

CITY OF
GALESBURG
ILLINOIS

March 20, 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
March 20, 2023

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

5:30 p.m.	Roll Call	Pledge of Allegiance
		Invocation
	Approve	Minutes from March 6, 2023
	Presentation	Plaques honoring boxcar families
	Presentation	Youth Commission

[Consent Agenda #2023-06](#)

23-2016	Resolution	Authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance Grant Applications for the period July 1, 2023 through June 30, 2024 and authorizing the acceptance of Special Warranty 5333(b) and Certificates and Assurances
23-2017	Resolution	Acceptance of OSLAD Grant for HT Custer Park
23-2018	Resolution	Acceptance of BAAD Grant
23-3009	Bid	Two utility tractors for the Parks Department
23-5002	Receive	City of Galesburg 2022 Annual Report
23-8005	Bills and Advance Checks	Approval and warrants drawn in payment of same

Passage of Ordinances and Resolutions

23-1005	Ordinance	Sale of City owned real estate (First Reading)
23-1006	Ordinance	Authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance Grant Applications for the period July 1, 2023 through June 30, 2024 to provide public transportation. (First Reading)
23-1007	Ordinance	Authorizing use of the General Obligation Bonds, Series 2023 proceeds to be used for projects (First Reading)

23-2019	Resolution	Commit 0.25% Home Rule Tax to Infrastructure and Community Improvements
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Bids, Petitions and Communications

Public Comment

City Manager's Report

- A. March TAC Report
- B. 2023 COPS Grant

Miscellaneous Business (Agreements, Approvals, Etc.)

23-4023	Approve <i>Reconsider</i>	Classification, compensation and operational assessment study
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Town Business

23-9005	Bills
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23-9006	Annual Town Meeting agenda
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Closing Comments

Executive Session

Executive Session	Convene into closed door Executive Session for the purpose of discussing: A. Property Acquisition, 5 ILCS 120/2 (c)(5) B. Approval of the executive session minutes for March 6, 2023, 5 ILCS 120/2 (c)(21)
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Adjournment



CITY MANAGER'S OFFICE

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CITY COUNCIL MEETING

City Manager's Report

March 20, 2023

CONSENT AGENDA #2023-06

Item 23-2016 Transit Operating Grants

Staff recommends approval of a resolution authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance Grant Applications for the period July 1, 2023 through June 30, 2024 and a resolution authorizing the acceptance of Special Warranty 5333(b) and Certificates and Assurances.

Item 23-2017 OSLAD Grant for HT Custer Park

Staff recommends approval of acceptance of the OSLAD Grant award for renovations at H.T. Custer Park. The scope of the improvements to H.T. Custer Park include constructing a new restroom facility, new shelter, a new playground, walking path around the park, youth bike training area, parking lot improvements near the baseball field, and a rain garden and butterfly waystation. The OSLAD grant requires a 50% local match, \$400,000 will be paid from the awarded grant funds, and \$400,000 will be paid from the Utility Tax Fund.

Item 23-2018 BAAD Grant

Staff recommends approval of acceptance of the BAAD Grant award for restrooms at the Lake Storey Park East Boat Ramp area. The BAAD Grant provides \$24,500 in funding, with the remaining \$45,000 for the project budgeted in the Utility Tax Fund.

Item 23-3009 Two Utility Tractors for the Parks Department

Staff recommends approval of awarding the bid for the purchase of two new John Deere 5075E Cab Utility tractors to Martin Tractor (Galesburg, IL) in the amount of \$92,000 with trade. Multiple bids were received for this request, with the low and best bid meeting the required specifications for this purchase submitted by Martin Tractor.

Item 23-5002 City of Galesburg 2022 Annual Report

The City of Galesburg 2022 Annual Report is provided to be received and placed on file with the City Clerk's office.

Item 23-8005 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 23-1005 Sale of City Owned Real Estate (First Reading)

Staff recommends approval of an ordinance authorizing the sale of 12 city-owned lots. In order to initiate the possible sale of any of the lots, the attached ordinance must be approved by the City Council. The sale of any of the properties would eliminate the need for City maintenance (i.e. weed mowing); and at the same time place the properties back on the property tax roll. If this ordinance is approved, bids will be accepted, with the bid opening tentatively scheduled for the May 15, 2023 City Council Meeting.

Item 23-1006 Transit Operating Grants (First Reading)

Staff recommends approval of an ordinance authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance grant applications for the period July 1, 2023 through June 30, 2024 to provide public transportation.

Item 23-1007 Authorizing Use of General Obligation Bonds for Projects (First Reading)

An amended ordinance is provided for City Council consideration. Members of the City Council provided direction to Administration to work with bond counsel to amend the 2023 general obligation bonds to use the bond proceeds for the following projects:

- City's share of H.T. Custer Park reconstruction project \$395,625
- H.T. Custer ballfield improvements \$100,000
- Hawthorne pool rehabilitation \$2,890,075
- Irwin Street reconstruction, Grove Street to Losey Street \$500,000
- Community Center initial costs \$1,000,000

Item 23-2019 Commit 0.25% Home Rule Tax to Infrastructure and Community Improvements

Staff recommends approval of a resolution establishing that funds derived from the home rule tax approved on December 19, 2022 shall be used for the purpose of funding infrastructure and community improvement expenses.

BIDS, PETITIONS AND COMMUNICATIONS

CITY MANAGER'S REPORT

A. March TAC Report

MISCELLANEOUS BUSINESS (Agreements, Approvals, Etc.)

(Reconsider) Item 23-4023 Classification, Compensation, and Operational Assessment Study

Staff recommends approval of the proposal submitted by GovHR in the amount of \$31,200 to complete a Compensation, Classification, and Organizational study of exempt and non-represented employees. This study will evaluate the current salaries of positions held by the City's workforce, recommend changes, classify positions, and recommend annual maintenance practices. As the labor market has tightened significantly, proper classification and compensation is crucial for the recruitment and retention of qualified employees. A request for proposals was advertised in the Register Mail, posted on the City's website, and made available to 17 vendors who regularly submit bids for this type of work. One proposal was received from GovHR. If approved, this study would begin in approximately four weeks.

TOWN BUSINESS

Item 23-9004 Town Bills

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

Galesburg City Council Regular Meeting
City Council Chambers
55 West Tompkins Street, Galesburg, Illinois
March 6, 2023
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 Leslie Day, and City Clerk Kelli Bennewitz.

Mayor Schwartzman declared a quorum present.

The Pledge of Allegiance was recited.

The Mayor asked for a moment of silence in lieu of an invocation.

Council Member Smith-Esters moved, seconded by Council Member White, to approve the minutes of the City Council's regular meeting from February 20, 2023.

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.

Proclamation: Recognition of GHS Student Gauge Shipp for State Wrestling Title

Proclamation: Women's History Month

CONSENT AGENDA #2023-05

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

23-3006

Approve a two-year contract with Aramark, Inc. for facility services for the City. Various prices include items such as shop towels, nylon mats, wet mops, etc.

23-3007

Approve the bid from JIMAX in the amount of \$27,900 to remove the existing wood waste from the oversize brush drop off site located on Pickard Road.

23-4022

Approve waiving normal purchasing policies and approve the purchase of one bulk delivery of phosphate inhibitor from Hawkins, Inc. at a cost of \$0.795 per pound.

23-5001

Receive the 2022 Annual Fire and Police Commission Report.

23-8004

Approve bills in the amount of \$604,537.06 and advance checks in the amount of \$358,109.05.

Council Member Cox inquired about the sanitary sewer fee for the Churchill building and Elizabeth Varner, Parks & Recreation Director, stated that it is likely for the water from the steam traps.

Council Member Smith-Esters moved, seconded by Council Member Dennis, to approve Consent Agenda 2023-05.

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 by omnibus vote.

PASSAGE OF ORDINANCES AND RESOLUTIONS

23-1002

Council Member Smith-Esters moved, second by Council Member Wallace, to approve Ordinance 23-3692 on final reading authorizing the issuance of General Obligation Bonds, Series 2023 of the City of Galesburg, in the amount of \$5 million for the use of a community center.

Raphaliata McKenzie, Speer Financial, addressed the Council and stated that the City had a public competitive sale for its \$5 million General Obligation Bonds and received 29 bids from five bidders. The best bid received was from Robert W. Baird & Co., Inc. at an interest rate of 3.3211%. This would equate to an interest payment of approximately \$720,000 annually.

Council Member Cox stated that it has been alluded to that the City will need to avoid arbitrage, which is when the bond proceeds are not spent quickly enough and therefore interest earned on the bonds may have to be paid back to the federal government. He noted that the City would need to spend approximately \$500,000 within six months, \$2.25 million within 12 months, \$3.75 million within 18 months, and all the \$5 million within two years, in order to avoid arbitrage.

Council Member Cox inquired if City Manager Smith had notified the Council Members that these bonds would be considered arbitrage bonds if the City does not make payments in the time required. The City Manager stated that this process is standard, and his staff is ready to move forward and believes the line of questioning is political.

Council Member Cox stated that he was concerned that Council Members were not made aware of potential delays and believes the bond sale should have been delayed until it was understood what was in the document. City Manager Smith stated that there is always a chance of delays

and that he did let Council know about the timeline via email but encouraged them to move forward.

Council Member Cox asked if any of the bonds could be reallocated to other projects. Ms. McKenzie stated that if that was a possibility that she would recommend reaching out to bond counsel.

Roll Call #4:

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.

23-1003

Council Member Dennis moved, seconded by Council Member Smith-Esters, to approve Ordinance 23-3693 on final reading amending Section 113.043 (A) of Chapter 113 of the Galesburg Municipal Code regarding the limitation on the number of Class A-1 liquor licenses from twenty-six to twenty-seven.

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.

23-1004

Council Member Wallace moved, seconded by Council Member White, to approve Ordinance 23-3694 on final reading amending Section 110.070 of Chapter 110 of the Galesburg Municipal Code regarding amending the billing cycle for false alarms to the calendar year.

Roll Call #6:

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

Nays: None

Absent: None

Chairman declared the motion carried.

23-2014

Council Member Smith-Esters moved, seconded by Council Member White, to approve Resolution 23-11 approving the transfer of two properties, 349 West Brooks Street and a vacant lot located behind 407 W. Brooks Street, to Knox College.

Roll Call #7:

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

Nays: None

Absent: None

Chairman declared the motion carried.

23-2015

Council Member Smith-Esters moved, seconded by Council Member Davis, to approve Resolution 23-12 in support of Tax Increment Financing.

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.

BIDS, PETITIONS, AND COMMUNICATIONS

23-3008

Council Member Dennis moved, seconded by Council Member Cox, to approve the bid from Sports Interiors to install new lighting for the indoor tennis courts at Lakeside Recreation Facility in the amount of \$72,282. The project is slated to begin in April, and the current lights will be kept for replacement purposes.

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.

PUBLIC COMMENT

Mayor Schwartzman stated that there has been a question of how an item gets on an agenda. He stated that as Mayor, he has the authority, as well as the request of three Council Members. He asked that these requests be communicated through him or the City Manager. Furthermore, he also noted that there is a timing issue of posting the agenda 48 hours prior to the meeting.

Robert Cain addressed the Council and thanked them for all that they do and for acting as one body to get things accomplished.

Andrew Jowers, Ward Six, addressed the Council and thanked them during this stressful time in our nation and state. He has seen negative signs around town, as well as some positive ones. He hopes that we can all be civil, kind, considerate, empathetic and have a willingness to work together. He stated that he had the privilege of writing an article for The Register-Mail regarding change vs. progress that will be out soon.

Reverend Jowers also stated that a lot of good has happened and that elections are coming up. Change is inevitable, and he believes some people are threatened by that. He applauded Council Member Cox for what he is doing and believes we are a Christian nation but have differing opinions.

Brenda Perry addressed the Council and stated that she lives in Whiting Hall and would like to request that an enclosed bus shelter be looked at for their residents.

CITY MANAGER'S REPORT

MISCELLANEOUS BUSINESS (AGREEMENTS, APPROVALS, ETC.)

23-4023

Council Member Smith-Esters moved, seconded by Council Member Davis, to approve the proposal submitted from GovHR in the amount of \$31,200 to complete a Compensation, Classification and Organizational study for exempt and non-represented employees.

Council Member Cox stated that in December, Administration brought salary changes for six employees and suggested that this process be followed for other employees. He believes that HR, the City Manager, and other key Directors could help employees with any salary change requests for consideration at no cost to the City.

City Manager Smith noted that the last time a compensation study was done was in 1988, and that they are typically done every five years. He noted that since the labor market has tightened significantly, proper classification and compensation is crucial for the recruitment and retention of qualified employees. This study would be paid from contingency funds.

Council Member Smith-Esters believes that the City needs to be as equitable as possible and that employees need to know that the City Council cares about them and wants them to stay. She feels that the study is needed and way overdue.

Council Member Davis stated that many employees may not know they are underpaid and simply stay for fear of being unemployed or people will leave and new employees will need to be paid at a higher salary regardless. She firmly believes in fair pay for all people.

Council Member Cox stated that employees should be told we want and value their input, similar to the scenario for the six employees that recently had an increase. Council Member Wallace agreed that those six employees were underpaid and undervalued. Council Member Cox noted that the City could purchase salary data; however, the City Manager stated that the data is not there at this time because all cities are currently working through a compensation study similar to this one.

Council Member Smith-Esters stated that she is in favor of the Strategic Plan, which states that we want a workforce that is aligned with the diversity of the community. The Mayor agreed and noted that the City has a good track record with GovHR. Council Member White stated that the City needs to be fair and is in favor of hiring a professional to perform the study.

Roll Call #10:

Ayes: Council Members White, Smith-Esters, and Davis, 3.

Nays: Council Members Hix, Dennis, Wallace, and Cox, 4.

Absent: None

Chairman declared the motion failed.

23-4024

Council Member Smith-Esters moved, seconded by Council Member Davis, to approve a settlement agreement from a pending workers' compensation case of Ms. Haynes related to an injury sustained in March 2020. In exchange for a release of claims, Ms. Haynes will be compensated \$11,840.40 and an MSA established in the amount of \$804.09.

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.

23-4025

Council Member Smith-Esters moved, seconded by Council Member Dennis, to approve a settlement agreement and mutual release in Knox County Case, Bondi v. Gunther Construction/City of Galesburg, et al., The settlement agreement would dismiss all pending claims and the City of Galesburg would be reimbursed \$74,015.84, for its attorneys' fees.

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.

23-4026

Council Member Smith-Esters moved, seconded by Council Member Davis, to approve a professional services agreement with Farnsworth Group for Programming and Schematic Design for the Community Center in the amount of \$76,000.

Council Member Cox stated that the Mayor reported to WGIL that this item was going to be removed from the agenda and then later, three Council Members requested to keep it on. Because of the confusion, Council Member Cox moved, seconded by Council Member Dennis, to table item 23-4026 until May 1, 2023.

Roll Call #13:

Ayes: Council Members Hix, Dennis, Wallace, and Cox, 4.

Nays: Council Members White, Smith-Esters, and Davis, 3.

Absent: None

Chairman declared the motion carried.

Mayor Schwartzman asked City Manager Smith to send a memo to Council outlining the ramifications of delaying this item.

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

TOWN BUSINESS

23-9004

Trustee Dennis moved, seconded by Trustee Davis, to approve Town bills and warrants to be drawn in payment of same.

Fund Title	Amount
Town Fund	\$533.77
General Assistance Fund	\$5,002.10
IMRF Fund	\$1,352.81
Social Security/Medicare Fund	\$4,650.22
Liability Fund	
Audit Fund	
Total	\$11,538.90

Roll Call #14:

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 White, to resume as the City Council. The motion carried.

CLOSING COMMENTS

Council Member Hix thanked City Clerk Bennewitz for her assistance in electronically attending meetings while he was out of town.

Council Member Dennis congratulated Gauge Shipp on his state title championship.

Council Member Wallace also congratulated Gauge Shipp on an accomplishment that the whole City can get behind. He also thanked the Mayor for the proclamation celebrating Women's History Month. He noted that women should be acknowledged in our society and treated equally. He also believes that there is a misconception on union vs. non-union positions and that employees have been lost due to a lack of compensation and believes that as a whole, the City needs to come up to par.

Council Member White was glad to see people at the meeting and making their voice heard. He also stated that residents need to stay involved and know what's going on in their city. If people don't stay involved, the people who run the city will take it over.

Council Member White left the meeting at 7:01 p.m.

Council Member Smith-Esters invited residents to participate in "309 Random Acts of Kindness," on March 9th. She stated that this is a collective effort for the entire region, 9,486 square miles, in the 309 area code to perform acts of kindness. She noted that there are volunteer opportunities listed on the City's website and asked that people use the hashtag #Iam309 and post photos on social media of their activities, interactions, thoughts, or ideas.

Council Member White returned to the meeting at 7:03 p.m.

Council Member Davis stated that she wanted to talk about something that is happening on a national and local level. Yesterday, she heard the news that people at a major conservative political conference are calling for the genocide of transgender people. She stated that this is disgusting and that her fiancé, a transgender, and her had to read that there are people in this country who are advocating for them to not exist, which means murder and genocide. She added that unfortunately the City still has someone sitting on this Council to whom transphobic hateful comments have been attributed. This person has yet to take accountability or apologize, which is unacceptable.

Council Member Davis stated that this is not imagined and that no one is making up victimhood. Transgender people are already murdered at alarming rates -- the average life expectancy of a transgender black woman is less than 40 years old. She hopes that everyone pays attention to the people who are in leadership locally, statewide, and nationwide. She added that there is an election coming up locally, and that there is an opportunity to vote for someone who upholds disgusting rhetoric like this or to vote for someone who doesn't.

Mayor Schwartzman stated that once again the meeting is not streaming (three meetings in a row) and that this is unacceptable. He noted that it is an issue with Granicus, but that the City needs to make sure people are able to stream the meetings. The audio and possibly the video of the meetings will be archived and available.

The Mayor stated that this Council decided to table the agenda item for architectural services for Churchill, and he is not opposed to that decision and believes this can wait another month or two. He wanted to clarify the article where it was eluded that he has changed his mind about the Churchill building, and noted that it is not a bad representation of his personal views on this based on the time he has spent discovering information. He reminded the public that he does not vote. He believes that Churchill is the location for a community center based upon the research that has been done by City staff and meetings with organizations over the last three months. Staff has conducted over 20 in person interviews with these individuals and based upon these contacts, we recognize that there is an amazing need for space for groups to congregate, as well as rent or lease space. This is something the City had not planned for initially and was looking at refurbishing and renovating the smaller (north) portion of the building, or potentially a new building. He stated that with this information, an expanded building is necessary and that there is no way the City could afford a larger, brand-new building that would accommodate all the needs. For these reasons, he suspects that Churchill is the site. He again noted that this could change and that the City has not committed money to Churchill.

Mayor Schwartzman stated that the City had a very successful bond sale and that it needs to be clarified that this money will not be used for any other projects in the community. The Council that takes seats in two months after the election should know this very clearly.

He also once again congratulated Gauge Shipp on his remarkable achievement. As people see his name on the signs coming into town, he hopes they can be proud. He also stated that he is a

great role model beyond being a great wrestler. He also stated that his coach, Coach Leibach, was a former student of his at Knox College and stayed in the community.

The Mayor thanked Anthony Law and the Women of Character from Carl Sandburg College for being in attendance. He also reminded the public of the new website, We Are Galesburg, and that he plans to honor many local women with stories and pictures. He asked the community to be safe and conscientious of students who will soon be on Spring break.

Council Member Wallace stated that he recently spoke to Fire Chief Hovind about the train derailments across the nation and asked about the City's preparedness program. He hopes that something will be put out soon to the public so that they know what the City would do in a similar situation.

Council Member Cox moved, seconded by Council Member Smith-Esters, to adjourn into Executive Session at 7:13 p.m. for the purposes of discussing litigation (5 ILCS 120/2 (c)(11).

Roll Call #15:

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 Dennis, seconded by Council Member Davis, to adjourn the Executive Session at 7:55 p.m.

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.

Peter D. Schwartzman, Mayor

Kelli R. Bennewitz, City Clerk

**COUNCIL LETTER
CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Resolution authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance Grant Applications for the period July 1, 2023 through June 30, 2024 and a Resolution authorizing the acceptance of Special Warranty 5333(b) and Certificates and Assurances.

SUMMARY RECOMMENDATION: The Public Transportation Advisory Commission held a public hearing on March 9, 2023. The commission unanimously recommended the City Council approve the resolutions.

BACKGROUND: Each year the City submits to the Illinois Department of Transportation (IDOT) a grant application for the funding under the Section 5311 Transit Operating Assistance Program and Downstate Operating Assistance Program (DOAP) Grant. It is required as a part of the grant application process to approve Special Warranty 5333(b) which provides Labor Protections and the certificates/assurances which include Title VI of the Civil Rights Act of 1964, Equal Employment Opportunity (EEO) and restrictions on Lobbying. Attached for City Council's consideration are the required resolutions and associated documents.

BUDGET IMPACT: If the resolutions are not approved, the City will not be able to apply for the 5311 or DOAP funds and there would be an estimated shortfall of up to \$351,507 in Federal 5311 funds and up to \$3,041,600 in State DOAP funds to cover transit expenses based upon anticipated expenditures and revenues for the year.

SUPPORTING DOCUMENTS:

1. Resolution authorizing the submittal of 5311 and DOAP applications
2. Resolution accepting Special Warranty 5333(b) and certificates/assurances
3. Special Section 5333(B) Warranty for Application to the Small Urban And Rural Program
4. Certifications and Assurances

RESOLUTION NO. _____

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF SECTION 5311
GRANT AGREEMENT

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 (“Section 5311”), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 *et seq.* to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

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

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2024, for the purpose of off setting a portion of the Public Transportation Program operating deficits of the City of Galesburg Transit System (Galesburg Transit and Paratransit).

Section 2. That while participating in said operating assistance program the City of Galesburg will provide all required local matching funds.

Section 3. That the Mayor of the City of Galesburg, is hereby authorized and directed to execute and file on behalf of the City of Galesburg such application.

Section 4. That the Community Development Director, the City Manager and/or the Transit Manager of the City of Galesburg are authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Mayor of the City of Galesburg, is hereby authorized and directed to execute and file on behalf of the City of Galesburg a Section 5311 Grant Agreement (“Agreement”) with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2024.

Section 6. That the Community Development Director, the City Manager and/or the Transit Manager of the City of Galesburg are hereby authorized to provide such information and

to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2024.

PASSED: _____

APPROVED: _____

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

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE SPECIAL WARRANTY RELATED
TO THE SECTION 5311 GRANT AGREEMENT

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS, a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

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

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, the City of Galesburg hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

Section 3. That the Mayor of the City of Galesburg, is hereby authorized and directed to execute and file on behalf of the City of Galesburg such application.

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

Roll Call #:

Ayes: _____

Nays: _____

Absent: _____

ATTEST:

Peter Schwartzman, Mayor

Kelli R. Bennewitz, City Clerk

Office of Labor-Management Standards (OLMS)

SPECIAL WARRANTY ARRANGEMENT

For Application to Other Than Urbanized and Over-the-Road Bus Accessibility
Projects

PURSUANT TO SECTION 5333(b) OF
TITLE 49 OF THE U.S. CODE, CHAPTER 53
January 3, 2011

The following language shall be made part of the contract of assistance by reference in the Federal Transit Administration's Master Agreement as signed by the grantee:

The terms and conditions set forth below shall apply for the protection of the transportation-related employees in the transportation service area of the Project. As a precondition of the release of assistance by the Grantee/State Agency to any Recipient under the grant, the Grantee shall bind the Recipient to these obligations by incorporating this arrangement into the contract of assistance between the Grantee and the Recipient(s), by reference. If a Grantee fails to comply with the terms of the Warranty and fails to bind a Recipient as a precondition to the release of funds, the Grantee will be a guarantor of the required protections and the Grantee will be required to act as if it were the Recipient of funds unless and until the Grantee is able to secure the retroactive agreement of the Recipient to be bound by the terms of the Warranty.

These protective arrangements are intended for the benefit of transit employees in the service area of the project, who are considered as third-party beneficiaries to the employee protective arrangements incorporated by referenced in the grant contract between the U.S. Department of Transportation and the Grantee, and the parties to the contract so signify by executing that contract. Transit employees are also third party beneficiaries to the protective arrangements incorporated in subsequent contracts of assistance between the Grantee and any Recipient. Employees, or their representative, may assert claims with respect to the protective arrangements under this provision. This clause creates no independent cause of action against the United States Government.

The term "service area," as used herein, includes the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project. The term "Union," as used herein, shall refer to any labor organization representing employees providing public transportation services in the service area of a Project assisted under the grant. The term "employee," as used herein, shall include individuals who may or may not be represented by a Union. The term "Recipient," as used herein, shall refer to any employer(s) receiving transportation assistance under the grant. The term "Grantee," as used herein, shall refer to the applicant for assistance; a Grantee which receives assistance is also a Recipient.

Where the Department of Labor (the Department) deems it necessary to modify the requirements of this Special Warranty Arrangement so that a particular Grantee or Recipient can continue to satisfy the requirements of the statute, the Department will issue a supplementary certification letter setting forth the alternative provisions to be included in the contract of assistance between the Grantee and FTA, by reference. These terms will be made binding upon the particular Grantee

or Recipient, along with these terms and conditions, for each subsequent grant of assistance until withdrawn in writing by the Department.

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall, when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about solely by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his/her position with regard to employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of this arrangement.

(2) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect. This Arrangement does not create any collective bargaining relationship where one does not already exist or between any Recipient and the employees of another employer. Where the Recipient has no collective bargaining relationship with the Unions representing employees in the service area, the Recipient will not take any action which impairs or interferes with the rights, privileges, and benefits and/or the preservation or continuation of the collective bargaining rights of such employees.

(3) All rights, privileges, and benefits (including pension rights and benefits) of employees covered by this arrangement (including employees having already retired) under existing collective bargaining agreements or otherwise, or under any revision or renewal thereof, shall be preserved and continued; provided, however, that such rights, privileges and benefits which are not foreclosed from further bargaining under applicable law or contract may be modified by collective bargaining and agreement by the Recipient and the Union involved to substitute other rights, privileges and benefits. Unless otherwise provided, nothing in this arrangement shall be deemed to restrict any rights the Recipient may otherwise have to direct the working forces and manage its business as it deemed best, in accordance with the applicable collective bargaining agreement.

(4) The collective bargaining rights of employees covered by this arrangement, including the right to arbitrate labor disputes and to maintain union security and checkoff arrangements, as provided by applicable laws, policies and/or existing collective bargaining agreements, shall be preserved and continued. Provided, however, that this provision shall not be interpreted so as to require the

Recipient to retain any such rights which exist by virtue of a collective bargaining agreement after such agreement is no longer in effect.

The Recipient agrees that it will bargain collectively with the Union or otherwise arrange for the continuation of collective bargaining, and that it will enter into agreements with the Union or arrange for such agreements to be entered into, relative to all subjects which are or may be proper subjects of collective bargaining. If, at any time, applicable law or contracts permit or grant to employees covered by this arrangement the right to utilize any economic measures, nothing in this arrangement shall be deemed to foreclose the exercise of such right.

(5)(a) The Recipient shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces as a result of the Project. In the case of employees represented by a Union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs within the jurisdiction and control of the Recipient, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21), available to be filled by such affected employees.

(5)(b) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a Union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees, negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. These negotiations shall include determining the selection of forces from among the mass transportation employees who may be affected as a result of the Project, to establish which such employees shall be offered employment for which they are qualified or can be trained. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (15) of this arrangement. Unless the parties otherwise mutually agree in writing, no change in operations, services, facilities or equipment within the purview of this paragraph (5) shall occur until after either: 1) an agreement with respect to the application of the terms and conditions of this arrangement to the intended change(s) is reached; 2) the decision of the arbitrator has been rendered pursuant to this subparagraph (b); or 3) an arbitrator selected pursuant to Paragraph (15) of this arrangement determines that the intended change(s) may be instituted prior to the finalization of implementing arrangements.

(5)(c) In the event of a dispute as to whether an intended change within the purview of this paragraph (5) may be instituted at the end of the 60-day notice period and before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), any involved party may immediately submit that issue to arbitration under paragraph (15) of this arrangement. In any such arbitration, the arbitrator shall rely upon the standards and criteria utilized by the Surface Transportation Board (and its predecessor agency, the Interstate Commerce Commission) to address the "preconsummation" issue in cases involving employee protections pursuant to 49 U.S.C. Section 11326 (or its predecessor, Section 5(2)(f) of the Interstate Commerce Act, as amended). If the Recipient demonstrates, as a threshold matter in any such arbitration, that the intended action is a trackage rights, lease proceeding or similar transaction, and not a merger, acquisition, consolidation, or other similar transaction, the burden shall then shift to the involved labor organization(s) to prove that under the standards and criteria

referenced above, the intended action should not be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. If the Recipient fails to demonstrate that the intended action is a trackage rights, lease proceeding, or similar transaction, it shall be the burden of the Recipient to prove that under the standards and criteria referenced above, the intended action should be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. For purposes of any such arbitration, the time period within which the parties are to respond to the list of potential arbitrators submitted by the American Arbitration Association Service shall be five (5) days, the notice of hearing may be given orally or by facsimile, the hearing will be held promptly, the award of the arbitrator shall be rendered promptly and, unless otherwise agreed to by the parties, no later than fourteen (14) days from the date of closing the hearings, with five (5) additional days for mailing if posthearing briefs are requested by either party. The intended change shall not be instituted during the pendency of any arbitration proceedings under this subparagraph (c).

(5)(d) If an intended change within the purview of this paragraph (5) is instituted before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), all employees affected shall be kept financially whole, as if the noticed and implemented action has not taken place, from the time they are affected until the effective date of an implementing agreement or final arbitration decision. This protection shall be in addition to the protective period defined in paragraph (14) of this arrangement, which period shall begin on the effective date of the implementing agreement or final arbitration decision rendered pursuant to subparagraph (b).

An employee selecting, bidding on, or hired to fill any position established as a result of a noticed and implemented action prior to the consummation of an implementing agreement or final arbitration decision shall accumulate no benefits under this arrangement as a result thereof during that period prior to the consummation of an implementing agreement or final arbitration decision pursuant to subparagraph (b).

(6)(a) Whenever an employee, retained in service, recalled to service, or employed by the Recipient pursuant to paragraphs (5), (7)(e), or (18) hereof is placed in a worse position with respect to compensation as a result of the Project, the employee shall be considered a "displaced employee", and shall be paid a monthly "displacement allowance" to be determined in accordance with this paragraph. Said displacement allowance shall be paid each displaced employee during the protective period so long as the employee is unable, in the exercise of his/her seniority rights, to obtain a position producing compensation equal to or exceeding the compensation the employee received in the position from which the employee was displaced, adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

(6)(b) The displacement allowance shall be a monthly allowance determined by computing the total compensation received by the employee, including vacation allowances and monthly compensation guarantees, and his/her total time paid for during the last twelve (12) months in which the employee performed compensated service more than fifty per centum of each such months, based upon the employee's normal work schedule, immediately preceding the date of his/her displacement as a result of the Project, and by dividing separately the total compensation and the total time paid for by twelve, thereby producing the average monthly compensation and the average monthly time paid for. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for. If the displaced

employee's compensation in his/her current position is less in any month during his/her protective period than the aforesaid average compensation (adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for), the employee shall be paid the difference, less compensation for any time lost on account of voluntary absences to the extent that the employee is not available for service equivalent to his/her average monthly time, but the employee shall be compensated in addition thereto at the rate of the current position for any time worked in excess of the average monthly time paid for. If a displaced employee fails to exercise his/her seniority rights to secure another position to which the employee is entitled under the then existing collective bargaining agreement, and which carries a wage rate and compensation exceeding that of the position which the employee elects to retain, the employee shall thereafter be treated, for the purposes of this paragraph, as occupying the position the employee elects to decline.

(6)(c) The displacement allowance shall cease prior to the expiration of the protective period in the event of the displaced employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.

(7)(a) Whenever any employee is laid off or otherwise deprived of employment as a result of the Project, in accordance with any collective bargaining agreement applicable to his/her employment, the employee shall be considered a "dismissed employee" and shall be paid a monthly dismissal allowance to be determined in accordance with this paragraph. Said dismissal allowance shall first be paid each dismissed employee on the thirtieth (30th) day following the day on which the employee is "dismissed" and shall continue during the protective period, as follow:

Employee's length of service	
<u>prior to adverse effect</u>	<u>Period of protection</u>
1 day to 6 years	equivalent period
6 years or more	6 years

The monthly dismissal allowance shall be equivalent to one-twelfth (1/12th) of the total compensation received by the employee in the last twelve (12) months of his/her employment in which the employee performed compensation service more than fifty per centum of each such month based on the employee's normal work schedule to the date on which the employee was first deprived of employment as a result of the Project. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

(7)(b) An employee shall be regarded as deprived of employment and entitled to a dismissal allowance when the position the employee holds is abolished as a result of the Project, or when the position the employee holds is not abolished but the employee loses that position as a result of the exercise of seniority rights by an employee whose position is abolished as a result of the Project or as a result of the exercise of seniority rights by other employees brought about as a result of the Project, and the employee is unable to obtain another position, either by the exercise of the employee's seniority rights, or through the Recipient, in accordance with subparagraph (e). In the absence of proper notice followed by an agreement or decision pursuant to paragraph (5) hereof, no employee who has been deprived of employment as a result of the Project shall be required to exercise his/her seniority rights to secure another position in order to qualify for a dismissal allowance hereunder.

(7)(c) Each employee receiving a dismissal allowance shall keep the Recipient informed as to his/her current address and the current name and address of any other person by whom the employee may be regularly employed, or if the employee is self-employed.

(7)(d) The dismissal allowance shall be paid to the regularly assigned incumbent of the position abolished. If the position of an employee is abolished when the employee is absent from service, the employee will be entitled to the dismissal allowance when the employee is available for service. The employee temporarily filling said position at the time it was abolished will be given a dismissal allowance on the basis of that position, until the regular employee is available for service, and thereafter shall revert to the employee's previous status and will be given the protections of the agreement in said position, if any are due him/her.

(7)(e) An employee receiving a dismissal allowance shall be subject to call to return to service by the employee's former employer; notification shall be in accordance with the terms of the then-existing collective bargaining agreement if the employee is represented by a union. Prior to such call to return to work by his/her employer, the employee may be required by the Recipient to accept reasonably comparable employment for which the employee is physically and mentally qualified, or for which the employee can become qualified after a reasonable training or retraining period, provided it does not require a change in residence or infringe upon the employment rights of other employees under then-existing collective bargaining agreements.

(7)(f) When an employee who is receiving a dismissal allowance again commences employment in accordance with subparagraph (e) above, said allowance shall cease while the employee is so reemployed, and the period of time during which the employee is so reemployed shall be deducted from the total period for which the employee is entitled to receive a dismissal allowance. During the time of such reemployment, the employee shall be entitled to the protections of this arrangement to the extent they are applicable.

