may be granted by the decision maker if good cause is shown and if such request is made within the review time. The agencies' review will be advisory and does not constitute approval or denial. Upon completion of staff review, the staff will provide its comments in writing to the applicant.

5. **The community development director, or their designee building official** or Public Works Director Decision: After the applicant has had the opportunity to respond to

the comments of staff and other agencies, the community development director, or their designee ~~building official~~ or the public works director, as applicable, shall recommend approval or denial of the application based on the applicable review criteria. (Ord. 03-O-9, 3-18-2003)

6. Appeals: Appeals to the community development director, or their designee's ~~building official's~~ or the public works director's decision, as applicable, shall be filed within thirty five (35) days of the date when the decision sought to be amended was served upon the party affected by the decision as defined in 735 Illinois Compiled Statutes 5/3-103. (Ord. 03-O-9, 3-18-2003; amd. 2006 Code)

7. Amendments: Unless otherwise stated, a permit shall be amended through the process it was originally approved.

8. Validity: Unless otherwise stated, all permits and approvals shall expire within one year of issuance or approval; provided, that the decision maker may approve an extension of up to twelve (12) months upon receipt of an application providing evidence that the applicant can proceed with the initial permit in conformance with currently adopted codes and policies.

9. Enforcement And Revocation: The community development director, or their designee ~~building official~~ or the public works director, as applicable, may revoke any permit for failure to comply with the conditions of the permit. (Ord. 03-O-9, 3-18-2003)

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Section 53. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 1.

10-4-1-B-1-a of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

B. Notice And Public Hearing Provisions:

1. General Provisions:

a. The content of public hearing notices and method of giving notice for public hearings shall be done in conformance with the requirements in 65 Illinois Compiled Statutes 5/11-13-2, 5/11-13-14, 5/11-13-3, 5/11-13-1.1 and 5/11-13-7, and this title as applicable. The applicant shall pay all costs for notification, shall ensure its timely delivery to the newspaper, shall provide the "certificate of publication" to the community development director, or their designee ~~building official~~, shall post signs and deliver appropriate notice as detailed below.

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Section 54. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 1. 10-4-1-C-6 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

C. Application And Public Hearing Procedures:

6. Continuance Of Proceedings:

- a. Continuances may be granted in accordance with applicable board or city council policy.
  - b. The record shall indicate the reason such continuance was made and any stipulations or conditions placed upon the continuance.
  - c. If the board of zoning appeals and planning or city council, continues a public hearing on its own motion, it may direct the **community development director, or their designee** ~~building official~~ to advertise the continuance of the public hearing.
  - d. If the continuance of a public hearing is made at the request of an applicant, the board of zoning appeals and planning or city council may direct the applicant to advertise the continuance of the public hearing at the applicant's expense.
  - e. Where an applicant is required to advertise the continuance of the public hearing, the applicant shall submit a certificate of publication to the **community development director, or their designee** ~~building official~~ indicating that such publication has occurred.
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Section 55. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 1. 10-4-1-D-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

D. Postdecision Proceedings:

2. Amendments And Revisions: The **community development director, or their designee** ~~building official~~ may approve adjustments and revisions to the terms of

approval of an application for development. Minor revisions must be authorized in writing by the community development director, or their designee ~~building official~~ and are subject to appeal to the board of zoning appeals and planning pursuant to subsection 10-4-3L of this chapter. Minor revisions that may be authorized are technical corrections to improve clarity discovered after the decision on the development application by the applicant or the community development director, or their designee ~~building official~~. Minor revisions shall not result in higher densities, additional units or floor area, abandonment of easements or variance from the minimum standards of this title. Major amendments and revisions of a development proposal shall be reviewed by the approving body after a public hearing in accordance with the provisions of this section and other applicable sections of this title.

3. Stay Of Action: An appeal or protest stays all proceedings in furtherance of the action appealed unless the community development director, or their designee ~~building official~~ certifies to the decision maker, after notice of appeal has been filed, that by reason of the facts stated in the certificate, a stay would, in the community development director, or their designee's ~~building official's~~ opinion, cause imminent peril to life or property.

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Section 56. Amendment to Title 10 – Unified Development Code, Chapter 4, Section 1. 10-4-1-E-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

E. Expiration Of Development Approval:

2. Extension Procedures: Unless otherwise prohibited by this title, the community development director, or their designee ~~building official~~ may extend a staff issued permit for a period not to exceed one hundred twenty (120) days from the original date of expiration.

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Section 57. Amendment to Title 10 – Unified Development Code, Chapter 4, Section 1. 10-4-1-F-1 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-1: PROCEDURES COMMON TO ALL APPLICATIONS:

F. Revocation Of Permit Approval:



1. Duties Of community development director, or their designee ~~Building Official~~ and Public Works Director: If the community development director, or their designee ~~building official~~ or the public works director determines that there are reasonable grounds for revocation of a development permit or approval, the community development director, or their designee ~~building official~~ or the public works director, as applicable, shall set a hearing before the final decision maker. If the original permit approval being revoked was made by the community development director, or their designee ~~building official~~ or the public works director, the hearing shall be conducted by board of zoning appeals and planning. All other revocations shall be reviewed by the city council. If the city council was the original decision maker, the council may, at its sole discretion, refer the proposed revocation to the board of zoning appeals and planning for a recommendation prior to its action.

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Section 58. Amendment to Title 10 – Unified Development Code, Chapter 4, Section 2.

10-4-2-A of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-2: STAFF ISSUED PERMITS:

All staff issued permits follow the type 1 process described in subsection 10-4-1C of this chapter; except, that site plans for development of nonresidential lots or parcels encompassing one hundred thousand (100,000) or more square feet of floor area in a single or multiple buildings shall be reviewed by the board of zoning appeals and planning.

A. Zoning/Change Of Use Permit:

1. Purpose:

- a. Ensure that the proposed change of use complies with the provisions of this code, the comprehensive plan and other adopted plans;
- b. Ensure that affected agencies may review the proposed change of use; and
- c. Ensure compliance with applicable standards of the adopted building and fire codes.

2. Applicability: No land shall be occupied or used, and neither the use of land nor the use of buildings thereon shall be changed, altered or occupied, or used in whole or in part for any purpose, until a change of use permit is issued by the community development director, or their designee ~~building official~~. No permit shall be issued to make a change unless the changes are in conformity with the provisions of this title.

3. Application: Application shall be filed with the community development director, or their designee ~~building official~~ and shall be accompanied by a site plan prepared

pursuant to subsection B of this section and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this title.

4. Review Criteria: Applications shall be approved by the **community development director, or their designee building official** if:

- a. The use or development is on a legally created lot or parcel;
- b. The use is authorized in the existing zoning district; and
- c. The development complies with the standards and conditions of this title.

5. Validity: Change of use permits issued in accordance with the provisions of this section shall be void six (6) months from the date of issuance if the construction, alteration or use has not commenced.

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Section 59. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 2.

10-4-2-B-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-2: STAFF ISSUED PERMITS:

B. Site Plans:

1. Purpose: Site plan review ensures that proposed development complies with this title. Site plan review shall consider the siting of proposed construction and its impact on topography, vegetation, adjacent development, improvements in the immediate area and the site plan's conformance to the goals, objectives and policies of the comprehensive plan and this title. The design shall discourage unnecessary grading and shall retain the natural character of the site including the preservation of trees and other natural features to the degree practical.

2. Applicability:

a. A site plan shall be required for all new construction, exterior additions or changes in use to any building, structure, land or parking lots. No zoning permit or building permit shall be issued for a development subject to site plan review until such site plan has been approved in accordance with this section.

b. When a conditional use permit application is reviewed, or when the final plan for a planned unit development is reviewed, the site plan application may be processed concurrently with those reviews.

c. The **community development director, or their designee building official** may waive the requirement for a site plan review for development within the scope of this

section when such a waiver will not adversely affect the purposes and intents of this title, as evidenced by the following:

- (1) Changes to conforming development not resulting in an increased parking demand or increased traffic generation; and
- (2) Construction is limited to internal remodeling of a nonresidential structure projected to cost less than fifty thousand dollars (\$50,000) or changes are limited to internal remodeling of a residential structure not creating additional bedrooms; and
- (3) The **community development director, or their designee** ~~building official~~ finds that a site plan is not required to ensure compliance with adopted codes and plans.

