

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

**CITY COUNCIL MEETING
MONDAY, FEBRUARY 4, 2019 - 7:00 P.M.
475 MAIN STREET, WEST CHICAGO, ILLINOIS**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Invocation**
- 4. Roll Call and Establishment of a Quorum**
- 5. Public Participation**

The opportunity to speak to the City Council is provided for those who have a question or comment on an agenda item or a City of West Chicago issue. The City Council appreciates hearing from our residents and your thoughts and questions are valued. The City Council strives to make the best decisions for the City and public input is very helpful.

Respect for the duties of the City Council and for the democratic process will be adhered to – in this regard, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the Mayor. Comments that are personally condescending will not be permitted. Speakers shall be courteous and should not make statements that are personally disrespectful to members of the City Council or City staff.

Please use the podium in the center aisle as the proceedings are videotaped. Please announce your name and address (if acceptable) before commencing – all public comments are limited to three (3) minutes and each citizen will be permitted to speak only once. It is the City Council's policy not to engage in dialogue during Public Comment. Any questions raised will be addressed by City staff or an elected official outside of the City Council meeting.

- 6. City Council Meeting Minutes of January 21, 2019**
- 7. Corporate Disbursement Report
- February 4, 2019 (\$531,172.43)**

475 Main Street
West Chicago, Illinois
60185

T (630) 293-2200
F (630) 293-3028
www.westchicago.org

Ruben Pineda
MAYOR
Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR

8. Consent Agenda

• **Public Affairs Committee:**

- A. **Approve the Spreading of Our Wings 5k & 1 Miles Fundraising Walk/Run by the Illinois Association of Latino Administrators (IALAS) Scheduled for Saturday, April 13, 2019.**
- B. **Approve the Stations of the Cross Event by St. Andrew Lutheran Church Scheduled for Friday, April 19, 2019.**
- C. **Approve the WE GO Run by the Lemay Middle School Scheduled for Sunday, May 5, 2019.**
- D. **Approve the Blooming Fest Event Scheduled for Saturday, May 19, 2019.**
- E. **Approve the Fireworks Display at Reed-Keppler Park Scheduled for Saturday, June 8, 2019.**
- F. **Approve the West Chicago Food Festival Event Scheduled for Saturday, October 12, 2019.**
- G. **Approve the Halloween Festivities Scheduled for Saturday, October 26, 2019.**
- H. **Approve the Frosty Fest Event Scheduled for Saturday, December 7, 2019.**
- I. **Approve the Frosty 5k & Kids Fun Run Scheduled for Saturday, December 7, 2019.**

• **Items Not Sent to Committee:**

- J. **Resolution No. 19-R-0009 – A Resolution to Endorse the Legislative Action Program of the DuPage Mayors and Managers Conference for the 2019 Legislative Session.**

9. Reports by Committees

- A. **Resolution No. 19-R-0008 – A Resolution Authorizing the Mayor to Execute a Certain Contract Between City of West Chicago and Phalen Consulting, Inc. for City Museum Management Services (for an amount not to exceed \$88,400).**

- 10. **Unfinished Business**
- 11. **New Business**
- 12. **Correspondence and Announcements**

Upcoming Meetings

February 5, 2019	Plan Commission/ZBA
February 7, 2019	Infrastructure Committee
February 11, 2019	Development Committee

- 13. **Mayor's Comments**
- 14. **Executive Session**
 - A. **Land Acquisition – 5 ILCS 120/2 (C) (5) (6)**
 - B. **Litigation – 5 ILCS 120/2 (C) (11)**
 - C. **Personnel Matters – 5 ILCS 120/2 (C) (1)**
 - D. **Review of Official Record – 5 ILCS 120/2 (C) (21)**
- 15. **Items to be Referred for Final Action from Executive Session.**
- 16. **Adjournment**

CITY OF WEST CHICAGO – 475 Main Street
CITY COUNCIL MINUTES
Regular Meeting
January 21, 2019

1. **Call to Order.** Mayor Ruben Pineda called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance to the Flag.** Boy Scout Matthew Reithknecht, Troop 3, led all in the Pledge of Allegiance.

The Mayor thanked Scout Reithknecht for being here. The Mayor said Scout Reithknecht asked him about volunteers to shovel snow in his area and about lighting in his neighborhood.

3. **Invocation.** The City Clerk gave the invocation.

4. **Roll Call and Establishment of a Quorum.**

Roll Call found Aldermen Lori J. Chassee, James E. Beifuss, Jr., Heather Brown, Michael D. Ferguson, Alton Hallett, Sandy Dimas, Melissa Birch-Ferguson, Matthew E. Garling, Christopher Swiatek, Jeanne M. Short, Rebecca Stout, Bonnie A. Gagliardi, and Noreen Ligino-Kubinski present. Alderman Jayme Sheahan was absent. The Mayor announced a quorum.

City Clerk Nancy M. Smith was also present.

Also in attendance were City Attorney Patrick K. Bond, City Administrator Michael L. Guttman, and Chief of Police Mike Uplegger.

5. **Public Participation.** No one spoke.

6. **City Council Meeting Minutes – January 7, 2019.** Alderman Chassee made a motion, seconded by Alderman Hallett, to approve the minutes of January 7, 2019, with no changes. Voting Aye: Alderman Chassee, Beifuss, Brown, Ferguson, Hallett, Dimas, Birch-Ferguson, Garling, Swiatek, Short, Stout, Gagliardi, and Ligino-Kubinski.

7. **Corporate Disbursement Report.** Alderman Dimas made a motion, seconded by Alderman Garling, to approve the January 21, 2019, Corporate Disbursement Report in the amount of \$1,353,167.60. Voting Aye: Aldermen Chassee, Beifuss, Brown, Ferguson, Hallett, Dimas, Birch-Ferguson, Garling, Swiatek, Short, Stout, Gagliardi, and Ligino-Kubinski. . Voting Nay: 0. Motion carried.

8. **Consent Agenda – None**

9. **Reports by Committees.** None

10. **Unfinished Business.** None

11. **New Business.** None

12. **Correspondence and Announcements.**

Upcoming Meetings

- January 22, 2019	Historical Preservation Commission (cancelled)
- January 24, 2019	Finance Committee (cancelled)
- January 28, 2019	Public Affairs Committee

13. **Mayor's Comments.** The Mayor recognized that it is Martin Luther King, Jr. day, and that government offices were closed. West Chicago was open.

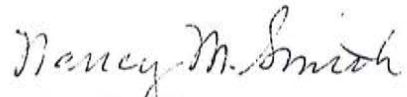
The Mayor said it is very cold, but tomorrow it will be in the 40's. There will be freezing rain and then snow, so he cautioned everyone to be careful. Scout Reithknecht said people should be careful of the ice as both he and his grandmother slipped and fell.

14. **Executive Session.** There was no executive session.

15. **Items to be Referred for Final Action from Executive Session.** Not applicable.

16. **Adjournment.** At 7:05 pm, Alderman Chassee made a motion, seconded by Alderman Stout, to adjourn. Motion was carried by voice vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy M. Smith". The signature is written in black ink and is positioned above the typed name.

Nancy M. Smith
City Clerk

CITY OF WEST CHICAGO

CORPORATE DISBURSEMENT REPORT February 4, 2019

OPERATING ACCOUNT	\$	531,172.43
FUNDED BY:		-----
GENERAL FUND	\$	244,582.82
CAPITAL EQUIPMENT REPLACEMENT FUND	\$	12,271.40
SEWER FUND	\$	137,508.46
WATER FUND	\$	92,438.49
CAPITAL PROJECTS FUND	\$	18,834.29
DOWNTOWN TIF SPECIAL PROJECTS	\$	2,106.70
MISCELLANEOUS DEPOSITS	\$	11,562.50
COMMUTER PARKING FUND	\$	11,867.77

APPROVED BY THE CITY COUNCIL ON:

DATE: _____

SIGNATURE: _____

PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
 DATE: 02/01/19
 TIME: 15:11:12

CITY OF WEST CHICAGO
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
 ACCTPA21

SELECTION CRITERIA: transact.batch='G359' and transact.ck_date='20190204 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 40 - OPERATING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	DEPT-DIV	DESCRIPTION	SALES TAX	AMOUNT
105100	84051	02/04/19	10043 3CMA	010208	ANNUAL MEMBERSHIP FOR	0.00	400.00
105100	84052	02/04/19	14400 7 LAYER SOLUTIONS, INC	010503	APPLICATION DEVELOPMEN	0.00	1,110.00
105100	84052	02/04/19	14400 7 LAYER SOLUTIONS, INC	053443	APPLICATION DEVELOPMEN	0.00	370.00
105100	84052	02/04/19	14400 7 LAYER SOLUTIONS, INC	063447	APPLICATION DEVELOPMEN	0.00	370.00
TOTAL CHECK							
105100	84053	02/04/19	10633 ADT SECURITY SERVICES, I	010613	CORRECT CODE	0.00	510.72
105100	84054	02/04/19	11707 ANDERSON LOCK	010921	INVOICE #7078780 DATED	0.00	465.00
105100	84055	02/04/19	12365 ANDY FRAIN SERVICES	010613	INVOICE #267952	0.00	3,187.45
105100	84055	02/04/19	12365 ANDY FRAIN SERVICES	010613	INVOICE #267954	0.00	11,188.13
TOTAL CHECK							
105100	84056	02/04/19	13068 AT & T	010613	SVC 1/14-2/13/19	0.00	61.53
105100	84057	02/04/19	13107 AT & T MOBILITY	063447	SVC 12/8-1/7/19	0.00	189.92
105100	84058	02/04/19	3400 AT&T	063448	SVC 1/16-2/15/19	0.00	261.54
105100	84058	02/04/19	3400 AT&T	010921	SVC 1/16-2/15/19	0.00	165.02
105100	84058	02/04/19	3400 AT&T	053443	SVC 1/16-2/15/19	0.00	165.02
105100	84058	02/04/19	3400 AT&T	063447	SVC 1/16-2/15/19	0.00	165.02
105100	84058	02/04/19	3400 AT&T	053443	SVC1/10-2-9/19	0.00	504.26
TOTAL CHECK							
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	INSPECTIONS/PROPERTY M	0.00	14,375.00
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	PLAN REVIEW FOR 123 FR	0.00	1,069.37
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	PLAN REVIEW FOR 927 W	0.00	1,877.84
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	PLAN REVIEW FOR 243 W	0.00	225.00
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	MISCELLANEOUS PLAN REV	0.00	225.00
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	PLAN REVIEW FOR 550 E	0.00	494.34
105100	84059	02/04/19	1800 B & F CONSTRUCTION CODE	011029	PLAN REVIEW FOR 1840 W	0.00	1,069.37
TOTAL CHECK							
105100	84060	02/04/19	12591 BALL HORTICULTURAL COMPA	28	RELEASE OF TWO DEPOSIT	0.00	8,562.50
105100	84061	02/04/19	14939 BATTERIES PLUS BULBS	063447	INVOICE #P8381080 DATE	0.00	32.99
105100	84062	02/04/19	14709 BAYCI, BETHANY	093454	REIMBURSEMENT FOR PURC	0.00	189.90
105100	84062	02/04/19	14709 BAYCI, BETHANY	011028	REIMBURSEMENT FOR PURC	0.00	76.23
TOTAL CHECK							
105100	84063	02/04/19	15027 BLACK SQUARE	28	LETTER OF INTENT REFUN	0.00	1,500.00
105100	84064	02/04/19	12896 BMI	010208	BROADCAST MUSIC INC. A	0.00	358.00
105100	84065	02/04/19	4392 BONNELL INDUSTRIES	010925	INVOICE #0184297-IN DA	0.00	1,350.00
105100	84066	02/04/19	14784 BRADEN BUSINESS SYSTEMS	011030	KYOCERA MITA MUSEUM CO	0.00	69.46
105100	84067	02/04/19	14710 BUCHANAN ENERGY (N) LLC	01	4,001 GALS RFG 89 &	0.00	6,956.94

PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
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CITY OF WEST CHICAGO
 CHECK REGISTER - DISBURSEMENT FUND

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SELECTION CRITERIA: transact.batch='G359' and transact.ck_date='20190204 00:00:00.000'
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FUND - 40 - OPERATING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	DEPT-DIV	DESCRIPTION	SALES TAX	AMOUNT	
105100	84067	02/04/19	14710 BUCHANAN ENERGY (N) LLC	01	4,001 GALS RFG 89 &	0.00	5,299.15	
TOTAL CHECK							0.00	12,256.09
105100	84068	02/04/19	11977 MERLE BURLEIGH	010208	WEEKLY WEBSITE COLUMN/	0.00	800.00	
105100	84069	02/04/19	13021 CASE LOTS, INC	010921	INVOICE #006655 DATED	0.00	144.50	
105100	84069	02/04/19	13021 CASE LOTS, INC	010921	INVOICE #006656 DATED	0.00	299.50	
105100	84069	02/04/19	13021 CASE LOTS, INC	010921	INVOICE #6781 DATED 01	0.00	278.20	
TOTAL CHECK							0.00	722.20
105100	84070	02/04/19	1843 CEMETERY MANAGEMENT, INC	010923	RESOLUTION NO. 19-R-00	0.00	1,000.00	
105100	84070	02/04/19	1843 CEMETERY MANAGEMENT, INC	010923	RESOLUTION NO. 19-R-00	0.00	1,200.00	
TOTAL CHECK							0.00	2,200.00
105100	84071	02/04/19	12380 CINTAS CORPORATION	010921	BI-WEEKLY CARPET RUNNE	0.00	19.25	
105100	84071	02/04/19	12380 CINTAS CORPORATION	010921	BI-WEEKLY CARPET RUNNE	0.00	9.48	
105100	84071	02/04/19	12380 CINTAS CORPORATION	010921	BI-WEEKLY CARPET RUNNE	0.00	17.80	
105100	84071	02/04/19	12380 CINTAS CORPORATION	010921	BI-WEEKLY CARPET RUNNE	0.00	13.43	
105100	84071	02/04/19	12380 CINTAS CORPORATION	063448	BI-WEEKLY CARPET RUNNE	0.00	15.05	
TOTAL CHECK							0.00	75.01
105100	84072	02/04/19	13778 CMRS-FP	010613	REPLENISH POSTAGE METE	0.00	3,000.00	
105100	84073	02/04/19	13317 COLFORD, PAT	010924	REIMBURSEMENT TO PAT C	0.00	162.06	
105100	84074	02/04/19	13089 COMCAST	010503	SVC 1/15-2/14/19	0.00	995.00	
105100	84075	02/04/19	13257 COMCAST CABLE	010614	SVC 1/19-2/18/19	0.00	86.90	
105100	84075	02/04/19	13257 COMCAST CABLE	010925	SVC 1/27-2/26/19	0.00	205.24	
105100	84075	02/04/19	13257 COMCAST CABLE	063448	SVC 1/25-2/24/19	0.00	323.12	
105100	84075	02/04/19	13257 COMCAST CABLE	010921	SVC 1/20-2/19/19	0.00	212.23	
TOTAL CHECK							0.00	827.49
105100	84076	02/04/19	151 COMED	010926	SVC 12/17-1/18/19	0.00	7,453.56	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	010926	SVC 12/12-1/15/19	0.00	993.48	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	010208	SVC 12/12-1/15/19	0.00	72.79	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	433476	SVC 12/12-1/15/19	0.00	2,469.19	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	053443	SVC 12/12-1/15/19	0.00	454.89	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	010921	SVC 12/12-1/15/19	0.00	258.80	
105100	84077	02/04/19	152 COMMONWEALTH EDISON	010926	SVC 12/12-1/15/19	0.00	119.82	
TOTAL CHECK							0.00	4,368.97
105100	84078	02/04/19	2810 CORE & MAIN, LP	063447	INVOICE #K004104 DATED	0.00	352.52	
105100	84079	02/04/19	2805 CRAWFORD, MURPHY & TILLY	063447	RESOLUTION NO. 18-R-00	0.00	4,652.48	
105100	84080	02/04/19	14103 CTC MACHINE SERVICE, INC	010925	INVOICE #24117 DATED 0	0.00	2,370.00	
105100	84081	02/04/19	12060 CURRENT TECHNOLOGIES COR	433476	CAMERA INSTALLATIONS &	0.00	9,381.08	
105100	84081	02/04/19	12060 CURRENT TECHNOLOGIES COR	010503	ON SITE TROUBLESHOOT 1	0.00	853.75	
TOTAL CHECK							0.00	10,234.83

