

CITY OF
GALESBURG
ILLINOIS

January 3, 2023

City Council Agenda



55 W. TOMPKINS STREET
GALESBURG, IL 61401
WWW.CI.GALESBURG.IL.US



CITY OF
GALESBURG
ILLINOIS



City Council Meeting Agenda
City of Galesburg, Illinois
City Council Chambers
January 3, 2023

Galesburg City Council meetings are streamed live on the City's website and Comcast channel 7.

5:00 p.m. Public Hearing CDBG Housing Rehabilitation Application

5:30 p.m. Roll Call Pledge of Allegiance

Invocation

Approve Minutes from December 19, 2022

[Consent Agenda #2023-01](#)

23-4000 Approve Property Tax Assessment Freeze for Historic Residences

23-4001 Approve Purchasing Policies

23-6000 Approve Appointment Memo

23-8000 Bills and Advance Checks Approval and warrants drawn in payment of same

[Passage of Ordinances and Resolutions](#)

23-2000 Resolution Resolution of support for CDBG Housing Rehabilitation application

23-2001 Resolution Funding agreement with Discovery Depot

[Bids, Petitions and Communications](#)

[Public Comment](#)

[City Manager's Report](#)

A. The role of code enforcement in working to ensure safe housing

[Miscellaneous Business \(Agreements, Approvals, Etc.\)](#)

23-4002 Approve Minority/Woman owned Business Startup Assistance and Southside Occupancy Assistance for Brittany's Beautique, to be located at 1580 E Knox Street

23-4003	Approve	Minority/Women owned Business Startup Assistance for All Star Sports Academy, to be located at 1855 E Knox Street
---------	---------	---

Town Business

23-9000	Bills
---------	-------

Closing Comments

Adjournment



CITY MANAGER'S OFFICE

Operating Under Council – Manager Government Since 1957

CITY COUNCIL MEETING

City Manager's Report

January 3, 2023

CONSENT AGENDA #2023-01

Item 23-4000 Property Tax Assessment Freeze for Historic Residences

Staff recommends approval of remaining in the Property Tax Assessment Freeze Program for Historic, owner-occupied, residences. This program freezes the assessed valuation of an owner-occupied historic residence when substantial rehabilitation is performed. The assessed valuation is frozen for a period of eight years at the level when the rehabilitation was begun. The valuation is then brought back to market level over a period of four years.

Item 23-4001 Purchasing Policies

Staff recommends approval of the updated purchasing policies and procedures dated December 12, 2022.

Item 23-6000 Appointment Memo

Appointments to boards and commissions are submitted by Mayor Schwartzman for Council consideration and approval.

Item 23-8000 Bills

Bills and Advanced Checks are submitted for approval; please direct questions to Gloria Osborn, Director of Finance and Information Systems.

ORDINANCES AND RESOLUTIONS

Item 23-2000 Resolution of support for CDBG Housing Rehabilitation Application

Please note, this item was approved at the December 19, 2022 meeting. However, there was an error in the date printed in the newspaper for the public hearing for this grant. There have been no changes to the scope or intent of this grant application, and it is being provided again for approval in order to fix the prior error.

Staff recommends approval of a resolution in support of the City of Galesburg applying for the State of Illinois Department of Commerce and Economic Opportunity (DCEO) Community Development Block Grant Program (CDBG) housing rehabilitation grant. The program is only open to units of local government which have less than 50,000 in population. All projects funded through this program must benefit 100 percent low-to-moderate income (LMI) persons, as determined by HUD Section 8 Income Guidelines. Applications are due by January 19, 2023 and the City is applying for the maximum amount of the grant at \$650,000. The program allows up to \$60,000 per home and it is anticipated eight - ten homes may receive renovation work. There is no match required by the homeowner or the City. The program is for single-family, owner-occupied housing and rehabilitation that addresses mechanical, structural, energy efficiency and

other associated rehabilitation activities. The City applied for and received this same grant which was done from 2017-2019 and renovated seven homes.

Item 23-2001 Funding Agreement with Discovery Depot

Staff recommends approval of grant agreement with Discovery Depot Children's Museum to provide \$60,000 in funding during 2023. The funding is to assist Discovery Depot with operational costs. The amount will be paid on a prorated monthly basis in the amount of \$5,000 per month. Discovery Depot shall be required to submit quarterly financial reports as well as an annual report to the City. Sufficient funds are budgeted in the 2023 budget for this grant from the Economic Development Fund (24).

BIDS, PETITIONS AND COMMUNICATIONS

CITY MANAGER'S REPORT

MISCELLANEOUS BUSINESS (Agreements, Approvals, Etc.)

Item 23-4002 Grant Assistance for Brittany's Beautique

The KCAP Review Committee recommends approval of a \$10,000 Startup grant and a \$3,200 Southside Occupancy grant for Brittany's Beautique, which is proposed to be located at 1580 E. Knox Street, Suite 3. Staff concur with this recommendation. The business will offer fashionable clothing and accessories both in-person and online. Per the Minority/Women owned Startup Assistance Program guidelines, a self-employed person is eligible to receive \$5,000 plus \$2,500 per full-time employee created, up to a maximum of \$10,000. Initially, in addition to the owner, the business will have two employees. Per the Southside Occupancy Assistance Program guidelines, the business is eligible to request 1/3 of the annual rent or \$5,000 per year, whichever is less for a maximum of two years. In this situation, it is estimated the maximum incentive will be up to \$3,200 over the two-year period.

Item 23-4003 Grant Assistance for All Star Sports Academy

The KCAP Review Committee recommends approval of a \$10,000 Minority and/or Woman owned Business Startup Assistance Program for All Star Sports Academy, to be located at 1855 E. Knox Street. Staff concur with this recommendation. The business plan of All Star Sports Academy has evolved over the last few months and is now looking to reopen the Skate Palace roller rink and also use a portion of the building for a sports coaching business. Per the Minority/Women owned Startup Assistance Program guidelines, a self-employed person is eligible to receive \$5,000 plus \$2,500 per full-time employee created, up to a maximum of \$10,000. In addition to the owner, the business is projecting to hire multiple part-time employees in the first year and additional employees as booked activities increase.

TOWN BUSINESS

Item 23-9000 Town Bills

Respectfully submitted,
Gerald C. Smith, Sr.
City Manager

4:45 p.m. CDBG Public Infrastructure Application
5:00 p.m. CDBG Housing Rehabilitation Application

Galesburg City Council Regular Meeting
City Council Chambers
55 West Tompkins Street, Galesburg, Illinois
December 19, 2022
5:30 p.m.

Called to order by Mayor Peter Schwartzman at 5:30 p.m.

Roll Call #1: Present: Mayor Peter Schwartzman, Council Members Bradley Hix, Wayne Dennis, Kevin Wallace, Dwight White, Jaclyn Smith-Esters, Sarah Davis, and Larry Cox, 8. Also Present: City Manager Gerald C. Smith, Interim City Attorney Paul Mangieri, and City Clerk Kelli Bennewitz.

Mayor Schwartzman declared a quorum present.

The Pledge of Allegiance was recited.

Pastor Tony Franklin gave the invocation.

Council Member Dennis moved, seconded by Council Member Smith-Esters, to approve the minutes of the City Council's regular meeting from December 5, 2022.

Roll Call #2:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.
Nays: None
Absent: None

Chairman declared the motion carried.

Council Member Cox moved, seconded by Council Member White, to adjourn into Executive Session at 5:33 p.m. for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (5 ILCS 120/2 (c)(1) and the approval of the executive session minutes from December 5, 2022, meeting (5 ILCS 120/2 (c)(21).

Roll Call #3:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.
Nays: None
Absent: None

Chairman declared the motion carried.

During the Executive Session, Council Member Smith-Esters, seconded by Council Member Dennis, to adjourn the Executive Session and reconvene the regular meeting at 6:14 p.m.

Roll Call #4:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.
Nays: None

Absent: None

Chairman declared the motion carried.

CONSENT AGENDA #2022-24

All matters listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion.

22-3048

Approve Roanoke Concrete Products for the annual supply of fill and patch materials for the 2023 calendar year and the following products with the vendors listed below:

- Course Aggregate CA-6 (Gravel or Crushed Stone) – Mill Creek Mining
- Course Aggregate CA-6 (Crushed White Stone), Mason Sand (Delivered), Fill Sand (Delivered), and Trench Backfill Sand (Delivered) – Gunther Construction
- Hot Mix Asphalt Binder and Surface Course – River City Supply
- Controlled Low Strength Material (CLSM) Mix 4 and Cold Patch (Emulsion) – Galesburg Builders Supply
- High Performance Patching Mixture – Tickle Asphalt Co

22-3049

Approve the proposal submitted by Gold Medal Galesburg to supply concession items for the 2023-2027 concession years.

22-6007

Approve the following commission appointments:

Dave Christensen, Airport Advisory Commission, term expires September 2023.

Jane Easterly, Tree Commission, term expires June 2025.

Pat Grant, Tree Commission, term expires June 2025.

22-5017

Receive the 2023 Calendar of Meetings.

22-8023

Approve bills in the amount of \$1,299,005.55 and advance checks in the amount of \$1,238,416.59.

Council Member Smith-Esters moved, seconded by Council Member White, to approve Consent Agenda 2022-24.

Roll Call #5:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried by omnibus vote.

Mayor Schwartzman announced that he understands many are in attendance to talk about several important issues and while he is unsure of what will happen, he believes the community will win. He stated that this portion of the Public Comment will allow residents to speak for three minutes. He further stated that clapping, cheering, etc. will not be tolerated in order for other people to hear the statements.

Connie Dennis, Ward Two, thanked a small team of people who distributed signs against the sales tax increase and went door-to-door with petitions. She stated that she met with a lot of hopeful community members who were adamantly against the increase. She thanked many business owners and their customers who provided ways for residents to sign the petitions as well. Ms. Dennis submitted petitions with over 1,400 signatures to the City Clerk. She added that the number of signatures gathered was way more than the 400 survey responses that the City received.

Jerry Ryberg addressed the Council and stated he believes we need a community center, as well as maintenance on streets and roads. He feels that a community center would be for the entire community and that the sales tax increase is minimal.

Walt McAllister addressed the Council and gave statistics on why a community center is good for a community, including that it's proven to strengthen social connections, health and well-being, and support networks. It would decrease care-giving burdens of many residents and help at-risk youth in our community. A community center would boost the economy and provide a strong, safe, and inclusive environment. He noted that he believes we are under-serving our most vulnerable population; the same population that cannot vote in April. He asked the Council to do the right thing and not put off a decision tonight.

Samuel Carrington addressed the Council and stated that when he thinks of any type of tax increase that is proposed, he thinks about who would be served by the increase and who would benefit from no increase. He has had to make these types of decisions in the past as a CEO and in cooperation with other executives, similar to the Council tonight. He urged them to consider if the people who are served by no tax increase need service more than the people who will be benefitted by a tax increase. If a referendum is used, it would delay the project and is cruel to those people who need these services now. The City's roads are about to be hit by winter, as well as our people. The City needs to be better, do better, and do the right thing.

Evan Miller addressed the Council and stated that anyone who starts a business or obtains a loan or grant from the City must submit a business plan, and he doesn't understand why the Council is going against its own rules and regulations. He also reminded Council that the number one concern on the survey was streets and roads.

Tony Franklin stated that he moved back to Galesburg seven years ago and was appalled at people in the community not coming together. He supports a community center, as that was the promise when the old one was closed. He noted that many churches, including his own, used the former community center. Furthermore, he supports the tax increase and opposes a referendum and believes it is a stall tactic.

Pastor Franklin stated that we must invest in our youth or the community will die. He explained that Youth-Adult Partnerships are an important part of the 4-H model and emphasize youth and adults planning, learning, working and leading together. He added that he will continue praying for the community.

Reverend Hailey addressed the Council, stating that he has lived in Galesburg for four years and pastoring for 36 years. He was involved in the Quincy community for 13 years and feels the need for Galesburg to come together and unify. He noted the former bowling alley is gone, and the City did nothing to assist or invest in keeping it. Likewise, he stated that not everyone will be happy, but that this decision is about young people, not about money.

Reverend Jowers wished everyone Merry Christmas and a happy 2023. He recited parts of the parable of the Good Samaritan from the Bible. He noted that we have changed, as well as America, and that there are now black men and women on the City Council. He stated that when saying the Pledge, everyone holds their hand over their heart and pledges one nation, under one God. He feels that the Council needs to come to the aid of the less fortunate.

David Amor, Ward Seven, addressed the Council in favor of the sales tax increase. He believes there will be many benefits but also understands that there is not a full plan yet, but is confident in the Mayor and City Manager that they will work through it in a fiscally responsible manner. He noted that the budget the City currently has for streets and roads is insufficient, and that the added revenue makes sense for this essential service.

Mr. Amor stated that he understands that a community center is an ambitious undertaking and that the community has been reinventing itself since he came to town in 1976. There have been many successes over the last 50 years and that changes need to continue, such as the new library.

A resident addressed the Council stating that kids in our community need to feel good and valued and that nowadays people can move and work from anywhere. He feels that not having a community center makes the community look bad, especially to people moving back to the community. He understands that a community center is not a major employer but that there is more to life than employment. A community center would serve everyone and that we can be a place where people want to build a life. He added that he trusts the Council to work out the details of a community center, where people can feel welcome at no cost.

Kristine Plue-Crow addressed the Council in opposition to the sales tax increase and stated that she emailed the entire Council and Mayor. She feels that the aggressive push for a community center is purely driven to satisfy campaign promises. The push for the survey done by the City was used to get an understanding of the priorities of citizens. The highest priority was improvements to streets and sidewalks by 71 percent of the respondents, and is not being ignored. She further stated that the majority of residents served did not want to spend more than \$2 million on a community center.

Ms. Plue-Crow added that the people she has talked to have not stated that a community center would be vital to our community, but added that a 500-person community room will be

available at the new Library. She inquired if the City had reached out to social service agencies, such as the Knox County YMCA to determine if partnerships could be created. She noted the past visioning sessions the City did back in 2009, which showed the overwhelming need for infrastructure as well. She closed by stating that the Council represents their constituents and if the majority of them are against this sales tax increase, who are they listening to?

Lonnie Brown stated that he does not work in the City but lives here. He believes that a community center is important and that residents need to push for one. He understands that people get agitated about money but that our city has gone too long without a community center. Mr. Brown thanked the City Council and hopes residents embrace a community center.

Alex Dismang addressed the Council and stated that Galesburg has a legacy, and that is of young people who only have one dream, which is to leave this city. He hopes that the Council considers heavily the impact this decision can have on retaining our residents. The Council can't ignore problems and not grow, which will impact the quality of life for the "least of us."

Jennifer Holmes addressed the Council and said that she had owned a home in Galesburg for 20 years and worked at Knox College and her husband worked at Carl Sandburg College. She is in favor of a community center, which would be a bold move for our community.

Reverend Vince Marolla addressed the Council and that before he came tonight he decided to put on his clerical collar since he serves God. He noted that Jesus looked out for the least, the lonely, sick, imprisoned, widows, etc. He added that he is a white man with privilege and power but that he cares deeply about the youth, homeless, and the least and lowest in our community.

Jennifer McDorman addressed the Council and stated that a community center would be helpful for families and people wanting to move to town. She feels that kids need things to do after school, on the weekends, and holidays.

Julie White stated that she was born here and has been an educator for 30+ years. We no longer have a mall, bowling alley, etc., and there is nothing for the youth. She can't imagine not being progressive and that the City also needs to be aware of the mental health aspect for multi-generational people that a community center would help as well. She is interested in volunteering and helping to serve people who have less.

Holly McDorman addressed the Council and stated that she used the former community center for birthday parties and weddings. She has a family of eight and understands that people don't have a lot of money. She has little income but would support a center and believes it's the right decision and therefore willing to sacrifice her money to make the town better. She reminded the Council that they were elected to make the community a better place.

Willard Gatlin addressed the Council in support of raising revenue for the maintenance of streets and roads, and added that all this money will not go to a community center. He and his family are a product of the Carver Center, which brought multi-generations together, formed bonds, and built a community. He hopes the Council keeps their promise of providing a community center. Mr. Gatlin stated that he understands people don't want taxes raised but

that it is needed for the roads and community center. He urged the Council to take care of this now and that the community is counting on them.

Robert Cain stated that the City will be able to use the approximate \$300,000 after the last bond payment and that kicking the can down the road won't help. He understands why people are upset about the tax and that everyone needs to think about what the community needs.

A resident (Delores) addressed the Council and stated that the tax increase would be for the kids of our future. Just like a house, there are unexpected expenses that come up that need to be handled. Kids and seniors need a place where they can learn from each other and that the City needs to invest in our children and neighborhoods.

Darla Krejci addressed the Council and stated that she was viewing them and their leadership, which now shows diversity. She is encouraged by the innovative thinking and decision-making and looks forward to a community center where all can gather. She hopes the Council uses their diversity to make a good decision. It is a small tax increase for big results.

Council Member Hix left the meeting at 7:08 p.m.

Jim Jacobs addressed the Council and stated that a referendum letting the people decide will only get about 15 percent of the voting population and many people don't have the money to buy signs. We have a representative democracy and have heard people say that some Council Members were appointed and noted that this was a perfectly legal process and have as much authority in their vote as other members. He noted that he has heard people say that the former community center lost money, which he believes is subterfuge since City services don't make money. He stated that at a previous meeting, the Mayor pointed out that Bunker Links and Lakeside Recreation Center both lost a great deal of money over the years. He supports a comprehensive community center.

Mr. Jacobs stated that some people feel the Council is moving too fast but noted that the City has waited since 2013. He noted that the timeframe put out by the City Manager shows the progress and process. It has also been accompanied by a scientific survey that was taken from the population. He believes a community center would join people where their differences would be appreciated.

Council Member Hix returned to the meeting at 7:11 p.m.

Camellia Schwartzman addressed the Council and stated that she is home from college (Macalester College) and has been following this issue online and that her sister wrote an article on the community center for the newspaper. She feels that the City should have a community center to bring people together and noted that St. Paul has five centers. Growing up in Galesburg she noticed that the only time she felt a community was at the Knox Prairie Community Kitchen dinners or at the library at school. She feels that the biggest challenge is being okay with change. She raves about our community to her friends and that the benefits will pay off.

Linda Lewis stated that the Council has a tough job and decision to make and hopes they can see the benefits in a center. She hopes they think big and approve what we need.

Annette McAllister addressed the Council and stated that she has lived in Galesburg for twenty years and is in favor of investing in our community and is in favor of the sales tax increase and a community center.

PASSAGE OF ORDINANCES AND RESOLUTIONS

22-2074

Council Member Cox moved, seconded by Council Member Smith-Esters, to approve a Resolution placing an advisory question of public policy for an increase in the Home Rule sales tax from 1.00% to 1.25% on the ballot at the next election in the City of Galesburg.

Council Member Cox stated that the locker rooms and associated restrooms, storage room, fitness area, wood shop and art area are not included in any rehab estimates and that additional money will be needed for that work. He also noted that the revenues and income expected are hypothetical and very speculative and that he would be shocked if \$1 million is received in donations as has been proposed, as well as \$250,000 per year in grants and local partners. He noted that he would not be shocked when the costs come in much higher than expected. He further stated that if anyone wants to engage with the community, he encourages them to attend and support the churches, synagogues and service clubs. Lastly, there are several low-cost options for the youth and suggested the Hawthorne Gym could be opened up for free. This could be very inexpensive to provide and available five nights per week.

Roll Call #6:

Ayes: Council Members Hix, Dennis, and Cox, 3.

Nays: Council Members Wallace, White, Smith-Esters, and Davis, 4.

Absent: None

Chairman declared the motion failed.

22-1037

Council Member Smith-Esters moved, seconded by Council Member Wallace, to approve Ordinance 22-3689 on final reading increasing the Home Rule Sales Tax rate from 1.00% to 1.25%. The tax would become effective July 1, 2023. It is estimated that the .25% would generate approximately \$950,000 annually.

Council Member Hix announced that the City Council received a report from the Chamber of Commerce, which showed 88.3% of the people who are business owners in the community believe this is a bad time for a tax increase. He further stated that in the City's survey, economic development was rated important to our citizens and those who are starting businesses thought it was difficult to do so.

Council Member Davis pointed out that several have mentioned seeing signs up around the City. She noted that when she campaigned for City Council she purchased 50 signs, which cost

\$346.20. Council Member Davis stated that cost would cover this 0.25% sales tax increase on a person's next \$138,888 of purchases.

Council Member Hix inquired if there was a sunset on this sales tax increase. Mayor Schwartzman stated that there is not a sunset at this time, but that future Councils could change that.

Both City Manager Smith and Gloria Osborn, Director of Finance, stated that if the Council plans to bond, rates will depend on when the City enters the bond market.

Mayor Schwartzman stated that he has been receiving a lot of emails and that he appreciates them all and is trying to answer everyone one of them. He stated that the entire Council has declared that if this tax passes it will be for roads and a community center and that they will be accountable for that action. He understands the questions of uncertainty on the split between the projects and sought out a bond expert for more information.

He stated that if the City did a 10-year bond for renovating, not operational costs, there would be \$284,000 a year left over from the estimated \$950,000 annually from the sales tax, for roads. This would be in addition to what is already budgeted. He further stated that once the debt is paid off of the 10-year loan, the next ten years all \$950,000 of this tax would go towards additional roads and infrastructure.

The Mayor stated that if a 20-year bond was sought, for the first twenty years, the community center would be renovated and \$535,000 every year would go towards roads and infrastructure. He communicated this information to the Council and the City Manager.

He stated that the Council heard loud and clear that the number one issue that the community is concerned about is the roads. The Council responded more quickly to that concern than he's ever seen in his twelve years on the City Council.

Council Member Hix asked why if roads are the number one priority with residents, why are roads not being addressed first. He feels that the majority of Council Members are doing what they want to do and not what their constituents want. He believes many aren't against a community center, but instead the order in which it is being done. He added that he understands the vote will be 4/3 in favor of the sales tax increase.

Council Member Cox asked for clarification for what amount would be bonded for a community center. The Mayor stated that it would be \$5.1 million for a community center, although he is aware that the estimated cost is \$7 million. He understands that there are unknowns about the center, including the use of the auditorium. In his estimation, the gap would be closed by using the \$1.2 million the City has allotted to this project, which would leave a \$1 million shortfall. The Mayor stated that he does believe that if the community commits to this, they will provide the funding through philanthropic avenues. He noted that they are working with the Community Foundation to be the recipient of those dollars.

The Mayor stated that he recently watched a movie entitled *Mully* and encouraged everyone to see it. He hopes to bring it to Galesburg and believes that it is one of the most amazing movies he's ever seen.

Roll Call #7:

Ayes: Council Members Wallace, White, Smith-Esters, and Davis, 4.

Nays: Council Members Hix, Dennis, and Cox, 3.

Absent: None

Chairman declared the motion carried.

The Mayor called for a recess at 7:35 p.m.

The meeting reconvened at 7:47 p.m.

22-1038

Council Member Smith-Esters moved, seconded by Council Member White, to approve Special Ordinance 22-617 on final reading approving the 2022 tax levy for the Special Service Area #1 (downtown) in the amount of \$141,569.

Roll Call #8:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-2075

Council Member White moved, seconded by Council Member Cox, to approve Resolution 22-64 authorizing the submittal of the Community Development Block Grant (CDBG) application to the State of Illinois for replacement of a sanitary sewer main and associated cooperation agreement with the Galesburg Sanitary District.

Council Member Hix left the meeting at 7:51 p.m.

Marshall Schrader, Galesburg Sanitary District Superintendent, stated that GSD is not an eligible entity to apply for the grant on its own and must be applied for by the City. It was noted that the sewer main has outlived its useful life and routine inspections of the sewer by the Galesburg Sanitary District show the pipe is in desperate condition and on the verge of collapse.

Council Member Hix returned to the meeting at 7:52 p.m.

Roll Call #9:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-2076

Council Member Smith-Esters moved, seconded by Council Member White, to approve Resolution 22-65 supporting the application to the State of Illinois Department of Commerce and Economic Opportunity (DCEO) Community Development Block Grant Program housing rehabilitation grant.

Roll Call #10:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-2077

Council Member Smith-Esters moved, seconded by Council Member Wallace, to approve the following Resolutions abating property tax on General Obligation Bonds:

1. Approve Resolution 22-66 to abate property tax on General Obligation Refunding Bond, Ordinance 2011-3332, Series 2011C (Abatement- \$324,260)
2. Approve Resolution 22-67 to abate property tax on General Obligation Bond, Ordinance 2013-3418, Series 2013A (Abatement-\$115,680)
3. Approve Resolution 22-68 to abate property tax on General Obligation Refunding Bond, Ordinance 2015-3484, Series 2015 (Abatement-\$623,013)
4. Approve Resolution 22-69 to abate property tax on General Obligation Bond, Ordinance 2016-3508, Series 2016 (Abatement- \$642,463)
5. Approve Resolution 22-70 to abate property tax on General Obligation Bond, Ordinance 2017-3540, Series 2017 (Abatement- \$714,281)

Roll Call #11:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-2078

Council Member Dennis moved, seconded by Council Member Smith-Esters, to approve Resolution 22-71 revising the Facade Redevelopment Grant Development Program to separate the programs that will be \$20,000 or more to the City's program and projects that are less than \$20,000 will be coordinated by the Downtown Council. Some of the other revisions include lowering the total project cost required to be eligible from \$30,000 to \$20,000, changing the maximum amount of incentive to 50% of the project cost or a maximum \$40,000 grant, whichever is less, and requiring property owners to provide at least 10% of their own funds for the project.

Roll Call #12:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

BIDS, PETITIONS, AND COMMUNICATIONS

22-3050

Council Member Dennis moved, seconded by Council Member White, to approve the unit prices from Municipal Emergency Services, Inc. for the purchase of turnout gear from 2023 through 2027. Chief Hovind noted that sometimes gear can be donated to the GAVC at the high school or to volunteer departments.

Roll Call #13:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Council Member Hix left the meeting at 8:08 p.m.

Council Member Hix returned to the meeting at 8:10 p.m.

PUBLIC COMMENT

Samuel Carrington stated that this was the first meeting he had attended and participated in, and felt it was invigorating to share his thoughts, opinions, and make his voice heard. There were two bold moments in this meeting, one being when a member of this Council stated before a vote that it had already been decided. As someone who has never spoken at a meeting before, this comment was heartbreaking. This communicated to everyone who took the time to speak that their voice didn't matter. That is not the kind of bold leader that he looks up to.

Mr. Carrington further stated that when the Mayor said he believes in this community, and that makes him believe in our Mayor. It makes him feel that anyone who wasn't listening tonight doesn't care or deserve the seat they are sitting in. Anyone who was listening to the people who needed to be heard, and paying attention, will see more of that after the next election.

CITY MANAGER'S REPORT

MISCELLANEOUS BUSINESS (Agreements, Approvals, Etc.)

Council Member White moved, seconded by Council Member Smith-Esters, to reconsider agenda item 22-4123.

Roll Call #14:

Ayes: Council Members Wallace, White, Smith-Esters, Davis and Cox, 5.

Nays: Council Members Hix and Dennis, 2.

Absent: None

Chairman declared the motion carried.

22-4123

Council Member White moved, seconded by Council Member Wallace, to approve the appeal of the Overall Code Review Commission's decision to deny a variance of Section 902.28 of the International Building Code and the International Fire Code regarding fire sprinkler requirements for the property located 510 North Kellogg Street. It was noted that there are four exits in the chapel area where residents would be staying.

The Mayor noted that this would be a short-term variance. Meghan Templeton, Salvation Army, stated that this shelter would be staffed all night, from 6 p.m. to 7 a.m. She did note that the Housing Authority is allowing people to stay during the day if they have staff present, and they will plan to operate the same way.

Templeton noted that a new shower will be installed soon and Steve Gugliotta, Community Development Director, noted that having a shower is not a code requirement. She stated that there is no sprinkler system at the Hawthorne Gym, the location of the shelter last year. Templeton added that the Housing Authority has a banned list of their sites and are currently not allowed to be at the overnight shelter since it is on their property. The Salvation Army has already encountered three people who are unhoused but on the banned list. She noted that anyone who entered the shelter at the Salvation Army would have their ID checked and the sex offender registry would be checked as well.

Council Member Smith-Esters stated that the Salvation Army is also equipped to provide case management and continued support. She further stated that she would be abstaining from this vote since she is employed by the Salvation Army.

Council Member Hix inquired about liability concerns. Interim City Attorney Mangieri stated there could be an allegation of negligence if the Council approved the variance and would need to verify if the City would be insulated.

Council Member White stated that he voted no on this appeal at the last meeting since there were two requests that had come before the Planning & Zoning Commission and did not want to show favoritism. However, he noted that the other entity withdrew their appeal.

Council Member Davis stated that she feels the location is good since it is within walking distance and that possibly there are additional measures the Salvation Army can take to prevent fires, such as smoke detectors and fire extinguishers.

Roll Call #15:

Ayes: Council Members Dennis, Wallace, White, and Davis, 4.

Nays: Council Members Hix, 1.

Absent: None

Abstain: Council Members Smith-Esters and Cox, 2.

Chairman declared the motion carried.

