CITY COUNCIL MEETING
520 Jackson Avenue
October 6, 2020 – 6:30 pm
AGENDA

This meeting will be conducted by audio or video conference without a physically present quorum of the City Council because of a disaster declaration related to COVID-19 public health concerns affecting the City of Charleston. The Mayor determined that an in-person meeting at Charleston City Hall with all participants is not practical or prudent because of the disaster. The Mayor and City Council members, City Manager, and City Attorney will not be physically present at City Hall, if that is unfeasible due to the disaster. Physical public attendance at City Hall may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available at www.charlestonillinois.org (agendas, packets and videos for City Council and BZAP). The meeting will also be audio or video recorded and made available to the public, as provided by law.

CALL TO ORDER
ROLL CALL
READING AGENDA – ADDITIONS/DELETIONS
AUTHORIZATION TO PARTICIPATE IN MEETING VIA REMOTE ACCESS
CONSENT AGENDA – ITEMS DESIGNATED BY (*)

Illinois local governments may adopt by a single roll call vote ordinances, resolutions, motions and orders. Any Council Member or the Mayor may request that any item proposed not be included in that vote but considered separately.

APPROVAL OF MINUTES:

1) ***MINUTES:** Regular City Council Meeting for September 15, 2020.

AUDITING CLAIMS:

2) ***PAYROLL:** Regular Pay Periods for September 12 and September 26, 2020.
3) ***BILLS PAYABLE:** October 9, 2020.

ACTION ITEMS:

4) ***PROCLAMATION:** Recognizing October 4-10, 2020, as National 4-H Week.
5) ***PROCLAMATION:** Recognizing October 2020 as Domestic Violence Awareness Month.
6) **RESOLUTION:** Authorizing Street Closure for Scare on the Square Drive-Thru Event on October 31, 2020.
7) **RESOLUTION:** Authorizing Street Closure for 40-Mile Relay Race on November 7, 2020.
8) **RESOLUTION:** Authorizing Street Closure for Lincoln Fire Protection District Drive-Thru Pancake and Sausage Day on Saturday, November 7, 2020.
9) **RESOLUTION:** Authorizing Street Closure for "Christmas in the Heart of Charleston" Drive-Thru Event on December 5, 2020.
10) **RESOLUTION:** Approving an Amended and Restated Intergovernmental Agreement and Membership in the Government Telecommunications Consortium (GovTC).
11) **RESOLUTION: BID AWARD:** Sister City Phase II Storm Water Management.
12) **RESOLUTION:** Approving Financial Support Conditions and Certification for the Local CURE Program.
13) **RESOLUTION:** Declaring Local State of Emergency.
14) **ORDINANCE:** Adopting Revised Sexual Harassment Policy.

15) **ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.

PUBLIC PRESENTATIONS, PETITIONS & COMMUNICATIONS:

This portion of the City Council meeting is reserved for anyone wishing to address Council. The Illinois Open Meetings Act (5 ILCS 120/1) mandates NO action shall be taken on matters not listed on this agenda and Council is not required to take any action or discuss the matter further. Typically, however, the Mayor and Council may direct staff to further investigate the matter or suggest that the matter be brought forward for action on a subsequent agenda. The Open Meetings Act allows the Council to pass rules concerning the manner of public comment, and our Council has adopted rules for that purpose. Copies of the rules may be found at the Clerk's office. We request that you sign up with the Clerk ahead of time and provide the City Clerk with your name & address before speaking in order to assist us with the orderly conduct of the Public Comment portion of the meeting; however, neither signing up nor giving your name and address is a mandatory prerequisite for you to address the Council. Please speak into the microphone; limit presentation to 3 minutes; and avoid repetitious comments. Thank you.

Public Comment may be made or submitted remotely via Email to the following address: CityClerk@co.coles.il.us.

Please submit emails prior to 5:00 p.m. on meeting date and indicate in the SUBJECT Line: CC: 10/06/2020.

EXECUTIVE SESSION:

ADJOURNMENT

City Council Regular Meeting **1)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***MINUTES:** Regular City Council Meeting for September 15, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

CC Minutes: 09/15/2020.

City of Charleston
Regular City Council Meeting
Minutes
September 15 2020

State of Illinois
County of Coles } **ss.**
City of Charleston

The Council of the City of Charleston, Coles County, Illinois, met for the regular session at 6:30 p.m. on Tuesday, September 15, 2020, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Brandon Combs presiding. In compliance with Governor J.B. Pritzker's signing of P.A. 101-0640 on June 12, 2020, which provided for audio or visual conferencing without the physical presence of a quorum under certain conditions, Councilmen Matthew Hutti, Jeff Lahr, Dennis Malak, and Tim Newell were present via remote participation. Other City Officers physically present were: City Manager Scott Smith; City Attorney Rachael Cunningham; Deputy City Clerk Debbie Burkhart; City Planner Steve Pamperin; Public Works Director Curt Buescher; Comptroller Heather Kuykendall; Fire Chief Steve Bennett; Police Chief Chad Reed; Parks & Recreation Director Brian Jones, and Building Code Official Alex Winkler.

Mayor Combs welcomed everyone and then led the audience in the Pledge of Allegiance.

Mayor Combs then stated that there were eleven items on tonight's agenda but Items 9 and 10 would be removed from tonight's agenda because they were not ready for review.

Mayor Combs then introduced and thoroughly reviewed the **CONSENT AGENDA**, which consisted of the following items: **1) MINUTES—**Regular City Council Meeting held on September 1, 2020; **2) PAYROLL—**Regular Pay Period ending on August 29, 2020; **3) BILLS PAYABLE—**September 18, 2020; **4) COMTROLLER'S REPORT—**August 2020, and **5) PROCLAMATION—**Recognizing the Week of October 4-10, 2020, as Fire Prevention Week.

Deputy City Clerk Debbie Burkhart read the motions which were made and seconded by members of City Council via remote access.

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

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #6, Mayor Combs explained that the Charleston Country Club is located within the corporate limits of the City of Charleston, and the Charleston Fire Department is responsible for fire response to the property. Currently we do not have fire hydrants near the Country Club for fire suppression and the Charleston Fire Department apparatus carry a limited supply of water. In the past, if the fire department was dispatched for a fire call, they would request Lincoln Fire Protection District to be dispatched as well to set up a rural water supply. Chief Bennett, after speaking with Trustees from the Lincoln Fire Protection District, felt it was in the best interest of the public to sign an intergovernmental agreement for automatic mutual aid for all fire calls to the Charleston County Club. This means any time there is a fire call at that location, 911 will dispatch both Charleston Fire Department and the Lincoln Fire Protection District at the same time, and this will decrease the time to establish a water supply for suppression if needed.

ITEM 6: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution approving Intergovernmental Agreement for Automatic Mutual Aid with Lincoln Fire Protection District for Charleston Country Club be approved.

Mayor Combs directed the Deputy City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 7: A motion was made by Council Member Lahr and seconded by Council Member Hutti that the Resolution extending the Mayor’s Declaration of a Local State of Emergency, be approved and the layover period waived.

Mayor Combs directed the Deputy City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item 8, Mayor Combs explained that Petersen Companies, LLC a/k/a Petersen Health Care, LLC is the owner of the property at 2127 18th Street here in Charleston and that this property was zoned C-1 Neighborhood Commercial and was formerly the Lakewood Village assisted living facility. The owner has consented to the request of HOPE of East Central Illinois for this Conditional Use Permit to allow for “Other Residential” use, to include a temporary shelter and services for women and children survivors of domestic violence. This request is located at 2127 18th Street and will/or could house up to 35 residents. There were no questions or comments on this petition at the public hearing and the Board of Zoning Appeals and Planning voted 5-0 to recommend approval of the conditional use permit to City Council.

ITEM 8: A motion was made by Council Member Newell and seconded by Council Member Lahr that the Ordinance granting the petition of HOPE of East Central Illinois for a Conditional Use Permit to allow “other residential” use in the C-1; Neighborhood Commercial Zoning District at 2127 18th Street, be approved and the layover period waived.

Mayor Combs directed the Deputy City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEMS 10 and 11: The Mayor stated that he had mentioned at the beginning of the agenda Item 9 and Item 10 were omitted from tonight's agenda.

ITEM 11: A motion was made by Council Member Hutti and seconded by Council Member Malak to approve the Mayor's appointment of Paul Brown to fill the remainder of Board Member Jim Wood's current 5-Year Term on the Charleston Board of Zoning Appeals and Planning.

Mayor Combs directed the Deputy City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

The Mayor said that this concluded the Agenda items.

Mayor Combs said that this was the point in the meeting where he opened the floor to any public comments, communications, petitions, and presentation. No one offered to speak.

Mayor Combs asked the Deputy City Clerk if there had been any communications made by email; she confirmed that there had not.

The Mayor asked City Manager Smith and City Attorney Cunningham if they had any comments. They did not.

The Mayor asked Council if they had any comments. Council Member Newell stated that he would like to thank Jim Wood for his service on the Board of Zoning Appeals and Planning.

The Mayor issued a reminder to the citizens of Charleston about the importance of completing the 2020 Census by the September 30, 2020 deadline. He noted that the Census could be completed online at: my2020census.gov; by phone at: 855-562-2020; and by U.S. Mail at: U.S. Census Bureau, National Processing Center, 1201 E. 10th Street, Jeffersonville, IN 47132.

The 2020 Census would determine the federal funding for the City of Charleston for the next decade. For each citizen of Charleston who did not respond, the City would lose $1400 in funding for a period of 10 years. So, he emphasized the importance of completing the 2020 Census.

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

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

Mayor Combs directed the Deputy City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

Adjournment: 6:44 p.m.

Minutes approved this 6th Day of October 2020.

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Brandon Combs, Mayor

ATTEST:

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Debbie Burkhart, Deputy City Clerk

City Council Regular Meeting **2)**

Meeting Date: 10/06/2020

Submitted For: Heather Kuykendall, Comptroller **Submitted By:** Deborah Muller, City Clerk

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TITLE:

***PAYROLL:** Regular Pay Periods for September 12 and September 26, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Payroll: 09/12/2020.

Payroll: 09/26/2020.