(7)(g) The dismissal allowance of any employee who is otherwise employed shall be reduced to the extent that the employee's combined monthly earnings from such other employment or self-employment, any benefits received from any unemployment insurance law, and his/her dismissal allowance exceed the amount upon which the employee's dismissal allowance is based. Such employee, or his/her union representative, and the Recipient shall agree upon a procedure by which the Recipient shall be kept currently informed of the earnings of such employee in employment other than with the employee's former employer, including self-employment, and the benefits received.

(7)(h) The dismissal allowance shall cease prior to the expiration of the protective period in the event of the failure of the employee without good cause to return to service in accordance with the applicable labor agreement, or to accept employment as provided under subparagraph (e) above, or in the event of the employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.

(7)(i) A dismissed employee receiving a dismissal allowance shall actively seek and not refuse other reasonably comparable employment offered him/her for which the employee is physically and mentally qualified and does not require a change in the employee's place of residence. Failure of the dismissed employee to comply with this obligation shall be grounds for discontinuance of

the employee's allowance; provided that said dismissal allowance shall not be discontinued until final determination is made either by agreement between the Recipient and the employee or his/her representative, or by final arbitration decision rendered in accordance with paragraph (15) of this arrangement that such employee did not comply with this obligation.

(8) In determining length of service of a displaced or dismissed employee for purposes of this arrangement, such employee shall be given full service credits in accordance with the records and labor agreements applicable to him/her and the employee shall be given additional service credits for each month in which the employee receives a dismissal or displacement allowance as if the employee were continuing to perform services in his/her former position.

(9) No employee shall be entitled to either a displacement or dismissal allowance under paragraphs (6) or (7) hereof because of the abolishment of a position to which, at some future time, the employee could have bid, been transferred, or promoted.

(10) No employee receiving a dismissal or displacement allowance shall be deprived, during the employee's protected period, of any rights, privileges, or benefits attaching to his/her employment, including, without limitation, group life insurance, hospitalization and medical care, free transportation for the employee and the employee's family, sick leave, continued status and participation under any disability or retirement program, and such other employee benefits as Railroad Retirement, Social Security, Workmen's Compensation, and unemployment compensation, as well as any other benefits to which the employee may be entitled under the same conditions and so long as such benefits continue to be accorded to other employees of the bargaining unit, in active service or furloughed as the case may be.

(11)(a) Any employee covered by this arrangement who is retained in the service of his/her employer, or who is later restored to service after being entitled to receive a dismissal allowance, and who is required to change the point of his/her employment in order to retain or secure active employment with the Recipient in accordance with this arrangement, and who is required to move his/her place of residence, shall be reimbursed for all expenses of moving his/her household and other personal effects, for the traveling expenses for the employee and members of the employee's immediate family, including living expenses for the employee and the employee's immediate family, and for his/her own actual wage loss during the time necessary for such transfer and for a reasonable time thereafter, not to exceed five (5) working days. The exact extent of the responsibility of the Recipient under this paragraph, and the ways and means of transportation, shall be agreed upon in advance between the Recipient and the affected employee or the employee's representatives.

(11)(b) If any such employee is laid off within three (3) years after changing his/her point of employment in accordance with paragraph (a) hereof, and elects to move his/her place of residence back to the original point of employment, the Recipient shall assume the expenses, losses and costs of moving to the same extent provided in subparagraph (a) of this paragraph (11) and paragraph (12)(a) hereof.

(11)(c) No claim for reimbursement shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within ninety (90) days after the date on which the expenses were incurred.

(11)(d) Except as otherwise provided in subparagraph (b), changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.

(12)(a) The following conditions shall apply to the extent they are applicable in each instance to any employee who is retained in the service of the employer (or who is later restored to service after being entitled to receive a dismissal allowance), who is required to change the point of his/her employment as a result of the Project, and is thereby required to move his/her place of residence.

If the employee is under a contract to purchase his/her home, the Recipient shall protect the employee against loss under such contract, and in addition, shall relieve the employee from any further obligation thereunder.

If the employee holds an unexpired lease of a dwelling occupied as the employee's home, the Recipient shall protect the employee from all loss and cost in securing the cancellation of said lease.

(12)(b) No claim for loss shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within one year after the effective date of the change in residence.

(12)(c) Should a controversy arise in respect to the value of the home, the loss sustained in its sale, the loss under a contract for purchase, loss and cost in securing termination of a lease, or any other question in connection with these matters, it shall be decided through a joint conference between the employee, or his/her union, and the Recipient. In the event they are unable to agree, the dispute or controversy may be referred by the Recipient or the union to a board of competent real estate appraisers selected in the following manner: one (1) to be selected by the representatives of the employee, and one (1) by the Recipient, and these two, if unable to agree within thirty (30) days upon the valuation, shall endeavor by agreement with ten (10) days thereafter to select a third appraiser or to agree to a method by which a third appraiser shall be selected, and failing such agreement, either party may request the State and local Board of Real Estate Commissioners to designate within ten (10) days a third appraiser, whose designation will be binding upon the parties and whose jurisdiction shall be limited to determination of the issues raised in this paragraph only. A decision of a majority of the appraisers shall be required and said decision shall be final, binding, and conclusive. The compensation and expenses of the neutral appraiser including expenses of the appraisal board, shall be borne equally by the parties to the proceedings. All other expenses shall be paid by the party incurring them, including the compensation of the appraiser selected by such party.

(12)(d) Except as otherwise provided in paragraph (11)(b) hereof, changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.

(12)(e) "Change in residence" means transfer to a work location which is either (A) outside a radius of twenty (20) miles of the employee's former work location and farther from the

employee's residence than was his/her former work location, or (B) is more than thirty (30) normal highway route miles from the employee's residence and also farther from his/her residence than was the employee's former work location.

(13)(a) A dismissed employee entitled to protection under this arrangement may, at the employee's option within twenty-one (21) days of his/her dismissal, resign and (in lieu of all other benefits and protections provided in this arrangement) accept a lump sum payment computed in accordance with section (9) of the Washington Job Protection Agreement of May 1936:

<u>Length of Service</u>						<u>Separation Allowance</u>		
1	year and less than 2 years					3 months' pay		
2	"	"	"	"	3	"	"	"
3	"	"	"	"	5	"	"	"
5	"	"	"	"	10	"	"	"
10	"	"	"	"	15	"	"	"
15	"	"	over			"	"	"

In the case of an employee with less than one year's service, five days' pay, computed by multiplying by 5 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied, for each month in which the employee performed service, will be paid as the lump sum.

Length of service shall be computed as provided in Section 7(b) of the Washington Job Protection Agreement, as follows:

For the purposes of this arrangement, the length of service of the employee shall be determined from the date the employee last acquired an employment status with the employing carrier and the employee shall be given credit for one month's service for each month in which the employee performed any service (in any capacity whatsoever) and twelve (12) such months shall be credited as one year's service. The employment status of an employee shall not be interrupted by furlough in instances where the employee has a right to and does return to service when called. In determining length of service of an employee acting as an officer or other official representative of an employee organization, the employee will be given credit for performing service while so engaged on leave of absence from the service of a carrier.

(13)(b) One month's pay shall be computed by multiplying by 30 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied prior to time of the employee's dismissal as a result of the Project.

(14) Whenever used herein, unless the context requires otherwise, the term "protective period" means that period of time during which a displaced or dismissed employee is to be provided protection hereunder and extends from the date on which an employee is displaced or dismissed to the expiration of six (6) years therefrom, provided, however, that the protective period for any particular employee during which the employee is entitled to receive the benefits of these provisions shall not continue for a longer period following the date the employee was displaced or dismissed than the employee's length of service, as shown by the records and labor agreements applicable to his/her employment prior to the date of the employee's displacement or dismissal.

(15)(a) In the event that employee(s) are represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement, not otherwise governed by paragraph 12(c), the Labor-Management Relations Act, as amended, the Railway Labor Act, as amended, or by impasse resolution provisions in a collective bargaining or protective arrangement involving the Recipient and the Union, which cannot be settled by the parties thereto within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties. In the event they cannot agree upon such procedure, the dispute, claim, or grievance may be submitted at the written request of the Recipient or the Union to final and binding arbitration. Should the parties be unable to agree upon the selection of a neutral arbitrator within ten (10) days, any party may request the American Arbitration Association to furnish, from among arbitrators who are then available to serve, five (5) arbitrators from which a neutral arbitrator shall be selected. The parties shall, within five (5) days after the receipt of such list, determine by lot the order of elimination and thereafter each shall, in that order, alternately eliminate one name until only one name remains. The remaining person on the list shall be the neutral arbitrator. Unless otherwise provided, in the case of arbitration proceedings, under paragraph (5) of this arrangement, the arbitration shall commence within fifteen (15) days after selection or appointment of the neutral arbitrator, and the decision shall be rendered within forty-five (45) days after the hearing of the dispute has been concluded and the record closed. The decision shall be final and binding. All the conditions of the arrangement shall continue to be effective during the arbitration proceedings.

(15)(b) The compensation and expenses of the neutral arbitrator, and any other jointly incurred expenses, shall be borne equally by the Union(s) and Recipient, and all other expenses shall be paid by the party incurring them.

(15)(c) In the event that employee(s) are not represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement which cannot be settled by the Recipient and the employee(s) within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding dispute settlement procedure acceptable to the parties, or in the event the parties cannot agree upon such a procedure, the dispute or controversy may be referred to the Secretary of Labor for a final and binding determination.

(15)(d) In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be the obligation of the employee or the representative of the employee to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of the Recipient to prove that factors other than the Project affected the employee. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee. (See Hodgson's Affidavit in Civil Action No. 825-71).

(16) The Recipient will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by this arrangement may file a written claim of its violation, through the Union, or directly if the employee is outside the bargaining unit, with the Recipient within sixty (60) days of the date the employee is terminated or laid off as a result of the Project, or within eighteen (18) months of the date the employee's

position with respect to his/her employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim. Unless such claims are filed with the Recipient within said time limitations, the Recipient shall thereafter be relieved of all liabilities and obligations related to the claim.

The Recipient will fully honor the claim, making appropriate payments, or will give notice to the claimant or his/her representative of the basis for denying or modifying such claim, giving reasons therefore. If the Recipient fails to honor such claim, the Union or non-bargaining unit employee may invoke the following procedures for further joint investigation of the claim by giving notice in writing. Within ten (10) days from the receipt of such notice, the parties shall exchange such factual material as may be requested of them relevant to the disposition of the claim and shall jointly take such steps as may be necessary or desirable to obtain from any third party such additional factual materials as may be relevant. In the event the Recipient rejects the claim, the claim may be processed to arbitration as hereinabove provided by paragraph (15).

(17) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements or otherwise; provided that there shall be no duplication of benefits to any employee, and, provided further, that any benefit under this arrangement shall be construed to include the conditions, responsibilities, and obligations accompanying such benefit. This arrangement shall not be deemed a waiver of any rights of any Union or of any represented employee derived from any other agreement or provision of federal, state or local law.

(18) During the employee's protective period, a dismissed employee shall, if the employee so requests, in writing, be granted priority of employment or reemployment to fill any vacant position within the jurisdiction and control of the Recipient reasonably comparable to that which the employee held when dismissed, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21) herein, for which the employee is, or by training or retraining can become, qualified; not, however, in contravention of collective bargaining agreements related thereto. In the event such employee requests such training or re-training to fill such vacant position, the Recipient shall provide for such training or re-training at no cost to the employee. The employee shall be paid the salary or hourly rate provided for in the applicable collective bargaining agreement or otherwise established in personnel policies or practices for such position, plus any displacement allowance to which the employee may be otherwise entitled. If such dismissed employee who has made such request fails, without good cause, within ten (10) days to accept an offer of a position comparable to that which the employee held when dismissed for which the employee is qualified, or for which the employee has satisfactorily completed such training, the employee shall, effective at the expiration of such ten-day period, forfeit all rights and benefits under this arrangement.

As between employees who request employment pursuant to this paragraph, the following order where applicable shall prevail in hiring such employees:

(a) Employees in the craft or class of the vacancy shall be given priority over employees without seniority in such craft or class;

(b) As between employees having seniority in the craft or class of the vacancy, the senior employees, based upon their service in that craft or class, as shown on the appropriate seniority roster, shall prevail over junior employees;

(c) As between employees not having seniority in the craft or class of the vacancy, the senior employees, based upon their service in the crafts or classes in which they do have seniority as shown on the appropriate seniority rosters, shall prevail over junior employees.

(19) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Federal Transit statute and has agreed to comply with the provisions of 49 U.S.C., Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of this arrangement and to the proper determination of any claims arising thereunder.

(20) In the event the Project is approved for assistance under the statute, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the applicant for federal funds and between the applicant and any recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his/her representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

(21) This arrangement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by reason of the arrangements made by or for the Recipient to manage and operate the system.

Any person, enterprise, body, or agency, whether publicly - or privately-owned, which shall undertake the management, provision and/or operation of the Project services or the Recipient's transit system, or any part or portion thereof, under contractual arrangements of any form with the Recipient, its successors or assigns, shall agree to be bound by the terms of this arrangement and accept the responsibility with the Recipient for full performance of these conditions. As a condition precedent to any such contractual arrangements, the Recipient shall require such person, enterprise, body or agency to so agree.

(22) In the event of the acquisition, assisted with Federal funds, of any transportation system or services, or any part or portion thereof, the employees of the acquired entity shall be assured employment, in comparable positions, within the jurisdiction and control of the acquiring entity, including positions in the employment of any entity bound by this arrangement pursuant to paragraph (21). All persons employed under the provisions of this paragraph shall be appointed to such comparable positions without examination, other than that required by applicable federal, state or federal law or collective bargaining agreement, and shall be credited with their years of service for purposes of seniority, vacations, and pensions in accordance with the records of their former employer and/or any applicable collective bargaining agreements.

(23) The employees covered by this arrangement shall continue to receive any applicable coverage under Social Security, Railroad Retirement, Workmen's Compensation, unemployment compensation, and the like. In no event shall these benefits be worsened as a result of the Project.

(24) In the event any provision of this arrangement is held to be invalid, or otherwise unenforceable under the federal, state, or local law, in the context of a particular Project, the remaining provisions of this arrangement shall not be affected and the invalid or unenforceable provision shall be renegotiated by the Recipient and the interested Union representatives, if any, of the employees involved for purpose of adequate replacement under Section 5333(b). If such negotiation shall not result in mutually satisfactory agreement any party may invoke the jurisdiction of the Secretary of Labor to determine substitute fair and equitable employee protective arrangements for application only to the particular Project, which shall be incorporated in this arrangement only as applied to that Project, and any other appropriate action, remedy, or relief.

(25) If any employer of the employees covered by this arrangement shall have rearranged or adjusted its forces in anticipation of the Project, with the effect of depriving an employee of benefits to which the employee should be entitled under this arrangement, the provisions of this arrangement shall apply to such employee as of the date when the employee was so affected.

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Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

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- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

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- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

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- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.

§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT

Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

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- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

Certifications and Assurances

Fiscal Year 2023

FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: City of Galesburg

The Applicant certifies to the applicable provisions of all categories: (*check here*) X.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	
02 Public Transportation Agency Safety Plans	
03 Tax Liability and Felony Convictions	
04 Lobbying	
05 Private Sector Protections	
06 Transit Asset Management Plan	
07 Rolling Stock Buy America Reviews and Bus Testing	
08 Urbanized Area Formula Grants Program	
09 Formula Grants for Rural Areas	
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	

Certifications and Assurances

Fiscal Year 2023

- | | | |
|----|---|--|
| 12 | Enhanced Mobility of Seniors and Individuals with Disabilities Programs | |
| 13 | State of Good Repair Grants | |
| 14 | Infrastructure Finance Programs | |
| 15 | Alcohol and Controlled Substances Testing | |
| 16 | Rail Safety Training and Oversight | |
| 17 | Demand Responsive Service | |
| 18 | Interest and Financing Costs | |
| 19 | Cybersecurity Certification for Rail Rolling Stock and Operations | |
| 20 | Tribal Transit Programs | |
| 21 | Emergency Relief Program | |

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**AFFIRMATION OF APPLICANT**Name of the Applicant: City of Galesburg

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

Certifications and Assurances

Fiscal Year 2023

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Peter Schwartzman Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): City of Galesburg

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name Leslie Day Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

**CITY OF GALESBURG
COUNCIL LETTER
MARCH 20, 2023**

AGENDA ITEM: Resolution for acceptance of the OSLAD Grant award for H.T. Custer Park, with authorization of the Mayor to sign the 2022 OSLAD Grant Agreement.

SUMMARY RECOMMENDATION: The City Manager, Director of Parks and Recreation and the City Engineer recommend that the resolution be approved.

BACKGROUND: The City has applied for and been awarded an Open Space and Land Acquisition Development (OSLAD) grant to make park improvements to H.T. Custer Park. The scope of the improvements to H.T. Custer Park include constructing a new restroom facility, new shelter, a new playground, walking path around the park, youth bike training area, parking lot improvements near the baseball field, and a rain garden and butterfly waystation.

The OSLAD Grant Application submitted to DNR was approved on August 16, 2021 and the grant was awarded with revisions in September 2022. Attached is a copy of the resolution for the City Council's consideration. The resolution authorizes the city to enter into the agreement, with the Mayor's signature.

BUDGET IMPACT: Sufficient funds are budgeted for this work in the 2023 budget in the Utility Tax Fund (Fund 59) and Grant Fund (Fund 13). The OSLAD grant requires a 50% local match. \$400,000 will be paid from the Utility Tax Fund and the remaining \$400,000 will be reimbursed by the State from the grant funds awarded.

SUPPORTING DOCUMENTS:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF
AN OPEN SPACE LAND ACQUISITION AND DEVELOPMENT (OSLAD) GRANT**

WHEREAS, the City of Galesburg recognizes the importance of a quality park system.

WHEREAS, the Illinois Department of Natural Resources (IDNR), state-financed program, is authorized to provide grant funding for park property renovations, in order to renovate H.T. Custer Park with a modernized playground, restroom facility, new shelter, a walking path around the park, a youth bike training area, parking lot improvements near the baseball field, and a rain garden and butterfly waystation.

WHEREAS, the Open Space Land Acquisition and Development (OSLAD) grant opportunity will assist in providing funding to develop and park in the best interests of safety, health and fitness for the residents of the City of Galesburg.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS, AS FOLLOW:

SECTION 1: That the City of Galesburg enter into an OSLAD Grant agreement with the Illinois Department of Natural Resources (IDNR).

SECTION 2: That the Mayor of the City of Galesburg, is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of the City of Galesburg for such assistance for fiscal year 2023.

SECTION 3: That the Director of Parks and Recreation and City Engineer of the City of Galesburg are hereby authorized to provide such information, execute and file such documents as may be required to perform the Agreement, and to request and receive the grant funding for the Open Space Land and Acquisition and Development (OSLAD) for H.T. Custer Park.

SECTION 4: That while participating in the OSLAD Grant Program, the City of Galesburg shall provide all required local funding.

Approved this 20th day of March, 2023 by a roll call vote as follows:

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

**CITY OF GALESBURG
COUNCIL LETTER
MARCH 20, 2023**

AGENDA ITEM: Resolution for acceptance of the BAAD Grant award for the restrooms at the Lake Storey Park East Boat Ramp area, with authorization of the Mayor to sign the BAAD Grant Agreement.

SUMMARY RECOMMENDATION: The City Manager and Director of Parks and Recreation recommend that the resolution be approved.

BACKGROUND: The City has applied for and been awarded Boat Access Area Development (BAAD) grant. The scope of work is to add a vault style restroom facility to the Lake Storey Park East Boat Ramp area.

The BAAD Grant Application submitted to DNR was approved on August 16, 2021 and the grant was awarded in December 2022. Attached is a copy of the resolution for the City Council's consideration. The resolution authorizes the city to enter into the agreement, with the Mayor's signature.

BUDGET IMPACT: Sufficient funds are budgeted for this work in the 2023 budget in the Utility Tax Fund (Fund 59) and Grant Fund (Fund 13). The BAAD grant will have \$24,500 reimbursed by the State from the grant funds awarded with the addition of \$45,000 budgeted in the Utility Tax Fund.

SUPPORTING DOCUMENTS:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF
A BOAT ACCESS AREA DEVELOPMENT GRANT**

WHEREAS, the City of Galesburg recognizes the importance of a quality park system.

WHEREAS, the Illinois Department of Natural Resources (IDNR), state-financed program, is authorized to provide grant funding for construction of restrooms for Lake Storey Parks public boat and canoe access area at the East Boat Ramp.

WHEREAS, the BAAD Grant will allow for a restroom facility at a boat access location to meet the needs of the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS, AS FOLLOW:

SECTION 1: That the City of Galesburg enter into a BAAD Grant agreement with the Illinois Department of Natural Resources (IDNR).

SECTION 2: That the Mayor of the City of Galesburg, is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of the City of Galesburg for such assistance for fiscal year 2023.

SECTION 3: That the Director of Parks and Recreation and City Engineer of the City of Galesburg are hereby authorized to provide such information, execute and file such documents as may be required to perform the Agreement, and to request and receive the grant funding for the Boat Access Area Development (BAAD) Grant for new restrooms at the East Boat Access area at Lake Storey Park.

SECTION 4: That while participating in the BAAD Grant Program, the City of Galesburg shall provide all required local funding.

Approved this 20th day of March, 2023 by a roll call vote as follows:

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

**COUNCIL LETTER
CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Bid recommendation, purchase of two new utility tractors to be utilized by the City of Galesburg Parks Department.

SUMMARY RECOMMENDATION: The City Manager, Director of Parks and Recreation, Park Superintendent and Purchasing Agent recommend that the City Council award the bid to Martin Tractor (Galesburg, IL) in the amount of \$92,000 with trade for the purchase of two new John Deere 5075E Cab Utility tractors.

BACKGROUND: The Parks Department currently utilizes two utility tractors as part of their everyday operations. Both tractors are used for mowing hillsides and road ditches. However, the 2007 John Deere 4320 utility tractor (unit 515) was originally purchased to be used for dragging the pulverizer to various projects involving dirt work. In the past three years, the demand for mowing has increased and this unit has been designated to be used primarily for mowing; merely used for dirt work on an as needed basis. The other tractor, used solely for mowing, is a 2010 John Deere 5055D utility tractor (unit 517) and has served its useful life and is in need of replacement and will be used for trade. Unit 515 has less wear and tear of the two units and will be kept by the Parks Department to be utilized for various projects allowing the two new units to be used strictly for mowing.

A bid request was created for this purchase after reviewing necessary specifications. Due to the ongoing volatility of the market causing numerous shortages and potential delays in the delivery lead times, city staff determined the benefits of purchasing two utility tractors in 2023 in lieu of purchasing one utility tractor in 2023 and 2024 as originally scheduled in the replacement fund. The bid was advertised in the Galesburg Register Mail, posted on the City website and sent to fifteen known vendors specializing in utility equipment.

Multiple bids were received with this request. The low and best bid meeting the required specifications for this purchase came from Martin Tractor submitting a bid in the amount of \$92,000 including trade. The model offered for each unit is a 2023 John Deere 5055E cab utility tractor. City staff recommend the approval of this purchase.

BUDGET IMPACT: There are sufficient funds budgeted in the replacement program for this purchase.

SUPPORTING DOCUMENTS: Bid Tabulation

City of Galesburg

Bid Tab - 2 New Utility Tractors

Date: 03/08/2023

Attended by: T Miller/ D Miles/ M Miller

Company	Scott Equipment	Painter Farm Equipment	Martin Tractor	AC McCartney
City, State	Galesburg, IL	Monmouth, IL	Galesburg, IL	Wataga, IL
New Utility Tracotr (as specified)	52,000.00	56,000.00	49,500.00	58,575.00
New Utility Tracotr (as specified)	52,000.00	56,000.00	49,500.00	58,575.00
Less Trade In of Exhisting Unit #517	(3,000.00)	(7,000.00)	(7,000.00)	
Net Cost to City	101,000.00	105,000.00	92,000.00	117,150.00
Make	LS	New Holland	John Deere	Masey Ferguson
Model	MT573CPS	Workmaster 65	5075 E	4707
Delivery Lead Time	2-4 Weeks	4 weeks	Approx 24 weeks	12 weeks
Warranty	2 years/750 hours	2 years/2000 hours	2 years/2000 hours	2 years

Low and Best Bid

**COUNCIL LETTER
CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Receive the City of Galesburg 2022 Annual Report

SUMMARY RECOMMENDATION: Receive item only

BACKGROUND: The City of Galesburg 2022 Annual Report is provided to be received and placed on file with the City Clerk's office.

BUDGET IMPACT: None

SUPPORTING DOCUMENTS:

1. City of Galesburg 2022 Annual Report

CITY OF
GALESBURG
ILLINOIS

2022
Annual Report



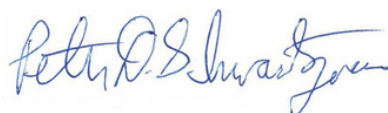
55 W. TOMPKINS STREET
GALESBURG, IL 61401
WWW.CI.GALESBURG.IL.US



CITY OF
GALESBURG
ILLINOIS

Message from the Mayor

What a profoundly successful year 2022 was for the City! The Council got to work on its Strategic Plan (which it unanimously passed in February) and its twenty-three ambitious goals. Yet, 2022 also was a transition year for the City Administration as we saw a long-standing City Manager and City Attorney leave for new pastures. Yet, the work involved in recruiting, interviewing and ultimately hiring Mr. Gerald Smith as our new City Manager, as demanding as it was, did not deter the Council from getting busy. It pressed forward with a comprehensive community survey (the first of its kind), executed an aggressive strategy to fill open police positions, applied for additional outside grants for park expansions and renovations, supported expanded workforce development, and investigated and solidified support for a new, robust community center. I feel so blessed to be part of this progress. I thank all of the residents for participating in all the meetings and discussions related to all the above endeavors. Here's to another amazing year in 2023!



Peter Schwartzman, Mayor



Message from the City Manager



Taking the helm as City Manager during the fall of 2022, it quickly became apparent that the City of Galesburg had many high-priority initiatives underway. I hit the ground running, including the implementation of concrete plans to achieve a community center, and the introduction of new ideas to move the City of Galesburg forward as an ideal place to operate a business, a place to live, and as a community.

I have enjoyed getting to know the Galesburg community, leaders, and citizens, and look forward to what we can accomplish together in 2023.



Gerald C. Smith, Sr.
City Manager

City of Galesburg Elected Officials



Peter Schwartzman
Mayor



Kelli Bennewitz
City Clerk



Bradley Hix
Ward 1 City Council Member



Wayne Dennis
Ward 2 City Council Member



Kevin Wallace
Ward 3 City Council Member



Dwight White
Ward 4 City Council Member



Jaclyn Smith-Esters
Ward 5 City Council Member



Sarah Davis
Ward 6 City Council Member



Larry Cox
Ward 7 City Council Member

City of Galesburg Department Directors



Gerald Smith
City Manager



Wayne Carl
Director of Public Works



Gloria Osborn
Director of Finance &
Information Systems



Elizabeth Varner
Director of Parks & Recreation



Steve Gugliotta
Director of Community
Development



Russell Idle
Police Chief

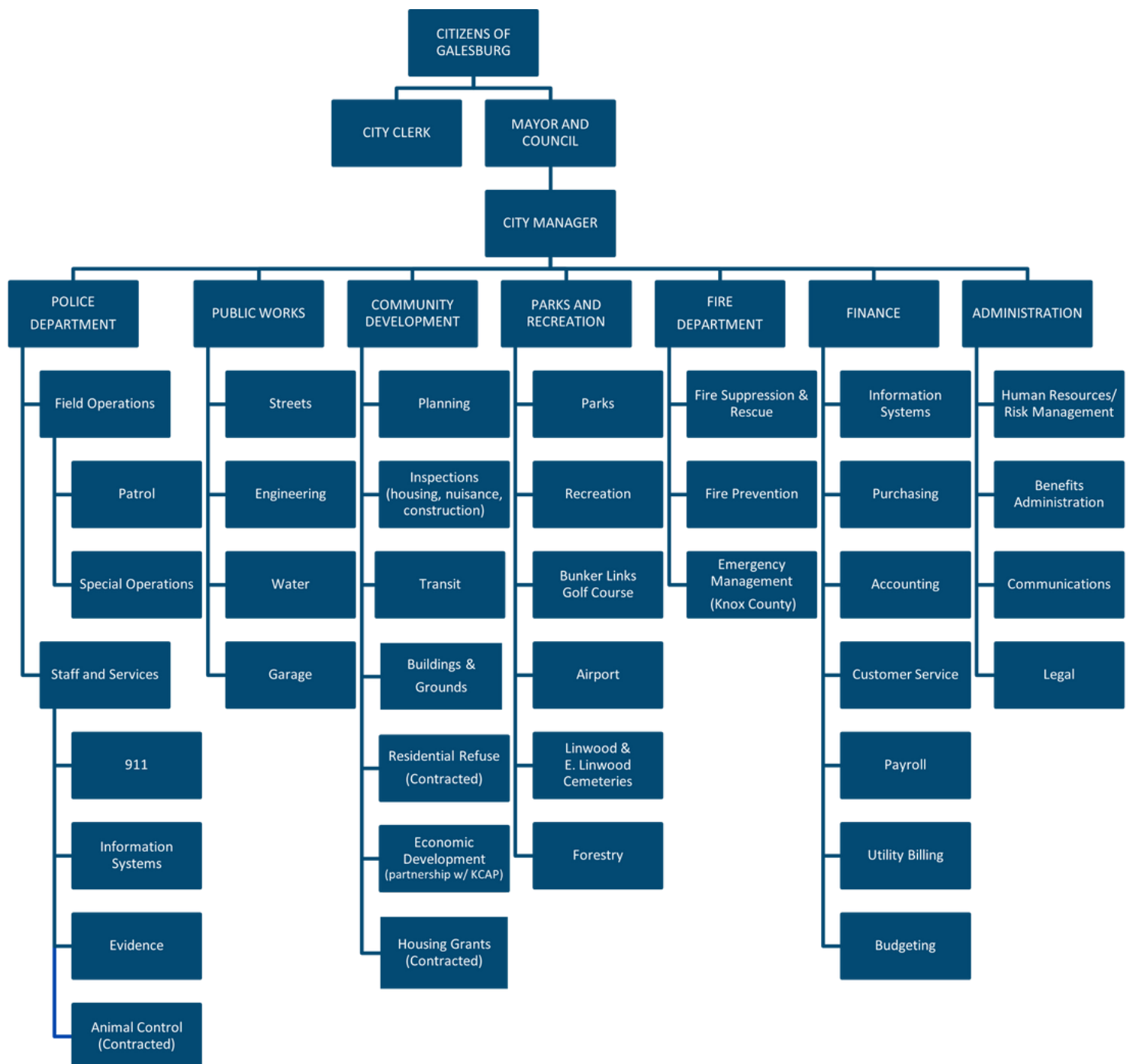


Randy Hovind
Fire Chief

THE CITY OF GALESBURG

Organizational Structure

The City of Galesburg operates under the Council-Manager form of government, with a City Manager hired by the City Council to serve as the chief administrative officer. The City is made up of seven departments, which carry out the services and functions of city government.





ADMINISTRATION

Administration Overview

City Manager, Legal, Human Resources

The City Manager is the chief administrative officer of the city and oversees all daily city operations, departments, and staff. The Administration Department consists of four full-time employees and contractual legal services. Staff in the Administration Department are responsible for city administration, human resources, benefits administration, risk management, communications, and legal.

City Manager

- New City Manager, Gerald Smith, took office November 7, 2022
- Made significant progress towards the City Council's goal of the creation of a community center
 - Established the funding mechanism of bond funding, and unspent ARPA funds
 - Bond payments, as well as infrastructure improvements funded through a home rule sales tax increase of 0.25%.
 - Churchill location selected by City Council vote
 - Collaboration with community partners and architect to plan for needs and spaces

Administration *Continued*

Administration

- Worked with GovHR for City Manager recruitment, resulting in the City Council selecting Gerald Smith as City Manager in the fall of 2022
- Partnered with ETC Institute to conduct a statically valid Citizen Satisfaction Survey
 - Standardized questions allowed for national & regional benchmarking
 - Additional questions developed specifically to gain insights on issues impacting the community & set baseline approval ratings for goals set forth in the strategic plan
 - Importance-Satisfaction Analysis highlighted top areas for focus
 - Implementation in future years will allow for tracking of progress
- Entered into an agreement with community partners to provide a winter warming shelter
- Implemented the external agency funding program
- Coordinated 40 City Council Meetings or Work Sessions, including creation of agendas and e-packets
 - 372 city council agenda items processed

Communications

- Issued 195 press releases
- Sent 89 meeting notices for city boards & commissions
- Collaborated with IT, city leadership, and CGI Communications to include community promotional videos on the city's website
- Create, update, and approve city website content
- In collaboration with IT, manage website content, navigation, and e-alerts
- Routed/responded to 291 citizen's requests initiated through the city website
- Manage social media presence
 - Promote transparency through the inclusion of links to streaming City Council meetings on social media platforms
 - Share news articles and city website content on social media platforms
 - City of Galesburg, Government Facebook page
 - 6,185 followers
 - 12,910 average post reach
 - City of Galesburg Twitter
 - 1,663 followers



Administration *Continued*

Legal & Administrative Adjudication

- Entered into an agreement with Barash & Everett, LLC for interim legal services
- Initiated 121 new legal files
- Represented the city's interest in demolition cases, including filing 21 new demolition cases
- Assisted in 17 property transfers within the City of Galesburg
- Obtained an order for demolition of the former Broadview Hotel, located at 29 Public Square
- Provided research, opinions, and direction for all legal matters and litigation
- Administrative Adjudication hearings held twice a month at Galesburg City Hall
 - 1,640 city ordinance violation cases processed, including property maintenance violations, license/registration violations, parking, nuisance, impound & tow hearings
 - 566 cases brought into compliance and/or paid fines prior to the hearing
 - 1,074 cases proceeded to hearing with a judgment entered by the Hearing Officer

Human Resources & Benefits

- 38 new employees hired
- Conducted a Police Department Overtime Study
- Negotiated the change to 12 hour shifts in the Police Department

242

Full Time City
Employees



4 Administration
4 City Clerk
29 Community Development
12 Finance & IT
46 Fire Department
21 Parks & Recreation
80 Police Department
46 Public Works

Average time
to hire:

27

Days



CITY CLERK

City Clerk Overview

The City Clerk's office is responsible for keeping the official records of the City, including all minutes, ordinances, contracts, and resolutions. There are four employees in the City Clerk's Office, who work together to provide many of the customer service, record keeping, and permitting functions of the City.

City Clerk's Office

- Implemented JustFOIA public portal in April 2022 for records requests, which bridges the transparency gap with our community to create an environment of trust and accountability.
- Assisted in the launching of the iWorQ Permit, License, and Housing public portal
- Internal Communications Committee
- Issued over 4,000 licenses (liquor, rental, contractors, etc.)
- Issued over 1,400 animal license tags, and 56 cemetery deeds
- Submitted 450+ code violations to Administrative Adjudication
- Maintain up-to-date City Codes
- Provided pension onboarding for 40+ new employees, including Firefighters and Police Officers
- Managed 1,128 FOIA requests

4,000+

licenses issued - liquor, rental, contractor

1,128

FOIA requests
processed





COMMUNITY DEVELOPMENT

Community Development Overview

Planning, Inspections, Housing, Transit, Refuse

The Community Development Department is made up of 29 full-time employees who oversee planning & zoning, inspections & permitting, housing grants, code enforcement, and public transit for the City of Galesburg.