22-4125

Council Member Smith-Esters moved, seconded by Council Member White, to approve an extension of existing printer and office supply agreement with Office Specialists, Inc. through 2027.

Roll Call #16:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-4126

Council Member Wallace moved, seconded by Council Member Dennis, to approve the proposal submitted by Farnsworth Group in the amount of \$78,750 to complete the engineering/architectural work on the H.T. Custer Park improvement project.

Council Member Wallace would like to see some of the funding go towards improving the field so that it could be named after Coach Issacson. Public Works Director Wayne Carl noted that the grant is very specific but asked that information be forwarded to Elizabeth Varner, Parks & Recreation Director.

Roll Call #17:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-4127

Council Member Smith-Esters moved, seconded by Council Member Davis, to approve the revised Personnel Policy for Exempt and Non-Represented personnel.

Roll Call #18:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

22-4128

Council Member White moved, seconded by Council Member Smith-Esters, to approve the 2023 Classification and Salary Schedule for Fire, Police, AFSCME, Exempt, Non-Represented Hourly, and Temporary Seasonal and Part-Time Hourly employees.

It was noted by the City Manager that there are no other assistant directors in other City Departments. The Public Works Director/Assistant City Manager position has been posted but the Deputy Public Works Director may not be needed and therefore has not been advertised.

Roll Call #19:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Council Member Smith-Esters moved, seconded by Council Member Davis, to sit as the Town Board. The motion carried.

TOWN BUSINESS

22-9031

Trustee Smith-Esters moved, seconded by Trustee White, to approve Town bills and warrants to be drawn in payment of same.

Fund Title	Amount
Town Fund	\$5,120.69
General Assistance Fund	\$3,767.69
IMRF Fund	\$1,788.69
Social Security/Medicare Fund	
Liability Fund	
Audit Fund	
Total	\$10,677.07

Roll Call #20:

Ayes: Trustees Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Council Member Smith-Esters moved, seconded by Council Member Davis, to resume as the City Council. The motion carried.

CLOSING COMMENTS

Council Member Wallace thanked everyone who was willing to share comments and commended all who had different opinions. He said it was a tough decision but after meeting with Director Carl and the City Manager, believes it was the right decision. He recommends an oversight committee, similar to what the Library had, to begin the framework for the community center.

Council Member Wallace further stated that he does not like dissension and knows that taxes can divide people when they really need to come together. He believes we need to give to the young people and hopes that residents will volunteer in a community center. He appreciates everyone for attending.

Council Member White stated that he is amazed at all the people who showed up at the meeting, either for or against the sales tax, which makes our community move forward. He's glad people are engaged and that young people attended the meeting. He stated that everyone should have a voice, and he tried to do what the Fourth Ward wanted. He hopes people will

volunteer and donate towards a community center. He also has seen the movie *Mully* and would recommend it. Council Member White stated that his new mantra is “we are Galesburg.”

Council Member Smith-Esters added that there are a lot of good things happening in our community and appreciated all the calls and emails she has received. She recited the definition of a shepherd, similar to the one who God sent and was greeted by an angel and jumped on faith. A good shepherd listens, protects, sacrifices, and knows their flock. She hopes that is what she did and appreciates all who came to the meeting.

Council Member Davis stated that it was exciting to see the community stand up for what they believe in and that Council did not take this difficult decision lightly. She added that they listened to people and made the decision to make Galesburg the greatest it can be for everyone. She hopes everyone has a wonderful holiday season and that it is gentle and peaceful.

Council Member Cox wished everyone a Merry Christmas, Happy Hanukkah, and Happy New Year.

Council Member Hix thanked everyone for attending and that he listened and voted the way his constituents and neighborhoods wanted him to. With over 1,400 petition signatures it is obvious that people are passionate about this topic. He hopes that all the Council Members voted the way their constituents wanted, and if not, they need to vote in April.

Mayor Schwartzman stated that this has been the most momentous meeting he’s been a part of in his twelve years on the Council and that he loves this community. He does not like contention and wants to see everyone be united. He understands that there will be growing pains but is certain everyone will get through it. He is glad that the Council also has a diversity in thought as well.

He stated that he has received amazing emails and comments and appreciates the great new ways of thinking. He knows there have been some missteps and that they are working through those as well and hopes it’s known that everyone makes mistakes. He hopes to find a resolution to bring unity and is a firm believer that once we are through the mud, we can all collaborate and people will want to come to our community.

The Mayor stated that a community center shows we care about the economy, which is more than money, and that everyone will be able to contribute to show that we care about each other. He hopes people will watch the movie *Mully* and thinks the same can be replicated here in its own way.

Mayor Schwartzman wished everyone happy holidays and safe travels with the storm approaching. He hopes everyone can enjoy time with family and friends.

There being no further business, Council Member Dennis, seconded by Council Member White, to adjourn the regular meeting at 9:01 p.m.

Roll Call #21:

Ayes: Council Members Hix, Dennis, Wallace, White, Smith-Esters, Davis, and Cox, 7.
Nays: None
Absent: None
Chairman declared the motion carried.

Peter D. Schwartzman, Mayor

Kelli R. Bennewitz, City Clerk

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 3, 2023**

AGENDA ITEM: Property Tax Assessment Freeze Program for Historic, owner-occupied, residences.

SUMMARY RECOMMENDATION: The City Manager and Director of Community Development recommend the City Council remain in the program, as it could help to rehabilitate certified historic residences.

BACKGROUND: The Illinois State Statutes provide for a Property Tax Assessment Freeze Program. This program freezes the assessed valuation of an owner-occupied historic residence when substantial rehabilitation is performed. The assessed valuation is frozen for a period of eight years at the level when the rehabilitation was begun. The valuation is then brought back to market level over a period of four years. The Statute does allow for taxing bodies to opt out of the program within the first 30 days of each calendar year. This is being presented to the City Council for their consideration.

The City has remained in this program since 1989 and, during that time, one property used the program in 1999. The City and County Assessor's offices have indicated the State has not notified them of any property owners who utilized this program during 2022.

BUDGET IMPACT: It is anticipated that only one or two residences would be involved. No impact upon the budget is expected if the City remains in the program.

SUPPORTING DOCUMENTS:

1. Property Tax Assessment Freeze Program for Historic Structures flyer



Property Tax Assessment Freeze

What is it?

The Property Tax Assessment Freeze Program freezes the assessed value of a historic, owner-occupied, principal residence for eight years when the owner undertakes a substantial, approved rehabilitation. The assessed value is brought back to market level over a period of four years. The Program, administered by the Illinois State Historic Preservation Office (IL SHPO), is free to Illinois homeowners.

Benefits

The Program benefits both the owner-occupant and the community by: ► encouraging the preservation of historic buildings through promotion, recognition, designation, and reuse; ► increasing the value of the rehabilitated property; ► returning underutilized structures to the tax rolls; ► revitalizing and stabilizing neighborhoods and often increasing the amount of available housing within a community; and ► sustainably reusing the built environment.

Provisions

To qualify for the Program, a property must: ► be a certified historic structure, either by listing on the National Register of Historic Places individually or in a district, or by local landmark designation in a community with an approved historic-preservation ordinance; ► be a single-family, owner-occupied, principal residence; or a condominium building; or a cooperative building; or a residential building with up to six units as long as the building owner resides in a unit; ► undergo a rehabilitation whose budget exceeds 25% of the property's assessor's fair market value within a 24-month period; and ► undergo a rehabilitation that meets the Secretary of the Interior's "Standards for Rehabilitation."

How to apply

Step 1: Determine if you qualify ► Contact the IL SHPO or your local landmark commission to ask if your property qualifies as a certified historic structure. ► Determine the assessor's fair market value (or fair cash value) of your property by contacting your assessor or referring to your current property-tax bill. ► Decide whether the work (interior and exterior) will cost more than 25% of the assessor's fair market value. ► Contact the IL SHPO to discuss whether your work (interior and exterior) can meet the "Standards." **Step 2: Get your planned work approved** ► Consult IL SHPO's website for a more thorough explanation of the program, its application and instructions. ► Prior to construction, if possible, fill out and mail in Parts 1 and 2 of the application with the rehabilitation plans and pre-construction photographs. ► The IL SHPO will determine if the interior and exterior work complies with the "Standards." The IL SHPO's review may differ from that of your local commission. Once your Part 2 is approved by the IL SHPO, proceed with the rehabilitation. **Step 3: Get your finished work approved** ► When the project is finished, fill out and submit the Part 3 with photographs showing the completed work, a spreadsheet of expenses, and copies of receipts. ► If the IL SHPO determines the project meets all the requirements, it will mail you and the assessor a Certificate of Rehabilitation.

Important points

It is strongly recommended that you contact the IL SHPO early in the design process and submit Parts 1 and 2 prior to beginning any work. ► If the scope of work changes during construction, consult the IL SHPO to ensure the work continues to meet the "Standards." ► Applications must be submitted within two years of a project's completion. ► Any work done to the property during the freeze period must meet the "Standards." Contact the IL SHPO for their approval prior to commencing. ► If the property is sold within the twelve-year freeze period or if its use changes from that of a single-family, owner-occupied, principal residence, the freeze will be cancelled for the remainder of the freeze period. ► An owner may receive approval on Parts 1 and 2 and complete the rehabilitation, then sell the property to a new owner-occupant who signs and submits the Part 3 and takes the freeze. ► Condominiums and cooperatives should contact the IL SHPO to discuss how the Program may work best for their buildings.

Questions?

IL SHPO—Tax Incentives Coordinator
Illinois Department of Natural Resources
One Old State Capitol Plaza
Springfield, Illinois 62701
(217) 524-0276
<http://www2.illinois.gov/ihpa/Preserve/Pages/taxfreeze.aspx>

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 4, 2022**

AGENDA ITEM: Approve updated purchasing policies and procedures dated December 12, 2022

SUMMARY RECOMMENDATION: The City Manager, Director of Finance & Information Systems, and Purchasing Agent recommend that the City Council approve the updated purchasing policies and procedures dated December 12, 2022.

BACKGROUND: The Purchasing Policies and Procedures manual is reviewed on an annual basis by the Purchasing Agent, Assistant Finance Director, and the Director of Finance and Information Systems. Highlights of the recommended changes this year include:

- Add language for compliance with Public Act (P.A.) 102-03265 requiring municipalities to collect and report specific demographic vendor data.
- Add clarification for credit card purchases over \$5,000.00 and under formal bid threshold.
- Update language to foster a gender-neutral policy
- Minor grammar and document navigation corrections.

BUDGET IMPACT: There is no budget impact for this policy update.

SUPPORTING DOCUMENTS:

1. Redline draft of 12/12/2022 Draft Updated Purchasing Policies & Procedures.

CITY OF GALESBURG

ILLINOIS

2023

Purchasing Policies & Procedures



55 W. TOMPKINS STREET
GALESBURG, IL 61401
WWW.CI.GALESBURG.IL.US



CITY OF
GALESBURG
ILLINOIS

PURCHASING POLICIES AND PROCEDURES

Contents

<u>PURPOSE</u>	<u>5</u>
<u>Policy</u>	<u>5</u>
<u>Procedures</u>	<u>5</u>
<u>POLICIES</u>	<u>5</u>
<u>Responsibility for Purchasing Functions</u>	<u>5</u>
<u>Standardization of Procedures Based on Policies</u>	<u>6</u>
<u>Bidders List</u>	<u>6</u>
<u>Federal, State and Cooperative Programs</u>	<u>6</u>
<u>Conflict of Interest</u>	<u>6</u>
<u>Competitive Buying</u>	<u>7</u>
<u>Local Buying</u>	<u>7</u>
<u>Records</u>	<u>7</u>
<u>Receiving and Interviewing Salesmen</u>	<u>7</u>
<u>Correspondence with Vendors</u>	<u>7</u>
<u>Cooperation with Department/Division Heads</u>	<u>7</u>
<u>Changes to IFB's, RFP's, RFQ's, Contracts, and Purchase Orders</u>	<u>7</u>
<u>Systems Review</u>	<u>8</u>
<u>Advantages of Centralized Procurement</u>	<u>8</u>
<u>Conflict of Regulations</u>	<u>8</u>
<u>Advertisement</u>	<u>8</u>
<u>Waiver of Public Notice</u>	<u>8</u>
<u>Waiver of Competition</u>	<u>8</u>
<u>Unlawful Purchases</u>	<u>9</u>
<u>Council Prerogative</u>	<u>9</u>
<u>OBJECTIVES</u>	<u>9</u>
<u>Buying Proper Quality</u>	<u>9</u>
<u>Forms of Specifications</u>	<u>9</u>
<u>Products or Acceptable Brands List</u>	<u>9</u>
<u>Specification by Brand or Trade Name</u>	<u>10</u>
<u>Specification by Blueprints, Specification Sheet, or Dimension Sheet</u>	<u>10</u>

<u>Specification by Chemical Analysis or Physical Properties.....</u>	10
<u>Specification by Description of Material and Method of Manufacture.....</u>	10
<u>Specification by Performance, Purpose of Use.....</u>	10
<u>Specification by Identification with Standard Specification Known to the Trade Generally and to the Vendor.....</u>	10
<u>Specification by Sample</u>	10
<u>Prerequisites of a Good Specification.....</u>	10
<u>Inspection as an Evaluation of Specifications</u>	11
<u>“Lowest and Best” Philosophy</u>	11
<u>Price Monitoring</u>	11
<u>Transportation Costs</u>	11
<u>Cash Discounts.....</u>	11
<u>PROCEDURES.....</u>	12
<u>Vendor Selection Procedure</u>	12
<u>Selection of Vendors and Concentration of Purchases</u>	12
<u>Changes of Suggested Vendor by Purchasing</u>	12
<u>Suggestions of Supply Sources for Unusual Items</u>	12
<u>Previous History for Most Commodities</u>	12
<u>Vendor Complaint Form</u>	12
<u>Interview Hours</u>	12
<u>Prequalification of Bidders and Offerors</u>	12
<u>Bidder’s List.....</u>	13
<u>Back Door Selling.....</u>	14
<u>Vendor Visits</u>	14
<u>Vendor Performance and Evaluation.....</u>	14
<u>Request for Purchase Order through Financial Software System.....</u>	15
<u>Purchase Order Process.....</u>	15
<u>Insufficient Funds</u>	15
<u>Insufficient Information</u>	15
<u>Normal Time to Approve and Process a Purchase Order</u>	15
<u>Review of Solicitations</u>	16
<u>Authority to Reject or Return Solicitations</u>	16
<u>Purchase Orders Issued for Department Solicitations</u>	17
<u>Purchase Order Processing</u>	17
<u>Purchase Order Processing</u>	17

Updated ~~11/16/2020~~12/12/2022
Policies

City of Galesburg Purchasing

<u>Distribution of Purchase Orders.....</u>	<u>17</u>
<u>Change of Purchase Order</u>	<u>17</u>
<u>Receiving and Inspection.....</u>	<u>18</u>
<u>Procedure for Acceptable Deliveries</u>	<u>18</u>
<u>Procedure for Unacceptable Deliveries</u>	<u>18</u>
<u>Resolving Delivery Problems</u>	<u>19</u>
<u>Vendor Cooperation – Rejected Goods</u>	<u>19</u>
<u>Vendor Invoices and Payments.....</u>	<u>19</u>
<u>Vendor Samples</u>	<u>20</u>
<u>Control of Road & Bridge Work</u>	<u>20</u>
<u>Service Contracts</u>	<u>20</u>
<u>Bid Procedure.....</u>	<u>20</u>
<u>Preparation of Request for Bid (RFB)</u>	<u>20</u>
<u>Instruction to Bidders.....</u>	<u>21</u>
<u>Bid Guarantee Requirement.....</u>	<u>21</u>
<u>Performance Bonds</u>	<u>22</u>
<u>Pre-Bid or Pre-Proposal Conferences</u>	<u>23</u>
<u>Notification of Prospective Bidders and Distribution of Invitation for Bid or Request for Proposal</u>	<u>23</u>
<u>Public Opening and Reading of Bids.....</u>	<u>23</u>
<u>Public Disclosure of Bids.....</u>	<u>24</u>
<u>Evaluation of Bids.....</u>	<u>24</u>
<u>Waiver of Public Notice.....</u>	<u>26</u>
<u>Control of Purchase Order/Contract</u>	<u>26</u>
<u>Request for Proposals</u>	<u>26</u>
<u>Instruments Used for Requesting Bids or Proposals.....</u>	<u>26</u>
<u>Multiple Step Sealed Proposals and Bidding.....</u>	<u>27</u>
<u>Sole Source Purchases</u>	<u>28</u>
<u>Other Types of Purchases</u>	<u>28</u>
<u>Petty Cash</u>	<u>28</u>
<u>Emergency Orders</u>	<u>29</u>
<u>Credit Card Purchases.....</u>	<u>29</u>
<u>Blanket Orders</u>	<u>29</u>
<u>Inventory Management</u>	<u>30</u>
<u>Definition</u>	<u>30</u>

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

<u>Responsibility</u>	<u>30</u>
<u>Transfer & Disposition</u>	<u>30</u>
<u>Annual Public Auction.....</u>	<u>30</u>
<u>Other Disposition Methods</u>	<u>30</u>
<u>Sales to Employees</u>	<u>31</u>
<u>Records Control</u>	<u>31</u>
<u>Conflict of Interest</u>	<u>31</u>
<u>Unlawful Purchases</u>	<u>31</u>
<u>Adherence to Policy</u>	<u>31</u>
<u>Ethics.....</u>	<u>32</u>
<u>Changes to Policy or Procedure.....</u>	<u>32</u>
<u>Changes to Policies</u>	<u>32</u>
<u>Changes in Procedures</u>	<u>32</u>
<u>EXHIBIT "0"</u>	<u>32</u>
<u>TERMS & CONDITIONS.....</u>	<u>32</u>

PURPOSE

Policy

The purpose of these purchasing policies is to provide authority and guidelines for the purchases of equipment, materials, supplies, and services for the operational requirements of Galesburg, Illinois, insuring competitive and unbiased selection of vendors.

Procedures

The purpose of these procedures is to affect purchasing policy and provide for prompt and professional procurement of equipment, materials, supplies and services, which will:

- Provide maximum service to all offices in the area of contracts, negotiation, placement of orders, expediting delivery, and follow-up on orders in such manner that the maximum value will be obtained per dollar expended.
- Prepare and issue Invitation for Bids (IFB), Request for Proposals (RFP), Request for Quotes (RFQ), Purchase Orders and addenda or corrections thereto.
- Conduct pre-bid conferences as necessary.
- Evaluate vendor's bids or proposals, present recommendations for award, issue contracts and purchase orders
- Maintain a complete record of all purchasing transactions.
- Periodically report status of contracts and purchases through the implementation of a purchasing bid calendar and other related reports.
- Utilize all known contacts and sources to expedite deliveries of needed supplies, services and equipment.
- Develop and maintain a current list of qualified vendors.
- Maintain vendor and product performance records.
- Coordinate and control inventory systems for city storerooms and central supply.
- Inspect, delegate, or supervise, the inspection of all deliveries of supplies, equipment or contractual services.
- Function as the City's representative on all matters pertaining to purchasing.
- Dispose of City property which has become obsolete and unusable upon terms advantageous to the City.

POLICIES

Responsibility for Purchasing Functions

- Central Purchasing requires clear and adequate authority to carry out its responsibilities. Therefore, all rights, powers, duties and authority relating to the acquisition of supplies, materials, equipment, and contractual services, now imposed upon or exercised by any city department under the several statutes relating thereto, are hereby transferred to the Purchasing Agent, and hereafter shall be exercised by the Purchasing Agent under the provisions of this Policy.
- The Purchasing Agent shall report to the ~~Assistant Finance~~ Director of Finance and, subject to rules and regulations, have the authority to purchase and contract for needed goods and

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

services, to have general supervision over inventories of equipment and supplies belonging to the jurisdiction, to prescribe forms and require information from using departments relating to the purchase and management of goods and services, to transfer or sell any items that are excess or surplus, and to delegate authority to staff and to using departments to perform these duties.

- The Purchasing Agent shall be required, as per City Administrative Ordinance, Ordinance No. 62-643 as amended, to have all purchases or contracts in excess of the minimum bid threshold as determined by the State of Illinois (currently \$25,000) ~~be approved~~ be approved by the City Council.
- The Purchasing Agent shall have the authority to refer any disagreements between Central Purchasing and a using department concerning a purchase requisition or a violation of any purchasing policy, rule or regulation to the Assistant Finance Director, the respective Department Head, and/or to the City Manager, for resolution.
- Central Purchasing shall maintain overall legal authority, responsibility, and accountability for implementing the purchasing program and establishing the policies, procedures, and controls for delegation.

Standardization of Procedures Based on Policies

Purchasing procedures and administrative practices developed from these policies shall be standardized, but sufficiently flexible to provide for unique requirements. Items commonly used in the various departments or units thereof shall be standardized whenever consistent with City goals and in the interest of efficiency and economy.

Bidders List

All responsible vendors, as defined in the Purchasing Policy and Procedure Manual, upon written request, may request a bid or proposal document. The Purchasing Agent has the authority to disqualify vendors who default on quotations and restrict them from being considered for procurement services until the conditions of default are demonstrated to have been corrected. The City Council has the authority to debar any vendor based upon substandard performance. The Purchasing Agent shall inform the Council in writing of any such requests and the specific facts substantiating such request.

Federal, State and Cooperative Programs

Purchases may be made through available government contracts and/or cooperative purchase agreements whenever such purchases are in the best interest of the City of Galesburg.

Conflict of Interest

Any Elected Official or Employee who has any financial or other interest in a supplier company either directly, or indirectly through members of ~~his~~ their immediate family, shall so report such financial or other interest, in writing, to the Purchasing Agent through ~~his~~ their respective Department Head. The Purchasing Agent and the Assistant Finance Director ~~of Finance~~ will consult with legal counsel in determining whether the alleged or potential conflict in question is of sufficient magnitude as to take restrictive action on the employee or restrict purchase from the associated vendor.

Competitive Buying

Competitive bids will be solicited in connection with all procurement whenever required by policy and in other instances where price comparisons may be advantageous. Purchase Orders will be awarded without prejudice or favoritism. Contracts will be awarded to the lowest responsive and responsible bidder whose bid is most economical for the purpose intended, as per the terms and conditions of the Invitation for Bid or Request for Quotation. Purchase Orders will be awarded to the offeror whose proposal best suits the objectives of the City's Request for Proposal (i.e. consultant services) and is most advantageous to the City within the budget restraints.

Local Buying

Bids are solicited from a reasonable number of interested and qualified suppliers. Local vendors and service firms will be utilized wherever and whenever possible. However, preference for a local supplier, by which goods and/or services would be obtained at other than the lowest unit price, or the lowest total cost of operation, or highest value per dollar, will not be considered unless a valid justification is provided and approved by the Purchasing Agent.

Records

Records of all purchase transactions will be carefully and completely compiled and maintained as required by State and/or City regulations and policy.

Receiving and Interviewing ~~Salesmen~~Vendors

~~Salesmen~~Vendors may be interviewed and demonstrate their products in the departments; however, anyone who is not a member of the Purchasing Department staff should recommend to the ~~salesman~~ vendor that ~~he-they~~ visit the Purchasing Department to advise them of ~~his-their~~ products and pricing. Visits/demonstrations regarding any active IFB's, RFP's, and/or RFQ's shall be reported to the Purchasing Department to maintain an atmosphere of fairness in procurement and vendor relations.

Correspondence with Vendors

The Purchasing Agent shall be copied on all correspondence with vendors relating to any purchasing activities.

Cooperation with Department/Division Heads

The goals of the City can only be met through the actions of a group of people. Each Department shall work with Purchasing, and Purchasing with each Department, in a professional manner intended to effectively and economically accomplish the goals of the City.

Changes to IFB's, RFP's, RFQ's, Contracts, and Purchase Orders

The Purchasing Department will execute all modifications to IFB's, RFP's, RFP's, Purchase Orders and Contracts, prior to the actual delivery of the goods or services. Changes to purchase orders are to be made only by authorized personnel in the Purchasing Department with approval by the ~~Assistant Finance~~ Director ~~of Finance~~, Department Head, or City Manager, as required by Policy.

Systems Review

The Purchasing personnel shall periodically review systems and procedures to determine improved methods which result in efficiencies in performance. Periodic review of commodity types shall be made to provide for cost-efficient procurement.

Advantages of Centralized Procurement

- Professional purchasing.
- Control of source of supply, evaluation of quality, services, price, and authorized fund and line item appropriations.
- Procurement on a competitive basis.
- Monitoring of market trends and new developments.
- Vendor representatives have a central contact point; vendor contacts with other City Departments are reduced.
- Centralized contract administration.
- Inventories reduced through standardization of products used by more than one department.
- Reduced costs through volume buying.
- Duplication of effort is avoided.
- Legal Protection for the City.

Conflict of Regulations

All Federal, State of Illinois and local laws shall prevail over these rules & regulations. All contracts shall be bound by the laws of the State of Illinois.

Advertisement

The Purchasing Department will advertise all Invitation for Bids or Request for Proposals, which meet or exceed \$25,000.00, in a daily newspaper with a local circulation at least ten calendar days prior to the bid/proposal opening, giving notice to all interested parties. Said notice shall state when, how, and where bid/proposal packets can be obtained and submitted. If Prevailing wages are applicable, they must be stated in the bid advertisements along with any bonding requirements.

Waiver of Public Notice

There are circumstances other than emergencies which call for quick procurement action. Upon written determination of necessity for valid operational or financial conditions by the Purchasing Agent, the Director of Finance may authorize immediate purchasing action. This policy is not intended to reduce competition and the Purchasing Agent shall give to the City Manager and City Council a full written explanation including competitive costs and the reasons the waiver was deemed necessary.

Waiver of Competition

Competitive solicitations may be waived by the Purchasing Agent, with the approval of the Director of Finance, whenever conditions and/or circumstances dictate that such actions are legal and advantageous to the City. Competition will be required wherever practicable, except where it applies

to small purchases, and the basis and reasons for each waiver shall be documented by the Purchasing Agent as a public record. Whenever such action exceeds the Purchasing Agent's authorized dollar approval limit, he shall be required to give a written report to the City Manager and City Council explaining the specific circumstance and the reason for such waiver.

Unlawful Purchases

When it is found that a solicitation is unlawful, it shall be cancelled. Unless altogether unfeasible, a purchase made or contract awarded contrary to law or applicable rules and regulations shall be terminated.

Council Prerogative

The City Council reserves the right to waive any technicalities and to reject any and all bids and offers, in whole or in part, or to take any action regarding an existing purchase order or contract, as the Council shall deem advantageous in the public interest.

Objectives**OBJECTIVES**

Buying Proper Quality

It is the objective of the Purchasing Department to secure the best quality commodity or service for the purpose intended, at the best price. Quality buying is the buying of materials, goods or services that will fulfill but not exceed the requirements for which the goods are intended. Buying proper quality depends upon:

- Having proper specifications and
- Checking material bought against specifications

Forms of Specifications

A specification is an accurate description of the material to be purchased. There are many forms of specifications, such as:

Products or Acceptable Brands List

Acceptable brands lists are used in lieu of the preparation of detailed specifications in instances where the latter process is neither possible nor practical. Among the considerations which favor the development of "acceptable brands list" are the following:

- a. The difficulty of developing detailed specifications for products manufactured by patented processes.
- b. The difficulty of developing detailed specifications in such manner as to eliminate inferior products.
- c. The variable of designs, features, or compositions of products acceptable for a common end use purpose, which makes product standardization difficult.
- d. Minor quantities or dollar volume involved.
- e. The absence of adequate facilities, or extreme cost, or the time involved in testing against a detailed specification for compliance.

Specification by Brand or Trade Name

Should be used where brand name products have been found to be superior to others for the purpose intended and when the composition is proprietary. A quality standard may be established but it should not be intended to limit or eliminate competition. This method should be generally limited to open market purchases where quantities are limited or where time does not permit the development of alternatives.

Specification by Blueprints, Specification Sheet, or Dimension Sheet

Such specifications are advisable for, but not limited to, the purchase of buses, automobiles, trucks, tools, furniture, equipment, construction of or remodeling facilities. Blueprints, specification sheets, or dimension sheets supply a safe method of checking against specifications when material is received and inspected.

Specification by Chemical Analysis or Physical Properties.

This method is ideal for many materials since such specifications can be checked accurately by laboratory tests and other methods.

Specification by Description of Material and Method of Manufacture

This type of specification should be used infrequently and only for unusual requirements.

Specification by Performance, Purpose of Use

This form of specification places the responsibility on the vendor to meet the City's requirements.

Specification by Identification with Standard Specification Known to the Trade Generally and to the Vendor

This is a satisfactory form of specification, provided it meets requirements and can be accepted without undue or unnecessary expense. Examples of this are the ASME, ASA, ASTM Specifications, and Lumber Grading Rules.

Specification by Sample

The use of a sample is a good method to identify special requirements. However, samples are subject to physical change or substitution and their use as standards sometimes limits competitive procurement.

Prerequisites of a Good Specification

- Is as simple as is consistent with exactness, but sufficiently specific to not permit a bidder to evade any of the procurement requirements, take advantage of ~~his~~ their competitors, or the City.
- Is identified, when possible, with some brand or specification already on the market.
- Is capable of being evaluated. It should describe the criteria for evaluation which will govern acceptance or rejection.
- Is reasonable in its tolerances.

