

CITY OF
GALESBURG
ILLINOIS

January 16, 2024

City Council Agenda



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



CITY OF
GALESBURG
ILLINOIS



City Council Meeting Agenda
City of Galesburg, Illinois
City Council Chambers
January 16, 2024

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

6:00 p.m.	Roll Call	Pledge of Allegiance
		Invocation
	Proclamation	CASA of West Central Illinois 30th Anniversary
	Approve	Minutes from December 18, 2023
		Public Comment
		Consent Agenda #2024-01
24-2000	Resolution	Motor Fuel Tax (MFT) Maintenance Resolution for the annual sealcoating for the 2024 calendar year
24-4000	Approve	Property Tax Assessment Freeze for Historic Residences
24-4001	Approve	Purchasing Policy
24-5000	Receive	Police Pension Fund Municipal Compliance Report
24-5001	Receive	Fire Pension Fund Municipal Compliance Report
24-5002	Receive	Updated wrecker rate schedules
24-8000	Bills and Advance Checks	Approval and warrants drawn in payment of same
		Passage of Ordinances and Resolutions
24-2001	Resolution	City Treasurer Appointment
		Bids, Petitions and Communications
24-3000	Bid	Lancaster Park Renovations
24-3001	Bid	Backup Dispatch Center Renovation
		City Manager's Report

Miscellaneous Business (Agreements, Approvals, Etc.)

24-4002	Approve	Assured Partners risk management consulting renewal
24-4003	Approve	Fiscal Year 2024 OPEB contributions

Town Business

24-9000	Bills
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Closing Comments

Adjournment



CITY MANAGER'S OFFICE

Operating Under Council – Manager Government Since 1957

CITY COUNCIL MEETING

City Manager's Report

January 16, 2024

CONSENT AGENDA #2024-01

Item 24-2000 Annual Sealcoating Motor Fuel Tax Resolution

Staff recommend approval of the Motor Fuel Tax Resolution for the 2024 sealcoating in the amount of \$275,000.00. This project will be bid out in the spring and will be brought to Council for approval; however, prior to advertising the projects for bid, IDOT requires a MFT resolution be approved. The city is divided into five sections and each year sealcoating is completed in a different section so that streets are typically sealed on a five-year rotation, as needed. This year, the majority of the project will involve sealing the streets on the east side of the city. There are sufficient funds budgeted for this work in the 2024 Budget from the MFT Fund.

Item 24-4000 Property Tax Assessment Freeze for Historic Residences

Staff recommend approval of continuing to participate in the Property Tax Assessment Freeze Program for Historic, owner-occupied, residences. The Illinois State Statutes provide for a Property Tax Assessment Freeze Program, which freezes the assessed valuation of an owner-occupied historic residence when substantial rehabilitation is performed. The assessed valuation is frozen for a period of eight years at the level when the rehabilitation was begun. The valuation is then brought back to market level over a period of four years.

Item 24-4001 City of Galesburg Purchasing Policy

Staff recommend approval of the updated Purchasing Policy, which is reviewed and updated annually. Modifications to the policy include adding language for FCC compliance, and adding department authorization requirements for the sale of city owned items.

Item 24-5000 Police Pension Fund Municipal Compliance Report

The Police Pension Fund Municipal Compliance Report is provided to be received and placed on file with the City Clerk's office.

Item 24-5001 Fire Pension Fund Municipal Compliance Report

The Fire Pension Fund Municipal Compliance Report is provided to be received and placed on file with the City Clerk's office.

Item 24-5002 Updated Wrecker Rate Schedule

The updated wrecker rate schedule is provided to be received and placed on file with the City Clerk's office.

Item 24-8000 Bills

Bills and advanced checks are submitted for approval. All purchases are made in accordance with purchasing policies, with purchases over \$25,000.00 utilizing the competitive bid process and approved individually by City Council. Please direct questions pertaining to bills and/or advance checks prior to the council meeting to Gloria Osborn, Director of Finance and Information Systems.

ORDINANCES AND RESOLUTIONS**Item 24-2001 City Treasurer Appointment**

Staff recommend approval of appointing the Director of Finance & Information Systems position as the City Treasurer. On June 7, 2021, the City Council appointed Gloria Osborn, the Director of Finance & Information Systems, as the City Treasurer until the term expires in May 2025. It is recommended that a resolution is approved to name the Director of Finance & Information Systems position as the City Treasurer, instead of naming the individual holding the position at the time. By modifying the resolution, the City Treasurer position would remain filled, and a new resolution would not be required during a transition period between employees fulfilling the position.

BIDS, PETITIONS AND COMMUNICATIONS**Item 24-3000 Lancaster Park Renovations**

Staff recommend approval of the bid in the amount of \$223,594.00 from Brandt Construction for renovations to Lancaster Park, including a new shelter, ½ court basketball, walking/access path, and parking lot. A total of four bids were received, with Brandt Construction providing the low bid. This project is partially funded by an OSLAD grant that will cover 50% of the construction costs. Sufficient funds are budgeted in the Utility Tax Fund (Fund 59) and the Grants Fund (Fund 13) for the work to be completed in 2024. The overall total project cost for the OSLAD grant renovations at Lancaster Park is \$450,000.00, which includes the cost of this bid, plus architectural and engineering costs, as well as the playground equipment and surfacing that are not included within the scope of this bid.

Item 24-3001 Backup Dispatch Center Renovation

Staff recommend the City Council reject all bids to renovate the backup dispatch center. The building requires many upgrades and repairs to appropriately function as a backup dispatch center. Four bids were received as a result of this request, and all bids submitted were substantially outside of the estimated budget for the project. The project will be revised and rebid at a later date.

CITY MANAGER'S REPORT**MISCELLANEOUS BUSINESS (Agreements, Approvals, Etc.)****Item 24-4002 Assured Partners Risk Management Consulting Renewal**

Staff recommends approval of renewing the current contract with Assured Partners to provide Risk Management Consulting and Insurance Brokerage Services for a flat annual fee of \$35,000.00 for the period 1/1/2024 through 12/31/2024. Assured Partners was successful in negotiating a 1% increase for the RMA insurance policy renewal for 2024. In addition to consulting and insurance brokerage services, the fee from Assured Partners includes employee

safety training at no additional cost to the City. This value-added service will save the city \$3,000 to \$5,000 per year in necessary training compared to outside vendors.

Item 24-4003 Fiscal Year 2024 OPEB contributions

Staff recommends the city, excluding the library and Township, contributes the budgeted FY 2024 OPEB contributions of \$143,555.00 to the City's OPEB trust account. In addition to pensions, many state and local government employers provide other postemployment benefits (OPEB), such as health insurance, as part of the total compensation offered to attract and retain the services of qualified employees. From an accrual accounting perspective, the cost of OPEB, like the cost of pension benefits, generally should be associated with the periods in which the exchange occurs, rather than the periods when benefits are paid or provided. Funding the trust helps to reduce the City's liability and may be viewed positively when the City is requesting or receiving a credit rating which then may help lower interest costs when issuing debt.

TOWN BUSINESS**Item 24-9000 Town Bills**

Respectfully submitted,
Eric Hanson
City Manager

Proclamation
CITY OF
GALESBURG
ILLINOIS

WHEREAS, CASA of West Central Illinois was founded in 1994 to serve Knox, Warren, Henderson, and McDonough counties with a mission “to speak up for and support the best interests of abused and neglected children in the court systems”; and

WHEREAS, more than 130 children in the four-county service area is in need of a Court Appointed Special Advocate and in 2023, CASAs served over 176 children in 78 court cases, attended over 400 hearings, and drove over 26,000 miles to visit with children; and

WHEREAS, CASAs meet with the children in their care monthly, review all case information, speak with doctors, teachers, biological parents, foster parents, caseworkers, and other interested parties; and

WHEREAS, advocates attend all court hearings and create reports to help the Juvenile Judge determine the best course of action and serve as the child’s voice in the courtroom; and

WHEREAS, children with Court Appointed Special Advocates are more likely to do well in school, more likely to graduate, and less likely to be bounced from foster home to foster home; and

WHEREAS, along with CASA, the City of Galesburg believes the whole community gains when the cycle of abuse and neglect in children’s lives is broken by giving them a secure and nurturing home where they grow up to become productive citizens.

THEREFORE, I, PETER D. SCHWARTZMAN, Mayor of the City of Galesburg, congratulate CASA of West Central Illinois on their 30th anniversary of fulfilling its vital mission in our area.

Dated this 16th day of January 2024.

Mayor Peter D. Schwartzman

Galesburg City Council Regular Meeting
City Council Chambers
55 West Tompkins Street, Galesburg, Illinois
December 18, 2023
6:00 p.m.

Called to order by Mayor Peter Schwartzman at 6:00 p.m.

Roll Call #1: Present: Mayor Peter Schwartzman, Council Members Bradley Hix, Wayne Dennis, Evan Miller, Dwight White, Heather Acerra, Sarah Davis, and Steve Cheesman, 8. Also Present: City Manager Eric Hanson, City Attorney Jason Jording, and City Clerk Kelli Bennewitz.

Mayor Schwartzman declared a quorum present.

The Pledge of Allegiance was recited.

Bonnie Ericson gave the invocation.

Council Member Miller moved, seconded by Council Member Dennis, to approve the minutes of the City Council's regular meeting from December 4, 2023, meeting.

Roll Call #2:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

PUBLIC COMMENT

James Jacobs addressed the Council and stated that he had been out of town and did not attend a majority of the Community Center Task Force meetings. He appreciated Jay Redfern's reporting on the meetings which allowed him to follow along. He objects to the way Tony Franklin, chairman, was treated and that he should have been allowed to present his final report. He added that two of the Task Force members felt the same way. Mr. Jacobs also stated that he took offense to the comment that Mr. Franklin was a dictator and that in fact he is impeccably honest, fair, thorough and didn't deserve that treatment. He also commented that he hoped the Council approves the requests from Smokin' Willies tonight and appreciated Council Member Davis' holiday attire.

Roland Williams, Jr. addressed the Council and stated that he has been involved with the renovations of the Dale Kelly Tot Lot, including the planting of trees and the new fence, and is looking forward to the new playground. As part of the neighborhood, he thanked the City for their interest and work, including the Mayor, Council Members White and Miller, Tom Simkins, and the Rotary Club.

Andrew Jowers addressed the Council and noted that there were several comments in the minutes from the December 4th meeting that were related to him. When he read these, he reviewed the U.S. Constitutional Amendments, including the freedom of speech, press, and religion. He loves Galesburg and does not consider himself to be divisive but is instead part of a group with three other churches to help with unity in our town. He stated that he had the opportunity to spend time with seven families over the weekend who are in need of a community center and encouraged Council to visit neighborhoods they usually don't visit so they can see the need as well.

Michael Spinks, Skate Palace, addressed the Council and thanked the Mayor for his recent fundraising efforts for a new floor at Skate Palace. He also thanked those who have already contributed, although there is a long way to go. He noted that he drives to the suburbs three to four times a week, doesn't make a profit on selling pizzas at the business, and did not ask anyone to cry at the last meeting. He added that he is not bitter about being left out of the Community Center Task Force Report. He gave City Clerk Bennewitz copies of estimates he has received for a new floor, which is approximately \$80,000 to \$100,000. He implored the Council to make a motion to give Skate Palace funding for a new floor.

CONSENT AGENDA #2023-24

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

23-2066

Approve the following Resolutions abating property tax on General Obligation Bonds:

1. Approve Resolution 23-60 to abate property tax on General Obligation Bond, Ordinance 2013-3418, Series 2013A (Abatement-\$117,680)
2. Approve Resolution 23-61 to abate property tax on General Obligation Refunding Bond, Ordinance 2015-3484, Series 2015 (Abatement-\$624,213)
3. Approve Resolution 23-62 to abate property tax on General Obligation Bond, Ordinance 2016-3508, Series 2016 (Abatement- \$644,713)
4. Approve Resolution 23-63 to abate property tax on General Obligation Bond, Ordinance 2017-3540, Series 2017 (Abatement- \$710,481)
5. Approve Resolution 23-64 to abate property tax on General Obligation Bond, Ordinance 2023-3692, Series 2023 (Abatement \$712,333).

23-3044

Approve Roanoke Concrete Products for the annual supply of fill and patch materials for the 2024 calendar year and the following products with the vendors listed below:

- HMA Surface Course "D" N50 and High-Performance Patching Mixture – Tickle Asphalt Co
- Trench Backfill FA-6 (Picked Up) – Galesburg Builders Supply

- Coarse Aggregate CA-6 (Crushed White Stone), Coarse Aggregate CA-6 (gravel or crushed) (Delivered), Mason Sand (Delivered), Fill Sand (Delivered), Trench Backfill Sand (Delivered) and 3/8 Pea Gravel CA-16 (Delivered) – Gunther Construction
- 3/8 Pea Gravel CA-16 (Picked Up) – Galena Road Gravel

23-4124

Approve Annual City of Galesburg Financial Policy.

23-4125

Approve Annual City of Galesburg Investment Policy.

23-5013

Receive the 2024 Meeting Calendar.

23-8023

Approve bills in the amount of \$712,546.95 and advance checks in the amount of \$1,457,008.13.

Council Member Miller moved, seconded by Council Member Dennis, to approve Consent Agenda 2023-24.

Roll Call #3:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried by omnibus vote.

PASSAGE OF ORDINANCES AND RESOLUTIONS

23-1035

Council Member Miller moved, seconded by Council Member Acerra, to approve Ordinance 23-3719 on final reading amending Chapter 37 of the Galesburg Municipal Code creating section 37.40 allowing the City to opt out of the Illinois Paid Leave for All Workers Act.

City Manager Hanson and City Attorney Jording both noted that this is new legislation that will likely resurface in the next year; however, the City already complies with the law. Council Member Acerra noted her strong support of the Ordinance.

Roll Call #4:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-1036

Council Member Davis moved, seconded by Council Member Miller, to approve Ordinance 23-3720 on final reading amending Chapter 94 of the Galesburg Municipal Code regarding Demolitions.

Roll Call #5:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-1037

Council Member Dennis moved, seconded by Council Member Davis, to approve Ordinance 23-3721 on final reading amending Traffic Appendix V of Chapter 77 of the Galesburg Municipal Code to restrict parking along a curve at the intersection of Monroe Street and Hackberry Road.

Roll Call #6:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

BIDS, PETITIONS, AND COMMUNICATIONS

23-3045

Council Member Dennis moved, seconded by Council Member Acerra, to approve a bid from Sinacola, LLC in the amount of \$80,000 for the replacement of a bridge at Bunker Links Golf Course.

Roll Call #7:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-3046

Council Member Dennis moved, seconded by Council Member Miller, to approve the bid from Team REIL, Inc. in the amount of \$36,443 for the purchase and installation of playground equipment at Dale Kelley Tot Lot Park.

Roll Call #8:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-3047

Council Member Miller moved, seconded by Council Member Acerra, to approve a bid from MTI Distribution, Inc., in the amount of \$185,140.68 for the purchase of two 11 foot rotary mowers to be utilized by the Parks Division.

Roll Call #9:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-3048

Council Member Davis moved, seconded by Council Member Acerra, to purchase a rotary mower for the Golf Division.

Roll Call #10:

Ayes: None

Nays: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Absent: None

Chairman declared the motion failed.

CITY MANAGER'S REPORT

1. December Traffic Advisory Committee Report received.

MISCELLANEOUS BUSINESS (AGREEMENTS, APPROVALS, ETC.)

Ken Springer, Executive Director for the Knox County Area Partnership on Economic Development, introduced Tania Gibbs and Wayland Cunningham, owners of Smokin' Willies. They expressed their appreciation to the City Council and are looking forward to making a future in their own building.

Council Member White stated that he has known the owners for a long time and is proud of their hard work and encouraged them to keep going.

23-4126

Council Member Davis moved, seconded by Council Member Cheesman, to approve a five-year Revolving Loan with Smokin Willies BBQ, LLC in the amount of \$62,400.

Roll Call #11:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-4127

Council Member Miller moved, seconded by Council Member White, to approve a Facade Grant with Smokin Willies BBQ, LLC, 161 North Cherry Street, in an amount not to exceed \$18,991.39, or 50% of the actual final project costs, whichever is less.

Roll Call #12:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-4128

Council Member Miller moved, seconded by Council Member Cheesman, to approve a TIF Redeveloper Agreement with Smokin Willies BBQ, LLC, for the property located at 161 North Cherry Street. The estimated eligible expenses of 15% would be approximately \$26,135.87.

Roll Call #13:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Council Member Davis left the meeting at 6:37 p.m.

Council Member Davis returned to the meeting at 6:40

23-4129

Council Member Dennis moved, seconded by Council Member Miller, to approve waiving normal purchasing policies and pre-approve the purchase of sixteen 2025 police pursuit vehicles at an amount not to exceed \$832,000.

Chief Idle noted that they are committed to using hybrid vehicles again. Council Member Cheesman thanked the City Manager for the explanation of the large purchase, which he and the public appreciate.

Roll Call #14:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Council Member Acerra moved, seconded by Council Member Dennis, to sit as the Town Board. The motion carried.

TOWN BUSINESS

23-9026

Trustee Davis moved, seconded by Trustee Acerra, to approve Ordinance 23-02 on final reading approving the Township Budget and Appropriation for the fiscal year beginning January 1, 2024, and ending December 31, 2024, showing the following:

General Town Fund	\$528,200		
Audit Fund	\$19,000		

Liability Fund	\$10,700		
Social Security/Medicare Fund	\$34,000		
Illinois Municipal Retirement Fund (IMRF)	\$34,000		
General Assistance Fund	\$440,188		
Total Appropriations			\$1,066,088.00

Roll Call #15:

Ayes: Trustees Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-9027

Trustee Miller moved, seconded by Trustee Davis to approve Ordinance 23-03 on final reading approving the 2023 Property Tax Levy for the Town of the City of Galesburg in the amount of \$531,000.

Roll Call #16:

Ayes: Trustees Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

23-9028

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

Fund Title	Amount
Town Fund	\$13,535.26
General Assistance Fund	\$5,343.77
IMRF Fund	\$3,309.06
Social Security/Medicare Fund	
Liability Fund	
Audit Fund	
Total	\$22,188.09

Roll Call #17:

Ayes: Trustees Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Trustee Dennis moved, seconded by Trustee Miller, to resume as the City Council. The motion carried.

CLOSING COMMENTS

Council Member Acerra welcomed new City Manager Eric Hanson and is looking forward to working with him. She wished everyone Happy Hanukkah and Merry Christmas and hopes that everyone feels grateful this holiday season and are able to spend time with family.

Council Member Davis thanked those who commented on her holiday sweater, which made her smile. She also wished everyone Happy Hanukkah, Merry Christmas, or whatever holiday you celebrate. She hopes everyone has a lovely winter and holiday season.

Council Member Cheesman welcomed Eric Hanson to the City and wished everyone peace and goodwill during this holiday season. He also thanked those who have asked about his father and added that he is getting better and thanked the people at OSF St. Mary Medical Center and the Knox County Nursing Home.

Council Member Hix also added that he is looking forward to working with Mr. Hanson and welcomed him to Galesburg. He also thanked the staff at the golf course and stated that the last open day was the 15th.

Council Member Dennis congratulated Eric Hanson on his appointment to the City. He also announced that he was able to attend a Rock Steady event and thanked John Peterson for his work on this endeavor. There were eight people present and regularly attend the class on Mondays, Wednesdays, and Fridays, 1 p.m. at the Knox County YMCA.

Council Member Miller also welcomed City Manager Hanson and is looking forward to the new year. He wished everyone happy holidays.

Council Member White stated that he is pleased to have Mr. Hanson in Galesburg and is looking forward to moving forward in a new era for the City. He wished everyone peace on earth and happy holidays. For him, Jesus is the reason for the season and he is praying for peace.

Mayor Schwartzman stated that the City has had a very successful year, largely due to the 200+ employees who have done incredible jobs in trying times. Due to the turnover in City Managers, many staff members have had to step up and take on additional roles. He has a lot of respect for everyone and thanked them for their many hours of hard work. He hopes they all have a wonderful holiday.

The Mayor announced that a public reception would be held for City Manager Hanson on Wednesday, December 20th at City Hall.

There being no further business, Council Member Dennis moved, seconded by Council Member Miller, to adjourn the regular meeting at 6:52 p.m.

Roll Call #18:

Ayes: Council Members Hix, Dennis, Miller, White, Acerra, Davis, and Cheesman, 7.

Nays: None

Absent: None

Chairman declared the motion carried.

Peter D. Mayor Schwartzman, Mayor

Kelli R. Bennewitz, City Clerk

**CITY OF GALESBURG
COUNCIL LETTER
JANUARY 16, 2024**

AGENDA ITEM: Motor Fuel Tax (MFT) Maintenance Resolution for the annual sealcoating for the 2024 calendar year.

SUMMARY RECOMMENDATION: The City Manager, Director of Public Works, and City Engineer recommend approval of the Motor Fuel Tax Resolution for 2024 sealcoating in the amount of \$275,000.

BACKGROUND: The first step with the Illinois Department of Transportation for authorization is a MFT Resolution. This resolution covers the motor fuel tax portion of the 2024 seal coating contract. The total of the resolution is \$275,000 for the sealcoating project. This project will be bid out in the spring and will be brought to Council for approval, however, prior to advertising the projects for bid, IDOT requires a MFT resolution be approved.

The City is divided into five sections and each year sealcoating is completed in a different section so that streets are typically sealed on a five year rotation, as needed. This year, a majority of the project will involve sealing the streets on the east side of the City.

BUDGET IMPACT: There are sufficient funds budgeted for this work in the 2024 Budget from the MFT Fund.

SUPPORTING DOCUMENTS:

1. MFT Resolution


**Illinois Department
of Transportation**
**Resolution for Maintenance
Under the Illinois Highway Code**

District	County	Resolution Number	Resolution Type	Section Number
4	Knox		Original	24-01003-64-GM

BE IT RESOLVED, by the Council of the City of
Governing Body Type Local Public Agency Type
Galesburg Illinois that there is hereby appropriated the sum of two hundred seventy
Name of Local Public Agency
five thousand and 00/100----- Dollars (\$275,000.00)
 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from
01/01/24 to 12/31/24 .
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Galesburg
Local Public Agency Type Name of Local Public Agency
 shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Kelli Bennewitz City Clerk in and for said City
Name of Clerk Local Public Agency Type Local Public Agency Type
 of Galesburg in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
 provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of Galesburg at a meeting held on 01/16/24 .
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 16th day of January, 2024 .
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
 Department of Transportation

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2024**

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

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

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

The City has remained in this program since 1989 and, during that time, one property used the program in 1999. The City and County Assessor's offices have indicated the State has not notified them of any property owners who utilized this program during 2023.