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FUND - 40 - OPERATING FUND

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105100	84082	02/04/19	5166 DETECTION SYSTEMS	063448	INVOICE #A22468 DATED	0.00	75.00	
105100	84083	02/04/19	15031 DISASTER READY SOLUTIONS	010613	INVOICE #19-0013	0.00	250.00	
105100	84084	02/04/19	6146 DUPAGE COUNTY	010910	TRANSFER STATION FEES	0.00	31,930.14	
105100	84085	02/04/19	11553 DUPAGE MAJOR CRIMES TASK	010613	MAJOR CRIMES TASK FORC	0.00	500.00	
105100	84086	02/04/19	14286 DYNEGY ENERGY SERVICES	053443	SVC 12/12-1/14/19	0.00	4,665.34	
105100	84086	02/04/19	14286 DYNEGY ENERGY SERVICES	063448	SVC 12/12-1/14/19	0.00	14,526.36	
105100	84086	02/04/19	14286 DYNEGY ENERGY SERVICES	063447	SVC 12/12-1/14/19	0.00	30,404.73	
105100	84086	02/04/19	14286 DYNEGY ENERGY SERVICES	053440	SVC 12/12-1/14/19	0.00	33.06	
TOTAL CHECK							0.00	49,629.49
105100	84087	02/04/19	13958 ELITE DOCUMENT SOLUTIONS	010210	HP COLOR LJ M252 TONER	0.00	331.96	
105100	84087	02/04/19	13958 ELITE DOCUMENT SOLUTIONS	010613	INVOICE #6277	0.00	339.96	
TOTAL CHECK							0.00	671.92
105100	84088	02/04/19	3597 FEDEX CORPORATION	063448	DELIVERY FEES	0.00	19.36	
105100	84088	02/04/19	3597 FEDEX CORPORATION	083453	DELIVERY FEES	0.00	29.53	
105100	84088	02/04/19	3597 FEDEX CORPORATION	083453	DELIVERY FEES	0.00	23.11	
105100	84088	02/04/19	3597 FEDEX CORPORATION	063447	DELIVERY FEES	0.00	19.36	
105100	84088	02/04/19	3597 FEDEX CORPORATION	010923	DELIVERY FEES	0.00	19.36	
TOTAL CHECK							0.00	110.72
105100	84089	02/04/19	11756 FEECE OIL CO.	010925	INVOICE #1791853 DATED	0.00	786.50	
105100	84090	02/04/19	362 1ST AYD CORPORATION	010925	INVOICE #PSI246155 DAT	0.00	345.55	
105100	84091	02/04/19	6613 ARLENE FISHER	053443	SUPPORT HOURS PROVIDED	0.00	174.38	
105100	84091	02/04/19	6613 ARLENE FISHER	063447	SUPPORT HOURS PROVIDED	0.00	174.37	
TOTAL CHECK							0.00	348.75
105100	84092	02/04/19	5677 FLINK CO.	010925	INVOICE #54835 DATED 0	0.00	628.63	
105100	84092	02/04/19	5677 FLINK CO.	010925	INVOICE #54768 DATED 0	0.00	204.53	
105100	84092	02/04/19	5677 FLINK CO.	010925	INVOICE #54781 DATED 0	0.00	1,410.36	
105100	84092	02/04/19	5677 FLINK CO.	010925	INVOICE #54800 DATED	0.00	1,233.96	
TOTAL CHECK							0.00	3,477.48
105100	84093	02/04/19	7565 FORESTRY SUPPLIERS, INC.	010924	INVOICE #460392-00 DAT	0.00	139.72	
105100	84094	02/04/19	14924 FULTON SIREN SERVICES	010614	INVOICE #1395	0.00	332.78	
105100	84095	02/04/19	14755 GOVTEMPSUSA	011028	TEMPORARY CITY PLANNER	0.00	2,614.50	
105100	84096	02/04/19	2013 GRAINGER	010924	JAN CHARGES	0.00	318.64	
105100	84096	02/04/19	2013 GRAINGER	063448	JAN CHARGES	0.00	1,048.74	
105100	84096	02/04/19	2013 GRAINGER	083453	JAN CHARGES	0.00	83.22	
105100	84096	02/04/19	2013 GRAINGER	010924	JAN CHARGES	0.00	434.76	
105100	84096	02/04/19	2013 GRAINGER	063447	JAN CHARGES	0.00	49.16	
105100	84096	02/04/19	2013 GRAINGER	053443	JAN CHARGES	0.00	135.60	

PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
DATE: 02/01/19
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CITY OF WEST CHICAGO
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 4
ACCTPA21

SELECTION CRITERIA: transact.batch='G359' and transact.ck_date='20190204 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 40 - OPERATING FUND

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105100	84096	02/04/19 2013	GRAINGER	010924	JAN CHARGES	0.00	259.03
105100	84096	02/04/19 2013	GRAINGER	010921	JAN CHARGES	0.00	228.50
105100	84096	02/04/19 2013	GRAINGER	053443	JAN CHARGES	0.00	249.00
105100	84096	02/04/19 2013	GRAINGER	083453	JAN CHARGES	0.00	271.32
105100	84096	02/04/19 2013	GRAINGER	063448	UTILITY INCENTIVE	0.00	-80.00
105100	84096	02/04/19 2013	GRAINGER	063448	COM ED UTILITY INCENT	0.00	-80.00
105100	84096	02/04/19 2013	GRAINGER	063448	FLANGE BEARING	0.00	94.92
105100	84096	02/04/19 2013	GRAINGER	063448	FULL MORTISE HINGE	0.00	59.01
105100	84096	02/04/19 2013	GRAINGER	063447	SHUTTER WALL-12 IN	0.00	42.09
105100	84096	02/04/19 2013	GRAINGER	053443	INVOICE #9052108280 DA	0.00	634.45
TOTAL CHECK						0.00	3,748.44
105100	84097	02/04/19 12995	GREAT AMERICA LEASING CO	010613	INVOICE #24074221	0.00	79.85
105100	84098	02/04/19 561	HAGGERTY FORD	010925	#359 REPAIRS	0.00	91.17
105100	84098	02/04/19 561	HAGGERTY FORD	010925	CREDIT-RETURN	0.00	-21.36
105100	84098	02/04/19 561	HAGGERTY FORD	010925	RETURN -CREDIT	0.00	-6.83
105100	84098	02/04/19 561	HAGGERTY FORD	010925	CREDIT-RETURN	0.00	-22.87
105100	84098	02/04/19 561	HAGGERTY FORD	010925	CREDIT- RETURN	0.00	-50.52
105100	84098	02/04/19 561	HAGGERTY FORD	010925	CREDIT -TUBE ASY	0.00	-40.59
105100	84098	02/04/19 561	HAGGERTY FORD	063447	RESISTOR ASY #640 PAR	0.00	16.42
105100	84098	02/04/19 561	HAGGERTY FORD	063447	#652 -SERVICE	0.00	69.95
105100	84098	02/04/19 561	HAGGERTY FORD	063447	#640 PARTS	0.00	12.53
TOTAL CHECK						0.00	47.90
105100	84099	02/04/19 14186	HARRINGTON INDUSTRIAL PL	063448	INVOICE #023E7554 DATE	0.00	145.43
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #11967 DATED 0	0.00	86.92
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #11968 DATED 0	0.00	49.27
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #11970 DATED 0	0.00	85.37
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #12140 DATED 0	0.00	439.99
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #114954 DATED	0.00	155.45
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #11467 DATED 0	0.00	52.10
105100	84100	02/04/19 14818	HAWK FORD	010925	INVOICE #11529 DATED 0	0.00	87.67
TOTAL CHECK						0.00	956.77
105100	84101	02/04/19 13701	HENDERSON TRUCK EQUIP-IL	010925	INVOICE #285300 DATED	0.00	144.24
105100	84101	02/04/19 13701	HENDERSON TRUCK EQUIP-IL	010925	INVOICE #285582 DATED	0.00	111.58
TOTAL CHECK						0.00	255.82
105100	84102	02/04/19 11127	HERITAGE-CRYSTAL CLEAN,	010925	INVOICE #15502025 DATE	0.00	251.39
105100	84103	02/04/19 2989	HORN STEEL	010925	INVOICE #96146H DATED	0.00	26.00
105100	84104	02/04/19 9904	VICTORIA HYNES	010504	AIRFARE TO SAN DIEGO F	0.00	447.96
105100	84105	02/04/19 5224	IACP	010613	INVOICE #0044532	0.00	190.00
105100	84106	02/04/19 6843	IL STATE POLICE	010613	REPLENISH FINGERPRINTI	0.00	4,000.00
105100	84107	02/04/19 2854	ILLINOIS TAX INCREMENT A	093454	ANNUAL DUES FOR THE PE	0.00	550.00

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105100	84108	02/04/19	6520 ILGISA	010504	ILGISA MEMBERSHIP FEE	0.00	65.00
105100	84109	02/04/19	4836 ILLINOIS MUNICIPAL LEAGU	010110	2019 MEMBERSHIP DUES	0.00	2,000.00
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031481:01	0.00	85.59
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031166:01	0.00	532.69
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031175:01	0.00	232.74
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031176:01	0.00	232.74
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031177:01	0.00	232.74
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031178:01	0.00	232.74
105100	84110	02/04/19	14865 INTERSTATE POWER SYSTEMS	010925	INVOICE #C042031179:01	0.00	232.74
TOTAL CHECK						0.00	1,781.98
105100	84111	02/04/19	10576 INT'L INSTITUTE OF MUNIC	010110	ANNUAL MEMBERSHIP FEE	0.00	210.00
105100	84111	02/04/19	10576 INT'L INSTITUTE OF MUNIC	010110	ANNUAL MEMBERSHIP FEE	0.00	110.00
TOTAL CHECK						0.00	320.00
105100	84112	02/04/19	592 IRMA	053443	INVOICE #IVC0010967 DA	0.00	275.00
105100	84112	02/04/19	592 IRMA	063447	INVOICE #IVC0010967 DA	0.00	275.00
TOTAL CHECK						0.00	550.00
105100	84113	02/04/19	14175 IT SAVVY	010613	INVOICE #24062869	0.00	372.37
105100	84114	02/04/19	8112 JULIE INC	053443	INVOICE #2019-1831 DAT	0.00	1,740.42
105100	84114	02/04/19	8112 JULIE INC	063447	INVOICE #2019-1831 DAT	0.00	1,740.42
TOTAL CHECK						0.00	3,480.84
105100	84115	02/04/19	13555 JX ENTERPRISES, INC	010925	INVOICE #2560183P DATE	0.00	195.96
105100	84115	02/04/19	13555 JX ENTERPRISES, INC	010925	CREDIT 2552587P	0.00	-33.99
TOTAL CHECK						0.00	161.97
105100	84116	02/04/19	14966 KENNY CONSTRUCTION COMPA	053443	RESOLUTION NO. 18-R-00	0.00	19,871.10
105100	84117	02/04/19	12639 KIESLER'S POLICE SUPPLY,	010613	INVOICE #IN101455	0.00	944.00
105100	84118	02/04/19	12643 KIMBALL MIDWEST	010925	INVOICE #6870529 DATED	0.00	265.55
105100	84118	02/04/19	12643 KIMBALL MIDWEST	010925	INVOICE #6872533 DATED	0.00	236.15
TOTAL CHECK						0.00	501.70
105100	84119	02/04/19	14968 KNICKERBOCKER ROOFING AN	053445	RESOLUTION NO. 18-R-00	0.00	84,108.11
105100	84120	02/04/19	11340 LAW OFFICES OF JOHN Z TO	010613	CONDUCT ADMIN HEARINGS	0.00	650.00
105100	84120	02/04/19	11340 LAW OFFICES OF JOHN Z TO	010613	CONDUCT ADMIN HEARING	0.00	400.00
105100	84120	02/04/19	11340 LAW OFFICES OF JOHN Z TO	010613	CONDUCT ADMIN HEARINGS	0.00	700.00
105100	84120	02/04/19	11340 LAW OFFICES OF JOHN Z TO	010613	CONDUCT ADMIN HEARINGS	0.00	300.00
105100	84120	02/04/19	11340 LAW OFFICES OF JOHN Z TO	011029	CONDUCT ADMINISTRATIVE	0.00	675.00
TOTAL CHECK						0.00	2,725.00
105100	84121	02/04/19	15030 LENS EQUIPMENT	010613	INVOICE #4785	0.00	315.00
105100	84122	02/04/19	12936 LINDCO EQUIPMENT SALES,	010925	INVOICE #190053P DATED	0.00	279.30

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105100	84123	02/04/19 14295	MACCARB, INC	063448	RESOLUTION NO. 18-R-00	0.00	2,143.75	
105100	84124	02/04/19 14766	MARQUEZ, ADRIAN	010210	FACEBOOK AD FOR ACADEM	0.00	250.00	
105100	84125	02/04/19 231	MC MASTER-CARR SUPPLY CO	010924	INVOICE #83310207 DATE	0.00	344.76	
105100	84125	02/04/19 231	MC MASTER-CARR SUPPLY CO	063448	BONDING REEL REPLACEM	0.00	8.00	
105100	84125	02/04/19 231	MC MASTER-CARR SUPPLY CO	063448	BRASS PIPE FITTINGS	0.00	35.56	
TOTAL CHECK							0.00	388.32
105100	84126	02/04/19 11129	MOE FUNDS	010501	MAR '19 150 INS	0.00	35,536.80	
105100	84126	02/04/19 11129	MOE FUNDS	053443	MAR '19 150 INS	0.00	8,474.16	
105100	84126	02/04/19 11129	MOE FUNDS	063447	MAR '19 150 INS	0.00	8,474.16	
105100	84126	02/04/19 11129	MOE FUNDS	083453	MAR '19 150 INS	0.00	820.08	
105100	84126	02/04/19 11129	MOE FUNDS	093454	MAR '19 150 INS	0.00	1,366.80	
TOTAL CHECK							0.00	54,672.00
105100	84127	02/04/19 12958	MILAM, RON	010924	REIMBURSEMENT TO RON M	0.00	60.00	
105100	84128	02/04/19 10925	MISSISSIPPI LIME COMPANY	063448	RESOLUTION NO. 18-R-00	0.00	4,680.65	
105100	84128	02/04/19 10925	MISSISSIPPI LIME COMPANY	063448	RESOLUTION NO. 18-R-00	0.00	4,773.51	
105100	84128	02/04/19 10925	MISSISSIPPI LIME COMPANY	063448	RESOLUTION NO. 18-R-00	0.00	4,561.27	
TOTAL CHECK							0.00	14,015.43
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323462 DATED	0.00	2,595.00	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323584 DATED	0.00	1,192.56	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323368 DATED	0.00	76.92	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	063447	INVOICE #323368 DATED	0.00	76.93	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323439 DATED	0.00	175.24	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323246 DATED	0.00	232.36	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	010925	INVOICE #323587 DATED	0.00	134.17	
105100	84129	02/04/19 5366	MONROE TRUCK EQUIPMENT,	063447	SPLIT ACCOUNT CODES	0.00	232.36	
TOTAL CHECK							0.00	4,715.54
105100	84130	02/04/19 14986	NALCO WATER PRETREATMENT	063448	INVOICE #2307013 DATED	0.00	180.82	
105100	84131	02/04/19 4735	NAPA AUTO PARTS	010925	JAN CHARGES	0.00	1,284.63	
105100	84131	02/04/19 4735	NAPA AUTO PARTS	010925	JAN CHARGES	0.00	413.69	
105100	84131	02/04/19 4735	NAPA AUTO PARTS	010925	INVOICE #44496-059092 D	0.00	323.52	
105100	84131	02/04/19 4735	NAPA AUTO PARTS	010925	INVOICE #44496-059275 D	0.00	350.88	
105100	84131	02/04/19 4735	NAPA AUTO PARTS	010925	INVOICE #44496-059651 D	0.00	1,325.03	
TOTAL CHECK							0.00	3,697.75
105100	84132	02/04/19 11423	OLIN CORPORATION	063448	RESOLUTION NO. 18-R-00	0.00	3,457.36	
105100	84133	02/04/19 14569	ORKIN	063448	PO#87865-PEST CONTROL	0.00	70.00	
105100	84133	02/04/19 14569	ORKIN	010921	PO#87865-PEST CONTROL	0.00	175.00	
TOTAL CHECK							0.00	245.00
105100	84134	02/04/19 13137	PARAGON MICRO	043439	QUOTE DOCUMENT #848289	0.00	12,271.40	
105100	84135	02/04/19 13438	PARTEK SOLUTIONS, INC	010613	INVOICE #23158	0.00	196.67	