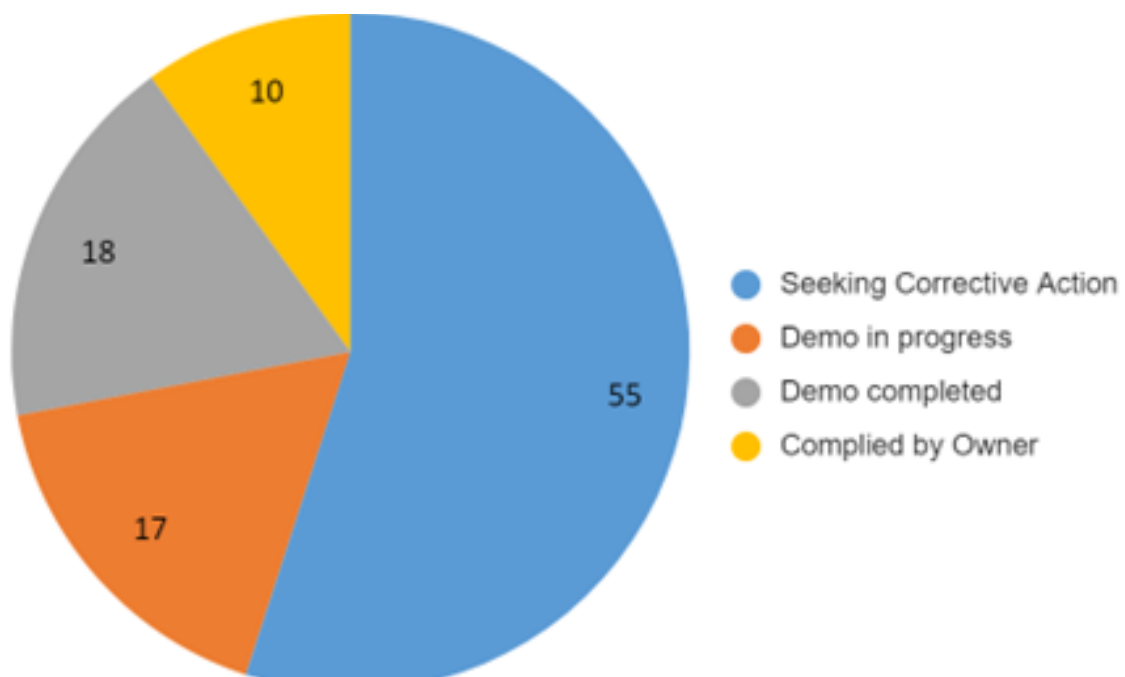
Planning

- Eight site plans reviewed
- Two special use requests reviewed
- Seven variance requests (setbacks, height, sign, # of parking spaces)
- Four minor subdivision plats
- Five zoning amendments
- Two drive-through reviewed
- Three ordinance amendments
- Closure of Tax Increment Financing District 2
- Amendment of Tax Increment Financing District 4 boundaries to add properties
- Removal of properties from Tax Increment Financing District 4
- 15 properties sold during the annual sale of City property
- Amendments to the Downtown Façade Program, in partnership with Facade Advisory Committee & Galesburg Downtown Council
- In coordination with the Galesburg Landmark Commission, selected and presented Two Historic Preservation Awards

Community Development *Continued*

Construction / Demolition

- 358 Building permits
- 215 Mechanical permits
- 504 Electrical permits
- 391 Plumbing permits
- 17 Sign permits
- 40 Demolition permits
- 41 Plan reviews of commercial projects
- 18 City demolitions of dilapidated structures completed
- Nine property owners came into compliance after starting the demolition process



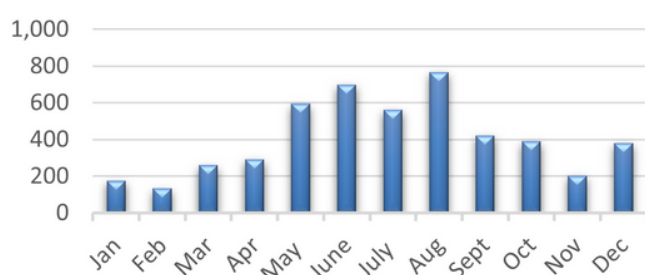
Community Development *Continued*

Nuisance/Rental

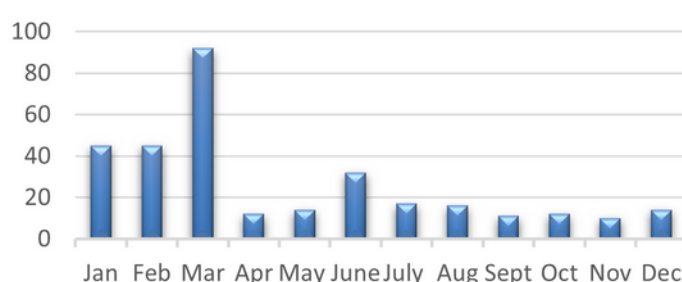
- 4,863 Nuisance inspections
- 320 Housing violation inspections
- 345 Rental inspections
- 505 Cases referred to Administrative Adjudication
- 708 Code Violations resolved
- 626 Weed violations resolved

4,863
Nuisance
Inspections

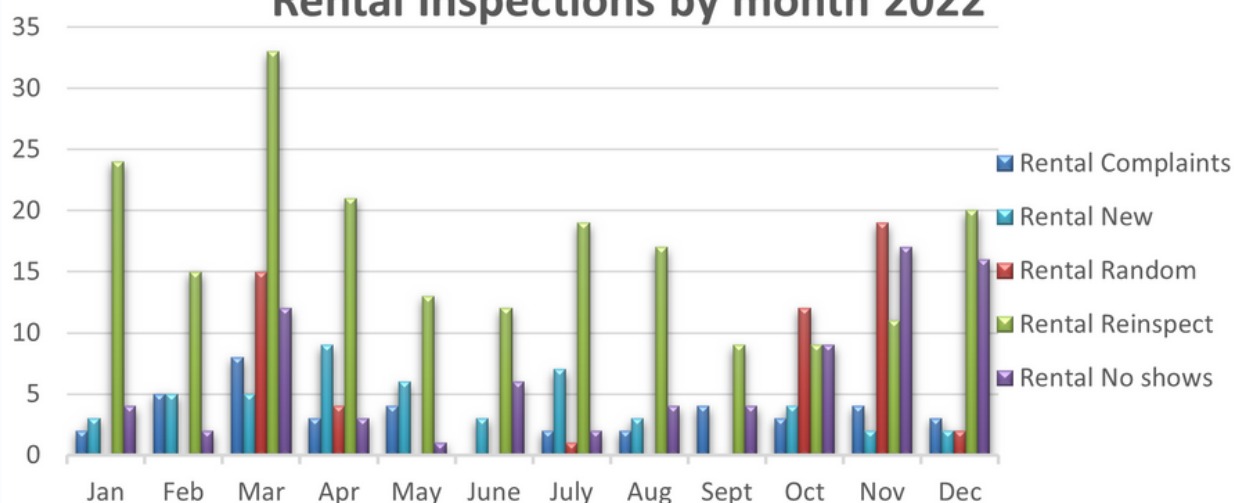
Nuisance Inspections by month 2022



Housing Inspections by month 2022



Rental Inspections by month 2022



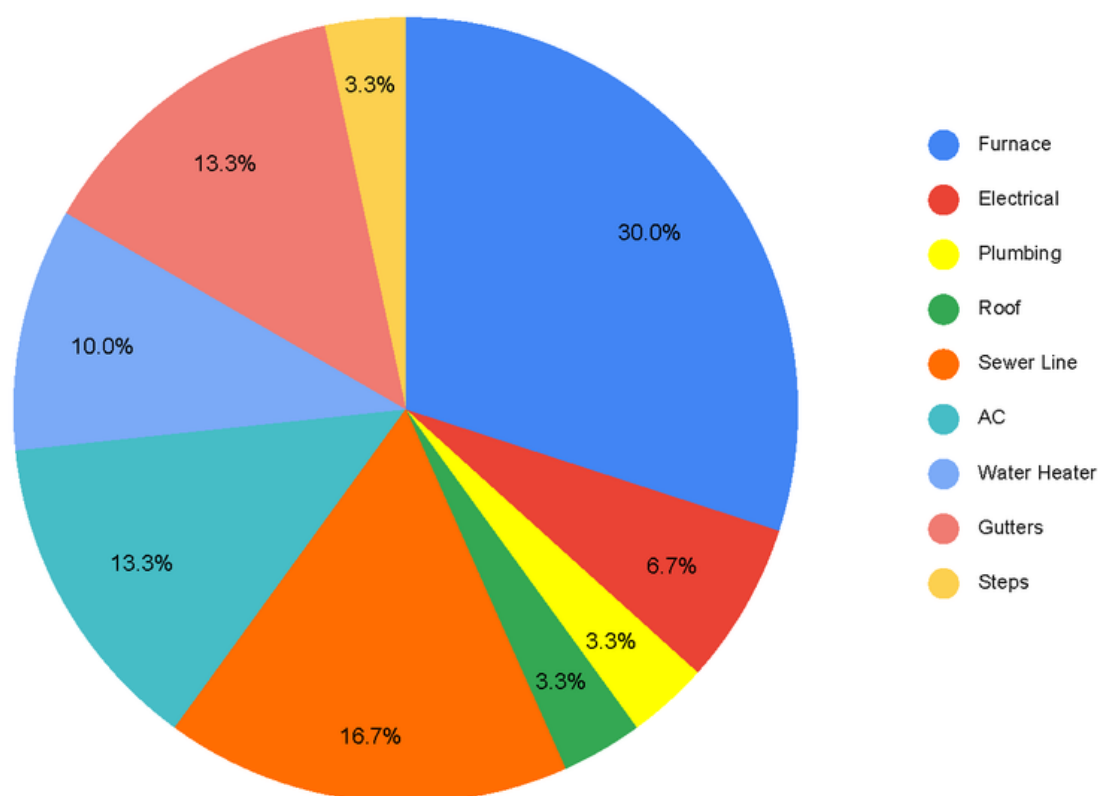
Refuse, Recycling & Yard Waste

- New 5-year agreement with Waste Management to provide Residential Solid Waste services
- Residential refuse collected 9,046 tons, which includes 1,283 tons picked up during the spring and fall big trash events
- Yard waste collected 2,037 tons
- Recycling collected 1,700 tons
- Electronic recycling drop off collected 6,964 items from 2,278 participants
- Paint recycling events collected 36,210 lbs. from 492 households

Community Development *Continued*

Neighborhood Revitalization

- Lead remediation & housing rehabilitation grants continued to be utilized by the City of Galesburg to assist homeowners with housing revitalization. During 2022:
 - 14 homes were completed under the HUD Lead remediation grant
 - Six homes were completed under the IHDA Single Family Owner Occupied Rehabilitation grant
 - 31 homes received approval through the local Housing Repair Program
 - All of these programs represent an approximate investment of \$659,104 in neighborhood & housing rehabilitation.
- Partnered with Western Illinois Regional Council to apply for an IHDA Home Repair and Accessibility Program grant
 - Awarded \$400,000 which would allow renovation of 6-8 homes over the next two years
- The local Housing Repair Program was approved by the City Council in June 2022.
 - 31 Housing Repair Grants approved to assist low-income property owners to make needed repairs to their homes.



Community Development *Continued*

Public Transportation

- A new bus shelter was purchased and installed - utilizes solar power for lighting and USB charging station
- Creation of a Relief Driver position that can run both fixed route and paratransit routes on light to medium duty buses.
- Approval from IDOT to use capital grant funds to purchase and install cameras in the remaining buses that do not have cameras and also provide wifi capabilities on all buses
- Received \$100,000 through the Rebuild Illinois Round II grant for the purchase of new dispatching software and related hardware.
- Received a \$150,000 planning grant from IDOT for a comprehensive operations analysis.
- Applied for a Consolidated Vehicle Procurement (CVP) grant requesting seven medium-duty buses
- Applied for nine potential projects through the Rebuild Illinois Round 3 Grant
- In the process of obtaining two used medium-duty buses
- Collaborating with IT on a Transit App in both android and apple platforms
 - Will allow patrons to see where the fixed-route buses are on the system
 - Notifications, such as delays or detours
- Renewed an annual contract with Western Illinois Area Agency on Aging (WIAAA)
 - Provides rides for those 60 years of age or older who do not have access to private transportation to get to medical appointments out of town as well as necessary trips in town.
- Renewed a service contract with Carl Sandburg College to provide students, faculty and staff unlimited rides
- Entered into a service contract with Knox College to provide students, faculty and staff unlimited rides March 2022 through February 2023.
- Communicating with IDOT on a pre-pandemic grant of \$900,000 for two new fixed route buses.

2022 Trips & Mileage

Type	Mileage*	Passenger Trips
Para-transit	101,471	11,405
Fixed Route System	179,020	72,796
Total Combined	280,491	84,201

*Approximate

2022 Service Contract Trips

Type	Passenger Trips
WIAA - City	916
WIAAA - County	688
WIAAA - Outside County	68
Knox College	4,322
Carl Sandburg College	6,277
Total	12,271

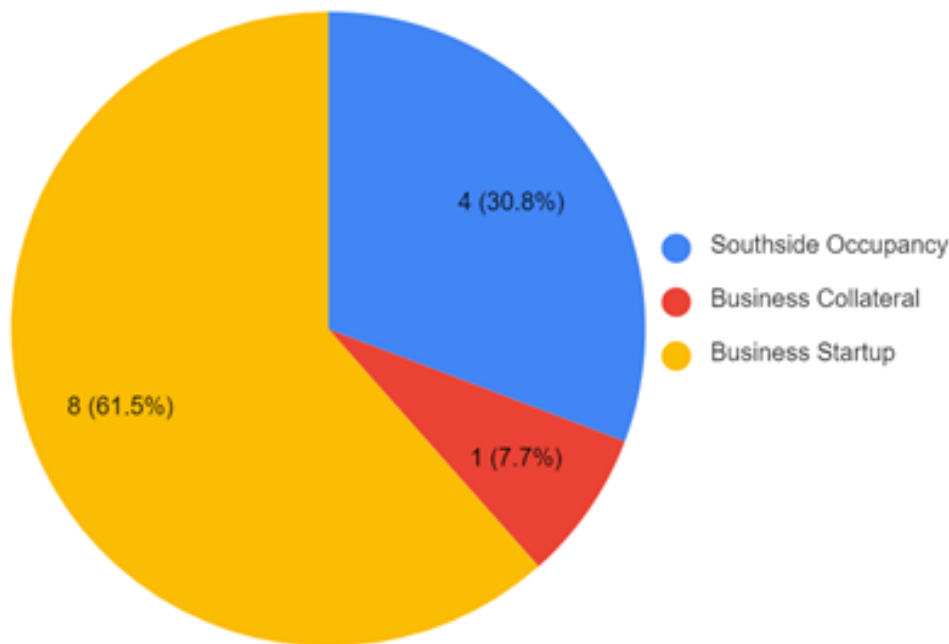
Community Development *Continued*

Business Incentives

The City of Galesburg works in partnership with the Knox County Area Partnership (KCAP) on economic development projects and incentives.

Creation of four new business incentive programs to leverage American Rescue Plan dollars to increase the frequency of minority business startups, increase the number and success of minority-owned businesses, increase business occupancy on the Southside, and encourage urban ag pilot programs.

- Minority Business Collateral Assistance Program
 - One awarded during 2022
- Minority Business Startup Assistance Program
 - Eight awarded in 2022
- Southside Occupancy Assistance Program
 - Four awarded during 2022
- Urban Ag Pilot Program
- Types of new businesses assisted include: psychotherapy, drive through coffee shop, sports youth academy, restaurant, food truck, beauty (make-up/nails), selfie museum, canned food production. and a yoga studio.



Major Project Grant

Council approved our first Major Project Grant to FCA, LLC, which is a company that provides custom industrial packaging solutions. FCA has 35 locations throughout 17 states and will use the property at 1200 Monmouth Blvd as a Regional Manufacturing Center. The Major Project Grant was for \$200,000 and the company anticipates hiring at least 100 jobs over the next two years.

Community Development *Continued*

TIF Incentive Projects

The City utilizes Tax Increment Financing (TIF) assistance to encourage new economic development and jobs through private investment in underdeveloped areas. TIF project awards from 2022:

- Knox Galesburg Symphony, 95 N Seminary St. - project currently in progress
 - Total project cost \$1,040,712.80
 - TIF incentive toward project \$156,106.92
- Dame Fine Coffee, 1770 E Main Street
 - Total project cost \$308,000
 - TIF incentive toward project \$46,200
- R3DOGS, LLC (Cherry St Brewing Co), 57 S Cherry St.
 - Total project cost \$238,131.43
 - TIF incentive toward project \$20,720
- Ornamental Street lights, W Main Street
 - Total project cost +\$600,000
 - TIF incentive toward project \$492,801, which included the engineering, poles, installation, relocating Ameren poles, and relocating comcast overhead wires



Enterprise Zone Incentives

- Five businesses benefited from Enterprise Zone incentives, with approximately \$42,000 in sales tax being exempt.
- Approximately \$6,855 in permit fees were waived on these projects.
- The total estimated project investment of all five projects is approximately \$1.87 M
- An estimated 12 jobs were created and 10 jobs retained as a result of these projects.



Knox Galesburg Symphony

Photo credit: Preliminary Concept Rendering by Image | Fiction

Community Development *Continued*

Facade Incentive Projects

The Facade Grant Program is used to encourage private investment in commercial buildings downtown through financial incentives for improvements to storefronts and buildings. Facade project awards from 2022:

- Iron Spike Brewing Company, 150 E Simmons Street - project in progress
 - Total project \$151,030
 - Facade grant incentive \$40,000
- The Bar 65, Inc, 65 S Cherry Street (pictured below)
 - Total project \$44,079.82
 - Facade grant incentive \$22,040
- Benedict Developers, 185 S Kellogg Street
 - Total project \$186,750
 - Facade grant incentive \$80,000
- R3DOGS, LLC (Cherry St Brewing Co), 57 S Cherry Street - project in progress
 - Total project cost \$78,070
 - Facade grant incentive \$39,035.



Before



In-progress



After



FINANCE & INFORMATION SYSTEMS

Finance Department Overview

Utility Billing, Accounting, Purchasing, Information Systems

The Finance Department provides accounting services for the City, including distribution and collection of utility bills, banking, budgeting, payroll, and purchasing. The information systems division is also included in this department and provides for the internal IT needs of the City.

Accounting

- Approximately 19,230 transactions were entered to pay City, Library, Election, and ETSB vendors \$47.9 million dollars for services and products provided to the organizations
- Processed over 9,500 bi-weekly and election payroll payments for City, election, and library employees in the amount of \$18.9 million; submitted quarterly and annual reports, and issued W-2's to City, election, and library employees
- A centralized database was created by the Purchasing Agent for City staff to easily manage and monitor annual contracts issued by the City of Galesburg
- Issued 246 purchase orders; 48 requests for bids; 11 requests for proposals and 2 requests for qualifications
- Two successful Purple Wave auctions, one in the Spring and one in the Fall, were held in 2022 to sell unused/obsolete City-owned items
- Managed revenue payments and contact with local businesses: city gas tax, food & beverage tax, hotel/motel tax, economic development loans, miscellaneous accounts
- On a monthly basis, assisted customers and processed utility bill payments for approximately 12,000 customers
- Provided monthly treasurer and pension reports to City Clerk's office
- Completed 2021 audit work papers and worked with audit firm
- Created and completed the fiscal year 2023 budget document

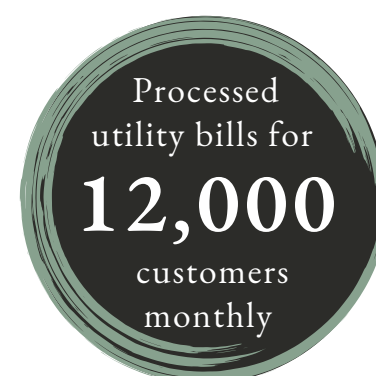
Finance Department *Continued*

Accounting

- Manage the financial software and processed/reviewed financial information
- Created daily deposits and performed banking functions
- Processed debt service payments to bondholders in a timely manner
- Purchased, monitored, and processed investments
- Continued training and cross-training with staff to complete required department tasks
- Received GFOA annual financial report award for fiscal year December 31, 2020 (26th consecutive fiscal year of earning the national award)
- Completed the fiscal year 2021 City annual financial report and submitted it to GFOA for certification review

Information Systems

- Administration and maintenance of:
 - City-wide telephone system
 - City-wide video surveillance system
 - City-wide wireless communications
 - Data backup and disaster recovery systems
 - City data network
 - City A/V system which includes the public broadcast of all City Council meetings and Planning and Zoning meetings
 - Maintenance and support of water division information systems
- Ongoing city hall cable plant upgrade and replacement
- Completed the water department UPS battery replacement
- Upgraded the video surveillance system server
- Reconfigured primary fiber interconnection at the Public Works campus
- Installation of cameras at the new Public Works Streets facility
- Broadcast and streaming of new library construction on Channel 7 and YouTube
- City/IDOT initiative for data communications at various intersections
- Addition of thin client access for staff in the Council Chambers
- Repair and reinstallation of Bondi building camera
- Transition to more reliable broadband internet connections for secure communications
- Cyber security and PCI user training management
- Replacement of physical servers for virtual server farm
- Assistance with implementation of CGI community video project to the website
- Hawthorne Center fiber project
- Upgrade of streaming system to HD
- Completed departmental website review of all departments
- Installation of feedback monitor in the City council chambers
- Resolved 851 help desk tickets for the fiscal year
- Replaced 26 computers as part of the computer replacement program
- Updated the Election Commission's ballot by mail application forms





FIRE DEPARTMENT

Fire Services

- Responded to 1,737 calls for service
- Responded to 3,431 calls for medical service
- Conducted 23 fire investigations
- Issued 232 International Fire Code permits
- 22 Plan reviews for new and existing construction
- Completed 2022 ISO certification
- Participated in Galesburg School Dist. mentoring program
- Issued 10 installations or modification permits for fire prevention systems
- Meetings with Congolese community regarding fire safety & city services



Emergency Management

- EMA Manager held meetings to update the Knox County Hazard Mitigation Plan
- IEMA Training Courses held in the Knox County EOC
- Staff completed 4 quarterly reports for IEMA grant funding

GFD Response

11

Minimum Staffing Level

Average Response time
for 1st unit on scene

3 55
min. seconds

42

Sworn
Personnel

2

Chief &
Deputy Chief

3

Battalion Chief

36

Captains &
Firefighters

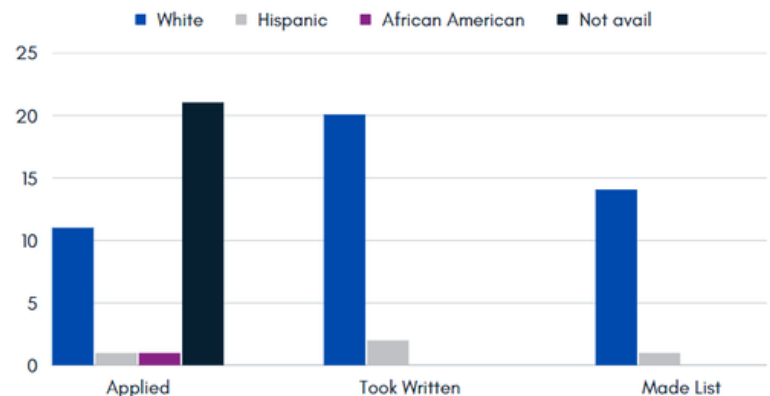
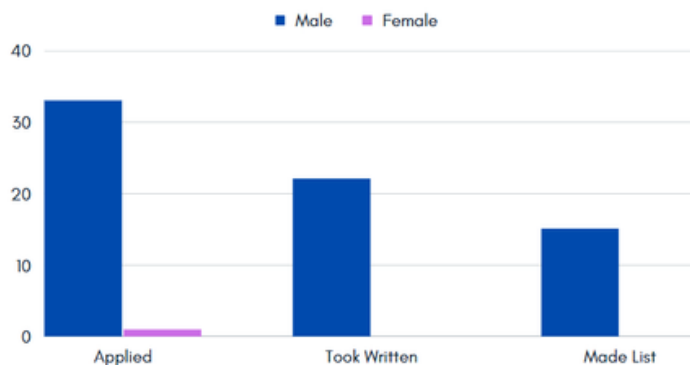
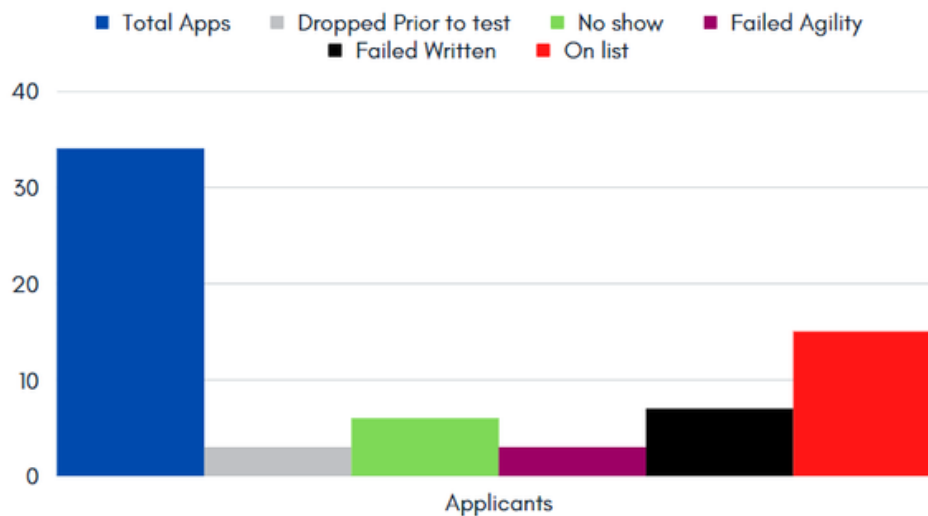
Fire Department *Continued*

Staffing

- Promotion of Darrin Clayton to Fire Captain
- Two new firefighters hired and graduated from the Fire Academy: Trey Yocum & Haley Stevenson (GFD's first female firefighter)
- One firefighter, Trey Yocum, completed the EMT Basic Course

Entry Level Testing

- GFD staff conducted orientation, study groups and agility course practice runs for prospective candidates.
- Fire & Police Commission approved preference points for Galesburg residents



Software

- Vector Solutions - scheduling & training software up and running. It is estimated that the scheduling software saves approx. 400 hours of staff time a year
- ProPhoenix - records management software. Replaces Firehouse (no longer supported), former Inspections software as well as 25+ databases. All records will be in one location and will integrate with dispatch.

Fire Facilities

- The Training site was dedicated and renamed the "Chief Dale May Training Site"
- Construction began on the new training tower for the Chief Dale May Training Site



PARKS AND RECREATION

Parks & Recreation Overview

Parks, Recreation, Golf Course

The Parks and Recreation Department manages and provides a full range of services including recreation facilities and programming, park management, and special events which add to the overall quality of life for the Galesburg community and surrounding areas.

Recreation

- Reorganized to have two Recreation Supervisors for programming and facility management
- Installation of a new water play feature & shade umbrellas at Lakeside Water Park
- New paddleboat and 20' shade umbrella for public use at Lake Storey Beach
- Creation of a new hiking trail near Lakeside Nature Center
- Jr. Streaks Basketball program joined a new league to bring back basketball
- Hawthorne Municipal Pool undergoing renovations
 - Aquatics offered at Baymont by Wyndham and Knox College



Parks and Recreation *Continued*

Recreation, cont.

- Free programming offered includes Valentine's for Seniors, Junior Lifeguard, Lifeguard Training, Lakeside Walking Club, Easter Egg Hunt, Fishing Derby, Movie in the Park, Touch a Truck, Monarch Migration Festival, Swim Skill Coaching, Second Saturday Nature Programs, Nature in your Neighborhood, themed days at Lakeside Waterpark, and Mobile Playground.
- Lakeside Nature Center offered monthly outdoor education, community outreach, and recreation programs with 355 participants.
- Recreation Supervisor, Angie Buchen, received Master Naturalist certification

Bunker Links Golf Course

- Installed a new golf driving range net in the spring to replace the old netting
- Golf revenue of \$501,031 with record rounds in nine of the ten months (\$464,656 in 2021)
- Greens fees, golf cart rentals, season passes, and driving range all set record amounts of revenue as compared with record establishment in 2015
- Reached \$29,789 in merchandise sales, with Head PGA Golf Professional, Bryan Luedtke, receiving the "Public Merchandiser of the Year" Award
- Food and Beverage sales were over \$91,000
- Overall revenue for Bunker Links Golf Course was \$647,097 - including course revenue, merchandise sales and food and beverage sales



1,488

hours of boat
rentals at
Lake Storey

generating

\$14,992

in revenue

Parks and Recreation *Continued*

Parks

- Received an OSLAD 2022 Grant of \$400,00 for renovations at H.T. Custer Park, with the city matching with \$400,000 for a total of \$800,000
- Addition of new paths at O.N. Custer, Bateman, and Debbie Klapp Parks to allow for ADA compliance and handicap accessibility to the playgrounds
- New seal coating to the park roads at Lincoln Park and Bunker Links Golf Course
- Acquired Churchill Junior High Middle School from School District #205 for the future use of a Community Center. Used the soccer fields for organizational use during the summer and fall.
- Tree City USA recognition, 138 trees planted with assistance of Project 350

Linwood & East Linwood Cemetery

- Installed a new dry dirt storage building
- 52 full burials, 34 cremation burials, 9 ash scatterings in the Scattering Gardens, and 1 mausoleum entombment

4,024

Campground
Reservations

Allison Campground

- 4,024 campsite reservations
- Revenue of \$121,301.90
- Hired new Campground Attendants for the 2022 season

35

Mobile Playground
Events with

1,027
Patrons



Parks and Recreation *Continued*

Stats

- Patrons served at all facilities & campground: 42,567
- Programs offered: 377
- Facility rentals: 2,269
- Email newsletter subscribers: 7,525
- Parks & Recreation Facebook Page Followers: 5,040



Facility Attendance Numbers

	2019	2020	2021	2022
Hawthorne Gym	5,295	2,050	796	3,054
Hawthorne Pool	12,610	3,599	6,755	3,395*
Lake Storey Beach	1,110	4,262	3,545	2,687
Lakeside Recreation	10,298	3,799	5,113	9,768
Lakeside Waterpark	14,574	closed - COVID	4,481	9,829

*January - May, due to closure for renovations





POLICE DEPARTMENT

- Responded to 46,302 calls for service
- Upgrades to the 9-1-1 phone and recording system with a State NC911 Grant
- All users received training for the new Computer Aided Dispatch and Records Management System
- NIBRS training occurred for the transition to the FBI crime reporting system
- Retirement of two command officers, two patrol officers, and one dispatcher
- Hired 10 entry level patrol officers, three lateral transfers, five dispatchers, one records clerk
- Four promotions: Sgt. Hootman, Lt. Legate, Sgt. Mings, and Lt. Vannaken





PUBLIC WORKS

Public Works Overview

Engineering, Streets, Water, Central Garage

The Public Works Department encompasses 46 employees who manage the operation, maintenance, and improvement of the City's infrastructure. From patching streets to managing major road construction projects, reading water meters to the planned maintenance of wells and water mains – the Public Works Department is responsible for both day-to-day maintenance, as well as the necessary long-term planning for the City's infrastructure.

Central Garage

- Led the way in finding a more efficient and more successful way to sell obsolete equipment by utilizing Purple Wave auction services. Sold 26 items this year including five vehicles through two auctions with total receipts of \$22,627.50.
- Prepared all 27 pieces of snow fighting equipment for winter including servicing them, installing new plow blades, lighting inspection, and safety checks to make sure they were ready by the first snowfall.
- Maintained, serviced, and repaired 188 pieces of City equipment, including police cars, fire trucks, large construction equipment, dump trucks, and pick-up trucks and cars.

Public Works *Continued*

Street Division

- Replaced culverts and reshaped ditches to eliminate flooding issues
- Moved all operations and equipment into the new Street Division Building and poured new concrete approaches to the building
- Striped, plowed, and salted roadways
- Completed roadway patching and ditching along non-curbed streets in preparation for a contractor to seal the pavements in the fall. Sealed 16.06 miles of streets in 2022 at a cost of \$273,937.
- Repaired and replaced deteriorated sidewalks and curbing around the City in order to eliminate safety hazards
- Installed Radar Feedback Sign on Lincoln Street for traffic calming
- Replaced full-depth concrete patches on N. Seminary Street during the nighttime with high-early strength concrete in order to get the roadway opened quickly.
- Traffic Section replaced 1,400 LED traffic signals. (Estimated life > 10 years)
- Traffic Section completed remodeling the street division building breakroom and offices



Patching project on N. Seminary Street

Replaced
1,400
LED traffic
signals

sealed
16.06
miles of street
at a cost of
\$273,937



Public Works *Continued*

Engineering

- Resurfaced Monmouth Blvd. and reconstructed all sidewalk and curb and gutter from Academy Street to Henderson Street (0.41 miles) at a cost of \$1.433 million
- Installed new 60" concrete storm sewer near South Street at a cost of \$494,669
 - \$300,000 was funded from a State Rebuild IL Grant from Sen. Tracy
- Reconstructed S. West Street (Main to Tompkins St, 0.16 miles) at a cost of \$743,722. New concrete pavement with curb and gutter and sidewalks.
- Resurfaced seven streets at various locations around the City at a cost of \$995,426. (1.4 Miles)
- Reconstructed deteriorated sections of sidewalk at seven different locations at a cost of \$252,595 (0.96 Miles)
- Installed decorative street lighting on Main Street from Cedar Street to Academy Street at a cost of \$497,096.
- Acquired lot and constructed new concrete parking lot at Mulberry and S. Seminary Streets at a cost of \$184,382. (24 additional parking spaces)



Monmouth Blvd.



Parking lot at Mulberry & Seminary

Public Works *Continued*

Water Division

- Completed construction of Gravel Pack Well #6 in Oquawka and placed it in service. The well can produce over 3 million gallons per day which is a little more than 50% of the City's average daily use.
- Began the sixth and final phase of lead water service line replacement project. There are approximately 400 lead lines remaining in Galesburg that will be replaced with this final contract.
- Replaced old cast iron water main on S. West Street from Main Street to Tompkins Street with new 8" PVC water main.
- Conducted a PFAS Pilot Study to determine the operational costs and most effective treatment options.
- Hired additional personnel in the meter shop to keep up with new I3 Broadband installing broadband throughout the City.
- Sealcoated roadways at Oquawka Wells from Rte 164 to Ranney Well.
- Located water mains and service lines for 3,892 locate requests in 2022.
- Treated and pumped 1.99 billion gallons of water in 2022 with the maximum daily production of 7.15 million gallons in a day.