This program is administered by the Illinois State Historic Preservation Office (IL SHPO) and they are the first point of contact. The rehabilitation (both interior and exterior) must meet the Secretary of the Interior's Standards for Rehabilitation.

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

SUPPORTING DOCUMENTS:

1. Property Tax Assessment Freeze Program for Historic Structures flyer



Property Tax Assessment Freeze

What is it?

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

Benefits

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

Provisions

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

How to apply

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

Important points

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

Questions?

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

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2024**

AGENDA ITEM: Approve updated purchasing policies and procedures dated November 27, 2023.

SUMMARY RECOMMENDATION: The City Manager, Director of Finance & Information Systems, and Purchasing Agent recommend that the City Council approve the updated purchasing policies and procedures dated November 27, 2023.

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

- Add language for FCC compliance on 2 CFR 200.216 which prohibits procuring or entering into a contract for specific telecommunications equipment.
- Add department authorization requirements for the sale/distribution of city owned items.
- Minor grammar corrections.

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

SUPPORTING DOCUMENTS:

1. Redline draft of 11/27/2023 Updated Purchasing Policies & Procedures.

CITY OF GALESBURG

ILLINOIS

2024

Purchasing Policies & Procedures



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



CITY OF
GALESBURG
ILLINOIS

PURCHASING POLICIES AND PROCEDURES

Contents

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Responsibility	30
Transfer & Disposition	30
Annual Public Auction.....	30
Other Disposition Methods	31
Sales to Employees	31
Records Control	31
Conflict of Interest	31
Unlawful Purchases	31
Adherence to Policy	32
Ethics.....	32
Changes to Policy or Procedure	32
Changes to Policies	32
Changes in Procedures	32
EXHIBIT "0"	33
TERMS & CONDITIONS.....	33

PURPOSE

Policy

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

Procedures

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

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

POLICIES

Responsibility for Purchasing Functions

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

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

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

Standardization of Procedures Based on Policies

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

Bidders List

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

Federal, State and Cooperative Programs

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

Conflict of Interest

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

Competitive Buying

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

Local Buying

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

Records

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

Receiving and Interviewing Vendors

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

Correspondence with Vendors

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

Cooperation with Department/Division Heads

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

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

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

Systems Review

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

Advantages of Centralized Procurement

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

Conflict of Regulations

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

Advertisement

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

Waiver of Public Notice

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

Waiver of Competition

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Unlawful Purchases

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

Council ~~Per~~ prerogative

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

OBJECTIVES

Buying Proper Quality

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

- Having proper specifications, and
- Checking material bought against specifications.

Forms of Specifications

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

Products or Acceptable Brands List

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Specification by Brand or Trade Name

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

Specification by Blueprints, Specification Sheet, or Dimension Sheet

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

Specification by Chemical Analysis or Physical Properties.

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

Specification by Description of Material and Method of Manufacture

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

Specification by Performance, Purpose of Use

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

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

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

Specification by Sample

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

Prerequisites of a Good Specification

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Inspection as an Evaluation of Specifications

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

“Lowest and Best” Philosophy

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

Price Monitoring

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

Transportation Costs

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

Cash Discounts

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

PROCEDURES

Vendor Selection Procedure

Selection of Vendors and Concentration of Purchases

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

Changes of Suggested Vendor by Purchasing

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

Suggestions of Supply Sources for Unusual Items

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

Previous History for Most Commodities

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

Disapproval of Vendor Services or Product

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

Interview Hours

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

Prequalification of Bidders and Offerors

Vendors submitting bids for road and bridge construction shall be pre-qualified with the State of Illinois. All vendors providing construction work or services for the City of Galesburg shall be

registered with the City Clerk's office. If a vender is debarred from bidding with the State of Illinois, they are not eligible to bid on City projects.

Road and Bridge Contractors

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

Contractors or Vendors Registration

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

Issuance of Quotations, Bids or Proposals

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Bidder's List

The Bidder's List is not a mass mailing list; rather a listing of vendors with work history with the City of Galesburg. Only qualified bidders who consistently respond and perform to the needs of the City of Galesburg will be retained on the Bidders List. Department/Division Heads may recommend the addition, suspension, or deletion of a particular supplier to or from the Bidders List, but Purchasing will make the final decision based upon professional judgment, fairness, performance records, as well as the original input suggested. Whether or not on the bidders list, vendors are allowed to download bid or proposal documents that are posted to the City website. Vendors are responsible for contacting City Purchasing should a staffing change occur, and a new point of contact is named for the vendor.

Back Door Selling

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

Vendor Visits

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

Vendor Performance and Evaluation

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

supplier is declared non-responsive, the City shall suspend their firm from doing any business with the City for a minimum of one year or take further action if necessary.

Request for Purchase Order through Financial Software System

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

Purchase Order Process

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

Insufficient Funds

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

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

Insufficient Information

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

Normal Time to Approve and Process a Purchase Order

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Under \$5,000.00 – Verbal Quotations

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

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

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

Purchase Requests for \$25,000.00 or more

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

Acknowledgments

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

Review of Solicitations

Authority to Reject or Return Solicitations

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Purchase Orders Issued for Department Solicitations

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

Purchase Order Processing

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

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

Purchase Order Processing

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

Distribution of Purchase Orders

The completed Purchase Order is distributed electronically as follows:

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

Change of Purchase Order

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Receiving and Inspection

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

Procedure for Acceptable Deliveries

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

Closing an Order Short

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

Procedure for Unacceptable Deliveries

Concealed Damages

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

Quantity Insufficient

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Quality Unacceptable

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

Wrong Commodity

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

Resolving Delivery Problems

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

Vendor Cooperation – Rejected Goods

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

Vendor Invoices and Payments

Vendor Invoices

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

Vendor Payments

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Vendor Samples

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

Control of Road & Bridge Work

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

Service Contracts

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

Bid Procedure

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

Preparation of Request for Bid (RFB)

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Instruction to Bidders

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

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

Bid Guarantee Requirement

Definition

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

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

Recognized bid guarantees by the City

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

Amount Required

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

Forfeiture of Bid Guarantee

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Performance Bonds

Definition

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

Recognized Performance Bond or Performance Guarantees by the City

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

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

Amount Required

Construction Contracts

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

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

Service & Supply Contracts

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

Limitations

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

Return of Performance Guarantee

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

Pre-Bid or Pre-Proposal Conferences

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

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

Advertisement

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

Distribution of Invitation for Bid or Request for Proposal

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

Public Opening and Reading of Bids

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

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

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

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

Public Disclosure of Bids

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

Evaluation of Bids

General Criteria for Award

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

Determination of Responsiveness of Bidders

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

Evaluations of Elements of Price

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

Determination of Bidder's Responsibility

The prospective bidder must; (1) have adequate financial resources or the ability to obtain such resources as required during performance of this contract (2) be able to comply with the required or proposed delivery or performance schedule (3) have a satisfactory record of performance (4) be otherwise qualified and eligible to receive an award under applicable laws and regulations (5) is a

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

manufacturer of or regular dealer in or can provide supplies or services of the general character to be furnished (6) In addition to the above criteria, proposals for professional services will be evaluated based on experience and other factors such as demonstrated staff capabilities to perform specific services requested.

Award Recommendation

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

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

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

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

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

Confidentiality

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Termination of Contract/Purchase Order

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

Protest of Bidders

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

Waiver of Public Notice

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

Control of Purchase Order/Contract

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

Request for Proposals

Instruments Used for Requesting Bids or Proposals

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

the other hand, allows modification and alteration of both content and price after offers are submitted and during the evaluation process. Many procedural characteristics are common to both competitive bidding and competitive negotiation. For example, both involve public notice and the issuance of a solicitation, which establishes the time and place at which the proposals or bids will be open. There are, however, also differences. The Request for Proposals may be open publicly, but only the names of the proposers should be revealed, not the prices or other information. And the contents of neither the successful nor unsuccessful proposals are available as public information either before or after the award of the contract.

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

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

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

Multiple Step Sealed Proposals and Bidding

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

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

Sole Source Purchases

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

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

Other Types of Purchases

Petty Cash

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Emergency Orders

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

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

Credit Card Purchases

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

Blanket Orders

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

Blanket Order Release

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Inventory Management

Definition

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

Responsibility

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

Transfer & Disposition

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

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

Annual Public Auction

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

Prior to requesting approval for the sale of city owned items from the City Council, each department head must provide consent by signing and returning the Auction Authorization Form to the Purchasing Agent.

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Other Disposition Methods

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

Sales to Employees

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

Records Control

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

Conflict of Interest

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

Unlawful Purchases

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Adherence to Policy

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

Ethics

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

Changes to Policy or Procedure

Changes to Policies

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

Changes in Procedures

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

EXHIBIT A"0"

TERMS & CONDITIONS

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

Acceptance of Contract

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

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

Affirmative Action

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

Amendments

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

Assigning or Subcontracting

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

recognized only in the capacity of an employee, independent Contractor, or agent of the Contractor, and not as employee of the City. The Contractor shall direct the attention of its subcontractors to the requirements of all Federal, State, and Municipal laws, Ordinances, Rules & Regulations as they apply.

Audits and Inspections

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

Changes

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

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

If any such change causes an increase or decrease in the cost of or the time required for performance of this contract, an equitable adjustment shall be made to the contract price or delivery schedule, or both. Any claim by Seller for adjustment under this clause shall be deemed waived unless asserted in writing within 10 days from receipt by Seller of the change. Price increase or extensions in time for delivery shall not be binding on the Buyer unless evidenced by a purchase order change notice issued and signed by the Buyer.

Compliance with Statutes and Government Requirements

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

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

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Delivery Schedule

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

Delivery Terms

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

Equal Employment Opportunity Clause

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

Governing Law

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

Immigration Reform and Control Act of 1986

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

Inspection

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

Invoices - Order Numbers

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

box or package.

Late Bids

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

Mistakes in Bids

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

Non-Appropriation of Funds

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

Notice to Surety

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

Patents

Seller undertakes and agrees to defend at Seller's own expense, all suits, actions, or proceedings

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

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

Permits and Licenses

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

Price

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

Property Furnished to the Seller by Buyer

All property furnished to the Seller by the Buyer, or specifically paid for by the Buyer, for use in the performance of this contract, shall be and remain the property of the Buyer, shall be subject to removal upon the Buyer's instructions, shall be used only in filling orders from the Buyer, shall be held at the Seller's risk, shall be kept insured by the Seller at the Seller's expense while in its' custody or control in an amount equal to the replacement cost thereof, with, loss payable to the Buyer, and upon recall by Buyer shall be packaged at Seller's expense for shipment to Buyer in accordance with Buyer's instructions. Copies of policies or certificates of such insurance will be furnished to the Buyer upon demand. It is agreed that any and all specifications, drawings or data furnished by Buyer shall, (1) Remain the Buyer's sole and exclusive property, (2) Be considered and treated by Seller as Buyer's confidential information, and not be copied, reproduced or duplicated in any manner, or disclose to any other person or party, except as is necessary in the performance of this order contract: (3) Be returned upon request. Further, it is agreed that specific order information and details shall not be published or disclosed to any third party without the Buyer's written permission.

Public Act (P.A.) 102-03265

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

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Sales Tax Exemption

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

Telephone Bids

The Buyer shall not accept telephone bids.

Termination for Breach

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

Termination for Convenience

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

Termination for Cause

If the Contractor shall fail to fulfill in a timely and proper manner its' obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Buyer shall thereupon have the right immediately to terminate this contract by giving written notice thereof to the Contractor. In the event of such termination all finished and unfinished drawings, specifications, estimates and data prepared by the Contractor shall at the option of the City become the property of the City; and if such option is exercised, the Contractor shall be entitled to receive just an equitable compensation in accordance with the terms for compensation for any satisfactory work completed prior to the termination date and accepted by the Buyer. If a contract is terminated, the Buyer in addition to any other rights provided, may require the Contractor to transfer title and deliver to the Buyer in the manner and to the extent directed by the Buyer completed work, partially complete supplies, materials, parts, plans, drawings, information and contract rights. The Contractor shall, upon direction of the Buyer, protect and preserve property in the possession of the Seller in which the Buyer may assert an interest. Payment for all such materials delivered to and accepted by the Buyer and for the protection and preservation of property, shall be in an amount agreed upon by the Seller and the Buyer. The Buyer may withhold from amounts otherwise due to the Seller for such completed work or

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

materials such sums as the Buyer determines to be necessary to protect the Buyer against loss because of outstanding liens or claims of former lien holders. If, after notice of termination of a contract, it is determined for any reason that the Contractor was not in default, or that the default was excusable under any provisions of this contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience. The rights and remedies of the Buyer provided in this section shall not be exclusive or in addition to any other rights and remedies provided by law or under this contract.

Title and Risk of Loss

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

Transit Purchases for Galesburg Transit

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

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

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

- Include evaluation of lease versus purchase options in procurement history, if applicable.
- Acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
- Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.
- The Comptroller General, or any of their representatives, shall have access to and the right to examine and inspect all records, documents, and papers relating to these type purchases.
- Effective February 6, 2023 by the FCC, per 2 CFR 200.216 it is prohibited to procure or enter into a contract for "covered" equipment, services, or systems related to the following:
 - Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation
 - Video surveillance and telecommunications equipment produced by Hytera Communication Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company
 - Telecommunications or video surveillance services that are provided by such entities or using such equipment
 - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of

Updated ~~12/12/2022~~ 11/27/2023 City of Galesburg Purchasing Policies

Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country

Warranty

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

Withdrawal of Bid

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

Reviewed/updated by Purchasing ~~12/12/2022~~ 11/27/2023 TDM

THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2022

**THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

The Pension Board certifies to the City Council of the City of Galesburg, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	Current Fiscal Year	Preceding Fiscal Year
Total Cash and Investments (including accrued interest)	<u>\$28,294,332</u>	<u>\$34,446,389</u>
Total Net Position	<u>\$29,783,715</u>	<u>\$34,201,516</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$365,100</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$1,909,900</u>
Municipal Contribution	<u>\$3,573,722</u>

- 3) The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	<u>\$4,509,700</u>
(b) Annual Requirement of the Fund as Determined by:	
Illinois Police Officers' Pension Investment Fund	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contribution	<u>\$3,573,722</u>
Alternative Municipal Contribution	<u>\$2,543,660</u>

THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND

Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	<u>(\$5,446,020)</u>	<u>\$3,864,473</u>
Assumed Investment Return		
Illinois Police Officers' Pension Investment Fund	<u>N/A</u>	<u>6.500%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>6.750%</u>	<u>6.750%</u>
Actual Investment Return	<u>(17.360)%</u>	<u>11.756%</u>

- 5) The total number of active employees who are financially contributing to the fund:

Number of Active Members	<u>48</u>
--------------------------	-----------

- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	<u>48</u>	<u>\$2,969,815</u>
(ii) Disability Pension	<u>1</u>	<u>\$57,451</u>
(iii) Survivors and Child Benefits	<u>12</u>	<u>\$478,680</u>
Totals	<u>61</u>	<u>\$3,505,946</u>

**THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

- 7) The funded ratio of the fund:

	Current Fiscal Year	Preceding Fiscal Year
Illinois Police Officers' Pension Investment Fund	N/A	49.25%
Private Actuary - Lauterbach & Amen, LLP	49.47%	50.16%

- 8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:
Unfunded Liability:

Illinois Police Officers' Pension Investment Fund	N/A
Private Actuary - Lauterbach & Amen, LLP	\$33,467,692

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

- 9) Please see attached Investment/Cash Management policy if applicable

Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL POLICE
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §3-143 of the Illinois Pension Code 40 ILCS 5/3-143, that the preceding report is true and accurate.

Adopted this _____ day of _____, 2023

President _____ Date _____

Secretary _____ Date _____

**THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

- 2) Estimated Receipts - Employee Contributions as Reported in the Audited Financial Statements for the Year Ended December 31, 2022 plus 3% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources:

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended December 31, 2022, times 6.75% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended December 31, 2022.

- 3) (a) Pay all Pensions and Other Obligations - Total Non-Investment Deductions as Reported in the Audited Financial Statements for the Year Ended December 31, 2022, plus a 25% Increase, Rounded to the Nearest \$100.

(b) Annual Requirement of the Fund as Determined by:

Illinois Police Officers' Pension Investment Fund - No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Lauterbach & Amen, LLP:

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

Alternative Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

**THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

Assumed Investment Return:

Illinois Police Officers' Pension Investment Fund - Preceding Fiscal Year Interest Rate Assumption as Reported in the December 31, 2021 Actuarial Valuation. No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Years Ended December 31, 2022 and 2021 Actuarial Valuations.

Actual Investment Return -Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and Ending Balances of the Fiscal Year Cash Investments, Excluding Net Investment Income, Gains, and Losses for the Fiscal Year Return Being calculated, as Reported in the Audited Financial Statements for the Fiscal Years Ended December 31, 2022 and 2021.

- 5) Number of Active Members - Illinois Department of Insurance Annual Statement for December 31, 2022 - Schedule P.
- 6) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for December 31, 2022 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.
- (ii) Disability Pension - Same as above.
- (iii) Survivors and Child Benefits - Same as above.

**THE CITY OF GALESBURG, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

7) The funded ratio of the fund:

Illinois Police Officers' Pension Investment Fund - Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the December 31, 2021 Actuarial Valuation. No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the December 31, 2022 and 2021 Actuarial Valuations.

8) Unfunded Liability:

Illinois Police Officers' Pension Investment Fund - Deferred Asset (Unfunded Accrued Liability) - No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2022

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

The Pension Board certifies to the City Council of the City of Galesburg, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Cash and Investments (including accrued interest)	<u>\$24,934,598</u>	<u>\$29,698,660</u>
Total Net Position	<u>\$26,376,062</u>	<u>\$29,410,144</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of firefighters' and from other sources:

Estimated Receipts - Employee Contributions	<u>\$302,300</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$1,683,100</u>
Municipal Contributions	<u>\$3,463,347</u>

- 3) The estimated amount necessary during the fiscal year to meet the annual actuarial requirements of the pension fund as provided in Sections 4-118 and 4-120:

Annual Requirement of the Fund as Determined by:

Firefighters' Pension Investment Fund	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contributions	<u>\$3,463,347</u>
Alternative Municipal Contributions	<u>\$2,447,841</u>

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income Received from Investment of Assets	<u>(\$3,981,487)</u>	<u>\$1,977,445</u>
Assumed Investment Return		
Firefighters' Pension Investment Fund	<u>N/A</u>	<u>6.500%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>6.750%</u>	<u>6.750%</u>
Actual Investment Return	<u>(14.575)%</u>	<u>6.819%</u>

- 5) The increase in employer pension contributions that results from the implementation of the provisions of P.A. 93-0689:

Firefighters' Pension Investment Fund	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	<u>N/A</u>

- 6) The total number of active employees who are financially contributing to the fund:

Number of Active Members	<u>41</u>
--------------------------	-----------

- 7) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	<u>52</u>	<u>\$2,957,598</u>
(ii) Disability Pension	<u>0</u>	<u>\$0</u>
(iii) Survivors and Child Benefits	<u>14</u>	<u>\$568,711</u>
Totals	<u>66</u>	<u>\$3,526,309</u>

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

8) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Firefighters' Pension Investment Fund	<u>N/A</u>	<u>47.46%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>48.52%</u>	<u>48.43%</u>

9) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Firefighters' Pension Investment Fund	<u>N/A</u>
Private Actuary - Lauterbach & Amen, LLP	<u>\$30,784,659</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

10) Please see attached Investment/Cash Management policy if applicable

Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL FIREFIGHTERS'
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §4-134 of the Illinois Pension Code 40 ILCS 5/4-134, that the preceding report is true and accurate.

Adopted this _____ day of _____, 2023

President _____ Date _____

Secretary _____ Date _____

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

- 2) Estimated Receipts - Employee Contributions as Reported in the Audited Financial Statements for the Year Ended December 31, 2022 plus 3% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended December 31, 2022, times 6.75% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended December 31, 2022.

- 3) Annual Requirement of the Fund as Determined by:

Firefighters' Pension Investment Fund - No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Lauterbach & Amen, LLP:

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

Alternative Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended December 31, 2022 and 2021.

Assumed Investment Return:

Firefighters' Pension Investment Fund - Preceding Fiscal Year Interest Rate Assumption as Reported in the December 31, 2021 Actuarial Valuation. No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Years Ended December 31, 2022 and 2021 Actuarial Valuations.

Actual Investment Return -Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and Ending Balances of the Fiscal Year Cash Investments, Excluding Net Investment Income, Gains, and Losses for the Fiscal Year Return Being calculated, as Reported in the Audited Financial Statements for the Fiscal Years Ended December 31, 2022 and 2021.

- 5) Illinois Department of Insurance - Amount of total suggested tax levy to be excluded from the property tax extension limitation law as contemplated by 35 ILCS 200/18-185.

Private Actuary - No Private Actuarial Valuation amount available at the time of this report.

- 6) Number of Active Members - Illinois Department of Insurance Annual Statement for December 31, 2022 - Schedule P.

- 7) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for December 31, 2022 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.

(ii) Disability Pension - Same as above.

(iii) Survivors and Child Benefits - Same as above.

**THE CITY OF GALESBURG, ILLINOIS
FIREFIGHTERS' PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending December 31, 2022**

INDEX OF ASSUMPTIONS

8) The funded ratio of the fund:

Firefighters' Pension Investment Fund - Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the December 31, 2021 Actuarial Valuation. No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Current and Preceding Fiscal Year Net Present Assets as a percentage of Total Assets as Reported in the December 31, 2022 and 2021 Actuarial Valuations.

9) Unfunded Liability:

Firefighters' Pension Investment Fund - Deferred Asset (Unfunded Accrued Liability) - No December 31, 2022 Actuarial Valuation available at the time of this report.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the December 31, 2022 Actuarial Valuation.

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2024**

AGENDA ITEM: Receive Updated Rate Schedules for Towing and Storage Services from Galesburg Towing, LLC, A to Z Towing, Winkler's Towing & Repair, Bolin's Towing & Repair, and Berg's Towing & Automotive, Inc.

SUMMARY RECOMMENDATION: The City Clerk recommends the Updated Rate Schedules for the above mentioned wrecker companies based on their annual renewal applications for 2024.

BACKGROUND: Per City of Galesburg Resolution 73-385, "any person operating a Wrecker Service in the city must file with the City Council a schedule of rates for towing and storage services and the rates as per schedule filed shall be charged unless a new schedule shall be filed with the City Council. Those schedules will be in the custody of the City Clerk and open to the public at any time."