3. Application And Procedure:

a. Site plans shall be reviewed and approved by the **community development director, or their designee** ~~building official~~; except, that site plans for development of nonresidential lots or parcels encompassing one hundred thousand (100,000) or more square feet of floor area in one or more buildings shall be reviewed by the board of zoning appeals and planning as a type 4 process as described in subsection 10-4-1C1d of this chapter.

b. A site plan, including all information listed in the appendix to the ordinance codified herein, may be submitted for the entire development at one time or for individual development phases. When a site plan is submitted for an individual phase of a development on a single parcel, the applicant shall also prepare a conceptual site plan for the remainder of the parcel. The conceptual site plan shall indicate the approximate location of development on the remainder of the parcel, together with proposed driveways, streets and drainage system.

4. Review Criteria: The following determinations shall be made before approving the site plan:

- a. The site is capable of accommodating the building(s), parking areas, driveways and open spaces, and is in compliance with all requirements of this title;
- b. The site plan provides for ingress, egress and internal traffic circulation in conformance with the requirements of this title and other adopted codes and policies;
- c. All development features, including the principal building and any accessory buildings, open space, service roads and parking areas are located in conformance with the requirements of this title and other adopted codes and policies; and
- d. The plan is consistent with the comprehensive plan, and other adopted planning policies and design guidelines.

5. Decision Maker: The **community development director, or their designee** ~~building official~~ or board shall approve, approve with conditions, or deny approval of site plans, in conformance with the criteria established in subsection B4 of this section, as applicable.

6. Validity:

- a. The approved site plan shall be kept on file by the city and shall lapse one year from the date of site plan approval, unless construction is commenced.
  - b. Site plan approval shall be valid as long as the applicant retains a valid building or zoning permit.
  - c. Site plan approval shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the application.
  - d. If engineering plans and profiles are required for the project, these shall be submitted to the **community development director, or their designee building official**.
  - e. Following approval of the site plan and any required plans and profiles, the **community development director, or their designee building official** shall issue building permits for construction in conformance with the approved site plan. Said permits may be revoked by the **community development director, or their designee building official** for failure to comply with the approved site plan, the conditions attached thereto, or other applicable regulations.
7. Appeal: Appeals of the decision of the **community development director, or their designee building official** shall be filed with the city clerk within thirty five (35) days of the decision.
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Section 60. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 2.

10-4-2-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-4-2: STAFF ISSUED PERMITS:

C. Building Permits:

1. Purpose: The purpose of the building permit regulations is to ensure that all structures within the city comply with the provisions of this title and the applicable building code adopted by the city, other applicable adopted fire, life, safety, building and sanitary codes, and other adopted regulations of the city, county, state or federal agencies.
2. Applicability: No person shall construct or modify a structure until a building permit has been obtained from the **community development director, or their designee building official**. A building permit shall not be required for normal property maintenance that does not alter the structure.
3. Application And Procedures: A property owner or designated representative shall initiate building permit review by filing an application with the **community development director, or their designee building official** in conformance with the requirements listed in the appendix to the ordinance codified herein.
4. Review Criteria: The application shall indicate that:

- a. The building will be constructed on a legally established parcel or lot;
- b. The applicant will provide the site with access to adequate public facilities to serve the use in conformance with subsections 10-8-2K and 10-9-6F of this title;
- c. All applicable local, state and federal permits have been issued or are in the process of being obtained;
- d. All construction will comply with the adopted building code, fire code, electrical code, mechanical code and any other applicable codes and policies adopted by the city, county, state and federal agencies;
- e. The applicant and subsequent property owners are responsible for maintaining landscaping and other site improvements in compliance with this title; and
- f. The site will be developed and used in a manner that is consistent with:
  - (1) The land uses and intensities established in the comprehensive plan.
  - (2) The provisions of the adopted building code.
  - (3) The provisions of this title.
  - (4) The approved site plan for all development.

5. Decision Maker: The **community development director, or their designee** ~~building official~~ shall approve, conditionally approve or deny approval of all applications for building permits.

6. Amendments: Amendments to the building plans may be filed at any time before the completion of the work for which the permit was sought. Such amendments, after approval, shall be filed with and be deemed a part of the original application. If the amendment changes the building footprint or affects the site plan design, an amended site plan shall be required.

7. Completion Of Buildings: Nothing contained in this section shall require any change in the plans, construction, size or designated use of a building, for which a valid permit has been issued or lawful approval given before the effective date hereof. Construction under such permit or approval shall be started within ninety (90) days and shall be completed within one year of permit issuance.

8. Condition Of Permit: All work performed under a permit issued by the **community development director, or their designee** ~~building official~~ shall conform to the approved application and plans, and approved amendments thereof. It shall be unlawful to reduce or diminish the area of a lot, unless a revised site plan showing the proposed change in conditions has been approved; provided, that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement.

9. Signatures On Permit: The applicant and the **community development director, or their designee** ~~building official~~, or ~~his~~ their designee, shall sign the permit.

10. Posting Of Permit: A copy of the permit shall be kept on the premises open to public inspection during the work and until the completion of construction. The **community development director, or their designee** ~~building official~~ shall require a certified copy of the approved plans to be kept on the premises at all times from the commencement of

the work to the completion thereof. The **community development director, or their designee building official** shall be given at least twelve (12) hours' notice of commencement of work under a permit.

11. Revocation: The **community development director, or their designee building official** may revoke a permit or approval issued under the provisions of this section in case there have been any false statements or misrepresentation as to a material fact in the application or plans on which the permit or approval was based.

12. Excavation Permit: No permit for excavation for any building shall be issued before application has been made for a building permit.

13. Validity: The building permit shall be valid for the use for which the building permit was granted, as long as the use is in compliance with applicable codes, providing that within six (6) months of issuance of the building permit a certificate of occupancy has been applied for and obtained by the applicant, unless the permit is granted an extension.

14. Appeals: Appeals of the adopted building codes shall be made to the appropriate board through the **community development director, or their designee building official** within thirty five (35) days of the **community development director, or their designee's building official's** action.

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Section 61. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 2.

10-4-2-D of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-2: STAFF ISSUED PERMITS:

D. Certificate Of Occupancy:

1. Purpose: The purpose of a certificate of occupancy is to ensure that all structures and uses of land comply with the permits issued for the development and with the provisions of this title.

2. Applicability: Certificates of occupancy shall be required for any of the following:

- a. Occupancy and use of a building hereafter erected or structurally altered; or
- b. Any change in the use of a nonconforming use.

3. Application: Certificate of occupancy applications shall be submitted to the **community development director, or their designee building official** and shall be submitted at the time of building permit application.

4. Content Of Certificate: The certificate of occupancy shall state that the building or proposed use of a building or land complies with all the building codes, health regulations

and ordinances, and the provisions of these regulations. A record of all certificates shall be kept on file in the office of the **community development director, or their designee building official** and copies shall be furnished, upon request, to any person having a proprietary or tenancy interest in the building affected.

5. Review Criteria:

- a. Comply with all adopted building codes, fire codes, electrical codes, mechanical codes and any other applicable codes and policies adopted by the city.
- b. Conform with the approved plans and any conditions placed thereon by the **community development director, or their designee building official**.
- c. Successfully pass all required inspections, including, but not be limited to:
  - (1) Building.
  - (2) Site.
  - (3) Landscaping.
  - (4) Parking.
  - (5) Drainage and storm water detention.