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105100	84136	02/04/19	255	PETTY CASH CITY HALL	010510	PETTY CASH REIMBURSEME	0.00	11.00
105100	84136	02/04/19	255	PETTY CASH CITY HALL	433476	PETTY CASH REIMBURSEME	0.00	17.50
TOTAL CHECK							0.00	28.50
105100	84137	02/04/19	12436	POLYDYNE	063448	2019 DELIVERY OF DRY A	0.00	4,440.15
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	010925	INVOICE #410643373 DAT	0.00	538.36
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	010925	CREDIT#410643993	0.00	-404.16
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	063447	CODE	0.00	569.56
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	063447	INVOICE #640067347 DAT	0.00	606.52
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	010925	INVOICE #410642261 DAT	0.00	204.58
105100	84138	02/04/19	3714	POMP'S TIRE SERVICE, INC	063447	INVOICE #410642261 DAT	0.00	204.58
TOTAL CHECK							0.00	1,719.44
105100	84139	02/04/19	5472	PORTER PIPE & SUPPLY CO	010921	INVOICE #11846920-00 D	0.00	325.00
105100	84140	02/04/19	4770	PRO-PAC INDUSTRIES, INC.	053443	INVOICE #139431 DATED	0.00	115.00
105100	84140	02/04/19	4770	PRO-PAC INDUSTRIES, INC.	063447	INVOICE #139431 DATED	0.00	115.00
TOTAL CHECK							0.00	230.00
105100	84141	02/04/19	14393	PTM DOCUMENT SYSTEMS	010510	W2 AND 1099 FORMS	0.00	51.21
105100	84141	02/04/19	14393	PTM DOCUMENT SYSTEMS	053443	W2 AND 1099 FORMS	0.00	25.60
105100	84141	02/04/19	14393	PTM DOCUMENT SYSTEMS	063447	W2 AND 1099 FORMS	0.00	29.87
TOTAL CHECK							0.00	106.68
105100	84142	02/04/19	11642	RAGAR BANNERS BY DESIGN	010208	32 STREET POLE BANNERS	0.00	2,381.16
105100	84143	02/04/19	1053	RANDALL PRESSURE SYSTEMS	010925	INVOICE #I-23703-0 DAT	0.00	562.61
105100	84143	02/04/19	1053	RANDALL PRESSURE SYSTEMS	010925	MISC PARTS- STOCK	0.00	100.93
105100	84143	02/04/19	1053	RANDALL PRESSURE SYSTEMS	010925	#617- PARTS	0.00	47.63
105100	84143	02/04/19	1053	RANDALL PRESSURE SYSTEMS	010925	MISC PARTS- RE-STOCK	0.00	58.25
TOTAL CHECK							0.00	769.42
105100	84144	02/04/19	492	RAY O'HERRON, INC.	010613	INVOICE #1905579-IN	0.00	81.00
105100	84144	02/04/19	492	RAY O'HERRON, INC.	010613	INVOICE #1905580-IN	0.00	216.00
105100	84144	02/04/19	492	RAY O'HERRON, INC.	010613	INVOICE #1902786-IN	0.00	311.97
TOTAL CHECK							0.00	608.97
105100	84145	02/04/19	14730	REFLECTIVE APPAREL FACTO	063448	HIGH-VISIBILITY JACKET	0.00	51.95
105100	84146	02/04/19	11970	REGIONAL TRUCK EQUIPMENT	010925	INVOICE #214395 DATED	0.00	557.60
105100	84146	02/04/19	11970	REGIONAL TRUCK EQUIPMENT	010925	INVOICE #214512 DATED	0.00	134.81
105100	84146	02/04/19	11970	REGIONAL TRUCK EQUIPMENT	010925	INVOICE #214082 DATED	0.00	456.01
105100	84146	02/04/19	11970	REGIONAL TRUCK EQUIPMENT	010925	INVOICE #214109 DATED	0.00	630.14
TOTAL CHECK							0.00	1,778.56
105100	84147	02/04/19	12229	RJN GROUP, INC.	053443	RESOLUTION NO. 18-R-00	0.00	9,191.60
105100	84147	02/04/19	12229	RJN GROUP, INC.	053443	RESOLUTION NO. 18-R-00	0.00	4,936.32
105100	84147	02/04/19	12229	RJN GROUP, INC.	053443	RESOLUTION NO. 18-R-00	0.00	605.00
TOTAL CHECK							0.00	14,732.92
105100	84148	02/04/19	15024	RODRIGUEZ, JORGE	28	LETTER OF INTENT FOR 7	0.00	1,500.00

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105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013321849 DA	0.00	1,349.84
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013328754 DA	0.00	447.69
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013381202 DA	0.00	314.69
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013397256 DA	0.00	795.65
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013400368 DA	0.00	304.29
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 063447	INVOICE #3013601014 DA	0.00	583.66
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 063447	INVOICE #3013602101 DA	0.00	398.23
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013567320 DA	0.00	255.62
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013584038 DA	0.00	72.87
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013601060 DA	0.00	197.66
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013601930 DA	0.00	19.89
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013345878 DA	0.00	873.71
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013464381 DA	0.00	157.51
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013466384 DA	0.00	91.27
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013493939 DA	0.00	88.79
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013503850 DA	0.00	189.14
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013493939 DA	0.00	-88.79
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013513479 DA	0.00	47.45
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013531456 DA	0.00	91.27
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013545732 DA	0.00	58.27
105100	84149	02/04/19	13908	RUSH TRUCK CENTERS OF IL 010925	INVOICE #3013462914 DA	0.00	53.76
TOTAL CHECK						0.00	6,302.47
105100	84150	02/04/19	13880	S B FRIEDMAN & COMPANY 011028	PROFESSIONAL SERVICE F	0.00	4,660.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 063447	UNIT #750	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #744	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #777	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #612	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #791	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #796	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 053443	UNIT #552	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #742	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 063447	UNIT #622	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #781	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #681	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #764	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #765	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 053443	UNIT #633	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 010925	UNIT #619	0.00	31.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 053443	UNIT #540	0.00	46.00
105100	84151	02/04/19	4774	SAFETY LANE INSPECTIONS, 063447	UNIT #521	0.00	31.00
TOTAL CHECK						0.00	542.00
105100	84152	02/04/19	13623	SNI SOLUTIONS 083453	LIQUID GEOMELT SC-217	0.00	4,833.40
105100	84153	02/04/19	1320	STEINER ELECTRIC 063448	ROR-6ES73317NF000AB0 -	0.00	1,100.00
105100	84153	02/04/19	1320	STEINER ELECTRIC 063448	ROR-6ES73071EA010AA0 -	0.00	270.00
TOTAL CHECK						0.00	1,370.00
105100	84154	02/04/19	284	STRAND ASSOCIATES, INC. 083453	INVOICE #0145482 DATED	0.00	4,500.00

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FUND - 40 - OPERATING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	DEPT-DIV	DESCRIPTION	SALES TAX	AMOUNT
105100	84155	02/04/19	5706	SUPERIOR POWER WASHING I 010613	INVOICE #3046	0.00	350.00
105100	84155	02/04/19	5706	SUPERIOR POWER WASHING I 010613	INVOICE #3045	0.00	220.00
TOTAL CHECK							570.00
105100	84156	02/04/19	14635	TEMPERATURE CONTROL SPEC 010921	INVOICE #INV/2019/01/0	0.00	330.00
105100	84157	02/04/19	14738	THE DETROIT SALT COMPANY 010926	PURCHASE OF UP TO 2,60	0.00	27,689.31
105100	84157	02/04/19	14738	THE DETROIT SALT COMPANY 010926	PURCHASE OF UP TO 2,60	0.00	18,012.99
TOTAL CHECK							45,702.30
105100	84158	02/04/19	14773	THE RESPONSIVE MAILROOM, 011029	PRINTING ADMIN/ADJ HEA	0.00	264.84
105100	84159	02/04/19	14623	THE VIRTUS GROUP, INC 010613	INVOICE #1152	0.00	374.00
105100	84160	02/04/19	3349	TRAFFIC CONTROL AND PROT 083453	INVOICE #99876 DATED 0	0.00	300.00
105100	84161	02/04/19	286	TS SPECIALTIES, INC. 010925	WORK ORDER #14596 DATE	0.00	461.80
105100	84162	02/04/19	14383	ULTRA STROBE COMMUNICATI 010613	INVOICE #075203	0.00	12.95
105100	84163	02/04/19	4406	U.S.A. BLUEBOOK 010924	INSULATED STORM HIP B	0.00	175.91
105100	84163	02/04/19	4406	U.S.A. BLUEBOOK 063447	ADAPTER	0.00	128.11
105100	84163	02/04/19	4406	U.S.A. BLUEBOOK 010924	INS STORM HIP BOOT	0.00	176.51
TOTAL CHECK							480.53
105100	84164	02/04/19	4207	VERIZON WIRELESS 053443	SVC 12/10-1/9/19	0.00	494.15
105100	84165	02/04/19	10759	WANG ENGINEERING INC 083453	INVOICE #14209-02 DATE	0.00	2,989.91
105100	84165	02/04/19	10759	WANG ENGINEERING INC 083453	ADDITIONAL PROFESSIONA	0.00	4,983.72
TOTAL CHECK							7,973.63
105100	84166	02/04/19	1680	WEST CHICAGO FIRE PROTEC 010910	TRANSFER STATION FEE O	0.00	6,230.27
105100	84167	02/04/19	308	WEST CHICAGO PRINTING 063447	6,000 WATER BILLING W-	0.00	178.00
105100	84167	02/04/19	308	WEST CHICAGO PRINTING 053443	CHANGE CODE	0.00	178.00
TOTAL CHECK							356.00
TOTAL CASH ACCOUNT						0.00	531,172.43
TOTAL FUND						0.00	531,172.43
TOTAL REPORT						0.00	531,172.43

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FUND - 01 - GENERAL FUND

DEPT-DIV	ACCOUNT	TITLE		VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
01	131100	INVENTORY-DIESEL	14710	BUCHANAN ENERGY (N) L	00090685-01	588142	G359	0.00	5299.15
01	131200	INVENTORY-GASOLI	14710	BUCHANAN ENERGY (N) L	00090685-01	588142	G359	0.00	6956.94
TOTAL GENERAL FUND								0.00	12256.09
010110	4112	MEMBERSHIPS/DUES	10576	INT'L INSTITUTE OF MU	00090674-01	RENEW-N SMI	G359	0.00	210.00
010110	4112	MEMBERSHIPS/DUES	10576	INT'L INSTITUTE OF MU	00090674-02	MEMBER-VALERG	G359	0.00	110.00
010110	4112	MEMBERSHIPS/DUES	4836	ILLINOIS MUNICIPAL LE	00090673-01	ANNUAL MEMBEG	G359	0.00	2000.00
TOTAL CITY COUNCIL-OPERATIONS								0.00	2320.00
010208	4112	MEMBERSHIPS/DUES	10043	3CMA	00090670-01	ANNUAL MEMBEG	G359	0.00	400.00
010208	4112	MEMBERSHIPS/DUES	12896	BMI	00090698-01	33707710	G359	0.00	358.00
010208	4204	ELECTRIC	152	COMMONWEALTH EDISON		VARIOUS	G359	0.00	72.79
010208	4212	ADVERTISING	11642	RAGAR BANNERS BY DESI	00090669-01	2604	G359	0.00	2381.16
010208	4225	OTHER CONTRACTUA	11977	MERLE BURLEIGH	00090459-01	FEB-19	G359	0.00	800.00
TOTAL CITY ADMIN-MARKET/COMM								0.00	4011.95
010210	4650	MISCELLANEOUS CO	13958	ELITE DOCUMENT SOLUTI	00090672-01	6260	G359	0.00	331.96
010210	4650	MISCELLANEOUS CO	14766	MARQUEZ, ADRIAN	00090671-01	REIMB FACEBOG	G359	0.00	250.00
TOTAL CITY ADMIN-ADMIN								0.00	581.96
010501	4053	HEALTH/DENTAL/LI	11129	MOE FUNDS		MAR '19	G359	0.00	35536.80
TOTAL ADMIN SERVICES-HR								0.00	35536.80
010503	4109	NETWORK CHARGES	13089	COMCAST		9000006701	G359	0.00	995.00
010503	4225	OTHER CONTRACTUA	12060	CURRENT TECHNOLOGIES	00090721-01	721456	G359	0.00	853.75
010503	4225	OTHER CONTRACTUA	14400	7 LAYER SOLUTIONS, IN	00090723-01	3409	G359	0.00	1110.00
TOTAL ADMIN SERVICES-IT								0.00	2958.75
010504	4110	TRAINING & TUITI	9904	VICTORIA HYNES	00090621-01	AIRFARE ESRIG	G359	0.00	447.96
010504	4112	MEMBERSHIPS/DUES	6520	ILGISA	00090606-01	6283	G359	0.00	65.00
TOTAL ADMIN SERVICES-GIS								0.00	512.96
010510	4600	COMPUTER/OFFICE	14393	PTM DOCUMENT SYSTEMS	00090667-01	0070213	G359	0.00	51.21
010510	4720	OTHER CHARGES	255	PETTY CASH CITY HALL	00090720-01	JAN-19	G359	0.00	11.00
TOTAL ADMIN SERVICES-ADMIN								0.00	62.21
010613	4100	LEGAL FEES	11340	LAW OFFICES OF JOHN Z	00090609-01	RD LT VIO	G359	0.00	400.00
010613	4100	LEGAL FEES	11340	LAW OFFICES OF JOHN Z	00090609-02	TOW/SZ	G359	0.00	700.00
010613	4100	LEGAL FEES	11340	LAW OFFICES OF JOHN Z	00090610-01	LOC ORD VIO	G359	0.00	650.00
010613	4100	LEGAL FEES	11340	LAW OFFICES OF JOHN Z	00090616-01	RED LT VIOL	G359	0.00	300.00
010613	4110	TRAINING & TUITI	14623	THE VIRTUS GROUP, INC	00090717-01	1152	G359	0.00	374.00

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FUND - 01 - GENERAL FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
010613	4110	TRAINING & TUITI	15031	DISASTER READY SOLUTI	00090715-01	19-0013 G359	0.00	250.00
010613	4112	MEMBERSHIPS/DUES	11553	DUPAGE MAJOR CRIMES T	00090615-01	2019 MEMBERSG359	0.00	500.00
010613	4112	MEMBERSHIPS/DUES	5224	IACP	00090620-01	0044532 G359	0.00	190.00
010613	4211	PRINTING & BINDI	13438	PARTEK SOLUTIONS, INC	00090607-01	23158 G359	0.00	196.67
010613	4225	OTHER CONTRACTUA	10633	ADT SECURITY SERVICES	00090612-02	32911186 G359	0.00	510.72
010613	4225	OTHER CONTRACTUA	13068	AT & T		114559150 G359	0.00	61.53
010613	4225	OTHER CONTRACTUA	6843	IL STATE POLICE	00090710-01	REPL FINGERPG359	0.00	4000.00
010613	4230	GRAFFITI REMOVAL	5706	SUPERIOR POWER WASHIN	00090611-01	3046 G359	0.00	350.00
010613	4230	GRAFFITI REMOVAL	5706	SUPERIOR POWER WASHIN	00090611-02	3045 G359	0.00	220.00
010613	4231	RECEPTION SUPPOR	12365	ANDY FRAIN SERVICES	00090613-02	267954 G359	0.00	11188.13
010613	4232	CROSSING GUARD-C	12365	ANDY FRAIN SERVICES	00090613-01	267952 G359	0.00	3187.45
010613	4423	RADIO/RADAR EQUI	14383	ULTRA STROBE COMMUNIC	00090711-01	075203 G359	0.00	12.95
010613	4501	POSTAL METER REN	12995	GREAT AMERICA LEASING	00090619-01	24074221 G359	0.00	79.85
010613	4502	COPIER FEES	13958	ELITE DOCUMENT SOLUTI	00090712-01	6277 G359	0.00	339.96
010613	4502	COPIER FEES	14175	IT SAVVY	00090617-01	24062869 G359	0.00	372.37
010613	4601	FIELD EQUIPMENT	15030	LENS EQUIPMENT	00090714-01	4785 G359	0.00	315.00
010613	4613	POSTAGE	13778	CMRS-FP	00090709-01	61810406 G359	0.00	3000.00
010613	4615	UNIFORMS/SAFETY	492	RAY O'HERRON, INC.	00090608-01	1902786-IN G359	0.00	311.97
010613	4615	UNIFORMS/SAFETY	492	RAY O'HERRON, INC.	00090716-01	1905579-IN G359	0.00	81.00
010613	4615	UNIFORMS/SAFETY	492	RAY O'HERRON, INC.	00090716-02	1905580-IN G359	0.00	216.00
010613	4618	AMMUNITION/FIREA	12639	KIESLER'S POLICE SUPP	00090713-01	IN101455 G359	0.00	944.00
TOTAL POLICE-OPERATIONS							0.00	28751.60
010614	4202	TELEPHONE & ALAR	13257	COMCAST CABLE		877120038024G359	0.00	86.90
010614	4225	OTHER CONTRACTUA	14924	FULTON SIREN SERVICES	00090614-01	1395 G359	0.00	332.78
TOTAL POLICE-ESDA							0.00	419.68
010910	4365	PAYMENT TO TAXIN	1680	WEST CHICAGO FIRE PRO	00090725-01	OCT-DEC-18 G359	0.00	6230.27
010910	4365	PAYMENT TO TAXIN	6146	DUPAGE COUNTY	00090724-01	OCT-DEC 18 G359	0.00	31930.14
TOTAL PUBLIC WORKS-ADMIN							0.00	38160.41
010921	4204	ELECTRIC	152	COMMONWEALTH EDISON		VARIOUS G359	0.00	258.80
010921	4225	OTHER CONTRACTUA	11707	ANDERSON LOCK	00090702-01	7078780 G359	0.00	465.00
010921	4225	OTHER CONTRACTUA	12380	CINTAS CORPORATION	00090488-02	344117483 G359	0.00	13.43
010921	4225	OTHER CONTRACTUA	12380	CINTAS CORPORATION	00090488-03	344117480 G359	0.00	19.25
010921	4225	OTHER CONTRACTUA	12380	CINTAS CORPORATION	00090488-04	344117482 G359	0.00	17.80
010921	4225	OTHER CONTRACTUA	12380	CINTAS CORPORATION	00090488-05	34117481 G359	0.00	9.48
010921	4225	OTHER CONTRACTUA	13257	COMCAST CABLE		877120038010G359	0.00	212.23
010921	4225	OTHER CONTRACTUA	14569	ORKIN		01430518365 G359	0.00	175.00
010921	4225	OTHER CONTRACTUA	14635	TEMPERATURE CONTROL S	00090658-01	INV201901034G359	0.00	330.00
010921	4225	OTHER CONTRACTUA	3400	AT&T		VARIOUS G359	0.00	165.02
010921	4650	MISCELLANEOUS CO	13021	CASE LOTS, INC	00090649-01	006655 G359	0.00	144.50
010921	4650	MISCELLANEOUS CO	13021	CASE LOTS, INC	00090649-02	006656 G359	0.00	299.50
010921	4650	MISCELLANEOUS CO	13021	CASE LOTS, INC	00090679-01	6781 G359	0.00	278.20
010921	4650	MISCELLANEOUS CO	2013	GRAINGER		VARIOUS G359	0.00	228.50
010921	4650	MISCELLANEOUS CO	5472	PORTER PIPE & SUPPLY	00090657-01	11846920-00 G359	0.00	325.00