- Is fair to the seller.
- Is capable, wherever possible, of being met by several bidders to maximize competition.
- Is clear.
- Is flexible to invite vendors to suggest cost-saving alternatives or substitutions.

Inspection as an Evaluation of Specifications

Goods and services must be inspected to determine if specifications criteria have been met. Inspection is the responsibility of the receiving departments, with assistance of the Purchasing Department, and testing laboratories as required.

“Lowest and Best” Philosophy

Delivery, quality, and service as well as price must be considered in determining the value of goods and services purchased. The Purchasing Department is expected to get the best value possible for the City.

Price Monitoring

Proper records of previous purchases must be kept and used for price monitoring. Purchase price alone is not and should not be the governing factor in placing an order unless all other factors are equal. Price differences may be due to differences in quality, or vendor performance. Occasionally, the terms of payment offer a sufficient cash discount to justify placing the order at a higher unit price which will result in the lowest net price when the invoice is paid and the cash discount deducted. A number of vendors may quote identical prices and terms. When this occurs, the order may be placed on the basis of quality, service, availability of the required item, and responsibility of the bidders.

Transportation Costs

Continuing increases in transportation costs have become an important factor in evaluating vendor quotations. Higher transportation costs and/or time lost in transit could negate a lower price from a distant vendor in favor of a higher price from a nearer vendor. The cost of freight and/or delivery to destination must be included in any tabulation of prices if a fair comparison is to be made. Therefore, all purchasing transactions should be conducted to attain transportation costs F.O.B. destination.

Cash Discounts

Unless otherwise designated in the specifications, a discount for prompt payment of invoice will be considered in the evaluation of bids to determine the lowest bidder.

PROCEDURES

Vendor Selection Procedure

Selection of Vendors and Concentration of Purchases

Potential vendors are selected for their ability to serve the needs of the City in the most economical and efficient manner possible on a continuing basis. Past performance of vendors and cooperation with the City are important factors in vendor selection.

Changes of Suggested Vendor by Purchasing

The Purchasing Department may abstract an item listed and buy from a source other than suggested by the ordering department to take advantage of special circumstances: the supplier who will be providing better prices, service, or delivery. The standard of quality will not be changed, however, except when necessary and with consultation by the buyer and the using department. No commitments, expressed or implied should be made by City departments.

Suggestions of Supply Sources for Unusual Items

Using departments are encouraged to suggest sources of supply with complete addresses, particularly for unusual or standardized items. Final selection of the vendor, however, shall be left to the Purchasing Department and the specification requirements.

Previous History for Most Commodities

Current vendors and their service capabilities and product availability is on hand in the records of the Purchasing Department, which should be kept current and expanded as appropriate.

Vendor Complaint Form Disapproval of Vendor Services or Product

~~Each and every~~ Every vendor for the City is expected to live up to their respective contractual agreements. When a vendor fails to deliver on time or delivers marginal quality or fails to provide service after the sale, or fails to meet any contractual commitment, the Division Head or Department Head should submit a memo or email to the Purchasing Office detailing what was expected of the purchase and what the actual result was. This will allow for the Purchasing Office to review and determine if further action is necessary.

Interview Hours

Sales representatives are requested to schedule appointments to enable Purchasing to perform their purchasing functions efficiently, and to avoid conflict with bid openings, meetings, or internally imposed deadlines.

Prequalification of Bidders and Offerors

Vendors submitting bids for road and bridge construction shall be pre-qualified with the State of Illinois. All vendors providing construction work or services for the City of Galesburg shall be registered with the City Clerk's office. If a vendor is debarred from bidding with the State of Illinois, they are not eligible to bid on City projects.

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Road and Bridge Contractors

Contractors should be qualified before plans and proposal documents will be provided for bidding. In general, contractors qualified by the State of Illinois Department of Transportation to perform the work indicated in the proposal will be acceptable in the City of Galesburg Engineering Division; but the City Engineer reserves the right to refuse to accept a bid from a State qualified contractor and will state ~~his~~-their reasons in writing for said refusal if requested by the contractor. Contractors who have done similar work in an improvement of similar size for the City during the past five years normally are qualified by their past performances. Contractors not qualified as indicated above shall be required to submit a listing of jobs of a similar nature with an indication of the dollar value of said jobs and the person or company for whom the work was performed so that a check of the quality of the work can be made, as well as a performance of financial ability of the Contractor. The City Engineer will approve or disapprove the Contractor and the decision shall be final. If desired by the Contractor, the City Engineer will provide ~~his~~-their reasons for disapproving any Contractor from bidding on the proposed improvement.

Contractors or Vendors Registration

Vendors providing various services to the City shall be qualified prior to doing any business with the City of Galesburg by registering with the City Clerk's office. Additional information above and beyond this registration may be required by the City. Failure to supply the additional information requested shall be grounds for refusal to do business with the particular vendor in question.

Issuance of Quotations, Bids or Proposals

The City reserves the right to refuse to accept quotations, bids or proposal forms for any of the following reasons:

- (1) Lack of competency and adequate machinery, plant and other equipment as revealed by the financial statement and experience questionnaires.
- (2) Uncompleted work which, in the judgment of the City might hinder or prevent the prompt completion of additional work.
- (3) False information provided on the bidder's affidavit of availability.
- (4) Failure to pay or satisfactorily settle all bills due for labor and material on former contracts.
- (5) Failure to comply with any prequalification regulations of the City.
- (6) Default under previous contracts.
- (7) Unsatisfactory performance record as shown by past work for the City.
- (8) When the Contractor or Vendor is suspended from eligibility to bid at any public letting for any other governmental unit.
- (9) When a determination of a conflict of interest by the Purchasing Office has been determined.

Bidder's List

The Bidder's List is not a mass mailing list; rather a listing of vendors with work history with the City of Galesburg. Only qualified bidders who consistently respond and perform to the needs of the City of Galesburg will be retained on the Bidders List. Department/Division Heads may recommend the addition, suspension, or deletion of a particular supplier to or from the Bidders List, but Purchasing

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

will make the final decision based upon professional judgment, fairness, performance records, as well as the original input suggested. Whether or not on the bidders list, vendors are allowed to download bid or proposal documents that are posted to the City website. Vendors are responsible for contacting City Purchasing should a staffing change occur and a new point of contact is named for the vendor.

Back Door Selling

Frequently, in the process of gathering information about potential services, supplies or equipment, one particular salesman-vendor may be very helpful in obtaining technical data and other information. By the time Central Purchasing receives a requisition to buy, the division or department has already been sold on a certain item or supplier. Sometimes the requisition is accompanied by specifications that are unduly restrictive, will accept no substitutes or requires a lead time that can only be met by the favored supplier, or has some other attempted justification for eliminating competition. When the purchasing system opens the process to competition, and the favored supplier or items is not given the award, friction may develop toward the purchasing process itself. One of the goals and role of Purchasing is to obtain competition. This must be done fairly and the award made on the basis of competition and volume. The Purchasing Department will work in close cooperation with all divisions to supply them the quality necessary to accomplish their respective tasks within the framework of accepted purchasing practices, as directed by Policy.

Vendor Visits

There are times when Division Heads schedule a trip to the vendors' facilities for the purpose of viewing a proposed new piece of equipment or to see a demonstration or to obtain some other information. The proper procedure to be followed is to advise the Purchasing Agent as far in advance as possible so that a member of Purchasing may make the trip also, and a shared basis of information can be obtained. Moreover, Purchasing may be aware of another division interested in the same type or kind of equipment and one scheduled trip may be made by all. Under no circumstances shall an employee make a commitment to purchase a specific item of supplies, equipment or services which exceed their delegated dollar limit. In instances where a member of Purchasing cannot make the scheduled trip, the respective Division Head should advise the Purchasing Department of the outcome of the trip, both negative and positive. These types of trips should be limited to instances where Federal or State grants require such inspection.

Vendor Performance and Evaluation

The Purchasing Department has some of the tools necessary to evaluate a specific vendor, but it is only through the feedback of the Department/Division Heads, or their respective employees, who ultimately use the goods or services purchased, that a complete evaluation of a supplier can be accomplished. Your input is crucial in maintaining a viable vendor basis while at the same time eliminating suppliers who lack the ability to perform. Marginal suppliers shall be warned of their unsatisfactory performance and declared non-responsive if their performance fails to improve. If a supplier is declared non-responsive, the City shall suspend his-their firm from doing any business with the City for a minimum of one year or take further action if necessary.

Request for Purchase Order through Financial Software System

The entry of a purchase order from staff through the financial software system informs the Purchasing Department of the needs of the departments and is Purchasing's authority to begin procurement process.

Purchase Order Process

Purchase Orders must be completed online utilizing the City's financial software far enough in advance of the date that the goods or services will be needed to ensure adequate processing and delivery lead time. Applicable supporting documentation (required quotes) must be attached to the request to allow for proper processing. The software package is designed so that proper approvals of the Division Head and Purchasing Agent will be required in order for the request to be converted to a purchase order.

Insufficient Funds

When a submitted request's appropriation limit for the division's budget as a whole, has been exhausted, without the City Council's approval, the Purchasing Office does not have the legal authority to act unless further approvals are provided in writing to the Purchasing Office.

If a submitted request exceeds the authorized appropriated limit, it will be returned to the Department Head accompanied with further instructions. Department Heads are not required to stay within budget for each line item. They will have to stay within the bottom line of each area. They may be over on one line item and able to make it up on another. However, the Purchasing Office is to be notified concerning the area in which the Department Head wishes to make up the overage.

Insufficient Information

Most of the submitted requests contain the necessary information for immediate processing. However, for those few times when additional information or clarification is needed, the Purchasing Agent will reach out to the person entering the purchase order and request additional information so that the order can be processed.

Normal Time to Approve and Process a Purchase Order

These Policies and Procedures recognize that procurement often has to be conducted under abnormal conditions, and as such, gives sufficient flexibility to act when the Purchasing Agent determines it would be advantageous for the City. To avoid any misunderstandings, however, it must be made clear that purchases will be made by normal competitive means whenever possible. The normal time to process a particular purchase order is dependent on receiving the proper information and approval signatures, the estimated dollar amount of the purchase, unencumbered funds, the complexity of the specifications, the number of items, if the goods are below the formal bid dollar level, if the sources are all local or non-local sources, and the needs of the Division.

If a submitted request contains the proper information, approvals and unencumbered funds, the following time frames, although not absolute, may be used as guidelines:

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Under \$5,000.00 – Verbal Quotations

Purchase Orders are not issued for this threshold unless required by the company in which the City is making the purchase. In this instance, City staff should attempt to purchase with P-Card. If this is not an option, the City will pay for the purchase off of invoice with regularly approved bills submitted to the City Council for approval.

Written Quotations – Purchase Orders for \$5,000.00 to \$24,999.99

If written quotations are not supplied by the requesting department, the Purchasing Office will request written quotations from a minimum of three vendors and often to four or more vendors. Response time from vendors at this threshold should be limited to a maximum of two weeks. Once a selection is ~~determined,~~ determined, the purchase order can be entered into the financial software system for required approvals. [See Credit Card section for purchases made with credit card at this threshold.](#)

Purchase Requests for \$25,000.00 or more

All suppliers, services, or equipment totaling \$25,000.00 or more, unless acted upon within the latitude of these Policies & Procedures, shall require formal sealed bids (SEE BID PROCEDURE) or formal sealed REQUEST FOR PROPOSALS (SEE REQUEST FOR PROPOSAL). Any exception to this established procedure shall require a written letter of explanation from the department and approval of the City Manager.

Acknowledgments

When the City requests a verbal or written quotation, it is legally known as an “offer”. Acceptance of the purchase order by the vendor constitutes a contract. Occasionally, however, a supplier may submit a written acknowledgment which may or may not alter our terms and conditions. All acknowledgments received by non-purchasing personnel shall be immediately sent to the Central Purchasing Office.

Review of Solicitations

Authority to Reject or Return Solicitations

The Purchasing Agent shall have the authority to reject any and all solicitations based upon market knowledge, price, value, or any other valid legal or business reason.

The Purchasing Division, like all other City functions, has both the responsibility to control and service. In this capacity, whenever the Purchasing Agent rejects all solicitations or questions the return quotes in relation to the decision-making process of award, he shall attempt to consult with the requisitioner or advise the requisitioner that all quotes are being rejected. If the requisitioner cannot produce satisfactory evidence to change the Purchasing Agent's basis of award, the Purchasing Agent's decision shall stand.

Updated ~~11/16/2020~~12/12/2022
Policies

City of Galesburg Purchasing

Purchase Orders Issued for Department Solicitations

Every Department Head is a member of the management team of the City and, as such, is vested with their own respective responsibilities and authorities. The Purchasing Office has no objection to issuing purchase orders from requests submitted by the Department Heads wherein a minimum of three sources and their prices are noted on the request, and the purchase order amount is \$5,000 to \$24,999. If an objection should occur, the Purchasing Agent shall discuss such objections and their remedies with the appropriate Department Head prior to processing the request.

Purchase Order Processing

A written Purchase Order is an offer to buy, an acceptance of an offer to sell, or a confirmation between two or more parties. The Purchase Order is a legal document and, upon acceptance by a vendor, becomes a binding contract. The Purchase Order is the most important of all purchasing documents utilized.

Any purchase made in excess of the specific delegated dollar amount and procedures contained herein (SEE PETTY CASH, ~~PURCHASE CARD AND FIELD ORDERS~~, EMERGENCY ORDERS, ~~CLAIM VOUCHERS AND CENTRAL STORES~~) by a Department without the approval of the Purchasing Agent, or without issuance of a Purchase Order, is hereby declared to be an unauthorized purchase. ~~(SEE POLICY SECTION — UNAUTHORIZED PURCHASES).~~

Purchase Order Processing

Due to operational restrictions, purchase orders are normally processed two times a week. The computer generated copy of the purchase orders are reviewed and signed by the Purchasing Agent.

Distribution of Purchase Orders

The completed Purchase Order is distributed electronically as follows:

- a. Approval Copy (Stays in Finance)
- b. Vendor Copy
- c. Receiving Copy (provided to requestor)

Change of Purchase Order

All change of purchase order requests must be self-explanatory, accompanied by an internal memo supporting the change and/or any written communication from the respective vendor, approved by Council where necessary, and submitted to the Central Purchasing Office well in advance of the receipt of goods or the signing off on the receiving copy. Failure to submit the change order in a timely fashion may be grounds to consider the requested change an unauthorized purchase. When a purchase order is processed, the Division Head should destroy the previous receiving copy and submit only the latest dated receiving copy to the Finance Department.

Any change order issued for an original purchase order with a value of \$100,000 or more must also be approved by the City Council if the change or combination of changes result in a net increase of 10% or more of the originally approved purchase. Projects originally approved by the City Council but totaling less than \$100,000 will not require formal approval of change orders unless the increased change in value is due to a change of scope of the originally approved project. However, changes of

this nature will require review by and approval by both the City Manager and Purchasing Agent through the financial software prior to work being performed.

Receiving and Inspection

The receiving step of the purchasing process is extremely important and requires careful attention. Deliveries should be inspected immediately upon receipt. When the shipment arrives, the driver will ask for a signature. Do not sign the delivery ticket on the assumption everything is acceptable. If the shipment is visually damaged, it, should not be accepted. If the shipment is damaged, but the goods are critical and needed immediately, open the cartons before signing and describe the damage, if any, on the driver's receipt. Failure to put this information in writing when you sign the driver's delivery receipt will result in a denial of claim. The best-procedure to follow when the shipment is damaged in any way is to tell the driver you refuse to accept the shipment. It is each Department's responsibility to examine and count the cartons when being unloaded and if there are any cartons that are damaged or any short, you are to have the delivery bill properly marked with the number of cartons damaged or short and signed by the delivery carrier.

Procedure for Acceptable Deliveries

If upon inspection, the delivery is completed and acceptable, the receiving copy must be filled out showing the date, the exact quantity received, and signed off by the Division Head. The receiving copy, with bills of lading, packing slips, etc., is then forwarded to the Finance Department, where the information is entered in the financial software and matched against both the purchase order and the vendor's invoice.

Closing an Order Short

If a delivery is acceptable, but the quantity is shipped short, and the item is relatively inexpensive or this is the only shipment that will be received, mark the quantity received on the receiving copy and note "close order short".

Procedure for Unacceptable Deliveries

Concealed Damages

If there is no visual damage, and the using Department cannot inspect the delivery immediately, the delivery ticket can be signed, but a notation must be made that the shipment is accepted subject to inspection. This protects the City and provides time to unpack and properly inspect and count the items delivered. In these cases, the using Department must make the inspection within fifteen days. In cases of concealed damage where the carton looked good but when opened, the item(s) are found to be damaged, the item(s) must be placed back in the carton and the delivery carrier called to return to make an inspection and prepare a Concealed Damage Report. Failure to open within fifteen days may be grounds for denial of a claim.

Quantity Insufficient

City staff authorized to sign off on the receiving copy of the purchase order shall verify that all items are received and receive any insufficient orders with the vendor directly prior to submitting the receiving copy of the purchase order to Finance.

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Quality Unacceptable

Notify Purchasing immediately and forward any findings if an order is received with unacceptable product. If the quality delivered is inferior to that ordered, the vendor is responsible and must correct the deficiency. If the fault is with the quality ordered, then the vendor is not responsible. In these cases, Purchasing will negotiate with the vendor an accommodation to an acceptable quality level.

Wrong Commodity

A determination must be made as to whether the vendor did not supply what was ordered or whether the City did not properly specify what was needed. In the former case, the vendor must correct the deficiency. In the latter situation, the vendor may or may not agree to correct the problem. In any case, ~~use follow~~ the procedure ~~listed in~~ the Quality Unacceptable section "e" listed above.

Resolving Delivery Problems

The using Department should not attempt to resolve delivery problems by itself. If the shipment is accepted as is, and the delivery ticket is signed with no exception listed, it will be impossible to file a claim. Failure to follow proper inspection procedures will result in the division's budget being charged for incorrect quantities or deficient goods. However, when the proper procedures are followed, Purchasing will notify the vendor of the issue. When the problem is resolved, the vendor and the Division Head will be notified in writing of the disposition of the parts.

Vendor Cooperation – Rejected Goods

It is important that Purchasing be involved in the rejection of any goods or services. Purchasing must know the agreement that was reached to insure proper payment. Moreover, the feedback that the Divisions give to Purchasing helps in assessing the reliability of using a particular vendor for future purchase orders. All of the various forms used in these procedures will be retained in the respective vendor files in Purchasing. Good vendors will generally obtain more business and marginal or poor vendors will either improve or face suspension or debarment. ~~Your help~~ Feedback provided by city staff is vital in determining quality vendors.

Vendor Invoices and Payments

Vendor Invoices

All invoices should be mailed directly to the Finance Department and not to the USING DEPARTMENTS. If this should occur, send the invoice directly to the Purchasing Office and we will notify the vendor. The Finance Department will only make payments to the vendor from the "Original Invoice" and not from a copy or statement.

Vendor Payments

As general information, the Thursday, two weeks prior to each Council Meeting, is considered cut-off day in Finance. Only those partial payment requests or those invoices that are properly matched by a receiving copy and purchase order are processed and listed on the Council bills for the Council's approval. Therefore, it is essential that all departments complete their respective paperwork in a

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

timely manner to allow for prompt payment to vendors. Prompt payment protects the City's credit standing and maintains good relations with its vendors.

Vendor Samples

If a vendor ships a no charge sample for use in testing, the Division Head should test the sample and notify Purchasing of its findings. If the vendor charges the City for a sample and it is to be returned for credit, the Division Head shall inform Finance of an impending credit due, the company, amount, anticipated credit, and fund, division, and account to which the sample was originally charged.

Control of Road & Bridge Work

All work shall be done under the supervision of the City Engineer or ~~his~~their authorized representative and to ~~his~~their satisfaction. ~~He~~They shall decide all questions which arise as to the quality and acceptability of materials furnished, work performed, manner of performance, rate of progress, the interpretations of the plans and specifications, the acceptable fulfillment of the contract compensations, and disputes and mutual rights between Contractors under the specifications.

Service Contracts

The using department shall insure that all the terms and conditions of the specifications of any service contract are complied with in full, prior to signing off on the receiving copy.

Bid Procedure

The time to process a particular bid is dependent on both the funding sources and complexity of the bidding specifications, as well as the clarity of the drafted specifications submitted to Purchasing. If the funding source involves Federal monies, the process is longer. If the specifications require redrafting or research, the process will naturally be longer. It is not uncommon for the bidding process to run four to eight weeks duration.

Preparation of Request for Bid (RFB)

The purchase or contract of any item or contractual service which is estimated to be meeting or exceeding the State Bid Threshold (currently \$25,000) shall be submitted to the Purchasing Department for bidding and shall be covered by a purchase order.

- a. Purchasing and the Department Head, unless the requirement is clear, shall determine whether the item or service shall be bid or a Request for Proposal (RFP) shall be used.
- b. Unencumbered funds shall be provided in the approved budget; or if not specifically provided in the approved budget, shall require the written prior approval of the Finance Director and City Manager.
- c. Public advertisement for Sealed Bids shall be required unless the Purchasing Agent shall determine that a Waiver of Public Notice (SEE POLICIES) is more advantageous to the City.
- d. The bids are to be opened at a time and place designated prior to the letting of the bids. Such notice will be contained in the public advertisement and shall be published ten days prior to the Bid Opening. The advertisement shall also state where the Bid Packets may be obtained and at what cost, if any, for the plans.
- e. Bid and Performance Bonds may be required.

- f. Awards are to be made to the responsive and responsible bidder or offeror whose bid or proposal is most economical and advantageous to the City for the purpose intended.
- g. In order to accommodate the various needs of the City, broad discretion is allowed in the award process, including, but not limited to, partial awards, progressive or incremental awards, life cycle costing, multiple awards, and awards by line items or groups of items.
- h. If the bid award is made for other than low initial price, the reasons must be documented for public record and maintained in the office of the Purchasing Agent.
- i. These procedures recognize certain conditions exist where competition can be waived (SEE SOLE SOURCE)

Instruction to Bidders

(Required for, but not limited to, all purchases meeting or exceeding the State Bid Threshold (currently \$25,000.00). The instructions to bidders will include but not be limited to:

- a. Delivery time
- b. Bid Opening Date and Place
- c. Terms and Conditions
- d. Method of Award
- e. Bond requirements

Bid Guarantee Requirement

Definition

Bid guarantee is a form of security accompanying a bid or proposal as assurance that the bidder,

- (1) will not withdraw ~~his~~their bid within the period specified therein for acceptance.
- (2) Will execute a written contract as required and furnish such bonds, certificates of insurance and other data as required within the period specified *in* the bid after receipt of notice of award and appropriate contract forms.

Recognized bid guarantees by the City

- (1) A bid bond acceptable to the City
- (2) Bank Cashier's Check, or,
- (3) Certified Check, made payable to the City of Galesburg, Illinois

Amount Required

When a bid guarantee is deemed necessary, the Purchasing Agent shall determine the percentage or amount which in ~~his~~their best judgment, when applied to the bid price, will produce a bid guarantee amount adequate to protect the City from loss should the successful bidder fail to execute such further contractual documents and bonds as may be required.

Forfeiture of Bid Guarantee

The Bid Guarantee of all bidders shall be held by the City until all bids, or proposals, submitted have been analyzed and the bids have either been rejected as a whole, or in part, or the award of the contract(s) has been determined. When award determination has been made, the Bid Guarantee of the two low responsive bids will be held until the contract(s) is duly executed. All other Bid

Guarantees, except bonds, shall be returned to the unsuccessful bidders within fifteen (15) days after contract award(s).

Performance Bonds

Definition

A performance bond is a bond which is executed in connection with a contract and which secures the performance and fulfillment of all the undertakings, covenants, terms, conditions, and agreements contained in the contract.

Recognized Performance Bond or Performance Guarantees by the City

The primary method of performance guarantee recognized by the City is a performance bond from a reputable insurance company. At the discretion of the Purchasing Agent or the Finance Director, the other forms of performance guarantees listed below may be used.

- (1) A certified or cashier's check made payable to the City of Galesburg, Illinois, which shall be retained by the City until completion of the contract.

Amount Required

Construction Contracts

The amount of each performance bond shall be 100% of the contract price at the time of the award. Additional performance bond protection may be required in connection with any modification affecting an increase in price under any contract for which a bond is required.

In addition to the performance bond if specified in the Invitation for Bid, the contractor will be required to furnish a labor & material bond, a waiver of lien and required insurance certificates as required in the bid document.

Service & Supply Contracts

The Purchasing Agent will determine when and in what amounts a performance bond or guarantee will be required with certain service or supply contracts.

Limitations

A performance guarantee will not be required unless, (1) it is specified in the Invitation for Bid, (2) The estimated bid amount for a construction contract exceeds \$25,000. The decision for application of a performance guarantee below the \$25,000 minimum rests with the Purchasing Agent.

Return of Performance Guarantee

Performance bonds will be retained by the City. Performance guarantees will be returned within 30 working days after successful completion and acceptance of the contract. In the event that the Invitation for Bid requires a final audit, or a dispute arises regarding the performance of the work or the payments made, the performance guarantee will be returned within 30 days after the resolution.

Pre-Bid or Pre-Proposal Conferences

The pre-bid or proposal conference is a procedure which may be used as a means of briefing prospective bidders and/or offerors and explains complicated specifications and requirements to them as early as possible after the invitation has been issued and before the bids or proposals are opened. The conference shall be conducted by the Purchasing Agent and be attended by the appropriate technical personnel of the department initiating the purchase request. Remarks and explanations at the conference shall not qualify the terms of the solicitation and specifications. All conferees are to be advised that unless the solicitation is amended in writing, it will remain unchanged. If an addendum is issued, the normal procedures relating to the receipt and acknowledgement of an addendum will be followed. When the conference is linked to a site examination or a tour of premises, the Purchasing Agent may designate that attendance at the conference is a pre-requisite to the consideration of any bid or offer submitted. Any written summary of the conference should be furnished to each respective bidder or offeror and be made a part of the public bid file.

Notification of Prospective Bidders and Distribution of Invitation for Bid or Request for Proposal

Advertisement

The Purchasing Agent shall submit the advertisement prior to 12:00 noon three days preceding the first publication date of the advertisement. All bids with an estimated cost meeting or exceeding the current State of Illinois Bid Threshold will require advertisement. Generally, these formal bids or proposals will remain open for a period of 15 days from the first advertisement date.

Distribution of Invitation for Bid or Request for Proposal

The Purchasing Department will post the availability of the bid package to the City website. ~~All of those~~ Vendors who have registered on the website to receive bid notifications will automatically receive an email indicating the bid is available through the purchasing office. ~~for download~~.

Public Opening and Reading of Bids

The Invitation for Bid shall set forth the time and place of the bid opening. The Purchasing Agent or ~~his~~ their duly authorized representative shall conduct the bid opening process as per the following procedures.

- a. The bidder's name and prices bid shall be read aloud. When there are a number of unit prices bid, it is acceptable to read only the total price bid by each bidder.
- b. The inclusion or omission of a bid guarantee where required, shall also be indicated.
- c. A record of the bid opening shall be made.
- d. No bids will be accepted or withdrawn after the start of the bid opening, or after the previously announced date and time, whichever is earlier.
- e. Late bids received by mail or delivery service are filed in the bid file and clearly marked as "received late" by the Purchasing Agent and one witness. Purchasing will note this item on

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

the bid tabulation if this situation occurs. Hand delivered late bids shall not be accepted and the Purchasing Agent shall so state to any bidder that ~~his~~-their bid is late and unacceptable.

- f. In the event of inclement weather, Purchasing may, at its discretion delay a bid opening by one business day up to one hour before the scheduled bid opening. If this occurs, vendors in which bids have been received will be contacted that the delayed opening has been authorized due to inclement weather in the area and that the bids will be opened the next business day at the same time allowing for safe delivery of bids. This option should only be used on rare occasions.

Public Disclosure of Bids

Records, tabulations, or abstracts made of bids at the time of the bid opening should be available as public information at all times. Bid documents themselves should be made public information following award of a contract, subject to provisions for confidentiality or proprietary and related data.

Evaluation of Bids

General Criteria for Award

The evaluation of bids or offers for award of a contract must be made equitably with economy and fairness as the objectives. Otherwise, favoritism and waste results. Broad criteria for award are designated in the State Statutes and the City ordinances, as well as in these policies and procedures. Two of the criteria responsiveness and responsibility are overriding. Award cannot be made of a bid or offer that is not in keeping with the provisions of the solicitation or to a bidder or offeror who lacks the ability to perform satisfactorily. Other criteria appropriately used in the decision-making process are price or cost, quality, suitability, delivery and advantageousness.

Determination of Responsiveness of Bidders

The Purchasing Agent or ~~his~~-their duly authorized representative shall determine the bidder's responsiveness to the terms and conditions of the Invitation for Bid. To be considered for award, the bid must comply in all material respects with the Invitation for Bid so that both as to the method and timeliness of submission, and as to the substance of any resulting contract, all bidders are afforded equal opportunity of award. Telegraphic or telephone bids shall not be considered. Bids are to be filled out, executed, and submitted in accordance with the instructions which are contained in the Invitation for Bid. A bidder is not to use ~~his~~-their own form or letter to submit a bid.