Pay Period Ending: 09/12/20

1.	**GENERAL FUND**			
	A.	General Administration		35,420.10
	B.	Building and Development		9,816.45
	C.	Tourism		1,910.47
	D.	Parks & Maintenance		11,135.77
	E.	Police		98,257.02
	F.	Fire		98,459.71
	G.	Street		16,799.18
	H.	City Garage		1,686.40
	I.	Contingencies		-
		TOTAL GENERAL FUND:	**$**	**273,485.10**
2.	**PLAYGROUND & RECREATION**			6,269.22
3.	**LIBRARY**			8,194.34
4.	**WATER AND SEWER FUND**			
	A.	Water Billing Department		7,608.85
	B.	Utility Department		16,946.11
	C.	Water Treatment Plant		18,505.53
	D.	Waste Water Treatment Plant		9,398.17
	E.	City Garage		2,908.20
		TOTAL WATER AND SEWER FUND:	**$**	**55,366.86**
5	**MOTOR FUEL TAX**			1,326.12
6	**EMPLOYEE BENEFITS**			2,142.40
		TOTAL GROSS PAYROLL	**$**	**346,784.04**

Pay Period Ending: 09/26/20

1.	**GENERAL FUND**			
	A.	General Administration		37,344.67
	B.	Building and Development		9,816.45
	C.	Tourism		2,060.47
	D.	Parks & Maintenance		11,070.74
	E.	Police		98,873.78
	F.	Fire		106,312.64
	G.	Street		17,334.87
	H.	City Garage		1,686.40
	I.	Contingencies		-
		TOTAL GENERAL FUND:	**$**	**284,500.02**
2.	**PLAYGROUND & RECREATION**			6,529.22
3.	**LIBRARY**			8,405.59
4.	**WATER AND SEWER FUND**			
	A.	Water Billing Department		7,627.06
	B.	Utility Department		19,200.47
	C.	Water Treatment Plant		16,340.12
	D.	Waste Water Treatment Plant		9,507.60
	E.	City Garage		2,908.20
		TOTAL WATER AND SEWER FUND:	**$**	**55,583.45**
5	**MOTOR FUEL TAX**			1,326.12
6	**EMPLOYEE BENEFITS**			2,142.40
		TOTAL GROSS PAYROLL	**$**	**358,486.80**

City Council Regular Meeting **3)**

Meeting Date: 10/06/2020

Submitted For: Heather Kuykendall, Comptroller **Submitted By:** Deborah Muller, City Clerk

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TITLE:

***BILLS PAYABLE:** October 9, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Bills Payable: 10/09/2020.

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor 4347 - 1ST CLASS WRECKER SERVICE

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
004453	Tow to impound - 2007 Pontiac/PD	Open		09/17/2020	10/09/2020	09/17/2020			130.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Towing - Tow to impound - 2007 Pontiac/PD	1.0000	EA	130.0000	130.00		

G/L Account	*Project*	*Amount*
11-4210-3117 (General Fund-Police Department-Police towing fees)		130.00

Invoice Items 1

Vendor **4347 - 1ST CLASS WRECKER SERVICE** Totals — Invoices 1 — $130.00

Vendor 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406249/6	Conduit, hangers, adapters/IS	Open		09/15/2020	10/09/2020	09/15/2020			30.49

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office furniture and equipment - Conduit, hangers, adapters/IS	1.0000	EA	30.4900	30.49		

G/L Account	*Project*	*Amount*
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	30.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406438/6	Conduit, hangers, adapters/IS	Open		09/17/2020	10/09/2020	09/17/2020			41.55

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office furniture and equipment - Conduit, hangers, adapters/IS	1.0000	EA	41.5500	41.55		

G/L Account	*Project*	*Amount*
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	41.55

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
407127/6	Conduit, hangers, adapters/IS	Open		09/28/2020	10/09/2020	09/28/2020			2.29

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office furniture and equipment - Conduit, hangers, adapters/IS	1.0000	EA	2.2900	2.29		

G/L Account	*Project*	*Amount*
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	2.29

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
404989/6	3/4" Galv Fittings/UTILITY	Open		08/27/2020	10/09/2020	08/27/2020			24.52

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Watermain materials/ UTILITY - 3/4" Galv Fittings/UTILITY	1.0000	EA	24.5200	24.52		

G/L Account	*Project*	*Amount*

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
404989/6	3/4" Galv Fittings/UTILITY	Open		08/27/2020	10/09/2020	08/27/2020			24.52

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)						24.52

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406159/6	Keys/UTILITY	Open		09/14/2020	10/09/2020	09/14/2020			11.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office supplies / UITLITY - Keys/UTILITY	1.0000	EA	11.9500	11.95		

G/L Account	Project	Amount
61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)		11.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406752/6	Foam Wasp & Hornet/STREET	Open		09/23/2020	10/09/2020	09/23/2020			20.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Foam Wasp & Hornet/STREET	1.0000	EA	20.0000	20.00		

G/L Account	Project	Amount
11-4310-2704 (General Fund-Street Department-Safety gear & clothing)		20.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
405962/6	Valve Repair Kit - MAINT	Open		09/11/2020	10/09/2020	09/11/2020			45.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Valve Repair Kit - MAINT	1.0000	EA	45.9800	45.98		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		45.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406022/6	Toilet Seat - MAINT	Open		09/11/2020	10/09/2020	09/11/2020			15.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Toilet Seat - MAINT	1.0000	EA	15.9900	15.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		15.99

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406305/6	Anchors - MAINT	Open		09/16/2020	10/09/2020	09/16/2020			27.56

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Anchors - MAINT	1.0000	EA	27.5600	27.56		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		27.56

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406413/6	Caulk - MAINT	Open		09/17/2020	10/09/2020	09/17/2020			29.30

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Caulk - MAINT	1.0000	EA	29.3000	29.30		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		29.30

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406654/6	Bulbs - MAINT	Open		09/21/2020	10/09/2020	09/21/2020			23.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Bulbs - MAINT	1.0000	EA	23.9900	23.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		23.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406732/6	Scrub brush - MAINT	Open		09/22/2020	10/09/2020	09/22/2020			7.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Scrub brush - MAINT	1.0000	EA	7.5800	7.58		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		7.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406780/6	Pool keys for Mark Harris - REC	Open		09/23/2020	10/09/2020	09/23/2020			7.57

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies - REC - Pool keys for Mark Harris - REC	1.0000	EA	7.5700	7.57		

G/L Account	Project	Amount
22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)		7.57

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406145/6	Knob for Back of 3x13/FD	Open		09/14/2020	10/09/2020	09/14/2020			2.79

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Knob for Back of 3x13/FD	1.0000	EA	2.7900	2.79		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3341 (3341 2016 3 X 13 Chevy Ambulance)	2.79

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406300/6	Items for Sanitizer Generator Water Supply/FD	Open		09/16/2020	10/09/2020	09/16/2020			16.18

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Operating Equipment - Items for Sanitizer Generator Water Supply/FD	1.0000	EA	16.1800	16.18		

G/L Account	Project	Amount
11-4221-4399 (General Fund-Fire Department-Operating equipment)	COVID19 (Coronavirus Pandemic)	16.18

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406633/6	Batteries For SCBAs & Puc Cap For Air Compressor/FD	Open		09/21/2020	10/09/2020	09/21/2020			15.78

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Batteries For SCBAs & Puc Cap For Air Compressor/FD	1.0000	EA	15.7800	15.78		

G/L Account	Project	Amount
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	15.78

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
406945/6	WW Misc. Supplies	Open		09/25/2020	10/09/2020	09/25/2020			21.35

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other repair & maintenance - WW Misc. Supplies	1.0000	EA	21.3500	21.35		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)	0000 (0000 - Misc. Equip.)	21.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
407155/6	WW Misc. Supplies	Open		09/29/2020	10/09/2020	09/29/2020			22.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other repair & maintenance - WW Misc. Supplies	1.0000	EA	22.4600	22.46		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)	0000 (0000 - Misc. Equip.)	22.46

Invoice Items 1

Vendor **1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.** Totals Invoices 18 $367.33

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **2255 - ADVANCE AUTO PARTS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4994	fuel implement for pumps at spillway/WTP	Open		09/12/2020	10/09/2020	09/12/2020			38.07

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - fuel implement for pumps at spillway/WTP	1.0000	EA	38.0700	38.07		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	38.07

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6801013686255	Bulb/FD	Open		07/01/2020	10/09/2020	07/01/2020			4.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Bulb/FD	1.0000	EA	4.1900	4.19		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	4.19

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6801026333017	Housing for Headlight for 305/FD	Open		09/19/2020	10/09/2020	09/19/2020			9.79

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Housing for Headlight for 305/FD	1.0000	EA	9.7900	9.79		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	04006 (04006 - 2004 Case Backhoe 580 Super M)	9.79

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6901026375104	Headlight Bulb for 305/FD	Open		09/19/2020	10/09/2020	09/19/2020			3.84

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Headlight Bulb for 305/FD	1.0000	EA	3.8400	3.84		

G/L Account	*Project*	*Amount*
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	04006 (04006 - 2004 Case Backhoe 580 Super M)	3.84

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6801025532742	WW Equipment Expense - Digester	Open		09/11/2020	10/09/2020	09/11/2020			42.63

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Misc parts - WW Equipment Expense - Digester	1.0000	EA	42.6300	42.63		

G/L Account	*Project*	*Amount*
61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	42.63

Invoice Items 1

Vendor **2255 - ADVANCE AUTO PARTS** Totals — Invoices 5 — $98.52

Vendor **1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
451637	September 2020 Premium / EBHR	Open		09/12/2020	10/09/2020	09/12/2020			2,164.17

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Aflac Deductions Withheld - September 2020 Premium / EBHR	1.0000	EA	2,164.1700	2,164.17		

G/L Account	Project	Amount
11-2033 (General Fund-Other voluntary deductions)		2,164.17

Invoice Items 1

Vendor **1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO** Totals Invoices 1 $2,164.17

Vendor **4494 - AIR ONE EQUIPMENT, INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
160826	Cairns 6" helmet/FD	Open		09/24/2020	10/09/2020	09/24/2020			51.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Cairns 6" helmet/FD	1.0000	EA	51.0000	51.00		

G/L Account	Project	Amount
11-4221-2704 (General Fund-Fire Department-Safety gear & clothing)		51.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
160827	Liner, cushion, pad replacement/FD	Open		09/24/2020	10/09/2020	09/24/2020			33.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Liner, cushion, pad replacement/FD	1.0000	EA	33.5000	33.50		

G/L Account	Project	Amount
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	33.50

Invoice Items 1

Vendor **4494 - AIR ONE EQUIPMENT, INC** Totals Invoices 2 $84.50

Vendor **1029 - ALTORFER INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
V2049901	315 FLCR 2D rental/WTP	Open		09/11/2020	10/09/2020	09/11/2020			6,262.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 315 FLCR 2D rental/WTP	1.0000	EA	6,262.0000	6,262.00		

G/L Account	Project	Amount
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	6,262.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PC010137595	Hoses & Clamps/STREET	Open		09/11/2020	10/09/2020	09/11/2020			155.37

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Hoses & Clamps/STREET	1.0000	EA	155.3700	155.37		

G/L Account	Project	Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PC010137595	Hoses & Clamps/STREET	Open		09/11/2020	10/09/2020	09/11/2020			155.37

	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				0848 (Caterpillar 924H Wheel loader)		155.37
			Invoice Items	1			

Vendor **1029 - ALTORFER INC** Totals — Invoices 2 — $6,417.37

Vendor **3248 - AMEREN ILLINOIS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1569072006 09/20	513 18th St/STREET LIGHTING	Open		09/09/2020	10/09/2020	09/09/2020			47.69

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - 513 18th St/STREET LIGHTING	1.0000	EA	47.6900	47.69		

G/L Account	*Project*	*Amount*
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	47.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4615006014 09/20	5th St & Monroe parking/STREET LIGHTING	Open		09/10/2020	10/09/2020	09/10/2020			18.93

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Street lights electricity - 5th St & Monroe parking/STREET LIGHTING	1.0000	EA	18.9300	18.93		

G/L Account	*Project*	*Amount*
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	18.93

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4135008413 09/20	2600 McKinley Ave/WTP	Open		09/22/2020	10/09/2020	09/22/2020			10.26

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - 2600 McKinley Ave/WTP	1.0000	EA	10.2600	10.26		