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FUND - 01 - GENERAL FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
TOTAL PUBLIC WORKS-MUN PROP							0.00	2941.71
010923	4209	INTERMENT	1843	CEMETERY MANAGEMENT,	00090623-01	0017651 G359	0.00	1000.00
010923	4217	CEMETERY SEXTON	1843	CEMETERY MANAGEMENT,	00090623-01	00-17633 G359	0.00	1200.00
010923	4225	OTHER CONTRACTUA	3597	FEDEX CORPORATION		6-431-27524 G359	0.00	19.36
TOTAL PUBLIC WORKS-CEMETERIES							0.00	2219.36
010924	4110	TRAINING & TUITI	12958	MILAM, RON	00090640-01	REIMB AGR LIG359	0.00	60.00
010924	4604	TOOLS & EQUIPMEN	2013	GRAINGER		VARIOUS G359	0.00	259.03
010924	4615	UNIFORMS/SAFETY	2013	GRAINGER		VARIOUS G359	0.00	434.76
010924	4615	UNIFORMS/SAFETY	4406	U.S.A. BLUEBOOK		776467 G359	0.00	175.91
010924	4615	UNIFORMS/SAFETY	4406	U.S.A. BLUEBOOK		776469 G359	0.00	176.51
010924	4615	UNIFORMS/SAFETY	7565	FORESTRY SUPPLIERS, I	00090624-01	460392-00 G359	0.00	139.72
010924	4650	MISCELLANEOUS CO	13317	COLFORD, PAT	00090635-01	REIMB -SNOW G359	0.00	162.06
010924	4650	MISCELLANEOUS CO	2013	GRAINGER		VARIOUS G359	0.00	318.64
010924	4650	MISCELLANEOUS CO	231	MC MASTER-CARR SUPPLY	00090629-01	83310207 G359	0.00	344.76
TOTAL PUBLIC WORKS-R & B							0.00	2071.39
010925	4202	TELEPHONE & ALAR	13257	COMCAST CABLE		877120036802G359	0.00	205.24
010925	4400	VEHICLE REPAIR	14103	CTC MACHINE SERVICE,	00090647-01	24117 G359	0.00	2370.00
010925	4400	VEHICLE REPAIR	14818	HAWK FORD	00090579-01	114954 G359	0.00	155.45
010925	4400	VEHICLE REPAIR	286	TS SPECIALTIES, INC.	00090655-01	14596 G359	0.00	461.80
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-02	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-04	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-05	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-06	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-07	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-09	17913 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090586-01	17972 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090586-02	17972 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090586-03	17972 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090586-04	17972 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090642-02	18022 G359	0.00	31.00
010925	4400	VEHICLE REPAIR	561	HAGGERTY FORD		Q06174 G359	0.00	91.17
010925	4603	PARTS FOR VEHICL	1053	RANDALL PRESSURE SYST		I-24008-0 G359	0.00	100.93
010925	4603	PARTS FOR VEHICL	1053	RANDALL PRESSURE SYST		I-23892-0 G359	0.00	47.63
010925	4603	PARTS FOR VEHICL	1053	RANDALL PRESSURE SYST		I-23891-0 G359	0.00	58.25
010925	4603	PARTS FOR VEHICL	1053	RANDALL PRESSURE SYST	00090654-01	I-23703 G359	0.00	562.61
010925	4603	PARTS FOR VEHICL	11127	HERITAGE-CRYSTAL CLEA	00090662-01	15502025 G359	0.00	251.39
010925	4603	PARTS FOR VEHICL	11756	FEECE OIL CO.	00090661-01	1791853 G359	0.00	786.50
010925	4603	PARTS FOR VEHICL	11970	REGIONAL TRUCK EQUIPM	00090583-01	214082 G359	0.00	456.01
010925	4603	PARTS FOR VEHICL	11970	REGIONAL TRUCK EQUIPM	00090583-02	214109 G359	0.00	630.14
010925	4603	PARTS FOR VEHICL	11970	REGIONAL TRUCK EQUIPM	00090652-01	214395 G359	0.00	557.60
010925	4603	PARTS FOR VEHICL	11970	REGIONAL TRUCK EQUIPM	00090652-02	216512 G359	0.00	134.81
010925	4603	PARTS FOR VEHICL	12643	KIMBALL MIDWEST	00090678-01	6870529 G359	0.00	265.55
010925	4603	PARTS FOR VEHICL	12643	KIMBALL MIDWEST	00090678-02	6872533 G359	0.00	236.15

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FUND - 01 - GENERAL FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
010925	4603	PARTS FOR VEHICL	12936	LINDCO EQUIPMENT SALE	00090680-01	190053P	G359	279.30
010925	4603	PARTS FOR VEHICL	13555	JX ENTERPRISES, INC	00090573-01	2560183P	G359	195.96
010925	4603	PARTS FOR VEHICL	13555	JX ENTERPRISES, INC	00090573-01	2552587P	G359	-33.99
010925	4603	PARTS FOR VEHICL	13701	HENDERSON TRUCK EQUIP	00090676-01	285300	G359	144.24
010925	4603	PARTS FOR VEHICL	13701	HENDERSON TRUCK EQUIP	00090676-02	285582	G359	111.58
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090548-01	3013321849	G359	1349.84
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090548-02	3013328754	G359	447.69
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090575-01	3013381202	G359	314.69
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090575-02	3013397256	G359	795.65
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090575-03	3013400368	G359	304.29
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-01	3013345878	G359	873.71
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-02	3013462914	G359	53.76
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-03	3013464391	G359	157.51
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-04	3013466384	G359	91.27
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-05	3013493939	G359	88.79
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-05	3013514728	G359	-88.79
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-06	3013503850	G359	189.14
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-07	3013513479	G359	47.45
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-08	3013531456	G359	91.27
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090653-09	3013545732	G359	58.27
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090675-01	3013567320	G359	255.62
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090675-02	3013584038	G359	72.87
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090675-03	3013601060	G359	197.66
010925	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090675-04	3013601930	G359	19.89
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090546-01	11467	G359	52.10
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090546-02	11529	G359	87.67
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090651-01	11967	G359	86.92
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090651-02	11968	G359	49.27
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090651-03	11970	G359	85.37
010925	4603	PARTS FOR VEHICL	14818	HAWK FORD	00090708-01	12140	G359	439.99
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-01	C042031166	G359	532.69
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-02	C042031166	G359	232.74
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-03	C042031175	G359	232.74
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-04	C042031175	G359	232.74
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-05	C042031176	G359	232.74
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090550-06	C042031177	G359	232.74
010925	4603	PARTS FOR VEHICL	14865	INTERSTATE POWER SYST	00090581-01	C042031481	G359	85.59
010925	4603	PARTS FOR VEHICL	2989	HORN STEEL	00090677-01	96146H	G359	26.00
010925	4603	PARTS FOR VEHICL	362	1ST AYD CORPORATION	00090625-01	PSI245155	G359	345.55
010925	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090584-01	410642261	G359	204.58
010925	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090650-01	410643373	G359	538.36
010925	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090650-02	410643993	G359	-404.16
010925	4603	PARTS FOR VEHICL	4392	BONNELL INDUSTRIES	00090576-01	0184297-IN	G359	1350.00
010925	4603	PARTS FOR VEHICL	4735	NAPA AUTO PARTS		VARIOUS	G359	1284.63
010925	4603	PARTS FOR VEHICL	4735	NAPA AUTO PARTS	00090656-01	4496-059092	G359	323.52
010925	4603	PARTS FOR VEHICL	4735	NAPA AUTO PARTS	00090656-02	4496-059275	G359	350.88
010925	4603	PARTS FOR VEHICL	4735	NAPA AUTO PARTS	00090707-01	4496-059651	G359	1325.03
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090540-01	323246	G359	232.36
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090648-01	323368	G359	76.92

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FUND - 01 - GENERAL FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT	
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090648-02	323439	G359	0.00	175.24
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090681-01	323587	G359	0.00	134.17
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090703-01	323584	G359	0.00	1192.56
010925	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090705-01	323462	G359	0.00	2595.00
010925	4603	PARTS FOR VEHICL	561	HAGGERTY FORD		163273	G359	0.00	-21.36
010925	4603	PARTS FOR VEHICL	561	HAGGERTY FORD		163274	G359	0.00	-6.83
010925	4603	PARTS FOR VEHICL	561	HAGGERTY FORD		163275	G359	0.00	-22.87
010925	4603	PARTS FOR VEHICL	561	HAGGERTY FORD		163272	G359	0.00	-50.52
010925	4603	PARTS FOR VEHICL	561	HAGGERTY FORD		163264	G359	0.00	-40.59
010925	4603	PARTS FOR VEHICL	5677	FLINK CO.	00090660-01	54800	G359	0.00	1410.36
010925	4603	PARTS FOR VEHICL	5677	FLINK CO.	00090660-01	54800	G359	0.00	1233.96
010925	4603	PARTS FOR VEHICL	5677	FLINK CO.	00090683-01	54768	G359	0.00	204.53
010925	4603	PARTS FOR VEHICL	5677	FLINK CO.	00090706-01	54835	G359	0.00	628.63
010925	4604	TOOLS & EQUIPMEN	4735	NAPA AUTO PARTS		VARIOUS	G359	0.00	413.69
TOTAL PUBLIC WORKS-MAINT GAR								0.00	29812.84
010926	4204	ELECTRIC	151	COMED		0923084066	G359	0.00	7453.56
010926	4204	ELECTRIC	152	COMMONWEALTH EDISON		VARIOUS	G359	0.00	993.48
010926	4204	ELECTRIC	152	COMMONWEALTH EDISON		0423168236	G359	0.00	119.82
010926	4670	ROCK SALT	14738	THE DETROIT SALT COMP	00089181-01	78654	G359	0.00	27689.31
010926	4670	ROCK SALT	14738	THE DETROIT SALT COMP	00089181-01	79084	G359	0.00	18012.99
TOTAL MOTOR FUEL TAX								0.00	54269.16
011028	4110	TRAINING & TUITI	14709	BAYCI, BETHANY	00090692-02	REIMB POSTCAG359		0.00	76.23
011028	4225	OTHER CONTRACTUA	13880	S B FRIEDMAN & COMPAN	00090694-01	1	G359	0.00	4660.00
011028	4225	OTHER CONTRACTUA	14755	GOVTEMPSUSA	00090697-01	309447	G359	0.00	2614.50
TOTAL COM DEV-PLANNING								0.00	7350.73
011029	4100	LEGAL FEES	11340	LAW OFFICES OF JOHN Z	00090696-01	MUN BLD VIOLG359		0.00	675.00
011029	4113	ENFORCEMENT & IN	1800	B & F CONSTRUCTION CO	00090690-01	50722	G359	0.00	14375.00
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090689-01	50704	G359	0.00	1069.37
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090689-02	50713	G359	0.00	1877.84
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090689-03	50719	G359	0.00	225.00
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090689-04	50739	G359	0.00	494.34
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090689-05	50743	G359	0.00	1069.37
011029	4120	PLAN REVIEW	1800	B & F CONSTRUCTION CO	00090691-01	10946	G359	0.00	225.00
011029	4211	PRINTING & BINDI	14773	THE RESPONSIVE MAILRO	00090699-01	51245	G359	0.00	264.84
TOTAL COM DEV-BUILDING & CODE								0.00	20275.76
011030	4502	COPIER FEES	14784	BRADEN BUSINESS SYSTE	00090695-01	535800	G359	0.00	69.46
TOTAL COM DEV-MUSEUM								0.00	69.46
TOTAL FUND								0.00	244582.82

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FUND - 04 - CAPITAL EQUIP. REPLACE

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
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FUND - 04 - CAPITAL EQUIP. REPLACE

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
043439	4804	VEHICLES	13137 PARAGON MICRO	00090380-01	848289	G359	0.00	12271.40
TOTAL CAPITAL EQUIPMENT REPLACE							0.00	12271.40
TOTAL FUND							0.00	12271.40

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FUND - 05 - SEWER FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
053440	4204	ELECTRIC	14286	DYNEGY ENERGY SERVICE	GMCCOW1000	G359	0.00	33.06
TOTAL SEWER-SSA#2							0.00	33.06
053443	4053	HEALTH/DENTAL/LI	11129	MOE FUNDS	MAR '19	G359	0.00	8474.16
053443	4102	JULIE SYSTEM	8112	JULIE INC	00090638-01 2019--1831	G359	0.00	1740.42
053443	4110	TRAINING & TUITI	592	IRMA	00090630-01 IVC0010967	G359	0.00	275.00
053443	4202	TELEPHONE & ALAR	3400	AT&T	VARIOUS	G359	0.00	504.26
053443	4202	TELEPHONE & ALAR	4207	VERIZON WIRELESS	342030672	G359	0.00	494.15
053443	4204	ELECTRIC	14286	DYNEGY ENERGY SERVICE	GMCCOW1000	G359	0.00	4665.34
053443	4204	ELECTRIC	152	COMMONWEALTH EDISON	VARIOUS	G359	0.00	454.89
053443	4225	OTHER CONTRACTUA	14400	7 LAYER SOLUTIONS, IN	00090723-01 3409	G359	0.00	370.00
053443	4225	OTHER CONTRACTUA	3400	AT&T	VARIOUS	G359	0.00	165.02
053443	4225	OTHER CONTRACTUA	6613	ARLENE FISHER	00090719-01 22	G359	0.00	174.38
053443	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-01 17913	G359	0.00	31.00
053443	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-08 17913	G359	0.00	31.00
053443	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090532-01 17944	G359	0.00	46.00
053443	4402	LIFT STATION REP	2013	GRAINGER	00090663-01 9052108280	G359	0.00	634.45
053443	4410	SEWER MAIN REPAI	12229	RJN GROUP, INC.	00088546-01 321709	G359	0.00	4936.32
053443	4410	SEWER MAIN REPAI	12229	RJN GROUP, INC.	00088546-01 321707	G359	0.00	605.00
053443	4410	SEWER MAIN REPAI	12229	RJN GROUP, INC.	00089911-01 333605	G359	0.00	9191.60
053443	4410	SEWER MAIN REPAI	14966	KENNY CONSTRUCTION CO	00089659-01 3	G359	0.00	19871.10
053443	4600	COMPUTER/OFFICE	14393	PTM DOCUMENT SYSTEMS	00090667-01 0070213	G359	0.00	25.60
053443	4600	COMPUTER/OFFICE	308	WEST CHICAGO PRINTING	00090668-02 41812	G359	0.00	178.00
053443	4604	TOOLS & EQUIPMEN	2013	GRAINGER	VARIOUS	G359	0.00	135.60
053443	4650	MISCELLANEOUS CO	2013	GRAINGER	VARIOUS	G359	0.00	249.00
053443	4650	MISCELLANEOUS CO	4770	PRO-PAC INDUSTRIES, I	00090636-01 139431	G359	0.00	115.00
TOTAL SEWER-SANITARY COLLECTION							0.00	53367.29
053445	4806	OTHER CAPITAL OU	14968	KNICKERBOCKER ROOFING	00089660-01 20112541	G359	0.00	84108.11
TOTAL SEWER PLANT EQUIP REPLACE							0.00	84108.11
TOTAL FUND							0.00	137508.46