6. Decision Maker: The **community development director, or their designee building official** shall approve, conditionally approve or deny approval of all applications for certificates of occupancy.

7. Issuance Of Certificate: The certificate of occupancy shall be issued within three (3) days after a final inspection.

8. Issuance Of Temporary Certificate Of Occupancy: If public improvements, landscaping and parking lot surfacing improvements cannot be completed due to inclement weather, the **community development director, or their designee building official** may issue a temporary certificate of occupancy (TCO) for a period not to exceed six (6) months; provided, that the applicant guarantees the full cost of installation at prevailing wages of all outstanding improvements with a bond, letter of credit or cash escrow. The applicant shall submit a written request for the TCO explaining the reasons for delay of completion of the work and the timetable for completion. The TCO shall not be construed, in any way, as altering the respective rights, duties or obligations of the owners. Such TCO shall not be issued except under such restrictions and provisions as will adequately ensure the safety of the occupants. Construction guarantees shall be released when the city has accepted public improvements and signed off on final inspection of other improvements. Guarantees for landscaping shall be released two (2) years after installation of landscaping.

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Section 62. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 2.

10-4-2-E of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

#### 10-4-2: STAFF ISSUED PERMITS:

##### E. Home Occupation Permit:

1. Purpose: A home occupation permit is required to ensure that all home occupations are conducted in a safe manner without adverse effects on adjacent residences.
2. Applicability: No person shall conduct a home occupation until a home occupation permit has been issued.
3. Application: The applicant shall file a completed application with the community development director, or their designee ~~building official~~ describing the location and operation of the proposed home occupation in sufficient detail to ensure that the occupation will be conducted in accordance with the home occupation regulations in section 10-7-6 of this title.
4. Review Criteria: The application shall be approved if the proposed home occupation will be conducted in conformance with the home occupation standards established in section 10-7-6 of this title.
5. Decision Maker: The community development director, or their designee ~~building official~~ shall approve, conditionally approve or deny approval of all applications for home occupation permits.
6. Validity: The permit shall be valid for a period of one year.

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Section 63. Amendment to Title 10 – Unified Development Code, Chapter 4, Section 2.

10-4-2-F of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-4-2: STAFF ISSUED PERMITS:

##### F. Sign Permits:

1. Purpose: The sign permit ensures that all signs are safely constructed and comply with the provisions of this title, applicable building codes and any other applicable regulations.
2. Applicability: No person shall erect, place or locate a sign, or alter a nonexempt sign within the city until a sign permit has been obtained from the community development director, or their designee ~~building official~~. A sign permit shall be required for all signs except as exempted by section 10-10-7 of this title.



3. Application And Procedures: A property owner or designated representative shall initiate site plan review by filing an application with the **community development director, or their designee building official** in conformance with the requirements listed in the appendix to the ordinance codified herein.

4. Review Criteria: All signs shall be designed and constructed in accordance with the requirements of chapter 10 of this title, the city's adopted building and electrical codes, and applicable standards of this title. Signs regulated by 225 Illinois Compiled Statutes 440/1 et seq., highway advertising control act of 1971, shall comply with the standards of that statute and provide proof thereof.

5. Decision Maker: The **community development director, or their designee building official** shall approve, conditionally approve or deny approval of all sign permits.

6. Validity: The sign shall be completed within six (6) months, or as otherwise indicated in the sign permit. If construction of the sign has not commenced within this time period, the permit shall be no longer valid and a new sign application shall be required. The sign permit shall be valid as long as the use and sign are in compliance with applicable codes.

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Section 64. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 2.

10-4-2-G-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-2: STAFF ISSUED PERMITS:

G. Access Permits:

3. Application: The applicant shall file a completed application with the **community development director, or their designee building official** describing proposed structure or use in sufficient detail for the public works director to evaluate the impacts of the proposed structure or use on the public health, safety and welfare.

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Section 65. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3.

10-4-3-A-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

A. Comprehensive Plan Amendments:

2. Application And Procedures:

- a. The applicant shall file an application with the required information listed in the appendix to the ordinance codified herein.
  - b. Amendments to the comprehensive plan text may be initiated by the board of zoning appeals and planning, the city council, city staff or by petition of an owner of property located in the city.
  - c. Before any application is made, the applicant is encouraged to confer with the **community development director, or their designee** ~~building official~~ to discuss, in general, the procedures and requirements for a comprehensive plan amendment request pursuant to this title.
  - d. A comprehensive plan amendment request may be initiated by filing an application with the **community development director, or their designee** ~~building official~~ and paying the application filing fee as established by the city council.
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Section 66. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3. 10-4-3-C-4-f-1 and 10-4-3-C-5 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

##### C. Planned Unit Development (PUD)

##### 4. Final Development Plan:

f. Amendments To Final Development Plan And Final Plat: No changes shall be made in the approved final development plan and final plat unless in conformance with the following requirements:

(1) Minor Changes: The **community development director, or their designee** ~~building official~~ may authorize minor changes under the following conditions:

5. Lapse Of Plan And Rezone: If a PUD has not been completed in accordance with an approved development schedule (a "lapse"), the **community development director, or their designee** ~~building official~~ shall schedule the project before the board of zoning appeals and planning, at which time a revocation of all prior approvals shall be considered. If the board of zoning appeals and planning determines that a lapse has occurred, the **community development director, or their designee** ~~building official~~ shall record an appropriate legal notice and may initiate, without owner consent, a zoning change to the underlying zone.

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Section 67. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3. 10-4-3-E-4-b and 10-4-3-E-4-c and 10-4-3-E-4-e-1 and 10-4-3-E-4-f-2 and 10-4-3-E-4-g of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

E. Major Subdivision:

4. Preliminary Plat:

b. Applicability: Any person proposing to subdivide land, other than a minor subdivision, shall submit the application and preliminary plat to the **community development director, or their designee** ~~building official~~ for consideration of the board of zoning appeals and planning. The design and layout of the subdivision shall conform to the requirements of chapter 8 of this title. The **community development director, or their designee** ~~building official~~ may permit the applicant to prepare a final plat for submission to the council at the same time the preliminary plat is submitted. However, if a concept plan is submitted concurrently with a preliminary plat, the submission and review of the final plat shall be done separately.

c. Application And Procedures: The applicant shall file an application with the required information listed in the appendix to the ordinance codified herein. The application shall be reviewed according to the type 3 process described in subsection [10-4-1C](#) of this chapter.

(1) Before any application is made, the applicant is encouraged to confer with the **community development director, or their designee** ~~building official~~ to discuss, in general, the procedures and requirements for preliminary plat approval pursuant to these regulations. (Ord. 03-O-9, 3-18-2003)

(2) A preliminary plat application and applicable fee shall be submitted to the **community development director, or their designee** ~~building official~~ for review and the applicable fee shall be submitted to the city comptroller. (Ord. 03-O-9, 3-18-2003; amd. Ord. 03-O-38, 12-16-2003)

(3) A preliminary plat application shall be filed thirty (30) days prior to the regular board of zoning appeals and planning meeting at which the applicant desires to be heard.

e. Notification Of Subdivision:

(1) School District: In conformance with 765 Illinois Compiled Statutes 205/2, the **community development director, or their designee** ~~building official~~ shall notify the president of the school board of each school district in which the land is subdivided that the plat has been submitted for approval and that it is available for inspection. The notice shall give the date, time and place of hearing on the plat and shall be mailed by certified mail, return receipt requested, or shall be delivered by personal delivery.

f. Review Criteria: The recommending and decision making bodies shall make the following findings before approving a preliminary plat:

(2) The application conforms with environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, public facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal. If on site wastewater systems are proposed, the **community development director, or their designee** ~~building official~~ shall find that the proposed development and improvements are compatible with long term expansion plans for the city wastewater system, and the county health department shall certify that the proposed lots satisfy applicable regulations prior to approval of the final plat;

g. Staff Action:

(1) The **community development director, or their designee** ~~building official~~ shall transmit copies of the preliminary plat to the board of zoning appeals and planning.