G/L Account	*Project*	*Amount*
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		10.26

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0591013030 09/20	1911 Douglas St- new water tower/FD	Open		09/23/2020	10/09/2020	09/23/2020			27.34

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - 1911 Douglas St- new water tower/FD	1.0000	EA	27.3400	27.34		

G/L Account	*Project*	*Amount*
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		27.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2638027923 09/20	2801 McKinley Ave- House/WTP	Open		09/23/2020	10/09/2020	09/23/2020			166.63

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 2801 McKinley Ave- House/WTP	1.0000	EA	166.6300	166.63		

G/L Account	Project	Amount
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		166.63

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3873005011 09/20	1615 Lincoln Ave- civil defense siren/FD	Open		09/24/2020	10/09/2020	09/24/2020			27.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 1615 Lincoln Ave- civil defense siren/FD	1.0000	EA	27.3400	27.34		

G/L Account	Project	Amount
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		27.34

Invoice Items 1

Vendor **3248 - AMEREN ILLINOIS** Totals — Invoices 6 — $298.19

Vendor **2716 - BANK OF AMERICA Commercial Card**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/07	Fiber optic patch cables/IS-CB	Open		08/07/2020	10/09/2020	08/07/2020			38.29

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Fiber optic patch cables/IS-CB	1.0000	EA	38.2900	38.29		

G/L Account	Project	Amount
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		38.29

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Paypal*WIU 08/07	First line supervisor training for 5 officers/PD-HT	Open		08/07/2020	10/09/2020	08/07/2020			490.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Education & training expense - First line supervisor training for 5 officers/PD-HT	1.0000	EA	490.0000	490.00		

G/L Account	Project	Amount
11-4210-3706 (General Fund-Police Department-Education & training expense)		490.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/08	AcuRide weather station needed for EDMRs/WWTP-RM	Open		08/08/2020	10/09/2020	08/08/2020			322.04

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Lab services / WWTP - AcuRide weather station needed for EDMRs/WWTP-RM	1.0000	EA	322.0400	322.04		

G/L Account	Project	Amount
61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)		322.04

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/08	iphone charges for ambulance/FD-SB	Open		08/08/2020	10/09/2020	08/08/2020			27.97

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office supplies / FD - iphone charges for ambulance/FD-SB	1.0000	EA	27.9700	27.97		

G/L Account	Project	Amount
11-4221-2001 (General Fund-Fire Department-Office supplies)		27.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/8	Key lock box for Thornton/PD-HT	Open		08/08/2020	10/09/2020	08/08/2020			32.54

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Operating Equipment - Key lock box for Thornton/PD-HT	1.0000	EA	32.5400	32.54		

G/L Account	Project	Amount
11-4210-4399 (General Fund-Police Department-Operating equipment)		32.54

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/09	Rack shelf, surge protector, and fiber coupler/IS-CB	Open		08/09/2020	10/09/2020	08/09/2020			173.35

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Rack shelf, surge protector, and fiber coupler/IS-CB	1.0000	EA	173.3500	173.35		

G/L Account	Project	Amount
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	173.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Marion 08/09	Hotel for fire investigartor class in Herrin for Calvert/FD-SB	Open		08/09/2020	10/09/2020	08/09/2020			112.32

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Travel expense / lodging, fuel, meals - Hotel for fire investigartor class in Herrin for Calvert/FD-SB	1.0000	EA	112.3200	112.32		

G/L Account	Project	Amount
11-4221-3707 (General Fund-Fire Department-Travel expenses)		112.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Wildcatt 08/11	Intern lunch meeting/ADMIN-SS	Open		08/11/2020	10/09/2020	08/11/2020			21.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Public relations - Intern lunch meeting/ADMIN-SS	1.0000	EA	21.3400	21.34		

G/L Account	Project	Amount
11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)		21.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
CASPIO8/12	Online sign up database annual fee/COMPTROLLER-HK	Open		08/12/2020	10/09/2020	08/12/2020			64.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - Online sign up database annual fee/COMPTROLLER-HK	1.0000	EA	64.0000	64.00		

G/L Account	Project	Amount
61-4630-3101 (Water and Sewer Fund-Water Department-Data processing services)		64.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/13	Carburetor kit for 307 hydraulic pump for rescue tools/FD-SB	Open		08/13/2020	10/09/2020	08/13/2020			24.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Carburetor kit for 307 hydraulic pump for rescue tools/FD-SB	1.0000	EA	24.2500	24.25		

G/L Account	Project	Amount
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	1977 (1977 - 2002 Pierce Pumer - 307)	24.25

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/17	Batteries & flash drive/PD-HT	Open		08/17/2020	10/09/2020	08/17/2020			36.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Investigation expenses - Batteries & flash drive/PD-HT	1.0000	EA	36.1000	36.10		

G/L Account	Project	Amount
11-4210-3195 (General Fund-Police Department-Investigation Expenses)		36.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/18	Junction box for security cameras on PD building/CONTINGENCY-CR	Open		08/18/2020	10/09/2020	08/18/2020			28.90

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Contingency - Junction box for security cameras on PD building/CONTINGENCY-CR	1.0000	EA	28.9000	28.90		

G/L Account	Project	Amount
11-4098-7000 (General Fund-Contingencies-Contingencies)		28.90

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/18	Batteries & flash drive/PD-HT	Open		08/18/2020	10/09/2020	08/18/2020			37.26

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Investigation expenses - Batteries & flash drive/PD-HT	1.0000	EA	37.2600	37.26		

G/L Account	Project	Amount
11-4210-3195 (General Fund-Police Department-Investigation Expenses)		37.26

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
RuggedCo 08/18	Panasonic tough book for car 9 (computer)/PD-CR	Open		08/18/2020	10/09/2020	08/18/2020			2,499.42

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Panasonic tough book for car 9 (computer)/PD-CR	1.0000	EA	2,499.4200	2,499.42		

G/L Account	Project	Amount
11-4210-4499 (General Fund-Police Department-Office furniture & equipment)	4431 (2018 Ford Explorer)	2,499.42

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ILDeptPub 08/19	Paramedic license renewal fee - Barr/FD-TM	Open		08/19/2020	10/09/2020	08/19/2020			41.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Education & training expense - Paramedic license renewal fee - Barr/FD-TM	1.0000	EA	41.0000	41.00		

G/L Account	Project	Amount
11-4221-3706 (General Fund-Fire Department-Education & training expense)		41.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/20	Nema steel junction box/IS-CB	Open		08/20/2020	10/09/2020	08/20/2020			77.32

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Nema steel junction box/IS-CB	1.0000	EA	77.3200	77.32		

G/L Account	Project	Amount
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		77.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
TA#173 08/21	Fuel for E306 was in for repair in Indy/FD-TM	Open		08/21/2020	10/09/2020	08/21/2020			82.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Fuel & Oil - Fuel for E306 was in for repair in Indy/FD-TM	1.0000	EA	82.7500	82.75		

G/L Account	Project	Amount
11-4221-2201 (General Fund-Fire Department-Fuel & oil)		82.75

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Marion 08/23	Hotel for Calvert for fire investigator class in Herrin/FD-SB	Open		08/23/2020	10/09/2020	08/23/2020			112.32

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Travel expense / lodging, fuel, meals - Hotel for Calvert for fire investigator class in Herrin/FD-SB	1.0000	EA	112.3200	112.32		

G/L Account	*Project*	*Amount*
11-4221-3707 (General Fund-Fire Department-Travel expenses)		112.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ILDptPub 08/24	Paramedic license for Gebhardt/FD-SB	Open		08/24/2020	10/09/2020	08/24/2020			41.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Education & training expense - Paramedic license for Gebhardt/FD-SB	1.0000	EA	41.0000	41.00		

G/L Account	*Project*	*Amount*
11-4221-3706 (General Fund-Fire Department-Education & training expense)		41.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/25	Algae net for removing algae & moss from channel/WWTP-RM	Open		08/25/2020	10/09/2020	08/25/2020			77.51

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other maintenance supplies - Algae net for removing algae & moss from channel/WWTP-RM	1.0000	EA	77.5100	77.51		

G/L Account	*Project*	*Amount*
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		77.51

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/27	Books for surprise class for 138,144,147,156,152/PD-HT	Open		08/27/2020	10/09/2020	08/27/2020			95.55

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Education & training expense - Books for surprise class for 138,144,147,156,152/PD-HT	1.0000	EA	95.5500	95.55		

G/L Account	*Project*	*Amount*
11-4210-3706 (General Fund-Police Department-Education & training expense)		95.55

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/27	Mics for portable radios/PD-HT	Open		08/27/2020	10/09/2020	08/27/2020			95.46

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of radios - Mics for portable radios/PD-HT	1.0000	EA	95.4600	95.46		

G/L Account	*Project*	*Amount*

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/27	Mics for portable radios/PD-HT	Open		08/27/2020	10/09/2020	08/27/2020			95.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number

G/L Account	Project	Amount
11-4210-3509 (General Fund-Police Department-Repair of radios)		95.46

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Bike&Hike 08/27	Tune up for police bikes/PD-HT	Open		08/27/2020	10/09/2020	08/27/2020			75.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Operating Equipment - Tune up for police bikes/PD-HT	1.0000	EA	75.0000	75.00		

G/L Account	Project	Amount
11-4210-4399 (General Fund-Police Department-Operating equipment)		75.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
IntelePeer 08/28	VOIP trunk fee (outbound calling)/WATER DEPT/REC/ADMIN-SS	Open		08/28/2020	10/09/2020	08/28/2020			464.13

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Telephone Service - VOIP trunk fee (outbound calling)/WATER DEPT/REC/ADMIN-SS	1.0000	EA	464.1300	464.13		

G/L Account	Project	Amount
11-4001-3401 (General Fund-Administration & Boards- Manager-Telephone expense)	VOIP (VOIP)	287.76
61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)	VOIP (VOIP)	116.03
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)	VOIP (VOIP)	60.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/29	Replacement vent cover for trailer/FD-TM	Open		08/29/2020	10/09/2020	08/29/2020			23.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Replacement vent cover for trailer/FD-TM	1.0000	EA	23.9600	23.96		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	8619 (2006 Haulmark Cargo Trailer - Fire Dept)	23.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Marion 08/30	Hotel for Calvert for fire investigator class in Herrin/FD-SB	Open		08/30/2020	10/09/2020	08/30/2020			112.32

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Travel expense / lodging, fuel, meals - Hotel for Calvert for fire investigator class in Herrin/FD-SB	1.0000	EA	112.3200	112.32		

G/L Account	Project	Amount
11-4221-3707 (General Fund-Fire Department-Travel expenses)		112.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AICPA 08/31	Annual AICPA dues/COMPTROLLER-HK	Open		08/31/2020	10/09/2020	08/31/2020			285.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Professional membership - Annual AICPA dues/COMPTROLLER-HK	1.0000	EA	285.0000	285.00		

G/L Account	Project	Amount
11-4004-3704 (General Fund-Comptroller's Office-Professional memberships)		285.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 08/31	Brush cutting blade for removing saplings from lagoon/WWTP-RM	Open		08/31/2020	10/09/2020	08/31/2020			32.47

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other maintenance supplies - Brush cutting blade for removing saplings from lagoon/WWTP-RM	1.0000	EA	32.4700	32.47		

G/L Account	Project	Amount
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		32.47