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FUND - 06 - WATER FUND

DEPT-DIV	ACCOUNT	TITLE	VENDOR	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
063447	4053	HEALTH/DENTAL/LI	11129	MOE FUNDS	MAR '19	G359	0.00	8474.16
063447	4102	JULIE SYSTEM	8112	JULIE INC	00090638-01 2019--1831	G359	0.00	1740.42
063447	4110	TRAINING & TUITI	592	IRMA	00090630-01 IVC0010967	G359	0.00	275.00
063447	4202	TELEPHONE & ALAR	13107	AT & T MOBILITY	287240545187	G359	0.00	189.92
063447	4204	ELECTRIC	14286	DYNEGY ENERGY SERVICE	GMCCOW1000	G359	0.00	30404.73
063447	4211	PRINTING & BINDI	308	WEST CHICAGO PRINTING	00090668-01 41812	G359	0.00	178.00
063447	4225	OTHER CONTRACTUA	14400	7 LAYER SOLUTIONS, IN	00090723-01 3409	G359	0.00	370.00
063447	4225	OTHER CONTRACTUA	3400	AT&T	VARIOUS	G359	0.00	165.02
063447	4225	OTHER CONTRACTUA	6613	ARLENE FISHER	00090719-01 22	G359	0.00	174.37
063447	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090485-03 17913	G359	0.00	31.00
063447	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090532-02 17944	G359	0.00	31.00
063447	4400	VEHICLE REPAIR	4774	SAFETY LANE INSPECTIO	00090642-01 18022	G359	0.00	31.00
063447	4400	VEHICLE REPAIR	561	HAGGERTY FORD	Q06372	G359	0.00	69.95
063447	4600	COMPUTER/OFFICE	14393	PTM DOCUMENT SYSTEMS	00090667-01 0070213	G359	0.00	29.87
063447	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090704-01 3013601014	G359	0.00	583.66
063447	4603	PARTS FOR VEHICL	13908	RUSH TRUCK CENTERS OF	00090704-02 3013602101	G359	0.00	398.23
063447	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090492-02 640066856	G359	0.00	569.56
063447	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090552-01 640067347	G359	0.00	606.52
063447	4603	PARTS FOR VEHICL	3714	POMP'S TIRE SERVICE,	00090584-01 410642261	G359	0.00	204.58
063447	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090540-02 323246	G359	0.00	232.36
063447	4603	PARTS FOR VEHICL	5366	MONROE TRUCK EQUIPMEN	00090648-01 323368	G359	0.00	76.93
063447	4603	PARTS FOR VEHICL	561	HAGGERTY FORD	163288	G359	0.00	12.53
063447	4603	PARTS FOR VEHICL	561	HAGGERTY FORD	163259	G359	0.00	16.42
063447	4604	TOOLS & EQUIPMEN	2013	GRAINGER	VARIOUS	G359	0.00	49.16
063447	4620	PARTS & EQUIPMEN	2013	GRAINGER	9060799872	G359	0.00	42.09
063447	4621	PARTS & EQUIPMEN	2810	CORE & MAIN, LP	00090664-01 K004104	G359	0.00	352.52
063447	4621	PARTS & EQUIPMEN	3597	FEDEX CORPORATION	6-431-27524	G359	0.00	19.36
063447	4650	MISCELLANEOUS CO	14939	BATTERIES PLUS BULBS	00090644-01 P8381080	G359	0.00	32.99
063447	4650	MISCELLANEOUS CO	4406	U.S.A. BLUEBOOK	781953	G359	0.00	128.11
063447	4650	MISCELLANEOUS CO	4770	PRO-PAC INDUSTRIES, I	00090636-01 139431	G359	0.00	115.00
063447	4806	OTHER CAPITAL OU	2805	CRAWFORD, MURPHY & TI	00090290-01 0202146	G359	0.00	4652.48
TOTAL WATER-PRODUCTION/DIST							0.00	50256.94
063448	4202	TELEPHONE & ALAR	3400	AT&T	VARIOUS	G359	0.00	261.54
063448	4204	ELECTRIC	14286	DYNEGY ENERGY SERVICE	GMCCOW1000	G359	0.00	14526.36
063448	4225	OTHER CONTRACTUA	12380	CINTAS CORPORATION	00090488-01 344117485	G359	0.00	15.05
063448	4225	OTHER CONTRACTUA	13257	COMCAST CABLE	877120038036	G359	0.00	323.12
063448	4225	OTHER CONTRACTUA	14569	ORKIN	01430518365	G359	0.00	70.00
063448	4225	OTHER CONTRACTUA	5166	DETECTION SYSTEMS	00090682-01 A22468	G359	0.00	75.00
063448	4401	BUILDING REPAIR	3597	FEDEX CORPORATION	6-431-27524	G359	0.00	19.36
063448	4615	UNIFORMS/SAFETY	14730	REFLECTIVE APPAREL FA	00089985-01 1064470	G359	0.00	51.95
063448	4624	PARTS-BUILDING R	2013	GRAINGER	VARIOUS	G359	0.00	1048.74
063448	4624	PARTS-BUILDING R	2013	GRAINGER	9058710543	G359	0.00	59.01
063448	4624	PARTS-BUILDING R	2013	GRAINGER	9056855944	G359	0.00	-80.00
063448	4624	PARTS-BUILDING R	2013	GRAINGER	9056855936	G359	0.00	-80.00
063448	4625	LAB SUPPLIES	14986	NALCO WATER PRETREATM	00090646-01 2307013	G359	0.00	180.82
063448	4626	CHEMICALS	10925	MISSISSIPPI LIME COMP	00090631-01 1413875	G359	0.00	4680.65
063448	4626	CHEMICALS	10925	MISSISSIPPI LIME COMP	00090631-01 1414638	G359	0.00	4773.51

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FUND - 06 - WATER FUND

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
063448	4626	CHEMICALS	10925	MISSISSIPPI LIME COMP	00090631-01 1415237	G359	0.00	4561.27
063448	4626	CHEMICALS	11423	OLIN CORPORATION	00090622-01 2630499	G359	0.00	3457.36
063448	4626	CHEMICALS	12436	POLYDYNE	00090643-01 1313251	G359	0.00	4440.15
063448	4626	CHEMICALS	14295	MACCARB, INC	00090632-01 105B-000090	G359	0.00	2143.75
063448	4642	PARTS - WTP OPER	1320	STEINER ELECTRIC	00090285-01 S006214846.0G359	G359	0.00	1100.00
063448	4642	PARTS - WTP OPER	1320	STEINER ELECTRIC	00090285-02 S006214846.0G359	G359	0.00	270.00
063448	4642	PARTS - WTP OPER	14186	HARRINGTON INDUSTRIAL	00090637-01 023E7554	G359	0.00	145.43
063448	4642	PARTS - WTP OPER	2013	GRAINGER	9060486611	G359	0.00	94.92
063448	4642	PARTS - WTP OPER	231	MC MASTER-CARR SUPPLY	84156817	G359	0.00	8.00
063448	4642	PARTS - WTP OPER	231	MC MASTER-CARR SUPPLY	83480071	G359	0.00	35.56
TOTAL WATER-TREATMENT PLANT OP							0.00	42181.55
TOTAL FUND							0.00	92438.49

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FUND - 08 - CAPITAL PROJECTS FUND

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
083453	4053	HEALTH/DENTAL/LI	11129	MOE FUNDS	MAR '19	G359	0.00	820.08
083453	4412	MATERIALS	2013	GRAINGER	VARIOUS	G359	0.00	83.22
083453	4611	ICE CONTROL MATE	13623	SNI SOLUTIONS	00090035-01	138936 G359	0.00	4833.40
083453	4807	STREET IMPROVEME	10759	WANG ENGINEERING INC	00089839-01	14209-02-PTLG359	0.00	4983.72
083453	4807	STREET IMPROVEME	10759	WANG ENGINEERING INC	00090684-01	14209-02 G359	0.00	2989.91
083453	4807	STREET IMPROVEME	284	STRAND ASSOCIATES, IN	00090641-01	0145482 G359	0.00	4500.00
083453	4854	TREE REPLACEMENT	3597	FEDEX CORPORATION	6-431-27524	G359	0.00	29.53
083453	4872	ROW MATERIALS	2013	GRAINGER	VARIOUS	G359	0.00	271.32
083453	4872	ROW MATERIALS	3349	TRAFFIC CONTROL AND P	00090551-01	99876 G359	0.00	300.00
083453	4886	EMRLD ASH BORER	3597	FEDEX CORPORATION	6-431-27524	G359	0.00	23.11
TOTAL CAPITAL PROJECTS							0.00	18834.29
TOTAL FUND							0.00	18834.29

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FUND - 09 - DOWNTOWN TIF SPEC PROJ

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
093454	4053	HEALTH/DENTAL/LI	11129	MOE FUNDS	MAR '19	G359	0.00	1366.80
093454	4112	MEMBERSHIPS/DUES	2854	ILLINOIS TAX INCREMEN	00090693-01 673815	G359	0.00	550.00
093454	4680	SPECIAL EVENTS	14709	BAYCI, BETHANY	00090692-01 REIMB POSTCAG359		0.00	189.90
TOTAL DOWNTOWN TIF							0.00	2106.70
TOTAL FUND							0.00	2106.70

PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
DATE: 02/01/19
TIME: 14:47:47

CITY OF WEST CHICAGO
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 13
ACCTPAY1
ACCOUNTING PERIOD: 12/18

SELECTION CRITERIA: payable.due_date between '20190203 00:00:00.000' and '20190204 00:00:00.000'
PAYMENT TYPE: CHECKS ONLY

FUND - 28 - MISCELLANEOUS DEPOSITSIN

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
28	224500	MISCELLANEOUS DE	12591 BALL HORTICULTURAL CO	00090666-01	621 TOWN RD	G359	0.00	8562.50
28	224500	MISCELLANEOUS DE	15024 RODRIGUEZ, JORGE	00090687-01	738 LYMAN	G359	0.00	1500.00
28	224500	MISCELLANEOUS DE	15027 BLACK SQUARE	00090688-01	227 N OAK	G359	0.00	1500.00
TOTAL MISCELLANEOUS DEPOSITSIN							0.00	11562.50
TOTAL FUND							0.00	11562.50

PENTAMATION - FINANCIAL MANAGEMENT SYSTEM
DATE: 02/01/19
TIME: 14:47:47

CITY OF WEST CHICAGO
CASH REQUIREMENTS BILL LIST

PAGE NUMBER: 14
ACCTPAY1
ACCOUNTING PERIOD: 12/18

SELECTION CRITERIA: payable.due_date between '20190203 00:00:00.000' and '20190204 00:00:00.000'
PAYMENT TYPE: CHECKS ONLY

FUND - 43 - COMMUTER PARKING FUND

DEPT-DIV	ACCOUNT	-----TITLE-----	-----VENDOR-----	P.O.'S	INVOICE	BATCH	SALES TAX	AMOUNT
433476	4204	ELECTRIC	152	COMMONWEALTH EDISON	VARIOUS	G359	0.00	2469.19
433476	4650	MISCELLANEOUS CO	255	PETTY CASH CITY HALL	00090720-01 JAN-19	G359	0.00	17.50
433476	4806	OTHER CAPITAL OU	12060	CURRENT TECHNOLOGIES	00090722-01 9007	G359	0.00	9381.08
TOTAL COMMUTER PARKING FUND							0.00	11867.77
TOTAL FUND							0.00	11867.77
TOTAL CHECK TRANSACTIONS							0.00	531172.43
TOTAL EFT TRANSACTIONS							0.00	0.00
TOTAL REPORT							0.00	531172.43

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Spreading Our Wings 5k & 1 Mile
Illinois Association of Latino Administrators
(IALAS)**

AGENDA ITEM NUMBER: 8. A.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** January 28, 2019**COUNCIL AGENDA DATE:** February 4, 2019**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Illinois Association of Latino Administrators (IALAS) is seeking approval for a Spreading Our Wings 5k & 1 Mile fundraising walk/run scheduled for Saturday, April 13, 2019 from 6:00 a.m. to 11:00 a.m. with an estimate of 200 attendees. This event is intended to serve as a fundraiser in support of the Wings to Success Scholarship program.

IALAS has requested use of the City owned parking lots located at 122-124 Fremont Street for event parking, set up, and registration activities. In addition, they request use of the grass adjacent to the parking lots for four 10 x 10 tents and two port-o-potties. Set up is proposed to begin at 5:00 a.m., the 5k & 1 Mile races start at 8:00 a.m., and the last race participant is estimated to cross the finish line by 9:00 a.m.

The proposed race route is 3.1 miles taking place entirely along the Prairie Path, with street crossings at McConnell Ave, York Ave, and Grand Lake Blvd. The event organizer plans to station adult volunteers at the street crossings and along the route to direct runner traffic. IALAS is not requesting Police services.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the course map and a map of the proposed event registration area.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Stations of the Cross
St. Andrew Lutheran Church**

AGENDA ITEM NUMBER: 8. B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is seeking approval for their annual Stations of the Cross religious event scheduled for Friday, April 19, 2019 from 12:00 p.m. – 1:00 p.m. with an estimate of 150 attendees.

The Church has requested use of City streets for a procession and Police services for assistance with traffic control and a rolling street closure.

Members of the Church will gather at the corner of Easton Avenue before the procession begins at 12:00 p.m. The procession will walk East on Main Street, turn North onto Prince Crossing, cross Geneva Road, and end at the Church.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the procession route map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:


At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**We Go Run
Leman Middle School**

AGENDA ITEM NUMBER: 8.C.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** January 28, 2019**COUNCIL AGENDA DATE:** February 4, 2019**STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  _____**APPROVED BY CITY ADMINISTRATOR:****Michael Guttman****SIGNATURE** _____**ITEM SUMMARY:**

Leman Middle School is seeking approval for the 15th Annual WE GO Run, a combination of a 5K and 10K Run/Walk and a 1 Mile Fun Run scheduled for Sunday, May 5, 2019 from 5:00 a.m. – 11:00 a.m. with an estimate of 350 attendees. This event is intended to serve as a fundraiser in support of West Chicago School District #33.

Leman Middle School has requested use of City streets for the course route and Police services for assistance with traffic control and a rolling street closure.

Registration and set-up is scheduled for 4:30 a.m. The 5k and 10k races begin at 8:00 a.m. and the 1 Mile Fun Run begins at 9:45 a.m. The anticipated completion time for the races is 10:00 a.m. The entire event is expected to end at approximately 10:30 a.m.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Blooming Fest

AGENDA ITEM NUMBER: 8.D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Blooming Fest is scheduled for Saturday, May 18, 2019 from 9:00 a.m. to 3:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Blooming Fest includes, but is not limited to: the West Chicago Garden Club plant sale, other garden-related vendors, a craft sale, local music/entertainment, food vendors, and a car show.

The layout implemented in 2018 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities (see attached layout map).
- Use of Police and Public Works services to support the event.
- Closure of Turner Court and Main Street from W. Washington Street to 306 Main Street on the event day from 5:00 a.m. to 4:00 p.m. while maintaining clearance for emergency vehicles.
- Closure of Galena Street from Main Street to Tye Court from 2:00 p.m. Friday, May 17th through 4:00 p.m. on Saturday, May 18th while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Fireworks at Reed-Keppler Park

AGENDA ITEM NUMBER: 8.E.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

A City-sponsored fireworks display is scheduled for Saturday, June 8, 2019 from 9:30 p.m. to 10:00 p.m. at Reed Keppler Park.

This event takes place in partnership with the West Chicago Park District as part of the Park District's "Hello Summer" event.

A Fireworks Permit must be issued by the West Chicago Fire Protection District prior to the fireworks display. City staff will work with the fireworks contractor and the West Chicago Fire Protection District to ensure all appropriate Fireworks Permit documentation is acquired, submitted, and approved in time for the event.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the fireworks display in cooperation with the Park District and Fire Protection District (see attached fireworks layout utilized in 2018, to be proposed again for 2019, pending the fireworks contractor's proposal and corresponding Fire Protection District approval).

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

West Chicago Food Festival

AGENDA ITEM NUMBER: 8.F.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Food Festival is scheduled for Saturday, October 12, 2019 from 11:00 a.m. to 4:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. The Food Festival includes, but is not limited to: food vendor sales, cooking demonstrations, live entertainment, and children's activities.

The layout implemented in 2018 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities (see attached layout map).
- Use of Police and Public Works services to support the event.
- Closure of Turner Court, Main Street from W. Washington Street to 306 Main Street, and Galena Street from Main Street to High Street from 5:00 a.m. to 6:00 p.m. on event day, while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:

Halloween Festivities

AGENDA ITEM NUMBER: 8.6.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

The City's annual Halloween Festivities are scheduled for Saturday, October 26, 2019 in Downtown West Chicago from 11:00 a.m. to 3:00 p.m.