(2) The public works director and **community development director, or their designee** ~~building official~~ shall file a written recommendation with the board of zoning appeals and planning within twenty one (21) days of receipt of the preliminary plat. The public works director shall include the written comments of the Illinois department of transportation, relevant highway authority, county health department and school district, if applicable.

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Section 68. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3. 10-4-3-E-5-a-1 and 10-4-3-E-5-a-2-f of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

E. Major Subdivision:

5. Construction Plans/Improvements:

a. Construction Plans Required:

(1) Following approval of the preliminary plat, the applicant shall submit construction plans consisting of complete plans and specifications for all easements, streets, traffic control devices, streetlights, street signs, sanitary sewers, stormwater facilities, water system facilities, sidewalks and the provision for all public utility sources to be provided to each lot within the subdivision together with other improvements required by these regulations. The public works director shall review the plans and specifications as a type

1 application in accordance with subsection [10-4-1C](#) of this chapter for minimum improvements and report these findings to the applicant. If the public works director shall find such construction plans and specifications to be in accordance with the adopted standards and procedures for subdivision improvements, he shall determine the amount of bond, if required. Following the approval of the plans and specifications by the public works director, the applicant may submit the final plat to the **community development director, or their designee** ~~building official~~ for consideration by the board of zoning appeals and planning and the city council.

(2) All improvements required pursuant to these regulations shall be designed and constructed in accordance with the design standards and plan requirements of these regulations, the standards and specifications of the city and, where applicable, the requirements and authorization of the appropriate state agency, utility company or local franchisee.

f. Timing Of Improvements: The applicant is authorized to clear sight lines for surveys and provide access for boring equipment when necessary; provided, that any related disturbance of the site is the minimum needed to obtain required information for the final engineering plans. Except upon the written approval of the public works director or **community development director, or their designee** ~~building official~~, no grading, removal of vegetation, land filling, construction of improvements, or other material change shall commence on the subject property until the applicant has:

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Section 69. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3. 10-4-3-E-6-b and 10-4-3-E-6-d of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~bold and strikethrough~~) as follows:

#### 10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

E. Major Subdivision:

6. Final Plat:

b. Application And Procedures: The applicant shall submit an application with the required information listed in the appendix to the ordinance codified herein to the **community development director, or their designee** ~~building official~~. The application shall be processed as a type 2 application pursuant to subsection 10-4-1C of this chapter.

d. Staff Action:

(1) The **community development director, or their designee** ~~building official~~ shall review the final plat to ensure that all the requirements have been fulfilled. The **community development director, or their designee** ~~building official~~ may

forward copies of the final plat to appropriate departments and agencies for their review and shall forward all staff and agency comments to the applicant and city council.

(2) The **community development director, or their designee building official** shall schedule review of the final plat with the city council within thirty (30) days of filing of the final plat.

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Section 70. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3.

10-4-3-F-2 and 10-4-3-F-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

F. Minor Subdivisions:

2. Applicability: Any person proposing to subdivide land into four (4) or fewer lots or parcels shall submit a final plat to the **community development director, or their designee building official**, prepared in accordance with subsection E of this section. If public improvements are required, the applicant shall submit and receive approval of construction plans prior to processing the final plat. If any of the parcels in the proposed minor subdivision were created by the minor subdivision process, or if the **community development director, or their designee building official** determines that the proposed subdivision creates the need for off site infrastructure improvements, then the application shall be reviewed as a major subdivision.

3. Application And Procedures: The application and procedure for minor subdivisions shall be the same as for final plats (type 2 process); except, that the **community development director, or their designee building official** shall receive the application and shall determine its completeness, and the final plat will not be recorded until after all public improvements have been accepted by the city. Applicants for subdivisions or resubdivisions may follow these procedures; provided, that the subdivision meets all of the following criteria:

- a. No new public streets are required for lot access to a public street.
- b. No new easements are required.
- c. The design and layout of the subdivision shall conform to the requirements of chapters 8 and 9 of this title.

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Section 71. Amendment to Title 10 – **Unified Development Code**, Chapter 4, Section 3.

10-4-3-J-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-4-3: MAJOR DEVELOPMENT APPLICATIONS:

J. Variances:

3. Application And Procedures: The application, with the required information as listed in the appendix to the ordinance codified herein, shall be filed with the community development director, or their designee ~~building official~~ and processed in accordance with the procedures for a type 3 application as described in subsection 10-4-1C of this chapter.

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Section 72. Amendment to Title 10 – Unified Development Code, Chapter 4, Section 3. 10-4-3-L-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

**10-4-3: MAJOR DEVELOPMENT APPLICATIONS:**

L. Appeals From Staff Determinations:

2. Applicability: An applicant, aggrieved citizen or city representative, who believes that the city has committed an error in any order, requirement, decision or refusal made by any member of the city staff, may appeal that action by filing a notice of appeal with the community development director, or their designee ~~building official~~ within thirty (30) days of the subject action. An appeal stays all proceedings in furtherance of the action appealed from, unless in the opinion of the community development director, or their designee ~~building official~~, by reason of the facts stated, the request or stay would result in imminent peril to life or property. In this event, the proceedings shall not be stayed except by order of the board or by the circuit court on application and on notice to the community development director, or their designee ~~building official~~ from whom the appeal is taken, and on due cause shown. The board may authorize development activity to continue if it determines that the development does not pose an imminent threat to the health, safety and welfare of adjacent property owners.

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Section 73. Amendment to Title 10 – Unified Development Code, Chapter 5, Section 2. 10-5-2-A-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

**10-5-2: ZONING MAPS:**

A. Maps Included By Reference:

2. Airport Overlay Map: The boundaries of the airport overlay district shall be the same as shown on the airport height zoning map. This map is hereby adopted by reference as

the official airport overlay map. The map shall have the same force and effect as if it were fully set forth and described herein. The map is available for review in the office of the **Community Development Department city building official**.

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Section 74. Amendment to Title 10 – **Unified Development Code**, Chapter 5, Section 3. 10-5-3-D of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-5-3: USE MATRICES AND INTERPRETATION:

D. Uses Not Provided For In Zoning Districts: In the case where a use is not specifically listed under any of the permitted, conditional, accessory or temporary uses in the district regulations, the **community development director, or their designee building official** shall determine the appropriate district or districts where such use shall be allowed based on a comparison of other uses which most closely resemble the unlisted use.

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Section 75. Amendment to Title 10 – **Unified Development Code**, Chapter 5, Section 4-10. 10-5-4-10-D-2 and 10-5-4-10-D-5-h of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-5-4: DISTRICT REGULATIONS:

10-5-4-10: I-1 LIGHT INDUSTRIAL DISTRICT:

D. Performance Standards: Development shall conform to the standards established in chapter 8 of this title. The following additional performance standards are applicable to the I-1 district:

2. All buildings and outdoor operating areas shall be set back a minimum of fifty feet (50') from the property line of any residentially zoned property; except, that the **community development director, or their designee building official** may authorize a reduction in the width of the setback where a type E buffer yard is provided pursuant to section 10-8-5 of this title.