Evaluations of Elements of Price

The various elements of price are to be considered in the bid award: (1) net price bid, (2) payment discount, if any, (3) F.O.B. point.

Determination of Bidder's Responsibility

The prospective bidder must; (1) have adequate financial resources or the ability to obtain such resources as required during performance of this contract (2) be able to comply with the required or proposed delivery or performance schedule (3) have a satisfactory record of performance (4) be

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

otherwise qualified and eligible to receive an award under applicable laws and regulations (5) is a manufacturer of or regular dealer in or can provide supplies or services of the general character to be furnished (6) In addition to the above criteria, proposals for professional services will be evaluated based on experience and other factors such as demonstrated staff capabilities to perform specific services requested.

Award Recommendation

The ability of a prospective bidder to perform a contract will be evaluated by the Purchasing Agent with participation of the requesting department. When the low responsive bid determination is made, the Purchasing Agent shall forward to the City Manager ~~his~~ their written recommendation together with the tabulation sheet. Occasionally, a joint letter of recommendation from the Purchasing Agent and the Division or Department Head shall be made to the City Manager. If sufficient funds are not available for the award, the Purchasing Agent shall so inform the City Manager that funds for the project, equipment, services, or supplies are not available; and the City Manager shall determine if the award is made where the funding shall come from.

Award & Issuance of P.O. and/or Contract

Unless all bids are rejected, awards shall be made by the City Council within the time for acceptance specified in the bids or extension thereof, to the lowest responsible bidder whose bids, conforming to the Invitation for Bids will be most advantageous to the City. The City shall retain the right to reject any and all bids and/or proposals and to obtain additional information to clarify one or more matters contained in a bid or proposal after it has been opened and prior to award and to waive any informality or irregularity in the bids received when deemed in the best interest of the City. The best interest of the City shall include but not be limited to those factors that (1) lessen the cost to the City, (2) increase proficiency, (3) enhance the City's public image, or (4) have an improved design.

In cases of tie bids where all other factors are equal, the Purchasing Agent shall inform the bidders of the tie and name a time, place and date where he shall conduct a coin toss in the presence of at least one witness. The Purchasing Agent, prior to the coin toss, shall designate Vendor A as heads and Vendor B as tails.

Although extremely rare, if there are three ties and all other factors are equal, the names of the bidders shall be written on slips of paper, placed in a container, and a drawing shall be conducted to determine the award.

Confidentiality

The purchasing process has to request or require information from time to time that can be correctly construed as proprietary. Such information may relate to financial records and responsibility, manufacturing drawings, formulas and processes, agreements with suppliers, and subcontractors, test data, etc. To promote competition and protect valid interests, the purchasing procedures clearly authorize that such data can remain confidential. When submitting bids or proposals, bidders and offerors may request that certain material they submit remain confidential, but the final decision as to the validity of a request shall rest with the Purchasing Agent.

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Termination of Contract/Purchase Order

Contracts or purchase orders will be terminated by (1) successful completion of the contract or delivery of the equipment or supplies (2) termination for default (3) termination for convenience by the City, if explicitly stated in a written contract.

Protest of Bidders

The purchasing process is subject to complaints, protests, and controversies. The creditability of the purchasing program is affected by the manner in which disputes are received and treated. If a bidder should have a protest or complaint or a claim, ~~his-the~~ first step shall be to direct ~~his-their~~ problem to the attention of the Purchasing Agent. If the problem is not resolved, then the claim of the prospective bidder or bidder shall be referred to the Assistant Finance Director ~~of Finance~~. The last step shall involve the consultation of the City Attorney and the bidder may meet with the City Manager.

Waiver of Public Notice

As stated in the policy section of this manual, there are certain circumstances other than emergencies which call for quick procurement action. The Purchasing Agent has a procedure which authorizes him with prior approval to determine the necessity for the operational or financial conditions which may necessitate obtaining quotations which exceed the \$25,000.00 limit. This procedure is not intended to reduce competition and the Purchasing Agent shall give to the City Manager and the City Council a full written explanation including competitive costs where possible, and the reasons that the waiver was deemed necessary.

Control of Purchase Order/Contract

These procedures authorize the Purchasing Agent to prescribe the procedures for testing commodities and/or services for any equipment, materials, supplies, or services in case of any quality assurance problems. The Purchasing Agent shall consult with the respective Division or Department Heads in arriving at ~~his-their~~ determination. Final determination of rejection of any article shall rest with the Purchasing Agent. In cases involving construction work, however, the Purchasing Agent shall be subservient to the City Engineer and/or Public Works Director in arriving at determinations of quality problems. The inspection of construction work involves unique activities to the extent of necessitating employment of licensed professionals, either on staff or by contract. It demands compliance with building codes and similar legal mandates, as well as or in addition to compliance with the purchaser's specifications. Inspection, test and acceptance testing of construction and Public Works projects, therefore, warrant special conditions.

Request for Proposals

Instruments Used for Requesting Bids or Proposals

The instrument for soliciting competitive sealed bids is commonly designated as a Request for Bids (RFB). The instrument for soliciting competitive negotiations is referred to as a Request for Proposal (RFP). The principal distinction between sealed bidding and negotiations is that the bidding process requires that tenders be evaluated, and awards made solely on the information contained in the bids at the time of the opening. No substantive changes, or any changes which would affect determination of award are permitted in the nature of the offer or in the price. Negotiation, on the

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

other hand, allows modification and alteration of both content and price after offers are submitted and during the evaluation process. Many procedural characteristics are common to both competitive bidding and competitive negotiation. For example, both involve public notice and the issuance of a solicitation, which establishes the time and place at which the proposals or bids will be open. There are, however, also differences. The Request for Proposals may be open publicly, but only the names of the proposers should be revealed; not the prices or other information. And, the contents of neither the successful or unsuccessful proposals are available as public information either before or after the award of the contract.

The RFP shall be drafted by both the using department and the Purchasing Agent and shall include a description of the item or service desired, the criteria given in order of the relative importance that will be used in evaluating proposals and the statement as to when and to what manner prices are to be submitted.

The RFP shall also provide that after proposals are opened, they may be discussed with the offeror if the purchaser deems it advantageous to do so, in this context, discussion means clarification, modification and negotiations or any of these. If discussions are conducted, all offerors whose proposals are found to be acceptable must be given equal opportunity to negotiate and revise their proposals. Awards may be made on the basis of the proposals as initially submitted without negotiation, but if this is not done, no information from a competing proposal may be revealed to another competitor during the course of discussion. Negotiations should be conducted individually with each qualified offeror and should be documented by minutes of each session. The offeror may modify or withdraw ~~his~~their proposal at any time prior to the submission of a best and final offer.

Following negotiations, the time must be set for all offerors whose proposals have been deemed acceptable to submit proposals including their prices. Changes are not allowed in proposals of prices after best and final offers are received unless it's in the public's best interest. Following award of a contract, explanation should be available to any unsuccessful proposer as to why ~~his~~their proposal was not acceptable. The common evaluation factors used in evaluating any Request for Proposal usually fall into three main categories: (1) technical capability and the approach for meeting performance requirements, (2) the competitiveness and reasonableness of price, and (3) managerial capability. All Request for Proposals shall be reviewed by the Purchasing Agent prior to their distribution and to be distributed by the Central Purchasing Office. The Purchasing Agent shall participate on the evaluation committee reviewing all Request for Proposals issued by the City of Galesburg.

Multiple Step Sealed Proposals and Bidding

This procedure usually involves two steps, combining certain aspects of competitive sealed bidding and competitive negotiations. It can be effective for some of the more complex procurements, where different approaches for doing the work can be offered and evaluated together with the relative performance capabilities of the bidders. This method can be advantageous in the acquisition of certain specialized services, Multiple step bidding uses a Request for Bids to which the response in the first step consists of a technical proposal stating how the task would be accomplished and the bidder's experience and resources for carrying it out. The proposal does not include prices. Prices are submitted as a second step. In preparing an invitation for multiple step bidding, the specifications,

product description, or statement of work should be written in terms of the purpose for which the product or services needed and the results desired. The technical proposals may be opened publicly but only to disclose the names of the bidders, not any information contained in the proposals.

Evaluation of the technical proposals *is the same as for* competitive negotiations, except there is no discussion of price. Following evaluation, prices are invited from all bidders whose technical proposals are acceptable. Negotiation regarding technical proposals is not necessary if fully acceptable proposals are received initially. The procedure then moves directly to the next step of obtaining and considering prices with award made as under competitive sealed bidding.

Sole Source Purchases

It is important to emphasize that sole source refers to the supplier, not a product or service. Thus, the ability to meet a delivery date, or to make on call repairs at a particular location, can create a sole source condition. These procedures require, however, that although a certain item or service may be needed or a condition met, price competition is to be solicited if the requirement can be obtained from more than one source. Justification for a sole source purchase, depends upon a needed item being available from only a single supplier under certain circumstances. These circumstances shall include, but not be limited to the following types of purchases; (1) the purchase of equipment for which there is no competitive product and which is available from only one supplier (2) the purchase of electricity, natural gas and other public utility services (3) the purchase of a component or replacement part for which there is no commercially available substitute and which can only be obtained from one manufacturer (4) the purchase of an item where compatibility is the overriding consideration (5) the purchase of a used item which becomes immediately available and is subject to prior sale (6) the purchase of an item for resale or the purchase of a particular product for trial and testing or under certain circumstances the additional needs developed during the course of a project (7) purchases from other governmental units (8) subscriptions, leases, maintenance agreements, and rentals. These orders and services should be set up to expire at the same time each year if possible, as all such numbers will be transferred to a new block of purchase order numbers annually. Any contract or agreements which include an option to buy are classified as purchases and shall be processed under a regular purchase order. If an unsolicited offer is accepted, it constitutes a waiver of competition and depending upon a number of factors could be a purchase from a single available supplier. No employee of the City shall accept an unsolicited offer, nor evaluate or make any commitment as to the respect of an offer without the prior approval of the Purchasing Agent.

All lease agreements, rental agreements, and maintenance agreements will be reviewed and signed by the Purchasing Agent only, unless approved by City Council and, if so, the Mayor will sign the agreement, and a purchase order will be issued to cover the vendor's invoices.

Other Types of Purchases

Petty Cash

The intended usage of petty cash is to provide authorized City personnel with a convenient method of purchasing minor supplies or services of a non-recurring nature. Petty cash is not intended to be used

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

for the frequent purchase of minor supplies or services of a like nature which should be purchased on the basis of competitive quotations. Petty cash purchases will not normally exceed \$25.00 in cost and each petty cash purchase must be supported by a properly completed petty cash voucher. Petty cash vouchers can be obtained at the employee's designated reimbursement office. Evidence of a petty cash purchase such as a receipted invoice must be attached to the petty cash voucher and signed by an authorized Department or Division Head. A request for reimbursement with petty cash must be made not later than 7 calendar days from the date of purchase.

Emergency Orders

Emergency purchases are not to be made unless true and justifiable emergencies exist. The full cooperation of all departments is important in the observance of this procedure. Emergencies are defined as a "Need for parts, supplies or services required in connection with repairs due to the breakdown of equipment that must be kept running, or other requirements which critically impact the City's objectives, responsiveness, and public image." A waiver of the normal procurement requirements can be made for purchases in an emergency or hazardous situation.

True emergencies do exist, and the management staff of the City must be able to act swiftly for the public good. Each Division Head should attempt to contact ~~his~~-their respective Department Head regarding the emergency, and the Department Head should contact the City Manager in emergencies which will exceed the \$5,000 limit, when possible. The Department Head shall obtain written or email approval from the City Manager to move forward with the emergency order prior to authorizing a vendor to proceed with work.

Credit Card Purchases

Credit card purchases are allowable by City Staff on all purchases under \$5,000 unless purchasing guidelines are followed for purchases over \$5,000. Credit card purchases may be made on items from \$5,000.00 up to the threshold requiring a formal bid with prior written approval of Department Head, City Manager, and Purchasing Agent. Supporting documents shall be submitted with credit card statements.

Blanket Orders

This is a purchase order covering supplies of a nature that are used on a recurring basis for a stipulated period of time. Blanket purchase orders should be used for repetitive orders for a given quantity of the same item at a constant unit price from a single vendor. Blanket purchase orders greater than \$5,000.00; but less than \$25,000.00 must be comply with quoting procedures. Blanket purchase orders in excess of \$25,000.00 must comply with the bidding procedures.

Blanket Order Release

A blanket order is an arrangement under which the City contracts with a vendor to provide the City's requirements for an item or service on an as-required basis. The blanket order is for a limited period of time and is subject to a maximum dollar limit within the specified period. Only one purchase order number is issued to the vendor for a specified quantity at the same unit price for a period of time (i.e.

700 tons of fill sand for the fiscal year) and quantities are ordered and released against the master purchase order.

Inventory Management

Definition

Inventory management refers to the responsibility for equipment, material and supplies after they are acquired. This responsibility involves storing and distribution, transferring unused items between divisions, departments and funds and disposing of surplus property, as well as general supervision of storerooms and warehouses.

Responsibility

Central Purchasing has general supervision and ultimate control over discontinued inventory and surplus property. The Purchasing Department is responsible to arrange for the periodic sale, auction, or other form of disposition for articles that are no longer deemed necessary or in the best interest of the City.

Transfer & Disposition

As a general rule, the most gainful method for handling an item no longer needed by one using division is to transfer it to another using division that has a need and a use for it. The disposition process deals with three categories of items: excess, surplus, and obsolete. For the purpose of these procedures, excess items are those no longer needed by the using division, but suitable for transfer, surplus items are those still useful, but the jurisdiction no longer has a reasonable need for them. Obsolete property is inventory without utility, due usually to technological development, wear and tear, or damage, or scrap metal which have no value except its basic material content.

When items become excess, surplus, or obsolete, it shall be the duty of the using division to report them promptly to the Central Purchasing Office.

Annual Public Auction

The Purchasing Office holds an annual public auction usually scheduled for late May or June of each succeeding year whereby all items that have not been transferred or traded in can be sold after an advertised public announcement. Prior to the advertisement, the Purchasing Division shall distribute a listing to the Division Heads of the surplus property in the City's possession for their review and possible transfer. After review by the respective Division Heads, the Purchasing Agent shall determine which surplus property shall be listed and sold at public auction.

Other Disposition Methods

The Purchasing Agent shall have the responsibility and discretion of determining whether surplus items shall be listed in the public auction or sold by sealed bids, or through the commercial market, or posted prices or through any procedure which the City Council approves as a normal means of conducting business. Whatever method of disposition is chosen, the Purchasing Agent shall set the terms and conditions of the sale.

Sales to Employees

The non-competitive sale of any City surplus property to any City employee is prohibited.

Records Control

Records control and the overall responsibility for the efficient management for personal property in the equipment rest with the Finance Department. As per City ordinance and accepted accounting practices, the Finance Department has established procedures for maintaining the records on acquisition, transfers, and disposition of equipment or other property. The records control function serves several central purposes. It fixes upon those with actual physical control the responsibility for custody and care of each item of property. The accuracy of the records and the dollar values are used in various financial reporting tool, provides a method of reducing losses and inefficiencies as much as possible, it provides a means of adding or deleting proper charges to the respective divisions, and to the extent that the City protects, manages, and takes good care of its property, replacement expenditures will not be necessary.

Conflict of Interest

Any elected official or employee who has any financial or other interest in a supplier company either directly or indirectly through members of ~~his~~-their immediate family, shall so report such financial or other interest in writing to the Purchasing Agent or ~~his~~-their respective Department Head, The Purchasing Agent and the Finance Director will consult with legal counsel in determining whether the alleged or potential conflict in question is of sufficient magnitude as to take restrictive actions on the employee, or restrict purchase from the associated vendor. In all cases of a reported alleged or potential conflict of interest, the Purchasing Agent shall issue a written letter of determination to the employee or vendor as to the decision of the City within ten days of the receipt of the reported alleged or potential conflict of interest. If the Purchasing Agent should discover a real or potential violation of this conflict of interest policy and procedure, ~~he/she~~ shall immediately suspend business with the vendor, and shall give a written report of ~~his~~-their findings to the Director of Finance and City Manager, and they shall jointly decide on the proper course of action to be taken regarding the vendor.

Unlawful Purchases

When it is found that a solicitation is unlawful, it shall be cancelled. Unless altogether unfeasible, a purchase made or contract awarded contrary to law or applicable rules and regulations shall be terminated, any unused merchandise returned, and the employees who are responsible held personally liable for any costs involved. The Purchasing Agent shall report all unlawful solicitations or purchases to the Director of Finance and City Manager, and they shall jointly decide on the course of action to be taken regarding any unlawful purchase

Adherence to Policy

Departments will be required to strictly adhere to all policies and procedures contained in this manual. It will be the Department Head's responsibility to ensure compliance within their department.

Ethics

All employees involved in the procurement activities will strive to maintain the City's image by their personal conduct and methods of doing business and shall practice good public relations at all times.

Changes to Policy or Procedure

Changes to Policies

The Policies as outlined in this manual are the City's formulation and publication of administrative policies for all Departments and Divisions.

Changes in Procedures

The procedures as outlined in this manual are the methods used by Central Purchasing in internal procedures. Changes to the procedures section can be made by the Central Purchasing Office only and only if they do not exceed or conflict with any POLICY as established by the City Council. All changes in procedures shall be in writing and distributed to the Department and Division Heads.

EXHIBIT "0"

TERMS & CONDITIONS

The following terms and conditions shall apply to all contracts or purchase orders unless specifically superseded by the Instructions to Bidders, Special Provisions, or any particular Request for Bid, or Request for Proposal. The words order and contract are used interchangeably to mean a purchase order, a written contract, or the use of either as a legal contract. The words Seller, Vendor, Bidder, and Contractor are used interchangeably to mean Seller. The word Buyer is used to mean the City of Galesburg, Illinois. The word bid is used to mean quotation, bid or proposal.

Acceptance of Contract

Seller shall be bound by this order and its' terms and conditions when it delivers to Buyer any of the items ordered, or renders for Buyer any of the items ordered, or renders for Buyer any of the services ordered herein.

If a written contract is used, the Buyer shall not be bound by this contract until the Seller executes and returns to the Buyer both copies of the contract and it is signed by the Mayor of the City of Galesburg and returned with a written purchase order to the Seller. No contract shall exist except as herein above provided.

Affirmative Action,

The City of Galesburg has adopted an Affirmative Action Policy. Vendors are encouraged to review the City policy and incorporate this policy into any service they may be providing to the City.

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Amendments

No agreement or understanding to modify this contract or order shall be binding upon Buyer unless in writing and signed by Buyers' authorized agent. All specifications, drawings, and data submitted to Seller with this order are hereby incorporated herein and made a part hereof. No claim based on oral change orders will be allowed.

Assigning or Subcontracting

The Contractor shall give ~~his~~ their personal attention to the fulfillment of the contract and shall keep the work under ~~his~~ their control. Except as agreed in evidence by the amendments or addenda to the contract documents, the Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or any portion of payments due thereof, or of its' rights, title or interest therein, without prior written consent of the City. No subcontracts, or transfer of this contract, shall in any case release the Contractor of ~~his~~ their liability under the contract and bonds. Any consent by the City to sublet any part of the work shall not be construed to be an approval of the said subcontract or of any of its' terms and shall operate only as an approval of a making of a subcontract between the Contractor and subcontractor. The Contractor and subcontractor shall be jointly and severally liable to the City for any failure of a subcontractor to comply with the provisions of these contract documents. A subcontractor will be recognized only in the capacity of an employee, independent Contractor, or agent of the Contractor, and not as employee of the City. The Contractor shall direct the attention of its subcontractors to the requirements of all Federal, State, and Municipal laws, Ordinances, Rules & Regulations as they apply.

Audits and Inspections

The Seller shall permit, and shall require any subcontractor to permit, the City and its representatives to have access, at any reasonable time, to the premises used by the Seller or its subcontractor or to any plant or place where materials, work or any part thereof, will be made, performed, or stored. The Seller shall permit and shall require any subcontractor to permit the City to have access at any reasonable time, to inspect the records and documents of the Seller and its suppliers, relating to any labor, materials, plant and equipment used in the performance of this contract. Access shall be given or obtained both before and after completion of this contract for the duration of the warranty period or as prescribed by law.

Changes

The Buyer reserves the right at any time to make changes in any one of the following:

- a. Specifications, drawings, and data incorporated in this contract where the items to be furnished are to be specifically manufactured for the Buyer.
- b. Methods of shipment or packaging
- c. Place of delivery
- d. Time of delivery

If any such change causes an increase or decrease in the cost of or the time required for performance of this contract, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by Seller for adjustment under this clause shall be deemed waived unless asserted in writing within 10 days from receipt by Seller of the change. Price increase or extensions in time for

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

delivery shall not be binding on Buyer unless evidenced by a purchase order change notice issued and signed by the Buyer.

Compliance with Statutes and Government Requirements

Seller warrants and certifies that all materials or articles listed hereunder have been and will be produced in compliance with and subject to

- a. All applicable Federal and State Statutes, Amendments thereto and regulations issued pursuant thereto, and
- b. All applicable orders and regulations of the executive and other departments, agencies, and instrumentalities of the United States.

By acceptance hereof, Seller certifies compliance with the Fair Labor Standards Act of 1938 (as amended) in the performance of this order and that any equipment or machinery sold hereunder complies with the requirements of the Occupational Safety and Health Act (as amended).

Delivery Schedule

Time is of the essence of this contract, and if delivery of acceptable items or rendering of services is not completed by the time promised, the Buyer reserves the right without liability, in addition to its' other rights and remedies to terminate this contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered, and to purchase substitute items for services elsewhere and charge the Seller with any loss incurred. Any provisions herein for the delivery of articles or the rendering of services by installments shall not be construed as making the obligations of the Seller severable. ~~7.2~~

Delivery Terms

Shipments sent C.O.D. without Buyers' written consent will not be accepted and will at Sellers' risk and expense, be returned to Seller. Excess unauthorized shipments are subject to rejection and return at Sellers' expense. Unless specifically stated to the contrary, on the face of this order, Seller shall pay all freight charges to the ship to address of the Buyer. In all events, title to the goods purchased, or additions or modifications to goods, shall pass to the Buyer upon receipt and inspection by the Buyer.

Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of ~~his~~ their race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained and viewed at the City Clerk's Office, City Hall. Galesburg, Illinois.

Governing Law

This purchase order and/or contract shall be governed by and construed according to the laws of the State of Illinois.

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

Immigration Reform and Control Act of 1986

The Seller hereby agrees to comply with all relevant provisions of the Immigration Reform and Control Act of 1986, with particular reference to the 1-9 requirements.

Inspection

Materials or equipment purchased hereunder are subject to inspection and approval at the Buyer's destination. Buyer reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings and data of Seller's warranty (expressed or implied). Buyer may charge sell for the cost of inspecting merchandise rejected. Items not accepted will be returned to Seller at Seller's expense. Payment for any article hereunder shall not be deemed in acceptance thereof.

Invoices - Order Numbers

Invoices in duplicate with prices set out and giving the correct purchase order, together with the original bill of lading or express receipt must be sent at the time of each shipment, otherwise payment of Seller's account may be delayed. The purchase order number shall appear on all invoices, boxes, packages, shipping documents and correspondence, and the list of contents shall be enclosed in each box or package.

Late Bids

Any bid or proposal received after the stated time in the Instructions to Bidders shall be rejected and will be returned unopened.

Mistakes in Bids

Prior to bid opening, a bidder may correct a mistake or withdraw the bid. After bids are opened, but before award, a mistake may be corrected only if it is minor and the intent of the bid is obvious; that is only if the bid is in substantial compliance and the correction does not improve the bidder's competitive position. Where a mistake or omission is not evident on the face of the bid and the bidder points out an error with clear and objective evidence prior to award, it is in order to allow the bid to be withdrawn but not corrected. Where bid security applies, permitting withdrawal would normally be without forfeiture of the security. Public policy does not seek public gain for mistakes by bidders. To help prevent unnecessary problems, when the Purchasing Agent sees an apparent error in a bid. he shall bring it to the attention of the bidder and resolve the matter before further consideration of the bid for award. After award, any mistake in a bid which comes to light will not relieve the Contractor from performance in accordance with the contract award.

Non-Appropriation of Funds

A contract or order shall be terminated in any year in which the City Council fails to appropriate or otherwise make available funds necessary to make payments under the terms and conditions of the respective contract documents.

Notice to Surety

In the event of any contract termination, the Buyer shall immediately serve notice thereof upon the Surety and the Contractor and the Surety shall have the right to take over and perform the contract,

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

provided however that if the Surety does not commence performance thereof within thirty days from the date of the mailing to such Surety notice of termination, the Buyer may take over the work and prosecute the same to completion by contract for the amount and at the expense of the Contractor, and the Contractor and ~~his~~ their surety shall be liable to the Buyer for any excess cost occasioned by the Buyer thereby. be directed by the City. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other Contractor as scheduled. If, through acts or neglect on the part of the Contractor, any other Contractor or any subcontractor shall suffer loss or damage on the work, the Contractor shall settle with such other Contractor or subcontractor by agreement or arbitration, if such other Contractor or subcontractor will so settle. If such other Contractor or subcontractor shall assert any claim against the City on account of any damage alleged to have been so sustained, the City will notify this Contractor, who shall defend at ~~his~~ their own expense any suit based upon such claim, and if any judgment or claims against the City shall be allowed, the Contractor shall pay or satisfy such judgment or claim and pay all costs and expenses in connection therewith.

Patents

Seller undertakes and agrees to defend at Seller's own expense, all suits, actions, or proceedings against Buyer in which Buyer, and of Seller's distributors or dealers, or the users of any Seller's products are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder (except infringement necessarily resulting from adherence to specifications or drawings, other than those of Seller's design or selection originally submitted to Seller by Buyer). And further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action, or proceedings against Buyer therein.

Permits and Licenses

The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work. Further, prevailing wages shall be paid if applicable and certified payrolls shall be collected and submitted to the City.

Price

Buyer shall not be billed at prices higher than stated on this purchase order unless authorized by a purchase order change notice issued and signed by the Buyer. Seller agrees that prices comply with all applicable government regulations in effect at the time of the quotation, sale or delivery. Seller further agrees that any price reduction made in merchandise covered by this order subsequent to the placement of this order will be applicable to this order. No charge shall be made against the Buyer for boxing and crating unless otherwise agreed in writing.

Property Furnished to the Seller by Buyer

All property furnished to the Seller by the Buyer, or specifically paid for by the Buyer, for use in the performance of this contract, shall be and remain the property of the Buyer, shall be subject to removal upon the Buyer's instructions, shall be used only in filling orders from the Buyer, shall be held at the Seller's risk, shall be kept insured by the Seller at the Seller's expense while in its' custody or control in an amount equal to the replacement cost thereof, with, loss payable to the Buyer, and upon recall by Buyer shall be packaged at Seller's expense for shipment to Buyer in accordance with Buyer's

Updated ~~11/16/2020~~ 12/12/2022
Policies

City of Galesburg Purchasing

instructions. Copies of policies or certificates of such insurance will be furnished to the Buyer upon demand. It is agreed that any and all specifications, drawings or data furnished by Buyer shall, (1) Remain the Buyer's sole and exclusive property, (2) Be considered and treated by Seller as Buyer's confidential information, and not be copied, reproduced or duplicated in any manner, or disclose to any other person or party, except as is necessary in the performance of this order contract: (3) Be returned upon request. Further, it is agreed that specific order information and details shall not be published or disclosed to any third party without the Buyer's written permission.

Public Act (P.A.) 102-03265

The City shall comply with Public Act (P.A.) 102-03265 by incorporating the collection and reporting of specific vendor and subcontractor demographic information. The report shall track purchases and disclose any certifications vendors or subcontractors may hold such as minority owned, women owned, veteran owned, and/or certified as a small business under SBA standards. The data collected shall be published electronically each year.

Sales Tax Exemption

The City has an active sales tax exemption certificate number assigned by the Illinois Department of Revenue which indicates that the City does not pay the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, or the Use Tax.

Telephone Bids

The Buyer shall not accept telephone bids.

Termination for Breach

In the event that any of the provisions of the contract are violated by the Seller, the Buyer may serve a written notice upon the Seller of the intention to terminate such contract, such notice to contain the reasons for such termination intention: and unless within ten days after serving of such notice upon the Seller such violation shall cease and satisfactory arrangements for corrections be made, the contract shall, upon expiration of said ten days, cease and terminate.

Termination for Convenience

The City reserves the right to terminate this contract at any time for any reason by giving written notice to the Contractor of such termination and specifying the effective date of the termination which may be immediate. In the event of termination, all finished and unfinished documents and other materials shall at the option of the City become its' property. If this contract is terminated as provided herein, the Contractor will be compensated for services actually performed in accordance with the payment sections of the contract. The Contractor shall promptly submit ~~his~~ their termination claim to the Buyer and the parties shall negotiate a termination settlement to be paid to the Contractor. Notwithstanding the above, the Contractor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach or termination for convenience of this contract by the Contractor and the City may withhold any payments to the Contractor until such time as the amount of such damages due the City from the Contractor shall be determined.