This event takes place in partnership with the West Chicago Public Library District and includes, but is not limited to: Costume Contest, Costume Procession, Downtown Trick or Treat, and the Library's Trunk or Treat.

Registration for the Costume Contest will begin at 11:30 a.m. Costume judging will begin at 12:30 p.m. and the Costume Procession will begin at approximately 12:45 p.m., and the Downtown Trick or Treat and Library Trunk or Treat will take place from 1:00 to 3:00 p.m. Prizes for Costume Contest winners will be awarded after the Costume Procession.

Police Department and Fire District representatives will be requested to participate in the Costume Procession with vehicles and apparatus.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for the Costume Procession (see attached procession route).
- Use of Police and Public Works services to support the event.
- Rolling street closure during the Costume Procession.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty Fest

AGENDA ITEM NUMBER: 8.H.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty Fest is scheduled for Saturday, December 7, 2019 from 4:00 – 7:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Frosty Fest includes, but is not be limited to: a Frosty Procession, visits with Santa and Mrs. Claus, decorated streets and storefronts, horse-drawn wagon rides, carolers, an official tree lighting ceremony, and live reindeer.

The event will take place outside along Main Street and at participating indoor locations, including, but not limited to: American Legion, Fox Community Center, Republic Bank, City Museum, and Gallery 200.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the event.
- Closure of Main Street from Chicago Street to Washington Street from 12:00 p.m. – 7:30 p.m.
- Rolling closure for procession on Main Street beginning at eastern access drive to the Metra parking lot to Center Street from 4:00 – 4:30 p.m.
- Center Street to High Street to Galena Street (see attached map) for horse-drawn ride from 4:00 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty 5k & Kids Fun Run

AGENDA ITEM NUMBER: 8.I.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty 5k Walk/Run & Kids Fun Run event is scheduled for Saturday, December 7, 2019. The course route takes place on City streets, starting and ending on Turner Court. Registration opens at 7:30 a.m., the 5k race starts at 8:30 a.m., and the Kids Fun Run begins at approximately 9:00 a.m., or after the last participant crosses the finish line. The event is expected to end at approximately 10:30 a.m.

This event requires participants to pay registration fees in order to participate. These fees help alleviate the cost it takes to produce the event. Discounted rates are available to students and West Chicago residents. This event is sponsored by the City with the support of community partners.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for the 5k race (see attached course map and turn by turn directions).
- Use of Police and Public Works services to support the event.
- Rolling street closure during the 5k race.

COMMITTEE RECOMMENDATION:

At its January 28, 2019 meeting, the Committee recommended approval of this event as proposed.

RESOLUTION NO. 19-R-0009

**A RESOLUTION TO ENDORSE THE LEGISLATIVE ACTION PROGRAM OF THE
DUPAGE MAYORS AND MANAGERS CONFERENCE
FOR THE 2019 LEGISLATIVE SESSION**

WHEREAS, the City of West Chicago is a member of the DuPage Mayors and Managers Conference; and

WHEREAS, the DuPage Mayors and Managers Conference develops its annual Legislative Action Program with the goal of establishing a comprehensive platform on legislative issues in order to protect and benefit the interests of its member municipalities, residents and businesses in these municipalities, and the region generally; and

WHEREAS, on December 6, 2018 the DuPage Mayors and Managers Conference voted unanimously to adopt its 2019 Legislative Action Program, attached hereto; and

WHEREAS, the City of West Chicago, will individually benefit by formally establishing positions on legislative issues affecting municipalities, thereby giving clear direction to officials and employees of the City of West Chicago regarding legislative positions that may be represented in official capacity or on behalf of the municipality:

NOW, THEREFORE, BE IT RESOLVED, that the City of West Chicago hereby adopts the DuPage Mayors and Managers Conference's 2019 Legislative Action Program which is attached and includes the following listed legislative priorities:

1. Ensuring Sustainable Municipal Budgets
2. Supporting Sustainable Public Safety Pensions
3. Preserving Local Authority
4. Investing in Illinois' Infrastructure
5. Reforming the Workers' Compensation

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators representing the City of West Chicago, to the Office of the Governor, and to department heads in the City of West Chicago.

ADOPTED this 4th day of February, 2019.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor

ATTEST:

City Clerk

DuPage Mayors and Managers Conference



Legislative Action Program

DMMC Legislative Priorities for 2019



DuPage Mayor and Managers Conference —

SERVING RESIDENTS OF DUPAGE AND ILLINOIS

Representing more than one million residents by advocating for sound public policy initiatives, the DuPage Mayors and Managers Conference (DMMC) strives to promote sound local government, foster intergovernmental cooperation, and find innovative solutions to make local government work more effectively for DuPage residents and ultimately all citizens of Illinois. DMMC's legislative priorities for 2019 include:

- **Protecting Local Government Distributive Fund Revenue** to adequately fund municipal operating budgets and provide basic services to residents without shifting the state's financial problems onto municipalities.
- **Consolidating Public Safety Pensions** to reduce unfunded pension liabilities, stabilize retirement systems and protect against cuts to basic services and property tax increases.
- **Preserving Local Authority** to allow municipalities to serve the distinct needs of residents and businesses in their communities.
- **Repairing and Improving Illinois' Infrastructure** to maintain local roads, bridges and water facilities while ensuring safe transport and creating new jobs.
- **Reforming Workers' Compensation laws** to bring more economic opportunity in Illinois while ensuring that injured workers get quality health care and fair treatment.

BY THE NUMBERS...

33 MUNICIPALITIES

1 MILLION RESIDENTS

340,000 HOUSEHOLDS

700,000 JOBS

75,000 BUSINESSES

\$20 BILLION RETAIL
SALES



ENSURE SUSTAINABLE MUNICIPAL BUDGETS



Returning revenue generated by local residents and businesses back to the community is crucial to preserving vital municipal services like police and fire protection, garbage pick-up, road maintenance, snow removal and emergency medical services (EMS). DMMC communities, as well as those throughout the state, rely on these revenue streams—including the \$1 billion Local Government Distributive Fund (LGDF) dollars—that are collected by the state and returned to municipal governments to pay for essential services. By **protecting all state-collected local revenue streams**, legislators help ensure municipalities can deliver basic services and necessary staffing. Reducing LGDF dollars shifts the state's financial problems onto municipalities, forcing potential service cuts, police and fire layoffs and local property tax increases.

SUPPORT SUSTAINABLE PUBLIC SAFETY PENSIONS

DMMC is part of a statewide coalition advocating for reforms aimed at preserving public safety pensions for local police officers and firefighters while reducing the burden on municipalities and taxpayers. The current system is unsustainable as the unfunded pension liabilities continue to grow significantly, despite more revenue pouring into the system. Without cutting benefits, **consolidating the 663 municipal public safety pension funds** into a single multiple-employer pension fund management system would expand investment opportunities and lower operational expenses for those who serve our communities. Without reform, the costs of public safety pensions will continue to rise, adding to the financial burden of municipalities and forcing cuts in basic services or increases in local property taxes.

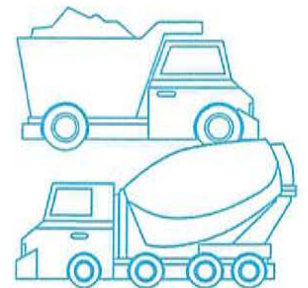


PRESERVE LOCAL AUTHORITY

Locally elected leaders are best equipped to set local policy because they live in the communities they represent and have daily interaction with the constituents they serve. The ability for municipalities to **govern themselves and make decisions at the local level** is the most effective way they can fully serve the unique needs of their communities. In some cases, legislation and mandates can restrict a local government's ability to do what's right for residents and businesses. Issues such as franchising, zoning, permitting and licensing, local code enforcement and regulating business activities are fundamental responsibilities of local government. In addition, removing the distinction between home rule and non-home rule communities would eliminate barriers, giving all municipalities crucial local control and decision-making ability.

INVEST IN ILLINOIS' INFRASTRUCTURE

Improving Illinois' infrastructure system will bolster the state's economy, create jobs and attract new businesses. **A state capital bill would help jumpstart Illinois' economy**, which depends on roads, rail and water facilities that connect local communities, and limit congestion while ensuring safe travel, prompt freight delivery, clean water and an efficient public transportation system. By establishing a systematic approach for identifying and prioritizing needs with matching resources, municipalities can work with the state to upgrade infrastructure, creating new projects for communities and jobs for residents. This will increase wages and attract a more competitive workforce so that Illinois remains one of the best places to work, own a business and raise a family.



REFORM WORKERS' COMPENSATION

Workers' compensation reforms would create economic opportunity and jobs to make Illinois more competitive with surrounding states. **Adopting common-sense reforms would lead to more reasonable settlements** without harming employees who have legitimate claims and ensure they are protected and receive quality treatment. Establishing standards that ensure an injury or illness is directly linked to the work or the workplace is fair to workers and businesses. As a result, lower costs brought about by these reforms would save significant taxpayer dollars and enable employers to expand, relocate and grow their businesses in Illinois.



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A Resolution to approve a contract with Phalen Consulting Inc. for City Museum management services beginning January 1, 2019.

Resolution 2019-R-0008

AGENDA ITEM NUMBER: 9.A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: February 4, 2019

STAFF REVIEW: Tom Dabareiner, AICP

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE  _____

SIGNATURE _____

ITEM SUMMARY:

The contract with Phalen Consulting, which supplies City Museum management services, is two-years old. The contract contains a provision that would allow it to remain valid until terminated, unless a request from either party comes forward to renegotiate. Phalen Consulting requested a fee increase and that opened up the contract for discussion.

As proposed, the annual fee would increase 5% to \$88,200. Other components of the contract were tweaked to improve reporting procedures, meet current insurance requirements, and update the Museum Director's goals. Also, the Collections Policy (Attachment D) was updated to reflect that there are no City staff members employed in directly managing or working for the City Museum and to define the Museum loan process.

Phalen Consulting has been managing the City Museum since 2012.

A copy of the contract is attached to the Draft Resolution.

UPDATE: At its November 29, 2018, meeting, the Committee recommended by a vote of 4-2 to approve the Resolution for a contract with Phalen Consulting Inc. for City Museum management services beginning January 1, 2019. City Council sent it back to Public Affairs Committee for additional discussion.

In response to one question received by staff, the following table shows the history of contract amounts under Phalen Consulting.

Year	Amount
2012	\$70,200
2014	\$73,500
2016	\$84,000

Also, on January 18, 2019, Ms. Phalen sent the attached letter. It provides more detail on her role, museum operations and fee increases.

ACTIONS PROPOSED:

Recommend approval of the contract with Phalen Consulting, Inc. for City Museum management services for a period retroactive to January 1, 2019.

COMMITTEE RECOMMENDATION:

At its meeting on January 28, 2019, The Public Affairs Committee voted 6-1 in favor of the Resolution supporting the new contract.

Attachments:

Resolution 2019-R-0008 with Contract
Letter from Sara Phalen

RESOLUTION NO. 2019-R-0008

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTAIN CONTRACT
BETWEEN THE CITY OF WEST CHICAGO AND
PHALEN CONSULTING INC.
FOR CITY MUSEUM MANAGEMENT SERVICES

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor and City Clerk are hereby authorized to execute and the City Clerk is authorized to attest a certain Contract between the City of West Chicago and Phalen Consulting, Inc. for museum management services for a two year period not to exceed \$88,400 annually, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this ____ day of _____, 2019.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST: _____
City Clerk Nancy M. Smith

**AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND PHALEN
CONSULTING FOR THE OPERATION OF THE WEST CHICAGO CITY MUSEUM**

This Agreement (hereinafter "AGREEMENT") is entered into this ___ day of December, 2018 between the City of West Chicago, an Illinois Municipal Corporation, (hereinafter "CITY") with offices located at 475 Main Street, West Chicago, Illinois 60185, and Phalen Consulting, Inc. (hereinafter, "PHALEN") with offices located at 787 Hickory Lane, West Chicago, Illinois 60185.

RECITALS

WHEREAS, the CITY owns and operates the West Chicago City Museum and its ancillary buildings (hereinafter "MUSEUM"), where a collection of West Chicago historical artifacts and exhibits are housed and or displayed; and

WHEREAS, Sara Phalen, sole shareholder of PHALEN, has been affiliated with the MUSEUM, either as an employee or an independent contractor, since 2006, and has worked extensively in all areas of the institution and is educated and professionally trained in the management, oversight, operation and direction of museums and non-profit entities; and

WHEREAS, the CITY desires to have PHALEN provide professional consulting services in the operation of the MUSEUM and employ its expertise in operating educational facilities and programming to create new and exciting ways to present the history and culture of the CITY and to preserve and care for the approximately 34,000 item collection which the CITY holds in public trust; and

WHEREAS, PHALEN desires to provide professional consulting services for the operation of the MUSEUM; and

WHEREAS, the parties desire to enter into this AGREEMENT in order to provide a full statement of their respective obligations in connection with PHALEN'S exclusive, non-transferable license to operate, occupy and utilize the MUSEUM.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein, and other good and valuable consideration acknowledged by the parties, the parties agree as follows:

ARTICLE I. SPACE, STAFF, EQUIPMENT, AND MISCELLANEOUS ITEMS

1.1 Description of Space and Use: The physical premises to be operated by PHALEN shall include the four facilities listed in Attachment "A" attached hereto and made a part hereof, which facilities constitute the physical premises of the MUSEUM.

1.1.1 PHALEN agrees to operate the MUSEUM and its buildings in compliance with the mission of the MUSEUM, as follows: "The West Chicago City Museum is a dynamic history and art center that inspires and involves the

community through research, programs and exhibits”.

- 1.2 Staffing: PHALEN shall provide all staff necessary to support the operation of the MUSEUM in a manner that is consistent with the ethics, standards and professional practices of the *American Alliance of Museums* (www.aam-us.org) which are incorporated herein by reference.
 - 1.2.1 PHALEN shall serve as the Director/Curator of the MUSEUM, and shall be responsible for fulfilling the goals and responsibilities described in Attachment B, attached hereto and made a part hereof.
 - 1.2.2 PHALEN may employ or contract with support staff for educational and collection management purposes at its sole cost and expense. Support staff employed or contracted by PHALEN shall not be considered employees of the CITY. PHALEN shall be responsible for complying with all existing federal, state and local employment laws.
 - 1.2.3 The CITY shall, at its sole cost and expense, conduct criminal background checks for any PHALEN personnel and volunteers prior to their starting their assignment at the MUSEUM and annually thereafter. All PHALEN personnel must execute a waiver allowing the City to conduct said background check and must successfully pass their background checks, as determined by the CITY, in order to be assigned to or perform services at the MUSEUM.
- 1.3 Hours of Operation: PHALEN agrees that the MUSEUM shall be open to the public not less than twelve (12) hours per week, except that the MUSEUM will be closed for all holidays recognized by the CITY. The hours the MUSEUM shall be open to the public are specified in Attachment B, and they shall be expanded for special events and to accommodate increased visitation during the summer, to include at least four (4) hours on Saturdays. MUSEUM hours shall be posted for the public on the MUSEUM’S entrance and on the MUSEUM portion of the City website.
- 1.4 Museum Entrance Fees and Donations: PHALEN agrees that no fee will be charged as an entrance or other user fees to the MUSEUM. Any monetary donations accepted by PHALEN, as the Director/Curator of the MUSEUM, shall be deposited into the Museum Trust Account as managed by the Friends of the West Chicago City Museum (hereinafter “FRIENDS”), a 501(c)(3) organization, whose sole purpose is to support the MUSEUM and its mission through fundraising.
- 1.5 Furnishings and Equipment: For the purposes of operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT, PHALEN may utilize CITY’S existing furniture (e.g., desks, chairs, tables, etc.) and equipment (e.g. computer hardware, copier, fax, microfilm, scanner, software, telephones, etc.) presently at the MUSEUM. PHALEN shall exercise reasonable care and shall be

responsible for protecting and presenting said furniture and equipment. CITY shall be responsible for the maintenance agreements for all equipment (e.g. copier, two computers, microfilm reader and software). CITY shall be responsible for the replacement of said furniture and equipment when needed as solely determined by the CITY. Requests for furniture and equipment replacement, and for any software additions or upgrades, must be made in writing by PHALEN by October 1st of each year for purchase in the subsequent fiscal year, notwithstanding an emergency, and approved by the CITY in writing prior to the purchase.

1.5.1 CITY shall continue to maintain MUSEUM computer files on a server and provide technical support, to the extent maintenance and support is currently provided.

1.5.2 PHALEN shall promptly report in writing to the Director of Community Development and the current City staff member as applicable, any problems with the condition and/or operation of any furniture or furnishings. PHALEN shall promptly report in writing to the Director of Community Development, the Director of Administrative Services and the IT Manager, any problems with the condition and/or operation of equipment, which should include all requests for equipment maintenance or repair.

1.5.3 PHALEN shall not add any software products, upgrades, applications or make any other changes to computer equipment without prior written authorization of the CITY.