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 09/01	Wall mount patch panel bracket/IS-CB	Open		09/01/2020	10/09/2020	09/01/2020			294.07

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Wall mount patch panel bracket/IS-CB	1.0000	EA	294.0700	294.07		

G/L Account	Project	Amount
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		294.07

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Hilti 09/01	Anchor bolt adhesive & dispenser/WTP-CB	Open		09/01/2020	10/09/2020	09/01/2020			645.71

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Anchor bolt adhesive & dispenser/WTP-CB	1.0000	EA	645.7100	645.71		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	645.71

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
UofI 09/01	Training manuals for obtaining pesticide applicator lic/WWTP-RM	Open		09/01/2020	10/09/2020	09/01/2020			37.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other maintenance supplies - Training manuals for obtaining pesticide applicator lic/WWTP-RM	1.0000	EA	37.0000	37.00		

G/L Account	*Project*	*Amount*
61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)		37.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Joeys 09/02	Lunch for new hire/PD-HT	Open		09/02/2020	10/09/2020	09/02/2020			21.81

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Travel expense / lodging, fuel, meals - Lunch for new hire/PD-HT	1.0000	EA	21.8100	21.81		

G/L Account	*Project*	*Amount*
11-4210-3707 (General Fund-Police Department-Travel expenses)		21.81

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
USPS 09/02	Evidence to crime lab/PD-HT	Open		09/02/2020	10/09/2020	09/02/2020			15.10

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Investigation expenses - Evidence to crime lab/PD-HT	1.0000	EA	15.1000	15.10		

G/L Account	*Project*	*Amount*
11-4210-3195 (General Fund-Police Department-Investigation Expenses)		15.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WEB*NETWO 9/02	Website renewal/IS-TK	Open		09/02/2020	10/09/2020	09/02/2020			39.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Data Processing Service - Website renewal/IS-TK	1.0000	EA	39.9900	39.99		

G/L Account	*Project*	*Amount*
11-4060-3101 (General Fund-Information Services-Data processing services)		39.99

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Dollar-Gen 09/03	Supplies for K9 fundraiser - golf outing/PD-HT	Open		09/03/2020	10/09/2020	09/03/2020			48.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other capital expense - Supplies for K9 fundraiser - golf outing/PD-HT	1.0000	EA	48.4900	48.49		

G/L Account	Project	Amount
11-4210-4604 (General Fund-Police Department-Other capital expense)		48.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AMZN 09/04	Replacement hard drive/IS-TK	Open		09/04/2020	10/09/2020	09/04/2020			301.84

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Minor office equipment - Replacement hard drive/IS-TK	1.0000	EA	301.8400	301.84		

G/L Account	Project	Amount
11-4060-2804 (General Fund-Information Services-Minor office equipment)		301.84

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
BentTree 09/05	Golf outing fundraiser at Bent Tree/PD-HT	Open		09/05/2020	10/09/2020	09/05/2020			1,771.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other capital expense - Golf outing fundraiser at Bent Tree/PD-HT	1.0000	EA	1,771.0000	1,771.00		

G/L Account	Project	Amount
11-4210-4604 (General Fund-Police Department-Other capital expense)		1,771.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 09/07	Nema steel junction box/IS-CB	Open		09/07/2020	10/09/2020	09/07/2020			57.80

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Nema steel junction box/IS-CB	1.0000	EA	57.8000	57.80		

G/L Account	Project	Amount
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		57.80

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WWW.SIRIUS 09/07	K9 training equipment/PD-HT	Open		09/07/2020	10/09/2020	09/07/2020			137.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other capital expense - K9 training equipment/PD-HT	1.0000	EA	137.1000	137.10		

G/L Account	Project	Amount
11-4210-4604 (General Fund-Police Department-Other capital expense)		137.10

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/22	Replacement lanyard for TIC/FD-TM	Open		09/14/2020	10/09/2020	09/14/2020			26.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Replacement lanyard for TIC/FD-TM	1.0000	EA	26.9900	26.99		

G/L Account	Project	Amount
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	26.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Amazon 08/30	Nema steel junction box/IS-CB	Open		09/30/2020	10/09/2020	09/30/2020			73.32

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Nema steel junction box/IS-CB	1.0000	EA	73.3200	73.32		

G/L Account	Project	Amount
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		73.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
RainierR 8/11	North Park Skate lite for ramps - MAINT / cja	Open		08/11/2020	10/09/2020	08/11/2020			6,514.06

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - North Park Skate lite for ramps - MAINT / cja	1.0000	EA	6,514.0600	6,514.06		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		6,514.06

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
NRPA Operat 8/31	CPRP Cert. renewal - MAINT / cja	Open		08/31/2020	10/09/2020	08/31/2020			65.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Professional membership - CPRP Cert. renewal - MAINT / cja	1.0000	EA	65.0000	65.00		

G/L Account	Project	Amount
11-4194-3704 (General Fund-Parks & Maintenance Department-Professional memberships)		65.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WALM 8/17	Prizes for Fishing Derby - REC / dr	Open		08/17/2020	10/09/2020	08/17/2020			35.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Prizes for Fishing Derby - REC / dr	1.0000	EA	35.1000	35.10		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1008 5120 (Fishing Derby)	35.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WALM 8/20	Prizes for Fishing Derby - REC / dr	Open		08/20/2020	10/09/2020	08/20/2020			89.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Prizes for Fishing Derby - REC / dr	1.0000	EA	89.1000	89.10		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1008 5120 (Fishing Derby)	89.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
WALM 8/27	Prizes for Fishing Derby - REC / dr	Open		08/27/2020	10/09/2020	08/27/2020			251.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Supplies / REC - Prizes for Fishing Derby - REC / dr	1.0000	EA	251.3400	251.34		

G/L Account	Project	Amount
22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)	REC 1008 5120 (Fishing Derby)	251.34

Invoice Items 1

Vendor **2716 - BANK OF AMERICA Commercial Card** Totals — Invoices 46 — $15,948.39

Vendor **1075 - BATTERY SPECIALISTS, INC.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
286072	Batteries/STREET	Open		09/11/2020	10/09/2020	09/11/2020			89.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Batteries/STREET	1.0000	EA	89.9500	89.95		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	0788 (0788 2014 Ford F150 #110)	89.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
286074	Batteries/UTILITY	Open		09/11/2020	10/09/2020	09/11/2020			89.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Batteries/UTILITY	1.0000	EA	89.9500	89.95		

G/L Account	Project	Amount
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	8681 (2013 Ford F150 - Utility Deptartment)	89.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
285787	Solenoid - MAINT	Open		08/31/2020	10/09/2020	08/31/2020			38.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts & supplies / MAINT - Solenoid - MAINT	1.0000	EA	38.0000	38.00		

G/L Account	Project	Amount
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	6384 (6384 - 1986 GMC 3500 Flatbed #23)	38.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
286554	WW Lift Station Repair	Open		09/29/2020	10/09/2020	09/29/2020			174.65

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Lift station repair / WWTP - WW Lift Station Repair	1.0000	EA	174.6500	174.65		

G/L Account	Project	Amount
61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)		174.65

Invoice Items 1

Vendor **1075 - BATTERY SPECIALISTS, INC.** Totals Invoices 4 $392.55

Vendor **4449 - BLUE CROSS BLUE SHIELD OF ILLINOIS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9/16/2020	October 2020 Dental / EBHR	Open		09/16/2020	10/09/2020	09/16/2020			5,215.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Dental insurance employee voluntary deduction / EB - October 2020 Dental / EBHR	1.0000	EA	5,215.4900	5,215.49		

G/L Account	Project	Amount
11-2033 (General Fund-Other voluntary deductions)		5,215.49

Invoice Items 1

Vendor **4449 - BLUE CROSS BLUE SHIELD OF ILLINOIS** Totals Invoices 1 $5,215.49

Vendor **2947 - BPC - BENEFIT PLANNING CONSULTANTS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
BPCI00238220	Flex & COBRA October 2020 / EBHR	Open		09/14/2020	10/09/2020	09/14/2020			205.42

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other consulting services - Flex & COBRA October 2020 / EBHR	1.0000	EA	205.4200	205.42		

G/L Account	Project	Amount
11-4700-3106 (General Fund-Human Resources-Other consulting services)		205.42

Invoice Items 1

Vendor **2947 - BPC - BENEFIT PLANNING CONSULTANTS** Totals Invoices 1 $205.42

Vendor **3915 - CCI READI MIX**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
322150	Concrete for sidewalk participation/MFT	Open		09/10/2020	10/09/2020	09/10/2020			804.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - Concrete for sidewalk participation/MFT	1.0000	EA	804.5000	804.50		

G/L Account	Project	Amount
25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)	PW 20 59 (MFT Sidewalk Participation)	804.50

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
322207	Concrete/ENGINEERING	Open		09/15/2020	10/09/2020	09/15/2020			1,854.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Concrete/ENGINEERING	1.0000	EA	1,854.0000	1,854.00		

G/L Account	Project	Amount
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 121 (LIT Dam A Improvements)	1,854.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
322327	Concrete/ENGINEERING	Open		09/17/2020	10/09/2020	09/17/2020			1,854.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Concrete/ENGINEERING	1.0000	EA	1,854.0000	1,854.00		

G/L Account	Project	Amount
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 121 (LIT Dam A Improvements)	1,854.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
322542	Concrete/ENGINEERING	Open		09/21/2020	10/09/2020	09/21/2020			721.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Concrete/ENGINEERING	1.0000	EA	721.0000	721.00		

G/L Account	Project	Amount
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 121 (LIT Dam A Improvements)	721.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
322532	Concrete/MOTOR FUEL TAX	Open		09/22/2020	10/09/2020	09/22/2020			721.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - Concrete/MOTOR FUEL TAX	1.0000	EA	721.0000	721.00		

G/L Account	Project	Amount
25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)	PW 20 20 (MFT Commodities)	721.00

Invoice Items 1

Vendor **3915 - CCI READI MIX** Totals Invoices 5 $5,954.50

Vendor **1130 - CDW GOVERNMENT INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1048483	Printhead plotter/IS	Open		09/08/2020	10/09/2020	09/08/2020			492.94

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office supplies / IS - Printhead plotter/IS	1.0000	EA	492.9400	492.94		

G/L Account	Project	Amount
11-4060-2001 (General Fund-Information Services-Office supplies)		492.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1064312	Printhead plotter/IS	Open		09/09/2020	10/09/2020	09/09/2020			246.47

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / IS - Printhead plotter/IS	1.0000	EA	246.4700	246.47		

G/L Account	*Project*	*Amount*
11-4060-2001 (General Fund-Information Services-Office supplies)		246.47

Invoice Items 1

Vendor **1130 - CDW GOVERNMENT INC** Totals — Invoices 2 — $739.41

Vendor **2601 - CENTRAL ILLINOIS LOCK AND KEY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0010916	Replace Broken Lock Sta 1/FD	Open		08/26/2020	10/09/2020	08/26/2020			219.75

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of buildings and facilities - Replace Broken Lock Sta 1/FD	1.0000	EA	219.7500	219.75		

G/L Account	*Project*	*Amount*
11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)		219.75