Termination for Cause

If the Contractor shall fail to fulfill in a timely and proper manner its' obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Buyer shall thereupon have the right immediately to terminate this contract by giving written notice thereof to the Contractor. In the event of such termination all finished and unfinished drawings, specifications, estimates and data prepared by the Contractor shall at the option of the City become the property of the City; and if such option is exercised, the Contractor shall be entitled to receive just an equitable compensation in accordance with the terms for compensation for any satisfactory work completed prior to the termination date and accepted by the Buyer. If a contract is terminated, the Buyer in addition to any other rights provided, may require the Contractor to transfer title and deliver to the Buyer in the manner and to the extent directed by the Buyer completed work, partially complete supplies, materials, parts, plans, drawings, information and contract rights. The Contractor shall upon direction of the Buyer, protect and preserve property in the possession of the Seller in which the Buyer may assert an interest. Payment for all such materials delivered to and accepted by the Buyer and for the protection and preservation of property, shall be in an amount agreed upon by the Seller and the Buyer. The Buyer may withhold from amounts otherwise due the Seller for such completed work or materials such sums as the Buyer determines to be necessary to protect the Buyer against loss because of outstanding liens or claims of former lien holders. If, after notice of termination of a contract, it is determined for any reason that the Contractor was not in default, or that the default was excusable under any provisions of this contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience. The rights and remedies of the Buyer provided in this section shall not be exclusive or in addition to any other rights and remedies provided by law or under this contract.

Title and Risk of Loss

Any risk of loss or damage prior to acceptance thereof or thereafter while in the possession of the Contractor or under ~~his-their~~ control is assumed and shall be borne by the Contractor, and any such loss or damage shall be made good by the Contractor at ~~his-their~~ own cost and the performance of the contract shall be carried forward by him in accordance with this contract without additional cost to the Buyer by reason of such loss or damage. Notwithstanding the foregoing, any such loss or damage prior to acceptance thereof shall not be borne by the Contractor if such loss or damage was caused solely through the negligent act or omission of the Buyer or their employees.

Transit Purchases for Galesburg Transit

Any transit items purchased by the City of Galesburg which cost \$10,000 or more ~~will be~~ will require IDOT concurrence for pre-bid and pre-award authority.

Any third-party contracts related to transit goods or services will be required to have a maximum term limit of five years or less.

Purchases in Which Federal Transit Authority (FTA) Funds are Utilized

- Include evaluation of lease versus purchase options in procurement history, if applicable.
- Acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.

Updated ~~11/16/2020~~12/12/2022
Policies

City of Galesburg Purchasing

- Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.
- The Comptroller General, or any of their representatives, shall have access to and the right to examine and inspect all records, documents, and papers relating to these type purchases.

Warranty

Seller warrants to Buyer that all goods and services furnished hereunder will conform in all respects to the terms of this order including any drawings, specifications, or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purpose for which they were purchased, fabricated, manufactured and designed and for such other purposes as are expressly specified in this order. The foregoing warranties shall survive any inspection by, delivery to, acceptance of and payment by Buyer and shall run to Buyer, its' successors and assigns of said goods and services and shall not be deemed to be exclusive.

Withdrawal of Bid

No bid may be withdrawn after the time of the bid opening. Any withdrawal requested before this time shall be acceptable only when such request is made in writing to the Purchasing Agent and actually received prior to the time of the bid opening.

Reviewed/updated by Purchasing ~~10/19/20~~12/12/2022 TDM



CITY CLERK'S OFFICE

Operating Under Council – Manager Government Since 1957

TO: City Council

FROM: Mayor Peter Schwartzman

DATE: January 3, 2023

SUBJECT: Commission Appointment

COMMISSION

TERM EXPIRES

Youth Commission

Mia Haneghan

December 2023

Appointed from a youth representative to an adult community representative.

Accounts Payable

Transactions by Account

User: shelms
 Printed: 12/27/2022 - 3:23PM
 Batch: 00027.01.2023



Account Number	Vendor	Description	Date	Amount	PO No
001-0000-10701-00	iWorQ Systems	2023 Community Development Pkg (306-55800)	01/01/2023	14,500.00	0000092316
001-0000-10701-00	iWorQ Systems	2023 Permit Management for Public Works (410-55800)	01/01/2023	1,500.00	0000092316
001-0000-10701-00	Leads Online	01/01/24 - 02/14/24 LeadsOnline System Service Package	01/01/2023	423.61	
001-0000-10701-00	iWorQ Systems	2023 License Management for City Clerk (115-55800)	01/01/2023	1,500.00	0000092316
001-0000-10801-00	Advance Auto Parts	Oil Filter's	12/27/2022	19.75	
001-0000-10801-00	Advance Auto Parts	Wiper Blades	12/27/2022	64.93	
001-0000-10801-00	Advance Auto Parts	Wiper Blades	12/27/2022	66.95	
001-0000-10801-00	Interstate Battery Systems of Central	Batteries	12/27/2022	398.85	
001-0000-10801-00	Map Automotive of Peoria	Batteries	12/27/2022	327.99	
001-0000-10801-00	Interstate Battery Systems of Central	Batteries	12/27/2022	265.90	
Subtotal for Divison: 0000				19,067.98	
001-0115-61000-00	Office Specialists, Inc.	Pen's	12/27/2022	30.30	
Subtotal for Divison: 0115				30.30	
001-0120-51000-00	Royal Cleaning Services	11/22 Services	12/27/2022	2,186.00	
001-0120-51500-00	WCMA	Job Ad posting - Assistant City Manager/Public Works Director	12/27/2022	50.00	
001-0120-51500-00	Iowa League of Cities	Advertisin- Assistant City Manager/PublicWorks Director	12/27/2022	140.00	
001-0120-51500-00	Missouri Municipal League	Job Posting JOBAD	12/27/2022	50.00	
001-0120-51500-00	ILCMA - IL. City Mgmt. Assoc.	Job Ad Posting - Assistant City Manager/Public Works Director	12/27/2022	50.00	
Subtotal for Divison: 0120				2,476.00	
001-0145-51010-00	Statham & Long, LLC	1/22 11/22 Adjudication	12/27/2022	472.50	
Subtotal for Divison: 0145				472.50	
001-0160-51000-00	Credit Collection Partners	11/22 Service	12/27/2022	31.25	
001-0160-51500-00	Gatehouse Media	Notice to Bidders - Account #857927	12/27/2022	132.66	
001-0160-51500-00	Gatehouse Media	2023 Budget - Account # 857927	12/27/2022	144.76	
001-0160-59523-00	Galesburg Downtown Council	2021 Property Tax Levy - Add'l Maintenance	12/27/2022	27,767.66	

Account Number	Vendor	Description	Date	Amount	PO No
001-0160-59523-00	Galesburg Downtown Council	2021 Property Tax Levy - Interest Maintenance	12/27/2022	31.08	
001-0160-59523-00	Galesburg Downtown Council	2021 Property Tax Levy - Interest Add'l Maintenance	12/27/2022	46.63	
001-0160-59523-00	Galesburg Downtown Council	2021 Property Tax Levy -Maintnenace	12/27/2022	18,511.77	
Subtotal for Divison: 0160				46,665.81	
001-0205-51000-00	US Sterling Capital Corp., Inc.	Cornerstrone Bank	12/27/2022	241.32	
001-0205-51000-00	Great Eastern Mgmt., Inc.	American Eagle Bank	12/27/2022	240.00	
001-0205-51000-00	US Sterling Capital Corp., Inc.	Partners Bank	12/27/2022	241.32	
001-0205-54500-00	Bobbi Chockley	Mileage - IGFOA Holiday Luncheon - Moline Il B.Chockle	12/27/2022	62.50	
001-0205-61800-00	Office Specialists, Inc.	Office Chair	12/27/2022	400.74	
Subtotal for Divison: 0205				1,185.88	
001-0207-55800-00	Granicus	Annual Granicus renewal (1-1-2023 to 12-31-2023)	01/01/2023	22,134.72	0000092310
Subtotal for Divison: 0207				22,134.72	
001-0305-61000-00	Office Specialists, Inc.	Tape Dispenser, Spoons, Forks, Plates,Kinives	12/27/2022	120.64	
Subtotal for Divison: 0305				120.64	
001-0306-51500-00	Gatehouse Media	Notice to Bidders - Account #857927	12/27/2022	155.36	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - 773 E Fifth	12/27/2022	100.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup -1281 Moshier	12/27/2022	35.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - 1122 N Cedar	12/27/2022	42.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 343 E Second	12/27/2022	30.00	
001-0306-55400-00	Kendall Zimmerman	Pick up Tarp of Leaves	12/27/2022	30.00	
001-0306-55400-00	Kendall Zimmerman	Pickup -Disposal Couch - 1815 Washington	12/27/2022	48.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 276 N Pearl	12/27/2022	30.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - Remove Weed/Trees - 189 N Henderson ST	12/27/2022	625.00	
001-0306-55400-00	Kendall Zimmerman	Pick up Couch - 815 S Cedar	12/27/2022	48.00	
001-0306-55400-00	Kendall Zimmerman	Remove Large Logs - 459 N Cedar	12/27/2022	85.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup -325 S Chambers	12/27/2022	217.00	
001-0306-55400-00	Kendall Zimmerman	Pickup Broken Bed Frame - 525 Mathews	12/27/2022	48.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - 1911 E Main St	12/27/2022	48.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - 1911 E Main	12/27/2022	261.00	
001-0306-55400-00	Kendall Zimmerman	Remove - Dispose - Box Spring, Carpet Roll ,Table - 532 W Losey	12/27/2022	63.00	
001-0306-55400-00	Kendall Zimmerman	Remove Dispose TV and Trash -392 N Broad	12/27/2022	58.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup -133 Blaine	12/27/2022	376.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup - 500 Irwin St	12/27/2022	286.00	
001-0306-55400-00	Kendall Zimmerman	Trash/Debri Pickup -764 N Farnham	12/27/2022	267.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0306-55400-00	Kendall Zimmerman	Remove Dispose - TV and Trash - 1911 E Main	12/27/2022	58.00	
001-0306-55400-00	Kendall Zimmerman	Broken Boards Pickup- 645 Ohio	12/27/2022	30.00	
Subtotal for Divison: 0306				2,940.36	
001-0410-51000-00	Klingner & Associates, P.C. - Architectural	Bridge Inspection Project	12/27/2022	338.00	
001-0410-55000-00	APWA	2023 Paver V7 Maintenance Fee	01/01/2023	550.00	
001-0410-55000-00	IPWMAN - IL. Public Works Mutual	2023 Membership II IPWMAN	01/01/2023	250.00	
001-0410-55800-00	City Blue Technologies, Llc	11/22 Services	12/27/2022	262.50	
001-0410-61000-00	Office Specialists, Inc.	Tape Dispenser, Spoons, Forks, Plates,Kinives	12/27/2022	38.75	
001-0410-61000-00	Office Specialists, Inc.	White Board Clearner, Pen's Binder Clips, Stick-It Notes , Paper	12/27/2022	55.83	
Subtotal for Divison: 0410				1,495.08	
001-0445-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	10.62	
001-0445-55500-00	Nichols Diesel Service, Inc.	Core Charge	12/27/2022	35.00	
001-0445-55700-00	Galesburg Electric, Inc.	Fuse	12/27/2022	4.55	
001-0445-55700-00	Galesburg Electric, Inc.	Stlas Wall Intrm P/C	12/27/2022	664.29	
001-0445-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	67.84	
001-0445-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	67.84	
001-0445-62500-00	Koenig Body & Equipment, Inc.	LiftGate #600	12/27/2022	2,662.00	
001-0445-62500-00	Napa Auto Parts	Shocks #168	12/27/2022	67.98	
001-0445-62500-00	Napa Auto Parts	Fuel Filter - #163	12/27/2022	37.29	
001-0445-62500-00	Mutual Wheel Co., Inc.	Cover #163	12/27/2022	10.18	
001-0445-62500-00	Advance Auto Parts	Tensioner #600	12/27/2022	43.33	
001-0445-62500-00	Advance Auto Parts	Brake Pad Kit - #153	12/27/2022	95.53	
001-0445-62500-00	Advance Auto Parts	Air Filter #168	12/27/2022	18.90	
001-0445-62500-00	Ford of Galesburg	Scuff Plate #183	12/27/2022	74.25	
001-0445-62500-00	Ford of Galesburg	Scuff Plate #167	12/27/2022	74.25	
001-0445-62500-00	Ford of Galesburg	Scuff Plate #152	12/27/2022	74.25	
001-0445-62500-00	Ford of Galesburg	Mirror #600	12/27/2022	192.50	
001-0445-62500-00	Ford of Galesburg	Lockout's #153	12/27/2022	257.50	
001-0445-63000-00	Napa Auto Parts	Brake Hone Stones	12/27/2022	6.78	
001-0445-63000-00	Fastenal Company	Cable Ties	12/27/2022	50.93	
Subtotal for Divison: 0445				4,515.81	
001-0450-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	90.30	
001-0450-55500-00	Galesburg Welding, Inc	Repair Trailer	12/27/2022	131.77	
001-0450-55500-00	Pomp's Tire - Galesburg	Tires #122	12/27/2022	796.18	
001-0450-55700-00	Four Seasons Pest Control	11/22 Service	12/27/2022	20.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0450-55700-00	Glass Specialty Inc	Fix of Broken Mirror	12/27/2022	64.51	
001-0450-62500-00	Nichols Diesel Service, Inc.	Filter #130	12/27/2022	36.98	
001-0450-62500-00	Advance Auto Parts	Light Socket #117	12/27/2022	9.01	
001-0450-62500-00	Nichols Diesel Service, Inc.	Cushion #107	12/27/2022	475.96	
001-0450-65500-00	Michael Todd & Co., Inc.	Snow Plow Wax, Wash Down Nozzles	12/27/2022	784.42	
001-0450-65500-00	Napa Auto Parts	Grease Cart	12/27/2022	54.90	
001-0450-65500-00	PatchBox LLC	Insulation Kit	12/27/2022	169.90	
001-0450-66500-00	Galesburg Electric, Inc.	Hackzall	12/27/2022	169.06	
001-0450-66500-00	Galesburg Electric, Inc.	Impact Tool	12/27/2022	278.73	
001-0450-67500-00	Grainger, Inc.	Misc Supplies	12/27/2022	246.06	
001-0450-67500-00	Grainger, Inc.	Safety Glasses	12/27/2022	80.16	
001-0450-67500-00	Grainger, Inc.	Chock-Absorbing Lanyard, Full Body Harness	12/27/2022	295.89	
Subtotal for Divison: 0450				3,703.83	
001-0505-51000-00	Stephen L Woody	Polygraph Testing	12/27/2022	1,050.00	
001-0505-51000-00	Campion, Barrow & Assoc.	Law Enforcement Testing - Jorge Perez William Smith Noah Harlan	12/27/2022	1,365.00	
001-0505-51500-00	Gatehouse Media	Police Applications - Account # 867518	12/27/2022	349.20	
001-0505-54500-00	Kelli Bennewitz	Mileage - Central II Municipals Clerks Meeting - Normal II K.Ben	12/27/2022	102.50	
Subtotal for Divison: 0505				2,866.70	
001-0510-54500-00	Mark McLaughlin	Meals - Supervisor Training - O'Fallon II - M.McLaughlin	12/27/2022	175.00	
001-0510-54500-00	Anthony Oligney-Estill	Meals,Fuel - Seatbelt Training Class - Evergreen II T.Oligney-Es	12/27/2022	80.25	
001-0510-54500-00	Kyle A Winbigler	Meals-Fuel -Mileage - Supervisor Training - O'Fallon IL -K.Winbi	12/27/2022	235.93	
001-0510-54500-00	Kyle A Winbigler	Fuel - Supervisor Training - O'Fallon II - K Winbigler	12/27/2022	124.01	
001-0510-54500-00	Christopher Hootman	Meals - Supervisor Training - O'Fallon II - C Hootman	12/27/2022	175.00	
001-0510-54500-00	Caitlin Pullen	Mileage - Basic Law Enforcement Training - Decatur II - C.Pullen	12/27/2022	140.00	
001-0510-54500-00	PRI Management Group	National Incident-Based Reporting System (NIBRS) training- Gales	12/27/2022	937.50	0000092284
001-0510-55000-00	Galesburg Lions Club	2023 - Lions Club Dues -D.Hostens	01/01/2023	125.00	
001-0510-55700-00	Four Seasons Pest Control	12/22 Service	12/27/2022	20.00	
001-0510-55800-00	Leads Online	02/15/23 - 12/31/23 LeadsOnline System Service Package	01/01/2023	2,965.39	
001-0510-61000-00	Office Specialists, Inc.	Calendars	12/27/2022	11.91	
001-0510-62500-00	Ford of Galesburg	Molding #30	12/27/2022	60.10	
001-0510-62500-00	Napa Auto Parts	Brake Pad's #404	12/27/2022	76.10	
001-0510-67500-00	Ray O'Herron Co., Inc.	Misc Gear	12/27/2022	1,786.90	
001-0510-67500-00	Ray O'Herron Co., Inc.	Sweater - B.Carr	12/27/2022	114.93	
001-0510-67500-00	Ray O'Herron Co., Inc.	Belt - C.Perez	12/27/2022	45.74	
001-0510-67500-00	Ray O'Herron Co., Inc.	Misc Gear - K.Winbigler	12/27/2022	323.06	

Account Number	Vendor	Description	Date	Amount	PO No
001-0510-67500-00	Ray O'Herron Co., Inc.	Hood's C.Woodbury	12/27/2022	40.32	
001-0510-67500-00	Ray O'Herron Co., Inc.	LED Traffic Wand - R.Idle	12/27/2022	16.61	
001-0510-67500-00	Ray O'Herron Co., Inc.	Sweaters Carr-Hayes	12/27/2022	107.99	
001-0510-67500-00	Ray O'Herron Co., Inc.	Misc Gear	12/27/2022	19.78	
001-0510-68000-00	James Kubis	Meals -Donuts - Lunch - Shop With a Cop Volunteers	12/27/2022	110.51	
Subtotal for Divison: 0510				7,692.03	
001-0525-54700-00	Royce Kunkle	11/22 - Mileage reimbursmement	12/27/2022	113.75	
Subtotal for Divison: 0525				113.75	
001-0550-54500-00	PRI Management Group	National Incident-Based Reporting System (NIBRS) training- Gales	12/27/2022	2,812.50	0000092284
001-0550-61000-00	Stamp Man Specialties	Cancel/Quash- Warrant Stamps	12/27/2022	93.65	
001-0550-61000-00	Office Specialists, Inc.	Letter Box, Calendar ,Finger Gripper	12/27/2022	140.03	
001-0550-61000-00	Office Specialists, Inc.	Ginter Gripper Calendar	12/27/2022	23.97	
001-0550-61000-00	Office Specialists, Inc.	File Labels Storage Box , Paper, Calendars	12/27/2022	111.71	
001-0550-67500-00	Midwest Uniform Supply, Inc	Shirts - K.Rogers	12/27/2022	101.52	
001-0550-85500-00	Knox County Sheriff's Department	12/22 - Share of Ambulance Service	12/27/2022	674.82	
Subtotal for Divison: 0550				3,958.20	
001-0605-51000-00	SiteMed Fire	Chest X-rays, PSA Screening, Hemoglobin A1C	12/27/2022	2,575.00	0000092187
001-0605-51000-00	SiteMed Fire	Firefighter's Annual Physical Exams	12/27/2022	16,590.00	0000092187
001-0605-51500-00	Gatehouse Media	Notice to Bidders - Account #857927	12/27/2022	132.66	
001-0605-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	69.06	
001-0605-55700-00	Four Seasons Pest Control	12/22 Service	12/27/2022	20.00	
001-0605-55800-00	IBM Corporation	2023 IBM Cloud Service Agreement	01/01/2023	875.16	
001-0605-61000-00	Office Specialists, Inc.	Labels	12/27/2022	19.72	
001-0605-61700-00	Southern Computer Warehouse	Rackmount	12/27/2022	697.62	
001-0605-62500-00	Napa Auto Parts	Brake Hone's #54	12/27/2022	33.90	
001-0605-62500-00	Advance Auto Parts	Dome Lamp #54	12/27/2022	67.50	
001-0605-62500-00	Advance Auto Parts	Headlamp - #54	12/27/2022	9.79	
001-0605-62500-00	Mutual Wheel Co., Inc.	Bushing Kit #54	12/27/2022	125.85	
001-0605-65000-00	Office Specialists, Inc.	Glass Cleaner, Oil Absorbant	12/27/2022	100.88	
001-0605-65500-00	SCBAS, Inc.	Filters	12/27/2022	200.49	
001-0605-65500-00	Alexis Fire Equipment Co., Inc.	Butterfly Valve Electric Valve Controller Engine #52	12/27/2022	4,000.00	
001-0605-65500-00	Alexis Fire Equipment Co., Inc.	Discharge Gauge, Pump Boss Governor	12/27/2022	2,652.75	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirt - N.Walters	12/27/2022	19.50	
001-0605-67500-00	Ray O'Herron Co., Inc.	Brass For New Hires	12/27/2022	35.80	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts, Hat, D.Rogers	12/27/2022	75.99	

Account Number	Vendor	Description	Date	Amount	PO No
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts D.Brackett	12/27/2022	59.99	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts D.Brackett	12/27/2022	119.99	
Subtotal for Divison: 0605				28,481.65	
Subtotal for Fund 001				147,921.24	
011-0000-66000-00	Galesburg Builders Supply, Inc.	Washed Gravel	12/27/2022	366.34	
011-0000-66000-00	Tickle Asphalt Co., Ltd.	High performance patching mix for 2022	12/27/2022	1,140.00	0000092087
Subtotal for Divison: 0000				1,506.34	
Subtotal for Fund 011				1,506.34	
013-0000-55500-00	Mutual Wheel Co., Inc.	Repairs to fixed route bus 405 (Major suspension repairs)	12/27/2022	5,707.24	0000092317
013-0000-55500-00	Cozadd Diesel Service, Inc	Transported Bus from Bus Garage to Milan II	11/30/2022	650.00	
013-0000-83100-00	Bruner, Cooper and Zuck, Inc.	Preparation of Bid Documents and Construction Engineering for Ph	12/27/2022	210.05	0000092007
Subtotal for Divison: 0000				6,567.29	
Subtotal for Fund 013				6,567.29	
014-0000-51000-00	Geotechnics	Material testing for 2022	12/27/2022	1,211.00	0000092196
014-0000-51000-00	Geotechnics	Material testing for 2022	12/27/2022	1,316.00	0000092196
014-0000-64500-00	Galesburg Electric, Inc.	Electrical Tape, Wing Nuts, Tight Seal	12/27/2022	62.49	
014-0000-64500-00	Galesburg Electric, Inc.	Brady Label Cartridges	12/27/2022	96.89	
014-0000-64500-00	Galesburg Electric, Inc.	Duplex Recept	12/27/2022	4.87	
014-0000-64500-00	Galesburg Electric, Inc.	Step Ladder, Recycle Lights	12/27/2022	442.52	
014-0000-64500-00	Galesburg Electric, Inc.	NSI Connectors for Main St	12/27/2022	60.48	
014-0000-64500-00	Galesburg Electric, Inc.	Refund Invoice # 299241	12/27/2022	-47.20	
014-0000-64500-00	Galesburg Electric, Inc.	Credit Inv 589671	12/27/2022	-5.53	
014-0000-64500-00	Galesburg Electric, Inc.	Disconnect for Street Light CSD/Seminary	12/27/2022	279.06	
014-0000-64500-00	Grainger, Inc.	Misc Supplies	12/27/2022	123.96	
014-0000-64500-00	Galesburg Electric, Inc.	PVC CPLG	12/27/2022	1.56	
014-0000-64500-00	Galesburg Electric, Inc.	Supplies for Damage by I63	12/27/2022	245.67	
014-0000-64500-00	Grainger, Inc.	Elockout Kit	12/27/2022	291.56	
014-0000-64500-00	Integrity Sales, Inc	LED Safety Lights	12/27/2022	218.00	
014-0000-64500-00	Office Specialists, Inc.	Markers	12/27/2022	51.10	
014-0000-64500-00	Grainger, Inc.	Misc Supplies	12/27/2022	123.96	
014-0000-64500-00	Traffic Safety Warehouse	Barricades, Flashing Lights, Signs	12/27/2022	2,828.50	

Account Number	Vendor	Description	Date	Amount	PO No
014-0000-66500-00	Galesburg Welding, Inc	Build Shop Table and Storage Rack	12/27/2022	2,080.65	
		Subtotal for Divison: 0000		9,385.54	
		Subtotal for Fund 014		9,385.54	
015-0000-69000-00	Ray O'Herron Co., Inc.	Ammo	12/27/2022	3,389.00	
		Subtotal for Divison: 0000		3,389.00	
		Subtotal for Fund 015		3,389.00	
016-0000-67500-00	Ray O'Herron Co., Inc.	Led Traffic Wand, Duty Holder, Battery - R.Idle	12/27/2022	174.88	
		Subtotal for Divison: 0000		174.88	
		Subtotal for Fund 016		174.88	
018-0000-55500-00	Altorfer Inc.	Fix Heater Open Circuit, Instalation Shutoff Valve	12/27/2022	802.61	
		Subtotal for Divison: 0000		802.61	
		Subtotal for Fund 018		802.61	
019-0000-20706-00	Sabrina Salinas	Full Refund Alcohol Security Deposit -Rental 10.29.22	12/27/2022	300.00	
		Subtotal for Divison: 0000		300.00	
019-1905-51000-00	Royal Cleaning Services	11/22 Services	12/27/2022	728.00	
019-1905-51500-00	Gatehouse Media	Notice to Bidders - Account #857927	12/27/2022	244.89	
019-1905-51500-00	Gatehouse Media	Proposals - Concession Supplies - Account #855078	12/27/2022	94.07	
019-1905-59528-00	Galesburg Community Foundation	10/22 Hotel/Motel Taxes	12/27/2022	34,362.33	
019-1905-59537-00	Knox Civic Center Authority	10/22 - 2% Hotel/Motel Taxes	12/27/2022	18,085.41	
		Subtotal for Divison: 1905		53,514.70	
019-1910-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	69.06	
019-1910-55700-00	Four Seasons Pest Control	11/22 Service	12/27/2022	30.00	
019-1910-55700-00	Carpenter Cleaning	Window Cleaning	12/27/2022	480.00	
019-1910-55700-00	Stuard & Associates, Inc	Annual Inspection	12/27/2022	75.00	
019-1910-55700-00	Kone, Inc	Repair Elevator	12/27/2022	441.86	
		Subtotal for Divison: 1910		1,095.92	
019-1911-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	164.68	
019-1911-55700-00	Johnson Controls Fire Protection LP	2023 Test/Inspect Fire Alarm System	01/01/2023	2,663.81	

Account Number	Vendor	Description	Date	Amount	PO No
019-1911-55700-00	Johnson Controls Fire Protection LP	2023 Test/Inspect Fire Alarm System	01/01/2023	2,450.50	
019-1911-55700-00	Howe Overhead Doors, Inc.	Replacement of Brackets - West Sallyport Door	12/27/2022	170.00	
019-1911-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	68.55	
019-1911-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	68.55	
019-1911-66000-00	Galesburg Electric, Inc.	Replacement of LIghts in Sally Port	12/27/2022	200.40	
Subtotal for Divison: 1911				5,786.49	
019-1915-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	132.80	
019-1915-55700-00	Royal Cleaning Services	12/22 Service	12/27/2022	509.00	
019-1915-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	57.46	
019-1915-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	57.46	
019-1915-62500-00	Napa Auto Parts	Ball Joint Kit #503	12/27/2022	152.76	
019-1915-62510-00	Herr Petroleum Corp	278 Gal Diesel - 309.5 Gal Unleaded Ethanol	12/27/2022	1,761.20	0000092270
019-1915-66000-00	Galesburg Electric, Inc.	Misc Supplies	12/27/2022	311.61	
Subtotal for Divison: 1915				2,982.29	
019-1920-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	31.87	
019-1920-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	39.51	
019-1920-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	39.51	
019-1920-62510-00	Herr Petroleum Corp	115 Gal Diesel - 85.3 Gal Ethanol	12/27/2022	676.55	0000092288
019-1920-63500-00	Winfield United Professional	Misc Chemicals	12/27/2022	1,560.45	
019-1920-63500-00	D & K Products	Misc Chemicals	12/27/2022	3,543.87	
019-1920-64125-00	Butch's Pizza Inc.	Misc Concessions	12/27/2022	68.60	
Subtotal for Divison: 1920				5,960.36	
019-1925-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	15.94	
Subtotal for Divison: 1925				15.94	
019-1935-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	26.56	
019-1935-55700-00	J.P. Benbow, Inc.	Pavillion - Fixed Ice Machine	12/27/2022	157.50	
019-1935-55700-00	Johnson Controls Fire Protection LP	2023 Test/Inspect Dry Sprinkler System	01/01/2023	2,521.58	
019-1935-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	237.42	
019-1935-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	237.42	
019-1935-65000-00	Office Specialists, Inc.	Towels	12/27/2022	26.50	
Subtotal for Divison: 1935				3,206.98	
019-1945-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	10.62	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Divison: 1945				10.62	
019-1950-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	10.62	
019-1950-55700-00	Western Specialty Contractors	Repair and Sealing of Waterslide steps at Lakeside Waterpark.	12/27/2022	8,285.00	0000092259
Subtotal for Divison: 1950				8,295.62	
019-1955-55700-00	J.P. Benbow, Inc.	Pool - Fixed Heaters and Boiler	12/27/2022	1,043.38	
019-1955-55700-00	J.P. Benbow, Inc.	Hawhtorn Pool Sensor Gauge Glass Repair	12/27/2022	526.86	
Subtotal for Divison: 1955				1,570.24	
019-1960-55700-00	J.P. Benbow, Inc.	Hawthorne Gym - Furnished and Insallation of shower valves	12/27/2022	1,644.00	
019-1960-55700-00	J.P. Benbow, Inc.	Hawthorne Steam Repairs	12/27/2022	2,188.13	
019-1960-64125-00	Atlantic Coca-Cola	Misc Concessions	12/27/2022	52.20	
019-1960-65000-00	Office Specialists, Inc.	Towels	12/27/2022	26.50	
019-1960-66000-00	J.P. Benbow, Inc.	Gaskets	12/27/2022	426.61	
019-1960-66000-00	Galesburg Electric, Inc.	Breaker	12/27/2022	15.94	
Subtotal for Divison: 1960				4,353.38	
019-1965-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	5.31	
019-1965-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	41.83	
019-1965-57500-00	Aramark Uniform Serv. Inc.	12/22 Services	12/27/2022	41.83	
019-1965-61000-00	Office Specialists, Inc.	Pen's	12/27/2022	9.28	
019-1965-62500-00	Advance Auto Parts	Battery #581	12/27/2022	133.99	
019-1965-65500-00	Scott Equipment, LLC	Mulch KIt	12/27/2022	249.00	
019-1965-66000-00	Galesburg Builders Supply, Inc.	Aggregate	12/27/2022	94.88	
Subtotal for Divison: 1965				576.12	
019-1980-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	10.62	
Subtotal for Divison: 1980				10.62	
Subtotal for Fund 019				87,679.28	
020-0000-55700-00	J.P. Benbow, Inc.	Removed Backflow Preventer	12/27/2022	117.21	
020-0000-66000-00	Galesburg Electric, Inc.	Twist Lock	12/27/2022	34.78	
020-0000-66000-00	Cryotech Deicing Technology	Liquid Runway	12/27/2022	1,777.60	
Subtotal for Divison: 0000				1,929.59	
Subtotal for Fund 020				1,929.59	