BUDGET IMPACT: None

SUPPORTING DOCUMENTS:

1. Schedules of Rates

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Application for Wrecker Rotation List

Please submit this application and fee to the City Clerk's Office.

Fee of \$100.00 is due by January 1 every year per ordinance number 17-3560, which was passed on November 20, 2017.

New: _____ Rate Schedule Change: _____

Principle owner of business: Andrew WollhausName of business: Galesburg Towing LLCAddress of business: 2279 Grand Ave. Galesburg, ILBusiness phone number: 309-368-5373 24-Hour phone number: 309-368-5373

Residence address of owner: _____

Home phone number of owner: _____ Cell phone number: _____

E-mail address of business: galesburgtowing@gmail.comRegular Business Hours: 9am-5pm ~~(9am-5pm)~~Number of wreckers in service: 3 Fire Extinguisher: ☒ yes ☐ no**Wrecker personnel information (more employees, please list information on the back of this form)**Name of Employee: Andrew Wollhaus (owner)

Address: _____

Home Phone: _____

Drivers License number: _____

Name of Employee: Todd Wollhaus (owner)

Address: _____

Home Phone: _____

Drivers License number: _____

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Business Information

(a) Ordinance requires tow-truck service to have either an enclosed building or a lot security enclosed with a fence at least 6' in height. Does your service provide:

Enclosed building for vehicle storage: 10 Yes No

And/or

Lot secured with a fence at least 6' in height: 10 Yes No

(b) Is there an office at place of business open to the public during business hours? X Yes No

(c) Is there a qualified operator for your wrecker service on a 24-hour basis? X Yes No

(d) Do you agree to maintain records of vehicles towed by the Police Department as outlined in the towing ordinance? X Yes No

Towing Capacity

Vehicles	Yes	No
(a) Automobiles	<u>X</u>	<u> </u>
(b) Bus	<u> </u>	<u>X</u>
(c) Campers	<u> </u>	<u>X</u>
(d) Farm Tractor	<u> </u>	<u>X</u>
(e) House Trailer	<u> </u>	<u>X</u>
(f) Motorcycle	<u>X</u>	<u> </u>
(g) Semi Trailer	<u> </u>	<u>X</u>
(h) Trailer	<u>X</u>	<u> </u>
(i) Truck - pick up	<u>X</u>	<u> </u>
(j) Truck - one ton or more <u>(one ton max)</u>	<u>X</u>	<u> </u>
(k) Truck Tractor	<u> </u>	<u>X</u>

Insurance Requirements

Gargaekeepers Liability Insurance in an amount no less than:

\$100,000 property damage insurance

\$100,000/\$300,000 personal injury insurance

\$100,000/\$300,000 garage liability insurance

X Yes No

Schedule of Rates (Inside City Limits)

	Average Accident	Mechanical Problems	Junk
Business Hours: \$	<u>125</u>	<u>75</u>	<u>75</u>
After Hours: \$	<u>150</u>	<u>100</u>	<u>100</u>
Removal of debris from highway: \$	<u>50</u>		

CITY OF GALESBURG

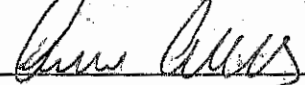
City Clerk's Office

Operating under Council Manager form of Government Since 1957

Inside Storage \$ 45 per dayOutside Storage \$ 35 per day

Your towing and storage fees may not exceed what is listed on your current City wrecker application. The City of Galesburg will not call wrecker services that exceed the schedule of rates on file with the City Clerk's Office.

The above information is true and correct to the best of my knowledge. It is understood that in the event that the requirements listed above are not met, cancellation of this application could result.

Owner's Signature: Date: 12-6-23

Inspected by (Police Officer): _____ Date: _____

Approved by (Chief of Police): _____ Date: _____

Date received by City Council: _____

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

2024-001

Back to Agenda

Application for Wrecker Rotation List

Please submit this application and fee to the City Clerk's Office.

Fee of \$100.00 is due by January 1 every year per ordinance number 17-3560, which was passed on November 20, 2017.

New: _____ Rate Schedule Change: ☒

Principle owner of business: Kendall Zimmerman

Name of business: A to Z Towing

Address of business: ~~1152~~ 1152 Lincx rd 300 c. galesburg IL

Business phone number: 309-368-6405 24-Hour phone number: 309-368-6405

Residence address of owner: _____

Home phone number of owner: _____ Cell phone number: _____

E-mail address of business: Zimmerman1157@live.com

Regular Business Hours: 8-5 M-F

Number of wreckers in service: 2 Fire Extinguisher: ☒ yes ☐ no

Wrecker personnel information (more employees, please list information on the back of this form)

Name of Employee: Ashley Zimmerman

Address: _____

Home Phone: _____

Drivers License number: _____

Name of Employee: _____

Address: _____

Home Phone: _____

Drivers License number: _____

Available for accidents & insurance calls
NO IMPOUNDS

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Business Information

(a) Ordinance requires tow-truck service to have either an enclosed building or a lot securely enclosed with a fence at least 6' in height. Does your service provide:

Enclosed building for vehicle storage: _____ Yes X No

And/or

Lot secured with a fence at least 6' in height: _____ Yes X No

(b) Is there an office at place of business open to the public during business hours? _____ Yes X No

(c) Is there a qualified operator for your wrecker service on a 24-hour basis? X Yes _____ No

(d) Do you agree to maintain records of vehicles towed by the Police Department as outlined in the towing ordinance? X Yes _____ No

Towing Capacity

Vehicles	Yes	No
(a) Automobiles	<u>X</u>	_____
(b) Bus	_____	<u>X</u>
(c) Campers	_____	<u>X</u>
(d) Farm Tractor	_____	<u>X</u>
(e) House Trailer	_____	<u>X</u>
(f) Motorcycle	<u>X</u>	_____
(g) Semi Trailer	_____	<u>X</u>
(h) Trailer	_____	<u>X</u>
(i) Truck -pick up	<u>X</u>	_____
(j) Truck-one ton or more	<u>X</u>	_____
(k) Truck Tractor	_____	<u>X</u>

Insurance Requirements

Gargaekkeepers Liability Insurance in an amount no less than:

\$100,000 property damage insurance

\$100,000/\$300,000 personal injury insurance

\$100,000/\$300,000 garage liability insurance

X Yes _____ No

Schedule of Rates (Inside City Limits)

	Average Accident	Mechanical Problems	Junk
Business Hours:	\$ <u>125-250</u>	\$ <u>85-200</u>	\$ <u>125-250</u>
After Hours:	\$ <u>150-300</u>	\$ <u>100-150</u>	\$ <u>150-300</u>
Removal of debris from highway:	\$ <u>100</u> per hour		

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Inside Storage \$ N/A per dayOutside Storage \$ 40 per day

Your towing and storage fees may not exceed what is listed on your current City wrecker application. The City of Galesburg will not call wrecker services that exceed the schedule of rates on file with the City Clerk's Office.

The above information is true and correct to the best of my knowledge. It is understood that in the event that the requirements listed above are not met, cancellation of this application could result.

Owner's Signature: Date: 12/11/23

Inspected by (Police Officer): _____ Date: _____

Approved by (Chief of Police): _____ Date: _____

Date received by City Council: _____

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

PAID

DEC 15 2023

Application for Wrecker Rotation List

Please submit this application and fee to the City Clerk's Office.

Fee of \$100.00 is due by January 1 every year per ordinance number 17-3560, which was passed on November 20, 2017.

New: _____ Rate Schedule Change: _____

Principle owner of business: JAMES WINKLERName of business: WINKLER'S TOWING & REPAIRAddress of business: 1149 S. Academy ST.Business phone number: 309.343.5030 24-Hour phone number: 343.5030

Residence address of owner: _____

Home phone number of owner: _____ Cell phone number: _____

E-mail address of business: _____

Regular Business Hours: 8am - 4.30 pm M-F 8am - 12 pmNumber of wreckers in service: 2 Fire Extinguisher: X yes _____ noFIAT Bed Wrecker

Wrecker personnel information (more employees, please list information on the back of this form)

Name of Employee: JAMES WINKLER

Address: _____

Home Phone: _____

Drivers License number: _____

Name of ^{Manager} ~~Employee~~: Allen Winkler

Address: _____

Home Phone: _____

Drivers License number: _____

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Business Information

(a) Ordinance requires tow-truck service to have either an enclosed building or a lot securely enclosed with a fence at least 6' in height. Does your service provide:

Enclosed building for vehicle storage: ☒ Yes ☐ No

And/or

Lot secured with a fence at least 6' in height: ☒ Yes ☐ No

(b) Is there an office at place of business open to the public during business hours? ☒ Yes ☐ No

(c) Is there a qualified operator for your wrecker service on a 24-hour basis? ☒ Yes ☐ No

(d) Do you agree to maintain records of vehicles towed by the Police Department as outlined in the towing ordinance? ☒ Yes ☐ No

Towing Capacity

Vehicles

Yes

No

(a) Automobiles

☒

(b) Bus

☐☒

(c) Campers

☐☒

(d) Farm Tractor

☐☒

(e) House Trailer

☐☒

(f) Motorcycle

☒☒

(g) Semi Trailer

☐☒

(h) Trailer

☒☐

(i) Truck -pick up

☒☐

(j) Truck-one ton or more

☒☐

(k) Truck Tractor

☐☒

Insurance Requirements

Gargaakeepers Liability Insurance in an amount no less than:

\$100,000 property damage insurance

☒ Yes ☐ No

\$100,000/\$300,000 personal injury insurance

\$100,000/\$300,000 garage liability insurance

Schedule of Rates (Inside City Limits)

Average Accident

Mechanical Problems

Junk

Business Hours: \$ 125

\$ 125.00

\$ 125.00

After Hours: \$ 135

\$ 135.00

\$ 135.00

Removal of debris from highway: \$ 35 - \$50

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Inside Storage \$ 45 per dayOutside Storage \$ 35 per day

Your towing and storage fees may not exceed what is listed on your current City wrecker application. The City of Galesburg will not call wrecker services that exceed the schedule of rates on file with the City Clerk's Office.

The above information is true and correct to the best of my knowledge. It is understood that in the event that the requirements listed above are not met, cancellation of this application could result.

Owner's Signature: James WinklerDate: Dec. 13, 2023

Inspected by (Police Officer): _____ Date: _____

Approved by (Chief of Police): _____ Date: _____

Date received by City Council: _____

CITY OF GALESBURG

City Clerk's Office

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Application for Wrecker Rotation List

Please submit this application and fee to the City Clerk's Office.

Fee of \$100.00 is due by January 1 every year per ordinance number 17-3560, which was passed on November 20, 2017.

New: _____

Rate Schedule Change: ☒Principle owner of business: Mike LewisName of business: Bolin's Towing & RepairAddress of business: 2356 Grand AveBusiness phone number: 309-343-1558 24-Hour phone number: 309-343-1558

Residence address of owner: _____

Home phone number of owner: _____

Cell phone number: _____

E-mail address of business: bolinstowing@gmail.comRegular Business Hours: 8am - 5pmNumber of wreckers in service: 4Fire Extinguisher: ☒ yes ☐ no**Wrecker personnel information (more employees, please list information on the back of this form)**Name of Employee: Mike Lewis

Address: _____

Home Phone: _____

Drivers License number: _____

Name of Employee: Wayne Morrissey

Address: _____

Home Phone: _____

Drivers License number: _____

CITY OF GALESBURG

City Clerk's Office

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Business Information

(a) Ordinance requires tow-truck service to have either an enclosed building or a lot securely enclosed with a fence at least 6' in height. Does your service provide:

Enclosed building for vehicle storage: ☒ Yes ☐ No

And/or

Lot secured with a fence at least 6' in height: ☐ Yes ☐ No

(b) Is there an office at place of business open to the public during business hours? ☒ Yes ☐ No

(c) Is there a qualified operator for your wrecker service on a 24-hour basis? ☒ Yes ☐ No

(d) Do you agree to maintain records of vehicles towed by the Police Department as outlined in the towing ordinance? ☒ Yes ☐ No

Towing Capacity

Vehicles

Yes

No

(a) Automobiles

☒

(b) Bus

☐

(c) Campers

☐

(d) Farm Tractor

☐

(e) House Trailer

☒

(f) Motorcycle

☒

(g) Semi Trailer

☒

(h) Trailer

☒

(i) Truck—pick up

☒

(j) Truck—one ton or more

☒

(k) Truck Tractor

☒

Insurance Requirements

Gargaekkeepers Liability Insurance in an amount no less than:

\$100,000 property damage insurance

\$100,000/\$300,000 personal injury insurance

\$100,000/\$300,000 garage liability insurance

☒ Yes ☐ No

Schedule of Rates (Inside City Limits)

Average Accident

Mechanical Problems

Junk

Business Hours: \$ 150⁰⁰

\$ 100⁰⁰

\$ 150⁰⁰

After Hours: \$ 200⁰⁰

\$ 150⁰⁰

\$ 200⁰⁰

Removal of debris from highway: \$ 150⁰⁰ / hour

CITY OF GALESBURG

City Clerk's Office

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Inside Storage \$ 35⁰⁰ per day

Outside Storage \$ _____ per day

Your towing and storage fees may not exceed what is listed on your current City wrecker application. The City of Galesburg will not call wrecker services that exceed the schedule of rates on file with the City Clerk's Office.

The above information is true and correct to the best of my knowledge. It is understood that in the even that the requirements listed above are not met, cancellation of this application could result.

Owner's Signature: _____

Date: _____

Inspected by (Police Officer): _____ Date: _____

Approved by (Chief of Police): _____ Date: _____

Date received by City Council: _____

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Application for Wrecker Rotation List

Please submit this application and fee to the City Clerk's Office.

Fee of \$100.00 is due by January 1 every year per ordinance number 17-3560, which was passed on November 20, 2017.

New: X Rate Schedule Change: _____Principle owner of business: Paul BergName of business: Berg's Towing & Automotive Inc.Address of business: 2216 South Henderson St. Galesburg ILBusiness phone number: 309 343 4949 24-Hour phone number: 309 343 4949

Residence address of owner: [REDACTED]

Home phone number of owner: [REDACTED] Cell phone number: [REDACTED]

E-mail address of business: bergstowing1420@gmail.comRegular Business Hours: 8:00 am - 5:00 pmNumber of wreckers in service: 4 Fire Extinguisher: X yes _____ no**Wrecker personnel information (more employees, please list information on the back of this form)**Name of Employee: Alan W. Miller

Address: [REDACTED]

Home Phone: [REDACTED]

Drivers License number: [REDACTED]

Name of Employee: Nathaniel P. Tracy

Address: [REDACTED]

Home Phone: [REDACTED]

Drivers License number: [REDACTED]

CITY OF GALESBURG

City Clerk's Office

Operating under Council Manager form of Government Since 1957

Business Information

(a) Ordinance requires tow-truck service to have either an enclosed building or a lot securely enclosed with a fence at least 6' in height. Does your service provide:

Enclosed building for vehicle storage: ☒ Yes ☐ No

And/or

Lot secured with a fence at least 6' in height: ☒ Yes ☐ No

(b) Is there an office at place of business open to the public during business hours? ☒ Yes ☐ No

(c) Is there a qualified operator for your wrecker service on a 24-hour basis? ☒ Yes ☐ No

(d) Do you agree to maintain records of vehicles towed by the Police Department as outlined in the towing ordinance? ☒ Yes ☐ No

Towing Capacity

Vehicles	Yes	No
(a) Automobiles	☒	☐
(b) Bus	☒	☐
(c) Campers	☐	☒
(d) Farm Tractor	☒	☐
(e) House Trailer	☐	☒
(f) Motorcycle	☒	☐
(g) Semi Trailer	☒	☐
(h) Trailer	☒	☐
(i) Truck - pick up	☒	☐
(j) Truck - one ton or more	☒	☐
(k) Truck Tractor	☒	☐

Insurance Requirements

Gargaekkeepers Liability Insurance in an amount no less than:

\$100,000 property damage insurance

\$100,000/\$300,000 personal injury insurance

\$100,000/\$300,000 garage liability insurance

☒ Yes ☐ No

Schedule of Rates (Inside City Limits)

Average Accident	Mechanical Problems	Junk
Business Hours: \$ <u>125.⁰⁰</u> Flatbed Tow	\$ <u>55.⁰⁰</u> Flatbed Tow	\$ <u>55.⁰⁰</u> Flatbed Tow
After Hours: + \$ <u>25.⁰⁰</u> per hour	+ \$ <u>25.⁰⁰</u> per hour	+ \$ <u>25.⁰⁰</u> per hour

(Bus Semi or Semi Trailer is as follows for regular tows
 \$750 per hour - Rotator * Not for accident recoveries
 \$500 per hour - Heavy Wrecker * Just regular tows * Updated 01/2021)

CITY OF GALESBURG

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Removal of debris from highway: \$ 100⁰⁰Inside Storage \$ 45⁰⁰ per day

Buo, Semi or Semi Trailer

Outside Storage \$ 45⁰⁰ per day

#100 per Day for Storage

Your towing and storage fees may not exceed what is listed on your current City wrecker application. The City of Galesburg will not call wrecker services that exceed the schedule of rates on file with the City Clerk's Office.

The above information is true and correct to the best of my knowledge. It is understood that in the even that the requirements listed above are not met, cancellation of this application could result.