5. Any use located within an I-1 district shall operate only in accordance with the following minimum standards regarding vibration, smoke, odor, noise, glare, wastes, fire hazards and hazardous materials. Conditional uses located within the I-1 district may have higher standards of performance placed upon them through the approval process.



h. Hazardous Materials: Activities or operations within I-1 district shall provide a list of all materials to be used or located on the site, whether on a full time or part time basis, that are covered by SARA title III community right to know. This information shall be provided at the time of site plan review. If the activity or operation is existing and is a change of use or expansion, such information shall be provided to the community development director, or their designee ~~building official~~ with the change of use permit application or other required permit, but prior to the introduction of the hazardous materials to the site. (Ord. 03-O-9, 3-18-2003)

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Section 76. Amendment to Title 10 – Unified Development Code, Chapter 5, Section 4-

11. 10-5-4-11-D of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-5-4: DISTRICT REGULATIONS:

10-5-4-11: I-2 HEAVY INDUSTRIAL DISTRICT:

D. Special Conditions: The performance standards for the I-1 district, subsection 10-5-4-10D5 of this chapter, shall apply to land uses located in the I-2 district in addition the following standards:

1. I-2 districts shall be at least ten (10) acres in size and shall not require access from local or collector streets passing through residential districts.
2. All buildings and outdoor operating areas shall be set back a minimum of fifty feet (50') from the property line of any residentially zoned property; except, that the community development director, or their designee ~~building official~~ may authorize a reduction in the width of the setback where a type E buffer yard is provided pursuant to section 10-8-5 of this title.

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Section 77. Amendment to Title 10 – Unified Development Code, Chapter 5, Section 4-

12. 10-5-4-12-E-6-a f and 10-5-4-12-E-9-a-1 and 10-5-4-12-E-9-a-8 and 10-5-4-12-E-9-c-9 and 10-5-4-12-E-9-c-10 and 10-5-4-12-E-9-d-1 and 10-5-4-12-E-9-d-2 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-5-4: DISTRICT REGULATIONS:

10-5-4-12: C/D CORRIDOR DEVELOPMENT DISTRICT:

E. General Requirements And Restrictions:

## 6. Signs:

a. Master Sign Plan Required: For any zoning lot on which the owner proposes to erect one or more signs, the owner, ~~his~~ their agent or assignee shall submit a master signage plan to the community development director, or their designee ~~building official~~. The community development director, or their designee ~~building official~~ shall approve the master signage plan, which will meet the requirements of this subsection E6, prior to the issuance of a building permit, and all signs placed on the zoning lot shall conform to the master signage plan and the requirements of this subsection E6. Such plan may be amended, from time to time, upon approval by the community development director, or their designee ~~building official~~. The master signage plan shall contain the following information:

## 9. Landscaping And Screening:

a. Landscape Plan: A landscape plan shall be required for all exterior construction and development activity. Such landscape plan shall be drawn in conformance with the requirements specified herein. Landscape plans must be approved by the community development director, or their designee ~~building official~~ prior to the issuance of a building permit for exterior construction and development. All landscape plans submitted for approval shall contain or have attached the following information unless certain requirements are waived by the community development director, or their designee ~~building official~~ due to nonapplicability:

(1) The location and dimensions of all existing and proposed structures, aboveground or belowground utilities, parking lots and drives, roadways and rights of way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, freestanding electrical equipment, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the community development director, or their designee ~~building official~~. This drawing may be incorporated with the master signage plan as determined by subsection E6a of this section.

(8) Elevations, cross sections and other details as determined necessary by the community development director, or their designee ~~building official~~.

c. Design Criteria: Landscape plans described in subsection E9a of this section shall be prepared based on the following design criteria. The evaluation and approval of landscape plans shall also be based on these design criteria:

(9) Existing plant material shall, wherever practical as determined by the building official, be incorporated into the landscape treatment of a site. The removal of trees within public rights of way is expressly forbidden without the approval of the community development director, or their designee ~~building official~~.

(10) Earthen berms and existing topographic features should be, whenever determined practical by the community development director, or their designee building official, incorporated into the landscape treatment of a site, particularly when combined with plant material to facilitate screening.

d. Open Space Corridor And Transitional Yards:

(1) Except as provided elsewhere in this subsection E9, the open space corridor and all transitional yards shall be devoted exclusively to landscaping. Driveways and sidewalks needed to serve a permitted use may be located within the open space corridor and transitional yards subject to the requirements of subsection E5 of this section and approval of the community development director, or their designee building official.

(2) Landscaping for the open space corridor and transitional yards shall consist of a combination of ground cover, shade trees, ornamental trees and shrubs, decorative paving material and appropriate screening devices such as decorative walls or berms. The use of shade trees and ornamental trees shall be provided at the rate of one tree for every fifty (50) linear feet of landscaped open space. Evergreen trees may be substituted for shade trees or ornamental trees upon approval of the community development director, or their designee building official. Ornamental shrubs shall be provided at a rate of one shrub for every fifty (50) linear feet of landscaped open space and, except as otherwise required, shall be maintained at a height of not more than four feet (4'). A mixture of shrub species shall be provided, of which at least twenty five percent (25%) shall be evergreen. Areas not planted with shrubs or trees shall be maintained with ground cover.

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Section 78. Amendment to Title 10 – Unified Development Code, Chapter 5, Section 4-12. 10-5-4-12-F-3 of the City of Charleston Code of Ordinances is hereby amended (additions in bold and underline, deletions in ~~bold and strikethrough~~) as follows:

10-5-4: DISTRICT REGULATIONS:

10-5-4-12: C/D CORRIDOR DEVELOPMENT DISTRICT:

F. Approval Process: Site plan review shall be required pursuant to the provisions of this subsection in addition to the other requirements of this section before building permits may be issued, and shall apply to all uses whether permitted, conditional or accessory. The following regulations shall apply generally to all uses contained within the C/D district:

3. Procedures: Prior to issuance of a building permit, all development within the C/D district must conform to the requirements of this section and be approved by the city council in conformance with the following process:

- a. Applicant will meet with the CRC in a preapplication meeting to discuss the development proposal. No formal submission will be required at this time.
- b. Applicant will complete an application for zoning compliance in the C/D district on forms provided by the city.
- c. Within fifteen (15) days of receipt of an application for zoning compliance approval, the **community development director, or their designee** ~~building official~~ shall schedule the applicant before the next available plan review meeting of the CRC and shall notify the public of such meeting in conformance with the requirements of a type 3 permit application in accordance with section 10-4-1 of this title.
- d. The CRC shall conduct a plan review hearing to consider the merits of the development proposal and its compliance with the standards of the C/D district.
- e. Upon completion of the hearing, the CRC shall make a recommendation to the city council regarding compliance of the proposed development with the requirements of this section.
- f. The **community development director, or their designee** ~~building official~~ shall schedule a public hearing before the city council within thirty (30) days, and shall make a public notice regarding the city council hearing, in compliance with section 10-4-1 of this title.
- g. Upon completion of the public hearing, the council shall vote to approve or deny the plan or to approve the plan subject to specific modifications. The mayor shall sign a concept plan, noting any approved or required changes from said plan, and file it with the **community development director, or their designee** ~~building official~~.
- h. Upon application for building permit, the **community development director, or their designee** ~~building official~~ shall compare the building permit application to the filed concept plan. The building permit application must substantially conform to the concept plan and fully comply with the requirements of this section.

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Section 79. Amendment to Title 10 – **Unified Development Code**, Chapter 6, Section 3.

10-6-3-A of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-6-3: NONCONFORMING LOTS OF RECORD AND USE:

A parcel of land with an area less than that required for the applicable zoning district may be used for any purpose permitted in the zoning district if:

A. Conformance: The owner is able to demonstrate to the satisfaction of the **community development director, or their designee building official** that the parcel was lawful at the time it was created; and

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Section 80. Amendment to Title 10 – **Unified Development Code**, Chapter 6, Section 5. 10-6-5 and 10-6-5-A-8 and 10-6-5-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-6-5: CERTIFICATE OF NONCONFORMITY:

Evidence of the status of a nonconforming structure, use of land or use in a structure shall be supplied by the owner of the property upon request of the **community development director, or their designee building official**. Any nonconforming use that has not been issued a certificate of nonconformity within twelve (12) months of notification by the city shall lose its status as a legal nonconforming use and shall be discontinued.

A. Proof Of Status: One or more pieces of evidence predating the effective date hereof shall be provided by the applicant and included with the application. Evidence of nonconformity shall be in the form of:

8. Any other evidence that the **community development director, or their designee building official** deems appropriate to the nonconforming structure, land use or use in a structure.