Pumped
1.99
billion gallons of
water in 2022



Gravel Pack Well #6



Sealcoated Oquawka Well Road

Additional Resources

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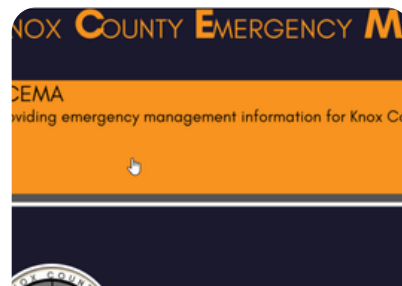
**City of Galesburg, IL
Government**

@CityofGalesburgIL · Government Organization



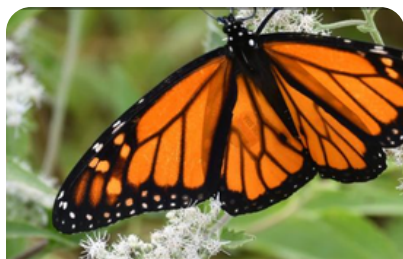
**Galesburg, IL Police
Department**

@galesburgpolicedepartment · Police Station



**Knox County Emergency
Management Agency**

4.9K followers · 7 following



**City of Galesburg Parks and
Recreation**

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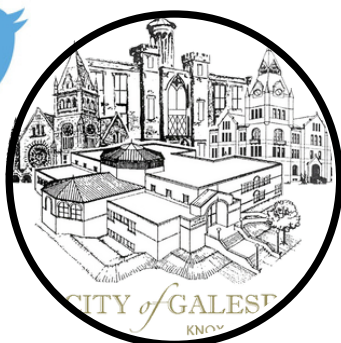
**Bunker Links Municipal Golf
Course**

Golf Course & Country Club



City of Galesburg Transit

76 followers · 0 following



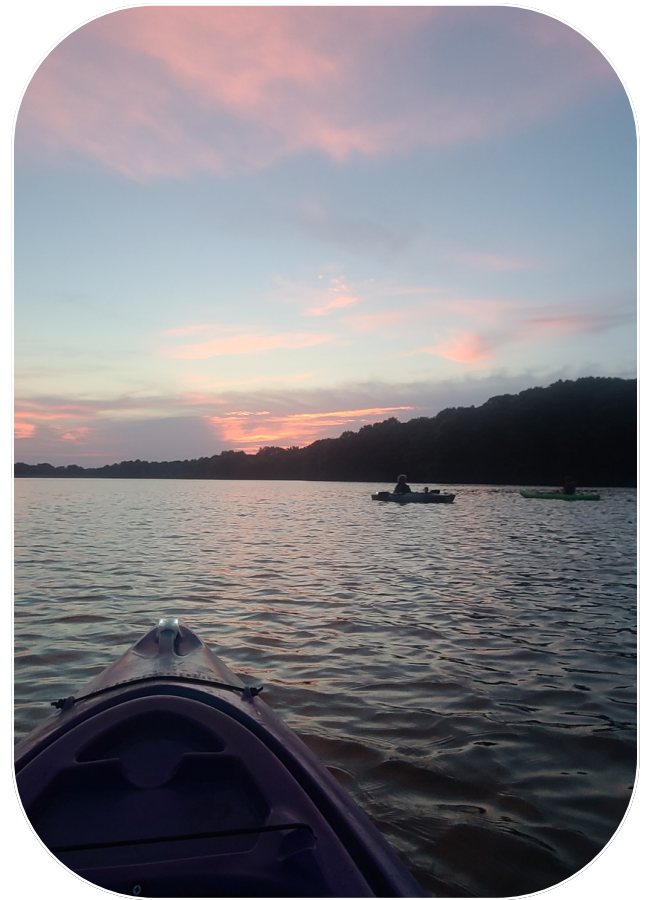
[@cityofgalesburg](#)



[@GalesburgPolice](#)



[@KCAAlertNetwork](#)



City of Galesburg 2022 Annual Report

Prepared by:
Cathy St. George

Accounts Payable

Transactions by Account

User: shelms
 Printed: 03/15/2023 - 9:51AM
 Batch: 00020.03.2023



Account Number	Vendor	Description	Date	Amount	PO No
001-0000-10407-00	Baker Tilly US, LLP	FY22 audit services - library	03/14/2023	1,535.00	0000092405
001-0000-10407-00	Amanda Jennings	Cell Phone Allowance - AJennings	02/28/2023	15.00	
001-0000-10407-00	Stratus Networks, Inc	03/23 Service	03/14/2023	487.63	
001-0000-10701-00	Tyler Technologies, Inc	01/24 - 03/24 REF Licenses , Server Hosting	03/14/2023	1,181.30	
001-0000-10801-00	Advance Auto Parts	Wiper Blades	02/28/2023	64.26	
001-0000-10801-00	Mutual Wheel Co., Inc.	Strobe Lights	03/14/2023	294.00	
001-0000-10801-00	Valley Distribution Corp.	Coolant	02/28/2023	443.38	
001-0000-10801-00	Valley Distribution Corp.	Transmission Fluid	02/28/2023	1,061.39	
001-0000-10801-00	Valley Distribution Corp.	Engine Oil	02/28/2023	884.70	
001-0000-10801-00	Valley Distribution Corp.	Engine Oil	02/28/2023	912.45	
001-0000-20101-00	HINCHLIFF PEARSON WEST	Refund - 2022 Overpayment for Fire Code Permits	03/14/2023	40.00	
001-0000-20101-00	MOLINE POLICE DEPARTMENT	Refund Payment for Tapscotts Vest	03/14/2023	112.00	
001-0000-20101-00	PRAIRIE PLAYERS	2022 Overpament on Food and Beverage Taxes	03/14/2023	1.18	
001-0000-20101-00	HINCHLIFF PEARSON WEST	Refund - 2023 Overpayment for Fire Code Permits	03/14/2023	40.00	
001-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	2,436.14	
001-0000-20102-00	Stratus Networks, Inc	03/23 Billing	03/14/2023	1,329.86	
001-0000-36010-00	InterConnection Systems Inc	Refund Fence Permit #3687 - Property Located W/In Enterprise Zon	03/14/2023	30.00	
Subtotal for Divison: 0000				10,868.29	
001-0105-51000-00	Baker Tilly US, LLP	FY22 audit services	03/14/2023	140.00	0000092405
001-0105-54000-00	Dwight White	Cell Phone Allowance	02/28/2023	30.00	
001-0105-54000-00	Bradley Hix	Cell Phone Allowance	02/28/2023	30.00	
001-0105-54000-00	W Wayne Dennis	Cell Phone Allowance	02/28/2023	30.00	
Subtotal for Divison: 0105				230.00	
001-0110-54000-00	Cathy St George	Cell Phone Allowance	02/28/2023	30.00	
Subtotal for Divison: 0110				30.00	
001-0115-51000-00	Knox County Recorders Office	02/23 Laredo	03/14/2023	23.25	

Account Number	Vendor	Description	Date	Amount	PO No
001-0115-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	37.50	
001-0115-54000-00	Kelli Bennewitz	Cell Phone Allowance	02/28/2023	30.00	
Subtotal for Divison: 0115				90.75	
001-0120-54000-00	Jessica Pease	Cell Phone Allowance	02/28/2023	30.00	
001-0120-54000-00	Janet Lytle	Cell Phone Allowance	02/28/2023	30.00	
001-0120-56506-00	Flexible Benefit Service LLC	02/23 Service	03/14/2023	75.00	
Subtotal for Divison: 0120				135.00	
001-0160-51000-00	Collection Professionals, Inc	02/23 Service	03/14/2023	60.00	
001-0160-59521-00	Knox County Humane Society	04/23 Animal Control Contract	03/14/2023	19,510.00	0000092360
Subtotal for Divison: 0160				19,570.00	
001-0205-51000-00	Great Eastern Mgmt., Inc.	SSB Bank	03/14/2023	241.97	
001-0205-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	83.50	
001-0205-54000-00	Bobbi Chockley	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Tanya Billeter	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Gloria Osborn	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Denise Hensley	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Sharon Heiden	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Tifani Miller	Cell Phone Allowance	02/28/2023	30.00	
001-0205-54000-00	Gloria Osborn	Internet Allowance	02/28/2023	30.00	
001-0205-55500-00	J.P. Benbow, Inc.	Install R.O. System	03/15/2023	210.00	
Subtotal for Divison: 0205				745.47	
001-0207-54000-00	Oneida Network Services, Inc	02/23 Internet - Kerzi	03/14/2023	50.00	
001-0207-54000-00	Orlando Lucero	Cell Phone Allowance	02/28/2023	30.00	
001-0207-54000-00	Kerzi Peterson	Cell Phone Allowance	02/28/2023	30.00	
001-0207-55800-00	66Degrees, LLC	Google Workspace - Archived Users	03/14/2023	628.66	
Subtotal for Divison: 0207				738.66	
001-0305-54000-00	Stephen Gugliotta	Cell Phone Allowance	02/28/2023	30.00	
001-0305-61000-00	Office Specialists, Inc.	Envelopes	03/14/2023	15.56	
Subtotal for Divison: 0305				45.56	
001-0306-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	3.75	
001-0306-51000-00	Knox County Records Office	02/23 Laredo	03/14/2023	23.25	
001-0306-54000-00	Robert Elsbury	Cell Phone Allowance	02/28/2023	30.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0306-54000-00	Eric Heiden	Cell Phone Allowance	02/28/2023	30.00	
001-0306-54000-00	Richard Slagel	Cell Phone Allowance	02/28/2023	30.00	
001-0306-54000-00	Tammera Matejewski	Cell Phone Allowance	02/28/2023	30.00	
001-0306-54500-00	ILLOWA	02/23 Lunch and Learn - Speidel,Elsbury,Heiden,Slagel	03/14/2023	40.00	
001-0306-55000-00	ILLOWA	2023 ILLOWA Membership 4 Employees	03/14/2023	100.00	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Trash - 2771 Montague	03/14/2023	86.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 265 W Water	03/14/2023	30.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Board Up Service - 1212 Maple	03/14/2023	383.48	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Trash - 2771 Montague	03/14/2023	48.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 372 W North	03/14/2023	30.00	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Yard Waste - 349 S Pearl	03/14/2023	42.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Board Up Service - 2368 W Main	03/14/2023	588.23	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Trash - 583 W Brooks	03/14/2023	48.00	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Trash - 1911 E Main St	03/14/2023	48.00	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Trash - 269 N Seminary St	03/14/2023	48.00	
001-0306-55400-00	Kendall Zimmerman	Remove/Dispose Yard Waste - 775 S West St	03/14/2023	42.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Board Up Service - 29 Public Square	03/14/2023	383.48	
001-0306-61000-00	Office Specialists, Inc.	Stick-It Notes	03/14/2023	10.38	
Subtotal for Divison: 0306				2,074.57	
001-0410-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	3.75	
001-0410-51000-00	Knox County Records Office	02/23 Laredo	03/14/2023	23.25	
001-0410-54000-00	Jamie West	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54000-00	Wayne Carl	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54000-00	Brayden Bledsoe	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54000-00	Aaron Gavin	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54000-00	Nolan Peterson	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54000-00	Matthew Kirgan	Cell Phone Allowance	02/28/2023	30.00	
001-0410-54500-00	Wayne Carl	Lodging-Per Diem - Trasnport&HWY Engin Conf-Champaign IL Wt	03/14/2023	197.19	
001-0410-55800-00	Office Specialists, Inc.	03/23 Adobe Acrobat	03/14/2023	19.00	
001-0410-61000-00	Office Specialists, Inc.	Clipboards	03/14/2023	28.36	
001-0410-61000-00	Office Specialists, Inc.	Clipboard Storage Box	03/14/2023	14.18	
001-0410-62500-00	Advance Auto Parts	Oil Filter #100	03/14/2023	2.62	
001-0410-62500-00	Advance Auto Parts	Wiper Blades #100	03/14/2023	30.80	
Subtotal for Divison: 0410				499.15	
001-0445-54000-00	Myron Miller	Cell Phone Allowance	02/28/2023	30.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0445-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #163	03/14/2023	60.00	
001-0445-55500-00	Liberty Tire Services LLC	Tire Recycling	03/14/2023	354.31	
001-0445-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #601	03/14/2023	41.25	
001-0445-55500-00	Advance Auto Parts	Core Charge	03/14/2023	22.00	
001-0445-55500-00	Valley Distribution Corp.	Core Charge	02/28/2023	20.00	
001-0445-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #167	03/14/2023	40.00	
001-0445-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #183	03/14/2023	40.00	
001-0445-55500-00	Valley Distribution Corp.	Core Charge	02/28/2023	20.00	
001-0445-55500-00	Valley Distribution Corp.	Core Charge	02/28/2023	20.00	
001-0445-55500-00	Valley Distribution Corp.	Core Charge	02/28/2023	20.00	
001-0445-55500-00	Valley Distribution Corp.	Core Charge	03/14/2023	20.00	
001-0445-55500-00	Valley Distribution Corp.	Core Return	03/14/2023	-40.00	
001-0445-55500-00	Valley Distribution Corp.	Core Return	03/14/2023	-40.00	
001-0445-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	20.00	
001-0445-55700-00	Royal Cleaning Services	03/23 Janitorial Service	03/14/2023	292.00	
001-0445-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	67.98	
001-0445-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	67.98	
001-0445-61000-00	Office Specialists, Inc.	Correction Tape	03/14/2023	31.58	
001-0445-62500-00	Napa Auto Parts	Terminal #166	03/14/2023	6.99	
001-0445-62500-00	Napa Auto Parts	Tubing #166	03/14/2023	10.49	
001-0445-62500-00	O'Reilly Auto Parts	Fuse Holder #166	03/14/2023	9.20	
001-0445-62500-00	Advance Auto Parts	Air Filter #166	03/14/2023	8.50	
001-0445-62500-00	Advance Auto Parts	Battery #166	03/14/2023	168.83	
001-0445-62500-00	Advance Auto Parts	Coil #150	03/14/2023	65.59	
001-0445-62500-00	Advance Auto Parts	Terminal #166	03/14/2023	7.40	
001-0445-62500-00	Advance Auto Parts	Wire Loom #166	03/14/2023	40.50	
001-0445-62500-00	Advance Auto Parts	Fuse #166	03/14/2023	6.86	
001-0445-62500-00	Galesburg Electric, Inc.	Wire #166	03/14/2023	64.06	
001-0445-62500-00	Galesburg Electric, Inc.	Wire #166	03/14/2023	142.22	
001-0445-62500-00	O'Reilly Auto Parts	Terminal #166	03/14/2023	16.61	
001-0445-63000-00	Valley Distribution Corp.	Grease	02/28/2023	40.52	
Subtotal for Divison: 0445				1,674.87	
001-0450-54000-00	Marc McMahon	Cell Phone Allowance	02/28/2023	30.00	
001-0450-54000-00	Justin McNaught	Cell Phone Allowance	02/28/2023	30.00	
001-0450-54000-00	JR Knaack	Cell Phone Allowance	02/28/2023	30.00	
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #301	03/14/2023	40.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #111	03/14/2023	40.00	
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #101	03/14/2023	40.00	
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #115	03/14/2023	40.00	
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #130	03/14/2023	40.00	
001-0450-55500-00	Nichols Diesel Service, Inc.	State and Fed Tests #113	03/14/2023	40.00	
001-0450-55500-00	Pomp's Tire - Galesburg	Tires #122	03/14/2023	295.55	
001-0450-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	40.00	
001-0450-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	20.00	
001-0450-61000-00	Office Specialists, Inc.	Toner	03/14/2023	80.99	
001-0450-61000-00	Office Specialists, Inc.	Toner	03/14/2023	175.92	
001-0450-62500-00	Advance Auto Parts	Oil Filter #130	03/14/2023	32.54	
001-0450-65000-00	Office Specialists, Inc.	Tissue Dispenser , Sanitouch Dispenser	03/14/2023	168.01	
001-0450-65500-00	Green Pro Solutions	Tar and Asphalt Remover	03/14/2023	1,592.05	
001-0450-66500-00	Grainger, Inc.	Wheels for Rolling Ladder	03/14/2023	81.20	
001-0450-66500-00	Gierke-Robinson Co	Materials for Scoffline	03/14/2023	121.53	
Subtotal for Divison: 0450				2,937.79	
001-0510-51000-00	Bridgeway Training Services	Secure Document Destruction .20 LBS	03/14/2023	28.40	
001-0510-54000-00	Russell Idle	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Patrick Kisler	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Daniel Hostens	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Anthony Oligney-Estill	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Bryan Anderson	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Steffanie Cromien	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Lane Mings	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Kevin Legate	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Ryne Sage	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Jason Shaw	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54000-00	Christopher Hootman	Cell Phone Allowance	02/28/2023	30.00	
001-0510-54500-00	Kobe Ramirez	Fuel - SWIC Police Academy -Belleville IL -KRamirez	03/14/2023	93.48	
001-0510-54500-00	Kobe Ramirez	Fuel - SWIC Police Academy -Belleville IL -KRamirez	03/14/2023	36.55	
001-0510-54500-00	Kobe Ramirez	Fuel - SWIC Police Academy -Belleville IL -KRamirez	03/14/2023	38.18	
001-0510-55000-00	Motorola Solutions, Inc	08/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	01/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	11/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	01/23 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	10/21 - Service	03/14/2023	78.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0510-55000-00	Motorola Solutions, Inc	09/21 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	10/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	07/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	12/21 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	11/21 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	12/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	03/22 - Service	03/14/2023	78.00	
001-0510-55000-00	Motorola Solutions, Inc	05/22 - Service	03/14/2023	78.00	
001-0510-55500-00	Ford of Galesburg	Replacement of Battery Cables #24	03/14/2023	1,064.15	
001-0510-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	20.00	
001-0510-55800-00	Tyler Technologies, Inc	04/23 - 12/23 REF Licenses , Server Hosting	03/14/2023	3,543.87	
001-0510-57500-00	JSLK Management Iowa LLC	02/2 Police Uniform Cleaning as per agreement. Each officer is	03/14/2023	19.90	0000092359
001-0510-61700-00	Supreme Radio Communications, In	Body Worn Cam IDOCK W/Datamover	03/14/2023	1,302.35	
001-0510-61700-00	Supreme Radio Communications, In	Body Worn Cam EXT Warranty	03/14/2023	251.49	
001-0510-62500-00	Ford of Galesburg	Deflector #24	03/14/2023	92.23	
001-0510-62500-00	Ford of Galesburg	Battery #24	03/14/2023	129.75	
001-0510-62500-00	Ford of Galesburg	Bumper Cover #24	03/14/2023	241.74	
001-0510-67500-00	Ray O'Herron Co., Inc.	BII Balistic vest NHarlan,KRamirez,KRodgers,JPerez,DUtsinger	03/14/2023	1,462.50	0000092340
001-0510-67500-00	Ray O'Herron Co., Inc.	External balistic vest carrier Guardian Gen-3	03/14/2023	1,075.00	0000092340
001-0510-67500-00	Ray O'Herron Co., Inc.	Shipping Costs	03/14/2023	250.00	0000092340
001-0510-67500-00	Ray O'Herron Co., Inc.	Belt - KSmalls	03/14/2023	42.95	
001-0510-67500-00	Artistic Engraving	Sergeant Star ID#154- Bars, PO Star KWinbigler, KSmall	03/14/2023	561.14	
001-0510-67500-00	Ray O'Herron Co., Inc.	External balistic vest carrier Guardian Gen-3	03/14/2023	537.50	0000092340
001-0510-67500-00	Ray O'Herron Co., Inc.	SGT Chevrons	03/14/2023	179.55	
001-0510-67500-00	Ray O'Herron Co., Inc.	Belt - Kubis	03/14/2023	37.79	
001-0510-67500-00	Supreme Radio Communications, In	Radio Cases	03/14/2023	374.14	
001-0510-67500-00	Ray O'Herron Co., Inc.	Pants - Howard	03/14/2023	89.48	
001-0510-67500-00	Ray O'Herron Co., Inc.	Stars - RIdle	03/14/2023	16.02	
001-0510-69000-00	Ray O'Herron Co., Inc.	750 boxes of 223 REM 55gr FMJ	03/14/2023	5,970.00	0000092406
001-0510-69000-00	Ray O'Herron Co., Inc.	Ammuniition	03/14/2023	3,285.00	
Subtotal for Divison: 0510				22,087.16	
001-0525-54700-00	Royce Kunkle	02/23 Mileage Reimbursement	03/14/2023	130.35	
Subtotal for Divison: 0525				130.35	
001-0550-51000-00	Select Advantage	02/23 - 911 Dispatcher Assesment Services	03/14/2023	50.00	
001-0550-54000-00	Cameron Lemaster	Cell Phone Allowance	02/28/2023	30.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0550-54000-00	Amanda Jennings	Cell Phone Allowance	02/28/2023	15.00	
001-0550-61000-00	Stamp Man Specialties	Expunged Stamp	03/14/2023	29.85	
001-0550-61000-00	Office Specialists, Inc.	Copy Stamp, Copy Paper, Highlighters,Binders, Toner	03/14/2023	264.98	
001-0550-61000-00	Office Specialists, Inc.	Ink Bottle Refill	03/14/2023	5.31	
001-0550-61000-00	Office Specialists, Inc.	Toner	03/14/2023	170.81	
001-0550-67500-00	Midwest Uniform Supply, Inc	Shirts AGunther	03/14/2023	115.92	
001-0550-67500-00	Midwest Uniform Supply, Inc	Shirts - J.Brown	03/14/2023	109.52	
Subtotal for Divison: 0550				791.39	
001-0605-54000-00	Donald Brackett	Cell Phone Allowance	02/28/2023	30.00	
001-0605-54000-00	David Farrell	Cell Phone Allowance	02/28/2023	30.00	
001-0605-54000-00	John Seitz	Cell Phone Allowance	02/28/2023	30.00	
001-0605-54000-00	Jennifer Moser	Cell Phone Allowance	02/28/2023	30.00	
001-0605-54000-00	Derek Perry	Cell Phone Allowance	02/28/2023	30.00	
001-0605-54000-00	Randy Hovind	Cell Phone Allowance	02/28/2023	30.00	
001-0605-55000-00	Kyle Bumphrey	Reimbursement for EMT National Registry K-Bumphrey	03/14/2023	25.00	
001-0605-55500-00	Appliance Parts Service Depot, Inc	Repair of Stove	03/14/2023	83.72	
001-0605-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	20.00	
001-0605-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	20.00	
001-0605-61700-00	CDW Computer Centers, Inc.	Microsoft - New Work Stations	03/14/2023	880.98	
001-0605-62500-00	Advance Auto Parts	Filter Kit #54	03/14/2023	44.96	
001-0605-62500-00	Yemm Chevrolet, Inc-Geo	Sensor #50	03/14/2023	106.10	
001-0605-65500-00	Appliance Parts Service Depot, Inc	Repair of Stove	03/14/2023	110.00	
001-0605-66000-00	Galesburg Electric, Inc.	Lights , Recycle Lights	03/14/2023	199.40	
001-0605-66500-00	John Seitz	Reimbursement for Fire Prevention Bureau Pole	03/14/2023	19.98	
001-0605-66500-00	Supreme Radio Communications, In	Batteries, Antennas	03/14/2023	621.06	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirt K.Bumphrey	03/14/2023	23.60	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts, Hat, Pants D.Cervantez	03/14/2023	74.99	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts -MCarlson	03/14/2023	180.00	
001-0605-67500-00	Municipal Emergency Services, Inc	Leather Boots	03/14/2023	410.00	
001-0605-67500-00	Alexis Fire Equipment Co., Inc.	Boots, Hoods, Gloves - Back Stock	03/14/2023	1,820.00	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts, Hats - DCervantez	03/14/2023	89.98	
001-0605-67500-00	Ray O'Herron Co., Inc.	Name Bar - JSaathoff	03/14/2023	20.06	
001-0605-67500-00	Municipal Emergency Services, Inc	Name Tape, Parka's Hanson-Bumphrey-Brackett	03/14/2023	871.00	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts D.Wells	03/14/2023	74.99	
001-0605-67500-00	Midwest Uniform Supply, Inc	Pants, MCarlson	03/14/2023	119.98	
001-0605-67500-00	Midwest Uniform Supply, Inc	Pants - DCervantez	03/14/2023	39.99	

Account Number	Vendor	Description	Date	Amount	PO No
001-0605-67500-00	Midwest Uniform Supply, Inc	Pants - DCervantez	03/14/2023	59.99	
001-0605-67500-00	Midwest Uniform Supply, Inc	Pants - JPedigo	03/14/2023	39.99	
001-0605-68500-00	Linde Gas & Equipment Inc	Oxygen	03/14/2023	312.97	
Subtotal for Division: 0605				<u>6,448.74</u>	
Subtotal for Fund 001				<u><u>69,097.75</u></u>	
011-0000-66000-00	Roanoke Concrete Products Co	Portland cement concrete class PP2 mix supply for 2023	03/14/2023	971.51	0000092334
011-0000-66000-00	Tickle Asphalt Co., Ltd.	High performance patching mix supply for 2023	03/14/2023	808.86	0000092329
011-0000-66000-00	Compass Mineral America, Inc	Bulk rock salt for 2023 winter season.	03/14/2023	27,928.18	0000092373
Subtotal for Division: 0000				<u>29,708.55</u>	
Subtotal for Fund 011				<u><u>29,708.55</u></u>	
013-0000-20103-00	JC Dillon, Inc	Phase VI of lead service line replacements	03/14/2023	-15,466.71	0000092400
013-0000-67500-00	Ray O'Herron Co., Inc.	BII Balistic vest - NHarlan,KRamirez,KRodgers,JPerez,DUtsinger	03/14/2023	1,462.50	0000092340
013-0000-67500-00	Ray O'Herron Co., Inc.	External balistic vest carrier Guardian Gen-3	03/14/2023	537.50	0000092340
013-0000-76000-00	Farnsworth Group, Inc.	Engineering and Architectural Services -H.T. Custer Park Renovat	03/14/2023	9,750.00	0000092399
013-0000-83100-00	Bruner, Cooper and Zuck, Inc.	Preparation of Bid Documents and Construction Engineering for Ph	03/14/2023	1,452.12	0000092007
013-0000-83100-00	JC Dillon, Inc	Phase VI of lead service line replacements	03/14/2023	154,667.08	0000092400
Subtotal for Division: 0000				<u>152,402.49</u>	
Subtotal for Fund 013				<u><u>152,402.49</u></u>	
014-0000-51000-00	US Sterling Capital Corp., Inc.	Today's Bank	03/14/2023	200.55	
014-0000-64500-00	Galesburg Electric, Inc.	Light Fixture	03/14/2023	1,170.00	
014-0000-64500-00	Galesburg Electric, Inc.	Light Bulbs, Marking Paint	03/14/2023	167.73	
014-0000-64500-00	Galesburg Welding, Inc	Drill Press and Grinder Stand	03/14/2023	400.43	
014-0000-64500-00	Galesburg Electric, Inc.	Bulb	03/14/2023	90.06	
014-0000-64500-00	Galesburg Welding, Inc	Build Conduit Rack	03/14/2023	552.00	
014-0000-64500-00	Galesburg Electric, Inc.	Repair Kits	03/14/2023	151.75	
014-0000-64500-00	Galesburg Welding, Inc	Repair Light Post	03/14/2023	370.00	
014-0000-66000-00	Galesburg Electric, Inc.	Box Cover, Flap Wheel, Hanger Rod	03/14/2023	67.90	
Subtotal for Division: 0000				<u>3,170.42</u>	
Subtotal for Fund 014				<u><u>3,170.42</u></u>	
015-0000-61700-00	Supreme Radio Communications, Inc.	Body Worn Cam EXT Warranty	03/14/2023	605.97	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Divison: 0000				605.97	
Subtotal for Fund 015				605.97	
016-0000-54000-00	Travis Smith	Cell Phone Allowance	02/28/2023	30.00	
016-0000-54000-00	Paul Vannaken	Cell Phone Allowance	02/28/2023	30.00	
016-0000-54000-00	Timothy Spitzer	Cell Phone Allowance	02/28/2023	30.00	
016-0000-54000-00	Mark McLaughlin	Cell Phone Allowance	02/28/2023	30.00	
Subtotal for Divison: 0000				120.00	
Subtotal for Fund 016				120.00	
018-0000-62500-00	Midstate Manufacturing, Inc.	Hose #128	03/14/2023	43.10	
018-0000-62500-00	Advance Auto Parts	Oil Filter #131	03/14/2023	13.12	
018-0000-62500-00	Advance Auto Parts	Filter Kit #131	03/14/2023	54.40	
018-0000-62500-00	Valley Distribution Corp.	Hydraulic Oil #128	03/14/2023	1,354.03	
Subtotal for Divison: 0000				1,464.65	
Subtotal for Fund 018				1,464.65	
019-0000-20102-00	Stratus Networks, Inc	03/23 Billing	03/14/2023	307.09	
019-0000-20102-00	Galesburg Community Foundation	12/22 - 2% Hotel/Motel Taxes	03/14/2023	6,266.68	
019-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	178.95	
Subtotal for Divison: 0000				6,752.72	
019-1905-51000-00	US Sterling Capital Corp., Inc.	First Western Fedearl Savings Bank	03/14/2023	240.00	
019-1905-51500-00	WMOI - FM	02/23 Advertising	03/14/2023	260.00	
019-1905-51500-00	WGIL/WAAG/WLSR, Inc.	02/23 Advertising	03/14/2023	583.00	
019-1905-54000-00	Angela Buchen	Cell Phone Allowance	02/28/2023	30.00	
019-1905-54000-00	Elizabeth Varner	Cell Phone Allowance	02/28/2023	30.00	
019-1905-59511-00	Galesburg Tourism Fund	01/23 Tourism Agreement	03/14/2023	15,833.33	
019-1905-59511-00	Galesburg Tourism Fund	02/23 Tourism Agreement	03/14/2023	15,833.33	
019-1905-59528-00	Galesburg Community Foundation	01/23 - 2% Hotel/Motel Taxes	03/14/2023	15,309.97	
019-1905-59537-00	Knox Civic Center Authority	01/23 - 2% Hotel/Motel Taxes	03/14/2023	8,057.87	
019-1905-61000-00	Office Specialists, Inc.	Copy Paper	03/14/2023	46.99	
Subtotal for Divison: 1905				56,224.49	
019-1910-55700-00	Dowers Roofing, Inc.	Repair Holes in Roof Finance Office	03/14/2023	835.00	

Account Number	Vendor	Description	Date	Amount	PO No
019-1910-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	30.00	
019-1910-59300-00	UniFirst First Aid Corp	Misc Medical Supplies	03/14/2023	359.23	
019-1910-65000-00	Office Specialists, Inc.	Refund of Invoice 1142352	03/14/2023	-18.13	
019-1910-65000-00	Office Specialists, Inc.	Spry Cleaner	03/14/2023	45.85	
019-1910-65000-00	Office Specialists, Inc.	Gloves	03/14/2023	5.93	
019-1910-65000-00	Office Specialists, Inc.	Tissue, Towels, Urinal Mat, Trash Bag, Paper, Gloves	03/14/2023	220.62	
019-1910-65000-00	Office Specialists, Inc.	Towels	03/14/2023	95.20	
019-1910-66000-00	Galesburg Electric, Inc.	Lights - Water Counter	03/14/2023	319.44	
019-1910-66500-00	Gierke-Robinson Co	Materials for Scoffline	03/14/2023	121.53	
Subtotal for Division: 1910				2,014.67	
019-1911-55700-00	Howe Overhead Doors, Inc.	Repair of Springs for Fire Garage Doors	03/14/2023	2,758.76	
019-1911-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	68.86	
019-1911-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	68.86	
019-1911-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	68.86	
019-1911-59300-00	UniFirst First Aid Corp	Misc Medical Supplies	03/14/2023	213.97	
019-1911-65000-00	Office Specialists, Inc.	Towels	03/14/2023	238.00	
019-1911-65000-00	Office Specialists, Inc.	Towels, Tissue, Trash Bags, Urinal Screen	03/14/2023	234.51	
Subtotal for Division: 1911				3,651.82	
019-1915-54000-00	Travis Huffman	Cell Phone Allowance	02/28/2023	30.00	
019-1915-54000-00	Jason Asbury	Cell Phone Allowance	02/28/2023	30.00	
019-1915-54000-00	Don Miles	Cell Phone Allowance	02/28/2023	30.00	
019-1915-54000-00	Michael Markley	Cell Phone Allowance	02/28/2023	30.00	
019-1915-55700-00	Royal Cleaning Services	03/23 Janitorial Service	03/14/2023	559.00	
019-1915-55700-00	Waste Management, Inc.	02/23 Services Acct#63842-03000	03/14/2023	1,135.16	
019-1915-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	30.00	
019-1915-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	40.00	
019-1915-56000-00	Terry Allen, Inc	02/23 East Boat Ramp - Toilet Rental - 1 Regular Unit	03/14/2023	89.60	0000092358
019-1915-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	60.05	
019-1915-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	60.05	
019-1915-62500-00	Martin, Inc	Hose Kit #525	03/14/2023	176.90	
019-1915-62500-00	Advance Auto Parts	Parts Credit #549	03/14/2023	-0.32	
019-1915-62500-00	Advance Auto Parts	Filter Kit #519	03/14/2023	9.54	
019-1915-62500-00	Advance Auto Parts	Filter Kit #549	03/14/2023	10.23	
019-1915-62500-00	Advance Auto Parts	Filter Kit #576	03/14/2023	22.03	
019-1915-62500-00	Pomp's Tire - Galesburg	Tires #574	02/14/2023	302.26	