Owner's Signature: Paul BergDate: 1.8.24

Inspected by (Police Officer): _____ Date: _____

Approved by (Chief of Police): _____ Date: _____

Date received by City Council: _____

Accounts Payable

Transactions by Account

User: shelms
 Printed: 01/09/2024 - 2:04PM
 Batch: 00015.01.2024



Account Number	Vendor	Description	Date	Amount	PO No
001-0000-10407-00	Amanda Jennings	Cell Phone Allowance - AJennings	12/30/2023	15.00	
001-0000-10801-00	Advance Auto Parts	Oil Filters	12/30/2023	82.70	
001-0000-10801-00	Advance Auto Parts	Oil Filters	01/09/2024	10.48	
001-0000-10801-00	Advance Auto Parts	Hydraulic Filters	01/09/2024	25.88	
001-0000-10801-00	Map Automotive of Peoria	Battery	12/31/2023	369.00	
001-0000-10801-00	Map Automotive of Peoria	Battery	12/31/2023	246.00	
001-0000-20102-00	Stratus Networks, Inc	01/24 - Service Acct#7382	01/09/2024	1,334.12	
Subtotal for Divison: 0000				2,083.18	
001-0105-54000-00	Bradley Hix	Cell Phone Allowance	12/30/2023	30.00	
001-0105-54000-00	Dwight White	Cell Phone Allowance	12/30/2023	30.00	
001-0105-54000-00	Steve Cheesman	Cell Phone Allowance	12/30/2023	30.00	
001-0105-54000-00	W Wayne Dennis	Cell Phone Allowance	12/30/2023	30.00	
Subtotal for Divison: 0105				120.00	
001-0110-51000-00	Royal Cleaning Services	Deep Cleaning - Admin Offices	12/31/2023	275.00	
001-0110-54000-00	Cathy St George	Cell Phone Allowance	12/30/2023	30.00	
001-0110-55800-00	ArchiveSocial LLC	2024 - Social Media Archiving Subscription	01/09/2024	1,098.09	
001-0110-61000-00	Allegra Print & Imaging	Name Tag - Eric Hanson	12/30/2023	25.00	
001-0110-61000-00	Office Specialists, Inc.	Folder	12/31/2023	25.48	
001-0110-61000-00	Office Specialists, Inc.	Post-It Note	12/31/2023	5.19	
Subtotal for Divison: 0110				1,458.76	
001-0115-54000-00	Kelli Bennewitz	Cell Phone Allowance	12/30/2023	30.00	
Subtotal for Divison: 0115				30.00	
001-0120-54000-00	Janet Lytle	Cell Phone Allowance	12/30/2023	30.00	
001-0120-54000-00	Jessica Pease	Cell Phone Allowance	12/30/2023	30.00	
Subtotal for Divison: 0120				60.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0145-51010-00	James M Kelly, Attorney	10/23 Legal Service	12/31/2023	478.50	
001-0145-51010-00	James M Kelly, Attorney	10/23 Legal Service	12/31/2023	511.50	
001-0145-51010-00	James M Kelly, Attorney	11/23 Legal Service	12/31/2023	9,583.33	
Subtotal for Divison: 0145				10,573.33	
001-0160-51500-00	Gatehouse Media	Notice to Bidders	12/30/2023	121.31	
001-0160-59516-00	Matthew Reed	12/23 AV Services	12/31/2023	156.00	
001-0160-59523-00	Galesburg Downtown Council	2024 Annual Maintenance Contractual Payment	01/09/2024	29,000.00	
Subtotal for Divison: 0160				29,277.31	
001-0205-54000-00	Gloria Osborn	Cell Phone Allowance	12/30/2023	30.00	
001-0205-54000-00	Bobbi Chockley	Cell Phone Allowance	12/30/2023	30.00	
001-0205-54000-00	Tanya Billeter	Cell Phone Allowance	12/30/2023	30.00	
001-0205-54000-00	Denise Hensley	Cell Phone Allowance	12/30/2023	30.00	
001-0205-54000-00	Tifani Miller	Cell Phone Allowance	12/30/2023	30.00	
001-0205-54000-00	Sharon Heiden	Cell Phone Allowance	12/30/2023	30.00	
001-0205-61000-00	Office Specialists, Inc.	Copy Paper	12/31/2023	234.95	
001-0205-61800-00	Office Specialists, Inc.	Chair Mat	12/31/2023	236.83	
Subtotal for Divison: 0205				651.78	
001-0207-54000-00	Cameron Lemaster	Cell Phone Allowance	12/30/2023	30.00	
001-0207-54000-00	Orlando Lucero	Cell Phone Allowance	12/30/2023	30.00	
001-0207-54000-00	Kerzi Peterson	Cell Phone Allowance	12/30/2023	30.00	
001-0207-55800-00	ArchiveSocial LLC	2024 - Social Media Archiving Subscription	01/09/2024	1,098.09	
Subtotal for Divison: 0207				1,188.09	
001-0305-51500-00	Gatehouse Media	Public Hearing Notice	12/30/2023	96.84	
001-0305-54000-00	Stephen Gugliotta	Cell Phone Allowance	12/30/2023	30.00	
001-0305-61000-00	Office Specialists, Inc.	Stapler	12/31/2023	24.05	
001-0305-61000-00	Office Specialists, Inc.	Fork	12/31/2023	14.40	
001-0305-61000-00	Office Specialists, Inc.	Pens	12/31/2023	11.84	
001-0305-61000-00	City Blue Technologies, Llc	Toner	12/30/2023	327.08	
Subtotal for Divison: 0305				504.21	
001-0306-54000-00	Tammera Matejewski	Cell Phone Allowance	12/30/2023	30.00	
001-0306-54000-00	Eric Heiden	Cell Phone Allowance	12/30/2023	30.00	
001-0306-54000-00	Robert Elsbury	Cell Phone Allowance	12/30/2023	30.00	
001-0306-54000-00	Richard Slagel	Cell Phone Allowance	12/30/2023	30.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 450 Maple Ave	12/31/2023	36.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 239 S Cherry St	12/31/2023	168.40	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 115 Allens Ave	12/31/2023	42.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 43 Allens Ave	12/31/2023	587.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 239 S Cherry	12/31/2023	101.14	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 357 N Chambers	12/31/2023	239.05	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 615 W Main	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 133 Locust	12/31/2023	43.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 708 W First	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 1337 E North	12/31/2023	1,975.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 1150 W Carl Sandburg	12/31/2023	434.71	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 224 N Broad	12/31/2023	137.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 798 E Brooks	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 169 Arnold St	12/31/2023	39.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 926 Florence Ave	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 1559 W Main St	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 227 Maple Ave	12/31/2023	36.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 1149 McClure St	12/31/2023	512.26	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 377 Lombard	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 897 E Fremont	12/31/2023	30.00	
001-0306-55400-00	Kendall Zimmerman	Call Out Fee - 121 Illinois Ave	12/31/2023	30.00	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 239 S Cherry St	12/31/2023	318.95	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 224 N Broad St	12/31/2023	196.45	
001-0306-55400-00	Werner Restoraton Services, Inc.	Emergency Board Up Service - 213 Pine St	12/31/2023	188.36	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 453 E Losey St	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 1012 Frank St	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 681 S Farnham	12/31/2023	42.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 511 Day St	12/31/2023	36.00	
001-0306-55400-00	Kendall Zimmerman	Removal, Disposal Fee - 653 S Pearl	12/31/2023	36.00	
001-0306-55800-00	City Blue Technologies, Llc	11/23 Service	12/30/2023	131.25	
001-0306-61000-00	Office Specialists, Inc.	Knives, Plates	12/31/2023	13.00	
Subtotal for Divison: 0306				5,780.57	
001-0410-54000-00	Jamie West	Cell Phone Allowance	12/30/2023	30.00	
001-0410-54000-00	Michael Doi	Cell Phone Allowance	12/30/2023	30.00	
001-0410-54000-00	Brayden Bledsoe	Cell Phone Allowance	12/30/2023	15.00	
001-0410-54000-00	Matthew Kirgan	Cell Phone Allowance	12/30/2023	30.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0410-54000-00	Aaron Gavin	Cell Phone Allowance	12/30/2023	30.00	
001-0410-55800-00	City Blue Technologies, Llc	11/23 Service	12/30/2023	131.25	
001-0410-61000-00	City Blue Technologies, Llc	Toner	12/30/2023	327.09	
001-0410-61000-00	Office Specialists, Inc.	Counterfeit Detector Pen	12/31/2023	6.17	
001-0410-61000-00	Office Specialists, Inc.	Knives, Plates	12/31/2023	13.01	
Subtotal for Divison: 0410				612.52	
001-0445-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	12.18	
001-0445-54000-00	Myron Miller	Cell Phone Allowance	12/30/2023	30.00	
001-0445-55500-00	Heritage-Crystal Clean, LLC	Com-30 Gal	12/30/2023	469.77	
001-0445-55500-00	Electro-Mechanical Resources, Inc	Mig Welder - Troubleshoot,repair, tested	12/30/2023	150.00	
001-0445-55800-00	Mitchelll	2024 - Software Prodemand/MTR	01/09/2024	2,640.00	
001-0445-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	85.68	
001-0445-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	85.68	
001-0445-62500-00	Nichols Diesel Service, Inc	Filter Kit #163	01/09/2024	111.49	
001-0445-62500-00	Advance Auto Parts	Oil Filter #173	01/09/2024	3.49	
001-0445-62500-00	Advance Auto Parts	Brake Pads #150	12/30/2023	46.79	
001-0445-62500-00	Advance Auto Parts	Brake Pads #167	12/30/2023	50.69	
001-0445-62500-00	Advance Auto Parts	Oil Filter #162	12/30/2023	2.93	
001-0445-62500-00	Ford of Galesburg	Washer Nozzle #167	12/30/2023	11.36	
001-0445-62500-00	Napa Auto Parts	Return Sway Bar Link #140	01/09/2024	-175.58	
001-0445-62500-00	Napa Auto Parts	Shock, Sway Bar Link #140	01/09/2024	290.16	
001-0445-62500-00	Napa Auto Parts	Bushing Kit #140	01/09/2024	18.59	
001-0445-62500-00	Nichols Diesel Service, Inc	Gladhand #163	12/31/2023	15.23	
001-0445-67500-00	Aramark Uniform Serv. Inc.	Steelguard Dbl Knee Wk Pt - DWatkins	12/30/2023	28.99	
001-0445-67500-00	Aramark Uniform Serv. Inc.	Steelguard Dbl Knee Wk Pt - DPruett	12/30/2023	28.99	
Subtotal for Divison: 0445				3,906.44	
001-0450-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	97.44	
001-0450-54000-00	JR Knaack	Cell Phone Allowance	12/30/2023	30.00	
001-0450-54000-00	Justin McNaught	Cell Phone Allowance	12/30/2023	30.00	
001-0450-54000-00	Marc McMahon	Cell Phone Allowance	12/30/2023	30.00	
001-0450-55700-00	Galesburg Welding, Inc	Measure and Cut Plate for Door Cover	12/30/2023	35.48	
001-0450-55700-00	Getz Fire Equipment Co., Inc.	Annual Extinguisher Service, Extinguishers	12/30/2023	338.60	
001-0450-62500-00	Valley Distribution Corp.	Grease for Plow Trucks	12/31/2023	377.50	
001-0450-62500-00	Pomp's Tire - Galesburg	Tires #302	01/09/2024	329.82	
001-0450-62500-00	Ford of Galesburg	Nut #409	01/09/2024	5.25	

Account Number	Vendor	Description	Date	Amount	PO No
001-0450-62500-00	Midstate Manufacturing, Inc.	Hose #130	12/31/2023	148.51	
001-0450-65000-00	Office Specialists, Inc.	Paper Towels	12/31/2023	97.34	
001-0450-65000-00	Office Specialists, Inc.	Trash Bags	12/31/2023	57.83	
001-0450-65500-00	Office Specialists, Inc.	Degreaser	12/31/2023	20.16	
Subtotal for Divison: 0450				1,597.93	
001-0510-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	12.18	
001-0510-54000-00	Mark McLaughlin	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Patrick Kisler	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Christopher Hootman	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Kevin Legate	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Kyle A Winbigler	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Lane Mings	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Russell Idle	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Steffanie Cromien	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Bryan Anderson	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Anthony Oligney-Estill	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Ryne Sage	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54000-00	Jason Shaw	Cell Phone Allowance	12/30/2023	30.00	
001-0510-54500-00	Law Enforcement Training, LLC	CourtSmart Online Access	01/09/2024	2,300.00	
001-0510-54500-00	Andrew Hardine	Meals - Police Tactical Fireamrs, Champaign IL - AHardine	12/30/2023	148.00	
001-0510-54500-00	Blake Carr	Meals - Police Tactical Firearms - Champaign IL- BCarr	12/30/2023	148.00	
001-0510-54500-00	University of Illinois	Lodging-BLE Patrol Rifle - 23-16 G1 - TLowe	12/31/2023	300.00	
001-0510-54500-00	University of Illinois	BLE - Taser 23-13 - TLowe, KPalacios	12/31/2023	420.00	
001-0510-54500-00	University of Illinois	Lodging-BLE Patrol Rifle - 23-16 G2 - KPalacios	12/31/2023	300.00	
001-0510-55500-00	Ford of Galesburg	Reconfigured BCM & Performed Tire Sensor Training Procedure #24	12/30/2023	294.00	
001-0510-55700-00	Four Seasons Pest Control	12/23 Service	12/30/2023	30.00	
001-0510-57500-00	JSLK Management Iowa LLC	2023 Police Uniform Cleaning as per agreement - JTaylor	12/30/2023	3.86	
001-0510-57500-00	JSLK Management Iowa LLC	2023 Police Uniform Cleaning as per agreement - JTaylor	12/30/2023	7.72	0000092359
001-0510-61000-00	Office Specialists, Inc.	Toner	12/31/2023	473.20	
001-0510-61000-00	Office Specialists, Inc.	Toner, Notebook	12/31/2023	237.90	
001-0510-62500-00	Map Automotive of Peoria	Tie Rod End #404	01/09/2024	41.75	
001-0510-62500-00	Map Automotive of Peoria	Control Arm #409	01/09/2024	380.70	
001-0510-62500-00	Ford of Galesburg	Nut #404	01/09/2024	0.86	
001-0510-62500-00	Ford of Galesburg	Nut #404	01/09/2024	0.86	
001-0510-62500-00	Ford of Galesburg	Bracket #409	12/30/2023	136.94	
001-0510-62500-00	Ford of Galesburg	Hood Cable #24	12/30/2023	62.40	

Account Number	Vendor	Description	Date	Amount	PO No
001-0510-62500-00	Ford of Galesburg	Switch #23	12/30/2023	27.41	
001-0510-62500-00	Ford of Galesburg	Deflector #21	12/30/2023	141.31	
001-0510-62500-00	Ford of Galesburg	Battery #25	12/30/2023	104.96	
001-0510-62500-00	Advance Auto Parts	Battery #25	12/30/2023	168.83	
001-0510-62500-00	Advance Auto Parts	Oxygen Sensor #409	12/30/2023	52.79	
001-0510-62500-00	Advance Auto Parts	Brake Pads #409	12/30/2023	103.98	
001-0510-62500-00	Advance Auto Parts	Brake Pads #409	12/30/2023	-51.99	
001-0510-62500-00	Ford of Galesburg	Deflector #23	12/30/2023	141.31	
001-0510-62500-00	Napa Auto Parts	Sway Bar Kit #409	12/31/2023	82.38	
001-0510-65500-00	Galesburg Electric, Inc.	Materials to fix lights at Police Range	12/30/2023	484.48	
001-0510-65500-00	Supreme Radio Communications, In	Batteries, Antennas	12/31/2023	977.26	
Subtotal for Division: 0510				7,891.09	
001-0525-54700-00	Royce Kunkle	12/23 Mileage Reimbursment - RKunkle	12/31/2023	139.52	
Subtotal for Divison: 0525				139.52	
001-0550-54000-00	Raymundo Martinez	Cell Phone Allowance	12/30/2023	30.00	
001-0550-54000-00	Amanda Jennings	Cell Phone Allowance	12/30/2023	15.00	
001-0550-54500-00	Brooke Ingles	Meals - CIT Dispatcher Training, EMoline IL - BIngles	12/30/2023	7.00	
001-0550-54500-00	Ashley Aldridge	Meals - CIT Dispatch Training - E Moline IL - AAldridge	12/30/2023	7.00	
001-0550-54500-00	Amanda Buck	Meals - CIT Dispatcher Training - EMoline IL - ABuck	12/30/2023	7.00	
001-0550-54500-00	Victoria Dowdal	Meals - CIT Dispatcher Training - EMoline IL - VDowdal	12/30/2023	7.00	
001-0550-54500-00	Jessica Spurrier	Meals- CIT Dispatcher Training - EMoline IL - JSpurrier	12/31/2023	7.00	
001-0550-61000-00	Office Specialists, Inc.	Toner, Cover Sheets	12/31/2023	266.17	
001-0550-61000-00	Office Specialists, Inc.	Envelopes	12/31/2023	66.66	
001-0550-61000-00	Office Specialists, Inc.	Binder Clip, Correction Tape, Laminating Pouch, Report Covers	12/31/2023	234.89	
001-0550-61000-00	Office Specialists, Inc.	Labels, Tape, Pens, Correction Tape, Post It Notes	12/31/2023	223.07	
Subtotal for Division: 0550				870.79	
001-0605-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	85.26	
001-0605-54000-00	Derek Perry	Cell Phone Allowance	12/30/2023	30.00	
001-0605-54000-00	John Seitz	Cell Phone Allowance	12/30/2023	30.00	
001-0605-54000-00	David Farrell	Cell Phone Allowance	12/30/2023	30.00	
001-0605-54000-00	Donald Brackett	Cell Phone Allowance	12/30/2023	30.00	
001-0605-54000-00	Randy Hovind	Cell Phone Allowance	12/30/2023	30.00	
001-0605-54000-00	Jennifer Moser	Cell Phone Allowance	12/30/2023	30.00	
001-0605-55000-00	Central IL Fire Inspectors Associatio	2024 Central IL Fire Chiefs Association Membership- RHovind	01/09/2024	10.00	
001-0605-55000-00	IL Fire Chiefs' Association	2024 - Membership Renewal GFD	01/09/2024	450.00	

Account Number	Vendor	Description	Date	Amount	PO No
001-0605-55500-00	Municipal Emergency Services, Inc	Seek Repair	12/31/2023	115.00	
001-0605-55500-00	Alexis Fire Equipment Co., Inc.	Rebuild Recycle Valve, Ball Conversion & Labor	12/30/2023	398.06	
001-0605-55500-00	Alexis Fire Equipment Co., Inc.	Switches, Light rocker, Transducer & Labor	12/30/2023	590.10	
001-0605-55500-00	Getz Fire Equipment Co., Inc.	Annual Extinguisher Service	12/30/2023	63.00	
001-0605-55500-00	MacQueen Emergency	Annual Hurst Jaws of Life Service, Handle	12/31/2023	1,725.00	
001-0605-55500-00	Getz Fire Equipment Co., Inc.	Annual Extinguisher Service	12/30/2023	70.00	
001-0605-55500-00	Getz Fire Equipment Co., Inc.	Annual Extinguisher Service	12/30/2023	70.00	
001-0605-55700-00	Mechanical Service Inc.	Snaked Out Kitchen Sink, Rodded Urinal Lines, Installed Vent	12/31/2023	573.98	
001-0605-55700-00	Four Seasons Pest Control	12/23 Service	12/30/2023	20.00	
001-0605-55700-00	Bailey Excavating, Inc	Clean out of Kitchen Drain - Brooks St	12/30/2023	225.00	
001-0605-61700-00	Chenosa Systems Corp	IFC 2021 Code Book	01/09/2024	200.00	
001-0605-61700-00	IBM Corporation	2024 - Essentials Suite	01/09/2024	918.92	
001-0605-62500-00	Alexis Fire Equipment Co., Inc.	Valves, Spanners, Hydrant Bag	12/30/2023	630.31	
001-0605-62500-00	Pomp's Tire - Galesburg	Tires #55	12/31/2023	612.08	
001-0605-65000-00	Office Specialists, Inc.	Powder Cleaner, Paper Towels	12/31/2023	174.58	
001-0605-65000-00	Office Specialists, Inc.	Stainless Steel Wipes	12/31/2023	8.22	
001-0605-65000-00	Office Specialists, Inc.	Coffee Filters	12/31/2023	12.18	
001-0605-65000-00	Office Specialists, Inc.	Urinal Screens	12/31/2023	22.04	
001-0605-65500-00	Municipal Emergency Services, Inc	Thermal Imager, Carabiner Mount	12/31/2023	1,048.85	
001-0605-66000-00	Alexis Fire Equipment Co., Inc.	Handle, Pin Handle Handwheel	12/30/2023	76.48	
001-0605-67500-00	J. Andrew O'Daniel	Blauer Soft Shell	12/31/2023	94.98	
001-0605-67500-00	Donald Brackett	Safety Toe Boots - DBrackett	12/30/2023	113.95	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts - JSeitz	12/31/2023	137.30	
001-0605-67500-00	Nicholas Morrissey	Safety Toe Boots - NMorrissey	12/31/2023	106.00	
001-0605-67500-00	Midwest Uniform Supply, Inc	Hat - BGleason	12/31/2023	10.04	
001-0605-67500-00	Midwest Uniform Supply, Inc	Shirts - JSeitz	12/31/2023	72.00	
001-0605-67500-00	Midwest Uniform Supply, Inc	Pants - JLenz	12/31/2023	39.99	
001-0605-68600-00	Office Specialists, Inc.	Nitrile Glvoes	12/31/2023	69.36	
Subtotal for Divison: 0605				8,922.68	
Subtotal for Fund 001				75,668.20	
011-0000-66000-00	Galesburg Builders Supply, Inc	High performance patching mix supply for 2023	12/30/2023	945.50	0000092330
011-0000-66000-00	Galesburg Builders Supply, Inc	High performance patching mix supply for 2023	12/30/2023	757.95	0000092330
011-0000-66000-00	Roanoke Concrete Products Co	Portland cement concrete supply for 2023	12/31/2023	237.50	0000092332
Subtotal for Divison: 0000				1,940.95	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Fund 011				<u>1,940.95</u>	
013-0000-20103-00	JC Dillon, Inc	Retainage - Phase VI of lead service line replacements	12/30/2023	-14,687.65	
013-0000-76000-00	Hutchison Engineering, Inc	ITEP Lake Storey Path Phase II Engineering	12/30/2023	21,276.63	0000092542
013-0000-83100-00	Bruner, Cooper and Zuck, Inc.	Preparation of Bid Documents and Construction Engineering for Ph	12/30/2023	6,415.32	0000092007
013-0000-83100-00	JC Dillon, Inc	Phase VI of lead service line replacements	12/30/2023	146,876.42	0000092400
Subtotal for Divison: 0000				<u>159,880.72</u>	
Subtotal for Fund 013				<u>159,880.72</u>	
016-0000-54000-00	Paul Vannaken	Cell Phone Allowance	12/30/2023	30.00	
016-0000-54000-00	Timothy Spitzer	Cell Phone Allowance	12/30/2023	30.00	
016-0000-54000-00	Travis Smith	Cell Phone Allowance	12/30/2023	30.00	
Subtotal for Divison: 0000				<u>90.00</u>	
Subtotal for Fund 016				<u>90.00</u>	
018-0000-62500-00	Nichols Diesel Service, Inc	Air Dryer #131 - Core Credit	12/31/2023	-135.00	
018-0000-62500-00	Nichols Diesel Service, Inc	Port Valve Kits #131	12/31/2023	84.14	
018-0000-62500-00	Nichols Diesel Service, Inc	Air Dryer, Core #131	12/31/2023	509.59	
018-0000-62500-00	Midstate Manufacturing, Inc.	Hose #131	12/31/2023	171.82	
018-0000-62500-00	Advance Auto Parts	Hydraulic Filter #131	12/30/2023	53.19	
018-0000-62500-00	Advance Auto Parts	Filter Kit #131	12/30/2023	118.60	
018-0000-62500-00	Centre State International Trucks, Inc	Check Valve #131	12/30/2023	47.49	
018-0000-62500-00	Centre State International Trucks, Inc	Pressure Valve #131	12/30/2023	124.91	
Subtotal for Divison: 0000				<u>974.74</u>	
Subtotal for Fund 018				<u>974.74</u>	
019-0000-20102-00	Stratus Networks, Inc	01/24 - Service Acct#7382	01/09/2024	308.06	
Subtotal for Divison: 0000				<u>308.06</u>	
019-1905-51500-00	Gatehouse Media	Notice to Bidders	12/30/2023	283.48	
019-1905-54000-00	Elizabeth Varner	Cell Phone Allowance	12/30/2023	30.00	
019-1905-54000-00	Angela Buchen	Cell Phone Allowance	12/30/2023	30.00	
019-1905-55800-00	ArchiveSocial LLC	2024 - Social Media Archiving Subscription	01/09/2024	1,098.09	
019-1905-59511-00	Galesburg Tourism Fund	12/23 Tourism Agreement	12/31/2023	15,833.37	
019-1905-62500-00	Ford of Galesburg	Washer Nozzle #574	12/30/2023	22.72	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Divison: 1905				17,297.66	
019-1910-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	66.99	
019-1910-55700-00	Hein Construction Co, Inc	Fabricate and install Handrail	12/30/2023	3,800.00	
Subtotal for Divison: 1910				3,866.99	
019-1911-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	255.81	
019-1911-55700-00	Kone, Inc	Repair of Elevator	12/31/2023	685.25	
019-1911-55700-00	Neil Thomas Plumbing & Heating, I	Removed Clog in Women's Toilet&Kitchen Sink, Installed Diaphragr	12/31/2023	1,257.00	
019-1911-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	26.70	
019-1911-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	26.70	
019-1911-65000-00	Office Specialists, Inc.	Tissue, Trash Bags	12/31/2023	74.27	
019-1911-65000-00	Office Specialists, Inc.	Paper Towels	12/31/2023	48.67	
Subtotal for Divison: 1911				2,374.40	
019-1915-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	79.17	
019-1915-54000-00	Aaron Young	Cell Phone Allowance	12/30/2023	30.00	
019-1915-54000-00	Jason Asbury	Cell Phone Allowance	12/30/2023	30.00	
019-1915-54000-00	Michael Markley	Cell Phone Allowance	12/30/2023	30.00	
019-1915-54000-00	Don Miles	Cell Phone Allowance	12/30/2023	30.00	
019-1915-55500-00	Martin, Inc	Removed Oil Line, Intake Boots, Installed Oil Line, Intake Boots	12/31/2023	741.89	
019-1915-55700-00	J.P. Benbow, Inc.	Repaired Boiler Settings	12/30/2023	165.00	
019-1915-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	74.86	
019-1915-57500-00	Aramark Uniform Serv. Inc.	01/24 Service	01/09/2024	74.86	
019-1915-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	74.86	
019-1915-62500-00	Advance Auto Parts	Oil Filter #505	12/30/2023	2.62	
019-1915-62510-00	Herr Petroleum Corp	101 Gal Diesel #2, 43.3 Diesel #1, 289.6 Gal Unleaded Ethanol	12/30/2023	1,154.95	0000092349
019-1915-65000-00	Office Specialists, Inc.	Paper Towels	12/31/2023	62.98	
019-1915-65000-00	Alan Environmental Products, Inc	Super Orange	12/30/2023	457.95	
019-1915-65500-00	Martin, Inc	Bolts, Retainer, Cap Screws	01/09/2024	12.82	
019-1915-65500-00	Game Time	Playground Equipment, Locking Collars	12/30/2023	26.40	
019-1915-65500-00	Martin, Inc	Bolts, Reatiner, Spacer, Nuts, Cap Screws	12/31/2023	13.33	
Subtotal for Divison: 1915				3,061.69	
019-1920-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	42.63	
019-1920-54000-00	Bryan Luedtke	Cell Phone Allowance	12/30/2023	30.00	
019-1920-55700-00	A-L-L Equipment	Repair Carver Pump	12/30/2023	1,037.86	
019-1920-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	39.75	