B. Review Of Information; Issuance Or Denial Of Certificate: The **community development director, or their designee building official** shall review the applicant's evidence of preexisting, nonconforming status and determine if the nonconforming situation is valid. When such a determination is made, the **community development director, or their designee building official** shall issue a certificate of nonconformity to the applicant verifying the nature of the nonconformity, date upon which the nonconformity occurred, the duration of the nonconformity and the legal description of the nonconforming property. An official copy of the certificate of nonconformity shall be retained by the city clerk. If the **community development director, or their designee building official** determines that the evidence is insufficient or unsatisfactory, the applicant may appeal the building official's determination to the board of zoning appeals and planning pursuant to subsection 10-4-3L of this title. In addition, a certificate of nonconformity shall be required for all lawful nonconforming uses of land or buildings created by the adoption of this title. The application for the certificate of nonconformity shall be filed with the **community development director, or their designee building official** within one year after notification by the city of the nonconformity. The applicant shall apply for a change in use permit if there is a change from one use to another, in conformance with section 10-6-6 of this chapter. The city shall record the notice of nonconformity and subsequent certification. (Ord. 03-O-9, 3-18-2003)

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Section 81. Amendment to Title 10 – **Unified Development Code**, Chapter 6, Section 6.

10-6-6-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-6-6: CHANGE IN USE:

C. Application Required: Application for the change of a nonconforming use shall be submitted to the **community development director, or their designee building official** in conformance with the requirements of subsection 10-4-2A of this title, in writing, together with a site plan showing the existing uses, detailing the type and amount of the proposed change and the names and addresses of all adjacent property owners within two hundred fifty feet (250') of the property.

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Section 82. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 2.

10-7-2-B-2-b of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-2: SINGLE-FAMILY RESIDENTIAL DESIGN STANDARDS:

B. Development Standards:

2. Manufactured Homes:

b. All manufactured homes shall be anchored to the foundation. Anchor design shall be approved by the **community development director, or their designee building official** prior to installation and shall comply with any requirements of the State.

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Section 83. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 6.

10-7-6-G of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-6: HOME OCCUPATIONS AND COTTAGE INDUSTRIES:

G. Unsafe Home Occupations: If, in the opinion of the **community development director, or their designee building official**, any home occupation has become dangerous or unsafe, or presents a safety hazard to the public, pedestrians or motorists, or presents a safety hazard to adjacent or nearby properties, residents or businesses,

the community development director, or their designee ~~building official~~ shall issue an order to the dwelling owner and/or tenant on the property on which the home occupation is being undertaken directing that the home occupation be immediately made safe or be terminated. The property owner and/or tenant shall be responsible for taking the necessary corrective steps or measures, but in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the community development director, or their designee ~~building official~~ may take any action to make the home occupation and dwelling safe. Costs incurred by the community development director, or their designee ~~building official~~, if forced to take enforcement actions, shall be borne by the property owner and shall be treated as a zoning violation pursuant to chapter 3 of this title. (Ord. 03-O-9, 3-18-2003)

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Section 84. Amendment to Title 10 – Unified Development Code, Chapter 7, Section 8. 10-7-8-A-4 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-8: CHILD DAYCARE:

A. General Requirements:

4. When the use is designated as a conditional use, the building official may require that the number of children to be cared for on site be less than that allowed by state or federal regulations if, in ~~his~~ their opinion, the community development director, or their designee ~~building official~~, cannot meet or exceed adopted life safety and fire code standards to adequately protect the number of children in care.

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Section 85. Amendment to Title 10 – Unified Development Code, Chapter 7, Section 13. 10-7-13-B and 10-7-13-C-7 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-13: SALVAGE YARDS AND JUNKYARDS:

B. Guarantee Required: The applicant shall post a guarantee with the city clerk. This guarantee, approved in form by the city attorney, will assure the city that the applicant shall complete the plan for restoration for reuse within one year of discontinuance of the salvage yard. The amount of the guarantee shall be not less than the estimated cost of the restoration, and the amount of the estimate shall be approved by the community development director, or their designee ~~building official~~. If the restoration is not completed within the specified time, the city may use the bond or any portion thereof to

complete the restoration. Failure to maintain a guarantee shall be grounds for revocation of the conditional use permit authorizing the use.

C. Performance Standards:

7. Abandonment: The applicant shall provide a written statement that the area will be cleaned up to the satisfaction of the **community development director, or their designee building official** should the salvage yard be abandoned or moved in whole or in part. A salvage yard which remains idle or unused for a continuous period of one year, whether or not fixtures or equipment are removed, shall constitute abandonment. The casual, intermittent, temporary or illegal operation of a salvage yard shall not be sufficient evidence to establish continuous use. If the owner fails to clean up and restore the salvage yard within one year of cessation of operation or abandonment, the **community development director, or their designee building official** shall have the premises cleaned up and shall use the bond to pay for the costs of cleanup incurred by the city. (Ord. 03-O-9, 3-18-2003)

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Section 86. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 18. 10-7-18-A-8 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-18: MANUFACTURED HOME PARKS AND SUBDIVISIONS **1** :

A. Development Standards:

8. Skirting And Anchoring: All manufactured homes shall be skirted and anchored in a manner approved by the **community development director, or their designee building official** and in conformance with 210 Illinois Compiled Statutes 120/1 et seq.

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Section 87. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 19. 10-7-19-A and 10-7-19-D and 10-7-19-G and 10-7-19-I of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-7-19: RECREATIONAL VEHICLE AND TRAVEL TRAILER PARKS **1** :

A. Plans Required: Each application for a conditional use permit from the **community development director, or their designee building official** shall be accompanied by a plot plan, road layout and plan of proposed sanitary facilities.



D. Roads And Lighting: All lots shall be grouped in blocks abutting roads of not less than eighteen feet (18') in width, providing easy access to and from such lots. Road lighting to the satisfaction of the community development director, or their designee building official shall be provided and maintained by the applicant.

G. Garbage And Rubbish:

1. A central garbage and rubbish collection point or disposal system shall be maintained subject to the approval of the community development director, or their designee building official.

2. Where a central system is not provided, metal or plastic containers with tightfitting covers, appropriately labeled, shall be provided by the permittee for garbage and rubbish.

3. Where mixed collection is practiced, at least one rubbish container shall be provided for every two (2) trailers or fractional part thereof.

4. All containers for garbage and rubbish shall be emptied each day and refuse removed from the premises and disposed of in a sanitary manner approved by the community development director, or their designee building official.

I. Registration Of Guests: A guest register shall be kept in the applicant's office, and upon arrival, the owner or person in control of the vehicle or vehicles and trailer shall register ~~his~~ their name and address and all persons using same, the date of arrival, and the state vehicle license plate number, together with the name of the state issuing the license. The register shall be kept up to date on a daily basis indicating the population of the RV park, and shall be available at all times for inspection by the community development director, or their designee building official, health officer or designees.

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Section 88. Amendment to Title 10 – Unified Development Code, Chapter 7, Section 20.

10-7-20-B-5 of the City of Charleston Code of Ordinances is hereby amended (additions in bold and underline, deletions in ~~bold and strikethrough~~) as follows:

10-7-20: RESIDENTIAL RENTAL MANAGEMENT OFFICE:

B. Purpose:

5. Unsafe Residential Rental Management Office: If, in the opinion of the community development director, or their designee building official, any residential rental management office has become dangerous or unsafe, or presents a safety hazard to the public, pedestrians or motorists, or presents a safety hazard to adjacent or nearby properties, residents or businesses, the community development director, or their designee building official shall issue an order to the dwelling owner and/or tenant on the property on which the residential rental management office is being undertaken directing that the residential rental management office be immediately made safe or be

terminated. The property owner and/or tenant shall be responsible for taking the necessary corrective steps or measures, but in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the **community development director, or their designee building official** may take any action to make the residential rental management office and dwelling safe. Costs incurred by the **community development director, or their designee building official**, if forced to take enforcement actions, shall be borne by the property owner and shall be treated as a zoning violation pursuant to chapter 3 of this title. (Ord. 11-O-44, 10-18-2011)

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Section 89. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 21. 10-7-21-E and 10-7-21-N-4 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-7-21: CANNABIS BUSINESS ESTABLISHMENTS:

E. Compliance With Plans: The development, use, operation, and maintenance of the cannabis business establishment will be in substantial compliance with all application documents and plans, except for minor changes and site work approved by the **community development director, or their designee Building Official** in accordance with all applicable City rules, regulations, and ordinances.