Invoice Items 1

Vendor **2601 - CENTRAL ILLINOIS LOCK AND KEY** Totals — Invoices 1 — $219.75

Vendor **3173 - CHRIS OVERTON EXCAVATING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
5753	Top Soil (3 loads)/STREET	Open		09/07/2020	10/09/2020	09/07/2020			975.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Agricultural Supplies - Top Soil (3 loads)/STREET	1.0000	EA	975.0000	975.00		

G/L Account	*Project*	*Amount*
11-4310-2108 (General Fund-Street Department-Agricultural supplies)		975.00

Invoice Items 1

Vendor **3173 - CHRIS OVERTON EXCAVATING** Totals — Invoices 1 — $975.00

Vendor **4477 - CINTAS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4060907726	Uniforms/MAINT/STREET/UTILITY	Open		09/08/2020	10/09/2020	09/08/2020			1,527.93

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / MAINT - Uniforms/MAINT/STREET/UTILITY	1.0000	EA	1,527.9300	1,527.93		

G/L Account	*Project*	*Amount*
11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)		19.36
11-4310-2701 (General Fund-Street Department-Uniforms)		826.19
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		682.38

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4061502395	Uniforms/MAINT/STREET/UTILITY	Open		09/14/2020	10/09/2020	09/14/2020			346.97

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / MAINT - Uniforms/MAINT/STREET/UTILITY	1.0000	EA	346.9700	346.97		

G/L Account	Project	Amount
11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)		19.36
11-4310-2701 (General Fund-Street Department-Uniforms)		182.37
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		145.24

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062175143	Uniforms/MAINT/STREET/UTILITY	Open		09/21/2020	10/09/2020	09/21/2020			328.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / MAINT - Uniforms/MAINT/STREET/UTILITY	1.0000	EA	328.4600	328.46		

G/L Account	Project	Amount
11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)		19.65
11-4310-2701 (General Fund-Street Department-Uniforms)		176.32
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		132.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062778336	Uniforms/MAINT/STREET/UTILITY	Open		09/28/2020	10/09/2020	09/28/2020			347.26

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / MAINT - Uniforms/MAINT/STREET/UTILITY	1.0000	EA	347.2600	347.26		

G/L Account	Project	Amount
11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)		19.65
11-4310-2701 (General Fund-Street Department-Uniforms)		182.37
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		145.24

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062175057	Mats/PD	Open		09/21/2020	10/09/2020	09/21/2020			13.35

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of buildings and facilities - Mats/PD	1.0000	EA	13.3500	13.35		

G/L Account	Project	Amount
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		13.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062778394	Mats/PD	Open		09/28/2020	10/09/2020	09/28/2020			13.35

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of buildings and facilities - Mats/PD	1.0000	EA	13.3500	13.35		

G/L Account	Project	Amount
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		13.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4061502333	Uniforms WWTP	Open		09/14/2020	10/09/2020	09/14/2020			31.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / WWTP - Uniforms WWTP	1.0000	EA	31.5800	31.58		

G/L Account	Project	Amount
61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)		31.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062175054	Uniforms WWTP	Open		09/21/2020	10/09/2020	09/21/2020			61.33

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / WWTP - Uniforms WWTP	1.0000	EA	61.3300	61.33		

G/L Account	Project	Amount
61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)		61.33

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4062778304	Uniforms WWTP	Open		09/28/2020	10/09/2020	09/28/2020			45.08

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / WWTP - Uniforms WWTP	1.0000	EA	45.0800	45.08		

G/L Account	Project	Amount
61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)		45.08

Invoice Items 1

Vendor **4477 - CINTAS** Totals Invoices 9 $2,715.31

Vendor **1170 - CITY OF CHARLESTON/W&S DEPT**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4050590002 09/20	614 6th St/PD	Open		09/04/2020	10/09/2020	09/04/2020			49.41

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 614 6th St/PD	1.0000	EA	49.4100	49.41		

G/L Account	Project	Amount
11-4210-3407 (General Fund-Police Department-Water)		49.41

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4070340001 09/20	404 10th St - fire station #1/FD	Open		09/04/2020	10/09/2020	09/04/2020			68.54

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 404 10th St - fire station #1/FD	1.0000	EA	68.5400	68.54		

G/L Account	Project	Amount
11-4221-3407 (General Fund-Fire Department-Water)		68.54

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4091009023 09/20	918 17th St- dog training facility/MAINT	Open		09/04/2020	10/09/2020	09/04/2020			15.94

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 918 17th St- dog training facility/MAINT	1.0000	EA	15.9400	15.94		

G/L Account	Project	Amount
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		15.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4091010001 09/20	920 17th St- Pool/MAINT	Open		09/04/2020	10/09/2020	09/04/2020			14.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 920 17th St- Pool/MAINT	1.0000	EA	14.4900	14.49		

G/L Account	Project	Amount
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		14.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1090915017 09/20	6050 Rt130 Woodyard/MAINT	Open		09/15/2020	10/09/2020	09/15/2020			14.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 6050 Rt130 Woodyard/MAINT	1.0000	EA	14.4900	14.49		

G/L Account	Project	Amount
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		14.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1091010001 09/20	17540 Lake Charleston - restrooms/MAINT	Open		09/15/2020	10/09/2020	09/15/2020			14.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 17540 Lake Charleston - restrooms/MAINT	1.0000	EA	14.4900	14.49		

G/L Account	Project	Amount
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		14.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1030140002 09/20	2801 McKinley Ave- House/WTP	Open		09/16/2020	10/09/2020	09/16/2020			15.94

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Water service - 2801 McKinley Ave- House/WTP	1.0000	EA	15.9400	15.94		

G/L Account	Project	Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1030140002 09/20	2801 McKinley Ave- House/WTP	Open		09/16/2020	10/09/2020	09/16/2020			15.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*

G/L Account	Project	Amount
61-4611-3407 (Water and Sewer Fund-Water Treatment Plant-Water)		15.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1031590031 09/20	1600 A Woodlawn - Sister city pavilion/MAINT	Open		09/16/2020	10/09/2020	09/16/2020			15.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Water service - 1600 A Woodlawn - Sister city pavilion/MAINT	1.0000	EA	15.9400	15.94		

G/L Account	*Project*	*Amount*
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		15.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1091015002 09/20	17801 Lake Charleston Pavilion/MAINT	Open		09/16/2020	10/09/2020	09/16/2020			55.06

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Water service - 17801 Lake Charleston Pavilion/MAINT	1.0000	EA	55.0600	55.06		

G/L Account	*Project*	*Amount*
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		55.06

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1091020010 09/20	17550 Lake Charleston loop - fishing pier/MAINT	Open		09/16/2020	10/09/2020	09/16/2020			15.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Water service - 17550 Lake Charleston loop - fishing pier/MAINT	1.0000	EA	15.9400	15.94		

G/L Account	*Project*	*Amount*
11-4194-3407 (General Fund-Parks & Maintenance Department-Water)		15.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2060160001 09/20	1510 A St - Fire Dept #2/FD	Open		09/23/2020	10/09/2020	09/23/2020			84.48

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Water service - 1510 A St - Fire Dept #2/FD	1.0000	EA	84.4800	84.48		

G/L Account	*Project*	*Amount*
11-4221-3407 (General Fund-Fire Department-Water)		84.48

Invoice Items 1

Vendor **1170 - CITY OF CHARLESTON/W&S DEPT** Totals — Invoices 11 — $364.72

Vendor **4405 - CIVIL DESIGN INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0015231	Structural eng consult/WTP	Open		09/17/2020	10/09/2020	09/17/2020			1,500.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Structural eng consult/WTP	1.0000	EA	1,500.0000	1,500.00		

G/L Account	Project	Amount
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	1,500.00

Invoice Items 1

Vendor **4405 - CIVIL DESIGN INC** Totals Invoices 1 $1,500.00

Vendor **2619 - CJ'S AUTO & TOWING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09 21 2020	Tow Car for Tree Removal/STREET	Open		09/21/2020	10/09/2020	09/21/2020			130.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other repair & maintenance - Tow Car for Tree Removal/STREET	1.0000	EA	130.0000	130.00		

G/L Account	Project	Amount
11-4310-3599 (General Fund-Street Department-Other repair & maintenance)		130.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
705937	Tow to impound - 2013 Accord/PD	Open		09/18/2020	10/09/2020	09/18/2020			130.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Towing - Tow to impound - 2013 Accord/PD	1.0000	EA	130.0000	130.00		

G/L Account	Project	Amount
11-4210-3117 (General Fund-Police Department-Police towing fees)		130.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
705948	Tow 2014 Malibu/PD	Open		09/28/2020	10/09/2020	09/28/2020			130.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Towing - Tow 2014 Malibu/PD	1.0000	EA	130.0000	130.00		

G/L Account	Project	Amount
11-4210-3117 (General Fund-Police Department-Police towing fees)		130.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
705949	Tow 2005 Toyota/PD	Open		09/28/2020	10/09/2020	09/28/2020			130.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Towing - Tow 2005 Toyota/PD	1.0000	EA	130.0000	130.00		

G/L Account	Project	Amount
11-4210-3117 (General Fund-Police Department-Police towing fees)		130.00

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
705950	Tow 2003 Cadillac/PD	Open		09/28/2020	10/09/2020	09/28/2020			130.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Towing - Tow 2003 Cadillac/PD	1.0000	EA	130.0000	130.00		

G/L Account	Project	Amount
11-4210-3117 (General Fund-Police Department-Police towing fees)		130.00

Invoice Items 1

Vendor **2619 - CJ'S AUTO & TOWING** Totals Invoices 5 $650.00

Vendor **2937 - COLES COUNTY COUNCIL ON AGING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
10/01/2020	Monthly payment/ADMIN	Open		10/01/2020	10/09/2020	10/01/2020			2,150.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Monthly payment/ADMIN	1.0000	EA	2,150.0000	2,150.00		

G/L Account	Project	Amount
11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)		2,150.00

Invoice Items 1

Vendor **2937 - COLES COUNTY COUNCIL ON AGING** Totals Invoices 1 $2,150.00

Vendor **1193 - COLES COUNTY EMERGENCY COMMUNICATIONS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
10/01/2020 FD	Monthly dispatch service/FD	Open		10/01/2020	10/09/2020	10/01/2020			1,564.64

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other business services - Monthly dispatch service/FD	1.0000	EA	1,564.6400	1,564.64		

G/L Account	Project	Amount
11-4221-3199 (General Fund-Fire Department-Business services)		1,564.64

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
10/01/2020 PD	Monthly dispatch service/PD	Open		10/01/2020	10/09/2020	10/01/2020			8,157.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other business services - Monthly dispatch service/PD	1.0000	EA	8,157.9500	8,157.95		

G/L Account	Project	Amount
11-4210-3199 (General Fund-Police Department-Business services)		8,157.95

Invoice Items 1

Vendor **1193 - COLES COUNTY EMERGENCY COMMUNICATIONS** Totals Invoices 2 $9,722.59

Vendor **1187 - COLES COUNTY REGIONAL PLANNING**

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20
Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
7139	August TA billing/B&D	Open		09/11/2020	10/09/2020	09/11/2020			143.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - August TA billing/B&D	1.0000	EA	143.7500	143.75		

G/L Account	Project	Amount
11-4640-3999 (General Fund-Building & Development Services-Other contractual services)		143.75