1.6 Operating Supplies: PHALEN shall provide, at its own cost and expense, all necessary office and museum-related supplies needed in order to provide the required services under the AGREEMENT.

1.7 Custodial Services, Facility Maintenance, Security and Utilities: CITY shall continue to provide custodial services, building maintenance, ordinary utilities, security services and capital improvements as needed and as determined by the CITY for all four buildings comprising the MUSEUM.

1.7.1 PHALEN shall notify the CITY of any building maintenance issues that arise. CITY shall use its best efforts to timely notify PHALEN of any work that is done to remedy any building maintenance issues.

1.7.2 City, or PHALEN if designated in writing and with at least seven (7) days notice, shall be responsible for the completion of the monthly maintenance and safety checks as required by the CITY by the 5th of each month and shall immediately thereafter transmit the required documentation to the Facilities Management Superintendent. Any and all issues that arise out of these checks must be reported to PHALEN within five (5) business days of completion. PHALEN shall have five (5) business days to remedy any violations.

- 1.8 Other City Services: The CITY shall allow PHALEN, for purposes of operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT, to have MUSEUM information uploaded to the CITY website; to use the GIS; and to provide the CITY marketing materials and information to publicize the MUSEUM. PHALEN may also use certain equipment at City Hall including the copier, postage meter and folding machine. Any additional requests for CITY services or to use CITY equipment shall be made in writing to the CITY. PHALEN shall not use said outlets for any use not approved by the CITY.
- 1.9 Additional Alterations: PHALEN shall not, without the prior written consent of the CITY, make any alterations, improvements or additions to the MUSEUM buildings. Such alterations shall be requested by PHALEN in writing. The CITY'S refusal to give said consent shall be conclusive. The CITY has the sole authority to give consent to any non-structural changes, including, but not limited to installation of shelving units and modification existing fixtures. It shall be PHALEN'S responsibility to provide assurance that all improvements are consistent with the MUSEUM building's status on the *National Register of Historic Places*.
- 1.9.1 With prior written approval of the CITY, PHALEN may make agreed upon alterations using volunteer or paid labor of choice. The CITY is not responsible for any costs associated with PHALEN's election to do so and the alterations, improvements or additions done to the MUSEUM buildings.
- 1.10 Right of Access: CITY shall be entitled to access to the MUSEUM twenty-four (24) hours a day, without prior notice. CITY staff and agents will record all after-hours building entries by electronic access reporting or on a sign-in tracker at MUSEUM backdoor.
- 1.11 Right of Use: CITY shall be entitled to use MUSEUM facilities for other CITY uses provided twenty-four (24) hours' written notice has been provided to and acknowledged by PHALEN, except in the case of emergencies. PHALEN shall retain the right to object to any Right of Use request by CITY solely for conflicts arising from scheduling or concurrent programming, except in the case of emergencies. Such objection shall not be unreasonably given. CITY shall retain the final say in Right of Use.
- 1.12 Fundraising Board: CITY and PHALEN hereby acknowledge that the FRIENDS was established in 2005 to support the MUSEUM through fundraising efforts. The FRIENDS is not a third-party beneficiary to this AGREEMENT.
- 1.12.1 CITY and PHALEN acknowledge that the purpose of the FRIENDS is fundraising for the MUSEUM. CITY and PHALEN agree that it is neither the intent of this AGREEMENT to grant the FRIENDS any authority over PHALEN as it relates to the MUSEUM'S operations and staff, nor any ability to direct or decide the programming or operations of the MUSEUM,

which shall be at the sole discretion of PHALEN and consistent with this AGREEMENT.

- 1.12.2 CITY and PHALEN acknowledge that the FRIENDS is a 501(c)3 not-for-profit corporation and operates independently through its bylaws.
- 1.12.3 CITY and PHALEN acknowledge that the FRIENDS holds monies that are generated through its own activities and that the MUSEUM, CITY and PHALEN have no control over such monies.
- 1.12.4 CITY and PHALEN acknowledge that the FRIENDS holds monies that are raised through MUSEUM activities and are held in trust for the MUSEUM and its operations in an account separate from the account described in 1.12.3. The MUSEUM, under PHALEN'S direction, shall account to the FRIENDS and the CITY (the latter only as it relates to monies spent on facility improvements) how these monies are utilized.

ARTICLE II. OPERATING FEE AND REPORTING

- 2.1 License Granted: CITY agrees to provide PHALEN an exclusive, non-transferable license to occupy and utilize the space of the MUSEUM, as set forth in this AGREEMENT, at no cost.
- 2.2 Operating Fee: For a period of two (2) years beginning January 1, 2017, the CITY shall compensate PHALEN with an annual Operating Fee of eighty eight thousand two hundred and 00/100 dollars (\$88,200.00) for operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT. CITY agrees to pay PHALEN in twelve (12) equal monthly installments of seven thousand three hundred fifty dollars (\$7,350.00). For purposes of payment, PHALEN shall submit to the CITY an invoice that shall be e-mailed to the CITY no later than six (6) business days prior to the date of the first City Council meeting of each month. Payment to PHALEN shall be made following approval by the City Council. PHALEN agrees to timely deposit, within thirty (30) days of check issue date, all checks issued by the City that are made payable to PHALEN or to People Made Visible. PHALEN agrees to reimburse the CITY for any and all bank fees that are associated with the replacement of lost or stale-dated checks as a result of PHALEN'S failure to timely deposit such checks.
 - 2.2.1 Should one of the parties wish to create a successor agreement, including altering the amount of the operating fee, written notice must be provided to the other party at least ninety (90) days prior to the expiration of the then current term.
 - 2.2.2 Should the agreement be terminated early, CITY shall not be obligated for any further payments (for the remainder of the contract) to PHALEN.

- 2.3 PHALEN shall provide quarterly reports, for each calendar year quarter, to the CITY or before the last day of January, April, July and October, beginning in January 2019. The format of said reports shall be as may be mutually agreed upon by CITY and PHALEN the content shall include, but is not limited to, the following:
 - 2.3.1 PHALEN shall provide reports to CITY regarding the number of visitors to MUSEUM exhibits, participants in educational programs, and attendance at events as well as its progress toward achieving the Goals detailed in Attachment B.
 - 2.3.2 PHALEN shall provide reports to CITY regarding revenues from donations, educational programs and events.
 - 2.3.3 PHALEN shall provide reports to CITY detailing all expenditures made from the Operating Fee set forth in Paragraph 2.2, correlating to the suggested budget set forth in Attachment C, which is incorporated into this AGREEMENT by reference.
- 2.4 PHALEN shall annually make a presentation to the applicable Standing Committee of the City Council during the first calendar quarter of each year, reporting on the operations from the past year.
- 2.5 The Director of Community Development will be responsible for AGREEMENT oversight, receiving the quarterly reports from PHALEN, and serving as the primary CITY contact for PHALEN.

ARTICLE III. COLLECTIONS

- 3.1 Collection Ownership: CITY shall retain its ownership of the Museum Collection as the holder of the historic collection in the public trust.
- 3.2 Collection Use: PHALEN shall be given use of the Museum Collection to fulfill its obligations under this AGREEMENT. PHALEN shall act within the current policies of the MUSEUM, as enumerated in the MUSEUM'S Collection Policy set forth in Attachment D, which is incorporated into this AGREEMENT by reference. PHALEN shall utilize the Museum Collection to generate revenues through programming, research fees and other activities that further the mission of the MUSEUM. Fees generated will be held in the MUSEUM trust account supervised by the FRIENDS. Revenues collected shall be included in reporting as stated in Paragraph 2.3.2.
- 3.3 Collection Care: CITY shall have the following responsibilities in connection with the maintenance of the Museum Collection:
 - 3.3.1 CITY shall continue to insure the Museum Collection against loss or damage. PHALEN shall assist the CITY in all ways needed to comply with

insurance requirements.

- 3.3.2 CITY shall provide adequate space for the storage and care of the Museum Collection, currently accomplished through the Museum Off-Site Storage facility located at 126 McConnell Street. CITY shall provide PHALEN with one-hundred twenty (120) days notice of any changes to be made in off-site storage of the Museum Collection and a proposed plan for adequate replacement of Collection storage that is consistent with the policies and guidelines of the *American Alliance of Museums* (www.aam-us.org).

ARTICLE IV. LIABILITY AND RISK MANAGEMENT

- 4.1 Indemnification /Hold Harmless Provision: To the fullest extent permitted by law, PHALEN hereby agrees to defend, indemnify and hold harmless the CITY, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses (including attorneys fees), which may in anywise accrue against the CITY, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by PHALEN, its employees, subcontractors or volunteers, or which may in anywise result therefore, except that arising out of the sole legal cause of the CITY, its employees or agents, PHALEN shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the CITY, its officials, employees and agents, in any such action, PHALEN shall, at its own expense, satisfy and discharge the same.
- 4.2 Exceptions to Indemnification: CITY shall maintain, hold and be obligated to hold Comprehensive General Liability Insurance on the MUSEUM, its guests, visitors, volunteers and program participants. PHALEN shall provide the City with a list of active volunteers by the fifth day of each month, and PHALEN shall be responsible for obtaining executed hold harmless waivers for all volunteers that comply with current CITY policy. Prior to the performance of service by volunteers, PHALEN shall provide hold harmless waivers to CITY for any and all active volunteers.
- 4.3 Survival of Indemnification: The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and it shall survive the termination of this AGREEMENT.
- 4.4 Default: A Party shall be in default if that party breaches a material term of this Agreement. However, no party shall be in default of its performance of its obligations under this Agreement unless it shall have been provided thirty (30) days' written notice specifically setting forth the alleged default and an opportunity to cure the same. Defaults shall be cured within seven (7) calendar days of receipt of said notice. In the event of default, either party may pursue such remedies as a result thereof as are available at law or equity.

- 4.5 Insurance: PHALEN shall provide the CITY with an original Certificate of Insurance for the term of this Agreement for General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000, or a project/contract specific aggregate of \$1,000,000.

Policy is to contain: the CITY, its officials, employees, agents and volunteers covered as additional insured's as respects to liability arising out of PHALEN'S work including activities performed by or on behalf of PHALEN. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents and volunteers. PHALEN'S coverage shall be primary and non-contributory as respects the CITY, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees, agents and volunteers shall be in excess of PHALEN'S insurance and shall not contribute with it. The Certificate shall also list the CITY as loss payee with CITY named as cancellation notice recipient.

PHALEN shall furnish the City with an original certificate of insurance naming the City, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificate and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. If applicable, PHALEN shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

PHALEN shall also provide Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident should PHALEN have any employees. If PHALEN should have any employees, PHALEN shall agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by PHALEN for the City.

- 4.6 Reporting Requirements: PHALEN shall follow policies and requirements of the CITY and IRMA regarding reporting of accidents or other incidents associated with potential liability at the MUSEUM, and shall report accidents and/or injuries to the Director of Community Development within twenty-four (24) hours of the incident.

ARTICLE V. TERM AND TERMINATION OF AGREEMENT

- 5.1 Term. This AGREEMENT shall become effective on January 1, 2019 and may be terminated with cause upon immediate notice or without cause, upon ninety (90) days

prior written notice to the other party.

- 5.2 Suitable Replacement: If PHALEN elects to terminate this AGREEMENT, PHALEN shall be responsible for selecting and recommending a suitable replacement candidate. This recommendation shall not be binding in any way on the CITY.
- 5.3 Automatic Renewal: Beginning on January 1, 2021 and the annual anniversary thereafter, unless either party elects to terminate this AGREEMENT as defined in Paragraph 5.1 or provides notice to renegotiate as defined in Paragraph 2.2.1, this AGREEMENT shall automatically renew for an additional one (1) year.
- 5.4 Surrender of Possession: Upon the expiration of the Term or upon the termination of PHALEN'S right of possession, PHALEN shall forthwith surrender the premises of the MUSEUM, as described in Article I, to the CITY in good order, repair and condition, ordinary wear and tear excepted. Any interest of PHALEN in the alterations, improvements, and additions to the MUSEUM (including without limitation all carpeting or floor covering) made or paid for by CITY or PHALEN, excluding any of the PHALEN'S personal property, shall, without compensation to PHALEN, become CITY'S property at the termination of this AGREEMENT by lapse of time or otherwise, and such alterations, improvements and additions if they are to be relinquished shall be relinquished to CITY in good condition, ordinary wear and tear excepted. If PHALEN holds over after said date, it shall be liable to the CITY in the amount of two hundred dollars (\$200.00) per day for every day or portion thereof that remains.
- 5.5 Surrender of Funds: If this AGREEMENT is terminated early by either party or at the end of the AGREEMENT term, PHALEN shall provide an accounting of any monies provided by the CITY but not yet expended. PHALEN shall remit these funds, less all encumbrances including PHALEN'S fees, within thirty (30) days of the termination date of this AGREEMENT. If PHALEN holds over after said date, it shall be liable to the CITY in the amount of two hundred dollars (\$200.00) per day or portion thereof that remains.

ARTICLE VI. GENERAL PROVISIONS

- 6.1 Independent Contractors: The provisions of this AGREEMENT are neither intended to create nor shall any be deemed or to be construed by the parties to create any relationship between the parties hereto other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this AGREEMENT.
- 6.1.1 PHALEN shall not be entitled to participate in any plans, arrangements, or distributions by the CITY pertaining to or in connection with any pension, insurance, or similar benefits for CITY employees. In addition, the CITY shall have no responsibility for withholding income tax, social security tax, or unemployment insurance from the compensation paid to PHALEN. PHALEN'S compensation shall be reported on IRS Form 1099, or such

successor and/or additional forms as may be required from time to time by the United States Internal Revenue Service.

6.1.2 PHALEN is retained by the CITY only for the purpose and to the extent set forth in this AGREEMENT, and its relation to the CITY during the period or periods of this AGREEMENT and services hereunder, shall be that of an independent contractor, and it shall not be authorized to act as agent, employee, servant or officer of the CITY. Sara A. Phalen, sole shareholder of PHALEN, shall be free to dispose of such portion of her time, energy, and skill during such hours as she is not performing services for the CITY in such manner as she sees fit and to such persons, firms and corporations as she sees advisable.

6.1.3 PHALEN shall provide a W-9 form to the City as required for independent contractors.

6.2 Entire Agreement: Modification: This AGREEMENT contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This AGREEMENT may not be amended or modified except by mutual written agreement.

6.3 Compliance with Applicable Law: Each party agrees to comply with all applicable local, state and federal law.

6.4 Governing Law and Jurisdiction: This AGREEMENT shall be construed in accordance with the laws of the State of Illinois. The parties agree that the exclusive venue for resolving any disputes arising from or under the terms of this AGREEMENT shall be in the 18th Judicial Circuit Court of DuPage County, Illinois.

6.5 Partial Invalidity: If any provision of this AGREEMENT is prohibited by any applicable law or court decree, said prohibition shall not invalidate or affect the remaining provisions of this Agreement.

6.6 Notices: All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally as follows:

If to PHALEN:

Phalen Consulting, INC
c/o Sara A. Phalen
787 Hickory Lane
West Chicago, Illinois 60185

If to the CITY:

City of West Chicago
475 Main Street
West Chicago, Illinois 60185
Attention: Michael Guttman, City Administrator

or to such other persons or places as either party may from time to time designate by written notice to the other.

6.7 Waiver: A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

6.8 Captions: The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this AGREEMENT.

6.9 Assignment; Binding Effect: CITY shall not assign or transfer, in whole or in part, this AGREEMENT or any of CITY'S rights, duties or obligations under this AGREEMENT without the prior written consent of PHALEN, and any assignment or transfer by CITY without such consent shall be null and void. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

6.9.1 PHALEN shall not assign or transfer, in whole or in part, this AGREEMENT or any of PHALEN'S rights, duties or obligations under this AGREEMENT without the prior written consent of the CITY, and any assignment or transfer by PHALEN without such consent shall be null and void. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

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

For:
City of West Chicago

For:
Phalen Consulting, Inc.

Ruben Pineda, Mayor

Sara A. Phalen

Date _____

Date _____

Attachment A

Buildings Comprising the Museum

The following four buildings, collectively described as “MUSEUM,” will be governed under this AGREEMENT. All of the following addresses are located in West Chicago, Illinois.

- 1.) West Chicago City Museum, 132 Main Street - utilized as a public gallery space, limited MUSEUM Collection storage, and offices;
- 2.) Museum Off-site Storage Facility 126 McConnell Street - utilized as a storage facility for the MUSEUM Collection;
- 3.) CB&Q Depot, 134 Turner Court - building of historic significance being utilized for educational programming; and
- 4.) Sesquicentennial Display Building, 424 Main Street - display building showcasing railroad engine model.

Attachment B

Responsibilities of Director/Curator and Institutional Goals

Director/Curator will oversee the management of the museum collection, archival materials and objects, including acquisition, preservation and exhibition of items. Provide leadership, coordination and supervision for support staff and volunteers. Average 25 hours of work a week.