Account Number	Vendor	Description	Date	Amount	PO No
019-1920-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	39.75	
019-1920-57500-00	Aramark Uniform Serv. Inc.	01/24 Service	01/09/2024	39.75	
019-1920-63500-00	HERITAGE LANDSCAPE SUPPLY	Misc Chemicals	12/30/2023	1,665.60	
019-1920-65500-00	Van Wall Equipment, Inc.	Return of Knife and Hitch	07/11/2023	-303.07	
019-1920-65500-00	Van Wall Equipment, Inc.	Stationary Knife	12/31/2023	699.70	
Subtotal for Divison: 1920				3,291.97	
019-1925-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	12.18	
Subtotal for Divison: 1925				12.18	
019-1930-55700-00	Wilbur Wallis	Creation of Course Map, Enter into HoleForecaster	12/31/2023	300.00	
Subtotal for Divison: 1930				300.00	
019-1935-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	24.36	
019-1935-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	454.48	
019-1935-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	454.48	
019-1935-57500-00	Aramark Uniform Serv. Inc.	01/24 Service	01/09/2024	454.48	
Subtotal for Divison: 1935				1,387.80	
019-1945-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	36.54	
Subtotal for Divison: 1945				36.54	
019-1950-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	18.27	
Subtotal for Divison: 1950				18.27	
019-1955-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	207.07	
019-1955-55700-00	J.P. Benbow, Inc.	Installed New Motor - Hawthorne Pool	12/30/2023	807.50	
019-1955-55700-00	J.P. Benbow, Inc.	Repaired Intake Air Louvers	12/30/2023	330.00	
019-1955-68500-00	Tri-State Water	Misc Chemicals	12/31/2023	6.65	
Subtotal for Divison: 1955				1,351.22	
019-1960-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	42.63	
019-1960-55700-00	J.P. Benbow, Inc.	Replaced Section Copper Inside Wall - Hawthorne	12/30/2023	254.61	
019-1960-66000-00	Galesburg Electric, Inc.	Materials to fix lights at Police Range	12/30/2023	2,907.00	
Subtotal for Divison: 1960				3,204.24	
019-1965-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	12.18	
019-1965-54000-00	Roger Darst	Cell Phone Allowance	12/30/2023	30.00	
019-1965-55700-00	Four Seasons Pest Control	12/23 Service	12/30/2023	20.00	

Account Number	Vendor	Description	Date	Amount	PO No
019-1965-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	39.44	
019-1965-57500-00	Aramark Uniform Serv. Inc.	01/24 Service	01/09/2024	39.44	
019-1965-57500-00	Aramark Uniform Serv. Inc.	12/23 Service	12/30/2023	39.44	
Subtotal for Division: 1965				180.50	
019-1975-54000-00	Cris Fones	Cell Phone Allowance	12/30/2023	30.00	
019-1975-62500-00	Gary Keller	Valves, Bonnet Kits, Adaptors #106	12/31/2023	3,131.95	
019-1975-62500-00	Advance Auto Parts	Filter Kit #103	12/30/2023	58.08	
019-1975-65500-00	Vermeer Sales & Service of Central I	Heavy Duty Display, Decleration Display, TuffTalk, Book Knots	12/31/2023	532.16	
019-1975-66500-00	Vermeer Sales & Service of Central I	X-Rigging Ring	12/31/2023	119.24	
Subtotal for Division: 1975				3,871.43	
Subtotal for Fund 019				40,562.95	
020-0000-55700-00	Getz Fire Equipment Co., Inc.	Annual Extinguisher Service, Extinguishers, Hose	12/30/2023	249.85	
020-0000-62500-00	Advance Auto Parts	Air Filter #352	12/30/2023	55.29	
020-0000-62500-00	Advance Auto Parts	Filter Kit #352	12/30/2023	50.55	
020-0000-62500-00	Martin, Inc	Bowl Sensor #352	12/31/2023	212.04	
020-0000-65500-00	Scott Equipment, LLC	All Thread	12/31/2023	10.49	
020-0000-65500-00	Scott Equipment, LLC	Blade, Deck Mower, Belt	12/31/2023	120.06	
020-0000-65500-00	Scott Equipment, LLC	Walk BehindDeck Spring, Base, Nylon LInes	12/31/2023	210.99	
020-0000-66000-00	Michael Todd & Co., Inc.	Windsock Throat	12/31/2023	148.55	
020-0000-66500-00	Scott Equipment, LLC	Brushcutter	12/31/2023	359.99	
Subtotal for Division: 0000				1,417.81	
Subtotal for Fund 020				1,417.81	
023-0000-55420-00	D & T Demolition LLC	Demolition of 91 W Simmons St as per bid specs	12/30/2023	119,300.00	0000092567
023-0000-55420-00	Tim Brown	Demolition of the following properties:	12/30/2023	33,181.00	0000092457
023-0000-83100-00	Neil Thomas Plumbing & Heating, I	Installed Furnace - 1628 Morton Ave	12/31/2023	4,370.00	
023-0000-83100-00	Lambasio, Inc.	Plumbing and Flue Pipe Work - 1054 S Academy St	12/31/2023	3,443.48	
Subtotal for Division: 0000				160,294.48	
Subtotal for Fund 023				160,294.48	
024-0000-83100-00	Galesburg Youth Athletic Club	External Agency Funding - Galesburg Youth Athletic Club	12/30/2023	4,000.00	
024-0000-83100-00	Support Group for African American	External AgencyFunding-Support Group forAfrican American Affairs	12/31/2023	2,473.06	
024-0000-83100-00	Knox County Scenic Drive	External Agency Funding - Knox County Scenic Dr	12/31/2023	1,000.00	

Account Number	Vendor	Description	Date	Amount	PO No
Subtotal for Divison: 0000				7,473.06	
Subtotal for Fund 024				7,473.06	
030-0000-10407-00	Galesburg Area Chamber of Commerce	Refund of Double Refund Issued by Chamber of Commerce - KBoyn	12/30/2023	68.00	
030-0000-20102-00	Stratus Networks, Inc	01/24 - Service Acct#7382	01/09/2024	131.13	
Subtotal for Divison: 0000				199.13	
030-0320-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	18.27	
Subtotal for Divison: 0320				18.27	
030-0370-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	42.63	
030-0370-54000-00	Kraig Boynton	Cell Phone Allowance	12/30/2023	30.00	
030-0370-55700-00	Hohulin Brothers Fence Co., Inc.	Troubleshoot Gate Operator, Adjusted Photo Eye, Greased Chain	12/30/2023	524.80	
030-0370-55700-00	Galesburg Termite & Pest Control In	12/23 Service	12/30/2023	45.00	
030-0370-57500-00	Cintas, Inc	12/23 Service	12/30/2023	243.49	
030-0370-57500-00	Cintas, Inc	12/23 Service	12/30/2023	306.35	
030-0370-62500-00	Gillig	Valves	12/30/2023	363.34	
030-0370-62500-00	Cummins Sale & Service	Water Outlet	12/30/2023	168.58	
Subtotal for Divison: 0370				1,724.19	
Subtotal for Fund 030				1,941.59	
054-0000-51000-00	Klingner & Associates, P.C. - Archit	Bid Documents Hawthorne Pool Renovation, Phase 2	12/31/2023	352.00	0000092549
054-0000-51000-00	Klingner & Associates, P.C. - Archit	Design of Hawthorne Pool Renovation, Phase 2	12/31/2023	36,763.75	0000092549
054-0000-76000-00	Klingner & Associates, P.C. - Archit	Professional services for HVAC replacement in PSB, 150 S Broad S	12/31/2023	880.00	0000092206
Subtotal for Divison: 0000				37,995.75	
Subtotal for Fund 054				37,995.75	
057-0000-61700-00	9 to 5 Computer Supply, Inc.	Monitors - CStGeorge	12/31/2023	257.34	
057-0000-61700-00	Qubit Networks	Extreme Switch Mounting Cars	12/31/2023	58.50	
057-0000-61700-00	Office Specialists, Inc.	Power Adapter - MDoi	12/31/2023	62.00	
Subtotal for Divison: 0000				377.84	
Subtotal for Fund 057				377.84	
061-0000-20101-00	JO WHITLATCH	Refund Check 011422-020, 1212 KLEIN AVE	01/03/2024	84.91	

Account Number	Vendor	Description	Date	Amount	PO No
061-0000-20101-00	RICHARD PRUKA	Refund Check 005072-003, 527 N BROAD ST LOWER	12/30/2023	106.90	
061-0000-20101-00	CANDY WEBB	Refund Check 022739-009, 365 S WHITESBORO ST	01/03/2024	5.13	
061-0000-20101-00	CHRIS VANCIL	Refund Check 063361-000, 2012 E ADAMS ST	01/03/2024	42.37	
061-0000-20101-00	JENNIFER SHANNON	Refund Check 022594-005, 708 W FIRST ST	01/03/2024	102.12	
061-0000-20101-00	CANDY WEBB	Refund Check 022739-009, 365 S WHITESBORO ST	01/03/2024	125.82	
061-0000-20101-00	FELICITY TEEL	Refund Check 064280-000, 1030 W BERRIEN ST	01/03/2024	5.35	
061-0000-20101-00	SUN GARDEN PLACE LLC KNOX	Refund Check 054139-000, 161 N CHERRY ST	01/03/2024	30.97	
061-0000-20101-00	WEST CENTRAL COMMUNITY S	Refund Check 023528-005, 1045 W SECOND ST	01/08/2024	14.00	
061-0000-20101-00	KAYLA ANDERSON	Refund Check 061607-000, 1510 BEECHER AVE	01/03/2024	82.42	
061-0000-20101-00	BONNIE BREEDEN	Refund Check 060046-000, 1463 CONGER ST	01/03/2024	45.78	
061-0000-20101-00	FOLLMER SUHOMSKI INVESTM	Refund Check 062167-008, 745 E GROVE ST	01/03/2024	86.21	
061-0000-20101-00	BRYAN ENGELBRECHT	Refund Check 058036-001, 898 HAWKINSON AVE	01/03/2024	82.42	
061-0000-20101-00	NATHANIAL JONES	Refund Check 059213-000, 552 E GROVE ST	01/03/2024	79.62	
061-0000-20101-00	SHAUNA DOTSON	Refund Check 067508-001, 113 DUFFIELD AVE LOWER	01/03/2024	29.69	
061-0000-20101-00	EVELYN CONCEPCION	Refund Check 056754-000, 227 MAPLE AVE	01/03/2024	59.96	
061-0000-20101-00	CARLY KURTZ	Refund Check 059426-000, 405 JEFFERSON ST	01/03/2024	87.55	
061-0000-20101-00	HOPPING CONCRETE LLC	Refund Check 064710-000, 524 MULBERRY ST METER 1	01/03/2024	98.94	
061-0000-20101-00	LOCKES RESIDENTIAL INVESTM	Refund Check 058241-001, 1434 E LOSEY ST	01/03/2024	78.67	
061-0000-20101-00	HARLEY MCGARRY	Refund Check 043496-004, 2098 W LOSEY ST	01/03/2024	95.12	
061-0000-20101-00	ANDREW HERTEL	Refund Check 051343-000, 1709 N PRAIRIE ST	01/03/2024	37.95	
061-0000-20101-00	JOSHUA JACOBS	Refund Check 059791-001, 973 N FARNHAM ST	01/03/2024	48.26	
061-0000-20101-00	DENISE LEO	Reissue UB Refund Check #98015 Date:05/01/2023	12/31/2023	75.38	
061-0000-20102-00	Stratus Networks, Inc	01/24 - Service Acct#7382	01/09/2024	126.77	
061-0000-51000-00	Pace Analytical Services LLC	Water Testing	12/31/2023	25.00	
061-0000-51000-00	Klingner & Associates P.C.	ENGINEERING SERVICES TO IDENTIFY AND EVALUATE TW	12/31/2023	1,023.00	0000092527
061-0000-51010-00	James M Kelly, Attorney	10/23 Legal Service	12/31/2023	825.00	
061-0000-52500-00	Galesburg Sanitary Dist.	11/23 Service	11/30/2023	36.54	
061-0000-54000-00	Mark Schwieter	Cell Phone Allowance	12/30/2023	30.00	
061-0000-54000-00	Shelby Schwieter	Cell Phone Allowance	12/30/2023	30.00	
061-0000-54000-00	Jerami Brown	Cell Phone Allowance	12/30/2023	30.00	
061-0000-54000-00	Timothy Fey	Cell Phone Allowance	12/30/2023	30.00	
061-0000-54000-00	Michael Mackey	Cell Phone Allowance	12/30/2023	30.00	
061-0000-55000-00	Robert Hensley	2024 AWWA Membership Dues	01/09/2024	83.00	
061-0000-55700-00	Four Seasons Pest Control	12/23 Service	12/30/2023	55.00	
061-0000-61000-00	Office Specialists, Inc.	Appointment Book	12/31/2023	34.53	
061-0000-61000-00	Office Specialists, Inc.	Toner	12/31/2023	124.00	
061-0000-62510-00	Herr Petroleum Corp	150.4 Gal Diesel #2, Winter Fuel	12/30/2023	451.64	0000092354

Account Number	Vendor	Description	Date	Amount	PO No
061-0000-66000-00	Core & Main	Box Risers, VLV Boxes, Screws, Lid	12/30/2023	4,710.54	
061-0000-68500-00	Hawkins, Inc	Phosphate Inhibitor for 2023; Agreed up rate of 0.7950/lb	12/30/2023	37,678.92	0000092596
061-0000-68700-00	Core & Main	Cable	12/30/2023	770.00	
Subtotal for Divison: 0000				47,599.48	
Subtotal for Fund 061				47,599.48	
067-0000-20101-00	CANDY WEBB	Refund Check 022739-009, 365 S WHITESBORO ST	01/03/2024	7.31	
067-0000-59501-00	Knox County Landfill	11/23 Service Acct #121	11/30/2023	29,193.33	
Subtotal for Divison: 0000				29,200.64	
Subtotal for Fund 067				29,200.64	
078-0000-56535-00	OSF St Mary Medical Center	DOS 10/16/23 - Pat Acct# P542448922	12/31/2023	192.48	
078-0000-56535-00	Midwest Orthopaedic Center	Workers Comp - DOS 10/25/23 - Pat Acct# 162997	12/31/2023	101.52	
078-0000-56535-00	Midwest Orthopaedic Center	Workers Comp - DOS 11/10/23 - Pat Act# 167572	12/31/2023	101.52	
078-0000-56535-00	Midwest Orthopaedic Center	Workers Comp - DOS 11/02/23 - Pat Act# 163407	12/31/2023	101.52	
078-0000-56535-00	Midwest Orthopaedic Center	Workers Comp - DOS 09/20/23 - Pat Acct# 160848	12/31/2023	211.40	
078-0000-56535-00	Central IL Radiological Assoc	Workers Comp - DOS 09/18/23 - Pat Acct# 252006421501	12/30/2023	56.49	
Subtotal for Divison: 0000				764.93	
Subtotal for Fund 078				764.93	
091-0000-20102-00	Galesburg Sanitary Dist.	01/24 Sanitary District Fees - Less 3% Collection Fee	01/09/2024	-6,951.75	
091-0000-20102-00	Galesburg Sanitary Dist.	11/23 Lien & Collection Fees	01/09/2024	-46.00	
091-0000-20102-00	Galesburg Sanitary Dist.	11/23 Postage for Liens	01/09/2024	-10.10	
091-0000-20102-00	Galesburg Sanitary Dist.	12/23 Credit Card Processing Fees	01/09/2024	-2,670.96	
091-0000-22003-00	Galesburg Sanitary Dist.	01/24 Sanitary District Fees	01/09/2024	231,725.11	
Subtotal for Divison: 0000				222,046.30	
Subtotal for Fund 091				222,046.30	
Report Total:				788,229.44	

Advance Checks and ACH Payments as of 1/9/2024

Check Date	Check #	Vendor Name	Description	Account #	Amount
12/28/2023	0	Jonna Lee	Minority/ Woman owned Busines Startup incentive	054-0000-83100	720.00
12/28/2023	0	Quadient Leasing USA, Inc	Postage for Machine	061-0000-10702	500.00
12/28/2023	99028	Ridge & Downes P.C. and Gary Marston	Workers Comp Settlement	078-0000-56535	18,787.50
12/29/2023	0	Andrew Johnson	non safety toe boots	001-0605-67500	97.40
12/29/2023	0	Andrew O'Daniel	non safety toe boots	001-0605-67500	169.99
12/29/2023	0	Galesburg Tourism Fund	Ad - 2024 Experience Galesburg Visitors Guide	019-1905-51500	500.00
12/29/2023	0	Matt Cain	non safety toe boots	001-0605-67500	45.03
12/29/2023	0	Nicholas Walters	non safety toe boots	001-0605-67500	170.05
12/29/2023	0	Nicholas Walters	non safety toe boots	001-0605-67500	79.95
12/29/2023	99029	Smokin Willies	Revolving Loan - Smokin Willies BBQ, LLC	025-0000-12001	62,400.00
12/29/2023	0	Tori Links	Clothing allowance for pants	001-0550-67500	75.00
1/3/2024	0	Bank of Montreal	Lands End - Return of 3 Shirts	001-0000-10407	(51.81)
1/3/2024	0	Bank of Montreal	11/23 CC Charges - ETSB	001-0000-10407	1,901.64
1/3/2024	0	Bank of Montreal	CDWg - APC UPS for Elections - OLucero	001-0000-10407	75.27
1/3/2024	0	Bank of Montreal	Best of Signs - Sales Tax - TMiller	001-0000-10407	0.76
1/3/2024	0	Bank of Montreal	11/23 CC Charges - Library	001-0000-10407	4,032.72
1/3/2024	0	Bank of Montreal	GFOA - 2024 Dues - Osborn,Chockley (205-55000)	001-0000-10701	250.00
1/3/2024	0	Bank of Montreal	Heart of IL SHRM - 2024 Membership Dues - 001-0120-55000	001-0000-10701	65.00
1/3/2024	0	Bank of Montreal	AVTech Software - 2024 RoomAlert Temp Sensor Renewal (207-55800)	001-0000-10701	349.95
1/3/2024	0	Bank of Montreal	Bitwarden - 1/24 - 10/24 -Annual Renewal (3) (207-61700)	001-0000-10701	90.00
1/3/2024	0	Bank of Montreal	IDFPR - 24 -PE License Renewal Fee - 410-55000	001-0000-10701	61.35
1/3/2024	0	Bank of Montreal	Canva - 1/24 - 10/24 - Yearly Subscription Renewal-110-55000	001-0000-10701	99.50
1/3/2024	0	Bank of Montreal	International Code Council-2024 ICC Annual Membership(306-55000)	001-0000-10701	160.00
1/3/2024	0	Bank of Montreal	AT&T - FirstNet - 10/23 Service	001-0000-20102	959.72
1/3/2024	0	Bank of Montreal	Office Specialists - 11/23 Service	001-0000-20102	2,436.14
1/3/2024	0	Bank of Montreal	Best of Signs - Nameplate - Council Chambers - EHanson	001-0105-61000	13.47
1/3/2024	0	Bank of Montreal	Amazon - Document Covers	001-0105-61000	64.38
1/3/2024	0	Bank of Montreal	Canva - 11/23-12/23 - Yearly Subscription Renewal	001-0110-55000	19.90
1/3/2024	0	Bank of Montreal	Gannett - Register Mail Subscription	001-0110-55000	7.99
1/3/2024	0	Bank of Montreal	Go Van Gogh's - Embroidery for Staff Shirts	001-0115-51000	192.00
1/3/2024	0	Bank of Montreal	Otter AI - Monthly Notes & Transcription Service	001-0115-55800	30.00
1/3/2024	0	Bank of Montreal	InquireHire - Background Check - Transit Foreman	001-0120-51000	69.22
1/3/2024	0	Bank of Montreal	Amazon - ERC Holiday Party	001-0120-58500	65.99
1/3/2024	0	Bank of Montreal	Go VanGogh's - Embroidery for Staff Shirts	001-0205-51000	32.00
1/3/2024	0	Bank of Montreal	Go Van Gogh's - Embroidery for Staff Shirts	001-0205-51000	304.00
1/3/2024	0	Bank of Montreal	NewCab - Taxi Activate Conference - Hensley,Chockley	001-0205-54500	34.91
1/3/2024	0	Bank of Montreal	Vdara - Lodging Activate Conference - Hensley	001-0205-54500	293.65
1/3/2024	0	Bank of Montreal	Market Cafe - Meals - Activate Conference - Hensley, Chockley	001-0205-54500	16.26