Account Number	Vendor	Description	Date	Amount	PO No
019-1915-62500-00	Pomp's Tire - Galesburg	Tires #519	03/14/2023	253.04	0000092349
019-1915-62510-00	Herr Petroleum Corp	219.3 Gal Diesel #2,208.9 Gal Ethanol	03/14/2023	1,392.75	
019-1915-65000-00	Alan Environmental Products, Inc	Air Freshner Dispenser	03/14/2023	74.92	
Subtotal for Division: 1915				4,335.21	
019-1920-54000-00	Bryan Luedtke	Cell Phone Allowance	02/28/2023	30.00	0000092350
019-1920-54500-00	Bryan Luedtke	Reimbursment of Fuel - PGA Seminar - Cedar Rapids Iowa	03/14/2023	44.63	
019-1920-55700-00	Ostrander Window Cleaning	Window Cleaning	03/14/2023	300.00	
019-1920-55700-00	Go Van Gogh's	Flagstick Flags	03/14/2023	451.00	
019-1920-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	39.51	
019-1920-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	39.51	
019-1920-62500-00	Martin, Inc	Plug #561	03/14/2023	19.52	
019-1920-62500-00	Martin, Inc	Cabin Filter #561	03/14/2023	42.69	
019-1920-62500-00	Martin, Inc	Bearing Kit #552	03/14/2023	301.23	
019-1920-62500-00	Advance Auto Parts	Filter Kit #561	03/14/2023	69.03	
019-1920-62500-00	Advance Auto Parts	Filter Kit #550	03/14/2023	50.38	
019-1920-62500-00	Martin, Inc	Adaptor #561	03/14/2023	43.20	
019-1920-62500-00	Martin, Inc	Plug #561	03/14/2023	32.87	
019-1920-62500-00	Pomp's Tire - Galesburg	Tires #561	03/14/2023	529.00	
019-1920-62510-00	Herr Petroleum Corp	60.2 Gal Diesel #2, 98.3 Gal Ethanol	03/14/2023	505.70	
019-1920-63500-00	Advanced Turf Solutions	Proxy	03/14/2023	198.80	
019-1920-63500-00	Advanced Turf Solutions	Activo	03/14/2023	425.00	
019-1920-63500-00	Advanced Turf Solutions	Proxy	03/14/2023	397.60	
019-1920-63500-00	Winfield United Professional	Fungicide	03/14/2023	1,744.40	
019-1920-63500-00	Winfield United Professional	Misc Chemicals	03/14/2023	2,955.07	
019-1920-64000-00	Bryan Luedtke	Reimbursment - Purchase of Golf Balls for Golf Course	03/14/2023	826.58	
019-1920-64000-00	Dunlop Sports Group Americas	Golf Balls	03/14/2023	502.28	
019-1920-64000-00	AHEAD, LLC	Misc Apparel	03/14/2023	767.75	
019-1920-64000-00	All Star Pro Golf	Scorecards	03/14/2023	1,112.00	
019-1920-64000-00	All Star Pro Golf	Tee's	03/14/2023	245.75	
019-1920-64000-00	AHEAD, LLC	Misc Apparel	03/14/2023	1,397.83	
019-1920-64000-00	Wilson Sporting Goods	Golf Balls	03/14/2023	186.00	
019-1920-64000-00	SRIXON/Cleveland Golf/XXIO	Golf Balls	03/14/2023	502.28	
019-1920-64000-00	HORNUNG'S GOLF PRODUCTS, I	Misc Appareal, Misc Supplies	03/14/2023	2,248.37	
019-1920-64000-00	J & M Golf	Golf Markers, Divot Repair Tools	03/14/2023	234.38	
019-1920-64125-00	Smithfield Direct, LLC	Misc Concession Supplies	03/14/2023	120.00	
019-1920-64125-00	Office Specialists, Inc.	Napkins, Lift&Lock Lids,Towel,Disinfect Wipes	03/14/2023	184.74	

Account Number	Vendor	Description	Date	Amount	PO No
019-1920-64125-00	Smithfield Direct, LLC	Misc Concession Supplies	03/14/2023	40.00	
019-1920-65000-00	Office Specialists, Inc.	Tissue, Air Freshener, Cleaner, Soap,Thermal Roll	03/14/2023	98.12	
019-1920-66500-00	Gold Medal - Central Illinois, LLC	Hotdog Machine	03/14/2023	875.00	
Subtotal for Divison: 1920				17,560.22	
019-1935-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	35.00	
019-1935-55700-00	Getz Fire Equipment Co., Inc.	Alarm System Tie In,Testing, Inspection, Certification	03/14/2023	212.00	
019-1935-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	237.83	
019-1935-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	237.83	
Subtotal for Divison: 1935				722.66	
019-1940-51400-00	Joseph Thompson Jr.	02/11 - 02/12 - Scheduling Officials - 86 Games	03/14/2023	430.00	
019-1940-51400-00	Joseph Thompson Jr.	02/18 - 02/19- Scheduling Officials - 56 Games	03/14/2023	280.00	
019-1940-51400-00	Joseph Thompson Jr.	2022 - 2023 - Assigning Officals for V-Ball - 74 Games	03/14/2023	370.00	
019-1940-51400-00	Joseph Thompson Jr.	02/04-02/05 - Scheduling Officials - 56 Games	03/14/2023	410.00	
019-1940-64000-00	Quality Awards	Flags Midwest Tournament	03/14/2023	935.30	
019-1940-64000-00	Quality Awards	Flags Midwest Tournament	03/14/2023	396.70	
Subtotal for Divison: 1940				2,822.00	
019-1945-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	20.00	
019-1945-59300-00	UniFirst First Aid Corp	Misc Medical Supplies	03/14/2023	105.56	
019-1945-64000-00	Office Specialists, Inc.	Copy Paper	03/14/2023	46.99	
019-1945-65000-00	Office Specialists, Inc.	Nitrile Gloves, Tissue, Trash Bags	03/14/2023	75.31	
Subtotal for Divison: 1945				247.86	
019-1950-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	20.00	
019-1950-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	25.00	
Subtotal for Divison: 1950				45.00	
019-1955-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	20.00	
Subtotal for Divison: 1955				20.00	
019-1960-55700-00	Four Seasons Pest Control	03/23 Services	03/14/2023	20.00	
Subtotal for Divison: 1960				20.00	
019-1965-54000-00	Roger Darst	Cell Phone Allowance	02/28/2023	30.00	
019-1965-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	20.00	
019-1965-57500-00	Aramark Uniform Serv. Inc.	03/22 Services	03/14/2023	35.89	
019-1965-57500-00	Aramark Uniform Serv. Inc.	02/22 Services	03/14/2023	42.21	

Account Number	Vendor	Description	Date	Amount	PO No
019-1965-61000-00	Office Specialists, Inc.	Ink	03/14/2023	36.62	
019-1965-62500-00	Advance Auto Parts	Filter Kit #588	03/14/2023	15.38	
019-1965-62500-00	Advance Auto Parts	Oil Filter #588	03/14/2023	2.62	
019-1965-62500-00	Advance Auto Parts	Filter Kit #583	03/14/2023	20.38	
019-1965-62500-00	Advance Auto Parts	Hydraulic Filter #582	03/14/2023	34.99	
019-1965-62500-00	Advance Auto Parts	Filter Kit #582	03/14/2023	24.83	
019-1965-62500-00	MTI Distributing, Inc	Seat Adjuster #583	03/14/2023	277.85	
019-1965-66500-00	Scott Equipment, LLC	Spray Lance Wand	03/14/2023	38.78	
Subtotal for Divison: 1965				579.55	
019-1975-54000-00	Cris Fones	Cell Phone Allowance	02/28/2023	30.00	
Subtotal for Divison: 1975				30.00	
019-1980-55700-00	Johnson Controls Fire Protection LP	2023 Service Agreement - Fire Alarm	03/14/2023	1,854.90	
Subtotal for Divison: 1980				1,854.90	
Subtotal for Fund 019				96,881.10	
020-0000-62500-00	Nichols Diesel Service, Inc.	Return of Wrong Part - Extension #351	03/14/2023	-678.36	
020-0000-62500-00	Pomp's Tire - Galesburg	Return of Tires #354	12/31/2022	-176.60	
020-0000-62500-00	Galesburg Welding, Inc	Steel #357	03/14/2023	10.50	
020-0000-62500-00	Pomp's Tire - Galesburg	INV #1640022065 Correction #354	12/31/2022	-176.60	
020-0000-62500-00	Nichols Diesel Service, Inc.	Extension #351	03/14/2023	846.50	
Subtotal for Divison: 0000				-174.56	
Subtotal for Fund 020				-174.56	
021-0000-66500-00	Municipal Emergency Services, Inc	Tubular web - blue	03/14/2023	120.00	0000092285
021-0000-66500-00	Municipal Emergency Services, Inc	CMC Stretcher	03/14/2023	993.00	0000092285
021-0000-66500-00	Municipal Emergency Services, Inc	Custom CMC Rescue Equipment Kit	03/14/2023	3,880.00	0000092285
021-0000-66500-00	Municipal Emergency Services, Inc	Tubular web - orange	03/14/2023	120.00	0000092285
Subtotal for Divison: 0000				5,113.00	
Subtotal for Fund 021				5,113.00	
023-0000-55420-00	Statham & Long, LLC	Title Search 173 Garfield	03/14/2023	150.00	
023-0000-55420-00	Statham & Long, LLC	Title Search 357 N Chambers St	03/14/2023	150.00	
023-0000-55420-00	Statham & Long, LLC	Title Search 1450 Rock Island Ave	03/14/2023	150.00	

Account Number	Vendor	Description	Date	Amount	PO No
023-0000-55420-00	Statham & Long, LLC	Title Search 465 W Second St	03/14/2023	150.00	
		Subtotal for Divison: 0000		600.00	
		Subtotal for Fund 023		600.00	
024-0000-51000-00	Bruner, Cooper and Zuck, Inc.	Consulting - OT Johnson Lot	03/14/2023	500.00	
024-0000-51000-00	Great Eastern Mgmt., Inc.	First Credit Bank	03/14/2023	246.34	
024-0000-66000-00	Lacky Monument Co.	Bronze Plaques for Railroad Camps	03/14/2023	3,336.00	
		Subtotal for Divison: 0000		4,082.34	
		Subtotal for Fund 024		4,082.34	
026-0000-51000-00	Baker Tilly US, LLP	FY22 audit services	03/14/2023	920.00	0000092405
		Subtotal for Divison: 0000		920.00	
		Subtotal for Fund 026		920.00	
030-0000-10407-00	Nichols Diesel Service, Inc.	State and Fed Tests -Transit	03/14/2023	40.00	
030-0000-10407-00	Nichols Diesel Service, Inc.	Refund Invoice 1230550013 -State and Fed Tests	03/14/2023	-80.00	
030-0000-10407-00	Nichols Diesel Service, Inc.	State and Fed Tests -Transit	03/14/2023	40.00	
030-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	100.52	
030-0000-20102-00	Stratus Networks, Inc	03/23 Billing	03/14/2023	130.67	
		Subtotal for Divison: 0000		231.19	
030-0320-61700-00	Tri-City Electric Company of Iowa	Replacement of 5 Exterior cameras with 5 P5654-E cameras - 50%	03/14/2023	4,193.50	0000092282
030-0320-61700-00	Tri-City Electric Company of Iowa	Installation of 1 new AXIS P3286-Live camera - 50%	03/14/2023	887.00	0000092282
		Subtotal for Divison: 0320		5,080.50	
030-0370-54000-00	Ronald Larson	Cell Phone Allowance	02/28/2023	30.00	
030-0370-54000-00	Kraig Boynton	Cell Phone Allowance	02/28/2023	30.00	
030-0370-61700-00	Tri-City Electric Company of Iowa	Replacement of 5 Exterior cameras with 5 P5654-E cameras - 50%	03/14/2023	4,193.50	0000092282
030-0370-61700-00	Tri-City Electric Company of Iowa	Installation of 1 new AXIS P3286-Live camera - 50%	03/14/2023	887.00	0000092282
		Subtotal for Divison: 0370		5,140.50	
		Subtotal for Fund 030		10,452.19	
049-0000-51000-00	Baker Tilly US, LLP	FY22 audit services	03/14/2023	370.00	0000092405
		Subtotal for Divison: 0000		370.00	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Fund 049				<u>370.00</u>	
053-0000-51000-00	US Sterling Capital Corp., Inc.	First Internet Bank of Indiana	03/14/2023	240.00	
053-0000-75000-00	AMP Companies Inc	Pavilion HVAC System Replacement	03/14/2023	11,500.00	0000092275
Subtotal for Divison: 0000				<u>11,740.00</u>	
Subtotal for Fund 053				<u>11,740.00</u>	
054-0000-20103-00	CAD Construction	Exterior & Structural Repairs of Hawthorne Pool Bldg	03/14/2023	-53,129.51	0000092256
054-0000-55700-00	AMP Companies Inc	PSB Radio equipment relocation.	03/14/2023	24,040.00	0000092302
054-0000-76000-00	CAD Construction	Exterior & Structural Repairs of Hawthorne Pool Bldg	03/14/2023	531,295.10	0000092256
Subtotal for Divison: 0000				<u>502,205.59</u>	
Subtotal for Fund 054				<u>502,205.59</u>	
057-0000-61700-00	Tri-City Electric Company of Iowa	Installation of 1 new Axis camera at Street bldg gate - AXIS P37	03/14/2023	3,298.00	0000092282
057-0000-61700-00	Tri-City Electric Company of Iowa	Replacement of 2 cameras on Central Garage with 2ea AXIS P1375-E	03/14/2023	2,395.00	0000092282
Subtotal for Divison: 0000				<u>5,693.00</u>	
Subtotal for Fund 057				<u>5,693.00</u>	
061-0000-20101-00	KHRISTINA SANCHEZ	Refund Check 045094-001, 1256 N ACADEMY ST	03/07/2023	5.36	
061-0000-20101-00	RICHARD WAGHER	Refund Check 006204-008, 573 SCOTCH ELM LN	03/09/2023	6.52	
061-0000-20101-00	STEPHEN SCHMALZ	Refund Check 022649-018, 540 N PRAIRIE ST 11	03/02/2023	108.65	
061-0000-20101-00	HELEN VANFLEET	Refund Check 013876-000, 870 PARK VIEW RD	03/02/2023	49.00	
061-0000-20101-00	JASON LANDERS	Refund Check 050557-001, 208 LINCOLN ST	03/02/2023	77.67	
061-0000-20101-00	HECTOR OLIVAS	Refund Check 019611-000, 662 MONMOUTH BLVD	03/02/2023	1.00	
061-0000-20101-00	NELLIE LANDON	Refund Check 018116-000, 1461 LINDSAY LN	03/07/2023	11.74	
061-0000-20101-00	NELSON RENTALS LLC	Refund Check 055868-002, 52 ARNOLD ST	03/07/2023	6.92	
061-0000-20101-00	NELSON RENTALS LLC	Refund Check 055868-002, 52 ARNOLD ST	03/07/2023	142.29	
061-0000-20101-00	CHRISTY WILSON	Refund Check 059720-001, 507 W FIRST ST	03/02/2023	28.19	
061-0000-20101-00	JENNIFER SHANNON	Refund Check 022594-004, 569 W FIRST ST	03/09/2023	71.87	
061-0000-20101-00	JENNIFER SHANNON	Refund Check 022594-002, 526 MONMOUTH BLVD	03/02/2023	128.21	
061-0000-20101-00	KHRISTINA SANCHEZ	Refund Check 045094-001, 1256 N ACADEMY ST	03/02/2023	119.80	
061-0000-20101-00	KATHERINE STONEKING	Refund Check 048103-003, 1340 BEECHER AVE	03/02/2023	109.56	
061-0000-20101-00	DWIGHT RUTLEDGE	Refund Check 064878-000, 1459 N SEMINARY ST	03/09/2023	60.28	
061-0000-20101-00	BOBBI STEVENSON	Refund Check 014704-001, 800 FLORENCE AVE	03/02/2023	37.04	

Account Number	Vendor	Description	Date	Amount	PO No
061-0000-20101-00	JOHN TUTTLE	Refund Check 048072-013, 726 CENTURY ESTATES	03/07/2023	53.32	
061-0000-20101-00	SUNPRO, INC.	Refund Check 055664-000, 945 MONMOUTH BLVD	02/23/2023	95.05	
061-0000-20101-00	CAITLIN SHERMAN	Refund Check 064373-000, 1897 ROBERTSON AVE	03/02/2023	44.81	
061-0000-20101-00	JORDAN TIMMONS	Refund Check 053527-002, 1780 BAIRD AVE	03/02/2023	118.02	
061-0000-20101-00	ANDREW STUCKART	Refund Check 056401-000, 1121 HAWKINSON AVE 8	03/02/2023	90.97	
061-0000-20101-00	RUHL & RUHL REALTORS	Refund Check 058835-005, 557 LIBERTY ST	03/09/2023	72.48	
061-0000-20101-00	CHARLA REED	Refund Check 051912-000, 697 PINE ST	03/02/2023	66.17	
061-0000-20101-00	SINBAD VAPORS	Refund Check 056386-000, 221 E MAIN ST	03/07/2023	99.49	
061-0000-20101-00	FOLLMER SUHOMSKI INVESTM	Refund Check 062167-006, 510 IRWIN ST	03/02/2023	99.46	
061-0000-20101-00	CHARLES BURNS	Refund Check 066130-001, 1020 FLORENCE AVE	03/09/2023	86.81	
061-0000-20101-00	ARTIE GORSLINE	Refund Check 053411-001, 243 N FARNHAM ST	03/02/2023	40.60	
061-0000-20101-00	MERTON HELVICK	Refund Check 011715-000, 1087 N WEST ST	03/09/2023	14.31	
061-0000-20101-00	MARLINN DUTTON	Refund Check 056560-000, 1592 RONALD RD	03/02/2023	13.39	
061-0000-20101-00	STEPHEN FERGUSON	Refund Check 010636-008, 1380 MONROE ST	03/07/2023	48.83	
061-0000-20101-00	FIRST BIBLE MISSIONARY CHUI	Refund Check 010800-001, 1591 E LOSEY ST	03/07/2023	9.37	
061-0000-20101-00	CHARLES BURNS	Refund Check 066130-000, 1131 MONROE ST	03/08/2023	31.50	
061-0000-20101-00	EAST BERRIEN STREET LLC	Refund Check 061356-003, 201 SUMNER ST	03/02/2023	72.40	
061-0000-20101-00	DREW ANDERSON	Refund Check 064864-000, 1659 W MAIN ST	03/02/2023	56.53	
061-0000-20101-00	LELAND BEHNKEN ESTATE	Refund Check 010358-001, 4 OTTAWA TRAIL	03/07/2023	1.10	
061-0000-20101-00	ALICE ANDERSON	Refund Check 058679-000, 100 OREN LN	03/09/2023	129.62	
061-0000-20101-00	CHRISTA BLUE	Refund Check 060663-000, 1339 W MAIN ST	03/09/2023	35.14	
061-0000-20101-00	LELAND BEHNKEN ESTATE	Refund Check 010358-000, 4 OTTAWA TRAIL	03/07/2023	30.67	
061-0000-20101-00	LELAND BEHNKEN ESTATE	Refund Check 010358-001, 4 OTTAWA TRAIL	03/07/2023	2.19	
061-0000-20101-00	BLUERIDGE INVESTMENTS LLC	Refund Check 063909-004, 201 N PEARL ST	03/07/2023	48.83	
061-0000-20101-00	MATTHEW BERNARDI	Refund Check 015289-038, 687 OLIVE ST	03/02/2023	94.37	
061-0000-20101-00	MIRIAM MILES	Refund Check 046597-000, 972 FRANK ST	03/02/2023	43.90	
061-0000-20101-00	BRIAN PETERSON	Refund Check 052891-002, 837 BATEMAN ST	03/02/2023	85.49	
061-0000-20101-00	ALIYAH MCGEE	Refund Check 064745-000, 1861 E MAIN ST	03/06/2023	67.32	
061-0000-20101-00	RAENE LAWRENCE	Refund Check 063963-000, 2357 LILLIE LN	03/02/2023	23.61	
061-0000-20101-00	NELSON RENTALS LLC	Refund Check 055868-003, 1521 E NORTH ST	03/07/2023	128.44	
061-0000-20101-00	GREER HENDERSONH	Refund Check 066118-000, 444 N BROAD ST	03/08/2023	150.00	
061-0000-20101-00	LOLA FALLS	Refund Check 044224-001, 366 W SECOND ST	03/07/2023	53.32	
061-0000-20101-00	GABRIEL DURLEY	Refund Check 064876-000, 1560 WILLIAMS ST	03/09/2023	115.53	
061-0000-20101-00	CHARLOTTE HUNT	Refund Check 048787-003, 104 N IVAN AVE	03/02/2023	7.84	
061-0000-20101-00	SHAUNA DOTSON	Refund Check 052519-003, 113 DUFFIELD AVE UPPER	03/02/2023	58.08	
061-0000-20101-00	BRICKYARD ENTERPRISES LLC	Refund Check 059818-009, 1022 GREENLEAF ST	03/02/2023	74.81	
061-0000-20102-00	Stratus Networks, Inc	03/23 Billing	03/14/2023	126.38	

Account Number	Vendor	Description	Date	Amount	PO No
061-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	337.18	
061-0000-51000-00	US Sterling Capital Corp., Inc.	MCS Bank	03/14/2023	240.00	
061-0000-51000-00	Knox County Records Office	02/23 Laredo	03/14/2023	23.25	
061-0000-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	167.00	
061-0000-51000-00	Great Eastern Mgmt., Inc.	Bank of Houston	03/14/2023	240.00	
061-0000-51000-00	Baker Tilly US, LLP	FY22 audit services	03/14/2023	11,035.00	0000092405
061-0000-51000-00	Pace Analytical Services LLC	Water Testing	03/14/2023	4,121.00	
061-0000-51000-00	Pace Analytical Services LLC	Water Testing	03/14/2023	687.00	
061-0000-52000-00	American Electric Power	02/23 Service	02/28/2023	7,232.59	
061-0000-52300-00	Nicor Gas	02/23 Service - Acct# 14-51-15-5411 6	02/28/2023	3,884.34	
061-0000-52300-00	Nicor Gas	02/23 Service - Acct# 20-72-70-1000 9	02/28/2023	93.66	
061-0000-52300-00	Nicor Gas	01/23 Service Acct#20-72-70-1000 9	01/30/2023	117.24	
061-0000-54000-00	Mark Schwieter	Cell Phone Allowance	02/28/2023	30.00	
061-0000-54000-00	Shelby Schwieter	Cell Phone Allowance	02/28/2023	30.00	
061-0000-54000-00	Jerami Brown	Cell Phone Allowance	02/28/2023	30.00	
061-0000-54000-00	Timothy Fey	Cell Phone Allowance	02/28/2023	30.00	
061-0000-54000-00	Michael Mackey	Cell Phone Allowance	02/28/2023	30.00	
061-0000-55700-00	Royal Cleaning Services	03/23 Janitorial Service	03/14/2023	510.00	
061-0000-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	30.00	
061-0000-55700-00	Four Seasons Pest Control	02/23 Services	03/14/2023	55.00	
061-0000-55700-00	AMP Companies Inc	Replacement of Pump	03/14/2023	1,961.64	
061-0000-55700-00	MAS Rigging Inc	Hoist Inspections	03/14/2023	2,274.00	
061-0000-68500-00	Fisher Scientific Co.	Misc Chemicals	03/14/2023	391.28	
Subtotal for Division: 0000				36,904.43	
Subtotal for Fund 061				36,904.43	
067-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	31.39	
067-0000-51000-00	Knox County Records Office	02/23 Laredo	03/14/2023	23.25	
067-0000-51000-00	SpringbrookSoftware LLC	02/23 CivicPay PayPad Transaction Fees	03/14/2023	83.50	
Subtotal for Division: 0000				138.14	
Subtotal for Fund 067				138.14	
078-0000-20102-00	Office Specialists, Inc.	03/23 Billing	03/14/2023	54.83	
078-0000-51000-00	OSF Occupational Medicine	Preemployment Testing	03/14/2023	140.00	
078-0000-51000-00	OSF Occupational Medicine	Preemployment Testing	03/14/2023	140.00	

Account Number	Vendor	Description	Date	Amount	PO No
078-0000-51000-00	OSF Occupational Medicine	Vaccine - Immunization	03/14/2023	65.00	
078-0000-51000-00	OSF Occupational Medicine	Service Date : 01/17/2021 - Consortium Fee/OSF SMMC - Yearly	03/14/2023	100.00	
078-0000-51000-00	OSF Occupational Medicine	Preemployment Testing	03/14/2023	140.00	
078-0000-51000-00	OSF Occupational Medicine	Pre Employment Testing - DOT Physical	03/14/2023	255.00	
078-0000-56535-00	Nathan Lewis	Workers Comp - Reimbursement Prescription Cost - #22/6/2023	03/14/2023	2.60	
078-0000-56535-00	Midwest Orthopaedic Center	Workers Comp - DOS 02/15/23 - ID#WC2023002	03/14/2023	1,130.00	
078-0000-56535-00	Cottage Rehab and Sports Medicine	Workers Comp - DOS 01/20/23 - ID#WC2022025	03/14/2023	219.35	
078-0000-56535-00	Cottage Rehab and Sports Medicine	Workers Comp - DOS 01/16/23 - ID#WC2022025	03/14/2023	289.15	
078-0000-56535-00	Cottage Rehab and Sports Medicine	Workers Comp - DOS 01/16/23 - ID#WC2022025	03/14/2023	219.35	
078-0000-56535-00	Cottage Rehab and Sports Medicine	Workers Comp - DOS 01/25/23 - ID#WC2022025	03/14/2023	219.35	
078-0000-56597-00	AMP Companies Inc	Repair of a light pole damaged in an accident	03/14/2023	12,580.00	0000092148
Subtotal for Divison: 0000				<u>15,554.63</u>	
Subtotal for Fund 078				<u><u>15,554.63</u></u>	
091-0000-20101-00	KHRISTINA SANCHEZ	Refund Check 045094-001, 1256 N ACADEMY ST	03/07/2023	6.86	
Subtotal for Divison: 0000				<u>6.86</u>	
Subtotal for Fund 091				<u><u>6.86</u></u>	
Report Total:				<u><u><u>947,056.55</u></u></u>	

Advance Checks and ACH Payments as of 3/14/2023

Check Date	Check #	Vendor Name	Description	Account #	Amount
3/2/2023	0	Amanda Egan	Officiate VBall - 02/15 5 Games	019-1940-51400	125.00
3/2/2023	0	BlueCross BlueShield of Illinois	03/23 Health Insurance Premiums	078-0000-20315	382,011.14
3/2/2023	0	James Saathoff	Meals - Basic FireFighter Week 2 - Champaign IL - JSaathoff	001-0000-10706	155.00
3/2/2023	0	Kelly Cantwell	Officiate VBall - 02/22 5 Games	019-1940-51400	125.00
3/2/2023	97760	Knox County Records Office	Release 10 Property Maintance Liens - 1 Doc	001-0160-51300	75.00
3/2/2023	97760	Knox County Records Office	File 17 Weed/Trash/Demo Liens - 2 Docs	001-0160-51300	150.00
3/2/2023	0	Kyle Holmberg	Meals - Basic FireFighter Week 2 - Champaign IL - KHolmberg	001-0000-10706	155.00
3/2/2023	97761	OSF Heart of Mary Medical Center	Workers Comp - DOS 06/12/22 Acct#8880923601	078-0000-56535	201.17
3/2/2023	0	R3 Dogs LLC	Downtown Facade Redevelopment Agreement - 57 S Cherry Street	049-0000-83100	5,957.40
3/2/2023	0	R3 Dogs LLC	TIF Redevelopment Agreement - 57 S Cherry St	049-0000-83100	1,944.19
3/2/2023	0	Travis Hanson	Meals - Basic FireFighter Week 2 - Champaign IL - THanson	001-0000-10706	155.00
3/2/2023	0	Tyler Brackett	Meals - Basic FireFighter Week 2 - Champaign IL - TBrackett	001-0000-10706	155.00
3/3/2023	0	Bluefin Payment Systems	02/23 Pay pad Processing fees	001-0306-51000	33.70
3/3/2023	0	Bluefin Payment Systems	02/23 Pay pad Processing fees	001-0410-51000	33.71
3/3/2023	0	Bluefin Payment Systems	02/23 UB Webpayment Credit Card processing fees	061-0000-51000	3,514.93
3/3/2023	0	Bluefin Payment Systems	02/23 Pay pad Processing fees	001-0115-51000	121.64
3/3/2023	0	Bluefin Payment Systems	02/23 UB Webpayment Credit Card processing fees	067-0000-51000	1,757.46
3/3/2023	0	Bluefin Payment Systems	02/23 Pay pad Processing fees	061-0000-51000	965.46
3/3/2023	0	Bluefin Payment Systems	02/23 Pay pad Processing fees	067-0000-51000	482.75
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1930-51000	2.23
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1905-51000	220.86
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1945-51000	10.26
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1935-51000	56.73
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1960-51000	34.51
3/3/2023	0	Cardconnect	02/23 Card Connect credit card fees	019-1950-51000	58.66
3/3/2023	0	Farmers & Mechanics Bank	02/23 F&M Trust Fees	058-0000-51000	120.80
3/3/2023	0	Farmers & Mechanics Bank	02/23 F&M Trust Fees	019-1905-51000	4.71
3/3/2023	0	Farmers & Mechanics Bank	02/23 F&M Trust Fees	001-0205-51000	143.09
3/3/2023	0	Farmers & Mechanics Bank	02/23 F&M Trust Fees	061-0000-51000	23.75
3/3/2023	0	IMRF	02/23 IMRF Contributions	001-0000-20311	101,443.02
3/3/2023	0	Kelly Cantwell	Officate VBall - 03/01 4 Games	019-1940-51400	100.00
3/3/2023	0	Mike Hines	Officiate VBall - 03/01 4 Games	019-1940-51400	100.00
3/3/2023	0	Quadient Leasing USA, Inc	Postage for machine	061-0000-10702	500.00
3/3/2023	0	Wells Fargo Merchant Services	02/23 Credit Card fees	019-1920-51000	227.27
3/6/2023	0	Quadient Leasing USA, Inc	Postage for machine	061-0000-10702	500.00
3/9/2023	0	Brittany's Boutique	Minority/Woman owned Business Startup incentive	054-0000-83100	3,216.73
3/9/2023	4066	J W Summy Contracting Corp.	DCEO RLF at 657 E Brooks Street	013-0000-83100	2,700.00

3/9/2023	4066 J W Summy Contracting Corp.	CO#1 DCEO RLF at 657 E Brooks Street. Add window stop stabilizat	013-0000-83100	2,100.00
3/9/2023	4066 J W Summy Contracting Corp.	CO #1 DCEO RLF at 657 E Brooks Street add 5 more windows	013-0000-83100	3,375.00
3/9/2023	0 James Saathoff	Meals - Basic Firefighter Week 3 - Champaign Il - JSaathoff	001-0000-10706	155.00
3/9/2023	97803 Knox County Records Office	File 12 Weed/Trash/Demo Liens	001-0160-51300	138.00
3/9/2023	97803 Knox County Records Office	File 7 Weed/Trash/Demo Liens	001-0160-51300	75.00
3/9/2023	97803 Knox County Records Office	Release 2 Property Maint Liens	001-0160-51300	63.00
3/9/2023	0 Kyle Holmberg	Meals - Basic Firefighter Week 3 - Champaign Il - KHolmberg	001-0000-10706	155.00
3/9/2023	97804 OSF Saint Luke Medical Center	Workers Comp - DOS 05/03/22 #8666443700	078-0000-56535	1,554.58
3/9/2023	0 Travis Hanson	Meals - Basic Firefighter Week 3 - Champaign Il - THanson	001-0000-10706	155.00
3/9/2023	0 Tyler Brackett	Meals - Basic Firefighter Week 3 - Champaign Il - TBrackett	001-0000-10706	155.00
3/9/2023	5114 Western Illinois Regional Council	05P Screen for Lead Paint Poison LBPC 19-306001	013-0000-51000	4,397.05
3/9/2023	5114 Western Illinois Regional Council	14HI Rehab Admin Inspection for LBPHC 19-306001	013-0000-51000	27,634.37
3/9/2023	5114 Western Illinois Regional Council	14H Rehab Admin for LBPHC 19-306001	013-0000-51000	48,480.12
3/9/2023	6061 Western Illinois Regional Council	14HI Admin Expense for DCEO Healthy Homes 19-307001	013-0000-51000	4,120.00
3/10/2023	0 G & M Distributors	Liquor for Golf Course	019-1920-64125	133.60
3/10/2023	0 G & M Distributors	Liquor for Golf Course	019-1920-64125	45.00
3/10/2023	0 G & M Distributors	Liquor for Golf Course	019-1920-64125	373.60
3/13/2023	0 Breakthru Beverage Illinois, LLC	Liquor for Golf course	019-1920-64125	167.00
3/13/2023	0 Quadient Leasing USA, Inc	Postage for machine	061-0000-10702	500.00
3/14/2023	0 Euclid Beverage	Liquor for Golf Course	019-1920-64125	396.10
3/14/2023	0 Illinois Department of Revenue	02/23 Sales tax	019-0000-20102	577.00
			Grand Total	\$ 602,330.59

**COUNCIL LETTER
CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Ordinance directing sale of City-owned properties.

SUMMARY RECOMMENDATION: The City Manager, Director of Community Development, and Code Compliance Supervisor recommend approval of the ordinance to direct the sale of the City-owned lots as outlined in the attached ordinance.

BACKGROUND: The City has 12 vacant lots which could be made available for sale. In order to initiate the possible sale of any of the lots, the attached ordinance must be approved by the City Council. Also attached is a table of the properties proposed for sale and a sample Request for Bid Document.

The proposed time schedule for the bid process is as follows:

March 20, 2023	first reading of ordinance presented to the City Council authorizing City Administration to proceed with bidding.
April 3, 2023	final reading of ordinance.
April 6, 2023	first notice of sale to be printed in the newspaper
April 13, 2023	second notice of sale to be printed in the newspaper
April 20, 2023	third (final) notice of sale to be printed in the newspaper.
May 15, 2023	bids would be received and opened during the City Council meeting.
May 16, 2023	bids will be reviewed.

The Request for Bid document includes two options for submitting a bid. The first option is a Development Plan bid. One example of this type of bid is using the city-owned property as additional yard area. The person submitting the bid must own the land that is adjacent to the vacant city-owned lot for a yard expansion. The purpose of the Development Plan bid is for the City to have more control over the proposed use of the property. The bidder submits detailed information on their plans for the property which must take place within two years of purchasing the property. If the plan is not followed the City has recourse by being able to take back ownership of the property from the bidder and the bidder forfeits 50% of their purchase price. A Development Plan bid option offers the City Council the ability to determine the best bid based upon the development proposed and not just the price.

The second option is a No Development Plan bid. Using this option a person can purchase a property without submitting plans for future redevelopment of the property. The bid document also includes a five-year reversion agreement for properties (i.e. if the City has to spend monies to fix a nuisance issue on a No Development Plan property during the first five years after ownership is transferred, the ownership of the property will revert back to the City).

The minimum bid required for this round of sales is \$100.00

BUDGET IMPACT: Sale of any of the properties would eliminate the need for City maintenance of the properties (i.e. weed mowing); and at the same time place the properties back on the property tax roll. Any proceeds from the sale are deposited in the Property Redevelopment Fund to allow continued funding for future foreclosures.

SUPPORTING DOCUMENTS:

1. Ordinance.
2. Attachment A legal descriptions.
3. Sample request for bid document.
4. Exhibit A table of properties.
5. Aerial Photos of properties.

ORDINANCE NO. _____

WHEREAS, the City of Galesburg, Knox County, Illinois, hereinafter called City, a municipal corporation, owns the real estate described on "Exhibit A", which is attached hereto and incorporated by reference; and

WHEREAS, said real estate is presently unoccupied; and not being used by the City; and

WHEREAS, the City Council of said City has determined that it is not necessary, appropriate or in the best interests of the City that it retain title to the real estate, and that the real estate is not required for the use of the City, or profitable to the City;

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS:

SECTION 1 The statements in the preamble are true in substance and in fact and are incorporated herein as findings by the City Council.

SECTION 2 That the real estate described in "Exhibit A" be offered for sale subject to any conditions and restrictions on its future use which the City may deem necessary and proper.

SECTION 3 That said sale shall be by sealed bids to be opened in the Council Chamber in the City of Galesburg at 5:30 o'clock P.M. on May 15, 2023

SECTION 4 That the notice of the time and place of the opening of said sealed bids shall be published in accordance with the provisions of Ordinance 30.07.

SECTION 5 That the Mayor and City Clerk be, and each hereby is, authorized and directed to execute and attest, respectively, a quit-claim deed conveying said property to the successful bidder upon the acceptance of any bid by a three-fourths vote of the corporate authorities of the City.

SECTION 6 That this ordinance shall be in full force and effect from and after its passage and approval as required by law.