Education- Responsible for the development, planning, coordination, presentation, and scheduling of historical education programs which would include:

- Create materials and workshops for teachers to use as learning aids
- Teach lessons to students at schools
- Conduct field trips
- Work with school teachers, scout leaders, and other community resources to develop, implement, and evaluate existing and new programs which meet each group's specific needs

→Annual Goal: 6 in school programs during school year; 4 in museum group tours

Organize the Summer Passport Program

- Prepare Passport page for museum and additional advertising page for Depot open days and other events and distribute Passport
- Prepare Passport worksheet for visitors to use in museum
- Collect passports turned in and provide certificates

→Goal: Attract 75 additional visitors to the museum and community through the program, the majority of which from out of town

Exhibits/Displays

- Present and exhibit variety of collection for the public to readily view in the museum and in at least two community locations annually
- Research and create new displays
- Enhance current displays

→Annual Goal: Present at least one new large exhibit

→Annual Goal: Enhance the exhibit in the CB&Q Depot which is open to the public twelve Saturdays during the summer months.

→Annual Goal: During FY2019 and FY2020 design and erect two outdoor sign boards to attract historic tourism

→Accessibility: Maintain museum open gallery hours 12 hours a week during the winter- Thursdays, Fridays from 12-4pm January-February; 16 hours a week during the remainder of the year- Saturdays from 12-4 March – December

Volunteers

- Recruit, train, and schedule

→Monthly goal: utilize volunteers in a variety of areas of the museum for 30 hours a month

Building Maintenance

Work with the CITY on buildings' maintenance, upgrades and repairs

→Annual 2019 goal: Work with Public Works Department and Community Development Department on assessing building repairs, including but not limited to the roof of the museum.

Collection

- Maintain records and accession all new artifact donations
- Maintain collection database
- Properly store or display new artifacts
- Continue progress on full museum collection inventory
- Work towards digitization of museum collection

→Annual goal: utilize support staff to reduce backlog of artifact accessioning by 50% each year, with the long-term goal of resolving backlog over the next two years

→Annual goal: processing at least 75% of the temporary receipts received for item donations

→Annual goal: digitizing 10% of the collection during inventory process

Collections Policy

- Update Collections Policy (Attachment D) to identify operation of the City Museum by an independent contractor and not by City employees. This includes eliminating references to “registrar”, “employees”, “staff” and other terms referring to City employment in Attachment D, which is a policy previously approved by the CITY.
- Annual Goal: Update Collections Policy (attachment D) to provide for collection donations that are “born digitally” and donated to the City Museum in digital formats. A plan for proper digital storage shall be drafted by PHALEN for CITY review.

Research Library

- Maintain the Research Library
- Assist visitors researching topics and supervise researchers using museum materials

→Monthly goal: Serve 10 researchers a month requesting various local history and genealogical information

→Annual goal: process new items into research library

Communications

- Assist in preparing annual budget and project cost estimates concerning the museum and informing CITY as to amounts that should be included in the upcoming budget.
- Participate in the newsletter advisory group, providing written material on MUSEUM activities.

- Send press releases to newspapers, media, etc. to announce new exhibits and programs
- Establish communications and good public relations within the community.
- Engage with the community through the Friends of the Museum's social media channels and website

Grant Writing for Additional Funding

- Work to secure financial support for preservation efforts and museum services
- Seek out, apply for, and manage grant funding for educational programs.

Programs

- Create or schedule programs of a historical nature to attract more visitors
 - Advertise the programs
- Annual goal: 12 programs open to the public

Conferences and Workshops

- Attend conferences and workshops to stay current on collection preservation and museum best practices
- Network with other museum personnel
- Attend regional and local meetings

Community Events

- Participate in city-wide event committees
- Participate in city-wide events including, but not limited to, Blooming Fest, Mexican Independence Day, Downtown Trick or Treat, Frosty Fest
- Have a physical presence at community gatherings

Attachment C

Working Budget

The Working Budget outlines the funds to be utilized by PHALEN in the fulfillment of the AGREEMENT. The Working Budget shall not bind expenditures. PHALEN shall have the discretion to utilize the full budgeted amount for MUSEUM'S purposes with the Working Budget as a guide.

Category	Amount	Description
Staff	\$60,000	Contractual director \$34,500, Other contract support staff (educational coordinator, collections assistant) \$25,500
Training and tuition	\$1,000	Additional education, conferences
Membership dues/Subscriptions	\$1,500	Membership and dues in professional associations, subscription to professional association publications
Printing and binding	\$1,100	Printing costs
Advertising	\$300	Additional advertising
Other contractual services	\$2,000	Consultant fees.
Computer/office supplies	\$1,000	General day to day supplies
Tools & equipment	\$300	Everyday maintenance equipment
Educational exhibitions	\$12,200	Exhibit costs
Educational programming	\$4,800	Programming costs
Miscellaneous commodities	\$1,000	Miscellaneous costs to recognize superior volunteers, exterior decorations (open sign, flower, etc.)
Collection maintenance	\$2,000	Archival materials and other collection care items
Additional arts programming	\$1,000	Continue museum participation and support in artXposium and the West Chicago Artist-in-Residency Program
Total	\$88,200	

Attachment D

Collections Policy

I. Statement of Mission and Purpose

The West Chicago City Museum was established by Ordinance No. 1265 on April 7, 1975 and is a division of the City of West Chicago under the Community Development Department. Our Mission: The West Chicago City Museum is a dynamic history and art center that inspires and involves the community through research, programs and exhibits.

The West Chicago City Museum holds its collection in the public trust and exists for the public's informational and educational benefit. The West Chicago City Museum maintains professional standards as set forth by the American Alliance of Museums (AAM) and plans for the growth, development, care and use of its collections. While the collections are accessible to the public, limitations on use may be made to insure preservation of the collection.

Where in Attachment D reference is made to Museum Director, it shall also mean Museum employees and volunteers, except where otherwise noted or where the meaning is limited to the role of the Museum Director.

II. Scope of Collection

The primary focus of the Museum's collection is the growth and development of the West Chicago community, from pre-settlement (before 1830) continuing to the present. The predominant ethnic groups and their patterns of immigration will be actively collected.

Railroad history as it relates to the settlement and growth of West Chicago will be a secondary collection. The Museum will collect materials relating directly to the past and present network of railroads passing through West Chicago. Due to storage constraints, railroad equipment will be collected only if in good or excellent condition.

Materials representative of nineteenth and twentieth century rural and community life in northern Illinois will be selectively collected.

The Collections Plan, incorporated by reference, will direct which items will be considered for the permanent collection based on criteria determined through the study of objects already in the collection and identified collection gaps.

III. Collection Objectives

The Museum will collect materials which support its purpose, and enhance the present collections. Materials collected will be for use in exhibition, education or research. There are 2 types of collections as well as reference materials.

- A. Permanent Collections: primary collection comprised of original or unique artifacts or documents of high quality. These are to be accessioned (described, assigned and marked with a unique number) into the permanent Museum holdings.

- B. Education Collection: Non-accessioned items which may be reproductions or originals of lower quality, or any expendable material intended for use in educational programs or used to support exhibits. These items are to be tracked through object numbering but are not accessioned.

IV. Acquisition

- A. Definition: Acquisition is the process of obtaining complete and total ownership and physical possession of object(s). Each acquisition places demands on the Museum's resources.
- B. Criteria: Materials must meet the following criteria before being acquired by the Museum.
 - 1) Items shall be relevant to and consistent with the purpose and activities of the Museum.
 - 2) The Museum shall be able to care for items according to professionally accepted museum standards, and make them accessible as preservation considerations permit. For example, the special storage requirements of items of excessive size must be considered.
 - 3) Title to all objects acquired shall be free and clear, without restriction to use or future disposition.
 - 4) Materials must, if possible, have provenance documented.
 - 5) All moral, legal and ethical implications shall be considered.
- Any exceptions to the above criteria must have City's written approval.
- C. Procedure for Acquisition: The Museum has the authority to acquire materials for the collection within the limits of the approved budget. The Museum director has the authority to accept property for the collections. A bill of sale or similar record will be kept to document new acquisitions obtained by purchase.

The formal process of accepting materials into the permanent collection is known as accessioning. A deed of gift must be signed to document the transfer of ownership of objects acquired by gift or exchange. All donations to the Museum are tax deductible to the full extent of the law. Gifts to the Museum will be acknowledged by letter in a prompt manner by the Museum Director.

Permanent records shall be maintained for all Museum acquisitions in accordance with professional museum standards. All accession records and files will be stored and handled with proper care. Permanent registration records will be on acid-free paper and a duplicate set will be maintained off-site.

In compliance with current federal income tax regulations, the Museum Director is prohibited from providing the donor with appraisal services. The Museum Director may, however, recommend qualified appraisers.

The Museum Director may attempt to identify an item brought in by the public and deposited no longer than 30 days. After notification items left longer than 30 days will be considered abandoned property, and as such are subject to state law (Public Act 90-0604, <http://www.ilga.gov/legislation/publicacts/pubact90/acts/90-0604.html>).

D. Means of Acquisition: Materials shall be acquired by purchase, commission, bequest, gift, exchange, field collection, abandonment, or any other transaction whereby title to the object passes to the Museum and the object becomes part of its collections. No materials or objects shall be acquired which are known to have been illegally collected in the U. S. contrary to state law, federal law, regulation or treaty.

V. Deaccession

- A. Definition: Deaccession is the process of removing accessioned material from the Museum Collection permanently. The deaccession process will be carried out in a conscientious manner, with the Museum Director exercising care and thorough deliberation.
- B. Criteria: Museum materials considered for deaccession must meet at least one of the following criteria.
- 1) The material is not within the scope of the Museum's acquisition policy.
 - 2) The material is a duplicate.
 - 3) The material lacks physical integrity.
 - 4) The material is in a state of deterioration so as to be useless.
 - 5) The material can no longer be preserved or properly stored by the Museum.
 - 6) The material has failed to retain its identity or authenticity, or has been lost or stolen, and remains lost for longer than 5 years.
 - 7) The material is no longer useable for Museum purposes, or has inadvertently been accessioned twice.
- C. Procedure for Deaccession: The Museum Director may recommend material for deaccession if one or more criteria for deaccession have been met. All materials proposed for deaccession will undergo a careful inspection of the provenance of the material, considering its source, reasons for deaccession, *and recommended* means of disposal. The Museum Director will recommend or disapprove the deaccession, and

will in writing designate the means of disposal. After presentation of the proposed deaccession(s) by the Museum Director to the Public Affairs Committee, the Committee shall either reject the proposed deaccession(s) or recommend the deaccession(s) to the City Council. The City Council shall, with that advice and consent, approve or disapprove of the deaccessioned materials.

D. Means of Disposal:

- 1) Priority will be given to placing deaccessioned material of a research nature in an institution where it will be accessible to researchers.
- 2) Materials may be sold at a public or private auction or directly to a private party.
- 3) Materials may be exchanged for other materials needed by the Museum for its collections, if they are within the scope of the Museum's acquisition policy.
- 4) Discard
- 5) Transfer to the Museum's non-accessioned collection.

E. Ethics: There will be no sale, gift or transfer of materials to the Museum Director or employees, City of West Chicago employees, City Council members or their immediate family or representatives (unless those materials were available through a disposal process totally public in nature.)

F. Proceeds: All proceeds obtained from the deaccession of Museum materials will be used towards collection acquisitions or collection conservation.

G. Public Disclosure: All materials subject to written donor restrictions that have been agreed upon by the Museum and the donor shall not be deaccessioned until the Museum Director has made an effort to comply with the restrictions.

A complete record of deaccessions will be maintained.

VI. Loans

A. Definition: A loan is the temporary transfer of objects from one institution or individual to another without transfer of ownership. Loans to the Museum and from the Museum are made by means of a loan agreement.

B. Period of Loan: Both incoming and outgoing loans will be made for a specified period, no longer than 12 months. Loans may be renewed for an additional specified period. No indefinite or long term loans are to be made.

C. Outgoing Loans: Loans are made to other museums, historical societies, libraries or other organizations, which meet all conditions of the loan agreement by approval of the Museum Director. Loans are made only for educational, cultural or scholarly

purposes, not for private profit-making interests. Loans are to be tracked on the Outgoing Loan Application Form and updated on the City's shared computer drive.

- D. Incoming Loans: Items may be borrowed from any appropriate owner by approval of the Museum Director. Lenders will be acknowledged with proper credit. Borrowed items may be photographed or reproduced for exhibit publicity. Loans are to be tracked on the Incoming Loan Application Form and updated on the City's shared computer drive.
- E. Unclaimed Loans: Loans to the Museum that are unclaimed sixty days after the expiration of the loan period and proper notification to lender, shall be considered abandoned property and as such subject to state law (Public Act 90-0604). The museum may begin procedures to accession or dispose of the objects.
- F. Care: It is expected that the level of care given to objects on loan to the Museum will be the same or greater than that given to objects within its collections. A condition report will be made by Museum Director for each item borrowed or loaned and noted on the applicable Loan Application. This report will be made at the beginning and end of the loan period.

VII. Ethics

- A. Standards: The Museum Director, staff and volunteers shall conduct themselves in a professional manner in accordance with the standards set forth in the AAM's Museum Ethics.
- B. Collecting: From the time of employment, Museum staff and volunteers may not privately collect objects which fall within the Museum collecting scope, thereby competing with the Museum. Should the employee or volunteer purchase an item of potential interest to the Museum, the employee or volunteer must bring it to the attention of the Museum Director. The Museum will have thirty days to purchase the item at the price paid by the employee or volunteer or shall forfeit the right to purchase.
- C. Deaccession: Objects deaccessioned from the collection shall not be sold, given or transferred to the Museum Director, employees or volunteers, City staff, City Council members or their immediate families or representatives unless disposed of in an entirely public manner.
- D. Use of Collection: The Museum collection shall not be used for a non-Museum related purpose.
- E. Personal Gain: The Museum Director shall not use their position with the Museum as a means of obtaining personal gain, unless in an approved manner, for example, performing consultant work for a fee.

VIII. Access and Security

The Museum Director will aim to provide maximum access to the collection for scholarly and educational uses, while considering the security and conservation of the materials to be used.

- A. Security: Security of the collection will be a priority of the Museum Director. At least one member of the Museum work force will be present in unsecured exhibit areas of the Museum when visitors are present.
- B. Research Use: Appointments are required to access materials within the collections. Researchers must utilize collection materials in the presence of Museum Director during regular hours of work.

Researchers will follow handling instructions and care guidelines given by the Museum Director, and will complete a Record of Research form.

- C. Reproduction: Reproduction of Museum materials for profit-making ventures may be considered. The Museum Director must obtain written approval from the City in advance. A licensing agreement must be made with the Museum, and all copyright restrictions must be followed.

Dear Tom,

In anticipation of the January 28, 2019, Public Affairs Committee meeting, I wanted to provide you with the following information based on questions and concerns raised by previous discussions.

Phalen Consulting was contracted for part-time museum operations starting in 2013. Each two year contract period, Phalen Consulting has requested a 5% cost of living increase to cover the two year period. In 2016 a larger increase was asked as after four years of operations under the new museum arrangement, it was assessed that more staff was needed to maintain the growing attendance through walk-in visitation, programming and making the CB&Q 1860s Depot assessable to guests throughout the summer months (a request that was made by the public). The increase was also applied to additional costs for outdoor signage being installed to help support the attractiveness of downtown West Chicago.

As the museum director, through Phalen Consulting, I work an average of 25 hours a week on West Chicago Museum duties as detailed in the contract with the city. Any other employment that I hold or volunteer responsibilities that I have with community groups is done outside of that time. Although I average 25 hours a week, I am on call 24 hours a day for any issues that may arise at any of the four locations controlled by the City Museum. As a part-time employee, I also have no paid time off included in any of the hourly figures that I submit quarterly to the city and in my annual report. My part-time staff is contracted to assist me in the many duties that include staffing the museum during open times, developing and implementing programs, developing and installing exhibits, processing and cataloging our museum collection, fielding research requests, and holding museum educational programs in the schools and at various other locations in the community outside of museum open hours.

Although some cuts were made when the museum staff was cut to part-time, and we transitioned from being open 24 hours a week to 16 hours a week, visitation and program attendance has continued to rise each year. We have successfully and creatively re-envisioned the way that we interacted with the public. Social media and a large web-presence through the Friends of the West Chicago City Museum site has also allowed us reach those interested in West Chicago's community history throughout the country. Our engagement on social media platforms grows each month, and our posts are utilized by city staff to complement city events and publicity. Each year our program offerings have grown and we continue to be a leading small, local history museum in the region and country, on the forefront of the developments that the entire museum industry is undertaking as it works to better respond to changing public demand.

I look forward to answering any other questions in person at the Public Affairs Committee meeting, but please let me know if there is anything you need from me prior to January 28th.

Thank you,

Sara Phalen