Invoice Items 1

Vendor **1187 - COLES COUNTY REGIONAL PLANNING** Totals Invoices 1 $143.75

Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1440400 08/20	RR1 Charleston/WTP	Open		08/31/2020	10/09/2020	08/31/2020			23.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - RR1 Charleston/WTP	1.0000	EA	23.5000	23.50		

G/L Account	Project	Amount
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		23.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1484000 08/20	RR 3-R3-8 Traffic signal/MFT	Open		08/31/2020	10/09/2020	08/31/2020			54.51

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Street lights electricity - RR 3-R3-8 Traffic signal/MFT	1.0000	EA	54.5100	54.51		

G/L Account	Project	Amount
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	54.51

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1569500 08/20	11547 Old State Rd lift/WWTP	Open		08/31/2020	10/09/2020	08/31/2020			165.23

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 11547 Old State Rd lift/WWTP	1.0000	EA	165.2300	165.23		

G/L Account	Project	Amount
61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)		165.23

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2039100 08/20	6050 Rt130 Woodyard/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			34.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 6050 Rt130 Woodyard/MAINT	1.0000	EA	34.0000	34.00		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		34.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2107500 08/20	Fishing pier & pavillion/WTP	Open		08/31/2020	10/09/2020	08/31/2020			34.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - Fishing pier & pavillion/WTP	1.0000	EA	34.0000	34.00		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		34.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2224000 08/20	Lake bathrooms/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			45.61

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - Lake bathrooms/MAINT	1.0000	EA	45.6100	45.61		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		45.61

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2225300 08/20	RT 16 & Loxa Rd lights/MFT	Open		08/31/2020	10/09/2020	08/31/2020			112.82

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Street lights electricity - RT 16 & Loxa Rd lights/MFT	1.0000	EA	112.8200	112.82		

G/L Account	Project	Amount
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	112.82

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2247700 08/20	LIT Pavillion/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			64.83

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - LIT Pavillion/MAINT	1.0000	EA	64.8300	64.83		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		64.83

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
363200 08/20	Security lights/STREET LIGHTING	Open		08/31/2020	10/09/2020	08/31/2020			1,097.97

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Street lights electricity - Security lights/STREET LIGHTING	1.0000	EA	1,097.9700	1,097.97		

G/L Account	Project	Amount
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	1,097.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
660400 08/20	2400 Cambridge - Heritage Woods/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			37.23

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - 2400 Cambridge - Heritage Woods/MAINT	1.0000	EA	37.2300	37.23		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		37.23

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
719500 08/20	Tornado siren/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			74.86

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - Tornado siren/MAINT	1.0000	EA	74.8600	74.86		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		74.86

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
808600 08/20	River pump house/WTP	Open		08/31/2020	10/09/2020	08/31/2020			1,081.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - River pump house/WTP	1.0000	EA	1,081.7500	1,081.75		

G/L Account	Project	Amount
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		1,081.75

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
997600 08/20	Sister City Pavillion/MAINT	Open		08/31/2020	10/09/2020	08/31/2020			43.53

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - Sister City Pavillion/MAINT	1.0000	EA	43.5300	43.53		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		43.53

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2086900 8/20	Electricity at NECO - MAINT	Open		09/02/2020	10/09/2020	09/02/2020			225.58

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Electricity & gas - Electricity at NECO - MAINT	1.0000	EA	225.5800	225.58		

G/L Account	Project	Amount
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		225.58

Invoice Items 1

Vendor **1204 - COLES-MOULTRIE ELECTRIC COOP** Totals   Invoices 14 $3,095.42

Vendor **1211 - CONNOR CO CORPORATE OFFICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S9225661-001	4" SDR35 Parts/UTILITY	Open		09/08/2020	10/09/2020	09/08/2020			120.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sewer repair materials - 4" SDR35 Parts/UTILITY	1.0000	EA	120.9900	120.99		

G/L Account	Project	Amount
61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)		120.99

Invoice Items 1

Vendor **1211 - CONNOR CO CORPORATE OFFICE** Totals Invoices 1 $120.99

Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2173458425 09/20	Monthly internet and telephone allocation	Open		09/11/2020	10/09/2020	09/11/2020			5,015.92

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Telephone Service - Monthly internet and telephone allocation	1.0000	EA	5,015.9200	5,015.92		

G/L Account	Project	Amount
11-4001-3401 (General Fund-Administration & Boards- Manager-Telephone expense)		665.20
11-4004-3401 (General Fund-Comptroller's Office-Telephone expense)		97.80
11-4052-3401 (General Fund-City Attorney's Office-Telephone expense)		149.98
11-4095-3401 (General Fund-Engineering Department-Telephone expense)		250.66
11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)		162.42
11-4210-3401 (General Fund-Police Department-Telephone expense)		1,161.01
11-4221-3401 (General Fund-Fire Department-Telephone expense)		452.73
11-4310-3401 (General Fund-Street Department-Telephone expense)		105.79
11-4311-3401 (General Fund-City Garage-Telephone expense)		57.65
11-4640-3401 (General Fund-Building & Development Services-Telephone expense)		237.83
61-4610-3401 (Water and Sewer Fund-Utility Department-Telephone expense)		68.50
61-4611-3401 (Water and Sewer Fund-Water Treatment Plant-Telephone expense)		416.46
61-4621-3401 (Water and Sewer Fund-Waste Water Treatment Plant-Telephone expense)		237.52
61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)		329.54
11-4099-3401 (General Fund-Tourism-Telephone expense)		53.87
11-4002-3401 (General Fund-City Clerk-Telephone expense)		63.61
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)		440.74

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2173458425 09/20	Monthly internet and telephone allocation	Open		09/11/2020	10/09/2020	09/11/2020			5,015.92

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	11-4700-3401 (General Fund-Human Resources-Telephone expense)						64.61

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2173488555 09/20	Baker shed phone/MAINT	Open		09/11/2020	10/09/2020	09/11/2020			123.87

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Telephone Service - Baker shed phone/MAINT	1.0000	EA	123.8700	123.87		

G/L Account	Project	Amount
11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)		123.87

Invoice Items 1

Vendor **1213 - CONSOLIDATED COMMUNICATIONS - CCI** Totals Invoices 2 $5,139.79

Vendor **1214 - CONSOLIDATED SERVICES INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
20-4430-1	Design eng Community Drive Storm Water management/MFT	Open		09/30/2020	10/09/2020	09/30/2020			8,500.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Architect & Engineering Services - Design eng Community Drive Storm Water management/MFT	1.0000	EA	8,500.0000	8,500.00		

G/L Account	Project	Amount
25-4312-3103 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Architect & engineering services)	PW 20 26 (MFT Section 20-00119-00-PV Community Drive)	8,500.00

Invoice Items 1

Vendor **1214 - CONSOLIDATED SERVICES INC** Totals Invoices 1 $8,500.00

Vendor **1224 - COUNTY OFFICE PRODUCTS INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0216009-001	Copy paper/ADMIN	Open		09/18/2020	10/09/2020	09/18/2020			358.70

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies / ADMIN - Copy paper/ADMIN	1.0000	EA	358.7000	358.70		

G/L Account	Project	Amount
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		358.70

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0216190-001	Key tags /ADMIN	Open		09/25/2020	10/09/2020	09/25/2020			8.88

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office Supplies / ADMIN - Key tags /ADMIN	1.0000	EA	8.8800	8.88		

G/L Account	*Project*	*Amount*
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		8.88

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0216202-001	Tape for label maker/ADMIN	Open		09/28/2020	10/09/2020	09/28/2020			24.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office Supplies / ADMIN - Tape for label maker/ADMIN	1.0000	EA	24.9900	24.99		

G/L Account	*Project*	*Amount*
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		24.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0216317-001	Desktop calendar refill/ADMIN/CLERK	Open		09/30/2020	10/09/2020	09/30/2020			9.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office Supplies / ADMIN - Desktop calendar refill/ADMIN/CLERK	1.0000	EA	9.9700	9.97		

G/L Account	*Project*	*Amount*
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		4.89
11-4002-2001 (General Fund-City Clerk-Office supplies)		5.08

Invoice Items 1

Vendor **1224 - COUNTY OFFICE PRODUCTS INC** Totals Invoices 4 $402.54

Vendor **3969 - CTC - CURRENT TECHNOLOGIES CORPORATION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
19314	Dropbox renewal/IS	Open		09/15/2020	10/09/2020	09/15/2020			6,842.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Dropbox renewal/IS	1.0000	EA	6,842.0000	6,842.00		

G/L Account	*Project*	*Amount*
11-4060-3106 (General Fund-Information Services-Other consulting services)		6,842.00

Invoice Items 1

Vendor **3969 - CTC - CURRENT TECHNOLOGIES CORPORATION** Totals Invoices 1 $6,842.00

Vendor **4462 - DEARBORN LIFE INSURANCE COMPANY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Oct 2020	October 2020 Life (& Retiree) / EBHR	Open		09/08/2020	10/09/2020	09/08/2020			3,616.02

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - October 2020 Life (& Retiree) / EBHR	1.0000	EA	3,616.0200	3,616.02		

G/L Account	Project	Amount
11-2038 (General Fund-Other payroll withholdings)		3,616.02

Invoice Items 1

Vendor **4462 - DEARBORN LIFE INSURANCE COMPANY** Totals — Invoices 1 — $3,616.02

Vendor **2579 - DIEPHOLZ CHEVROLET BUICK**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
135430	Sensor/FD	Open		09/01/2020	10/09/2020	09/01/2020			27.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Sensor/FD	1.0000	EA	27.9600	27.96		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)	27.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
135460	Pump, Gasket/FD	Open		09/09/2020	10/09/2020	09/09/2020			370.52

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Pump, Gasket/FD	1.0000	EA	370.5200	370.52		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)	370.52

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
135467	Seals, 2/FD	Open		09/10/2020	10/09/2020	09/10/2020			10.16

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Seals, 2/FD	1.0000	EA	10.1600	10.16		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)	10.16

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
135468	Gasket/FD	Open		09/10/2020	10/09/2020	09/10/2020			8.15

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Gasket/FD	1.0000	EA	8.1500	8.15		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)	8.15

Invoice Items 1

Vendor **2579 - DIEPHOLZ CHEVROLET BUICK** Totals — Invoices 4 — $416.79

Vendor **2184 - DONOHUE & ASSOCIATES**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
12251-26	WW Nutrient Removal Capital Improvement Planning	Open		08/21/2020	10/09/2020	08/21/2020			26,505.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - WW Nutrient Removal Capital Improvement Planning	1.0000	EA	26,505.0000	26,505.00		

G/L Account	Project	Amount
61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)	PW 18 18 (Nutrient Removal at WWTP)	26,505.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
12251-27	WW Nutrient Removal Capital Improvement Planning	Open		08/25/2020	10/09/2020	08/25/2020			57,025.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - WW Nutrient Removal Capital Improvement Planning	1.0000	EA	57,025.0000	57,025.00		

G/L Account	Project	Amount
61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)	PW 18 18 (Nutrient Removal at WWTP)	57,025.00

Invoice Items 1

Vendor **2184 - DONOHUE & ASSOCIATES** Totals Invoices 2 $83,530.00

Vendor **1280 - DUST & SON OF COLES COUNTY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-124750	Fuel filter for spillway pumps/WTP	Open		09/11/2020	10/09/2020	09/11/2020			19.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Fuel filter for spillway pumps/WTP	1.0000	EA	19.9500	19.95		