N. Inspections:

4. When reasonable cause of a violation exists, all cannabis business establishments are subject to inspections by the **community development director, or their designee Building Official** with the assistance of the City Attorney, the Police Department, or other City agents and employees.

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Section 90. Amendment to Title 10 – **Unified Development Code**, Chapter 7, Section 22. 10-7-22-F and 10-7-22-K-9 and 10-7-22-L-9 and 10-7-22-M of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-7-22: COMMERCIAL SOLAR ENERGY SYSTEMS:

F. Plan Approval Required: All commercial solar energy systems allowed as permitted uses shall require administrative plan approval by the **community development director, or their designee Building Official** via the review of the application for a building permit. Commercial solar energy systems allowed as conditional uses shall include such plans with the application for a conditional use permit.

K. Solar Gardens: The City permits the development of solar gardens, subject to compliance with this section and the following standards and requirements:

9. Power And Communication Lines: Power and communication lines running between banks of solar panels shall be buried underground. Power and communication lines running to nearby electric substations or interconnections with buildings shall be buried underground to the extent practicable, subject to utility requirements. Exemptions may be granted by the City in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible, at the discretion of the **community development director, or their designee Building Official**.

L. Solar Farms: The City permits the development of solar farms, subject to compliance with this section and the following standards and requirements:

9. Power And Communication Lines: Power and communication lines running between banks of solar panels shall be buried underground. Power and communication lines running to nearby electric substations or interconnections with buildings shall be buried underground to the extent practicable, subject to utility requirements. Exemptions may be granted by the City in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines, or distance makes undergrounding infeasible, at the discretion of the **community development director, or their designee Building Official**

M. Decommissioning: A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are abandoned, which shall mean not in use for twelve (12) consecutive months for reasons other than repair and replacement. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan ensuring financial resources will be available to fully decommission the site. Decommissioning and removal of the facilities must be complete within one hundred eighty (180) days after they are abandoned or the owner delivers notice of cessation of use, provided the **community development director, or their designee Building Official** may grant extensions for force majeure events. The City may require the posting of a bond, letter of credit or the establishment of an escrow account to ensure proper decommissioning. (Ord. 18-O-4, 2-6-2018).

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Section 91. Amendment to Title 10 – **Unified Development Code**, Chapter 8, Section 2. 10-8-2-F-1 and 10-8-2-F-2-d of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

## 10-8-2: BLOCKS AND LOTS:

### F. Corner Lots; Sight Triangle:

1. Width: Corner lots shall have a width sufficient to permit the establishment of required building lines on both sides of the adjoining streets (see exhibit 8-3 of this section). The front yard of the corner lot will be determined by the **community development director, or their designee building official**. (Ord. 07-O-16, 4-3-2007)

2. Visibility At Intersections: Except in the C-3 central business district, no fence, sign, structure, or planting higher than thirty inches (30") above the established street grades shall be maintained within twenty feet (20') of any street intersection right of way. On a corner lot in any district, no fence, wall, hedge, shrub, sign or structure shall obstruct vision between a height of two and one-half feet (2½') and ten feet (10') above the centerline grades of the intersecting streets within the designated sight triangle, or required as follows:

d. The **community development director, or their designee building official** may allow modifications to the distance required at intersections if the safety of pedestrians, bicyclists and motorists is ensured.

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Section 92. Amendment to Title 10 – **Unified Development Code**, Chapter 8, Section 4. 10-8-4-B-2 and 10-8-4-C and 10-8-4-D and 10-8-4-F-1-f and 10-8-4-F-2 and 10-8-4-G-3 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and underline**~~) as follows:

## 10-8-4: PARKING AND LOADING STANDARDS:

### B. Minimum Parking Requirements:

2. Standards For Unlisted Uses: The **community development director, or their designee building official** shall determine the number of parking spaces required for uses not referenced in table 8-3 (subsection B9 of this section) by applying the standard for the most similar use or uses as listed in the table. If there is no similar use, the **community development director, or their designee building official** shall make a determination based on available parking studies or standards.

C. Off Site Or Remote Parking: The **community development director, or their designee building official** may approve offsite parking when:

D. Parking For Mixed And Multiple Use Developments: The **community development director, or their designee building official** may authorize a reduction in the total

parking requirement for separate uses located on the same site or adjoining sites that are served by a common parking facility. Reductions pursuant to this section shall not be granted for facilities using off site or remote parking. In determining whether to approve an adjustment for a mixed use development, the **community development director, or their designee building official** shall consider all relevant factors, including:

F. Parking Design Standards:

1. Minimum Standards:

f. The following table 8-5 establishes the minimum design standards for parking areas. The **community development director, or their designee building official** may require modifications to parking lot design to ensure the safety of pedestrians, bicyclists and motorists. These standards are for nonhandicapped parking spaces. Design standards for handicapped parking spaces shall be designed and provided as required by the Americans with disabilities standards and shall comply with the rules and regulations as detailed in the Illinois accessibility code. The **community development director, or their designee building official** may allow for up to a ten percent (10%) decrease in aisle widths for redevelopment sites when parking space widths are increased by twelve inches (12").

2. Timing Of Parking: All parking areas and drives shall be ready for use prior to occupancy of a building or site, and shall be approved by the **community development director, or their designee building official**. The building official may grant special permission to delay this requirement due to weather conditions not being satisfactory for proper installation of surfacing materials.

G. Parking Area Paving And Drainage:

3. Engineered Plans Required: The **community development director, or their designee building official** shall require engineering design plans, signed by a professional engineer, for commercial and industrial lots of more than one acre. All parking and loading facilities shall be designed, graded and provided with permanent storm drainage facilities that prevent standing water on any parking area, and do not increase the flow of water onto adjacent properties, streets or alleys.

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Section 93. Amendment to Title 10 – **Unified Development Code**, Chapter 9, Section 4. 10-9-4-B-2 and 10-9-4-C of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**) as follows:

10-9-4: PRIVATE (ON SITE) WASTEWATER SYSTEMS:

B. Permit Required To Construct, Alter Or Extend:

2. Private Waste Treatment, Issuance Of Permit: The **community development director, or their designee building official** shall issue the appropriate permit in compliance with this section and any rule or regulation adopted pursuant to this section, and payment of the appropriate fee [2](#) .

C. One Residence Per Individual On Site System: Only one residence shall be connected to an individual on site wastewater treatment system; except, that the **community development director, or their designee building official** may authorize connection of an accessory unit upon finding that the system can accommodate both uses.

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Section 94. Amendment to Title 10 – **Unified Development Code**, Chapter 9, Section 6. 10-9-6-B-4 and 10-9-6-I-8-a and 10-9-6-I-8-b and 10-9-6-I-8-c of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-9-6: STREETS:

B. Street Design:

4. Street Classification: All streets shall be classified as major arterial, minor arterial, collector or local streets. Any street that is not already classified in the city road system shall be classified by the **community development director, or their designee building official** in consultation with the public works director, subject to confirmation by the city council. In classifying streets, the city shall consider projected traffic demands after twenty (20) years of development. All section line roads shall be considered arterial streets unless specifically designated otherwise in the adopted major street map, or unless the public works director finds that there will be no future need for an arterial road along a particular section boundary.