Approved this ____ day of _____, 20____, by a roll call vote as follows:

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

Attachment A

Tract 1.

Lot Eight in the Canfield Subdivision of Lots Three and Ten of Revenue Plat of 1913 of Lots One, Two, Three and Four of the Subdivision of 1899 of the Southeast Quarter of Section Sixteen, Township Eleven North, Range One East of the Fourth Principal Meridian, situated in the City of Galesburg, Knox County, Illinois

Commonly known as: Vacant Lot formerly known as 711 Avenue A

Parcel Number: 9916429001

Tract 2.

Lot 2 in Block 6 in Manufacturer's Addition to the City of Galesburg, Knox County, Illinois

Commonly known as: Vacant Lot West of lot at the Northwest corner of West Berrien and Dieterich

Parcel Number: 9916252004

Tract 3.

Lot 1 in Block 6 in Manufacturer's Addition to the City of Galesburg, Knox County, Illinois

Commonly known as: Vacant Lot at Northwest corner of West Berrien and Dieterich

Parcel Number: 9916252005

Tract 4.

The South ½ of Sublot 12 in the Subdivision of the North part, original Lot 1, Block 1 Harding's Addition to the City of Galesburg, as per plat recorded in Volume 83 on page 363 in the Recorder's Office of Knox County, Illinois. Situated in the County of Knox and the State of Illinois.

Commonly known as: Vacant Lot formerly known as 324 S Henderson

Parcel Number: 9910429002

Tract 5.

The North 6 rods of Lot 1 in Subdivision of Block 117 in Second Southern Addition to the City of Galesburg, Knox County , Illinois, as per Plat thereof recorded in Volume 2 of Plats, page 93.

Commonly known as: Vacant Lot formerly known as 440 W South

Parcel Number: 9915154017

Tract 6.

Lot 13, except the North 60 feet thereof, and all of Lot 14, all in Block 1, in the Finch Addition to the City of Galesburg, situated in the County of Knox and State of Illinois.

Commonly known as: Vacant Lot formerly known as 383 Jefferson

Parcel Number: 9910306005

Tract 7.

The East 33 feet of the West 66 feet of Lot 17 of the subdivision of Lots Numbered 5 through 13 inclusive in Northern Addition to the City of Galesburg, Knox County, Illinois, as per Plat recorded in Volume 53 of Deeds, page 125

Commonly known as: Vacant Lot formerly known as 49 W North

Parcel Number: 9910403048

Tract 8.

4 rods in width by 8 rods in length fronting on East Second Street (formerly Williston Street), being part of Lots 11 and 12 in Block 116 in the Second Southern Addition to the City of Galesburg, said parcel being bounded as follows: Commencing at a point on the South line of said Lot 12, 8 rods West of the Southeast corner, thence North to the North Line of said Lot 11, 8 rods, thence West 4 rods, thence South to the South line of Lot 12, 8 rods, thence East 4 rods to the place of beginning; situated in the County of Knox and State of Illinois.

Commonly known as: Vacant Lot formerly known as 355 E Second

Parcel Number: 9915426004

Tract 9.

Lot Eight (8) in the Subdivision of that part of original Ten Acre Lot Four (4) lying South of the CB & Q Railroad, now Burlington Northern Railroad in the City of Galesburg, Knox County, Illinois

Commonly known as: Vacant Lot formerly known as 772 Ella

Parcel Number: 9911379007

Tract 10.

Lot 10 in B. F. ARNOLD'S ADDITION to the City of Galesburg, being Lot 10 in the Subdivision of Original 10 Acre Lot 5 in the City of Galesburg, situated in the County of Knox and State of Illinois.

Commonly known as: Vacant Lot formerly known as 179 Lincoln

Parcel Number: 9911380009

Tract 11.

That part of Block Four being the North Half of the South Half of the West Half of Lot Number One in Gale's First Addition to the City of Galesburg, Knox County, Illinois as per Plat recorded in Volume 120, Page 190 of Knox County, Illinois Deed Records, subject to the use of four feet on the South side of said described tract to be used as a driveway of the North Four feet of the South Half of the South Half of the West Half of said Lot Number One, thereby making and Eight foot driveway which said driveway shall be owned and used equally as driveway by owner of the said North Half and Said South Half of the West Half of said Lot Number One, Knox County, Illinois. Situated in the County of Knox and the State of Illinois.

Commonly known as: Vacant Lot formerly known as 471 N Cherry

Parcel Number: 9910429002

Tract 12.

Lot 75 in Barlow's Addition to the City of Galesburg, situated in the County of Knox and State of Illinois.

Commonly known as: Vacant Lot formerly known as 1465 Willard

Parcel Number: 9902354004



CITY OF GALESBURG, ILLINOIS
SPECIFICATIONS
FOR
REQUEST FOR BIDS FOR THE
PURCHASE AND REDEVELOPMENT OF CITY-OWNED PROPERTIES

A. Request For Bids

The City of Galesburg is seeking Request for Bids for the redevelopment of 12 vacant City-owned lots. The Request for Bids shall be submitted to the Purchasing Agent's office at City Hall, 55 West Tompkins Street, no later than 5:00 p.m., local time, May 15, 2023.

B. Property Information

Exhibit A provides the following property information for each of the City-owned tracts being offered for sale:

1. Tract number for bidding purposes.
 2. General address/location description.
 3. Property tax identification number (parcel number).
 4. Legal description.
 5. Approximate size of the lot.
 6. Current zoning of the lot.
 7. Demolition cost to the City.
 8. Last full value placed on property by City Assessor.
 9. Date last full value placed by City Assessor.
 10. Price of purchase by the City.
- Also attached are aerial photographs, <https://gis.ci.galesburg.il.us/PropertySale>, showing the general locations of the properties.

C. Zoning

It is the responsibility of the bidder to verify that the project being proposed is allowed under the City's Development Ordinance. A copy of the Development Ordinance is available in the City Clerk's Office or can be accessed on the internet at https://codelibrary.amlegal.com/codes/galesburg/latest/galesburg_il/0-0-0-7268

D. Utilities

It is the responsibility of the successful bidder to arrange for any required new installation or relocation of utility services. The City of Galesburg will not participate in any utility costs attributed to any proposed development.

The successful bidder shall be responsible for the payment of any utility costs from the time of transfer of property. The successful bidder shall be responsible for coordinating with each utility company to obtain proper utilities.

E. Transportation

The successful bidder shall be responsible for providing and maintaining adequate vehicular access from a project to an adjacent street. Proposed access to a City right-of-way shall be located in such a manner so as to be acceptable to the City. Furthermore, adequate off-street parking in accordance with the requirements of the Development Ordinance shall be the responsibility of the successful bidder.

F. Property/Liability Insurance

The City of Galesburg will not provide insurance of any type for property after transfer to the developer. It will be the responsibility of the successful bidder to provide insurance in the types and amounts which they feel are adequate.

G. Maintenance

At the time of transfer of property, the successful bidder will accept in full all maintenance responsibilities for the properties obtained.

H. City Services

The City will provide services in the same manner and amounts as other locations receive within the City.

I. Existing Condition of Properties

The City of Galesburg does not make any guarantees regarding the condition of any of the properties. The successful bidder shall accept the property in its existing condition at the time of transfer of the property.

J. Right To Inspection

The bidder has the right to inspect the available properties. Please contact Eric Heiden, Code Compliance Supervisor, Community Development Department, at (309) 345-3634, regarding questions concerning the properties or bid specifications.

K. City Codes

All new development shall be in compliance with the City Codes. Construction of new facilities shall be designed and built in accordance with the City's Building and Fire Codes and Federal and State handicapped accessibility requirements in effect at the time when work is performed. Depending upon the type and size of development, a site plan and a drainage plan designed in accordance with the Development Ordinance regulations may need to be submitted.

L. Subdivision Requirements

Should a subdivision be necessary in order to allow the sale or development of the property, it shall be the bidder's responsibility to have the subdivision prepared. The bidder shall be responsible for the costs associated with the preparation of the subdivision plat and any improvements required to be installed by the subdivision regulations in the Development Ordinance.

M. Property Taxes

The bidder shall be responsible for the property taxes.

N. Submittal of Bid

The bidder shall submit a bid in one of two ways. One option is to provide a Development Plan. The second option is to submit a bid without a Development Plan.

DEVELOPMENT PLAN BID:

Examples of a bid with a Development Plan bid include a bidder expanding their yard area by owning the property directly adjacent to the city lot or placing a permanent building on the city lot such as a single family residence on a residentially zoned lot or an industrial building on an industrially zoned lot. **If a yard expansion is the development plan for the property, then the City will require a zoning lot be created.** A zoning lot is a process that combines two (2) or more adjacent lots of record, and which will be used or developed or built upon as a unit, under single ownership and control. The zoning lot will be assigned a single property identification number by the Knox County Supervisor of Assessments. The zoning lot will be created when the property owner pays for the city-owned lot. All construction projects must comply with the applicable City Building Codes.

If the bidder is submitting a project with a Development Plan, the bidder must provide a description of the proposed project and include at a minimum the following information:

1. A narrative description of the proposed development. This shall include the type(s) of activities proposed for development, proposed locations of use in each structure, parking arrangements, anticipated site improvements and any special features of the proposed development.
2. An estimated cost breakdown for the project.

3. Evidence of developer's financial capacity to both start and complete the project, including anticipated sources for both construction and permanent financing (i.e. equity, loans, etc.).
4. An estimated time schedule for the project.
5. Anticipated employment of the project (i.e. number of jobs retained, number of jobs created, permanent and construction jobs, full-time and part-time).
6. Special conditions, if any, which the bidder desires for the project. Examples include rezoning, conditional use permit, waivers for construction over easements, or vacation of right-of-way.
7. A site plan of the proposed development indicating uses, site layout, proposed improvements, etc.
8. Signed Bid Form (included in the bid packet) which states the bidder agrees to sign the Reversion Agreement if the Galesburg City Council awards the bid.
9. Signed Developer Commitment and Conditions/Right of Reentry Form (included in the bid packet) which in summary states the following:
 - a. The proposed project would proceed if the property is transferred to the developer.
 - b. If the project is not completed within two (2) years, the City shall have the right to take back the property. The developer agrees to forfeit fifty percent (50%) of the purchase price paid to the City as a penalty. At the time the City provides payment in the amount of fifty percent (50%) of the purchase price, the developer shall provide to the City a deed which deeds the property back to the City with clear title.
10. Signed Disclosure of Ownership Interests form (included in the bid packet). **This form must be notarized.**

NO DEVELOPMENT PLAN BID:

A bidder may submit a bid without a Development Plan. The following information is also to be included:

1. Signed Bid Form (included in the bid packet).
2. Signed Developer Commitment and Conditions/Right of Reentry Form (included in the bid packet) which in summary states the following:
 - a. the bidder agrees to sign the Reversion Agreement if the Galesburg City Council awards the bid.

3. Signed Disclosure of Ownership Interests form (included in the bid packet). **This form must be notarized.**
4. The successful bidder must sign a Reversion Agreement (an example is included in the bid packet). In summary, the Reversion Agreement must be signed as part of the real estate closing document submittal. It requires the successful bidder to maintain the property being purchased from the City of Galesburg. If the City expends any dollars for maintenance such as mowing the yard or removing trash and debris from the bidder's lot purchased from the City of Galesburg, the property will automatically revert back to the City of Galesburg. When the bidder signs the deed to purchase the property, the bidder will also be required to sign a quit claim deed which would give the property back to the City of Galesburg. The City would only record the deed to take back ownership of the property if the bidder did not maintain the property as required by the Reversion Agreement. The Reversion Agreement is valid for a period of five (5) years following the conveyance to the bidder by the City.

O. Amendments to Bids

Substantial amendments or revisions to the proposed project may be made by the developer only upon approval by a majority of the City Council of the City of Galesburg.

P. Addenda To Request For Bids

Any changes to this request for bids shall be in written form as an addendum. Respondents shall acknowledge the receipt of each addendum, if any, on their respective Bid Form.

Q. Non-Discrimination

All bidders are advised to acquaint themselves with the provisions of applicable Federal and State laws which prohibit the discrimination by reason of sex, race, religion, color or national origin. The successful bidder shall be expected to conduct its operation in accordance with these Federal and State laws regarding discrimination.

R. City Council Expectations

In the past, City Council members have indicated that the bids offered for properties being sold should allow the City to recoup costs which the City has in the properties as indicated in Exhibit A. However, this does not prohibit a bidder from submitting a bid with a lower value for the City Council's consideration.

S. Closing and Title Insurance

The successful bidder shall pay all costs associated with the transfer of the property (e.g. recording of deed). The City will not provide title insurance for the lots. If title insurance is desired, it shall be the bidder's responsibility to obtain and pay for title insurance.

T. Transfer of Title

Once the successful bidder has been notified via a letter of the City Council's approval of the bid, the successful bidder shall have forty-five (45) calendar days to submit payment through a cashier's check. If the successful bidder fails to provide proper payment within this time frame, the City shall have the right to withdraw its approval of the bid.

U. Property Dimensions

The property dimensions for the lots listed in Exhibit A are approximate dimensions based upon Knox County Assessment records. The City of Galesburg cannot guarantee these dimensions. To obtain the exact dimensions a successful bidder would need to have a land surveyor survey the parcel.

V. Special Conditions

There is a required \$100 minimum bid amount for all advertised tracts.

CITY OF GALESBURG, ILLINOIS

BID FORM***DEVELOPMENT PLAN BID***
(\$100.00 MINIMUM BID IS REQUIRED)**Purchase of City-owned Properties**

NAME OF BIDDER: _____

BIDDER'S ADDRESS: _____

TELEPHONE NUMBER: _____ DATE OF BID: _____

E-MAIL ADDRESS: _____

The Bidder above mentioned declares and certifies:

- First - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
- Second - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Third - That said bidder has carefully examined the Instructions of Bidders and the Specifications, and will if successful in this bid, comply with all Instructions and Specifications and within the time stated.
- Fourth - That the said bidder declares that this bid for the City-owned properties, as described in the Specifications, and which meets the requirements as set forth in the Instructions to Bidders and the Specifications aforementioned is:

(A)	Property Bid On:	<u>Bid Price</u>
	Tract 1	\$ _____
	Tract 2	\$ _____
	Tract 3	\$ _____
	Tract 4	\$ _____
	Tract 5	\$ _____
	Tract 6	\$ _____
	Tract 7	\$ _____
	Tract 8	\$ _____
	Tract 9	\$ _____
	Tract 10	\$ _____
	Tract 11	\$ _____
	Tract 12	\$ _____

(B) Bid price(s) for all tracts bid in item A: \$ _____

(C) Proposed use for each property bid: _____

(A Development Plan covering items in Item N of specifications must be attached on a separate piece of paper. Also attach signed Disclosure of Ownership Interests Form and signed Development Plan Bid Developer Commitment and Conditions/Right of Reentry Form.)

Person, Firm or Corporation

By: _____
Authorized Signature and Title

Note: Provide certified copy of the Board resolution, if applicable, or other action which is required to authorize submittal of this bid.

DEVELOPER COMMITMENT AND CONDITIONS/RIGHT OF REENTRY

DEVELOPMENT PLAN BID

1. The bidder commits that the project outlined in the bidder's bid will proceed if the property is transferred to the bidder.
2. An essential part of the consideration for conveyance of City-owned property is that the property will be conveyed upon the express condition that the Successful Bidder shall complete the work in accordance with its bid to the satisfaction of the City Council within two years from the date of the deed. If the Successful Bidder fails to do so, the property shall revert, at the option of the City, to the City, and the City may reenter the premises.
3. The Bidder acknowledges that this is a condition and is not a covenant. It is the intention of the parties that these conditions run with the land and in the event of a violation of the conditions, the Successful Bidder's heirs or assigns shall forfeit all right or title to the property, all interest in it shall revert, at the City's option, to the City of Galesburg and the City may reenter and take possession of the premises. The Successful Bidder agrees to forfeit fifty percent (50%) of its purchase price paid to the City as a penalty.
4. In the event that the Successful Bidder is required to deed the property back to the City, the Successful Bidder agrees to provide a deed to the City which deeds the property back to the City with clear title.

Name and address of BIDDER:

DATED: This _____ day of _____, 20__.

Signature of Bidder

Typed or Printed Name of Bidder

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CITY OF GALESBURG, ILLINOIS

BID FORM

NO DEVELOPMENT PLAN BID

(\$100.00 MINIMUM BID IS REQUIRED)

Purchase of City-owned Properties

NAME OF BIDDER: _____

BIDDER'S ADDRESS: _____

TELEPHONE NUMBER: _____ DATE OF BID: _____

E-MAIL: _____

The Bidder above mentioned declares and certifies:

- First - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
- Second - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Third - That said bidder has carefully examined the Instructions of Bidders and the Specifications, and will if successful in this bid, comply with all Instructions and Specifications and within the time stated.
- Fourth - That the said bidder declares that this bid for the City-owned properties, as described in the Specifications, and which meets the requirements as set forth in the Instructions to Bidders and the Specifications aforementioned is:

(A)	Property Bid On:	<u>Bid Price</u>
	Tract 1	\$ _____
	Tract 2	\$ _____
	Tract 3	\$ _____
	Tract 4	\$ _____
	Tract 5	\$ _____
	Tract 6	\$ _____
	Tract 7	\$ _____
	Tract 8	\$ _____
	Tract 9	\$ _____
	Tract 10	\$ _____
	Tract 11	\$ _____
	Tract 12	\$ _____

(B) Bid price(s) for all tracts bid in item A: \$_____

(Also attach signed Disclosure of Ownership Interests Form, signed No Development Plan Bid Conditions/Right of Reentry Form, signed Reversion Agreement.)

Person, Firm or Corporation

By: _____
Authorized Signature and Title

Note: Provide a certified copy of the Board resolution, if applicable, or other action which is required to authorize submittal of this bid.

DEVELOPER COMMITMENT AND CONDITIONS/RIGHT OF REENTRY

NO DEVELOPMENT PLAN BID

1. The bidder commits that the property shall be properly maintained if the property is transferred to the bidder.
2. An essential part of the consideration for conveyance of City-owned property is that the property will be conveyed upon the express condition that the Successful Bidder shall enter into a Reversion Agreement that lasts for a period of five years as described in the specifications in Section N.
3. The bidder acknowledges that this is a condition and is not a covenant. It is the intention of the parties that these conditions run with the land and in the event of a violation of the conditions, the Successful Bidder's heirs or assigns shall forfeit all right or title to the property, all interest in it shall revert, at the City's option, to the City of Galesburg and the City may reenter and take possession of the premises. The Successful Bidder agrees to forfeit one hundred percent (100%) of its purchase price paid to the City as a penalty if the property is not properly maintained as described in the Reversion Agreement.
4. When the Successful Bidder signs the deed to purchase the property, the Successful Bidder will also be required to sign a quit claim deed which would give the property back to the City of Galesburg. The City would only record the deed to take back ownership of the property if the bidder did not maintain the property as required by the Reversion Agreement.

Name and address of BIDDER:

DATED: This _____ day of _____, 20__.

Signature of Bidder

Typed or Printed Name of Bidder

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REVERSION AGREEMENT EXAMPLE

(This form is being provided for informational purposes only. The successful bidder will be required to sign this document for a No Development Plan bid.)

The City of Galesburg, a municipal corporation, hereafter called City and

_____, hereafter called Buyer agree:

1. The City agrees to sell, and the Buyer agrees to buy, the real estate shown
on Exhibit A, hereafter called real estate. Exhibit A is attached hereto and
incorporated by reference.

2. Part of the consideration for the sale is the Buyer's promise to maintain the
real estate. Accordingly, the City and the Buyer agree that the Buyer will
quitclaim the real estate back to the City under the following terms:
 - a. The Buyer shall execute, and deliver, a quitclaim deed at closing.
 - b. The City Clerk for the City of Galesburg shall hold the quitclaim
deed under the terms of this agreement.
 - c. If the City expends any funds to maintain the real estate pursuant
to the provisions found in Chapter 94 of the Galesburg Municipal
Code, within five years of the date of the sale from City to Buyer, the Buyer
agrees that the real estate shall revert to the City and that Clerk may give the
quitclaim deed to the City for recording.
 - d. The City may immediately record said deed in the Knox County
Recorder's Office.

It is so agreed this ____ day of _____, 20__.

CITY OF GALESBURG, Seller

BY: _____
Director of Community Development

Buyer

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Title:

STATE OF ILLINOIS)

) SS.

COUNTY OF KNOX)

Subscribed to before me this day

Public Notary

**City-Owned Properties For Sale
2023**

Tract Number	Address/Location	Parcel Number	Legal Description	Size of Lot	Current Zoning	Demo Cost	City Assessor Full Value	Date of Full Value	Purchase Price
1	Vacant Lot formerly known as 711 Avenue A	9916429001	Lot Eight in the Canfield Subdivision of Lots Three and Ten of Revenue Plat of 1913 of Lots One, Two, Three and Four of the Subdivision of 1899 of the Southeast Quarter of Section Sixteen, Township Eleven North, Range One East of the Fourth Principal Meridian, situated in the City of Galesburg, Knox County, Illinois	66 ft by 202 ft, 13,332 sq ft	R-1B Single Family	\$25,573.03	\$1,560.00	2019	\$823.00
2	Vacant Lot West of lot at the Northwest corner of West Berrien and Dieterich Ave	9916252004	Lot 2 in Block 6 in Manufacturer's Addition to the City of Galesburg, Knox County, Illinois	61 ft by 165 ft, 10,119 sq ft	M-2 Heavy Industrial		\$870.00	2004	\$743.00

3	Vacant Lot at Northwest corner of West Berrien and Dieterich	9916252005	Lot 1 in Block 6 in Manufacturer's Addition to the City of Galesburg, Knox County, Illinois	61 ft by 165 ft, 10,119 sq ft	m-2 Heavy Industrial		\$810.00	2001	\$143.00
4	Vacant Lot formerly known as 324 S Henderson	9910429002	The South ½ of Sublot 12 in the Subdivision of the North part, original Lot 1, Block 1 Harding's Addition to the City of Galesburg, as per plat recorded in Volume 83 on page 363 in the Recorder's Office of Knox County, Illinois. Situated in the County of Knox and the State of Illinois.	44 ft by 140 ft, 6,160 sq ft	R-2 Two Family	\$21,016.80	\$310.00	2023	\$823.00
5	Vacant Lot formerly known as 440 W South	9915154017	The North 6 rods of Lot 1 in Subdivision of Block 117 in Second Southern Addition to the City of Galesburg, Knox County, Illinois, as per Plat thereof recorded in Volume 2 of Plats, page 93.	66 ft by 99 ft, 6,534 sq ft	R-2 Two Family	\$15,845.22	\$260.00	2023	\$823.00

6	Vacant Lot formerly known as 383 Jefferson	9910306005	Lot 13, except the North 60 feet thereof, and all of Lot 14, all in Block 1, in the Finch Addition to the City of Galesburg, situated in the County of Knox and State of Illinois.	66 ft by 180 ft, 11,880 sq ft	R-1 B Single Family	\$16,326.62	\$1,570.00	2023	\$823.00
7	Vacant Lot Formerly Known as 49 W North St.	9910403048	The East 33 feet of the West 66 feet of Lot 17 of the subdivision of Lots Numbered 5 through 13 inclusive in Northern Addition to the City of Galesburg, Knox County, Illinois, as per Plat recorded in Volume 53 of Deeds, page 125	33 ft by 155 ft, 5,155 sq ft	R-2 Family	\$30,600.19	\$2,930.00	2020	\$823.00
8	Vacant Lot formerly known as 355 E Second	9915426004	4 rods in width by 8 rods in length fronting on East Second Street (formerly Williston Street), being part of Lots 11 and 12 in Block 116 in the Second Southern Addition to the City of Galesburg, said	66 ft by 132 ft, 8,712 sq ft	R-1 B Single Family	\$15,660.72	\$1,080.00	2023	\$823.00

			parcel being bounded as follows: Commencing at a point on the South line of said Lot 12, 8 rods West of the Southeast corner, thence North to the North Line of said Lot 11, 8 rods, thence West 4 rods, thence South to the South line of Lot 12, 8 rods, thence East 4 rods to the place of beginning; situated in the County of Knox and State of Illinois.						
9	Vacant Lot formerly known as 772 Ella	9911379007	Lot Eight (8) in the Subdivision of that part of original Ten Acre Lot Four (4) lying South of the CB & Q Railroad, now Burlington Northern Railroad in the City of Galesburg, Knox County, Illinois	56 ft by 165 ft, 9,240 sq ft	R-2 Two Family	\$15,834.69	\$650.00	2023	\$823.00

10	Vacant Lot formerly known as 179 Lincoln St.	9911380009	Lot 10 in B. F. ARNOLD'S ADDITION to the City of Galesburg, being Lot 10 in the Subdivision of Original 10 Acre Lot 5 in the City of Galesburg, situated in the County of Knox and State of Illinois.	66 ft by 124 ft, 8,168 sq ft	R-2 Two Family	\$16,443.94	\$1,910.00	2018	\$823.00
11	Vacant Lot formerly known as 471 N Cherry	9910429002	That part of Block Four being the North Half of the South Half of the West Half of Lot Number One in Gale's First Addition to the City of Galesburg, Knox County, Illinois as per Plat recorded in Volume 120, Page 190 of Knox County, Illinois Deed Records, subject to the use of four feet on the South side of said described tract to be used as a driveway of the	40 ft by 166 ft, 6,640 sq ft	R-3 A Multi Family	\$36,467.56	\$1,820.00		\$823.00

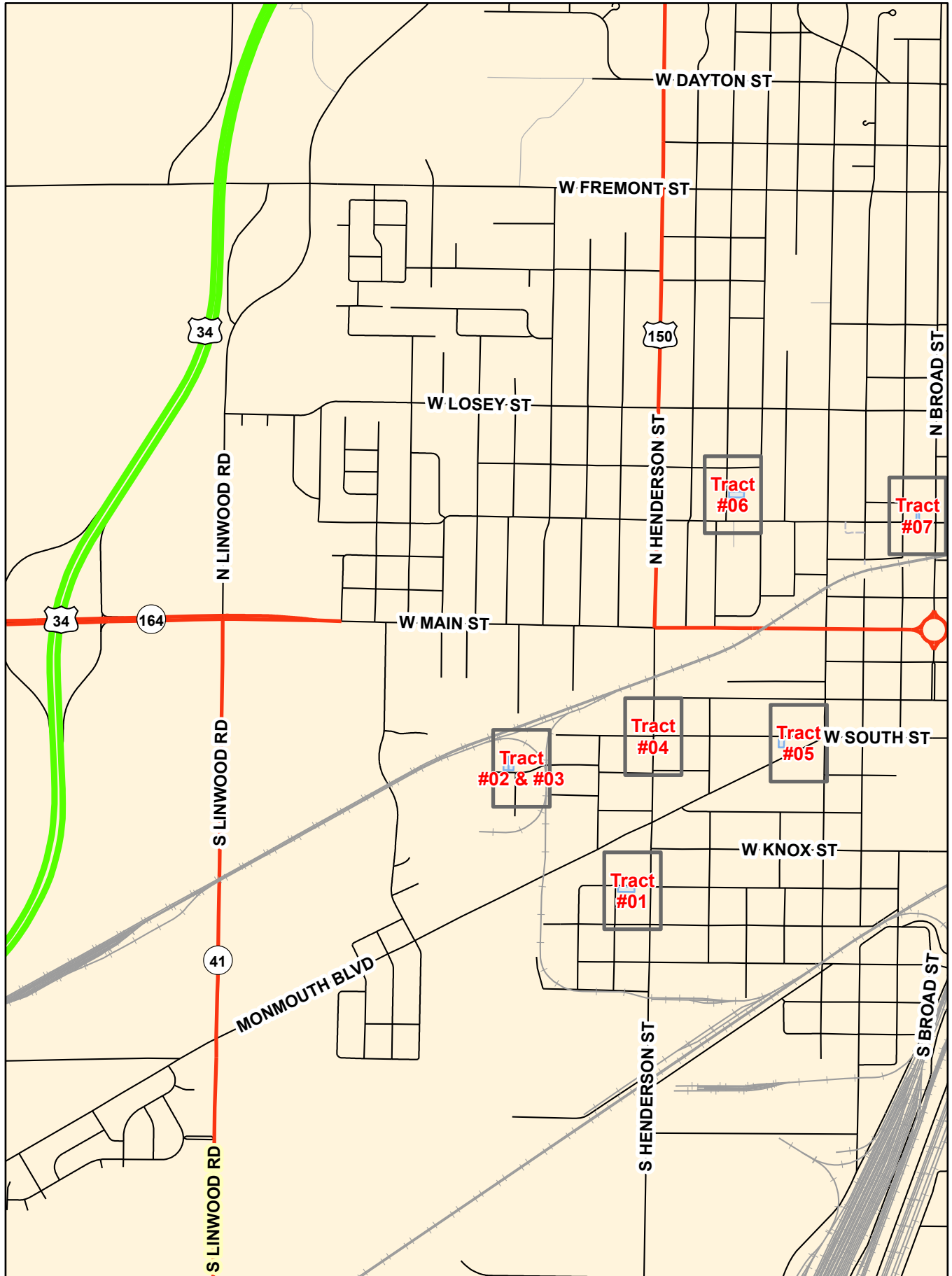
			North Four feet of the South Half of the South Half of the West Half of said Lot Number One, thereby making and Eight foot driveway which said driveway shall be owned and used equally as driveway by owner of the said North Half and Said South Half of the West Half of said Lot Number One, Knox County, Illinois. Situated in the County of Knox and the State of Illinois.						
12	Vacant Lot formerly known as 1465 Willard	9902354004	Lot 75 in Barlow's Addition to the City of Galesburg, situated in the County of Knox and State of Illinois.	39 ft by 192 ft, 7,488 sq ft	R-1 B Single Family	\$16,039.39	\$460.00	2023	\$823.00



Community Development Department
Operating Under Council-Manager Government Since 1957

Available City-Owned Properties West of Broad Street

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The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

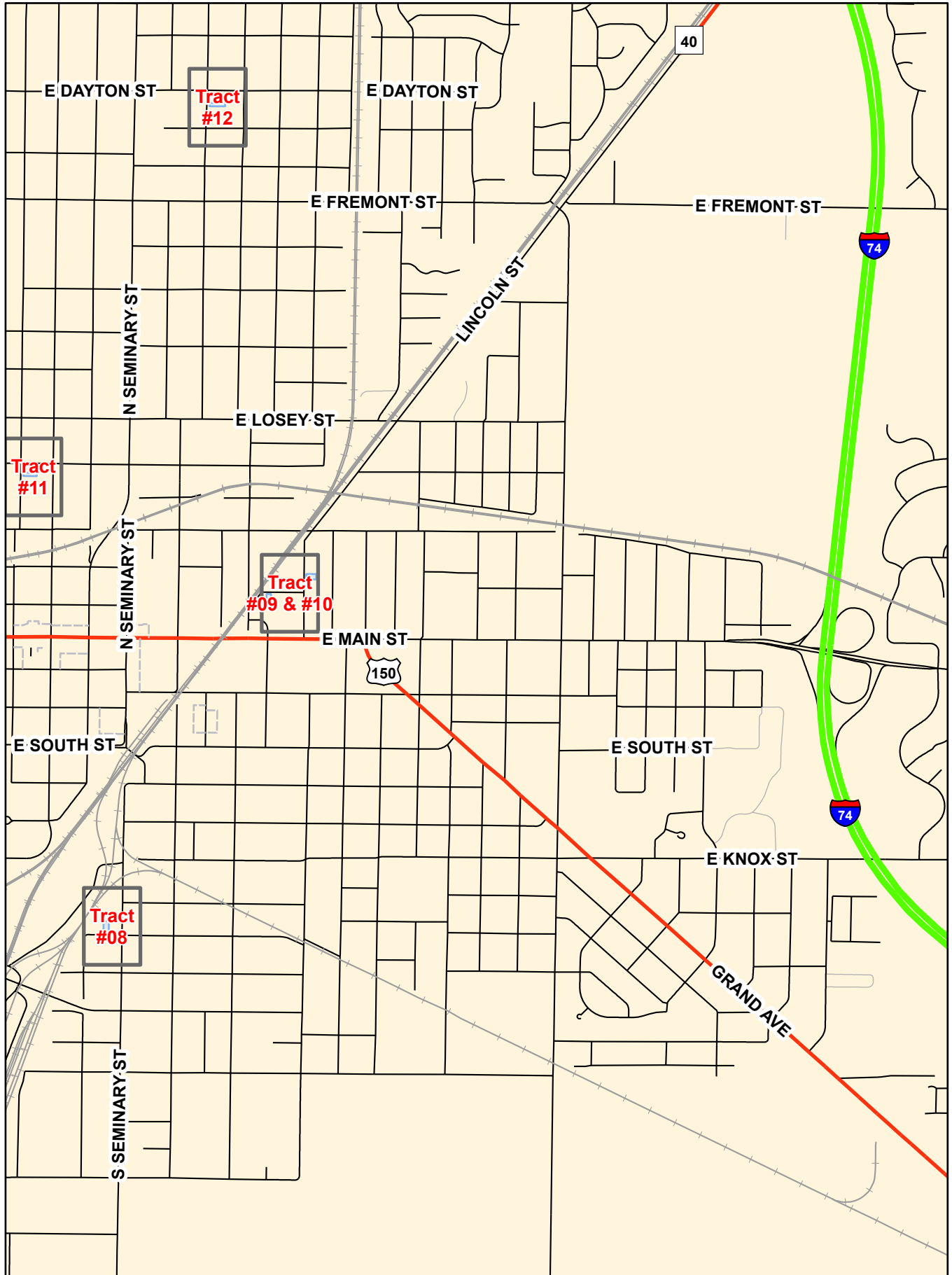
February 27, 2023



Community Development Department
Operating Under Council-Manager Government Since 1957

Available City-Owned Properties East of Broad Street

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Community Development Department
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Tract #01