Account Number	Vendor	Description	Date	Amount	PO No
023-0000-83100-00	Lambasio, Inc.	Sewer Repairs - 1386 Brown Ave	12/27/2022	3,177.75	
023-0000-83100-00	Lambasio, Inc.	Install Furnace 1417 E Knox	12/27/2022	3,841.80	
023-0000-83100-00	Lambasio, Inc.	Repair House Sewer Line form City Main - 1072 Grand Ave	12/27/2022	4,500.00	
		Subtotal for Divison: 0000		11,519.55	
		Subtotal for Fund 023		11,519.55	
024-0000-88300-00	Breslin's Floor Covering, Inc	01/23 Parking Lot Lease	01/01/2023	587.43	
		Subtotal for Divison: 0000		587.43	
		Subtotal for Fund 024		587.43	
030-0320-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	25.50	
		Subtotal for Divison: 0320		25.50	
030-0370-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	59.49	
030-0370-54500-00	Mary Foutch	Mileage - Pickup Bus - Moline Il - M.Foutch	12/27/2022	55.63	
030-0370-55700-00	Galesburg Termite & Pest Control Inc	12/22 Services	12/27/2022	45.00	
030-0370-57500-00	Cintas, Inc	12/22 Services	12/27/2022	198.65	
030-0370-57500-00	Cintas, Inc	12/22 Services	12/27/2022	135.08	
		Subtotal for Divison: 0370		493.85	
		Subtotal for Fund 030		519.35	
049-0000-51000-00	Klingner & Associates, P.C. - Archit	Demolition, Architectural, Bidding & Construction Observation Se	12/27/2022	2,131.25	0000092279
049-0000-55700-00	Klingner & Associates, P.C. - Archit	120 E Main St Improvements	12/27/2022	118.00	
		Subtotal for Divison: 0000		2,249.25	
		Subtotal for Fund 049		2,249.25	
054-0000-51000-00	Klingner & Associates, P.C. - Archit	Professional services for HVAC replacement in PSB, 150 S Broad S	12/27/2022	374.50	0000092206
054-0000-51000-00	Klingner & Associates, P.C. - Archit	Construction Administration for PSB Locker Room Project	12/27/2022	374.50	0000092212
054-0000-76000-00	Klingner & Associates, P.C. - Archit	Construction Administration for Hawthorne Pool Building	12/27/2022	3,079.50	0000092199
		Subtotal for Divison: 0000		3,828.50	
		Subtotal for Fund 054		3,828.50	
057-0000-20102-00	SpringbrookSoftware LLC	Employee Self Service Module	01/01/2023	1,100.00	0000092292

Account Number	Vendor	Description	Date	Amount	PO No
057-0000-61700-00	SpringbrookSoftware LLC	Employee Self Service Module	01/01/2023	12,100.00	0000092292
		Subtotal for Divison: 0000		13,200.00	
		Subtotal for Fund 057		13,200.00	
061-0000-10701-00	Railroad Management Company III,	01/01/24 - 03/15/24 - License Fees	01/01/2023	187.89	
061-0000-20101-00	BOB ST GEORGE	Refund Check 006583-000, 492 E GROVE ST	12/16/2022	16.68	
061-0000-20101-00	REGINA SALSAMAN	Refund Check 052655-001, 1356 N CHERRY ST	12/16/2022	98.24	
061-0000-20101-00	WHISKEY BARREL LLC	Refund Check 060030-000, 325 E MAIN ST	12/16/2022	101.91	
061-0000-20101-00	DEBORAH WATSON	Refund Check 048186-003, 2425 COSTA DR	12/16/2022	113.98	
061-0000-20101-00	SIERRA PIERCE	Refund Check 042554-002, 619 S CHAMBERS ST	12/16/2022	53.02	
061-0000-20101-00	HOERR CONSTRUCTION INC	Refund Of Water Hydrant Meter Deposit	12/27/2022	324.05	
061-0000-20101-00	GAVIN PHILLIPS	Refund Check 049485-000, 542 N HENDERSON ST	12/16/2022	43.52	
061-0000-20101-00	BRYAN JEHLING	Refund Check 064602-000, 1249 SPRUCE AVE	12/16/2022	80.86	
061-0000-20101-00	SAMANTHA GOBEN	Refund Check 064422-000, 6 LORRAINE DR	12/16/2022	11.15	
061-0000-20101-00	MATTHEW BERNARDI	Refund Check 015289-035, 156 HIGHLAND AVE	12/19/2022	51.29	
061-0000-20101-00	LETITIA CECIL	Refund Check 010023-000, 255 N FARNHAM ST	12/16/2022	45.01	
061-0000-20101-00	WERNER BOTHWELL	Refund Check 024542-001, 1110 HUBER AVE	12/16/2022	42.69	
061-0000-20101-00	JOSHUA ESTERS	Refund Check 054981-007, 1306 N CEDAR ST	12/16/2022	116.35	
061-0000-20101-00	DENNIS CARTER	Refund Check 062888-001, 108 MADISON ST	12/17/2022	101.68	
061-0000-20101-00	MATTHEW BERNARDI	Refund Check 015289-039, 582 YATES ST	12/19/2022	51.43	
061-0000-20101-00	FOLLMER SUHOMSKI INVESTM	Refund Check 062167-004, 1408 N CEDAR ST	12/16/2022	111.68	
061-0000-51000-00	Pace Analytical Services LLC	Floride	12/27/2022	19.55	
061-0000-51000-00	Credit Collection Partners	11/22 Service	12/27/2022	6.25	
061-0000-51010-00	James M Kelly, Attorney	10/22 Services	12/27/2022	264.00	
061-0000-51500-00	Gatehouse Media	Notice to Bidders - Account #857927	12/27/2022	229.00	
061-0000-51500-00	Sebis Direct Inc	11/22 Service	12/27/2022	833.50	
061-0000-52000-00	American Electric Power	11/22 Service	11/30/2022	5,960.42	
061-0000-52300-00	Nicor Gas	11/22 Heat - #14-51-15-5411 6	11/30/2022	8,351.40	
061-0000-52300-00	Nicor Gas	11/22 Heat #20-72-70-1000 9	11/30/2022	113.91	
061-0000-52500-00	Galesburg Sanitary Dist.	11/22 Service	11/30/2022	31.87	
061-0000-55000-00	Robert Hensley	2023 American Water Works Association Dues	01/01/2023	83.00	
061-0000-55500-00	Galesburg Communications, Inc.	Connector	12/27/2022	49.38	
061-0000-55500-00	AMP Companies Inc	Installed Pressure Reducint Transducer	12/27/2022	948.00	
061-0000-55700-00	Waste Management, Inc.	12/22 Service	12/27/2022	18.23	
061-0000-55700-00	Waste Management, Inc.	12/22 Service	12/27/2022	101.99	
061-0000-59500-00	Railroad Management Company III,	03/16/23- 12/31/23 - License Fees	01/01/2023	563.74	

Account Number	Vendor	Description	Date	Amount	PO No
061-0000-61000-00	Office Specialists, Inc.	Keyboard, Pen's Labels	12/27/2022	82.31	
061-0000-66000-00	Galesburg Electric, Inc.	Atlas Wall, Button Fix Mount LED for Outdoor Light	12/27/2022	358.53	
061-0000-66000-00	Core & Main	Curb Box LId	12/27/2022	656.00	
061-0000-66000-00	Core & Main	Curb Box LId	12/27/2022	656.00	
061-0000-66700-00	Core & Main	510M 3WIRE INSIDE SET RADIO	12/27/2022	9,776.00	0000092153
061-0000-68500-00	IDEXX Distribution Inc.	Vessels - Gamma IRRAD Colilert	12/27/2022	1,858.85	
Subtotal for Divison: 0000				32,513.36	
Subtotal for Fund 061				32,513.36	
067-0000-20101-00	BRYAN JEHLING	Refund Check 064602-000, 1249 SPRUCE AVE	12/16/2022	22.65	
067-0000-51500-00	Sebis Direct Inc	11/22 Service	12/27/2022	416.69	
067-0000-59502-00	Waste Management, Inc.	12/22 Refuse Removal	12/27/2022	175,247.14	
Subtotal for Divison: 0000				175,686.48	
Subtotal for Fund 067				175,686.48	
078-0000-51000-00	OSF Occupational Medicine	Durg Screen	12/27/2022	50.00	
078-0000-51000-00	Mid-West Truckers Association, Inc.	Yearly Charge	12/27/2022	85.00	
078-0000-51000-00	OSF Occupational Medicine	Driver Physical	12/27/2022	100.00	
078-0000-51000-00	OSF Occupational Medicine	After Hour Fees	12/27/2022	40.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Testing	12/27/2022	135.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Testing	12/27/2022	170.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Screening	12/27/2022	135.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Screening	12/27/2022	125.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Screening	12/27/2022	125.00	
078-0000-51000-00	OSF Occupational Medicine	Durg Screen	12/27/2022	50.00	
078-0000-51000-00	OSF Occupational Medicine	Drug Testing	12/27/2022	50.00	
078-0000-51000-00	OSF Occupational Medicine	Drug Screen	12/27/2022	50.00	
078-0000-51000-00	OSF Occupational Medicine	Drug Screen ,Alcohol Screen	12/27/2022	85.00	
078-0000-51000-00	OSF Occupational Medicine	Drug Testing	12/27/2022	50.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Screening	12/27/2022	75.00	
078-0000-51000-00	OSF Occupational Medicine	Drug Screen	12/27/2022	50.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Testing	12/27/2022	125.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Screening	12/27/2022	125.00	
078-0000-56535-00	OSF Occupational Medicine	Work Comp - Account #0013539800	12/27/2022	114.52	
078-0000-56535-00	OSF Saint Francis	Workers Comp Account #72646233	12/27/2022	205.98	

Account Number	Vendor	Description	Date	Amount	PO No
078-0000-56535-00	Graham Medical Group Canton	Workers Comp - Account#2172208	12/27/2022	151.26	
078-0000-56535-00	Resource Management Services, Inc	10/22 - 12/22 Consultation & Counseling Services	12/27/2022	540.00	
078-0000-56597-00	Illinois Municipal League Risk Management	Deductible - Churchill Vandalism Loss	12/27/2022	1,192.50	
078-0000-56597-00	Brent Wilson General Construction	Repair,Repaint Celing	12/27/2022	345.00	
078-0000-56597-00	Tri-City Electric Company of Iowa	Repair Doors	12/27/2022	3,722.75	
Subtotal for Divison: 0000				<u>7,897.01</u>	
Subtotal for Fund 078				<u><u>7,897.01</u></u>	
091-0000-20101-00	BRYAN JEHLING	Refund Check 064602-000, 1249 SPRUCE AVE	12/16/2022	7.50	
Subtotal for Divison: 0000				<u>7.50</u>	
Subtotal for Fund 091				<u><u>7.50</u></u>	
Report Total:				<u><u><u>507,364.20</u></u></u>	

Advance Checks and ACH Payments as of 12/27/2022

Check Date	Check #	Vendor Name	Description	Account #	Amount
12/15/2022	0	Farmers & Mechanics Bank	Collateral for Grant Funds	915-0000-51000	150.00
12/15/2022	0	GYANN, LLC	Minority/Woman owned Business Startup Incentive	054-0000-83100	10,000.00
12/15/2022	0	Illinois Department of Revenue	11/22 Sales Tax	019-1920-84000	383.00
12/15/2022	0	Illinois Department of Revenue	11/22 Sales Tax	019-1945-84000	4.00
12/15/2022	0	IMRF	11/22 IMRF Contributions	001-0000-20311	122,173.51
12/15/2022	0	James Hartshorn	Officiate Vball 5 games 12/14	019-1940-51400	125.00
12/15/2022	97481	Knox County Records Office	Release 1 Property Maint Lien	001-0160-51300	63.00
12/15/2022	97479	MARGIE DELACRUZ	Reissue Refund Check 054082-000, 1702 S SEMINARY ST	061-0000-20101	19.75
12/15/2022	0	Mike Hines	Officiate Vball 5 games 12/14	019-1940-51400	125.00
12/15/2022	97480	Ryan Earp	Woodwork repair at Amtrak Depot	019-1915-55700	1,000.00
12/15/2022	0	Stratus Networks, Inc	12/22 Service	001-0000-10407	474.19
12/16/2022	0	Connor Aten	Officiate Bball 11 games 12/10	019-1940-51400	385.00
12/16/2022	0	James Hartshorn	Officiate Vball 5 games 12/7	019-1940-51400	125.00
12/16/2022	0	Max Carr	Officiate Bball 11 games 12/10	019-1940-51400	385.00
12/16/2022	0	Mike Hines	Officiate Vball 5 games 12/7	019-1940-51400	125.00
12/16/2022	0	T TECH	11/22 UB ACH Fees	061-0000-51000	799.69
12/16/2022	0	T TECH	11/22 UB ACH Fees	067-0000-51000	399.85
12/20/2022	0	Bank of Montreal	Amazon - Replacement Cartridges	001-0450-65500	573.94
12/20/2022	0	Bank of Montreal	Walmart - Candy for Treat Street	001-0160-83100	27.20
12/20/2022	0	Bank of Montreal	Amazon - Calendars, Batteries	001-0510-65500	59.72
12/20/2022	0	Bank of Montreal	Walmart - Hoses	061-0000-66000	98.04
12/20/2022	0	Bank of Montreal	Dollar Tree - Little Sprouts supplies for salt dough	019-1940-64000	2.50
12/20/2022	0	Bank of Montreal	Quadient - 01/23 - 02/23 Postage Machine Lease (1905-88300)	001-0000-10701	25.02
12/20/2022	0	Bank of Montreal	LMC Truck - Refund of Calcelled Order Bed Crossmember Set,	001-0445-62500	(982.40)
12/20/2022	0	Bank of Montreal	Walmart - Dec Craft Night Out - Ornaments	019-1940-64000	9.80
12/20/2022	0	Bank of Montreal	Oreilly Auto Parts - Truck Cleaning Supplies	020-0000-65000	17.99
12/20/2022	0	Bank of Montreal	Holt Supply - High Temp Silicone	019-1960-66000	9.69
12/20/2022	0	Bank of Montreal	Amazon - Partial Refund - MIS Label Purchase	001-0207-61700	(63.04)
12/20/2022	0	Bank of Montreal	Verizon Wireless - 10/22 Service	016-0000-20102	1.63
12/20/2022	0	Bank of Montreal	Amazon -Re-Order of MIS Label Purchase	001-0207-61700	83.43
12/20/2022	0	Bank of Montreal	Comcast - 11/22 HD Technology Fee #21-46	021-0000-54000	9.95
12/20/2022	0	Bank of Montreal	Advance Auto Parts - Battery for Mower	019-1915-65500	118.99
12/20/2022	0	Bank of Montreal	Lowes - Door Handle for PSB Auditorium	001-0510-55700	37.48
12/20/2022	0	Bank of Montreal	Lowes - Sledge Hammer	001-0450-66500	29.98
12/20/2022	0	Bank of Montreal	Lowes - Project 350	054-0000-63500	41.12

12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	001-0000-20102	2,436.14
12/20/2022	0 Bank of Montreal	Thompson - Fixed Route Battery	030-0370-62500	297.85
12/20/2022	0 Bank of Montreal	Quadiant - 01/23 - 02/23 Postage Machine Lease (160-88300)	001-0000-10701	375.30
12/20/2022	0 Bank of Montreal	Fastenal - Spring Nuts #52	001-0605-62500	40.00
12/20/2022	0 Bank of Montreal	Day Break - Diesel	061-0000-62500	187.38
12/20/2022	0 Bank of Montreal	Lock and Key Shop - Department Keys	019-1911-66000	22.50
12/20/2022	0 Bank of Montreal	Cracker Barrell - Food Training Lincon Il	001-0605-68000	27.05
12/20/2022	0 Bank of Montreal	Ameren IP - 10/22 Service	001-0000-20102	2,500.00
12/20/2022	0 Bank of Montreal	Joanns - Nov Craft Night Out Supplies for Wreath	019-1940-64000	14.08
12/20/2022	0 Bank of Montreal	Menards - Reflective Markers for Runway Lights	020-0000-64500	47.52
12/20/2022	0 Bank of Montreal	Lowes - LP Tank Refill	021-0000-66000	135.70
12/20/2022	0 Bank of Montreal	Allen Precision Equipment - Magnetic Locator	061-0000-66500	899.95
12/20/2022	0 Bank of Montreal	Comcast - 11/22 Av Room	001-0207-54000	5.99
12/20/2022	0 Bank of Montreal	Galesburg Electirc - Cordless Angle Grinder	019-1915-66500	182.85
12/20/2022	0 Bank of Montreal	Menards - Concrete Blocks	061-0000-66000	256.98
12/20/2022	0 Bank of Montreal	Walmart - Breakfast Office	001-0120-58500	13.44
12/20/2022	0 Bank of Montreal	Lowes - Minor Tools	001-0450-65500	217.65
12/20/2022	0 Bank of Montreal	Sling Online Scheduling - Online Scheduling Software	001-0550-55800	50.50
12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	078-0000-20102	54.83
12/20/2022	0 Bank of Montreal	Amazon - Brady Labels	001-0207-61700	92.00
12/20/2022	0 Bank of Montreal	Il Fire and Police Commission Assoc-Annual Membership 505-55000	001-0000-10701	375.00
12/20/2022	0 Bank of Montreal	ExxonMobil - Fuel for Seminar	019-1920-54500	52.53
12/20/2022	0 Bank of Montreal	Amazon - Craft Night Out Supplies - Papercrafting	019-1940-64000	15.98
12/20/2022	0 Bank of Montreal	West Central FS - Lime for Water Plant	061-0000-66000	212.50
12/20/2022	0 Bank of Montreal	Lowes - Nails for Dirt Barn	019-1965-66000	7.98
12/20/2022	0 Bank of Montreal	Comcast - 11/22 Interent	019-1965-54000	62.95
12/20/2022	0 Bank of Montreal	Lowes - Quick Setting Cement	014-0000-66000	16.28
12/20/2022	0 Bank of Montreal	Verizon Wireless - 10/22 Service	001-0000-20102	936.53
12/20/2022	0 Bank of Montreal	Lock & Key Shop - Keys for Shop	001-0450-66500	15.00
12/20/2022	0 Bank of Montreal	Lowewes HOtel Kansas City - Mayor- National Legue of Cities Conf	001-0105-54500	320.00
12/20/2022	0 Bank of Montreal	Amazon - Pens, Magnifier Bar	001-0205-61000	35.48
12/20/2022	0 Bank of Montreal	Walmart - Hot Dog Buns	019-1920-64125	18.68
12/20/2022	0 Bank of Montreal	Microsoft - Office 365 License - Sherry Williams	030-0370-55800	29.70
12/20/2022	0 Bank of Montreal	IAPD/IPRA Conference - Conference Fee - 019-1905-54500	019-0000-10701	280.00
12/20/2022	0 Bank of Montreal	Breeze Courier - Notice to Bidders Ad ACCT #6243	019-1915-51500	10.00
12/20/2022	0 Bank of Montreal	Menards - Snow Thrower	061-0000-66500	949.99
12/20/2022	0 Bank of Montreal	VMWARE - Workstation software - Orlee	057-0000-61700	199.00

12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	216.35
12/20/2022	0 Bank of Montreal	Amazon - State Drives, External Hard Drives	001-0510-61700	884.91
12/20/2022	0 Bank of Montreal	Walgreens - Youth Commission Candy for Treat Street	001-0160-83100	63.96
12/20/2022	0 Bank of Montreal	Comcast - 11/22 Interent	001-0207-54000	454.85
12/20/2022	0 Bank of Montreal	Amazon - Graphics Card - Crp computer replacement Orlee	057-0000-61700	335.98
12/20/2022	0 Bank of Montreal	Walmart - Nature Center -Storage Totes	019-1940-64000	34.76
12/20/2022	0 Bank of Montreal	Lowe's - Shed Anchors - Lakeside Nature Center	019-1940-66000	21.36
12/20/2022	0 Bank of Montreal	Dollar Tree - Nov Craft Night Out Supplies for Wreath	019-1940-64000	28.75
12/20/2022	0 Bank of Montreal	Menards - Gardening Tools for Trailwork	019-1940-64000	57.96
12/20/2022	0 Bank of Montreal	USA BlueBook - Sumersible Pumps	061-0000-66000	3,630.98
12/20/2022	0 Bank of Montreal	Microsoft - Office 365 License - Sherry Williams	030-0320-55800	29.70
12/20/2022	0 Bank of Montreal	AirGas - Oxygen Acetylene	001-0445-63000	220.14
12/20/2022	0 Bank of Montreal	Hy-Vee - Hot Dog Buns	019-1920-64125	39.40
12/20/2022	0 Bank of Montreal	Walmart - Coffee & Sugar	019-1910-65000	66.35
12/20/2022	0 Bank of Montreal	Menards - Central - Dryer	001-0605-65000	499.00
12/20/2022	0 Bank of Montreal	Amazon - Coffee	001-0510-61000	139.98
12/20/2022	0 Bank of Montreal	Lowe's - Caulk Gun , Fittings	019-1960-66500	26.96
12/20/2022	0 Bank of Montreal	Canva - Subscription Annual Fee	001-0110-55000	119.40
12/20/2022	0 Bank of Montreal	Lowe's - Cleaning Pads	019-1935-65000	14.48
12/20/2022	0 Bank of Montreal	Select Blinds - 2 Window Blinds for Front Counter	001-0205-61800	916.17
12/20/2022	0 Bank of Montreal	SCW - Credit Mistaken Previous Charge last month	001-0207-61700	(28.99)
12/20/2022	0 Bank of Montreal	Amazon - Coffee Mate Creamer	001-0510-61000	41.90
12/20/2022	0 Bank of Montreal	GovConnection - Annual Antivirus Renewal	001-0207-55800	3,660.25
12/20/2022	0 Bank of Montreal	SCW - 27" Display - Sherry Williams	030-0370-61700	125.50
12/20/2022	0 Bank of Montreal	Amazon - Replacement Label Pringer Lables - Jan Lytle	001-0120-61000	35.55
12/20/2022	0 Bank of Montreal	Ameren - 10/22 Service	030-0000-20102	1,066.24
12/20/2022	0 Bank of Montreal	Amazon - Bar Magnifier Refund	001-0000-10407	(13.79)
12/20/2022	0 Bank of Montreal	Lowe's - Pruners	019-1965-66500	90.94
12/20/2022	0 Bank of Montreal	Amazon - Plastic Plates	001-0510-61000	124.45
12/20/2022	0 Bank of Montreal	Schulte Supply - Custom Marking Flags	061-0000-66000	538.00
12/20/2022	0 Bank of Montreal	UPS Store - Shipping for Magnetic Locator	061-0000-53500	21.55
12/20/2022	0 Bank of Montreal	Amazon - Pens, Highlighters	001-0605-61000	27.73
12/20/2022	0 Bank of Montreal	Amazon - Batteries	001-0510-65500	29.99
12/20/2022	0 Bank of Montreal	Alexis Fire Equipment - Flashlights	061-0000-66500	201.32
12/20/2022	0 Bank of Montreal	Ebay - Wheels	030-0320-62500	2,912.24
12/20/2022	0 Bank of Montreal	MATCO - Drill Bit	001-0445-63000	15.00
12/20/2022	0 Bank of Montreal	LR L Gas Mart - FBI Conference Gas Unit #29	016-0000-54500	28.00

12/20/2022	0 Bank of Montreal	SHRM - SHRM Training Jan 120-54500	001-0000-10701	40.00
12/20/2022	0 Bank of Montreal	Verizon Wireless - 10/22 Service	061-0000-20102	28.48
12/20/2022	0 Bank of Montreal	SCW - 24" Display - Ron	030-0370-61700	106.65
12/20/2022	0 Bank of Montreal	Amazon - Foam Cannon Pressure Washer	030-0370-66500	25.98
12/20/2022	0 Bank of Montreal	Amazon - Web Cams	001-0550-61000	71.10
12/20/2022	0 Bank of Montreal	The Carriage House - Cookes for reception for Gerald Smith	001-0110-58500	116.00
12/20/2022	0 Bank of Montreal	SCW - Incorrect Charge - Will refund Next Month	001-0207-61700	270.65
12/20/2022	0 Bank of Montreal	Menards - Reflective Markers for Roadway Edge	019-1965-66000	23.76
12/20/2022	0 Bank of Montreal	Lands End - Sales Tax Refund	001-0000-10407	(9.46)
12/20/2022	0 Bank of Montreal	Menards - Turbp Shear for Dirt Bld	019-1915-66500	71.57
12/20/2022	0 Bank of Montreal	Daves Auto Body - #580 Parks Van Repairs	078-0000-56597	6,341.78
12/20/2022	0 Bank of Montreal	Forensics Source - Blood and Urine Collection Kits	001-0510-66500	349.99
12/20/2022	0 Bank of Montreal	Thompson - Para - Transit Battery	030-0320-62500	498.70
12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	067-0000-20102	31.39
12/20/2022	0 Bank of Montreal	Thompson - Para - Transit Battery	030-0320-62500	555.30
12/20/2022	0 Bank of Montreal	Amtrak-Train Ticket Gary Denhart Jan 23 Conf - 019-1905-54500	019-0000-10701	82.00
12/20/2022	0 Bank of Montreal	Acushnet - Golf Balls	019-1920-64000	157.32
12/20/2022	0 Bank of Montreal	Amtrak-Train Ticket IPRA Conf Jan 23 - 019-1905-54500	019-0000-10701	48.00
12/20/2022	0 Bank of Montreal	Gannett Newspaper - Digital Subscription	001-0305-55000	7.99
12/20/2022	0 Bank of Montreal	The UPS Store - Shipping Cost Supplimentary Well Camera for Rep	061-0000-53000	30.02
12/20/2022	0 Bank of Montreal	Verizon Wireless - 10/22 Service	019-0000-20102	210.54
12/20/2022	0 Bank of Montreal	Scott Equip - Leaf Blower, Weedeater Heads	019-1965-66500	244.07
12/20/2022	0 Bank of Montreal	Menards - Gap Filler, Peanuts for Trap	001-0450-66000	16.43
12/20/2022	0 Bank of Montreal	Lowes - Paint Supplies	019-1935-66000	89.86
12/20/2022	0 Bank of Montreal	American Assoc of Notaries - Notary Renewal	001-0410-55000	86.22
12/20/2022	0 Bank of Montreal	Menards - Misc Household Supplies	001-0605-65000	55.11
12/20/2022	0 Bank of Montreal	Lands End - Staff Shirts	001-0000-10407	48.82
12/20/2022	0 Bank of Montreal	Lowes - Fuses for Air Comprssor	001-0445-55700	63.94
12/20/2022	0 Bank of Montreal	Parts Geek - Still Kit #544	019-1915-62500	238.95
12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	030-0000-20102	100.52
12/20/2022	0 Bank of Montreal	DynDNS.com - 1 month Renewal DYN Standard	001-0207-55800	5.00
12/20/2022	0 Bank of Montreal	Hy-Vee - Hot Dog Buns	019-1920-64125	13.56
12/20/2022	0 Bank of Montreal	Quadient - 12/22 Postage Machine Lease	019-1905-88300	12.51
12/20/2022	0 Bank of Montreal	State Fire Marshall - Hawthorne Gym Boiler Inspect/Cert	078-0000-51000	71.58
12/20/2022	0 Bank of Montreal	LMC Truck - Bed Crossmember Set, Service Charge	001-0445-62500	984.90
12/20/2022	0 Bank of Montreal	Target - Halloween Candy for Lobby	001-0510-83100	106.95
12/20/2022	0 Bank of Montreal	Comcast - 11/22 Services	001-0630-54000	17.00