G/L Account	Project	Amount
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	19.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-128368	Loader/STREET	Open		09/08/2020	10/09/2020	09/08/2020			26.72

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Loader/STREET	1.0000	EA	26.7200	26.72		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	0848 (Caterpillar 924H Wheel loader)	26.72

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-123514	Rotor/PD	Open		09/04/2020	10/09/2020	09/04/2020			417.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Rotor/PD	1.0000	EA	417.9800	417.98		

G/L Account Project Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-123514	Rotor/PD	Open		09/04/2020	10/09/2020	09/04/2020			417.98

P.O. Number | *Item Description* | *Quantity* | *U/M* | *Amount/Unit* | *Total Amount* | *Vendor Catalog Part Number* | *Contract Number*

11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies) | 4432 (2018 Ford Explorer/ PD) | 417.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-125281	Rotor/PD	Open		09/04/2020	10/09/2020	09/04/2020			(199.82)

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Rotor/PD	1.0000	EA	(199.8200)	(199.82)		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	4432 (2018 Ford Explorer/ PD)	(199.82)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S4-125445	Rotor/PD	Open		09/04/2020	10/09/2020	09/04/2020			256.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Rotor/PD	1.0000	EA	256.6000	256.60		

G/L Account	*Project*	*Amount*
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	4432 (2018 Ford Explorer/ PD)	256.60

Invoice Items 1

Vendor **1280 - DUST & SON OF COLES COUNTY** Totals | Invoices 5 | $521.43

Vendor **1287 - EASTERN ELECTRIC SUPPLY CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053937	Conduit & fittings for VOIP/IS	Open		09/17/2020	10/09/2020	09/18/2020			320.26

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office furniture and equipment - Conduit & fittings for VOIP/IS	1.0000	EA	320.2600	320.26		

G/L Account	*Project*	*Amount*
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		320.26

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053947	Conduit & fittings for VOIP/IS	Open		09/18/2020	10/09/2020	09/18/2020			4.25

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office furniture and equipment - Conduit & fittings for VOIP/IS	1.0000	EA	4.2500	4.25		

G/L Account	*Project*	*Amount*
11-4060-4499 (General Fund-Information Services-Office furniture & equipment)		4.25

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053980	Conduit for VOIP/IS	Open		09/24/2020	10/09/2020	09/24/2020			197.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Conduit for VOIP/IS	1.0000	EA	197.9600	197.96		

G/L Account	Project	Amount
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	197.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053981	Street Light Bulbs/MOTOR FUEL TAX	Open		09/25/2020	10/09/2020	09/25/2020			34.95

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sign maintenance materials - Street Light Bulbs/MOTOR FUEL TAX	1.0000	EA	34.9500	34.95		

G/L Account	Project	Amount
25-4312-2514 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Sign maintenance materials)	PW 20 20 (MFT Commodities)	34.95

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053912	Cable lube - MAINT	Open		09/16/2020	10/09/2020	09/16/2020			8.53

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Cable lube - MAINT	1.0000	EA	8.5300	8.53		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		8.53

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053924	Electrical supplies - MAINT	Open		09/17/2020	10/09/2020	09/17/2020			40.35

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Electrical supplies - MAINT	1.0000	EA	40.3500	40.35		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		40.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053942	Fittings - MAINT	Open		09/21/2020	10/09/2020	09/21/2020			4.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Fittings - MAINT	1.0000	EA	4.2500	4.25		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		4.25

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053953	Fittings - MAINT	Open		09/22/2020	10/09/2020	09/22/2020			4.66

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Fittings - MAINT	1.0000	EA	4.6600	4.66		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		4.66

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053964	Electric supplies - MAINT	Open		09/23/2020	10/09/2020	09/23/2020			95.48

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Electric supplies - MAINT	1.0000	EA	95.4800	95.48		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		95.48

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053972	Lights - MAINT	Open		09/23/2020	10/09/2020	09/23/2020			55.20

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Lights - MAINT	1.0000	EA	55.2000	55.20		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		55.20

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053927	Conduit & Fittings for Network Project/FD	Open		09/17/2020	10/09/2020	09/17/2020			49.05

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other building materials - Conduit & Fittings for Network Project/FD	1.0000	EA	49.0500	49.05		

G/L Account	Project	Amount
11-4221-2699 (General Fund-Fire Department-Other building materials)		49.05

Invoice Items 1

Vendor **1287 - EASTERN ELECTRIC SUPPLY CO** Totals Invoices 11 $814.94

Vendor **2923 - ECONOMIC DEVELOPMENT RESOURCES, LLC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/14/2020	Aug consulting fees/TIF	Open		09/14/2020	10/09/2020	09/14/2020			989.80

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other consulting services - Aug consulting fees/TIF	1.0000	EA	989.8000	989.80		

G/L Account	Project	Amount
33-4301-3106 (Tax Increment Financing Fund-TIF District-Other consulting services)		989.80

Invoice Items 1

Vendor **2923 - ECONOMIC DEVELOPMENT RESOURCES, LLC** Totals Invoices 1 $989.80

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4431 - EQUIPMENT PRO INCORPORATED**									
57617	WW Lift Station Repair	Open		09/15/2020	10/09/2020	09/15/2020			1,235.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Lift station repair / WWTP - WW Lift Station Repair	1.0000	EA	1,235.0000	1,235.00		

G/L Account	Project	Amount
61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)		1,235.00

Invoice Items 1

Vendor **4431 - EQUIPMENT PRO INCORPORATED** Totals — Invoices 1 — $1,235.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2880 - ESI CONSULTANTS, LTD**									
200323	Design eng services 9th/Lincoln/ MFT	Open		09/10/2020	10/09/2020	09/10/2020			7,144.20

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Architect & Engineering Services - Design eng services 9th/Lincoln/ MFT	1.0000	EA	7,144.2000	7,144.20		

G/L Account	Project	Amount
25-4312-3103 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Architect & engineering services)	PW 20 34 (MFT Section 20-00120-00-TL 9th - Lincoln Intersection)	7,144.20

Invoice Items 1

Vendor **2880 - ESI CONSULTANTS, LTD** Totals — Invoices 1 — $7,144.20

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **3643 - EUBANK ENTERPRISE**									
6530	WW Lift Station Repair	Open		09/08/2020	10/09/2020	09/08/2020			320.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Lift station repair / WWTP - WW Lift Station Repair	1.0000	EA	320.0000	320.00		

G/L Account	Project	Amount
61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)		320.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6548	WW Lift Station Repair	Open		09/28/2020	10/09/2020	09/28/2020			480.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Lift station repair / WWTP - WW Lift Station Repair	1.0000	EA	480.0000	480.00		

G/L Account	Project	Amount
61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)		480.00

Invoice Items 1

Vendor **3643 - EUBANK ENTERPRISE** Totals — Invoices 2 — $800.00

Vendor **3953 - EXCEL ECOCLEAN**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
210857	Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD	Open		08/31/2020	10/09/2020	08/31/2020			2,840.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD	1.0000	EA	2,840.0000	2,840.00		

G/L Account	Project	Amount
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)		1,642.50
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)		547.50
61-4610-3999 (Water and Sewer Fund-Utility Department-Other contractual services)	PW 19 110 (Public Works Janitorial Services)	650.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
210887	Extra sanitizing due to COVID/MAINT/PD/UTILITY	Open		08/31/2020	10/09/2020	08/31/2020			1,633.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Extra sanitizing due to COVID/MAINT/PD/UTILITY	1.0000	EA	1,633.2500	1,633.25		

G/L Account	Project	Amount
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)	COVID19 (Coronavirus Pandemic)	347.50
11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)	COVID19 (Coronavirus Pandemic)	834.00
61-4610-3999 (Water and Sewer Fund-Utility Department-Other contractual services)	COVID19 (Coronavirus Pandemic)	451.75

Invoice Items 1

Vendor **3953 - EXCEL ECOCLEAN** Totals — Invoices 2 — $4,473.25

Vendor **1328 - FASTENAL COMPANY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ILMAT145348	Wedge anchors to lift slabs/WTP	Open		09/17/2020	10/09/2020	09/17/2020			140.14

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Wedge anchors to lift slabs/WTP	1.0000	EA	140.1400	140.14		

G/L Account	Project	Amount
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	140.14

Invoice Items 1

Vendor **1328 - FASTENAL COMPANY** Totals — Invoices 1 — $140.14

Vendor **1340 - FIRST MID BANK & TRUST**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
10/01/2020 #38	2016 AEV TramaHawk TypeIII ambulance #2706754390 loan payment/FD	Open		10/01/2020	10/09/2020	10/01/2020			2,391.57

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Loan payment - 2016 AEV TramaHawk TypeIII ambulance #2706754390 loan payment/FD	1.0000	EA	2,391.5700	2,391.57		

G/L Account	Project	Amount
11-4221-5101 (General Fund-Fire Department-Principal payments)		2,280.89
11-4221-5201 (General Fund-Fire Department-Interest payments)		110.68

Invoice Items 1

Vendor **1340 - FIRST MID BANK & TRUST** Totals Invoices 1 $2,391.57

Vendor **1352 - FRATERNAL ORDER OF POLICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000266	FOP Dues - Police Dues	Open		10/02/2020	10/02/2020	10/02/2020			696.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction Police Dues	1.0000	EA	696.0000	696.00		

G/L Account	Project	Amount
11-2028 (General Fund-FOP dues withholding)		696.00

Invoice Items 1

Vendor **1352 - FRATERNAL ORDER OF POLICE** Totals Invoices 1 $696.00

Vendor **1364 - GANO WELDING SUPPLIES**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
247911	Excal 7018/GARAGE/MECHANIC	Open		09/16/2020	10/09/2020	09/16/2020			82.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Fuel & Oil - Excal 7018/GARAGE/MECHANIC	1.0000	EA	82.0000	82.00		

G/L Account	Project	Amount
11-4311-2201 (General Fund-City Garage-Fuel & oil)		82.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
248003	Medical Oxygen/FD	Open		09/22/2020	10/09/2020	09/22/2020			150.72

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other supplies - Medical Oxygen/FD	1.0000	EA	150.7200	150.72		

G/L Account	Project	Amount
11-4221-2119 (General Fund-Fire Department-Other supplies)		150.72

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
248004	Medical Oxygen/FD	Open		09/22/2020	10/09/2020	09/22/2020			45.40

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other supplies - Medical Oxygen/FD	1.0000	EA	45.4000	45.40		

G/L Account	Project	Amount
11-4221-2119 (General Fund-Fire Department-Other supplies)		45.40

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **1364 - GANO WELDING SUPPLIES** Totals — Invoices 3 — $278.12

Vendor **2754 - GOEDECKE COMPANY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
799270	Rapid set cement/WTP	Open		09/16/2020	10/09/2020	09/16/2020			1,045.88

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Rapid set cement/WTP	1.0000	EA	1,045.8800	1,045.88		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	1,045.88

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
798539	Nailstakes for Concrete/UTILITY	Open		09/07/2020	10/09/2020	09/07/2020			691.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Concrete - Nailstakes for Concrete/UTILITY	1.0000	EA	691.0000	691.00		

G/L Account	*Project*	*Amount*
61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)		691.00