1/3/2024	0 Bank of Montreal	In & Out Burger - Meals Activate Conference - Chockley, Hensley	001-0205-54500	14.52
1/3/2024	0 Bank of Montreal	Frontera - Meals - Activate Conference - Hensley,Chockley	001-0205-54500	56.03
1/3/2024	0 Bank of Montreal	Vdara - Lodging Activate Conference - Chockley	001-0205-54500	293.65
1/3/2024	0 Bank of Montreal	Hudson - Meals - Activate Conference - Chockley	001-0205-54500	9.68
1/3/2024	0 Bank of Montreal	Amazon - Correction Tape	001-0205-61000	17.82
1/3/2024	0 Bank of Montreal	Amazon - Paper Plates	001-0205-61000	72.70
1/3/2024	0 Bank of Montreal	Amazon- Water Filter, Water Remineralization Filter	001-0205-65500	128.99
1/3/2024	0 Bank of Montreal	Comcast - 11/23 Internet	001-0207-54000	454.85
1/3/2024	0 Bank of Montreal	Oneida Networking - 11/23 Internet - Kerzi	001-0207-54000	49.25
1/3/2024	0 Bank of Montreal	Bitwarden - 11/23-12/23 Annual Renewal (3)	001-0207-55800	18.00
1/3/2024	0 Bank of Montreal	Lucid Software - Lucid Chart - Orlee	001-0207-55800	9.95
1/3/2024	0 Bank of Montreal	Constellix - DNS Service	001-0207-55800	5.92
1/3/2024	0 Bank of Montreal	SCW - Dymo Label Printer - Community Development	001-0207-61700	96.49
1/3/2024	0 Bank of Montreal	Qubit Networks - SFP Interfaces	001-0207-61700	104.50
1/3/2024	0 Bank of Montreal	CDWg - 2ea APC UPSs	001-0207-61700	152.70
1/3/2024	0 Bank of Montreal	Gannett Newspaper - Digital Subscription	001-0305-55000	1.99
1/3/2024	0 Bank of Montreal	Brownline USA - Yearly Planner	001-0306-61000	75.15
1/3/2024	0 Bank of Montreal	Amazon - Labels	001-0306-61000	32.58
1/3/2024	0 Bank of Montreal	International Code Council - Code Books	001-0306-67000	1,573.95
1/3/2024	0 Bank of Montreal	Amazon - Labels	001-0410-61000	32.59
1/3/2024	0 Bank of Montreal	Harbor Freight - Invertor #164	001-0445-62500	209.98
1/3/2024	0 Bank of Montreal	S&S Industrial Supply - Brake Clean	001-0445-63000	66.18
1/3/2024	0 Bank of Montreal	Terminal Supply - Terminals	001-0445-63000	74.76
1/3/2024	0 Bank of Montreal	Midstate - Filter Cleaning #109	001-0450-55500	24.00
1/3/2024	0 Bank of Montreal	Midstate - Filter Cleaning #107	001-0450-55500	24.00
1/3/2024	0 Bank of Montreal	Wilson Paper - Super Bands, Rubber Bands	001-0450-61000	8.45
1/3/2024	0 Bank of Montreal	Advance Auto Parts - Parts to Repair Spreader Lights	001-0450-62500	7.40
1/3/2024	0 Bank of Montreal	Rexco - Throttle Cable #139	001-0450-62500	143.29
1/3/2024	0 Bank of Montreal	Advance Auto Parts - Parts to Repair Spreader Lights	001-0450-62500	3.70
1/3/2024	0 Bank of Montreal	Arrold Safety Device - Lens #115	001-0450-62500	30.49
1/3/2024	0 Bank of Montreal	Lowes - Screws #107	001-0450-62500	8.94
1/3/2024	0 Bank of Montreal	Menards - Mouse Traps, Clorox Wipes	001-0450-65000	18.96
1/3/2024	0 Bank of Montreal	Menards - Tape, Tarp Straps, Tarps, Wiper Blades	001-0450-65500	307.38
1/3/2024	0 Bank of Montreal	Advance Auto Parts - Headlamps for Plows	001-0450-65500	23.08
1/3/2024	0 Bank of Montreal	Menards - Grease Fittings, Tap Bolt	001-0450-66500	14.07
1/3/2024	0 Bank of Montreal	Pekin Insurance - 12/23 Life Insurance Premiums - Police	001-0510-47500	132.00
1/3/2024	0 Bank of Montreal	Comcast - 11/23 Service	001-0510-54000	19.90
1/3/2024	0 Bank of Montreal	AT&T - Firstnet - 11/23 Service	001-0510-54000	579.84
1/3/2024	0 Bank of Montreal	The Cheshirt Inn - ArmorSchool St Louis MO- Smith, Ruggles	001-0510-54500	167.42
1/3/2024	0 Bank of Montreal	Hampton Inn-Lodging-Command Training-Prospect10/29-11/03 PKisler	001-0510-54500	765.85

1/3/2024	0 Bank of Montreal	TLO - 10/23 Service	001-0510-55800	75.00
1/3/2024	0 Bank of Montreal	Amazon - Gause	001-0510-59300	153.77
1/3/2024	0 Bank of Montreal	Amazon - Plates	001-0510-61000	55.23
1/3/2024	0 Bank of Montreal	Amazon - Tape	001-0510-61000	6.99
1/3/2024	0 Bank of Montreal	Amazon - Forks, Coffee, Sugar	001-0510-61000	110.74
1/3/2024	0 Bank of Montreal	Amazon - Batteries	001-0510-61000	24.87
1/3/2024	0 Bank of Montreal	Amazon - Charger, Batteries	001-0510-61700	23.63
1/3/2024	0 Bank of Montreal	Amazon - Chargers	001-0510-61700	19.98
1/3/2024	0 Bank of Montreal	Amazon - Portable Hard Drives	001-0510-61700	179.98
1/3/2024	0 Bank of Montreal	Amazon - Ethernet Switches	001-0510-61700	47.97
1/3/2024	0 Bank of Montreal	Ray O'Herron - Uniform Shirts - MSemington	001-0510-67500	223.14
1/3/2024	0 Bank of Montreal	Sling - Monthly Service	001-0550-55800	57.31
1/3/2024	0 Bank of Montreal	Amazon - Air Filters - Dispatch	001-0550-61000	159.49
1/3/2024	0 Bank of Montreal	Pekin Insurance - 12/23 Life Insurance Premiums - Fire	001-0605-47500	132.00
1/3/2024	0 Bank of Montreal	Hy-Vee - Thanksgiving Dinner - 2nd Shift	001-0605-54500	45.71
1/3/2024	0 Bank of Montreal	Amazon - Note Books, Staples	001-0605-61000	30.03
1/3/2024	0 Bank of Montreal	Lowes - Back Board #50	001-0605-62500	58.85
1/3/2024	0 Bank of Montreal	Lowes - Refrigerator Water Filter - Station 3	001-0605-65000	134.97
1/3/2024	0 Bank of Montreal	Menards - LP Gas Hose for Fryer	001-0605-65000	12.99
1/3/2024	0 Bank of Montreal	Walmart - Baking Soda-Central, Bedding Tote-Harkey	001-0605-65000	16.86
1/3/2024	0 Bank of Montreal	Menards - Oil for Fryer	001-0605-65000	39.99
1/3/2024	0 Bank of Montreal	Farm King - LP Gas - Central	001-0605-65000	48.45
1/3/2024	0 Bank of Montreal	Amazon - Shower Head - Brooks	001-0605-65000	44.95
1/3/2024	0 Bank of Montreal	Menards - Driveway Markers, Stake Flags, Bar Oil, Thermostat	001-0605-65000	127.10
1/3/2024	0 Bank of Montreal	Lowes - Hardway , Utility Knives - Central	001-0605-65000	27.36
1/3/2024	0 Bank of Montreal	Menards - Oil for Fryer	001-0605-65000	39.99
1/3/2024	0 Bank of Montreal	Menards - Door Handle - Brooks	001-0605-66000	8.42
1/3/2024	0 Bank of Montreal	Menards - Cabinet Handle, Hacksaw Blades - Central	001-0605-66000	17.03
1/3/2024	0 Bank of Montreal	Amazon - Wall Outlet Covers	001-0605-66000	16.88
1/3/2024	0 Bank of Montreal	Lowes - Caulk, Caulk Gun - Central Shower	001-0605-66000	19.76
1/3/2024	0 Bank of Montreal	Amazon - Pressure Gauge	001-0605-66500	6.95
1/3/2024	0 Bank of Montreal	Zoro - Plug in GFCI, Infrared Temp-Gun, Drill Driver	001-0605-66500	250.12
1/3/2024	0 Bank of Montreal	Menards - Bits, Vinyl Tubing, Furring Strip, Furring	001-0605-66500	109.88
1/3/2024	0 Bank of Montreal	Zoro - Blow Hammers, Batteries	001-0605-66500	241.26
1/3/2024	0 Bank of Montreal	EMP - Misc EMS Supplies	001-0605-68600	26.79
1/3/2024	0 Bank of Montreal	EMP - Misc EMS Supplies	001-0605-68600	77.49
1/3/2024	0 Bank of Montreal	EMP - Misc EMS Supplies	001-0605-68600	468.79
1/3/2024	0 Bank of Montreal	Comcast - 11/23 Service	001-0630-54000	20.00
1/3/2024	0 Bank of Montreal	Sherwin Williams - Paint	014-0000-64500	60.31
1/3/2024	0 Bank of Montreal	Sherwin Williams - Paint	014-0000-64500	39.76

1/3/2024	0 Bank of Montreal	Amazon - Sandbags	014-0000-64500	124.99
1/3/2024	0 Bank of Montreal	Holt Supply - Filter	014-0000-64500	642.10
1/3/2024	0 Bank of Montreal	Insterstae Battery - Barricade Batteries	014-0000-64500	583.20
1/3/2024	0 Bank of Montreal	Menards - Extention Cords	014-0000-66000	12.05
1/3/2024	0 Bank of Montreal	Webber Rental & Supply - Concrete Sprayer, Finish Brush	014-0000-66000	160.87
1/3/2024	0 Bank of Montreal	Lowes - Tape Measure	014-0000-66500	17.98
1/3/2024	0 Bank of Montreal	AT&T - FirstNet - 10/23 Service	016-0000-20102	13.32
1/3/2024	0 Bank of Montreal	Eagle Ridge Resort-Lodging-FBI Training-Galena Il-Deposit-RIdle	016-0000-54500	148.74
1/3/2024	0 Bank of Montreal	Gobbies - Meal- FBI Training -Galena Il - RIdle	016-0000-54500	36.58
1/3/2024	0 Bank of Montreal	Midstate - Filter Clean #128	018-0000-55500	20.00
1/3/2024	0 Bank of Montreal	Midstate - Filter Clean #112	018-0000-55500	24.00
1/3/2024	0 Bank of Montreal	IPRA - 2024 -IPRA Dues (3) 019-1905-55000	019-0000-10701	245.00
1/3/2024	0 Bank of Montreal	Ameren - 10/23 Service #9015, #6016	019-0000-20102	798.39
1/3/2024	0 Bank of Montreal	Office Specialists - 11/23 Service	019-0000-20102	178.95
1/3/2024	0 Bank of Montreal	AT&T - FirstNet -10/23 Service	019-0000-20102	230.68
1/3/2024	0 Bank of Montreal	Facebook - Ad - Jr Streaks	019-1905-51500	4.16
1/3/2024	0 Bank of Montreal	Facebook - Ad - Candyland Ball, Jr Streaks	019-1905-51500	50.00
1/3/2024	0 Bank of Montreal	Facebook - Ad- Dance Program,Candyland Ball,Jr Streak	019-1905-51500	50.00
1/3/2024	0 Bank of Montreal	Sling - Online Scheduling and Messaging App	019-1905-55800	152.25
1/3/2024	0 Bank of Montreal	IL State Fire Marshall - City Hall IL OSFM Certificate of Operat	019-1910-55700	76.69
1/3/2024	0 Bank of Montreal	PH&S - Nitrile Gloves	019-1910-67500	156.00
1/3/2024	0 Bank of Montreal	Farm King - Bolt #531	019-1915-62500	11.45
1/3/2024	0 Bank of Montreal	NAPA - Fuel Tank Treatment	019-1915-65500	82.47
1/3/2024	0 Bank of Montreal	NAPA - Diesle Fuel Additive	019-1915-65500	18.99
1/3/2024	0 Bank of Montreal	Farm King - Fuel Filter	019-1915-65500	34.29
1/3/2024	0 Bank of Montreal	Lowes - Epoxy	019-1915-65500	25.59
1/3/2024	0 Bank of Montreal	Menards - Pipe Fitting	019-1915-65500	7.61
1/3/2024	0 Bank of Montreal	Farm King - Fuel Filters, Grinder Wheels	019-1915-65500	128.84
1/3/2024	0 Bank of Montreal	Walmart - Basketball Nets	019-1915-65500	29.82
1/3/2024	0 Bank of Montreal	Lowes - Pipe Fitting	019-1915-65500	7.56
1/3/2024	0 Bank of Montreal	Menards - Concrete	019-1915-66000	131.76
1/3/2024	0 Bank of Montreal	Lowes - Self Tap Chisel, Grinding Wheels, Screws	019-1915-66500	40.40
1/3/2024	0 Bank of Montreal	Menards - Tape Measure	019-1915-66500	24.88
1/3/2024	0 Bank of Montreal	Caseys - Fuel to meet with Foot Joy Salesman	019-1920-54500	17.46
1/3/2024	0 Bank of Montreal	Google You Tube TV - Monthly Subscription	019-1920-55800	72.99
1/3/2024	0 Bank of Montreal	Amazon - Waste Toner Box	019-1920-61700	33.98
1/3/2024	0 Bank of Montreal	Black Clover - Hats for Resale	019-1920-64000	88.00
1/3/2024	0 Bank of Montreal	Acushnet - Shoes for Resale	019-1920-64000	66.89
1/3/2024	0 Bank of Montreal	Walmart - Hot Dog Supplies	019-1920-64125	47.84
1/3/2024	0 Bank of Montreal	Hy-Vee - Hot Dog Supplies	019-1920-64125	16.95

1/3/2024	0 Bank of Montreal	Walmart - Misc Coffee Items	019-1920-64125	50.88
1/3/2024	0 Bank of Montreal	Hy-Vee - Misc Coffee Items	019-1920-64125	27.98
1/3/2024	0 Bank of Montreal	Walmart - Vaccum Cleaner - Golf Shop	019-1920-65500	99.00
1/3/2024	0 Bank of Montreal	Farm King - Fuel Filter	019-1920-65500	55.70
1/3/2024	0 Bank of Montreal	Holt Supply - Refund for Overcharge - MMiles	019-1920-66000	(10.00)
1/3/2024	0 Bank of Montreal	McSports - Staff Shirts	019-1930-67500	56.55
1/3/2024	0 Bank of Montreal	School and Office Direct - Banquet Tables	019-1935-61800	918.30
1/3/2024	0 Bank of Montreal	Wilson Paper - Peroxy 4-D Cleaner	019-1935-65000	81.58
1/3/2024	0 Bank of Montreal	Wilson Paper - Floor Scrubber	019-1935-65500	176.61
1/3/2024	0 Bank of Montreal	Amazon - Craft Night Out Supplies, Teen Craft Night, You+Me Pain	019-1940-64000	78.94
1/3/2024	0 Bank of Montreal	Dollar Tree - Candy Bowls for Treat Street	019-1940-64000	2.50
1/3/2024	0 Bank of Montreal	Amazon - November Macrame Supplies	019-1940-64000	23.58
1/3/2024	0 Bank of Montreal	Walmart - Candy for Treat Street	019-1940-64000	53.06
1/3/2024	0 Bank of Montreal	Amazon - Craft Night Out Supplies, Teen Craft Night, You+Me Pain	019-1940-64000	71.46
1/3/2024	0 Bank of Montreal	JoAnn - November Craft Night Out Supplies	019-1940-64000	7.20
1/3/2024	0 Bank of Montreal	McSports - Staff Sweatshirts (Purchased by Staff)	019-1940-64000	518.50
1/3/2024	0 Bank of Montreal	Dollar Tree - Decor - Candyland Ball Decor	019-1940-64000	20.00
1/3/2024	0 Bank of Montreal	Choose Chicago - Chicago Magazines - Michigan Ave Bus Trip	019-1940-64000	33.50
1/3/2024	0 Bank of Montreal	WalMart - Misc Supplies - Wacky Water Olympics	019-1940-64000	40.97
1/3/2024	0 Bank of Montreal	McSports - Staff Shirts	019-1940-64000	505.56
1/3/2024	0 Bank of Montreal	JoAnn - Canvases for Paint Night	019-1940-64000	11.99
1/3/2024	0 Bank of Montreal	Amazon - Youth Soccer Balls for Program	019-1940-64000	69.98
1/3/2024	0 Bank of Montreal	Walmart - Paint Supples - You + Me Paint Night	019-1940-64000	58.25
1/3/2024	0 Bank of Montreal	Walmart - Laundry Detergent, Clorox Wipes	019-1945-65000	32.56
1/3/2024	0 Bank of Montreal	Menards - Batteries	019-1945-65500	19.99
1/3/2024	0 Bank of Montreal	Grainger - Motor Capacitor	019-1945-65500	5.54
1/3/2024	0 Bank of Montreal	McSports - Staff Shirts	019-1945-67500	49.49
1/3/2024	0 Bank of Montreal	McSports - Staff Shirts	019-1945-67500	200.00
1/3/2024	0 Bank of Montreal	Menards - Bucket and Lid	019-1950-65000	6.27
1/3/2024	0 Bank of Montreal	Amazon - String for Hanging Decor	019-1955-64000	5.98
1/3/2024	0 Bank of Montreal	Dollar General - Squeeges, Sponges, Broom, Nov Decorations	019-1955-65000	30.00
1/3/2024	0 Bank of Montreal	RecSupply - Bags for Pool Vaccum	019-1955-65000	130.82
1/3/2024	0 Bank of Montreal	Menards - Filters, CO Detector	019-1955-65500	99.89
1/3/2024	0 Bank of Montreal	EMP - AED Battery - Parks	019-1955-65500	151.19
1/3/2024	0 Bank of Montreal	Galesburg Electric - Boiler Switch Cover	019-1955-65500	21.76
1/3/2024	0 Bank of Montreal	McSports - Staff Shirts	019-1960-67500	100.00
1/3/2024	0 Bank of Montreal	Comcast - 11/23 Internet	019-1965-54000	62.95
1/3/2024	0 Bank of Montreal	Farm King - Anti-Freeze	019-1965-65500	12.98
1/3/2024	0 Bank of Montreal	Harbor Freight - Return of Metal Detector	019-1965-66500	(178.98)
1/3/2024	0 Bank of Montreal	Lowes - Topsoil	019-1975-63500	39.68

1/3/2024	0 Bank of Montreal	Farm King - Prune and Seal	019-1975-63500	21.98
1/3/2024	0 Bank of Montreal	Menards - Shovel, Rakes	019-1975-66500	61.97
1/3/2024	0 Bank of Montreal	Menards - Hard Hats	019-1975-67500	31.94
1/3/2024	0 Bank of Montreal	Farm King - Gloves	019-1975-67500	27.96
1/3/2024	0 Bank of Montreal	Lowes - Drain, Shut off Valve	019-1980-66000	5.00
1/3/2024	0 Bank of Montreal	Farm King - Hanger Locks	020-0000-65500	4.58
1/3/2024	0 Bank of Montreal	Farm King - Hooks	020-0000-65500	7.69
1/3/2024	0 Bank of Montreal	Erect-A-Tube - Cam Locks - Hangar Doors	020-0000-65500	108.74
1/3/2024	0 Bank of Montreal	Menards - Wrenches	020-0000-66500	14.88
1/3/2024	0 Bank of Montreal	Hy-Vee - 1/24 - 10/24 - Membership Renewal -23-03	021-0000-10701	82.50
1/3/2024	0 Bank of Montreal	Comcast - 11/23 HD Technology Fee #21-46	021-0000-54000	9.95
1/3/2024	0 Bank of Montreal	REP Fitness - 2% Fitness Equipment - Station 2 - 23-18	021-0000-61800	288.00
1/3/2024	0 Bank of Montreal	Amazon - Commercial Grade Coffee Brewers - 23-15	021-0000-66500	972.00
1/3/2024	0 Bank of Montreal	Lowes - Griddle, Accessory Kit -23-19 ,23-20,23-21	021-0000-66500	253.87
1/3/2024	0 Bank of Montreal	Lowes - Griddle W/ Hood - 23-19	021-0000-66500	75.67
1/3/2024	0 Bank of Montreal	Lowes - Refund of out of stock Griddle -23-19	021-0000-66500	(87.17)
1/3/2024	0 Bank of Montreal	Amazon - Garden Hose - 23-17	021-0000-66500	92.45
1/3/2024	0 Bank of Montreal	Hy-Vee - Misc Food for Kitchen - 23-03	021-0000-68000	124.46
1/3/2024	0 Bank of Montreal	Hy-Vee -11/23 - 12/23 - Membership Renewal -23-03	021-0000-68000	16.50
1/3/2024	0 Bank of Montreal	Hy-Vee - Misc Food for Kitchen - 23-03	021-0000-68000	232.32
1/3/2024	0 Bank of Montreal	Ameren - 10/23 Service #7035 , 0034	024-0000-20102	69.38
1/3/2024	0 Bank of Montreal	Galesburg Chamber of Commerce - Refund Annual Dinner -KBoynton	030-0000-10407	(68.00)
1/3/2024	0 Bank of Montreal	AT&T - FirstNet - 10/23 Service	030-0000-20102	579.84
1/3/2024	0 Bank of Montreal	Office Specialists - 11/23 Service	030-0000-20102	100.52
1/3/2024	0 Bank of Montreal	Allegra - Business Cards/ Post Cards	030-0320-51500	103.00
1/3/2024	0 Bank of Montreal	USPS - Stamps	030-0320-53000	39.60
1/3/2024	0 Bank of Montreal	Sperlins Pizza House - Training Meals - Dispatchers	030-0320-54500	74.44
1/3/2024	0 Bank of Montreal	Galesburg Chamber of Commerce - 2023 Thanksgivng Luncheon	030-0320-54500	32.00
1/3/2024	0 Bank of Montreal	Sperlins Pizza House - Training Meals - Paratransit Drivers	030-0320-54500	147.53
1/3/2024	0 Bank of Montreal	Amazon - Memo Notepads	030-0320-61000	22.99
1/3/2024	0 Bank of Montreal	Wight Chevrolet - Wheel	030-0320-62500	113.10
1/3/2024	0 Bank of Montreal	Menards - Paint Supplies	030-0320-66000	22.90
1/3/2024	0 Bank of Montreal	Menards - Lumber for Window Sills	030-0320-66000	88.74
1/3/2024	0 Bank of Montreal	Menards - Paint, Painting Supplies	030-0320-66000	56.46
1/3/2024	0 Bank of Montreal	Allegra - Fixed Route Punch Cards	030-0370-51500	124.50
1/3/2024	0 Bank of Montreal	Galesburg Chamber of Commerce - 2023 State Legislative Luncheon	030-0370-54500	32.00
1/3/2024	0 Bank of Montreal	Menards - Fridge - Shop Mechanics	030-0370-61000	148.00
1/3/2024	0 Bank of Montreal	Amazon - Memo Notepads	030-0370-61000	22.99
1/3/2024	0 Bank of Montreal	Menards - Disinfectant Wipes	030-0370-65000	21.52
1/3/2024	0 Bank of Montreal	Menards - Rivets, Anchors -Bus Shelter	030-0370-66000	67.33