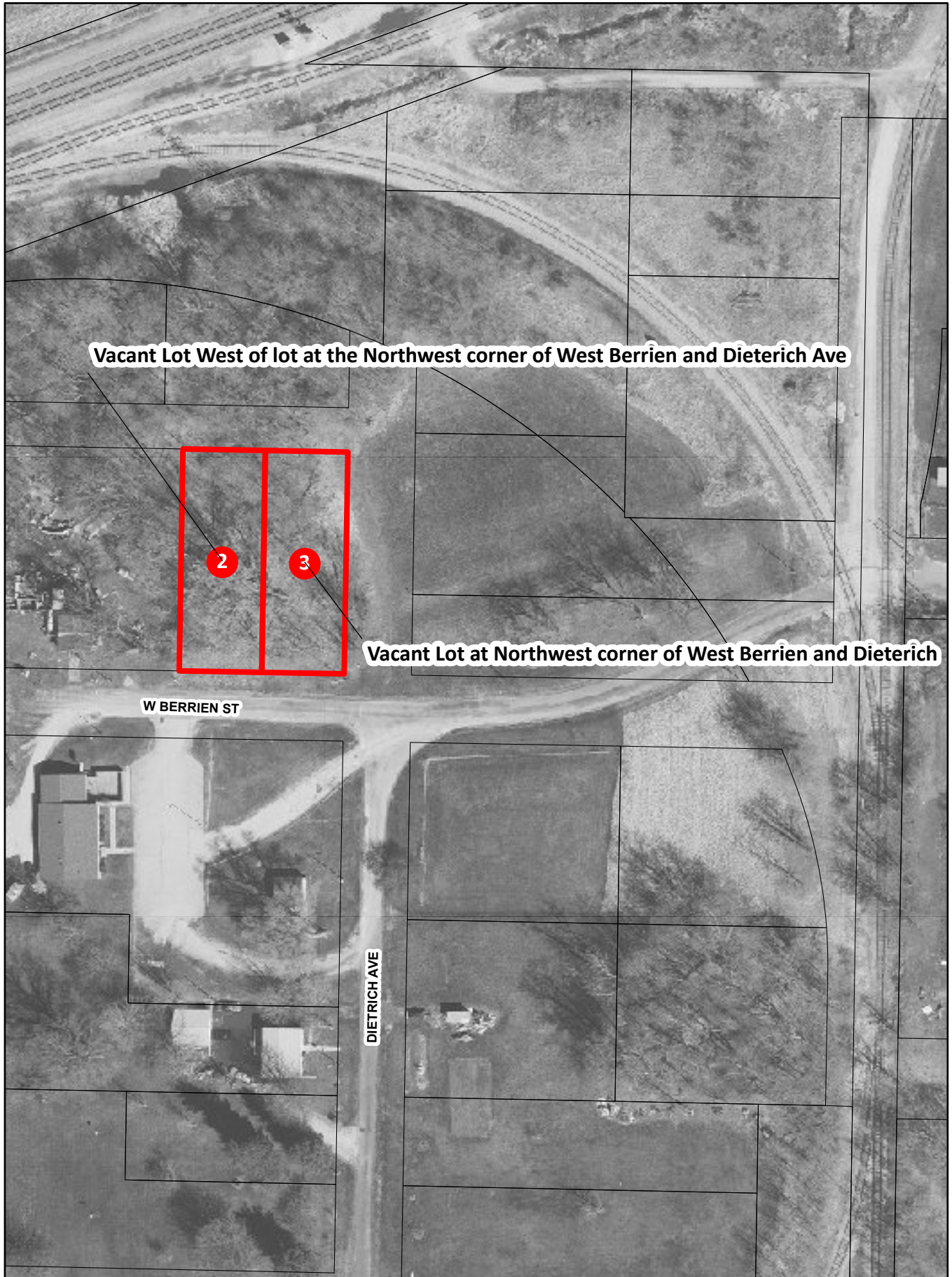
[Back to Agenda](#)



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February 27, 2023
Imagery: March 2020

Tract #02 & #03





Community Development Department
Operating Under Council-Manager Government Since 1957

Tract #04

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February 27, 2023
Imagery: March 2020



Community Development Department
Operating Under Council-Manager Government Since 1957

Tract #05

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100 50 0 100 200 Feet

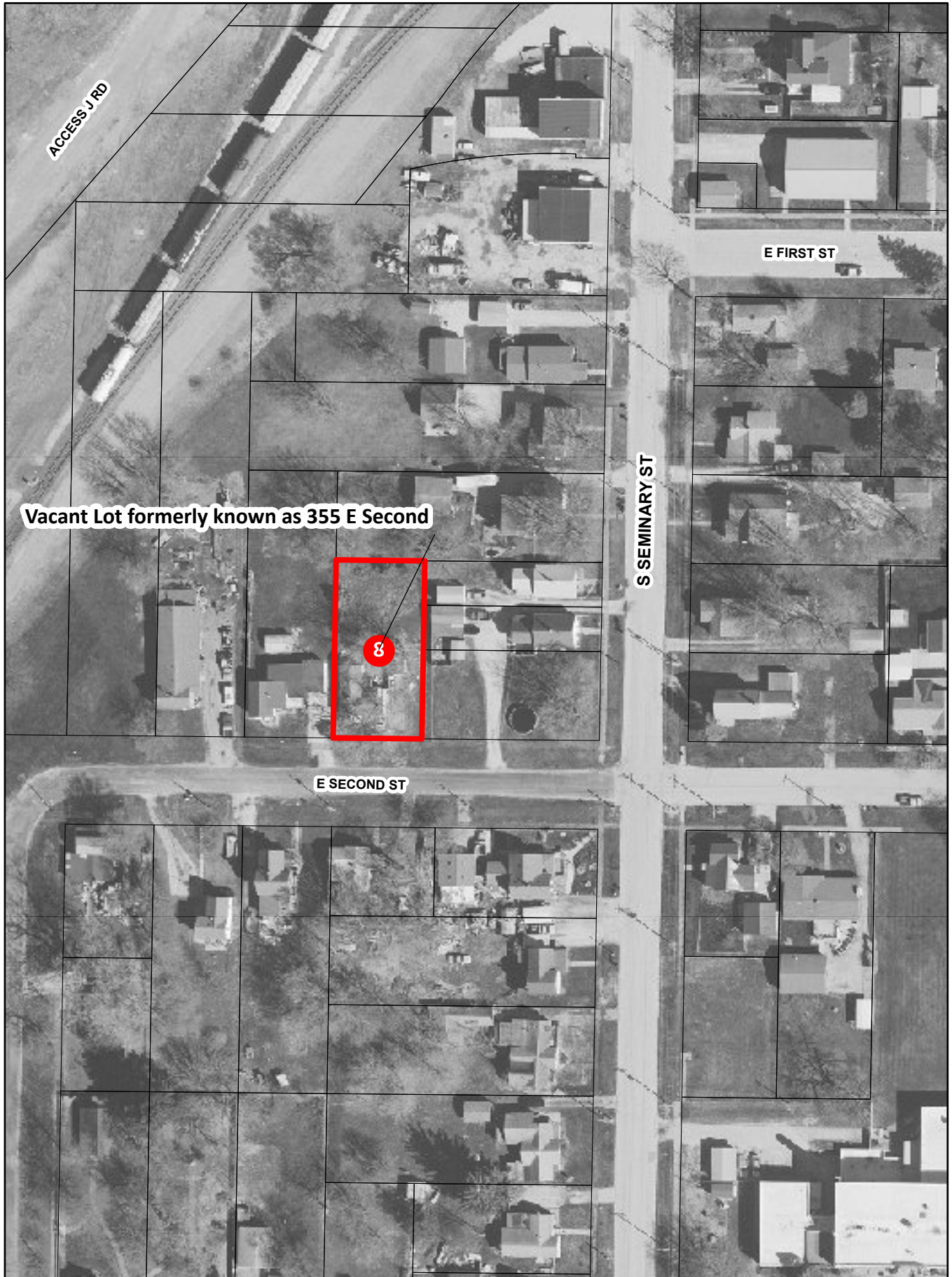


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February 27, 2023
Imagery: March 2020







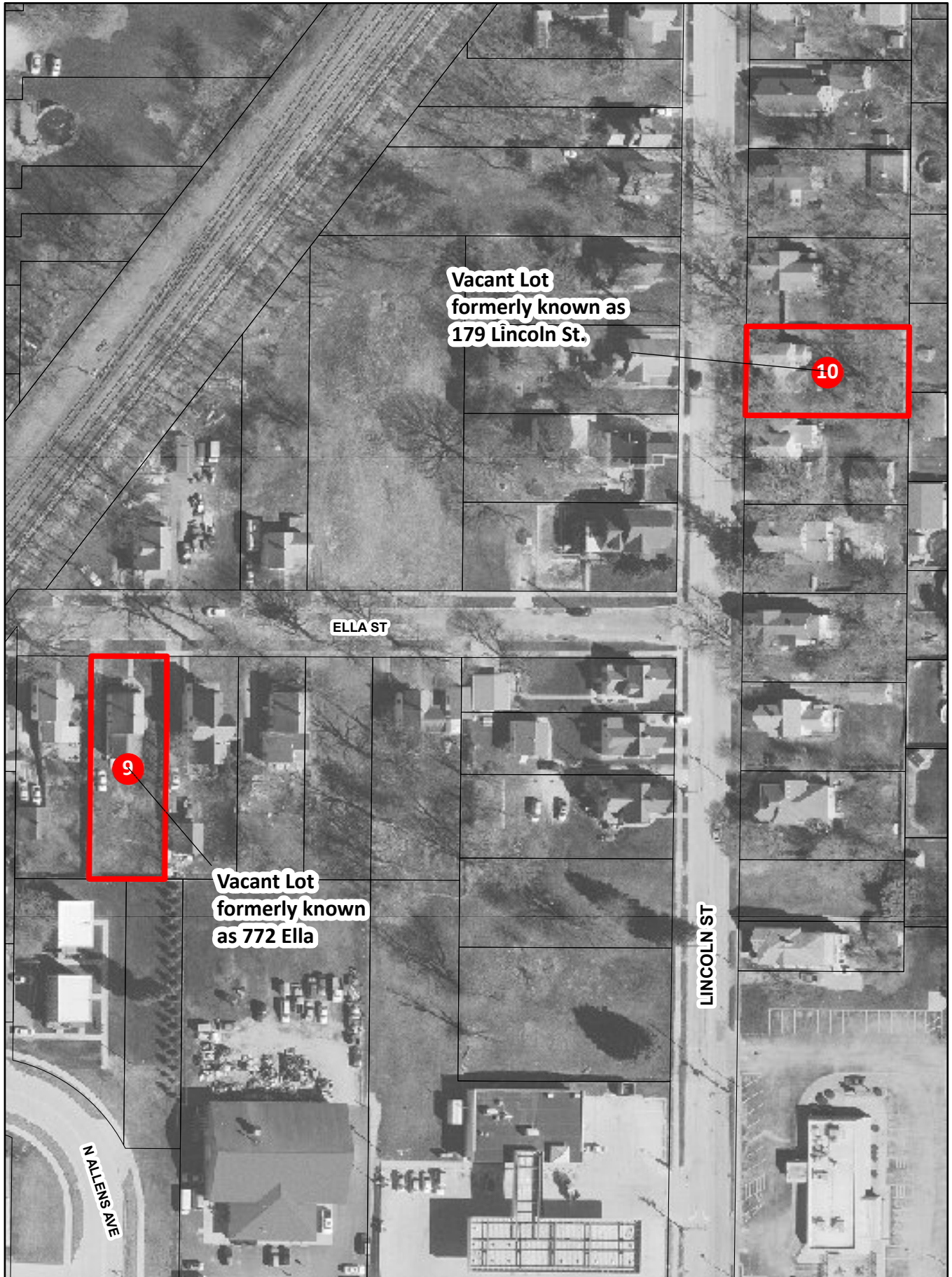


Community Development Department
Operating Under Council-Manager Government Since 1957

Tract #09 & #10

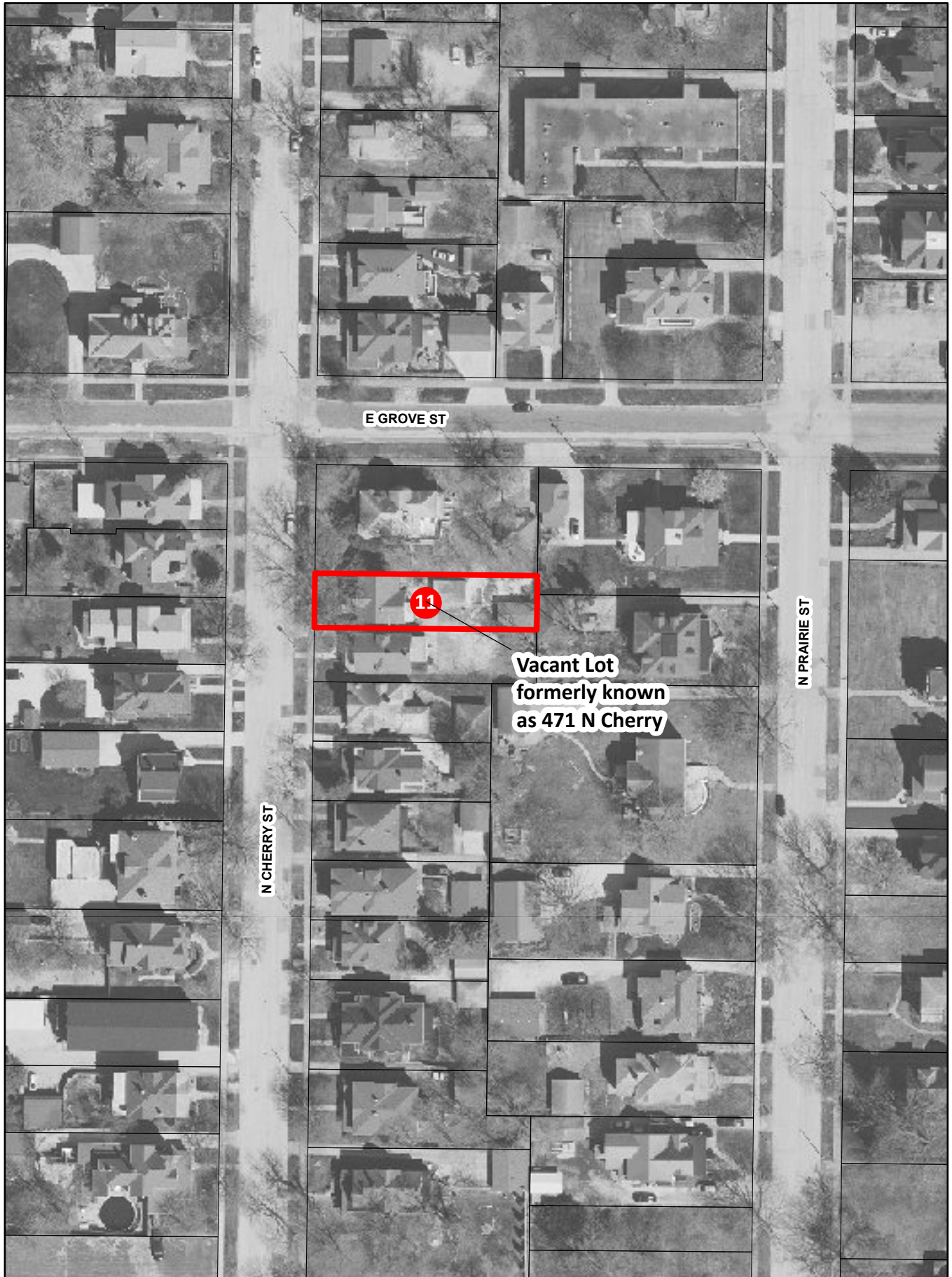
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100 50 0 100 200 Feet

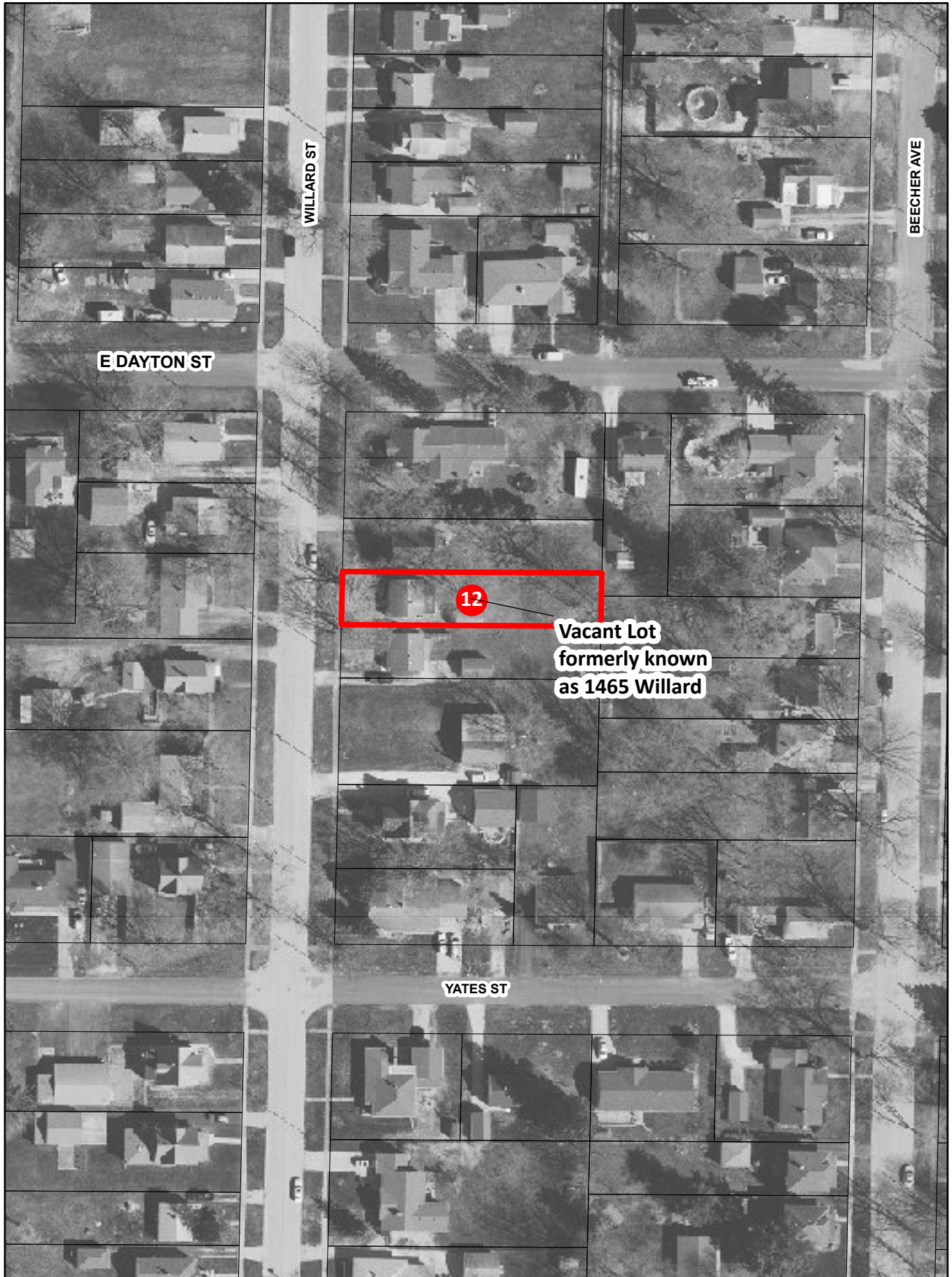


The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

February 27, 2023
Imagery: March 2020



Tract #12



**COUNCIL LETTER
CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Ordinance authorizing the submittal of the Section 5311 and Downstate Public Transit Operating Assistance Grant Applications for the period July 1, 2023 through June 30, 2024 to provide public transportation.

SUMMARY RECOMMENDATION: The Public Transportation Advisory Commission held a public hearing on March 9, 2023. The commission unanimously recommended the City Council approve the grant applications and request the City Council suspend the rules and make a final vote so the applications can be submitted as soon as possible. The City Manager, Director of Community Development, and Transit Manager/PCOM agree with the commission's recommendation.

BACKGROUND: Each year, the City submits to the Illinois Department of Transportation (IDOT) a grant application for the funding under the Section 5311 Transit Operating Assistance Program. This is a Federal program administered by the State. Funds are provided to eligible applicants for daily operating and administrative costs to run transit operations. The City's fixed route and paratransit programs are eligible for this federal funding. The estimated funding amount to be received for the upcoming fiscal year is \$351,509 which is an increase from previous years. The Section 5311 Program provides funding up to 50 percent of the operating deficit (operating costs less revenues) and up to 80 percent of the administrative expenses.

The second grant is the Downstate Operating Assistance Program (DOAP) Grant. The State of Illinois currently reimburses the transit system for up to 65 percent of the total operating expenses. For SFY 2023, IDOT stated the Downstate Operating Assistance Program appropriation is \$3,041,600 which is the same as last year's appropriated amount. For the SFY24 budget, it is estimated that the city will use approximately \$1,977,292.

The estimated cost for this program is as follows:

<u>Funding Source</u>	<u>Amount</u>
Federal Transit Administration.....	\$ 351,507
Downstate Operating Assistance Program...	\$ 1,977,040
Local.....	\$ 643,043
Transit Revenue.....	<u>\$ 70,010</u>
TOTAL PROJECT COST.....	\$ 3,041,600

BUDGET IMPACT: If the application is not submitted there would be an estimated shortfall of up to \$351,509 in Federal funds and up to \$3,041,600 in State funds to cover transit expenses based upon anticipated expenditures and revenues for the year.

SUPPORTING DOCUMENTS:

1. Ordinance

ORDINANCE NO. _____

**AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION IN THE CITY OF
GALESBURG, KNOX COUNTY, ILLINOIS:**

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, the City of Galesburg wishes to provide transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a city to provide for public transportation within the city limits:

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF GALESBURG, KNOX COUNTY, ILLINOIS:**

SECTION ONE: City of Galesburg shall hereby provide public transportation within Knox County.

SECTION TWO: The City Clerk of the City of Galesburg shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

SECTION FOUR: That the Mayor of the City of Galesburg City Council is hereby authorized and directed to execute and file on behalf of the City of Galesburg a Grant Application to the Illinois Department of Transportation.

SECTION FIVE: That the Mayor of the City of Galesburg City Council is hereby authorized and directed to execute and file on behalf of the City of Galesburg all required Grant Agreements with the Illinois Department of Transportation.

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

Roll Call #: ____

Ayes: _____

Nays: _____

Absent: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

**CITY OF GALESBURG
COUNCIL LETTER
MARCH 20, 2023**

AGENDA ITEM: Amended ordinance authorizing the use of the General Obligation Bonds, Series 2023 proceeds to be used for various projects.

SUMMARY RECOMMENDATION: The amended ordinance is provided for council consideration to authorize the use of the General Obligation Bonds, Series 2023 proceeds for various projects.

BACKGROUND: Members of the City Council provided direction to Administration to work with bond counsel to amend the 2023 general obligation bonds to use the bond proceeds for the following projects:

- City's share of H.T. Custer Park reconstruction project \$395,625
- H.T. Custer ballfield improvements \$100,000
- Hawthorne pool rehabilitation \$2,890,075
- Irwin Street reconstruction, Grove Street to Losey Street \$500,000
- Community Center initial costs \$1,000,000

BUDGET IMPACT: The proceeds from the 2023 general obligation bonds will be used to pay for the various projects listed above.

SUPPORTING DOCUMENTS:

1. Authorizing Ordinance

ORDINANCE NO. _____

ORDINANCE AMENDING ORDINANCE NUMBER 23-3692 OF THE
CITY OF GALESBURG, ILLINOIS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GALESBURG,
ILLINOIS, AS FOLLOWS:

Section 1. Authority and Purpose. This ordinance is adopted pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 for the purpose of amending Ordinance Number 23-3692 adopted by the City Council on March 6, 2023 and entitled: “Ordinance Authorizing the Issuance of General Obligation Bonds, Series 2023, of the City of Galesburg, Illinois” (the “Bond Ordinance”).

Section 2. Text of Amendment. Section 1 of the Bond Ordinance is amended to read as follows:

“Section 1. Authority and Purpose. This ordinance is adopted pursuant to Section 6 of Article VII of the Illinois Constitution of 1970, and authorizes the issuance of the \$4,920,000 principal amount of General Obligation Bonds, Series 2023 (the “2023 Bonds”) of the City of

Galesburg, Illinois (the “City”), for the purpose of financing the following projects (herein called the “Project”):

1. Reconstruction of HT Custer Park, at an estimated cost of \$395,625 (City's share)
2. Improvements to HT Custer Ballfield, at an estimated cost of \$100,000
3. Rehabilitation of Hawthorne Pool, at an estimated cost of \$2,890,075
4. Reconstruction of Irwin Street, at an estimated cost of \$500,000
5. Initial costs of acquisition, construction or renovation of an existing facility for the purpose of a community center, at an estimated cost of \$1,000,000

The foregoing purposes are a public purposes and are authorized to be made or undertaken by the City of Galesburg, Illinois.”

Section 3. Ratification. All actions heretofore taken by and on behalf of the City pursuant to the authority of the Bond Ordinance are hereby ratified and confirmed.

Section 4. Ordinance to Constitute a Contract. The provisions of the Bond Ordinance, as amended by this ordinance, shall constitute a contract between the City and the registered owners of the 2023 Bonds. The Bond Ordinance, as amended by this ordinance, shall constitute full authority for the issuance of the 2023 Bonds and to the extent that the provisions of the Bond Ordinance, as so amended, conflict with the provisions of any other ordinance or resolution of the City, the provisions of the Bond Ordinance, as amended by this ordinance, shall control.

If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section 5. Publication. The City Clerk is hereby authorized and directed to publish this ordinance in pamphlet form and to file copies thereof for public inspection in her office.

Section 6. Effective Date. This ordinance shall become effective upon its passage and approval.

Adopted this 3rd day of April, 2023, by roll call vote as follows:

Ayes:

Nays:

Approved: April 3, 2023

Mayor

Published in pamphlet form: April 4, 2023

(SEAL)

Attest:

City Clerk

CERTIFICATE

I, Kelli Bennewitz, City Clerk of the City of Galesburg, Illinois, hereby certify that the foregoing ordinance entitled: "Ordinance Amending Ordinance Number 23-3692 of the City of Galesburg, Illinois," is a true copy of an original ordinance that was duly passed and adopted by the recorded affirmative votes of a majority of the members of the City Council of the City at a meeting thereof that was duly called and held at 5:30 p.m. on April 3, 2023, in the Council Chambers at City Hall, 55 West Tompkins, and at which a quorum was present and acting throughout, and that said copy has been compared by me with the original ordinance signed by the Mayor on April 3, 2023, and thereafter published in pamphlet form on April 4, 2023 and recorded in the Ordinance Book of the City and that it is a correct transcript thereof and of the whole of said ordinance, and that said ordinance has not been altered, amended, repealed or revoked, but is in full force and effect.

I further certify that the agenda for said meeting included the ordinance as a matter to be considered at the meeting and that said agenda was posted at least 48 hours in advance of the holding of the meeting in the manner required by the Open Meetings Act, 5 Illinois Compiled Statutes 120, and was continuously available for public review during the 48 hour period preceding the meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City, this _____ day of April, 2023.

(SEAL)

City Clerk

COUNCIL LETTER
CITY OF GALESBURG, ILLINOIS
MARCH 20, 2023

AGENDA ITEM: Resolution dedicating funds derived from the Home Rule Tax approved on December 19, 2022 to infrastructure and community improvement expenses.

SUMMARY RECOMMENDATION: The City Manager and Director of Finance and Information Systems recommends approval of the resolution establishing that funds derived from the home rule tax approved on December 19, 2022 shall be used for the purpose of funding infrastructure and community improvement expenses.

BACKGROUND: The City Council approved the Ordinance to increase the home rule sales tax from 1.00% to 1.25% on December 19, 2022 for the purpose of infrastructure improvements and a method of funding community improvement expenses. Attached for City Council's review is a resolution indicating that the funds derived from the approved Home Rule Tax on December 19, 2022 shall be used for the purpose of funding infrastructure and community improvement expenses. All revenue from the approved tax shall be deposited in a fund, or funds for said purpose.

BUDGET IMPACT: The additional 0.25% may increase available funds by approximately \$950,000 annually to assist with infrastructure and community improvement expenses.

SUPPORTING DOCUMENT:

1. Resolution

RESOLUTION NO. _____

RESOLUTION TO COMMIT THE USE OF 0.25% HOME RULE TAX APPROVED ON DECEMBER 19, 2022

WHEREAS, The City Council of the City of Galesburg finds that it is necessary to increase the home rule sales tax ("Home Rule Tax") by 0.25% on July 1, 2023 in order to provide funding for infrastructure and community improvement expenses.

WHEREAS, on December 19, 2022, the City Council approved the increase of the Home Rule Tax from 1.00% to 1.25%.

NOW, THEREFORE, BY IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, KNOX COUNTY, STATE OF ILLINOIS:

SECTION 1: That funds derived from the additional 0.25% Home Rule Tax referred above shall be used for the purpose of funding infrastructure and community improvement expenses. All revenue received from the additional tax shall be deposited in a fund, or funds, for said purpose.

SECTION 2: All resolutions, or parts of resolutions, in conflict with this resolution are, to the extent of such conflict, hereby repealed.

SECTION 3: This resolution shall be in full force and effect from and after its passage, approval, and publication is proved by law.

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

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

TRAFFIC ADVISORY COMMITTEE

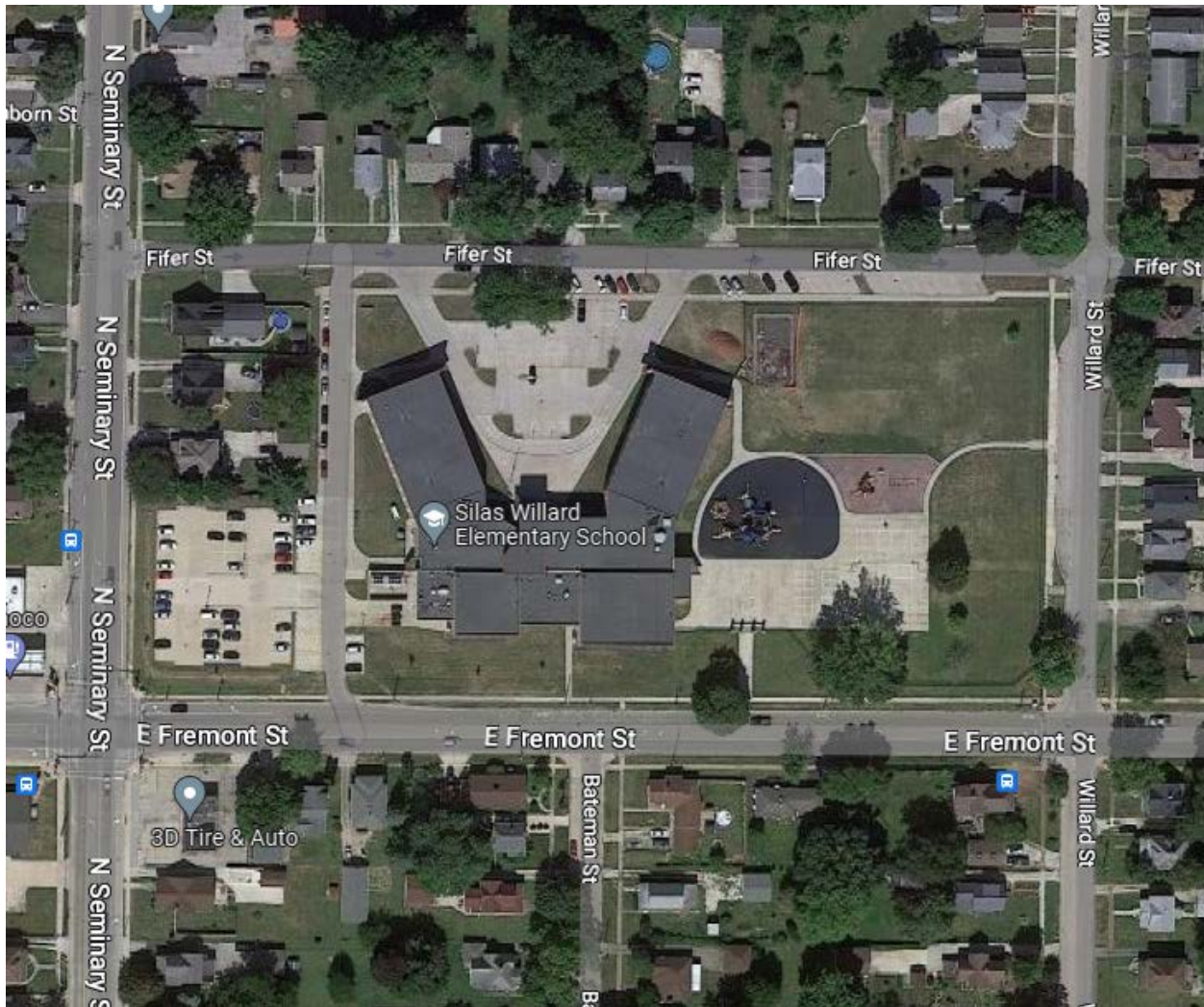
MARCH 2023 REPORT

MISSION: To provide technical recommendations for policy decisions by the City Council in order to create safe, efficient, serviceable streets for residents, visitors, and public safety operation

23-03> Request to review the pedestrian accommodations at the Fremont St. and Bateman St. intersection (Ward 1, Ald. Hix)

- A request was made to review the accommodations for pedestrians, in particular school traffic, at the Fremont and Bateman St. intersection.
- Currently, there is a school speed limit sign with radar feedback for eastbound traffic immediately to the west of the intersection. However, there is no pedestrian crossing signage or a marked crosswalk at that intersection.
- Both intersections (Seminary and Willard) on either side of Bateman and Fremont are signalized and have pedestrian signage, push buttons, and marked crosswalks. Right now, it is intended for pedestrians and school pedestrian traffic to use those intersections to cross.
- The school district was consulted, and they said that they don't allow kids to enter the school on the south side of the building. However, if pedestrians are crossing there, they would support marking a crosswalk and adding signage.
- The committee discussed that there is a larger issue with traffic congestion at the school during drop off and pick up, as this issue has been reviewed by the Committee in the past, and it continues to be a concern. This may contribute to parents parking on side streets such as Bateman to avoid the congestion, and then students crossing Fremont St. at that location to get to the school.
- The committee agreed that further study should be done on the issue, that involves conversation with the school district on the drop off and pick up procedures. City staff will also observe this area during drop-off and pick-up.