I. Traffic Impact Analysis:

8. Process For Review And Preparation Of A Traffic Impact Analysis: The following steps provide an outline of the steps to be included in the preparation and review of a traffic impact analysis:

a. The public works director and **community development director, or their designee building official** shall be consulted for assistance in determining whether a traffic impact study needs to be prepared for a proposed development application.

b. The public works director and **community development director, or their designee building official** shall meet with applicants to identify study issues, assumptions, horizon years and time periods to be analyzed, analysis procedures, available sources of data,

past and related studies, report requirements and other topics relevant to study requirements.

c. Following initial completion of a traffic impact analysis, the report shall be submitted to the **community development director, or their designee** ~~building official~~ for distribution to the staff of all jurisdictions involved in the construction and maintenance of public roadways serving the development.

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Section 95. Amendment to Title 10 – **Unified Development Code**, Chapter 10, Section 8. 10-10-8-B and 10-10-8-D-1 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-10-8: PERMIT REQUIREMENTS:

B. Permit Required: No person shall erect or alter a nonexempt sign until a sign permit has been issued by the **community development director, or their designee** ~~building official~~.

D. Submittal Requirements:

1. Materials And Application Deadlines: Current application materials and schedules for submittal are available during normal business hours from the office of the **community development director, or their designee** ~~building official~~.

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Section 96. Amendment to Title 10 – **Unified Development Code**, Chapter 10, Section 10. 10-10-10-C and 10-10-10-D of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-10-10: TEMPORARY SIGNS:

C. Street Banners: The **community development director, or their designee** ~~building official~~ may authorize the installation of street banners within the public right of way to advertise special events beneficial to the public and community.

D. Removal Of Temporary Signs: Temporary signs and appurtenances shall be removed upon expiration of the temporary sign permit, or if no sign permit is required, the temporary sign shall be removed within thirty (30) days after establishment of the sign. Any temporary sign or appurtenance that is not removed within five (5) days of the expiration of the permit shall be a violation of this section. However, temporary banners permitted by the **community development director, or their designee** ~~building official~~



for the public convenience, and banner brackets or mounting hardware may remain in place. The removal of such signs shall be the responsibility of the owner of the premises on which the sign is located. (Ord. 03-O-9, 3-18-2003)

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Section 97. Amendment to Title 10 – **Unified Development Code**, Chapter 10, Section 12. 10-10-12-C and 10-10-12-D and 10-10-12-E-4 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-10-12: NONCONFORMING SIGNS:

C. Status Of Legal Nonconforming Signs: Any on premises or off premises sign or billboard which was lawfully established, erected or affixed prior to the effective date hereof and which complied with all regulations in force at the time it was erected or affixed, but which fails to conform to all applicable regulations and restrictions of this title, shall be considered a legal nonconforming sign or billboard. A legal nonconforming sign or billboard may be continued so long as it is otherwise in conformance with these standards and is maintained in good condition. The owner of a nonconforming sign or billboard shall register the sign or billboard with the **community development director, or their designee building official** and shall provide documentation of the prior existence of the nonconformity within twelve (12) months of notification by the city of the nonconformity. Documentation shall include:

D. Certificate Of Nonconforming Use: If the **community development director, or their designee building official** determines that the nonconforming sign was permitted at the time and has been legally maintained over time, the **community development director, or their designee building official** will issue a certificate of nonconforming use to the applicant.

E. Conditions Under Which Legal Nonconforming Signs Are Permitted: An existing nonconforming sign may continue to be used subject to the following conditions:

4. In order to eliminate an unsafe condition(s), the **community development director, or their designee building official** may order that repairs and/or alterations be made to a nonconforming sign or billboard. Such ordered repairs shall be the minimum necessary to correct an unsafe situation(s).

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Section 98. Amendment to Title 10 – **Unified Development Code**, Chapter 10, Section 13. 10-10-13-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:



#### 10-10-13: MAINTENANCE:

B. Inspections: The community development director, or their designee building official inspect or cause to be inspected all signs and shall require the removal of any sign found to have been established in violation of this chapter. The community development director, or their designee building official shall require the removal or repair of any sign that is:

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#### Section 99. Amendment to Title 10 – Unified Development Code, Chapter 11, Section 3.

10-11-3-C and 10-11-3-F-1 of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

#### 10-11-3: SITE DEVELOPMENT PERMIT:

C. Application For Permit; Fee: Application for a site development permit shall be made by the owner of the property or ~~his~~ their authorized agent to the community development director, or their designee building official on a form furnished for that purpose. Each application shall have the name(s) and address(es) of the owner or developer of the site and of any consulting firm retained by the applicant, together with the name of the applicant's principal contact at such firm. Each application shall be signed by a licensed professional engineer and shall be accompanied by a filing fee of twenty five dollars (\$25.00). Each application shall include certification that any chemical application, land clearing, construction or development involving the movement of earth shall be in accordance with the plans approved upon issuance of the permit.

F. Review And Approval: Each application for a site development permit shall be reviewed and acted upon according to the following procedures:

1. The city shall review each application for a site development permit to determine its conformance with the provisions of this chapter. For major projects affecting the county soil and water conservation district, Illinois department of conservation (division of forestry), and/or other local government or public agencies within whose jurisdiction the site is located, the city shall refer said applications to said governmental entity for input, review and comment. Said governmental entity shall provide input, review and comment, and said input, review and comment shall be advisory in nature and not binding upon the city. It shall be the sole discretion of the community development director, or their designee building official as to what constitutes a "major project". Within a reasonable time after receiving an application, the city shall in writing: a) approve the permit application if it is found to be in conformance with the provisions of this chapter, and issue the permit; b) approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this chapter, and issue the

permit subject to these conditions; or c) disapprove the permit application, indicating the deficiencies and the procedure for submitting a revised application and/or submission.

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Section 100. Amendment to Title 10 – **Unified Development Code**, Chapter 11, Section 4. 10-11-4-D-2 and 10-11-4-E of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-11-4: OPERATION STANDARDS AND REQUIREMENTS:

D. Special Precautions:

2. Where it appears that storm damage may result because the grading on any development site is not complete, work may be stopped and the permittee required to install temporary structures or take such other measures as may be required to protect adjoining property or the public safety. On large developments or where unusual site conditions prevail, the **community development director, or their designee building official** may specify the time of starting grading and time of completion or may require that the operations be conducted in specified stages so as to ensure completion of protective measures or devices prior to the advent of seasonal rains.

E. Amendment Of Plans: Major amendments of the site development or erosion, sedimentation, logging or chemical control plans shall be submitted to the city and shall be processed and approved or disapproved in the same manner as the original plans. Field modifications of a minor nature may be authorized by the **community development director, or their designee building official** by written authorization to the permittee.

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Section 101. Amendment to Title 10 – **Unified Development Code**, Chapter 11, Section 6. 10-11-6-B of the City of Charleston Code of Ordinances is hereby amended (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~) as follows:

10-11-6: SUSPENSION OR REVOCATION OF PERMIT:

B. Stop Work Order: Suspension of a permit shall be by a written stop work order issued by the **community development director, or their designee building official** and delivered to the permittee or ~~his~~ **their** agent or the person performing the work. The stop work order shall be effective immediately, shall state the specific violations cited and shall state the conditions under which work may be resumed. A stop work order shall remain in effect until the next regularly scheduled meeting of the board of zoning appeals and planning at which the conditions of subsection C of this section can be met.

**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>City Council:</b>				
<i>Timothy Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

**City of Charleston, Illinois**

By:

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

**ATTEST:**

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

**City Council Regular Meeting**

**16)**

**Meeting Date:** 02/18/2025

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

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**TITLE:**

**ANNOUNCEMENT:** The Mayor's reappointment of Brooke Ferguson to a 3-Year Term on the Carnegie Public Library Board of Trustees.

**STAFF RECOMMENDATION:**

Approve.

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