12/20/2022	0 Bank of Montreal	USPS - Stamps	030-0320-53000	48.00
12/20/2022	0 Bank of Montreal	Tractor Supply - Bolts	019-1960-66000	7.11
12/20/2022	0 Bank of Montreal	Lowes - Wood for Dirt Bld	019-1965-66000	10.98
12/20/2022	0 Bank of Montreal	Menards - Well Corner Guards	019-1935-66000	15.16
12/20/2022	0 Bank of Montreal	USA BlueBook - Lap Supplies	061-0000-68500	28.95
12/20/2022	0 Bank of Montreal	Ameren - 10/22 Service	024-0000-20102	114.53
12/20/2022	0 Bank of Montreal	IPRA - 2023 IL Park & Rec Association Renewal	019-1905-55000	244.00
12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	019-0000-20102	178.95
12/20/2022	0 Bank of Montreal	UPS - RMA - Failed Firewall Idot Connection	001-0207-53000	45.78
12/20/2022	0 Bank of Montreal	Advance Auto - Penetrating Oil	001-0450-65500	55.92
12/20/2022	0 Bank of Montreal	American Assoc of Notaries - Refund of Sales Tax	001-0410-55000	(3.32)
12/20/2022	0 Bank of Montreal	Galesburg GN GR and Ammo	001-0510-69000	35.00
12/20/2022	0 Bank of Montreal	SCW - 27" Display - Sherry Williams	030-0320-61700	125.50
12/20/2022	0 Bank of Montreal	Go Van Gohs - Embroidery for Staff Shirts	001-0205-61000	406.00
12/20/2022	0 Bank of Montreal	Quadient - 12/22 Postage Machine Lease	061-0000-88300	50.04
12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	81.21
12/20/2022	0 Bank of Montreal	Walmart - Nov Craft Night Out Supplies for Wreath	019-1940-64000	21.27
12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	91.19
12/20/2022	0 Bank of Montreal	Pekin Insurance - 12/22 Fire and police Life Insurance	001-0510-47500	105.60
12/20/2022	0 Bank of Montreal	Menards - Christmas Lights Needs	014-0000-66000	33.76
12/20/2022	0 Bank of Montreal	Sling - Online Scheduling	019-1905-55800	123.46
12/20/2022	0 Bank of Montreal	Menards - Light Bulbs	061-0000-66000	14.99
12/20/2022	0 Bank of Montreal	Walmart - Candy for Halloween	001-0510-58500	50.65
12/20/2022	0 Bank of Montreal	S&S Industrial - Brake Cleaner, Oil Pads	001-0445-63000	153.74
12/20/2022	0 Bank of Montreal	IL Association of Park Dist - IAPD/IPRA Confrence	019-1905	280.00
12/20/2022	0 Bank of Montreal	Walmart - Drink Dispenser - Candyland Ball	019-1940-64000	22.46
12/20/2022	0 Bank of Montreal	Cooks & Company - Flowers for New CM Reception	001-0105-58500	41.50
12/20/2022	0 Bank of Montreal	Phillips 66 - Fuel	061-0000-62500	114.70
12/20/2022	0 Bank of Montreal	Menards - Misc Household Supplies	001-0605-65000	17.88
12/20/2022	0 Bank of Montreal	Comcast - 11/22 IDOT Modem	001-0000-10407	111.85
12/20/2022	0 Bank of Montreal	Tekton - Fixed Route Ratchet Tool	030-0370-66500	49.00
12/20/2022	0 Bank of Montreal	Amazon - Rifle Equipment	001-0510-69000	205.40
12/20/2022	0 Bank of Montreal	Bitwarden - Password managment software renewal	001-0207-55800	72.00
12/20/2022	0 Bank of Montreal	State Fire Marshall - Churchill Boilers Inspection/Certs	078-0000-51000	143.15
12/20/2022	0 Bank of Montreal	Moore Tires - Tires	001-0000-10801	2,512.32
12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	63.72
12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	57.54

12/20/2022	0 Bank of Montreal	Amazon - Coin Envelopes, Garden Shears (Seed Collection)	019-1940-64000	46.01
12/20/2022	0 Bank of Montreal	AT&T - FirstNet - 11/22 Service	001-0510-54000	543.60
12/20/2022	0 Bank of Montreal	Hy-Vee Gas - Fuel for Seminar	019-1920-54500	20.00
12/20/2022	0 Bank of Montreal	DynDNS.com - 1 month Renewal Managed DNS Express 5	001-0207-55800	24.00
12/20/2022	0 Bank of Montreal	Blooms by Beck - Flowers Patricia Lee Funeral (H.Lee family)	001-0205-58500	50.00
12/20/2022	0 Bank of Montreal	Menards - Caulk / Bolts	061-0000-66000	35.41
12/20/2022	0 Bank of Montreal	Amazon - Spring Loaded Flip up Rear Sight	001-0510-69000	39.12
12/20/2022	0 Bank of Montreal	Terminal Supply - Screws Grommets	001-0445-63000	127.52
12/20/2022	0 Bank of Montreal	Shell Oil - Fuel for Seminar	019-1920-54500	44.45
12/20/2022	0 Bank of Montreal	Choose Chicago - Michigan Ave Bus Trip - Visitor Guides	019-1940-64000	33.50
12/20/2022	0 Bank of Montreal	Farm King - Grease Gun	001-0445-66500	62.99
12/20/2022	0 Bank of Montreal	R.P. Lumber - Tape Measures	061-0000-66500	45.98
12/20/2022	0 Bank of Montreal	Hy-Vee - 22-01 Misc Kitchen Supplies	021-0000-68000	99.00
12/20/2022	0 Bank of Montreal	Pekin Insurance - 12/22 Fire and police Life Insurance	001-0605-47500	118.80
12/20/2022	0 Bank of Montreal	USPS - Postage	001-0305-53000	93.50
12/20/2022	0 Bank of Montreal	GFOA - Dues - Osborn, Chockley	001-0205-61000	250.00
12/20/2022	0 Bank of Montreal	EMP - Misc Medical Supplies	001-0605-68600	214.90
12/20/2022	0 Bank of Montreal	MATCO - Drill Bit	001-0445-66500	4.25
12/20/2022	0 Bank of Montreal	Lands End - Staff Shirts	001-0000-10407	48.82
12/20/2022	0 Bank of Montreal	11/22 CC Charges - ETSB	001-0000-10407	2,970.14
12/20/2022	0 Bank of Montreal	Amazon - Adding Machine Tape	001-0205-61000	11.69
12/20/2022	0 Bank of Montreal	Menards - Materials to maintain Equipment	001-0450-65500	436.46
12/20/2022	0 Bank of Montreal	Lands End - Tax Refund	001-0000-10407	(11.07)
12/20/2022	0 Bank of Montreal	Ameren - 10/22 Service	019-0000-20102	828.02
12/20/2022	0 Bank of Montreal	Amazon - Volleyballs - G Force Camp	019-1940-64000	104.70
12/20/2022	0 Bank of Montreal	Thompson - Fixed Route Parts	030-0370-62500	2,017.06
12/20/2022	0 Bank of Montreal	State Fire Marshall - City Hall Air Tank Inspection/Cert	078-0000-51000	97.14
12/20/2022	0 Bank of Montreal	Lowes - Central - Extention cords for Christmas Lights	001-0605-65000	27.92
12/20/2022	0 Bank of Montreal	Ameren - 10/22 Service	019-0000-20102	1,307.68
12/20/2022	0 Bank of Montreal	Lowes - Lumber for Dirt Barn	019-1965-66000	49.92
12/20/2022	0 Bank of Montreal	Galls - Hovind Jacket	001-0605-67500	156.98
12/20/2022	0 Bank of Montreal	USA BlueBook - Lap Supplies	061-0000-68500	124.50
12/20/2022	0 Bank of Montreal	Galesburg Lumber - Lumber for Forms	014-0000-66000	96.02
12/20/2022	0 Bank of Montreal	Riverside - Hotel for Seminar Riverside IA	019-1920-54500	268.70
12/20/2022	0 Bank of Montreal	Amazon - Receipt Book	030-0370-61000	14.52
12/20/2022	0 Bank of Montreal	Advance Auto - Materials to Maintain Equipment	001-0450-65500	21.00
12/20/2022	0 Bank of Montreal	Menards - Misc Household Supplies	001-0605-65000	53.52

12/20/2022	0 Bank of Montreal	Quickscores - Subscription	019-1905-55000	70.00
12/20/2022	0 Bank of Montreal	AVTECH software - Annual AVTech - Room Alert Renewal	001-0207-55800	299.95
12/20/2022	0 Bank of Montreal	Vistaprint - Return Labels, Business Cards	001-0605-51500	56.72
12/20/2022	0 Bank of Montreal	Lands End - Staff Shirts	001-0000-10407	18.56
12/20/2022	0 Bank of Montreal	Menards - Windshield Splash, Duct Tape, Paint Marker	019-1915-65500	67.52
12/20/2022	0 Bank of Montreal	Amazon - Replacement LED Lights for Pavilion Windows	019-1935-66000	42.61
12/20/2022	0 Bank of Montreal	SCW - 24" Display - Ron	030-0320-61700	106.65
12/20/2022	0 Bank of Montreal	Blooms by Beck - Sales Tax Issuing refund by check	001-0000-10407	3.63
12/20/2022	0 Bank of Montreal	Amazon - Partial Refund - MIS Label Purchase	001-0207-61700	(28.96)
12/20/2022	0 Bank of Montreal	Menards - Vehicle Supplies for Winter	030-0320-62500	43.88
12/20/2022	0 Bank of Montreal	USA BlueBook - Lap Supplies	061-0000-68500	656.52
12/20/2022	0 Bank of Montreal	S&S Industrial - Washer Fluid	001-0000-10801	145.02
12/20/2022	0 Bank of Montreal	Tractor Supply - Nuts and Washers	019-1960-66000	2.69
12/20/2022	0 Bank of Montreal	Lowewes HOtel Kansas City - Mayor- National Legue of Cities Conf	001-0105-54500	497.98
12/20/2022	0 Bank of Montreal	More Tires - Tires	001-0000-10801	628.08
12/20/2022	0 Bank of Montreal	Walmart - Bluetooth Speaker for Owl Prowl, hot chocolate,pliers	019-1940-64000	47.02
12/20/2022	0 Bank of Montreal	Menards - Screws	001-0450-65500	31.87
12/20/2022	0 Bank of Montreal	Menards - Flashlights	061-0000-66500	47.98
12/20/2022	0 Bank of Montreal	R.P. Lumber - Hole Saw, Tape Measures	061-0000-66500	72.83
12/20/2022	0 Bank of Montreal	Eagle Ridge Resort - FBI Conference Hotel - Eagle Ridge	016-0000-54500	297.48
12/20/2022	0 Bank of Montreal	Menards - Framing Material for Stairs	001-0450-66000	130.75
12/20/2022	0 Bank of Montreal	IPRA- Yearly Association Dues for 2023 -19-1905-54500	019-0000-10701	259.00
12/20/2022	0 Bank of Montreal	IPRA - 2023 IPRA Conf - 019-1905-54500	019-0000-10701	280.00
12/20/2022	0 Bank of Montreal	Office Specialists - 11/22 Service	061-0000-20102	337.18
12/20/2022	0 Bank of Montreal	Comcast - 11/22 Services	001-0510-54000	19.90
12/20/2022	0 Bank of Montreal	Frontier Communications - 11/22 Services	061-0000-54000	276.57
12/20/2022	0 Bank of Montreal	Amazon - Zip Ties	001-0510-65500	24.69
12/20/2022	0 Bank of Montreal	Go Van Gohs - Embroidery for Staff Shirts	019-1905-51000	32.00
12/20/2022	0 Bank of Montreal	Moore Tires - Tires	001-0000-10801	1,256.16
12/20/2022	0 Bank of Montreal	Parts Geek - Still Kit #600	001-0445-62500	238.95
12/20/2022	0 Bank of Montreal	Log Cabin Steakhouse - FBI Training Conference Dinner	016-0000-54500	68.50
12/20/2022	0 Bank of Montreal	Quadient - 12/22 Postage Machine Lease	001-0160-88300	187.65
12/20/2022	0 Bank of Montreal	Apare APC Smart -UPS - Oquawka water plant	061-0000-61700	475.24
12/20/2022	0 Bank of Montreal	Amazon - Thermal Paper	001-0510-65500	83.50
12/20/2022	0 Bank of Montreal	AC McCartney - Drive Shaft #523	019-1915-62500	977.05
12/20/2022	0 Bank of Montreal	Amazon - Hanging Dead Crows Decoys	001-0450-66500	119.96
12/20/2022	0 Bank of Montreal	Amazon - Volleyballs - G Force Camp	019-1940-64000	122.15

12/20/2022	0 Bank of Montreal	Quadient - 01/23 - 02/23 Postage Machine Lease (61-88300)	001-0000-10701	100.08
12/20/2022	0 Bank of Montreal	TLO Trans Union - Subscription	001-0510-55800	75.00
12/20/2022	0 Bank of Montreal	Lowes - Mortar Mix	014-0000-66000	41.28
12/20/2022	0 Bank of Montreal	Menards - Concrete Mix, Rebar : for Windsock	020-0000-66000	72.02
12/20/2022	0 Bank of Montreal	AC McCartney - Pins #360	020-0000-62500	188.20
12/20/2022	0 Bank of Montreal	Menards - Bit Holder, Work Belt	019-1975-65500	18.48
12/20/2022	0 Bank of Montreal	CDWg - Hard Drive upgrades	001-0207-61700	1,369.16
12/20/2022	0 Bank of Montreal	Clarion Hotel - Reid Training A.Hardine Joliet Il	001-0510-54500	387.22
12/20/2022	0 Bank of Montreal	Amazon- Tennis Balls Youth Clinic	019-1940-64000	149.74
12/20/2022	0 Bank of Montreal	Schulte Supply - Marking Paint	061-0000-66000	714.12
12/20/2022	0 Bank of Montreal	Drury Hotels - Mclaughlin/Winbigler Supervisor Training - Ofallo	001-0510-54500	721.56
12/20/2022	0 Bank of Montreal	Amazon - Air purifier HEPA replacement filters	001-0205-61000	84.99
12/20/2022	0 Bank of Montreal	Walmart - CSO Ice Scaper- Adjustable Console	001-0510-62500	17.42
12/20/2022	0 Bank of Montreal	USA BlueBook - Fire Hydrant Paint	061-0000-66000	260.85
12/20/2022	0 Bank of Montreal	11/22 CC Charges - Library	001-0000-10407	4,187.39
12/20/2022	0 Bank of Montreal	Menards - Candyland Ball Decorations	019-1940-64000	38.97
12/20/2022	97534 Knox County Zoning Department	Cooke Subdivision	019-1915-51000	254.80
12/20/2022	0 Lloyd Trowers	Officiate Basketball 9 games	019-1940-51400	315.00
12/20/2022	0 Tucker Quinn	Officiate Basketball 9 games	019-1940-51400	315.00
12/21/2022	0 Quadient Leasing USA, Inc	Postage for machine	061-0000-10702	500.00
12/22/2022	0 Barash & Everett, LLC	11/22 Service Account #30734-000D	001-0145-51010	9,557.53
12/22/2022	97536 Barash & Everett, LLC	Purchase of 849 S. Henderson St. Property - Closing	054-0000-73000	56,714.64
12/22/2022	4063 J W Summy Contracting Corp.	DCEO RLF at 517 N Kellogg St	013-0000-83100	4,525.00
12/22/2022	20086 J W Summy Contracting Corp.	DECO HELP Pilot at 517 N Kellogg St	013-0000-83100	23,100.00
12/22/2022	0 James Hartshorn	Officiate Volleyball - 5 games	019-1940-51400	125.00
12/22/2022	97539 KATIE DEGOEY	Refund Check 066047-000, 303 COUNTRY ELMS EST	061-0000-20101	162.00
12/22/2022	97538 Knox County Records Office	File 40 Weed/Trash/Demo Liens	001-0160-51300	300.00
12/22/2022	0 Knox-Galesburg Symphony	Redevelopers Agreement - Knox Galesburg Symphony	049-0000-83100	52,035.64
12/22/2022	0 Midstate Manufacturing, Inc.	Hoses #501	019-1915-62500	88.34
12/22/2022	0 Midstate Manufacturing, Inc.	4AGf4's	001-0445-63000	18.41
12/22/2022	0 Midstate Manufacturing, Inc.	Hoses #125	018-0000-62500	164.24
12/22/2022	0 Mike Hines	Officiate Volleyball - 5 games	019-1940-51400	125.00
			Grand Total	<u>\$ 357,054.94</u>

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 3, 2023**

AGENDA ITEM: Resolution in support of the City of Galesburg applying for the State of Illinois Department of Commerce and Economic Opportunity (DCEO) Community Development Block Grant Program (CDBG) housing rehabilitation grant.

SUMMARY RECOMMENDATION: The City Manager, the Director of Community Development and the Housing Coordinator recommend the approval of the Resolution.

BACKGROUND: The program is only open to units of local government which have less than 50,000 in population. All projects funded through this program must benefit 100 percent low-to-moderate income (LMI) persons, as determined by HUD Section 8 Income Guidelines. Applications are due by January 19, 2023 and the City is applying for the maximum amount of the grant at \$650,000. The program allows up to \$60,000 per home and it is anticipated 8-10 homes may receive renovation work. There is no match required by the homeowner or the City.

The program is for single-family, owner-occupied housing and rehabilitation that addresses mechanical, structural, energy efficiency and other associated rehabilitation activities should, at a minimum, incorporate applicable State plumbing, electrical and lead based paint codes as well as any local rehabilitation codes and standards. The City applied for and received this same grant which was done from 2017-2019 and renovated 7 homes in Ward 3.

Western Illinois Regional Council already mailed out 268 surveys to an area of the City which has a high percentage of LMI residents. This area is in Census Tract 9, Group 1 (located in Ward 4) and is generally bounded by Tompkins St at the north, S Henderson St to the west, Fifth St to the south and the RR tracks to the east. WIRC has received 66 surveys back of which 61 meet the LMI income guidelines, which exceeds the required 10 homes needed for the grant. A public meeting was advertised and took place immediately prior to this council meeting.

At the August 15, 2022 meeting Council approved a Technical Services Agreement to hire WIRC for \$1,500 to apply for this grant plus a not to exceed amount of \$1,200 for survey time, mapping, and mileage. WIRC has considerable experience administering housing rehabilitation grants. They also have qualified licensed inspectors and contractors on staff who can assess each home to determine what needs to be done to bring the house up to code. If the City is successful in receiving the grant, WIRC will administer the grant and their administration costs will be paid from grant funds.

BUDGET IMPACT: There is no budget impact to approve the Resolution to apply for this grant.

SUPPORTING DOCUMENTS:

1. Resolution supporting an application for an IL DCEO CDBG Housing Rehabilitation grant.

RESOLUTION NO. _____

A RESOLUTION IN SUPPORT OF THE CITY OF GALESBURG APPLYING FOR THE STATE OF ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY HOUSING REHABILITATION GRANT.

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

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

THEREFORE, BE IT RESOLVED as follows:

Section 1: That the City of Galesburg apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.

Section 2: That the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.

Section 3: That the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Section 4: This Resolution shall be in full force and effect from and after its approval and passage as provided by law.

Approved this _____ day of _____, 2023, by a roll call vote as follows:

Roll Call #:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

**CITY OF GALESBURG
COUNCIL LETTER
JANUARY 3, 2023**

AGENDA ITEM: A Resolution Authorizing Execution of a Grant Agreement with Discovery Depot Children's Museum for 2023.

SUMMARY RECOMMENDATION: The City Manager recommends approval of the Resolution.

BACKGROUND: The Discovery Depot Children's Museum is needing additional funding for operational expenses for the Museum. In the past, the Museum was included in a Tax Increment Financing District (TIF) but that district has expired and is no longer able to provide financial assistance for capital projects at the Museum. This requires the Museum to utilize funding from operations for capital expenses. In addition, costs have increased for staff, utilities, and other operational expenses. The Discovery Depot Children's Museum holds numerous fundraising events throughout the year and charges for admission, but they are not able to keep pace with the increased costs. The proposed resolution authorizes the execution of a grant agreement with Discovery Depot Children's Museum in an amount of \$60,000 for operational expenses in 2023. The amount will be paid on a prorated monthly basis in the amount of \$5,000 per month. Discovery Depot shall be required to submit quarterly financial reports as well as an annual report to the City.

BUDGET IMPACT: Sufficient funds are budgeted in the 2023 budget for this grant from the Economic Development Fund (24).

SUPPORTING DOCUMENTS:

1. Resolution
2. Grant Agreement

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT WITH DISCOVERY DEPOT CHILDREN'S MUSEUM

WHEREAS, the City of Galesburg, Illinois, is a home rule unit of government pursuant to Section 6, Article VII of the Constitution of the State of Illinois; and

WHEREAS, Article VII, Section 6(a) of the Illinois Constitution grants a home rule unit authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Discovery Depot Children's Museum provides 14,000 square feet of diverse programing, exhibits, and activities for children ages 1 to 12; and

WHEREAS, due to cost increases for personnel and utilities as well as capital project expenses, the Discovery Depot Children's Museum has a significant financial need; and

WHEREAS, the City Council finds that a grant disbursement of funds to Discovery Depot Children's Museum is in the best interests of the health, safety and welfare of the residents of Galesburg.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, ILLINOIS:

SECTION ONE: The foregoing recitals are hereby incorporated into this Resolution as is fully set forth herein.

SECTION TWO: That the Mayor and City Clerk are hereby authorized to execute a grant agreement (attached as Exhibit A) with the Galesburg Museums Inc., an Illinois not for profit corporation, in the amount of \$60,000 payable in monthly installments for calendar year 2023.

Approved this _____ day of _____, 2023, by roll call vote as follows:

Roll Call #:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

EXTERNAL AGENCY AGREEMENT CONCERNING USE OF CITY OF GALESBURG GRANT FUNDS

THIS AGREEMENT is entered into on _____, by and between the City of Galesburg, an Illinois municipal corporation, hereinafter "City", and Galesburg Museums Inc. hereinafter the "Grantee".

I. PURPOSE OF FUNDING. City hereby agrees to provide funding to the Grantee for operational expenses of Galesburg Museums Inc. (Discovery Depot). The total award to Grantee shall be \$60,000 which shall be paid in 12 monthly payments of \$5,000 each.

II. PAYMENTS. The City will provide the Grantee with funding on a monthly basis, which is contingent upon the Discovery Depot being open and operational for all 12 months of the 2023 calendar year. The total payment by City to Grantee will not exceed the awarded grant amount.

III. LIMITATION ON THE USE OF GRANT FUNDS. Grant funds may be expended only for operational expenses. A grantee's request for any modification must be made in writing and approved by City before any expenditures differing from the original grant award are paid from funds provided by City. The Grantee is responsible for reimbursement to the City for any disbursed Grant Award funds that are determined by the City to have been ineligible, misused or misappropriated. The Grantee shall repay these funds within 45 days of written request. Failure of Grantee to repay funds after written notice by the City shall entitle the City to seek recovery through litigation and recover any reasonable attorney's fees or legal expenses incurred in recovering such funds.

IV. REPORTS AND RECORDS RETENTION. The grantee shall provide a balance sheet, income statement, and cash flow statement to the City on a quarterly basis. The quarterly reports shall commence on April 1, 2023 and continue on the first of July, October, and January of 2024. In addition, an annual report shall be provided to the City which includes a statement of overall goals and objectives, number of visitors for the year, the annual financial reports, and an Independent Audit Report. Failure to file the reports in a timely manner will preclude the Grantee from receiving and applying for funding from the City in the future. The Grantee recognizes the right of City or its designee to make a full audit of Grantee's records relating to this grant.

V. INDEMNIFICATION. The Grantee assumes all liability for any and all injuries, damages, or claims in any way associated with the Grant Award. The Grantee shall indemnify and hold harmless the City and all of its officers, agents, and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from or in any way associated with the Grant Award.

IN WITNESS WHEREOF, the parties hereto have set their hands as of this _____ day of _____, 20____,

CITY OF GALESBURG, an Illinois
municipal corporation,

By: _____
Mayor

Attest: _____
City Clerk

Galesburg Museums Inc.
Grantee (Print name of organization)

By: _____
Denise Bradburn – Executive Director

Print name & title

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 3, 2023**

AGENDA ITEM: Minority and/or Woman owned Business Startup Assistance Program and Southside Occupancy Assistance Program incentives for Brittany's Beautique.

SUMMARY RECOMMENDATION: The KCAP Review Committee has recommended the approval of a \$10,000 Startup grant and a \$3,200 Southside Occupancy grant. The City Manager and Director of Community Development concur with this recommendation.

BACKGROUND: City Council approved new business incentive programs during their February 21, 2022 meeting. The intent of the programs was to increase minority and/or women owned businesses. Brittany's Beautique is proposing to lease space at 1580 E Knox Street, Suite 3 to operate the business. The business will offer fashionable clothing and accessories both in-person and online.

Per the Minority/Women owned Startup Assistance Program guidelines, a self-employed person is eligible to receive \$5,000 plus \$2,500 per full-time employee created, up to a maximum of \$10,000. Initially, in addition to the owner, the business will have two employees.

Per the Southside Occupancy Assistance Program guidelines, the business is eligible to request 1/3 of the annual rent or \$5,000 per year, whichever is less for a maximum of two years. In this situation, it is estimated the maximum incentive will be up to \$3,200 over the two-year period.

BUDGET IMPACT: If approved, the Startup Assistance and Southside Occupancy grant will both be paid from the Planning Fund (054).

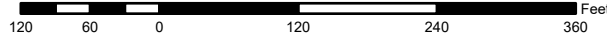
SUPPORTING DOCUMENTS:

1. Aerial map
2. Correspondence from Knox County Area Partnership, with grant review committee recommendation dated December 20, 2022.
3. Grant Agreement

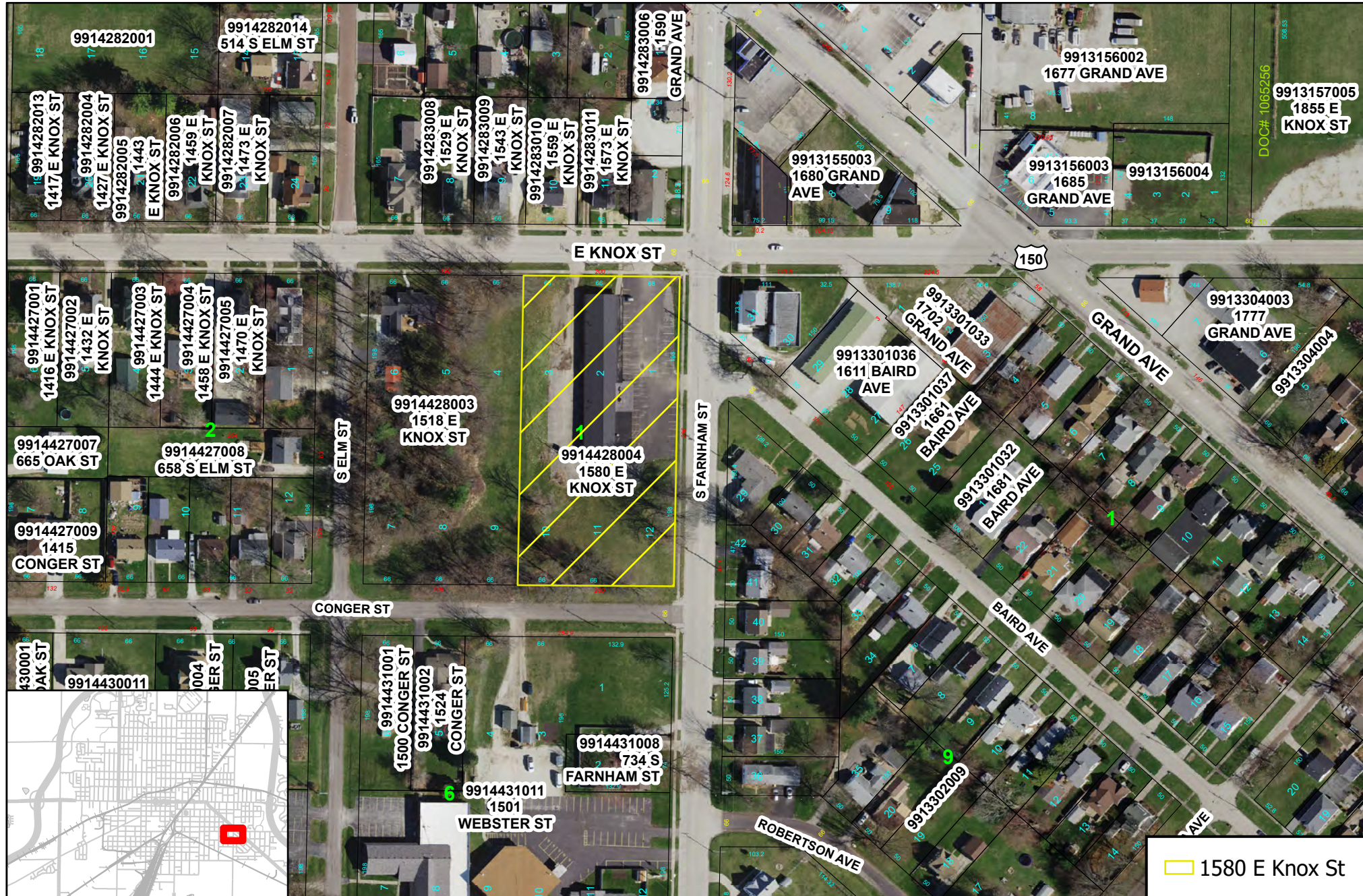


Community Development Department
Operating Under Council-Manager Government Since 1957

1580 E Knox St Suite 3 Brittany's Beautique



[Back to Agenda](#)



December 22, 2022



**KNOX COUNTY
AREA PARTNERSHIP
FOR ECONOMIC DEVELOPMENT**

**200 E MAIN ST, STE 200
GALESBURG, IL 61401
309-343-1194**

December 20th, 2022

Honorable Members of the Galesburg City Council,

This letter is a formal recommendation for a new venture called “Brittany’s Beautique” to receive support from the City’s startup assistance programs. The project described below was reviewed by the KCAP Grant Review Committee on Monday, December 19th, 2022 and it received a recommendation from the Committee for funding.