Location Map



Recommendation: Further study regarding the drop-off and pick-up procedures at the school

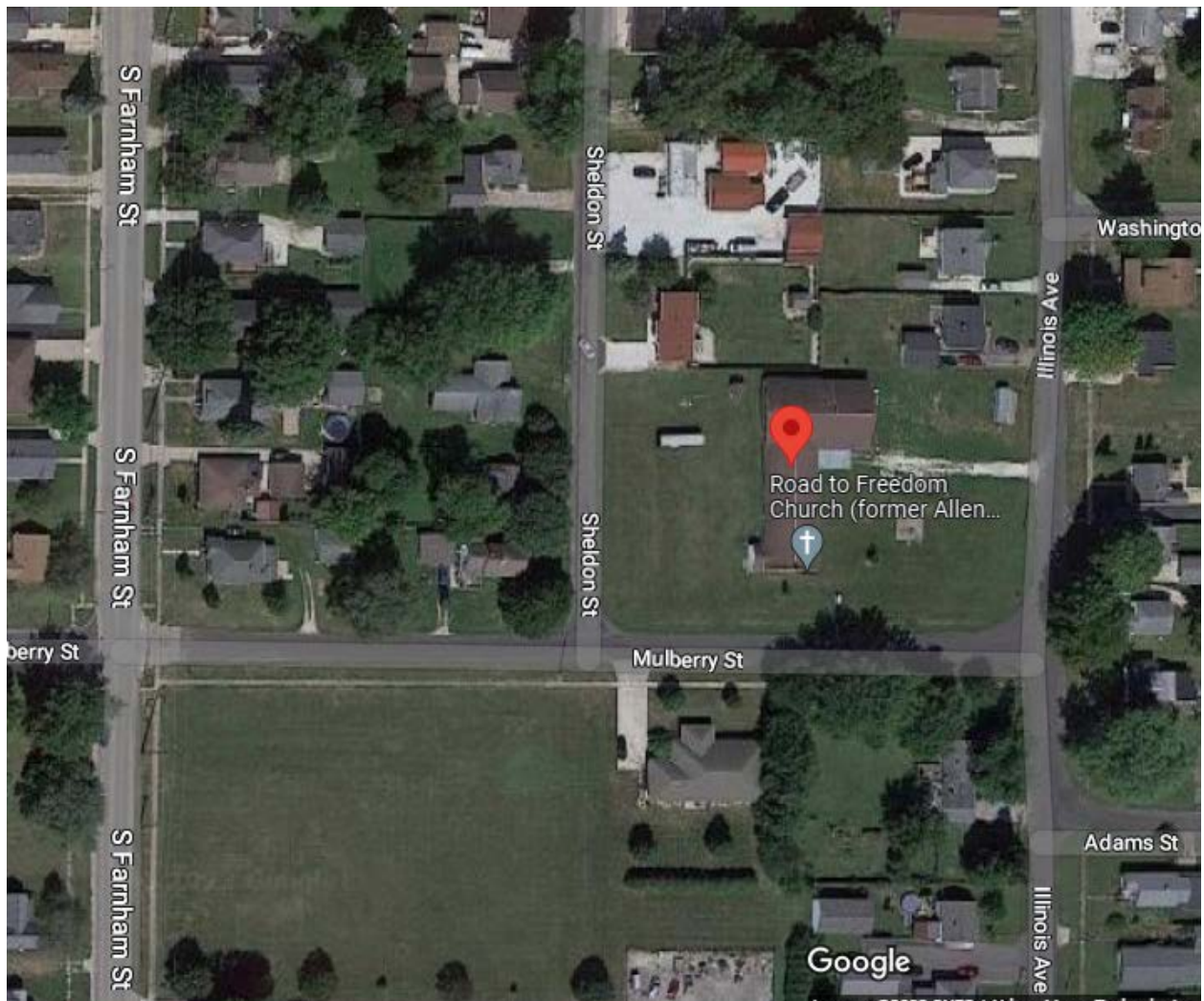
23-04> Request to restrict parking on the north side of Mulberry St. across from 1701 Mulberry St. (Ward 2, Ald. Dennis)

- A request was made by a resident to restrict parking on Mulberry St. across from 1701 Mulberry St. 1701 Mulberry is between Illinois Ave. and Farnham St. The resident stated that the parked vehicles are rutting the terrace.
- Mulberry St. in this section is a low volume residential seal coat street. Parking is allowed on both sides of the street. To the west of Farnham St., parking is restricted on the south side of Mulberry St.
- The Committee discussed that this issue has been discussed in the past. The source of the parked vehicles is an assisted living facility at 1701 Mulberry. At the time it was last discussed, this facility had intentions of expanding their off-street parking

to address the issue with employees and visitors having to park on the street.

- It was discussed that parking could be restricted due to the narrowness of the street, but before making that recommendation, the facility at 1701 Mulberry should be contacted to see if the issue with parking on the street could be addressed in another way.

Location Map



Recommendation: Consult with the property owner at 1701 Mulberry St. about the parking issue

23-05> Request to look at options to improve the pedestrian safety at the North St. and Lincoln St. underpass (Ward 1, Ald. Hix)

- A request was made by a resident to address concerns with pedestrian safety at the North St. and Lincoln St. railroad underpass.
 - Currently, there is not a public sidewalk under the underpass. Pedestrians wanting to cross, have to walk in the roadway. For this reason, a signal was installed for eastbound traffic in advance of the underpass. A pedestrian wanting to cross can push a button and activate the red light on the signal. Vehicles are supposed to stop at the signal, allowing the pedestrian to walk through the underpass in the eastbound traffic lane.
 - The request stated that motorists do not obey the red light, and are proceeding through the underpass while they are trying to cross.
 - The Committee recommends making the following improvements to signal and signage to make it more visible to motorists:
 - Upgrade all the signal heads to 12". Currently, the green and yellow are only 8".
 - Add reflective backing to the signal head.
 - Lower the signal head to the lowest extent allowed by the mast arm, which is approximately one foot.
 - Trim trees back around the signal.
 - Install a new sign in advance of the signal.
 - Possibly install a flashing light on the sign to attract motorist attention.
-

Location Map



Recommendation: Make modifications to signage and signals

23-06> Request to restrict parking on Russell Ave. north of Hollycrest Circle (Ward 1, Ald. Hix)

- A request was made by a resident to restrict parking on Russell Avenue just north of Hollycrest Circle. The request stated that residents of Hollycrest Circle are parking vehicles on Russell Ave.
- Currently, parking is only restricted on Russell Ave. from Fremont St. 75 feet to the north.
- There was a previous request in 2016 to restrict parking on the east side of Russell Ave. along Debbie Klapp park to the north of Hollycrest Circle. The reason for this request was due to the number of parked vehicles during events at the park such as an athletic practice.
- The Committee discussed that the street is wide enough (28 feet) to have the parking on the street. The request did not state the nature of the issue with the

parking. For instance, whether it was blocking the view at the intersection, or causing traffic congestion.

- The Committee does not recommend restricting parking, however, follow-up will be done to determine where the parking is occurring and whether it may be violating an existing ordinance regarding parking near intersections.

Location Map



Recommendation: No change on parking restriction, follow up on whether any existing ordinances are being violated

**CITY OF GALESBURG
COUNCIL LETTER
MARCH 6, 2023**

AGENDA ITEM: GovHR proposal to complete a Compensation, Classification and Organizational study for exempt and non-represented employees.

SUMMARY RECOMMENDATION: The City Manager, Purchasing Agent, Human Resources Manager, City Clerk, IT Manager, and Community Development Director recommend that the City Council approve the proposal submitted from GovHR in the amount of \$31,200 to complete a Compensation, Classification and Organizational study for exempt and non-represented employees.

BACKGROUND: The last compensation study the City participated in is reported to have taken place in 1988. Since then, significant changes have occurred in the workplace, the workforce, and society in general. A compensation, classification, and organizational study will evaluate the current salaries of positions held by the City's workforce, recommend changes, classify positions, and recommend annual maintenance practices. As the labor market has tightened significantly, proper classification and compensation is crucial for the recruitment and retention of qualified employees.

A formal bid request was developed and advertised in the Register Mail, posted to the City website, and made available to seventeen (17) vendors who regularly submit bids on this type of work. The City received one (1) proposal. A committee of City staff met with a representative from GovHR and held a question-and-answer session. If approved, this study could begin in four (4) weeks. City staff recommend approval.

BUDGET IMPACT: Since this project was authorized after the 2023 budget was finalized, there is a need for a budget adjustment.

SUPPORTING DOCUMENTS:

1. Proposal



January 20, 2023

Ms. Tifani Miller, Purchasing Agent
55 West Tompkins Street
Galesburg, IL 61401

RE: Proposal for a Classification and Compensation Study

Dear Ms. Miller:

We are pleased to provide the City of Galesburg with this Proposal for a Classification and Compensation Study for approximately 49 positions in the organization. GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has conducted more than 125 classification and compensation studies in the past ten years. A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com.

If selected to conduct this Study for the City, GovHR Chief Executive Officer Joellen Cademartori will serve as your Project Manager. Biographies for Ms. Cademartori and the Project Team are attached to the proposal, and Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer, GovHR USA
847-380-3238
Jcademartori@govhrusa.com

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees, the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand



the high expectations that have been established in Galesburg in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

Please contact Ms. Cademartori or me if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Judith M. Schmittgens'.

Judith Schmittgens
Corporate Secretary and Compliance Manager
630-362-8934
Jschmittgens@govhrusa.com



CITY OF GALESBURG, ILLINOIS
TECHNICAL PROPOSAL FOR A CLASSIFICATION AND COMPENSATION STUDY
AND ORGANIZATIONAL ASSESSMENT OF FINANCIAL AND IT DEPARTMENTS
February 20, 2023

INTRODUCTION

The City of Galesburg is interested in a thorough review of its current classification and compensation plan, including a review of benefits, for approximately 49 positions in the organization. The goal is to have a clearly defined compensation plan that will allow for efficient and effective classification processes, offer fair and competitive wages, comply with state and federal laws and confirm to accepted practices, and ensures the recruitment and retention of qualified workers. It is a pleasure for GovHR to provide the City of Galesburg with a proposal for these services.

Additionally, the City's RFP refers to a limited scope organizational assessment of the financial and IT operations, with the possibility of adding one or two additional departments. These services are addressed following the methodology for the classification and compensation study below.

PROFILE OF THE COMPANY AND KEY PERSONNEL

GovHR, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. We work exclusively in the public sector, and all services are provided solely for public jurisdictions and not-for-profit entities. The company was formed as Voorhees Associates in 2009 and changed its name to GovHR USA in December 2013. Our organization currently has a staff of thirty-five project consultants.

If selected to conduct this Study for the City of Galesburg, Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager. Ms. Cademartori is currently managing several Classification and Compensation Studies that are in various stages of completion. A complete list of clients is available on our website at www.govhrusa.com. Ms. Cademartori's contact information is:

Joellen Cademartori, Chief Executive Officer
GovHR USA LLC
Telephone 847-380-3238
jcademartori@govhrusa.com

630 Dundee Road, Suite 130, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs, HR Specialists Katy Yee and Alice Bieszczat, and HR Manager Mysi Hall in study preparation, data gathering and employee interviews. Biographies for the Consultant Team are attached to this Proposal, and their client lists are included on our website.

FIRM EXPERIENCE AND QUALIFICATIONS

GovHR has conducted more than 125 classification and compensation studies in the past 10 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. All of these studies included the use of public-sector salary data. All studies included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

METHODOLOGY, TIMELINE and DELIVERABLES

To accomplish the City's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary and Benefits Survey, Job Analysis.

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (Project Manager).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work, and the data and assistance GovHR will need from the City. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual, and any other relevant information related to salaries to make for a more productive initial meeting.
- **Establishing comparables – Public and Private Sector**
DELIVERABLE: Group of Comparable Communities and Private Sector Entities

Public Sector

The City has provided a list of possible comparable municipalities but would like the Consultant to determine the accuracy/comparability of the municipalities on this list. Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Galesburg.

Private Sector

The Consultant understands that the City would also like to survey private employers for salary comparison purposes. While GovHR is happy to accommodate the Client, it is our experience that there

are three potential problems with this request. First, there are few “like” positions in both the public and private sectors. Second, we have found that obtaining salary data from private employers is extremely difficult to secure. Unlike public employers, a private employer’s salary information is not part of the public record and they are under no obligation to share this with others. We have found that even after many attempts to get the data, we may be unsuccessful. And finally, private sector salary data may not be accurate if the respondent does not include bonuses, commissions or stock options as part of the base salary. Because of this, GovHR cannot guarantee successful results in obtaining the data. (It should also be noted that in GovHR’s experience, private sector data may only be available as aggregate data and not employer or job description specific. Additionally, the data may not be current.) Our methodology for surveying private sector employers would be, with the assistance of City representatives, to select four (4) to six (6) major employers in the Galesburg area that would have some “like” positions (up to 10) for comparability purposes (e.g., clerical, human resources, accountants). We would then design and send out a separate survey for this group and make one follow up contact to secure salary data. In addition, we would check another survey source (e.g., the Bureau of Labor Statistics) to gather regional salary data on select classifications, if desired by the City.

- **Employee Kickoff Meeting**

Shortly after the initial project meeting with the Galesburg representatives, the Consultant will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary and benefits surveys.**

GovHR will design and send out the salary and benefits surveys (under City letterhead) to gather salary data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with City representatives to select approximately 30 benchmark classifications from the City’s 49 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in Galesburg. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for “like” positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary and benefit surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow-up contact to those municipalities and private sector companies that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:

- Read each JAQ and corresponding Job Description (up to 49), in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job

classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

➤ Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

➤ Review the results of the job evaluation exercise with City representatives and revise as necessary.

II. Salary and Benefit Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: Benefit Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction in each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.
- The Consultants will work with the City at the initial meeting to determine the City's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 49 classifications included in the Study. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

- Tabulate, summarize, and analyze comparative benefit information obtained through the survey. Make suggestions and recommendations where City benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

III. Progress Reports

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative, and, if requested, other key City staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
 - a maintenance plan with recommendations on keeping the plan current, equitable and up to date over the next ten years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - an implementation plan and cost estimates of implementing the Study's findings and recommendations.
 - recommendations regarding FLSA classifications for each position.
- Once the City representatives return review comments, a final report will be prepared and sent to the City.

V. Presentation of Findings

The Project Manager will make a presentation of findings to the City Council and Management detailing the final results of the Study. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).

VI. Training

GovHR will train the appropriate City representatives on the use of the system so that the City can insert new positions into the plan and keep it up to date for years to come. Additionally, GovHR will provide support services at no additional cost to the City for one (1) year from the date of an executed contract. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

VII. Job Descriptions (optional)

GovHR will identify any job descriptions in need of updating based upon information obtained in the employee interviews and applicable State and Federal laws and regulations, and will provide the City with a job description template for use by the HR Department to create uniform job descriptions. Alternatively, GovHR will update the City's job descriptions at the conclusion of the Study for an additional fee. See Price Proposal/Optional Services.

VIII. Organizational Assessment – Finance and IT Operations

The Project Manager will meet with the City Manager, Finance and IT Directors early in the Study to identify any issues that the City is currently experiencing in the finance and IT operations. GovHR will then determine whether these issues can be addressed in the subsequent employee interviews, or whether it needs to submit a separate methodology and price proposal to assess these issues and make appropriate recommendations.

PROPOSED PROJECT SCHEDULE

GovHR is available to start this project within four weeks of acceptance of the proposal. A project of this size would normally take approximately 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with City Representative to discuss Study methodology and expectations.
- Week 2: Prepare and salary and benefits surveys to comparable communities and private Private sector companies.
- Week 3: Conduct employee meetings; hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary and benefits surveys.
- Week 7: Reading of JAQs and job descriptions.
- Week 8: Conduct employee interviews.
- Week 9 to 11: Analyze data; prepare new classification and compensation plans; send draft findings to Galesburg.

- Week 12: Receive return comments from the City.
- Week 13: Meet with key City representatives to review preliminary findings.
- Week 14: Prepare Draft Report and send to Galesburg; receive return comments.
- Week 15: Prepare Final Report.
- Week 16: Present Final Report to the City Council and other City personnel.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES

Village of Lincolnwood, Illinois

Classification and Compensation Study (2022) – 33 positions
Anne Marie Gaura, Village Manager
847-745-4717
agaura@lwd.org

City of Saint Charles, Illinois

Classification and Compensation Study (2022) – 80 positions
Jennifer McMahon Director of Human Resources
630.377.4470
jmcmahon@stcharlesil.gov

Village of Lisle, Illinois

Classification and Compensation Study (2021/22) – 33 Positions
Patti Anderson, Human Resources Manager
630-271-4146
panderson@villageoflisle.org

Town of Dedham, Massachusetts

Classification and Compensation Study, including Benefits (2021/22)
Contact: Gayle McCracken, Director of Human Resources
781-751-9142
Gmccracken@dedham-ma.gov

Town of Milford, Massachusetts

Classification and Compensation Study (2021/22)
Contact: Kristin Melpignano, HR Director
774-462-3308
KMalpignano@Milfordma.gov

A complete list of clients is available on our website. We are happy to provide you with additional contact information for any of these clients upon request.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled to conduct the proposed study for the City of Galesburg is of the highest caliber and qualifications. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the City on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known as an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive Institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- | | |
|--|-------------|
| • City Manager, Princeton, IL | 2015 - 2019 |
| • Management Analyst, Village of Schaumburg, IL | 2012 - 2015 |
| • Management Analyst/HR Manager, Village of Montgomery, IL | 2009 - 2012 |





KATY YEE



Katy brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health, as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record and ensuring compliance with ACA requirements.

Most recently, she worked with Elgin Community College and the Forest Preserve District of Kane County. Both of these opportunities highlight Katy's ability to engage and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner", she truly enjoys working on solutions that help to support the operational needs of the organization.

PROFESSIONAL EDUCATION

- Bachelor of Arts degree in Urban Studies from Elmhurst College
- Certificate in Marketing Analytics from Udacity

MEMBERSHIPS AND AFFILIATIONS

- Society for Human Resources (SHRM)
- Illinois Park and Recreation Association (IPRA)

PROFESSIONAL TRAINING

- SHRM-CP certified through the Society for Human Resources
- Certified Time Management Trainer
- Advanced Project Management

PROFESSIONAL BACKGROUND

Over 29 Years of Local Government Experience

- Forest Preserve District of Kane County, Geneva, IL
Director of Human Resources
- Elgin Community College, Elgin, IL
Director of Compensation and Talent Acquisition
- DuPage County Health Department, Wheaton, IL
Director of Organizational Development
Human Resources Manager
- DuPage County Government
Interim Director of Human Resources
Human Resources Manager
Human Resources Supervisor
Human Resources Generalist and Recruitment Specialist





ALICE BIESZCZAT



Alice Bieszcztat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcztat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszcztat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszcztat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszcztat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | |
|---|----------------------|
| • GovHR USA/Voorhees Associates | 2008; 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | 2009 – 2012 |
| • Lurie Children's Hospital of Chicago | 2005 – 2008 |
| • American Diabetes Association | 2004 – 2005 |
| • Accelerated Fundraising Solutions | 2000 – 2003 |
| • Sprint Cellular/Alltel | 1996 – 2000 |





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





LIST OF CURRENT CLASSIFICATION AND COMPENSATION AND OTHER STUDIES – February 2023

Bloomfield, CT - Classification and Compensation Study
 Capitol Region COG, CT – Job Descriptions
 Marshalltown, IA – Classification and Compensation Study
 North Aurora, IL – Classification and Compensation Study
 Crest Hill, IL – Compensation Study
 Geneva, IL – Classification and Compensation Study
 Highland Park Park District, IL – Classification and Compensation Study
 Lockport, IL – Compensation Study
 Plano, IL – Classification and Compensation Study
 Wilmette Park District, IL – Classification and Compensation Study
 Winnetka Park District, IL – Classification and Compensation Study
 Beverly, MA – Classification and Compensation Study
 Boylston, MA – Classification and Compensation Study
 Burlington, MA – Classification and Compensation Study
 Concord, MA – Classification and Compensation Study
 Danvers, MA – Classification and Compensation Study
 Falmouth, MA- Classification Study
 Framingham, MA – Classification and Compensation Study
 Lynn Public School District, MA – Classification and Compensation Study
 Middleton, MA – Classification and Compensation Study
 North Andover, MA Classification and Compensation Study
 Truro, MA – Classification and Compensation Study
 Walpole, MA – Classification and Compensation Study
 Watertown, MA – Classification and Compensation Study
 Wayland, MA – Compensation Study
 Weston, MA – Compensation Study
 Wenham, MA – Classification and Compensation Study
 Williamstown, MA – Classification and Compensation Study
 Jackson, MI – Classification and Compensation Study
 Mamaroneck, NY – Classification and Compensation Study
 Rye, NY – Classification and Compensation Study
 Centre Region COG, PA – Classification and Compensation Study
 Toledo, OH – Compensation Study
 Hartford VT – Compensation Study

 Buffalo Grove, IL – Grant Writing Services
 Lake Bluff, IL – Assessment Center
 St. Charles, IL – Equity & Inclusion Strategy Training
 Concord, MA – DEI Needs Assessment
 Troy, MI – Performance Evaluations
 Hillsboro, OR – Organizational Assessment and Workplace Study
 Ferguson Township, PA Strategic Plan
 Lander, WY – Grant Writing Services

CITY OF
GALESBURG
ILLINOIS

January 9, 2023

GovHR USA, LLC
650 Dundee Rd., Suite 270
Northbrook, IL 60062
Vendor # 18608

Dear GovHR USA, LLC,

Illinois state lawmakers recently passed Public Act (P.A.) 102-03265. This act mandates specified taxing districts, including both home rule and non-home rule municipalities, to collect and publish certain demographic information provided by vendors and subcontractors doing business with the taxing district.

Complete the section below disclosing any certifications your business may hold such as minority owned, women owned, veteran owned, and/or certified as a small business under the Small Business Administration (SBA) standards.

MINORITY OWNED _____ WOMEN OWNED _____ VETERAN OWNED _____ SMALL BUSINESS _____ NOT APPLICABLE _____

Complete and return the form by **Tuesday, January 31, 2023**.

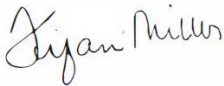
Email: tmiller@ci.galesburg.il.us

Fax: 309.343.4765

Mail: City of Galesburg, Attn: Tifani Miller, PO Box 1387, Galesburg, IL 61402-1387

Please contact me with any questions.

Sincerely,



Tifani Miller
Purchasing Agent
City of Galesburg
309/345-3678
309/343-4765 fax
tmiller@ci.galesburg.il.us



GALESBURG, ILLINOIS
CLASSIFICATION AND COMPENSATION STUDY
PRICE PROPOSAL
February 20, 2023

We have proposed that the entire Study be conducted virtually; however, if Galesburg requests any in-person meetings, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be \$31,200 and will agree to complete the study for this **fixed fee of \$31,200** plus Job Description Updates and other Optional Services – see below. Payment will be due as follows: 40% of the professional fees (\$12,480) will be due after the initial project meeting, 40% (\$12,480) will be due following delivery of the preliminary findings, and the balance of fees (\$6,240) will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue. The job descriptions are done after the rest of the Study is complete and are billed separately.

<u>Study Phase Breakdown</u>	<u>Hour Breakdown</u>	<u>Cost</u>
I. Meetings, Salary and Benefits Survey, Job Analysis		
Study preparation and project meeting (via video/conference calls)	2 hours	\$300
Meetings with City Manager, Finance and IT Directors regarding organizational assessment/department needs	4 hours	\$600
Establishing comparables		
Public sector	10 hours	\$1,500
Private sector	4 hours	\$600
Employee kickoff meetings (via Zoom or video presentation)	2 hours	\$300
Prepare and send out salary and benefits surveys		
Public sector	16 hours	\$2,400
Private sector	8 hours	\$1,200
Job evaluation analysis and establishment of job classification system		
Reading of JAQs/up to 49 JDs	10 hours	\$1,500
Employee interviews (via Zoom)	32 hours	\$4,800
Analyzing data and establishing classes	12 hours	\$1,800
Assigning of skill levels	12 hours	\$1,800
Review and evaluation of preliminary analysis with City representatives (via email and conference calls)	8 hours	\$1,200
FLSA review and recommendations	6 hours	\$750

II. Salary and Benefits Survey Analysis		
Analyzing salary and benefits survey data		
Public sector	18 hours	\$2,700
Private sector	14 hours	\$2,100
Establishing new salary schedules	12 hours	\$1,800
III. Meetings with City representatives to Review Salary and Benefits Data and Job Classifications (via video and conference calls)	8 hours	\$1,200
IV. Draft and Final Report Preparation		
Writing draft report	16 hours	\$2,400
Final report	8 hours	\$1,200
V. Presentation of Findings	2 hours	\$300
VI. Training on Use of System	4 hours	\$600
PROJECT HOUR AND COST TOTAL	208 Hours	\$31,200

NOTE: If Galesburg accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/COST:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the City chooses to have the Consultants make any on-site visits, there would be additional costs for the Consultant's time and expenses.

Job Descriptions – Updates to job descriptions are \$200 each; creating new job descriptions is \$300 each.

Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of \$150 an hour plus expenses, including assistance with employee appeals.

This quote is good for a period of three months, after which prices may increase.

Submitted By:

GovHR USA

Judith Schmittgens, Corporate Secretary

TOWN OF THE CITY OF GALESBURG

Date: March 20, 2023Agenda Number: 23-9005

TOWN FUND	<u>\$7,242.07</u>
GENERAL ASSISTANCE FUND	<u>\$4,953.33</u>
IMRF FUND	<u>\$1,367.82</u>
SOCIAL SECURITY/MEDICARE FUND	<u>\$1,010.05</u>
LIABILITY FUND	<u></u>
AUDIT FUND	<u></u>
 TOTAL	 <u>\$14,573.27</u>

03/14/23

TOWN of the City of Galesburg - TOWN
TOWN Payment Due Report
 March 1 to March 14, 2023

Type	Date	Num	Name	Memo	Due Date	Open Balance
Current						
Bill	03/14/2023	40	Lora Cleaning	Cleaning Township Bldg Feb 13-March 14, 2023	03/20/2023	320.00
Bill	03/14/2023	1141090-1	OSI	Desk Tent Calendar Feb 1 order date	03/20/2023	12.11
Bill	03/14/2023	1138592-0	OSI	Calendar Holder & Moistener order date Dec 13	03/20/2023	9.66
Bill	03/14/2023	022823_Water	CityGalesburg EXPENSES	Water & Sewer 1/6/23 to 2/3/23	03/20/2023	38.13
Bill	03/14/2023	022723	Ameren Illinois	Service dates 1/25/23 to 2/23/23	03/20/2023	477.82
Bill	03/14/2023	0444808	CityGalesburg GROUP INS	April 2023 Group Insurance	03/20/2023	5,746.78
Bill	03/14/2023	0444809	CityGalesburg EXPENSES	Vehicle Services 10/22 thru 1/23	03/20/2023	499.97
Bill	03/14/2023	0448709	CityGalesburg EXPENSES	March 2023 Stratus	03/20/2023	107.60
Bill	03/14/2023	2023dues	TOI_Clerk's Division	Township Clerk 2023 Dues for Kelli Bennewitz	03/24/2023	30.00
Total Current						7,242.07
1 - 30						
Total 1 - 30						
> 30						
Total > 30						
TOTAL						7,242.07

03/14/23

Cash Basis

TOWN OF THE CITY OF GALESBURG - GA
General Assistance Advance Payment Report
March 1 - March 14, 2023

	Date	Num	Name	Memo	Paid Amount	Paid Date	Check #
Income							
Expense							
601 · Gen Assistance - Food							
	03/08/2023	G15646	Hy-Vee Main St # 1216	Food Assist for t	100.00	3/8	24324
Total 601 · Gen Assistance - Food					100.00		
602 · Gen Assistance - Rent							
	03/01/2023	24314	LL Galesburg Towers	G15671 Security Deposit for Kimberlv ...	50.00	3/1	24314
	03/03/2023	24319	LL KCHA	G15673 Shelter Assist for N y ...	17.00	3/3	24319
	03/07/2023	24316	LL KCHA	Shelter Assist for I @ 170 S. We...	17.00	3/7	24316
	03/07/2023	24321	LL Brown, Patsy	Shelter Assist for I @ 711 ...	340.00		
Total 602 · Gen Assistance - Rent					424.00		
605 · Gen Assistance - P & H							
	03/03/2023	24317	Box Drop Mattress	G15637 from 2/16/23 - part 1 of 2 for pu...	293.00	3/3	24317
	03/03/2023	24317	Box Drop Mattress	G15674 from 3/2/23 - part 2 of 2 for the ...	147.00		
	03/08/2023	G15647	Purple Hangar	Clothing Assist for , 2/17	31.50	3/8	24325
Total 605 · Gen Assistance - P & H					471.50		
612 · Gen Assistance - Misc/Lndry/Tra							
	03/03/2023	24318	LL KCHA Laundry	Laundry Assist for ... y @ 255 ...	10.00	3/3	24318
	03/07/2023	24320	LL KCHA Laundry	Laundry Assist for y Apt# 422	20.00	3/7	24320
	03/08/2023	G15630	Hy-Vee Main St # 1216	Food Assist for	29.78	3/8	24324
Total 612 · Gen Assistance - Misc/Lndry/Tra					59.78		
613 · Emergency Assistance - Rent							
	03/01/2023	24315	LL Stein, Barry	Emerg Assist E15672 for . . .	1,000.00	3/1	24315
	03/07/2023	24322	LL IRentals, Inc.	Emerg Shelter Assist for . . .	1,000.00	3/7	24322
Total 613 · Emergency Assistance - Rent					2,000.00		
614 · Emergency Assistance - Utility							
	03/10/2023	24326	City WATER Galesburg	E15687 Emerg Assist Water for I .	420.33	3/10	24326
Total 614 · Emergency Assistance - Utility					420.33		
Total Expense					3,475.61		
Net Income					-3,475.61		

03/14/23

TOWN OF THE CITY OF GALESBURG - GA
General Assistance Payment Due Report
 March 1 through March 14, 2023

Type	Name	Num	Date	Memo	Amount	Open Balance
Feb 28 - Mar 14, 23						
Bill	Big Lots	3100028449_G...	03/13/2023	G15624 Household Supply As...	97.01	97.01
Bill	Big Lots	3100028447_G...	03/13/2023	G15645 Household Supply As...	100.00	100.00
Bill	Big Lots	3100028258_G...	03/13/2023	G15669 Household Supply As...	50.00	50.00
Bill	Big Lots	3100028251_G...	03/13/2023	G15632 Personal Essen Assi...	48.57	48.57
Bill	Big Lots	3100028256_G...	03/13/2023	G15651 Household Supply As...	99.64	99.64
Bill	Big Lots	3100028448_G...	03/13/2023	G15642 Household Supply As...	50.85	50.85
Bill	Big Lots	3100028446_G...	03/13/2023	G15626 Household Supply As...	81.06	81.06
Bill	Big Lots	3100028445_G...	03/13/2023	G15586 Personal Essen Assi...	24.21	24.21
Bill	Big Lots	3100028444_G...	03/13/2023	G15613 Household Supply As...	49.53	49.53
Bill	City TRANSIT Galesburg	0444754_G156...	03/13/2023	G15622 Other Transport Assi...	15.00	15.00
Bill	City TRANSIT Galesburg	0444754_G156...	03/13/2023	G15668 Other Transport Assi...	20.00	20.00
Bill	Courtney & Aldrich, LLC	6527	03/14/2023	Consulting Services 2/2/23 an...	425.00	425.00
Bill	Hy-Vee Main St # 1216	G15640	03/13/2023	G15640 P&H Assist for M a...	52.14	52.14
Bill	Hy-Vee Main St # 1216	G15653	03/13/2023	G15653 Food Assist for C	50.00	50.00
Bill	Hy-Vee Main St # 1216	G15658	03/13/2023	G15658 Food Assist for I	49.36	49.36
Bill	Hy-Vee Main St # 1216	G15667	03/13/2023	G15667 Food Assist	74.81	74.81
Bill	Hy-Vee Main St # 1216	G15663	03/13/2023	G15663 Food Assist for I	97.54	97.54
Bill	Shoe Sensation	7416230309	03/13/2023	G15652 P&H Assist for	75.00	75.00
Feb 28 - Mar 14, 23					1,459.72	1,459.72

03/14/23

Accrual Basis

IMRF FUND
Account QuickReport
Feb thru March 14, 2023

Type	Date	Name	Memo	Split	Amount
107 · Cash in Bank - IMRF FUND					
Liability Check	02/06/2023	I JAN 2023 Employer Share		215 · IMRF WH	-676.41
Check	02/10/2023	Service Charge		470 · Bank Service Fee	-15.00
Liability Check	03/02/2023	I FEB 2023 Employer Share		215 · IMRF WH	-676.41
Total 107 · Cash in Bank - IMRF FUND					-1,367.82
TOTAL					-1,367.82

03/14/23

Accrual Basis

SSMC FUND
Account QuickReport
Feb thru March 14, 2023

Type	Date	Name	Memo	Split	Amount
108 · Cash in Bank - SSMC FUND					
Transfer	02/07/2023	ACH Transfer to F&M		128 · IL Funds - SSMC FUND	2,000.00
Transfer	02/28/2023	Funds Transfer SSMC January 2023 - TOWN		106 · Cash in Bank - TOWN FUND	-1,497.10
Transfer	02/28/2023	Funds Transfer SSMC January 2023 to GA Fund		150 · Due To/From Other Funds	-842.63
Transfer	02/28/2023	Funds Transfer SSMC February 2023 to TOWN Fund		106 · Cash in Bank - TOWN FUND	-1,437.66
Transfer	02/28/2023	Funds Transfer SSMC February 2023 to GA Fund		150 · Due To/From Other Funds	-872.83
Transfer	03/03/2023	Funds Transfer Redistribute JAN SSMC to TOWN		106 · Cash in Bank - TOWN FUND	-2,339.73
Transfer	03/03/2023	ACH Transfer to F&M fin anticipation of Feb & Mar distributi...		128 · IL Funds - SSMC FUND	6,000.00
Total 108 · Cash in Bank - SSMC FUND					1,010.05
TOTAL					1,010.05

**TRUSTEE LETTER
TOWN OF THE CITY OF GALESBURG
MARCH 20, 2023**

AGENDA ITEM: Agenda for the Annual Town Meeting to be held Tuesday, April 11, 202, at 6:00 p.m., 121 West Tompkins Street, Township Hall.

SUMMARY RECOMMENDATION: It is recommended by the Township Supervisor and Township Clerk that the agenda for the Annual Town Meeting is approved as presented.

BACKGROUND: 60 ILCS 1/30-10 states the time and place of holding an annual township meeting and provides that the Township Board at their prior meeting shall approve the agenda. Notice shall be given by the Town Clerk by posting written or printed notices in three of the most public places in the township at least fifteen days before the meeting and published in at least one newspaper.

The Town Clerk will post notice at City Hall, the Township and Knox County Assessor's offices, the Knox County Courthouse and the Galesburg Public Library. Notice will also be published in the Galesburg Register-Mail.

BUDGET IMPACT: There is no budget impact.

SUPPORTING DOCUMENTS:

1. Agenda

**ANNUAL TOWN MEETING
THE TOWN OF THE CITY OF GALESBURG
Tuesday, April 11, 2023
6:00 p.m.
121 West Tompkins Street - Township Hall**

Citizens can submit public comments in advance of the meeting by emailing kbennewi@ci.galesburg.il.us. Comments must be received one hour prior to the posted start time of the meeting to be addressed.

1. Call to Order - Town Clerk
2. Election - Town Moderator
3. Administer the Oath of Office to Town Moderator
4. Minutes of the Annual Town Meeting held April 12, 2022
5. Town Clerk to present:
 - a) Notice of the Annual Town Meeting - Proof of Publication
 - b) Posting of the notices of the meeting.

The same will be made part of the permanent records of the meeting.

6. Town Clerk to present the 2022 Annual Reports of the Supervisor of the Town of the City of Galesburg
7. Motion to accept the Supervisors report and place on file as part of the permanent record.
8. Motion to accept the Audit Report for the year ended December 31, 2021, by PHILLIP, SALMI + ASSOCIATES, LLC, Certified Public Accountants.
9. Additional Business
10. Public Comment
11. Adjournment

DOCUMENT



Title				
March 20, 2023 City Council Agenda				
Filename				
03202023 City Council Packet(1).pdf				
Language	Tags	Pages	Size	
en	10244	202	29 MB	

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Date/Time	Standard
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CHECKPOINT	PASSED	WARNED	FAILED
Basic Requirements			
PDF Syntax	21 394	0	0
Fonts	355	0	0
Content	359 478	0	0
Embedded Files	0	0	0
Natural Language	162 253	0	0
Logical Structure			
Structure Elements	787	0	0
Structure Tree	9 698	0	0
Role Mapping	10 244	0	0
Alternative Descriptions	20 492	0	0
Metadata and Settings			
Metadata	3	0	0
Document settings	205	0	0

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