1/3/2024	0 Bank of Montreal	Menards - Return , Rivets	030-0370-66000	(1.68)
1/3/2024	0 Bank of Montreal	Menards - Compression Caps, Unions	030-0370-66000	15.92
1/3/2024	0 Bank of Montreal	AutoZone - Locknut Socket	030-0370-66500	24.49
1/3/2024	0 Bank of Montreal	Menards - Screwdrivers, Pick Up Tool	030-0370-66500	11.97
1/3/2024	0 Bank of Montreal	Menards - Wire Tie, Vinyl Tubes, T-Posts	054-0000-63500	92.46
1/3/2024	0 Bank of Montreal	Green View Garden Center - Misc Trees	054-0000-63500	299.98
1/3/2024	0 Bank of Montreal	Ameren - 10/23 Service #5691	061-0000-20102	98.98
1/3/2024	0 Bank of Montreal	Office Specialists - 11/23 Service	061-0000-20102	337.18
1/3/2024	0 Bank of Montreal	AT&T - FirstNet -10/23 Service	061-0000-20102	387.89
1/3/2024	0 Bank of Montreal	Frontier Communications - 11/23 Water Treatment Plant Phones	061-0000-54000	394.78
1/3/2024	0 Bank of Montreal	MTC Communications - 11/23 Water Treatment Plant Internet	061-0000-54000	89.95
1/3/2024	0 Bank of Montreal	Phillips 66 - Fuel - Truck 168	061-0000-62500	111.92
1/3/2024	0 Bank of Montreal	Phillips 66 - Diesel for Dump Truck	061-0000-62510	134.20
1/3/2024	0 Bank of Montreal	Phillips 66 - Diesel for Dump Truck	061-0000-62510	130.81
1/3/2024	0 Bank of Montreal	Galesburg Electric - Brushes	061-0000-65500	104.41
1/3/2024	0 Bank of Montreal	GalesburgElectric - Flood Light Bulbs	061-0000-65500	215.90
1/3/2024	0 Bank of Montreal	Galesburg Electric - Flap Discs	061-0000-66000	38.88
1/3/2024	0 Bank of Montreal	Menards - Chain Lube	061-0000-66000	26.76
1/3/2024	0 Bank of Montreal	Galesburg Electric - Wire Reel Dispenser	061-0000-66000	108.39
1/3/2024	0 Bank of Montreal	Menards - Galvanized Nipple, Paper Rags	061-0000-66000	13.67
1/3/2024	0 Bank of Montreal	USA BlueBook - Diffuser Gaskets	061-0000-66000	7.17
1/3/2024	0 Bank of Montreal	Galesburg Electric - Thermostate Wire	061-0000-66000	388.80
1/3/2024	0 Bank of Montreal	Menards - Batteries, Brass Plugs	061-0000-66000	91.81
1/3/2024	0 Bank of Montreal	Menards - Light Bulbs	061-0000-66000	32.98
1/3/2024	0 Bank of Montreal	Menards - Pvc Pipe, Anti Fatigue Mat - #164	061-0000-66000	108.98
1/3/2024	0 Bank of Montreal	Schulte Supply - Marking Flags	061-0000-66000	538.00
1/3/2024	0 Bank of Montreal	Fastenal Company - Bolts, Nuts	061-0000-66000	96.80
1/3/2024	0 Bank of Montreal	Farm King - Screws	061-0000-66000	6.87
1/3/2024	0 Bank of Montreal	Schulte Supply - Ratchet Wrench	061-0000-66500	69.99
1/3/2024	0 Bank of Montreal	USA BlueBook - Flushing Elbow, Non in Service Bags, Caution Tape	061-0000-66500	710.07
1/3/2024	0 Bank of Montreal	Schulte Supply - Wall Wrench	061-0000-66500	97.09
1/3/2024	0 Bank of Montreal	Farm King - Misc Tools, Thread Lock	061-0000-66500	184.96
1/3/2024	0 Bank of Montreal	Galesburg Electric - Pipe Die, Die Stock	061-0000-66500	111.35
1/3/2024	0 Bank of Montreal	USA BlueBook - Level	061-0000-66500	29.95
1/3/2024	0 Bank of Montreal	USA BlueBook - Copper Rerounder	061-0000-66500	27.95
1/3/2024	0 Bank of Montreal	Galesburg Electric - Flood Lights	061-0000-66500	178.00
1/3/2024	0 Bank of Montreal	Farm King - Tape Measures, WD-40	061-0000-66500	27.28
1/3/2024	0 Bank of Montreal	Allen Precision Equipment - Magnetic Locator	061-0000-66500	995.05
1/3/2024	0 Bank of Montreal	Advance Auto Parts - Battery Booster Pac	061-0000-66500	189.99
1/3/2024	0 Bank of Montreal	Farm King - Insulated Rubber Boots	061-0000-67500	139.95

1/3/2024	0 Bank of Montreal	Alexis Fire Equipment - Boots	061-0000-67500	220.17
1/3/2024	0 Bank of Montreal	Dominos - Pizza - Overtimes 5 Workers	061-0000-68000	39.11
1/3/2024	0 Bank of Montreal	Office Specialists - 11/23 Service	067-0000-20102	31.39
1/3/2024	0 Bank of Montreal	Office Specialists - 11/23 Service	078-0000-20102	54.83
1/3/2024	0 Bank of Montreal	OISFM - Boiler Inspection	078-0000-51000	71.57
1/3/2024	0 Bank of Montreal	OISFM - Air Tank Inspection	078-0000-51000	71.58
1/3/2024	0 Bank of Montreal	OISFM - Hawthorne Pool Air Tank	078-0000-51000	99.70
1/3/2024	0 Bank of Montreal	OISFM - Hawthorne Pool Heater	078-0000-51000	99.69
1/3/2024	0 Bank of Montreal	Healthmark Group - WC Radiology Images	078-0000-56535	35.10
1/3/2024	0 Bank of Montreal	Healthmark Group - WC Medical Records	078-0000-56535	65.01
1/3/2024	0 Bank of Montreal	Bates Collision Center - Delecruz Repairs	078-0000-56597	1,533.13
1/4/2024	99030 Alice Calkins	Retiree Health Plan Premium Contribution Refund - ACalkins	078-0000-20315	605.90
1/4/2024	0 Amanda Larson	Minority/Woman owned Business Startup incentive.	054-0000-83100	321.29
1/4/2024	0 Bluefin Payment Systems	12/23 Pay Pad Processing Fees	001-0115-51000	94.82
1/4/2024	0 Bluefin Payment Systems	12/23 Pay Pad Processing Fees	001-0306-51000	24.41
1/4/2024	0 Bluefin Payment Systems	12/23 Pay Pad Processing Fees	001-0410-51000	24.42
1/4/2024	0 Bluefin Payment Systems	12/23 Pay Pad Processing Fees	061-0000-51000	1,019.97
1/4/2024	0 Bluefin Payment Systems	12/23 UB Webpayment Credit Card Processing Fee	061-0000-51000	3,532.27
1/4/2024	0 Bluefin Payment Systems	12/23 Pay Pad Processing Fees	067-0000-51000	510.00
1/4/2024	0 Bluefin Payment Systems	12/23 UB Webpayment Credit Card Processing Fee	067-0000-51000	1,766.14
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	019-1905-51000	178.53
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	019-1920-51000	13.82
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	019-1935-51000	41.78
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	019-1945-51000	103.52
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	019-1960-51000	77.29
1/4/2024	0 Cardconnect	12/23 Card Connect Credit Card Charges	051-0000-51000	0.39
1/4/2024	0 Computershare	GO1011C Interest	046-0000-87300	7,130.00
1/4/2024	0 Computershare	GO1011C Principle	046-0000-88100	310,000.00
1/4/2024	0 Computershare	Go2013A Interest	047-0000-87300	20,340.00
1/4/2024	0 Computershare	Go2013A Principle	047-0000-88100	75,000.00
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	001-0000-20102	12,656.06
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	019-0000-20102	30,336.46
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	020-0000-20102	1,824.56
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	024-0000-20102	63.43
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	030-0000-20102	1,089.52
1/4/2024	0 Constellation Newenergy Inc	12/23 Acct # 204250116-88144	061-0000-20102	21,681.90
1/4/2024	0 Hutchison Engineering, Inc	Preliminary Engineering for the Simmons St Streetscape & Parking	013-0000-76000	13,951.57
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	49.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	544.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	495.00

1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	495.00
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	1,402.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	3,033.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	412.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	214.50
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	845.00
1/4/2024	0 James M Kelly, Attorney	10/23 Legal Fees	078-0000-56534	412.50
1/4/2024	0 Knox County Fair	External Agency Funding - Knox County Fair	024-0000-83100	5,000.00
1/4/2024	99031 Knox County Records Office	Recording Fees	001-0160-51000	126.00
1/4/2024	99032 Knox County Records Office	Release 4 Property Maint Liens	001-0160-51300	63.00
1/4/2024	99033 Knox County Treasurer	Property Taxes - 1094 W Main St - PIN - 99-16-203-010	061-0000-84500	3,052.45
1/4/2024	0 Quadient Leasing USA, Inc	Postage for Machine	061-0000-10702	500.00
1/4/2024	0 Quadient Leasing USA, Inc	Yearly Fee	061-0000-51000	50.00
1/4/2024	0 Wells Fargo Merchant Services	12/23 - Credit Card Fees - Golf	019-1920-51000	241.97
			Grand Total	\$ 645,027.93

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2024**

AGENDA ITEM: Appointing the Director of Finance & Information Systems as the City Treasurer

SUMMARY RECOMMENDATION: The City Manager and Director of Finance and Information Systems recommend approval of appointing the Director of Finance & Information Systems position as the City Treasurer.

BACKGROUND: On June 7, 2021, the City Council appointed Gloria Osborn, the Director of Finance & Information Systems, as the City Treasurer until the term expires in May 2025. It is recommended that a resolution is approved to name the Director of Finance & Information Systems position as the City Treasurer, instead of naming the individual holding the position at the time. By modifying the resolution, the City Treasurer position would remain filled, and a new resolution would not be required during a transition of hiring and filling the Director of Finance & Information Systems position with a new employee.

BUDGET IMPACT: There is no budget impact as the City Treasurer position has no compensation.

SUPPORTING DOCUMENTS:

1. Resolution

RESOLUTION NO. _____

**RESOLUTION APPOINTING THE DIRECTOR OF FINANCE AND INFORMATION
SYSTEMS TO THE OFFICE OF CITY TREASURER**

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

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

WHEREAS, the current City Treasurer will be leaving the employment of the City, therefore, under Section 31.55 of the Galesburg City Code, going forward, the Mayor with the advice and consent of the City Council, desires to appoint any person serving as the Director of Finance & Information Systems as the City Treasurer effective immediately until the term expires in May 2025.

Approved this _____ day of January 2024 by a roll call vote as follows:

Roll Call #: _____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Peter Schwartzman, Mayor

ATTEST:

Kelli R. Bennewitz, City Clerk

**CITY OF GALESBURG
COUNCIL LETTER
JANUARY 16, 2024**

AGENDA ITEM: Bid for Lancaster Park renovations.

SUMMARY RECOMMENDATION: The City Manager, Director of Parks and Recreation, City Engineer, and Purchasing Agent recommend approval of the bid in the amount of \$223,594.00 from Brandt Construction of Milan, IL.

BACKGROUND: The City was awarded an Open Space Land Acquisition and Development (OSLAD) grant from the Illinois Department of Natural Resources to fund 50% of the improvements to Lancaster Park. The local match is 50%. These improvements include: 1) new playground, 2) shelter, 3) ½ court basketball, 4) walking/access path, and 5) parking lot. The purchase and installation of the playground and playground surfacing is not included in the scope of the bid proposal. The City received a GameTime grant as part of the 2023 Illinois Parks and Recreation Association (IPRA) Statewide Training and Funding Initiative that covers 50% of the cost of the playground equipment. Therefore, these items are purchased and installed separately.

The project was advertised in local and statewide publications, and on the City's website. Bid proposals were also sent out to contractors that perform this type of work. A total of four (4) bids were received. The low bidder was Brandt Construction from Milan, IL in the amount of \$223,594.00.

The bid for this project was within the estimated amount anticipated for the work and City staff recommend approval of the base bid of \$223,594.00. The overall cost of this bid, the architectural and engineering costs, and the playground equipment is approximately \$450,000. It is anticipated that the project will begin in April 2024 and be completed in July of 2024.

BUDGET IMPACT: This project is partially funded by an OSLAD grant that will cover 50% of the construction costs. Sufficient funds are budgeted in the Utility Tax Fund (Fund 59) and the Grants Fund (Fund 13) for the work to be completed in 2024.

SUPPORTING DOCUMENTS:

1. Bid Tabulation and Bid Analysis Letter for Lancaster Park Renovations
2. Project Rendering



100 Walnut Street, Suite 200
Peoria, IL 61602
p 309.689.9888

www.f-w.com

January 8, 2024

Mr. Aaron Gavin
City Engineer
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61401

Re: **Bid Analysis Letter
Lancaster Park Renovations**

Dear Aaron:

Attached please find a completed bid tabulation sheet for Lancsater Park Renovations. Four (4) construction bids were received at 11am on Wednesday January 3rd, 2024 at Galesburg City Hall.

Please note the following regarding these bids:

1. There was a non-mandatory Pre-bid meeting held at the project site on December 20, 2023 at 1pm. Two general (2) contractors were in attendance and both submitted bids. One subcontractor attended.
2. All of the bids were reviewed by the City and Farnsworth Group.
3. Brandt Construction Co. is the lowest responsive bidder.
4. Brandt Construction Co.'s bid included the required completed bid forms, bid bond, and they acknowledged they plan to complete the project prior to the latest Final completion date, estimated schedule of 4/1/24 – 7/1/24.
5. Brandt's bid falls within our proposed construction budget.

Given all the above and the attached bid tabulation sheet, Farnsworth Group takes no exception to the award of a contract for this project to Brandt Construction Co. for a total of \$223,594.00.

Please call with any questions that you may have regarding the analysis above.

Best Regards,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink that reads "Amy L. Wilson".

Amy L. Wilson, PLA|ASLA
Senior Project Landscape Architect



BID TABULATION

PROJECT NAME: Lancaster Park Renovation

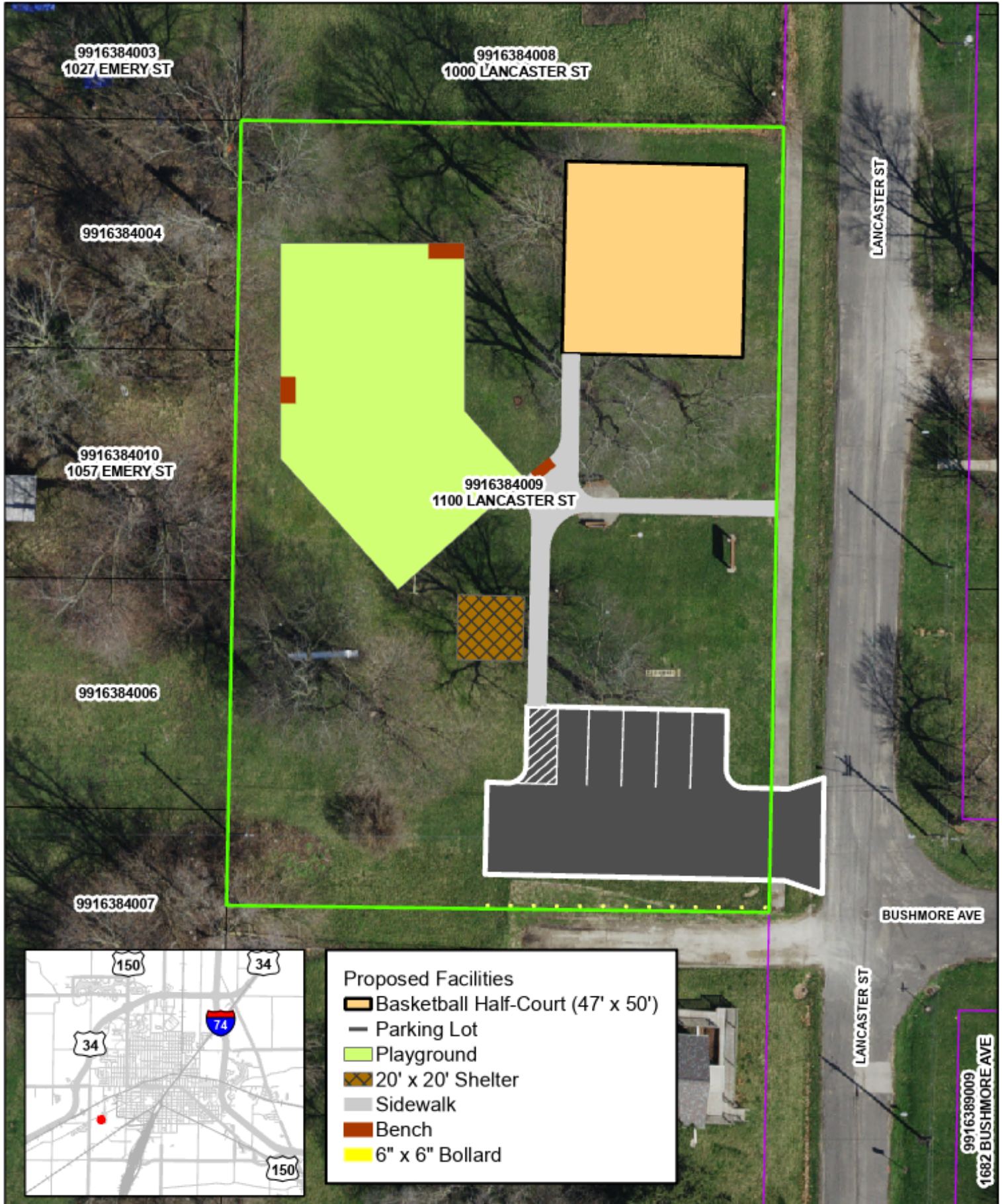
Date: 2024-01-03 Time: 11:00am

Location: City of Galesburg, Erickson Conference Room, 55 W. Tompkins St., Galesburg, IL 61402

Project No.: 0230943.00 Owner: City of Galesburg, Parks and Recreation

BIDDER'S NAME	BASE BID	BID BOND	CONSTRUCTION SCHEDULE	COMMENTS
LAVERDIERE CONSTRUCTION	\$256,844.00	✓	yes 2/1/24-11/1/24	
HEIN CONSTRUCTION	\$239,590.00	✓	yes 4/1/24-6/28/24	
BRANDT CONSTRUCTION	\$223,594.00	✓	No	
KNAPP CONCRETE CONTRACTORS	\$298,310.00	✓	yes 7/15/24-9/11/24	

Lancaster Park Renovation Plan



**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2023**

AGENDA ITEM: Bid recommendation, Backup Dispatch Center Renovations.

SUMMARY RECOMMENDATION: The City Manager, Chief of Police, and Purchasing Agent recommend that the City Council reject all bids to renovate the backup dispatch center.

BACKGROUND: The Knox County Emergency Telephone System Board (ETSB) plans to renovate a building, which would require upgrades and repairs, to serve as a backup dispatch center. The bid received for this work substantially exceeded the planned cost to complete the project by over \$200,000.00. Staff recommend the City Council reject the bids in order to revise the project scope and rebid in the future.

Formal bid documents were developed for the renovation of the building. In addition to being advertised in the Register Mail, this bid request was made available on the City website and provided to known vendors for this type of project.

Four bids were received as a result of this request. All bids submitted were significantly outside of the estimated budget for the project. Value engineering was conducted in an attempt to reduce the cost by removing items from the bid specifications without damaging the integrity of the project. This proved to be a lengthy process and ultimately changed the scope of the project drastically by removing numerous items from the original bid specifications. Therefore, city staff recommend rejection of all bids and rebidding the project at a later date.

BUDGET IMPACT: None.

SUPPORTING DOCUMENTS:

1. Bid Tabulation

QUINCY · GALESBURG · BURLINGTON · PELLA · DAVENPORT · HANNIBAL · COLUMBIA · DAVENPORT

OWNER NAME: Knox County ETSB

Bid Date: Wednesday, July 26, 2023

Bid Location: City Hall, Erickson Conference Room, Galesburg, Illinois

Bid Time: 11:00 AM

PROJECT NAME: Backup Dispatch Center Renovation

Project No.: 23-3019

BID TABULATION

Contractor	CAD Construction	Hein Construction	Bishop Brothers	Valley Construction		
Bid Bond or Certified Check	x	x	x	x		
Addenda Acknowledged						
Addendum 1	x	x	x	x		
Addendum 2	x	x	x	x		
Base Bid + Allowances	\$718,000.00	\$790,000.00	\$845,000.00	\$792,500.00		
Allowance No. 1: General Contingency (\$50,000.00)	x	x	x	x		
Allowance No. 2: Masonry Repointing (\$10,000)	x	x	x	x		

Respectfully Submitted By:

Cody N Basham July 26, 2023

Project Manager Name Date

Klingner & Associates, PC

**COUNCIL LETTER
CITY OF GALESBURG
JANUARY 16, 2024**

AGENDA ITEM: Authorizing the City Manager to renew a one-year contractual agreement with Assured Partners to provide Risk Management Consulting and Insurance Brokerage services for the City.

SUMMARY RECOMMENDATION: The City Manager & the Benefits and Risk Manager recommend the City Council authorize the City Manager to renew the current contract with Assured Partners to provide Risk Management Consulting and Insurance Brokerage Services for a flat annual fee of \$35,000.00 for the period 1/1/2024 through 12/31/2024.

BACKGROUND: In 2020 the city entered into a one-year agreement with Assured Partners to provide risk management and insurance consulting services. Subsequent annual contracts were approved by Council each year. This request is for approval for a fifth year, with no increase in their fee over last year.

Assured Partners continues to prove worthy of their fee through their efforts in negotiating a 1% increase for the RMA insurance policy renewal for 2024, which is excellent. In addition to consulting and insurance brokerage services, the fee from Assured Partners includes employee safety training at no additional cost to the City. This value-added service will save the City \$3,000 to \$5,000 per year in necessary training over outside vendors.

BUDGET IMPACT: Funding for services is included in the 2024 proposed Risk Management Budget 078-51000 professional services.

SUPPORTING DOCUMENTS:

1. Assured Partners Consulting Agreement



5025 Utica Ridge Rd
Suite 100
Davenport, IA 52807
(563) 324-1011
www.assuredpartners.com

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date and year first written above.

The City of Galesburg

ASSUREDPARTNERS

Signature: _____

Signature: 

Print Name: _____

Print Name: NICK MACHOVEC

Title: _____

Title: VICE PRESIDENT



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CONSULTING AGREEMENT

This CONSULTING AGREEMENT (the "Agreement") is made and entered into this 1st day of January, 2024 by and between AssuredPartners Great Plains LLC. ("ASSUREDPARTNERS"), an Iowa corporation having its principal place of business at 5025 Utica Ridge Road Suite 100, Davenport, Iowa 52807 and The City of Galesburg IL having its principal place of business at 55 W Tompkins St, Galesburg, IL 61401, individually a "Party" and collectively referred to as the "Parties".