Brittany Tate is the proprietor of Brittany’s Beautique, a retail clothing shop located at the intersection of Farnham and Grand Ave. The Beautique sells fashionable clothing and accessories both in-person and online and has been a passion project for Brittany now for several months. The store currently operates with limited hours due to Brittany working full-time. She has requested funds from the Minority/Women Business Startup Assistance Program in the amount of \$10,000 to help build inventory and to strengthen the business. The plan is for the shop to eventually become a full-time enterprise with employees. The Committee also recommended \$3,200 in support from the Southside Occupancy Assistance Program, as her business is located in a unit that was vacant for 90+ days prior to her lease.

The Knox County Area Partnership for Economic Development convened the Grant Review Committee to review Brittany’s application on Monday, December 19th and members of the Committee were provided with a complete business plan, financials and other informational items to aid in their consideration. The Committee consists of area commercial bankers, a small business owner and City staff. For this project, the Committee consisted of:

- Becky King, Old National Bank
- Lance Oetting, Midwest Bank
- Mike Holloway, F&M Bank (abstained from voting)
- Brad Clark, Tompkins State Bank
- Galesburg City Manager Gerald Smith
- Pippi Ardennia, small business owner
- Steve Gugliotta, City of Galesburg
- Mayor Peter Schwartzman, City of Galesburg
- Ken Springer, Knox County Area Partnership for Economic Development

By design, the Committee involves experienced commercial lenders with years of experience in credit analysis and individuals who have experience running small businesses. We feel that this expertise gives an added level of safety to the City when making granting decisions.

In conclusion, the Committee voted to recommend to the Galesburg City Council that this grant application be given final approval. The Committee felt that the risk profile for this request was appropriate for the intent of the program and that the recipient met all of the application requirements.

Sincerely,

Ken Springer, President
The Knox County Area Partnership for Economic Development

GALESBURG ASSISTANCE PROGRAM GRANT AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2023 (the "EFFECTIVE DATE"), by and between the City of Galesburg, an Illinois municipal corporation (hereinafter referred to as "CITY"), and Brittany's Beautique (hereinafter the "GRANTEE").

WHEREAS, the Mayor and City Council desire to increase the number of business start-ups owned by minorities, women and persons with disabilities and/or also encourage businesses to reuse vacant spaces on the south side (south of Main St) of Galesburg; and

WHEREAS, the Mayor and City Council of the CITY approved the Business Collateral Assistance Program, Business Startup Assistance Program and Southside Occupancy Assistance Program (hereinafter the "PROGRAM") at their February 21, 2022 meeting to aid businesses with certain qualifying expenses; and

WHEREAS, the GRANTEE is the owner of a qualifying business located within the CITY and has applied for a grant(s) through the PROGRAM, and the CITY has approved such application(s).

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

Section 1. Grant Amount. Upon the execution of this Agreement, the CITY shall cause the disbursement of proceeds in an amount not to exceed \$10,000 for the Startup Assistance Program and \$3,200 for the Southside Occupancy Assistance Program (the "GRANT"), except for the rent subsidy incentive which is on a reimbursement basis after GRANTEE provides proof of payment per the PROGRAM.

Section 2. Grant Requirements. GRANTEE agrees that it shall utilize the GRANT solely for purposes in connection with the business located at 1580 E Knox St, Suite 3 Galesburg, IL 61401, Parcel Identification Number 99-14-428-004 and as outlined in its funding request previously submitted by the GRANTEE, which is incorporated by reference into this agreement. GRANTEE hereby accepts the funding for the sole purposes listed in its said funding request and agrees that the funds provided by the CITY shall be used for those purposes, and no other. A GRANTEE's request for any modification must be made in writing and approved by CITY before any expenditures differing from the original GRANT award are paid from funds provided by CITY.

Section 3. Representations of GRANTEE. In connection with the GRANT, the GRANTEE represents and warrants that:

- a. It operates as a business enterprise or organization lawfully conducting business in Illinois; and
- b. The business, including all owners with at least 10% ownership, is/are in good standing with the CITY and the State of Illinois (i.e., no outstanding fines or fees, no tax delinquencies, food/beverage tax and/or hotel/motel tax paid to date, and possess all required licenses); and
- c. Provide proof of job creation to CITY via a payroll report within two years of the EFFECTIVE DATE; and
- d. Financial records must be kept for inspection and/or audit for a period of two years after the EFFECTIVE DATE. Financial records include receipts documenting actual expenditures, payroll statements, vouchers, invoices and bills, covering all receipts and expenditures of GRANT funds. The GRANTEE recognizes the right of CITY or its designee to make a full audit of GRANTEE's records relating to this GRANT; and
- e. Guarantee the repayment of funds in the event of default.

Section 4. CITY not liable. The parties agree that the CITY is not herein entering into any contract or agreement with any vendors or contractors for the purchase of any goods or services under the PROGRAM. The parties also agree that the CITY is not in any manner providing any warranties or other assurances about the quality or suitability of any goods or services provided to the GRANTEE for under the PROGRAM. The parties agree further that GRANTEE shall hold the CITY harmless for any damages to persons or property that may occur during or in any manner arising from the PROGRAM.

Section 5. Default. If the CITY determines that any funds have been disbursed for ineligible activities, in violation of the terms of this Agreement, the CITY shall provide written notice of said violation to the GRANTEE. The CITY shall be entitled to terminate this Agreement within five days of said written notice. GRANTEE shall, within 30 days of a written demand made by the CITY, reimburse the CITY for all funds disbursed for said ineligible costs.

The CITY may, at its option, continue further disbursements pursuant to this Agreement after any disbursement for any ineligible activities if the GRANTEE reimburses the CITY for the improper disbursements, or otherwise cures the violation to the CITY's satisfaction.

If the GRANTEE fails to fulfill the obligations specified under Section 3 the City shall provide written notice of default to the GRANTEE, and the GRANTEE shall, within 30 days of a written demand made by the City, reimburse the CITY for all funds provided under this agreement.

In the event the GRANTEE should default under any of the provisions of this Agreement and the City should employ attorneys or incur other expenses for the collection of the payments due under this Agreement or the enforcement of performance or observance of any obligation or agreement on the part of the GRANTEE herein contained the GRANTEE agrees that it will on demand therefore pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 6. Notices. Required notices, as provided herein, shall be mailed by first class mail, and shall be deemed served on the party in question on the date of mailing. Said notices shall be addressed to the pertinent party at addresses listed below.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the day and year first above written.

CITY OF GALESBURG, an Illinois
municipal corporation,

Grantee (Brittany's Beautique)

By: _____
Peter Schwartzman, Mayor

By: _____
Brittany C Tate, Owner

Attest: _____
Kelli Bennewitz, City Clerk

Address: 55 W. Tompkins St
Galesburg, IL 61401

Address: 1954 Indiana Dr
Galesburg, IL 61401

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 3, 2023**

AGENDA ITEM: Minority and/or Woman owned Business Startup Assistance Program for All Star Sports Academy, to be located at 1855 E Knox St.

SUMMARY RECOMMENDATION: The KCAP Review Committee has recommended the approval of a \$10,000 Startup grant. The City Manager and Director of Community Development concur with this recommendation.

BACKGROUND: City Council approved new business incentive programs during their February 21, 2022 meeting. The intent of the programs was to increase minority and/or women owned businesses. The business plan of All Star Sports Academy has evolved over the last few months and is now looking to reopen the Skate Palace roller rink and also use a portion of the building for his sports coaching business. The Startup funds will allow the owner, Mr. Michael Spinks, to purchase necessary equipment for the business, which is anticipated to open in early 2023.

Per the Minority/Women owned Startup Assistance Program guidelines, a self-employed person is eligible to receive \$5,000 plus \$2,500 per full-time employee created, up to a maximum of \$10,000. In addition to the owner, the business is projecting to hire multiple part-time employees in the first year and additional employees as booked activities increase.

BUDGET IMPACT: If approved, the Startup Assistance grant will be paid from the Planning Fund (054).

SUPPORTING DOCUMENTS:

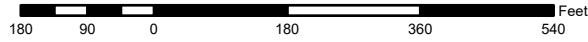
1. Aerial map
2. Correspondence from Knox County Area Partnership, with grant review committee recommendation dated December 20, 2022.
3. Grant Agreement



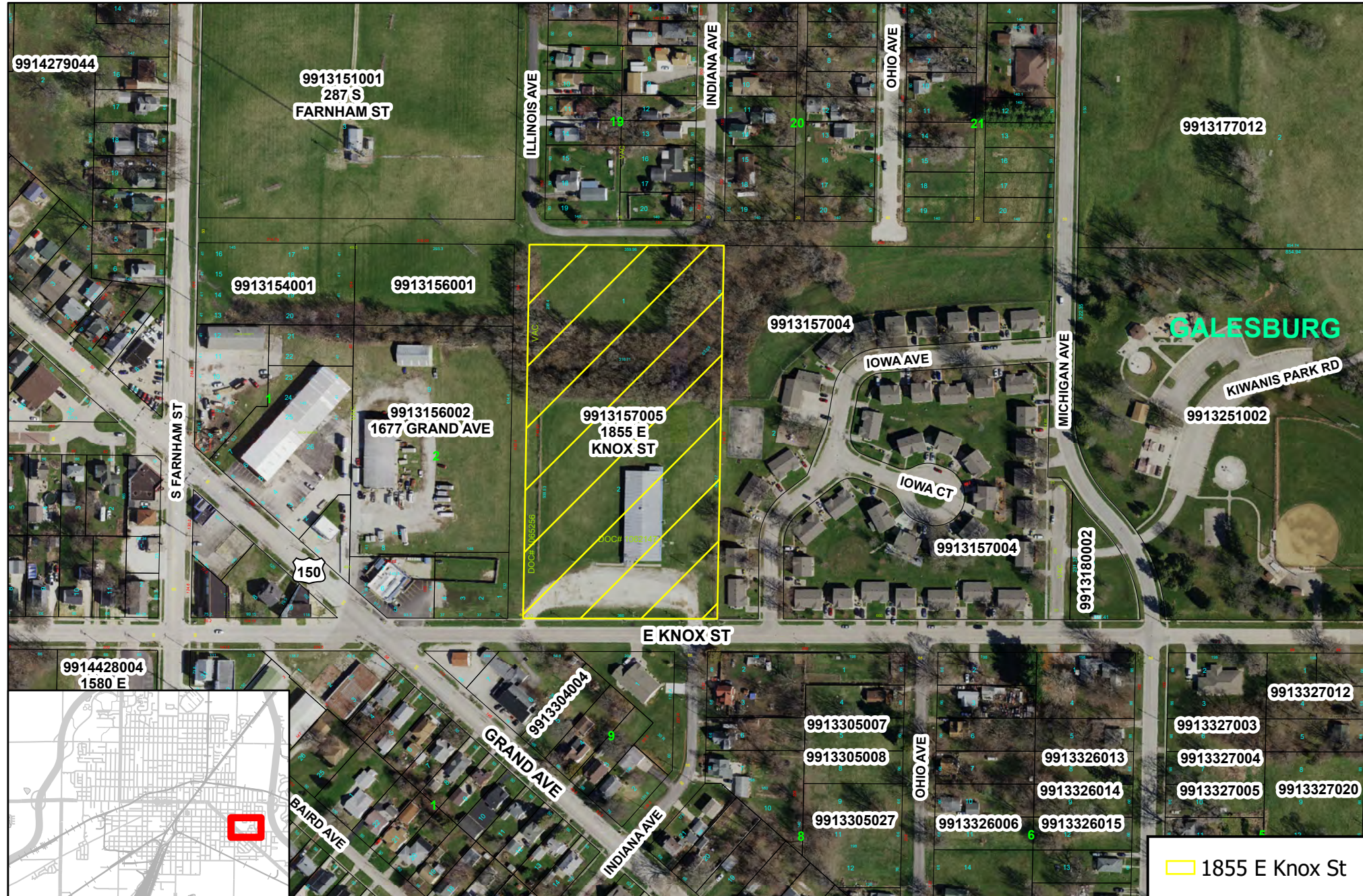
Community Development Department
Operating Under Council-Manager Government Since 1957

1855 E Knox St

All Star Sports Academy



[Back to Agenda](#)



December 22, 2022



**KNOX COUNTY
AREA PARTNERSHIP
FOR ECONOMIC DEVELOPMENT**

**200 E MAIN ST, STE 200
GALESBURG, IL 61401
309-343-1194**

December 20th, 2022

Honorable Members of the Galesburg City Council,

This letter is a formal recommendation All-Star Sports Academy to receive support from the City's Minority/Women-Owned Startup Assistance Program. The project described below was reviewed by the KCAP Grant Review Committee on Monday, December 19th, 2022 and it received a recommendation from the Committee for funding.

Mike Spinks is the proprietor of All Star Sports Academy. This business received Southside Occupancy Funds from the City earlier in 2022 and is now applying for \$10,000 in Startup Grant funding. The business plan has evolved since getting SOAP approval this Summer. The business will now be located at 1855 E Knox St. in Galesburg – the site of the former Skate Palace roller rink. Mr. Spinks intends to re-open the roller rink on a permanent basis and utilize part of the facility for his sports coaching business. Startup funds will allow Mr. Spinks to purchase equipment for the rink and his plan is to re-open early in 2023. A test run for the roller rink was conducted on the weekend of October 22nd and drew over 600 skaters from the area.

The Knox County Area Partnership for Economic Development convened the Grant Review Committee to review Mike's application on Monday, December 19th and members of the Committee were provided with a complete business plan, financials and other informational items to aid in their consideration. The Committee consists of area commercial bankers, a small business owner and City staff. For this project, the Committee consisted of:

- Becky King, Old National Bank
- Lance Oetting, Midwest Bank
- Mike Holloway, F&M Bank (abstained from voting)
- Brad Clark, Tompkins State Bank
- Galesburg City Manager Gerald Smith
- Pippi Ardennia, small business owner
- Steve Gugliotta, City of Galesburg
- Mayor Peter Schwartzman, City of Galesburg
- Ken Springer, Knox County Area Partnership for Economic Development

By design, the Committee involves experienced commercial lenders with years of experience in credit analysis and individuals who have experience running small businesses. We feel that this expertise gives an added level of safety to the City when making granting decisions.

In conclusion, the Committee voted to recommend to the Galesburg City Council that this grant application be given final approval. The Committee felt that the risk profile for this request was appropriate for the intent of the program and that the recipient met all of the application requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Springer", is written over a light blue horizontal line.

Ken Springer, President

The Knox County Area Partnership for Economic Development

GALESBURG ASSISTANCE PROGRAM GRANT AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2023 (the "EFFECTIVE DATE"), by and between the City of Galesburg, an Illinois municipal corporation (hereinafter referred to as "CITY"), and All Star Sports Academy (hereinafter the "GRANTEE").

WHEREAS, the Mayor and City Council desire to increase the number of business start-ups owned by minorities, women and persons with disabilities and/or also encourage businesses to reuse vacant spaces on the south side (south of Main St) of Galesburg; and

WHEREAS, the Mayor and City Council of the CITY approved the Business Collateral Assistance Program, Business Startup Assistance Program and Southside Occupancy Assistance Program (hereinafter the "PROGRAM") at their February 21, 2022 meeting to aid businesses with certain qualifying expenses; and

WHEREAS, the GRANTEE is the owner of a qualifying business located within the CITY and has applied for a grant(s) through the PROGRAM, and the CITY has approved such application(s).

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

Section 1. Grant Amount. Upon the execution of this Agreement, the CITY shall cause the disbursement of proceeds in an amount not to exceed \$10,000 for the Startup Assistance Program (the "GRANT").

Section 2. Grant Requirements. GRANTEE agrees that it shall utilize the GRANT solely for purposes in connection with the business located at 1855 E Knox St. Galesburg, IL 61401, Parcel Identification Number 99-13-157-005 and as outlined in its funding request previously submitted by the GRANTEE, which is incorporated by reference into this agreement. GRANTEE hereby accepts the funding for the sole purposes listed in its said funding request and agrees that the funds provided by the CITY shall be used for those purposes, and no other. A GRANTEE's request for any modification must be made in writing and approved by CITY before any expenditures differing from the original GRANT award are paid from funds provided by CITY.

Section 3. Representations of GRANTEE. In connection with the GRANT, the GRANTEE represents and warrants that:

- a. It operates as a business enterprise or organization lawfully conducting business in Illinois; and
- b. The business, including all owners with at least 10% ownership, is/are in good standing with the CITY and the State of Illinois (i.e., no outstanding fines or fees, no tax delinquencies, food/beverage tax and/or hotel/motel tax paid to date, and possess all required licenses); and
- c. Provide proof of job creation to CITY via a payroll report within two years of the EFFECTIVE DATE; and
- d. Financial records must be kept for inspection and/or audit for a period of two years after the EFFECTIVE DATE. Financial records include receipts documenting actual expenditures, payroll statements, vouchers, invoices and bills, covering all receipts and expenditures of GRANT funds. The GRANTEE recognizes the right of CITY or its designee to make a full audit of GRANTEE's records relating to this GRANT; and
- e. Guarantee the repayment of funds in the event of default.

Section 4. CITY not liable. The parties agree that the CITY is not herein entering into any contract or agreement with any vendors or contractors for the purchase of any goods or services under the PROGRAM. The

parties also agree that the CITY is not in any manner providing any warranties or other assurances about the quality or suitability of any goods or services provided to the GRANTEE for under the PROGRAM. The parties agree further that GRANTEE shall hold the CITY harmless for any damages to persons or property that may occur during or in any manner arising from the PROGRAM.

Section 5. Default. If the CITY determines that any funds have been disbursed for ineligible activities, in violation of the terms of this Agreement, the CITY shall provide written notice of said violation to the GRANTEE. The CITY shall be entitled to terminate this Agreement within five days of said written notice. GRANTEE shall, within 30 days of a written demand made by the CITY, reimburse the CITY for all funds disbursed for said ineligible costs.

The CITY may, at its option, continue further disbursements pursuant to this Agreement after any disbursement for any ineligible activities if the GRANTEE reimburses the CITY for the improper disbursements, or otherwise cures the violation to the CITY's satisfaction.

If the GRANTEE fails to fulfill the obligations specified under Section 3 the City shall provide written notice of default to the GRANTEE, and the GRANTEE shall, within 30 days of a written demand made by the City, reimburse the CITY for all funds provided under this agreement.

In the event the GRANTEE should default under any of the provisions of this Agreement and the City should employ attorneys or incur other expenses for the collection of the payments due under this Agreement or the enforcement of performance or observance of any obligation or agreement on the part of the GRANTEE herein contained the GRANTEE agrees that it will on demand therefore pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 6. Notices. Required notices, as provided herein, shall be mailed by first class mail, and shall be deemed served on the party in question on the date of mailing. Said notices shall be addressed to the pertinent party at addresses listed below.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the day and year first above written.

CITY OF GALESBURG, an Illinois
municipal corporation,

Grantee (All Star Sport Academy)

By: _____
Peter Schwartzman, Mayor

By: _____
Michael Spinks, Owner

Attest: _____
Kelli Bennewitz, City Clerk

Address: 55 W. Tompkins St
Galesburg, IL 61401

Address: 566 N Seminary St
Galesburg, IL 61401

Date: December 27, 2022

Agenda Number: _____

TOWN FUND	<u>\$2,758.06</u>	<i>Payment Due</i>
GENERAL ASSISTANCE FUND	<u>\$4,460.60</u>	<i>Payment Due + Advance Payments*</i>
IMRF FUND	<u>\$1,795.25</u>	<i>Monthly</i>
SOCIAL SECURITY/MEDICARE FUND	<u>\$2,321.84</u>	<i>Monthly</i>
LIABILITY FUND	<u>\$0.00</u>	<i>Quarterly</i>
AUDIT FUND	<u>\$0.00</u>	<i>Annually</i>
<i>Reporting Period:</i>	TOTAL	<u>\$11,335.75</u>
<i>Dec 13, 2022 to Dec 27, 2022</i>		

RECAP - TOTAL PAYROLL FOR DECEMBER		
Town	\$25,455.09	<i>gross payroll + employer share SS+MC</i>
GA	<u>\$9,720.54</u>	<i>gross payroll + employer share SS+MC</i>
	<u>\$35,175.63</u>	

TOWN OF THE CITY OF GALESBURG

TOWN Payment Due Report

For the Period From Dec 13 – Dec 27, 2022

Vendor	Date	Account Description	Invoice#	Amount
Hart, Lauren	12/14/22	Reimburse CIAO Course Exams:	DEC2022exp	
		Practical Math Exam 12/13		50.00
		Fieldwork Exam 12/13		50.00
OSI	12/22/22	Office Supplies	1138999-1	92.31
OSI	12/15/22	Tissue for restroom dispensers	1138592-1	74.21
AAA Electric	12/27/22	LABOR: Rewire multiple fixtures – eliminate ballasts, correct miswiring, replace bulb throughout building, replace Emer exit signs that were non-working	1227_2022	2,070.00
Galesburg Electric	12/27/22	Halco Emergency Exit Combo x 3 units	136470	158.28
		Halco L T8 12W 4ft – 45 units		240.75
		Halco L-A190EO 6 pk 9 W – 1 unit		7.21
		Recycle all fluorescent under 4 ft – 34 units		15.30

TOTAL**\$ 2,758.06**

TOWN OF THE CITY OF GALESBURG
General Assistance Payment Due Report
For the Period From Dec 13 – Dec 27, 2022

Vendor	Date	Account Description	Invoice#	Amount
City TRANSIT	12/19/22	11/22 Transit Passes	0431936	35.00
Hy-Vee	12/16/22	Food Assistance for T.M.	G15532	49.66
ADM_OSI	12/19/22	New PCU, monitor, mouse for K. Thierry	INV299443	1,126.00
Shoe Sensation	12/20/22	Client vouchers: G15455, G15443, G15492	7416221220	201.53

TOTAL **\$1,412.19**

TOWN OF THE CITY OF GALESBURG
General Assistance Advanced Payment Report
For the Period From Dec 13 – Dec 27, 2022

Vendor	Date	Account Description	Invoice#	Amount
Bridlecreek Apts	12/16/22	Emergency Shelter Assistance G.C.	E15533	720.00
Rose, Alvin	12/19/22	Shelter Assistance for C.P.	G15537	322.00
Harris & Harris	12/20/22	Shelter Assistance for N.R.	G15538	322.00
Vanguard Prop	12/20/22	Emergency Shelter Assistance R.F.	E15539	1,000.00
State Farm Forney	12/22/22	Other Assistance – Auto Insurance	G15546	62.41
City WATER	12/21/22	Utility Assistance for C. M.	G15543	66.03
Ameren Illinois	12/21/22	Utility Assistance for C.M.	G15544	233.97
KCHA	12/27/22	Shelter Assistance for T.J.	G15549	312.00
KCHA Laundry	12/27.22	Laundry Assistance for T.J.	G15548	10.00

TOTAL **\$3,048.41**

TOWN OF THE CITY OF GALESBURG

SSMC Payment Due Report

For the Period From Dec 13 – Dec 27, 2022

Vendor	Date	Account Description	Invoice#	Amount
5-416 Social Security & Medicare	12/27/22	Redistribute SSMC to GA Fund for December 2022 GENERAL ASSISTANCE FUND	2022_DEC	628.16
5-416 Social Security & Medicare	12/22/22	Redistribute SSMC to TOWN Fund for December 2022 TOWN FUND	2022_DEC	1,693.68

TOTAL **\$ 2,321.84**

TOWN OF THE CITY OF GALESBURG

IMRF Payment Due Report

For the Period From Dec 13 – Dec 27, 2022

Vendor	Date	Account Description	Invoice#	Amount
IMRF	12/27/22	Employer Share for GA – December 2022	2022_DEC	546.08
IMRF	12/27/22	Employer Share for TOWN - December 2022	2022_DEC	1,249.17

TOTAL **\$ 1,795.25**

TOWN Payroll Expenses Report
For the Period From Dec 16 – Dec 31, 2022

Back to Agenda

Vendor	Date	Account Description	Invoice#	Amount
PAYROLL	12/21/22	Payroll Clearing Account - Salaries Payroll Clearing Account - Hourly	2022_Dec31	7,079.64 975.57
IHMVCU	12/21/22	125HSA_Cabrera	2022_Dec31	250.00
GALE CREDIT	12/21/22	125HSA_Williams	2022_Dec31	100.00
FEDERAL	12/21/22	Employees' W/H SSMC	2022_December_a	1,693.68
		Employer's Share SSMC	2022_December_b	1,693.68
		FIT Employee W/H	2022_December_c	1,768.28
IDOR	12/21/22	SIT Employee W/H	2022_Dec31	533.37
IMRF	12/21/22	Employees' W/H Dec 2022	2022_Dec	856.91
		DEC Emp Voluntary Additional Contribution	2022_DecVAC	440.08
NCPERS	12/21/22	JAN life insurance premium	2022_Dec	64.00
CityofGalesburg-Dependent	12/21/22	Liability W/H Dependent Premiums DEC for JAN Rebecca 332.82, Laura 332.82	2022_Dec	665.64

TOTAL \$ 16,120.85

General Assistance Payroll Expenses Report

For the Period From Dec 16 – Dec 31, 2022

Vendor	Date	Account Description	Invoice#	Amount
PAYROLL	12/21/22	Payroll Clearing Account - Salaries Payroll Clearing Account - Hourly	2022_Dec31	2,654.44 233.75
F&M BANK	12/21/22	125HSA_Natof	2022_Dec31	300.00
IDOR	12/21/22	SIT Employees' W/H	2022_Dec31	355.84
FEDERAL	12/21/22	Employees' W/H SSMC	2022_December_a	628.16
		Employer's Share SSMC	2022_December_b	628.16
		FIT Employee W/H	2022_December_c	545.53
IMRF	12/21/22	Employees' W/H Dec 2022	2022_Dec	355.84
		DEC Emp Voluntary Additional Contribution	2022_DecVAC	374.61
CityofGalesburg-Dependent	12/21/22	Liability W/H Dependent Premiums DEC for JAN Dave 303.76	2022_Dec	303.76

TOTAL \$ 6,379.89

DOCUMENT

Title				
City Council Agenda				
Filename				
01032023 City Council Packet_a11y.pdf				
Language	Tags	Pages	Size	
en	7125	108	8 MB	

RESULT



The PDF/UA requirements checked by PAC are fulfilled.

Date/Time	Standard
2023-04-11 14:58	PDF/UA-1

CHECKPOINT	PASSED	WARNED	FAILED
Basic Requirements			
PDF Syntax	14 704	0	0
Fonts	2 994	0	0
Content	289 244	0	0
Embedded Files	0	0	0
Natural Language	136 151	0	0
Logical Structure			
Structure Elements	875	0	0
Structure Tree	7 054	0	0
Role Mapping	7 209	0	0
Alternative Descriptions	14 295	0	0
Metadata and Settings			
Metadata	3	0	0
Document settings	111	0	0

ABOUT PAC

Version: 21.0.0.0 **OS:** Windows

PDF Accessibility Checker (PAC) evaluates the accessibility of PDF files according to [ISO Standard 14289-1 \(PDF/UA\)](#) by using the [Matterhorn Protocol](#). It checks 107 criteria that can be checked automatically.

PAC is a free checking tool of the PDF/UA Foundation: www.pdfua.foundation. Copyright © 2021 PDF/UA Foundation.