WHEREAS, The City of Galesburg desires to engage ASSUREDPARTNERS, and ASSUREDPARTNERS desires to accept such engagement, as an independent contractor, to provide certain professional services to The City of Galesburg subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby promise, stipulate, covenant and agree as follows:

1. **Independent Contractor Status.** ASSUREDPARTNERS is an Independent Contractor and this Agreement shall not be construed to create any association, partnership, joint venture, employment or agency relationship between ASSUREDPARTNERS or ASSUREDPARTNERS' employees except as expressly provided herein and for no other purpose. ASSUREDPARTNERS shall have no authority or power to represent The City of Galesburg other than as expressly granted herein and none shall be implied. ASSUREDPARTNERS shall retain the sole and absolute discretion in the manner and means of carrying out the Services specified herein.
 - a. **No Employee Benefits.** Without limiting Section 1, ASSUREDPARTNERS and ASSUREDPARTNERS' employees and agents shall not be eligible and shall have no right to participate in any personal time off benefits, group medical or life insurance, disability, profit-sharing, retirement, or any other fringe benefits or benefit plans offered by The City of Galesburg to its employees. Further, The City of Galesburg shall not be responsible for withholding or paying any income, payroll, Social Security, or any other federal, state or local taxes, making any insurance contributions (including for unemployment and/or disability), or obtaining workers' compensation insurance on ASSUREDPARTNERS' behalf. ASSUREDPARTNERS



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acknowledges and agrees that ASSUREDPARTNERS' employees and agents are not entitled to receive workers' compensation benefits from any injury that ASSUREDPARTNERS or its employees may suffer in the course of performing the Services.

2. **ASSUREDPARTNERS Services.** The City of Galesburg hereby engages ASSUREDPARTNERS, and ASSUREDPARTNERS hereby accepts such engagement, as an independent contractor to provide the following safety and loss control services (the "Services"):

- a. Analysis, consulting and day to day servicing of insurance needs for the following exposures:
 - i. Property Insurance
 - ii. General Liability
 - iii. Automobile Insurance
 - iv. Directors and Officers Liability
 - v. Employment Practices Liability
 - vi. Crime
 - vii. Sexual Misconduct Liability
 - viii. Fiduciary Liability
 - ix. Media Professional Liability
 - x. Cyber Liability
 - xi. Kidnap and Ransom
 - xii. Foreign Liability
 - xiii. Other coverages as necessary
- b. Insurance Premium Allocation Assistance
- c. Retention Program tracking and analysis
- d. Risk Management Assessments and Consulting as needed
 - i. Contract Review as needed
 - ii. Assistance with Negotiations on risk matters with third parties
 - iii. Lead and Summarize "Risk Review" Discussions
- e. Claim/Loss Consulting
 - i. Reporting assistance
 - ii. Claim Advocacy
 - iii. Claim and Experience Mod Analysis
 - iv. Claim Reviews
- f. Loss Control Services



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- i. Loss Control service hours
- ii. Coordination of Services with Insurer Risk Control Personnel
- iii. Tracking of and assistance with implementation of Loss Control Recommendations
- iv. Providing safety training services for City employees
- v. Completing safety audits

3. **Compensation and Expenses.** In exchange for the Services, The City of Galesburg shall pay ASSUREDPARTNERS an annual fee of \$35,000 to be paid in a one annual installment. Additionally, The City of Galesburg agrees to pay and/or reimburse any direct expenses, which are incurred by ASSUREDPARTNERS with the prior approval of The City of Galesburg.

4. **Insurance.**

- a. **Errors & Omissions Insurance.** ASSUREDPARTNERS shall have and maintain, at its own cost, an errors and omissions insurance policy with minimum limits of liability coverage of Three million dollars (\$3,000,000.00) per claim and Three million dollars (\$3,000,000.00) annual aggregate. ASSUREDPARTNERS shall, upon request, produce confirmation of such insurance to The City of Galesburg. Coverage shall be placed with a carrier rated "A-" or better by A.M. Best.
- b. **Workers' Compensation Insurance.** Each Party shall provide workers' compensation insurance for its own employees and agents as required by any applicable workers' compensation laws during the performance of Services. Should ASSUREDPARTNERS be a sole proprietor and not required by state law to obtain workers' compensation insurance and has so elected not to carry workers' compensation insurance on himself/herself - he/she acknowledges that they are assuming all liability and related costs for any work-related disease or injuries to themselves in the performance of the Services for The City of Galesburg.
- c. **Vehicle Liability Insurance.** Each Party agrees to have and maintain vehicle liability insurance, including coverage for all owned, hired, and non-owned vehicles. The limits of liability shall be not less than one million dollars (\$1,000,000.00) combined single limit each occurrence for bodily injury and property damage.



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- d. **Commercial General Liability Insurance.** Each Party agrees to have and maintain a policy of broad-form commercial general liability insurance, including but not limited to contractual liability coverage. The limits of liability shall be not less than one million dollars (\$1,000,000.00) per each occurrence and one million dollars (\$1,000,000.00) annual aggregate.
- e. **City of Galesburg Self-Insured.** The City of Galesburg shall satisfy the above obligations through its self-insurance program which shall at all times maintain at least one million dollars (\$1,000,000) in retained funds in combination with insurance coverage with RMA..

5. Indemnification.

- a. **ASSUREDPARTNERS obligations.** To the fullest extent permitted under the law, ASSUREDPARTNERS shall defend, indemnify and hold harmless The City of Galesburg and its affiliates, officers, directors, employees, agents, successors and permitted assigns (collectively, The City of Galesburg Indemnitees") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorneys' fees, and the cost of enforcing any right to indemnification hereunder (collectively, the "Losses") which may be imposed upon, incurred by or asserted against The City of Galesburg Indemnitees arising out of or relating to any claim, suit, action or proceeding (each, an "Action") but only to the extent that such Action alleges to arise out of or result from: (i) ASSUREDPARTNERS' breach or non-fulfillment of any representation, warranty, covenant or obligation of ASSUREDPARTNERS under this Agreement; (ii) any negligent, reckless or intentional act or omission of ASSUREDPARTNERS or ASSUREDPARTNERS' employees or agents in connection with the performance of its obligations under this Agreement; (iii) any bodily injury, death of any person or damage to real or tangible personal property caused by the negligent act or omission of ASSUREDPARTNERS or ASSUREDPARTNERS' employees or agents; or (iv) any failure by ASSUREDPARTNERS or ASSUREDPARTNERS' employees and agents to comply with any applicable laws and regulations in the performance of its obligations under this Agreement. This Section shall not apply if such Losses are wholly caused by the sole negligence or willful



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misconduct of The City of Galesburg Indemnitees. The obligations assumed in this Section shall survive the termination of this Agreement.

- b. **The City of Galesburg obligations.** To the fullest extent permitted under the law, The City of Galesburg shall defend, indemnify and hold harmless ASSUREDPARTNERS and its affiliates, officers, directors, employees, agents, successors and permitted assigns (collectively, "ASSUREDPARTNERS Indemnitees") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorneys' fees, and the cost of enforcing any right to indemnification hereunder (collectively, the "Losses") which may be imposed upon, incurred by or asserted against ASSUREDPARTNERS Indemnitees arising out of or relating to any claim, suit, action or proceeding (each, an "Action") but only to the extent that such Action alleges to directly arise out of or result from: (i) The City of Galesburg's breach or non-fulfillment of any representation, warranty, covenant or obligation of The City of Galesburg under this Agreement; (ii) any negligent, reckless or intentional act or omission of The City of Galesburg or The City of Galesburg's employees or agents in connection with the performance of its obligations under this Agreement; (iii) any bodily injury, death of any person or damage to real or tangible personal property caused by the negligent act or omission of The City of Galesburg or The City of Galesburg's employees or agents; or (iv) any failure by The City of Galesburg or The City of Galesburg's employees and agents to comply with any applicable laws and regulations in the performance of its obligations under this Agreement. This Section shall not apply to the extent such Losses are caused by the sole negligence, willful misconduct or recklessness of ASSUREDPARTNERS Indemnitees. The obligations assumed in this Section shall survive the termination of this Agreement.

6. **Waiver of Subrogation.** Each Party and its respective employees and agents hereby waive any and all rights of recovery against the other Party and its affiliates, respective officers, directors, employees, agents, successors and permitted assigns, in connection with, resulting from or arising out of this Agreement with respect to any loss covered by, or which should have been covered by, the insurance coverages which were required and/or recommended in Section 9 of this



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Agreement. For the purposes of this Section, all deductibles, retentions, coinsurance requirements, protective safeguards, and/or penalty clauses that may be applied to such insurance proceeds shall be considered insured losses and therefore subject to the Waiver of Subrogation as provided herein. Inasmuch as the above waivers will preclude the assignment of any aforesaid claim by way of subrogation to an insurance company, the Parties hereby agree to give to each insurance company providing a policy as described herein, written notice of the terms of said waivers, and to have said insurance policies properly endorsed, if necessary, to prevent the invalidation of said insurance coverages by reason of said waivers.

7. **Confidentiality.** Each Party shall treat information received from the other Party that relates to this Agreement as confidential and shall not disclosure such information to any person not entitled to receive it except as may be necessary to fulfill the Party's respective obligations as set forth in this Agreement or as required by law or regulatory authority.
8. **Term.** This Agreement shall commence on the date set forth in the opening paragraph of this Agreement and shall remain in effect until terminated in accordance with its terms.
9. **Notice.** All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the designated representatives of the Parties at the addresses set forth herein. All Notices shall be delivered by personal delivery, nationally-recognized overnight courier, email (with confirmation of transmission), or certified or registered mail. For The City of Galesburg, the designated representatives are: City Manager Gerald Smith or City Attorney Bradley Nolden. For ASSUREDPARTNERS, the designated representatives are: All ASSUREDPARTNERS assigned employees to the City of Galesburg.
10. **Termination.**
 - a. **Termination by Mutual Agreement or Notice.** This Agreement may be terminated at any time, by mutual written agreement of the Parties, or by



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either Party giving at least sixty (60) days' advance written notice in the manner specified in Section 9.

- b. **Termination for Cause.** This Agreement may be terminated immediately upon notice by either Party if the other Party: (i) fails to comply with any material terms of this Agreement; or (ii) breaches its fiduciary duty to the other Party.
 - c. **Automatic Termination.** This Agreement shall terminate automatically if either Party becomes insolvent or is placed into bankruptcy, receivership, reorganization, or similar action.
11. **Entire Agreement.** This Agreement constitutes the sole and entire agreement of the Parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
12. **Modifications and Non-waiver.** No modification, amendment, waiver, change or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialed by the Parties. No delay or failure by either Party to exercise any right granted by this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right unless otherwise expressly provided herein.
13. **Headings.** Headings in this Agreement are for convenience and shall not be used to interpret or construe its provisions.
14. **Counterparts.** This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.
15. **Severability.** If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall



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not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

16. **Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without giving effect to any choice or conflict of law provision or rule. Each Party irrevocably submits to the exclusive jurisdiction and venue of the federal and state courts located in Scott County, Iowa in any Action in connection with, resulting from or arising out of this Agreement or the Services provided hereunder by either Party.
17. **Jury Trial Waiver.** Each of the Parties to this Agreement hereby waives the right to a trial by jury on any of the matters arising out of this Agreement. Each of the Parties understands and agrees that, in the event any Party to this agreement commences an action to enforce this Agreement, the prevailing party shall be entitled to recover any and all costs and expenses, including without limitation attorneys' fees incurred as a result of such action, whether incurred before, during, or after such action is commenced or concluded.
18. **Representation.** Each Party to this Agreement acknowledges and agrees that no representations, inducements, promises or agreements, orally or otherwise, have been made by any Party hereto, or anyone acting on behalf of any Party hereto, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding.

**CITY OF GALESBURG
COUNCIL LETTER
JANUARY 16, 2024**

AGENDA ITEM: Approval to Submit FY 2024 OPEB Contributions to the City's OPEB Trust

SUMMARY RECOMMENDATION: The City Manager and Director of Finance and Information Systems recommend approval to submit the budgeted FY 2024 OPEB contributions to the City's OPEB trust account.

BACKGROUND: In addition to pensions, many state and local government employers provide other postemployment benefits (OPEB), such as health insurance, as part of the total compensation offered to attract and retain the services of qualified employees. From an accrual accounting perspective, the cost of OPEB, like the cost of pension benefits, generally should be associated with the periods in which the exchange occurs, rather than the periods when benefits are paid or provided. The annual OPEB cost is equal to the employer's annual required contribution (ARC) to the plan, with certain adjustments if the employer has a net obligation for past under-or over contributions.

As of the last audit, for fiscal year ending 2022, the City's OPEB liability is as follows:

Description	Amount
Total OPEB liability	\$13,792,888
Plan assets in OPEB trust	\$1,853,998
Net OPEB liability	\$11,938,890

Since 2013, the City Council has been proactive and has been annually contributing funds, on average approximately \$141,623, to the City's OPEB trust to offset the City's OPEB liability. Funding the trust helps to reduce the City's liability and may be viewed positively when the City is requesting or receiving a credit rating which then may help lower interest costs when issuing debt. As of the last quarterly statement received, the ending balance for the OPEB trust is \$2.064 million. For fiscal year 2024, administration is recommending that the City, excluding the library and Township, contributes \$143,555 to the City's OPEB trust account.

BUDGET IMPACT: Sufficient funds are budgeted in the following funds: General, Water, Park & Recreation Fund, Transit Fund and Refuse Fund.

SUPPORTING DOCUMENTS:

None

TOWN OF THE CITY OF GALESBURG

Date: January 16, 2024Agenda Number: 24-9000

TOWN FUND	<u>\$729.05</u>
GENERAL ASSISTANCE FUND	<u>\$9,614.97</u>
IMRF FUND	<u>\$1,664.73</u>
SOCIAL SECURITY/MEDICARE FUND	<u>\$652.97</u>
LIABILITY FUND	<u></u>
AUDIT FUND	<u></u>
 TOTAL	 <u>\$12,661.72</u>

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01/09/24

Cash Basis

TOWN OF THE CITY OF GALESBURG - GA
General Assistance Advance Payment Report
December 12 2023 to January 8 2024

Date	Num	Name	Memo	Paid Amount
Expense				
602 - Gen Assistance - Rent				
12/12/2023	24761	LL Curtis, Michael	G16553 Shelter Assist 1182 E Losey S	340.00
12/13/2023	24780	LL Mark Plummer	G16556 Shelter Assist 812 S Academy	340.00
12/13/2023	24781	LL Crawford, Rita	G16557 Shelter Assist 762 E Brooks	209.82
12/15/2023	24783	LL MCS Real Estate, LLC	E16573 Shelter Assist 110 N Henderson	850.00
12/19/2023	24787	LL Galesburg Commercial, ...	G16578 Shelter Assist 326 W Knox St.	300.00
12/21/2023	24789	LL River Oaks Trails	G16586 Shelter Assist Apt 510 Nasier	180.00
12/21/2023	24791	LL Mackey, Laurie	G16588 Shelter Assist 481 E 5th Robert	340.00
12/28/2023	24796	LL Thompson, Brandon	G16599 Shelter Assist 171 Maple Ave	340.00
12/28/2023	24797	LL Vanguard Properties, LLC	G16598 Shelter Assist Apt 11	340.00
12/29/2023	24801	LL KCHA	G16607 Shelter Assist Apt 323	11.00
01/02/2024	24804	LL Finzel, Paul	G16623 Shelter Assist Apt 9	335.00
01/02/2024	24806	LL KCHA	G16617 Shelter Assist Apt 20	11.00
01/04/2024	24809	LL Finzel, Paul	G16626 Shelter Assist Apt 5 M	425.00
01/04/2024	24811	LL KCHA	G16634 Shelter Assist Apt 212	11.00
01/04/2024	24812	LL KCHA	G16632 Shelter Assist Apt 423	3.00
Total 602 - Gen Assistance - Rent				4,035.82
603 - Gen Assistance - Utilities				
12/13/2023	24782	City WATER Galesburg	021730-000 G16558 Utility Assist	130.18
12/21/2023	24790	AMEREN PLEDGE	6823459103 G16585 Utility	76.52
12/26/2023	24793	AMEREN PLEDGE	8477617141 G16595 Utility	65.66
12/28/2023	24795	AMEREN ILLINOIS	1366537453 G16601 Utility	28.39
12/29/2023	24803	AMEREN ILLINOIS	G16609 Utility Assist	27.60
01/04/2024	24807	City WATER Galesburg	Account # 065478-000 G16630 Utility	344.55
01/04/2024	24808	AMEREN PLEDGE	Account # 06029-18139 G16631 Utility	80.45
01/08/2024	24820	AMEREN PLEDGE	Account 1671690084 G16650 Utility	50.92
Total 603 - Gen Assistance - Utilities				804.27
605 - Gen Assistance - P & H				
01/04/2024	24813	Purple Hangar	11/14/2023 G16320	30.00
01/04/2024	24813	Purple Hangar	11/14/2023 G16483	25.00
Total 605 - Gen Assistance - P & H				55.00
612 - Gen Assistance - Misc/Lndry/Tra				
12/12/2023	24779	IL Secretary of State	G16554 State ID for	20.00
12/26/2023	24792	Farmers Insurance	G01 3427735 00 G16594 Other Ass	163.90
12/29/2023	24802	LL KCHA Laundry	G16611 Laundry Assist	10.00
01/02/2024	24805	LL KCHA Laundry	G16619 Tammy Schultz	10.00
01/04/2024	24810	LL KCHA Laundry	G16637 Laundry Assist Apt 212	10.00
01/08/2024	24818	Oakbrook Corp Laundry/Ma...	G16642 Laundry Assist Apt 902	10.00
01/08/2024	24819	LL KCHA Laundry	G16652 Laundry Assist Apt 423 K	10.00
Total 612 - Gen Assistance - Misc/Lndry/Tra				233.90

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01/09/24

Cash Basis

TOWN OF THE CITY OF GALESBURG - GA
General Assistance Advance Payment Report
 December 12 2023 to January 8 2024

Date	Num	Name	Memo	Paid Amount
613 · Emergency Assistance - Rent				
12/21/2023	24788	LL Sandburg Lake Estates	G16583 Shelter Assist 246 Herrina Ave	340.00
12/28/2023	24794	LL Bridlecreek / Rural Rentals	E16603 Shelter Assist Apt 1419	700.00
01/05/2024	24816	LL Chad & Elsa Galyean	E16640 Shelter Assist Apt A	847.00
01/08/2024	24817	LL Morningside Alliance LLC	E16644 Shelter Assist Apt #1	1,000.00
01/08/2024	24821	LL Brentwood Manor KCHA	E16645 Shelter Assist Apt C6	840.00
Total 613 · Emergency Assistance - Rent				3,727.00
614 · Emergency Assistance - Utility				
01/04/2024	24815	City WATER Galesburg	065605-000 E16639 Utility Assist	367.61
Total 614 · Emergency Assistance - Utility				367.61
Total Expense				9,223.60
Net Income				-9,223.60

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01/09/24

TOWN OF THE CITY OF GALESBURG - GA
General Assistance Payment Due Report
 December 12 2023 - January 8 2024

Type	Name	Num	Date	Memo	Amount
Dec 12, '23 - Jan 8, 24					
Bill	City MISC EXPENSES Gal...	0492046	12/15/2023	2024 OPEB Contribution	65.00
Bill	City TRANSIT Galesburg	G16455	12/15/2023	G16455 2 punch cards	10.00
Bill	City TRANSIT Galesburg	G16606	12/15/2023	G16606 Transportation	20.00
Bill	City TRANSIT Galesburg	G16606	12/15/2023	G16606 1/10 punch pass	5.00
Bill	City TRANSIT Galesburg	G16621	12/15/2023	G16621 monthly bus pass	20.00
Bill	Hy-Vee Main St # 1216	G16608	12/15/2023	G16608 Food Assist	96.81
Bill	Hy-Vee Main St # 1216	G16613	12/15/2023	G16613 Food Assist	49.77
Bill	Salvation Army Thrift Store	G16592	12/21/2023	G16592 Clothing Ass	36.44
Bill	Salvation Army Thrift Store	G16575	12/15/2023	G16575 Clothing Assi	48.41
Bill	Salvation Army Thrift Store	G16565	12/15/2023	G16565 Clothing Assis	39.94
Dec 12, '23 - Jan 8, 24					391.37

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01/09/24

TOWN of the City of Galesburg - TOWN
TOWN Payment Due Report
 December 12 2023 - January 8 2024

Type	Date	Num	Name	Memo	Amount
Ameren Illinois					
Bill	01/08/2024	01082024	Ameren Illinois	Acct 5392319850 11/21/2023 -12/25/2023	378.12
Total Ameren Illinois					378.12
CityGalesburg EXPENSES					
Bill	01/08/2024	0492045	CityGalesburg EXPENSES	OPEB Annual Contribution TOWN	100.00
Total CityGalesburg EXPENSES					100.00
Eagle Enterprises					
Bill	12/31/2023	01-17595 9	Eagle Enterprises	3 month recyclin and fuel sur-charge OCT NOV DEC	184.68
Total Eagle Enterprises					184.68
HumbleFax					
Bill	12/05/2023	F8CXV - 0001	HumbleFax	Service Dates 12/4/2023 - 1/4/2023	20.00
Total HumbleFax					20.00
Summit Hosting					
Bill	12/05/2023	9145969	Summit Hosting	11/ 27/2023 to 12/21/2023 QB Hosting	46.25
Total Summit Hosting					46.25
TOTAL					729.05

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01/09/24

Accrual Basis

TOWN of the City of Galesburg - IMRF
IMRF Payment Due Report
 December 12 2023 - January8 2024

Type	Date	Num	Name	Split	Amount
215 · IMRF WH					
Liability Check	01/03/2024	To Print	I.M.R.F.	107...	-1,664.73
Total 215 · IMRF WH					-1,664.73
TOTAL					-1,664.73

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01/09/24

Accrual Basis

SSMC FUND
SSMC Transactions
 December 12 2023 - January 8 2024

Type	Date	Name	Memo	Split	Amount
108 · Cash - CBI F&M SSMC FUND					
Transfer	12/29/2023	Redist DEC 23 SSMC		106 · Cash - CBI F&M TOWN FUND	-2,847.03
Transfer	12/29/2023	Transfer SSMC for December 2023		128 · IL Funds - SSMC FUND	3,500.00
Total 108 · Cash - CBI F&M SSMC FUND					652.97
TOTAL					652.97

10:53 AM

01/09/24

Accrual Basis

TOWN of the City of Galesburg - TOWN
Advance Pay Vendor Summary by Month
 December 12, 2023 through January 8, 2024

	Dec 12 - 31, 23	Jan 1 - 8, 24	TOTAL
Ameren Illinois	0.00	378.12	378.12
CityGalesburg EXPENSES	0.00	168.42	168.42
Eagle Enterprises	184.68	0.00	184.68
Intuit QuickBooks	1,464.00	0.00	1,464.00
Lora Cleaning	160.00	400.00	560.00
NCPERS	112.00	0.00	112.00
OSI	3,943.66	85.32	4,028.98
Petty Crew, LLC	60.89	0.00	60.89
The Register-Mail - Gatehouse Media	105.42	0.00	105.42
TOTAL	6,030.65	1,031.86	7,062.51