Invoice Items 1

Vendor **2754 - GOEDECKE COMPANY** Totals — Invoices 2 — $1,736.88

Vendor **3700 - GREAT AMERICA FINANCIAL SERVICES**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
27888516	Printer contract 015-0868097-000 Xerox copier systems/IS	Open		10/01/2020	10/09/2020	10/01/2020			130.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Printer contract 015-0868097-000 Xerox copier systems/IS	1.0000	EA	130.0000	130.00		

G/L Account	*Project*	*Amount*
11-4060-3106 (General Fund-Information Services-Other consulting services)		130.00

Invoice Items 1

Vendor **3700 - GREAT AMERICA FINANCIAL SERVICES** Totals — Invoices 1 — $130.00

Vendor **2530 - GRUNLOH CONSTRUCTION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
8	CPD renovations pay app #8 - ordinance 19-0-37/TIF	Open		09/25/2020	10/09/2020	09/25/2020			18,588.45

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	TIF Public Improvements - CPD renovations pay app #8 - ordinance 19-0-37/TIF	1.0000	EA	18,588.4500	18,588.45		

G/L Account	*Project*	*Amount*
33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)	PD REMODEL (Remodel of the police station)	18,588.45

Invoice Items 1

Vendor **2530 - GRUNLOH CONSTRUCTION** Totals — Invoices 1 — $18,588.45

Vendor **1398 - HALL SIGNS INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
354762	Signs/MOTOR FUEL TAX	Open		09/09/2020	10/09/2020	09/09/2020			232.52

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sign maintenance materials - Signs/MOTOR FUEL TAX	1.0000	EA	232.5200	232.52		

G/L Account	Project	Amount
25-4312-2514 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Sign maintenance materials)	PW 20 20 (MFT Commodities)	232.52

Invoice Items 1

Vendor **1398 - HALL SIGNS INC** Totals Invoices 1 $232.52

Vendor **2654 - HARRELSON PLUMBING AND HEATING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
33229	Porta Potty at VFW - MAINT	Open		09/16/2020	10/09/2020	09/16/2020			110.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of buildings and facilities - Porta Potty at VFW - MAINT	1.0000	EA	110.0000	110.00		

G/L Account	Project	Amount
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)		110.00

Invoice Items 1

Vendor **2654 - HARRELSON PLUMBING AND HEATING** Totals Invoices 1 $110.00

Vendor **4038 - HELENA AGRI-ENTERPRISES, LLC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
247172085	Seed and Fertilizer - MAINT	Open		09/08/2020	10/09/2020	09/08/2020			2,796.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Agricultural Supplies - Seed and Fertilizer - MAINT	1.0000	EA	2,796.0000	2,796.00		

G/L Account	Project	Amount
11-4194-2108 (General Fund-Parks & Maintenance Department-Agricultural supplies)		2,796.00

Invoice Items 1

Vendor **4038 - HELENA AGRI-ENTERPRISES, LLC** Totals Invoices 1 $2,796.00

Vendor **1955 - HOME DEPOT CREDIT SERVICES**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09 21 2020	Polymer Sand for 6th St. Sidewalk/STREET	Open		09/21/2020	10/09/2020	09/21/2020			136.08

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - Polymer Sand for 6th St. Sidewalk/STREET	1.0000	EA	136.0800	136.08		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)	PW 18 23 (CDBG - RLF SW PROJECT)	136.08

Invoice Items 1

Vendor **1955 - HOME DEPOT CREDIT SERVICES** Totals Invoices 1 $136.08

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor 3798 - HOMEFIELD ENERGY

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1396620091	Monthly electric supply allocation	Open		09/24/2020	10/09/2020	09/24/2020			36,454.79

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - Monthly electric supply allocation	1.0000	EA	36,454.7900	36,454.79		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		1,926.16
11-4210-3403 (General Fund-Police Department-Electricity & gas)		1,065.47
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		1,108.81
11-4311-3403 (General Fund-City Garage-Electricity & gas)		599.94
61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)		193.70
61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)		10,889.39
61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)		13,062.32
22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)		256.63
25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	MFT LIGHTS (MFT street lighting)	7,352.37

Invoice Items 1

Vendor **3798 - HOMEFIELD ENERGY** Totals Invoices 1 $36,454.79

Vendor 1420 - IGFOA

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/14/2020	IGFOA 2020 annual conference/COMPTROLLER	Open		09/14/2020	10/09/2020	09/14/2020			165.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Education & training expense - IGFOA 2020 annual conference/COMPTROLLER	1.0000	EA	165.0000	165.00		

G/L Account	*Project*	*Amount*
11-4004-3706 (General Fund-Comptroller's Office-Education & training expense)		165.00

Invoice Items 1

Vendor **1420 - IGFOA** Totals Invoices 1 $165.00

Vendor 4491 - IL DEPT OF HEALTHCARE AND FAMILY SERVICES

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
08/19/2020	Refund for over payment on CHA10594/FD	Open		08/19/2020	10/09/2020	08/19/2020			28.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Ambulance payment - Refund for over payment on CHA10594/FD	1.0000	EA	28.0000	28.00		

G/L Account	*Project*	*Amount*
11-1112 (General Fund-Ambulance Fees Receivable)		28.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
08/26/20	Refund for over payment on CHA10470/FD	Open		08/26/2020	10/09/2020	08/26/2020			28.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance payment - Refund for over payment on CHA10470/FD	1.0000	EA	28.0000	28.00		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		28.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
08/26/2020	Refund for over payment on CHA10339/FD	Open		08/26/2020	10/09/2020	08/26/2020			33.60

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance payment - Refund for over payment on CHA10339/FD	1.0000	EA	33.6000	33.60		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		33.60

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/03/2020	Overpayment of ambulance bill CHA10929/FD	Open		09/03/2020	10/09/2020	09/03/2020			9.71

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance payment - Overpayment of ambulance bill CHA10929/FD	1.0000	EA	9.7100	9.71		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		9.71

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/17/2020	Refund for over payment on CHA2389/FD	Open		09/17/2020	10/09/2020	09/17/2020			202.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance payment - Refund for over payment on CHA2389/FD	1.0000	EA	202.2500	202.25		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		202.25

Invoice Items 1

Vendor **4491 - IL DEPT OF HEALTHCARE AND FAMILY SERVICES** Totals — Invoices 5 — $301.56

Vendor **3357 - ILLINOIS OFFICE OF THE ATTORNEY GENERAL**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020	Registration fees - sex offenders/PD	Open		10/01/2020	10/09/2020	10/01/2020			1,644.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sex offender registration fee - Registration fees - sex offenders/PD	1.0000	EA	1,644.0000	1,644.00		

G/L Account	Project	Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020	Registration fees - sex offenders/PD	Open		10/01/2020	10/09/2020	10/01/2020			1,644.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	11-4210-3709 (General Fund-Police Department-Sex Offender Registration)						1,644.00

Invoice Items 1

Vendor **3357 - ILLINOIS OFFICE OF THE ATTORNEY GENERAL** Totals Invoices 1 $1,644.00

Vendor **1444 - ILLINOIS SECRETARY OF STATE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/14/2020	Renewal of registration - 2012 Ford Fusion/PD	Open		09/14/2020	10/09/2020	09/14/2020			151.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Renewal of registration - 2012 Ford Fusion/PD	1.0000	EA	151.0000	151.00		

G/L Account	Project	Amount
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	1289 (1289 - 2012 Ford Fusion)	151.00

Invoice Items 1

Vendor **1444 - ILLINOIS SECRETARY OF STATE** Totals Invoices 1 $151.00

Vendor **1446 - ILLINOIS STATE POLICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
06/30/2020	Liquor licenses & background checks/ADMIN	Open		07/01/2020	10/09/2020	07/01/2020			819.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Liquor licenses & background checks/ADMIN	1.0000	EA	819.2500	819.25		

G/L Account	Project	Amount
11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)		819.25

Invoice Items 1

Vendor **1446 - ILLINOIS STATE POLICE** Totals Invoices 1 $819.25

Vendor **3350 - ILLINOIS STATE POLICE, SEX OFFENDERS REG. FUND**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020	Registration fees - sex offenders/PD	Open		10/01/2020	10/09/2020	10/01/2020			1,644.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sex offender registration fee - Registration fees - sex offenders/PD	1.0000	EA	1,644.0000	1,644.00		

G/L Account	Project	Amount
11-4210-3709 (General Fund-Police Department-Sex Offender Registration)		1,644.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **3350 - ILLINOIS STATE POLICE, SEX OFFENDERS REG. FUND** Totals — Invoices 1 — $1,644.00

Vendor **4092 - IMAGETREND, INC.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
124133	Recurring Monthly Billing Bridge Clearinghouse Saas/FD	Open		08/31/2020	10/09/2020	08/31/2020			1,046.50

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other business services - Recurring Monthly Billing Bridge Clearinghouse Saas/FD	1.0000	EA	1,046.5000	1,046.50		

G/L Account	*Project*	*Amount*
11-4221-3199 (General Fund-Fire Department-Business services)		1,046.50

Invoice Items 1

Vendor **4092 - IMAGETREND, INC.** Totals — Invoices 1 — $1,046.50

Vendor **1460 - IMCO UTILITY SUPPLY CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1107670-00	6" hydrants & gate valve/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			4,067.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - 6" hydrants & gate valve/UTILITY	1.0000	EA	4,067.0000	4,067.00		

G/L Account	*Project*	*Amount*
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	4,067.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1107990-00	6" C900 pipe/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			4,929.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - 6" C900 pipe/UTILITY	1.0000	EA	4,929.6000	4,929.60		

G/L Account	*Project*	*Amount*
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	4,929.60

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1107990-01	6" C 900 DR14 pipe/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			3,033.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - 6" C 900 DR14 pipe/UTILITY	1.0000	EA	3,033.6000	3,033.60		

G/L Account	*Project*	*Amount*
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	3,033.60

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1108254-00	6" restraints/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			959.11

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 6" restraints/UTILITY	1.0000	EA	959.1100	959.11		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	959.11

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1108254-01	6" fittings/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			942.66

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 6" fittings/UTILITY	1.0000	EA	942.6600	942.66		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	942.66

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1107990-02	6" C 900 DR14 pipe/UTILITY	Open		09/24/2020	10/09/2020	09/24/2020			1,516.80

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 6" C 900 DR14 pipe/UTILITY	1.0000	EA	1,516.8000	1,516.80		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	1,516.80

Invoice Items 1

Vendor **1460 - IMCO UTILITY SUPPLY CO** Totals — Invoices 6 — $15,448.77

Vendor **1475 - INTL UNION OF OPERATING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000269	OE Dues - 1st - IUOE Dues - 1st Check	Open		10/02/2020	10/02/2020	10/02/2020			640.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction IUOE Dues - 1st Check	1.0000	EA	640.0000	640.00		

G/L Account	Project	Amount
11-2029 (General Fund-OE dues withholding)		260.00
61-2029 (Water and Sewer Fund-OE dues withholding)		380.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/21/2020	William Hiddleston Nov 2019 Dues/EBHR	Open		09/21/2020	10/09/2020	09/21/2020			20.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Dues - William Hiddleston Nov 2019 Dues/EBHR	1.0000	EA	20.0000	20.00		

G/L Account	Project	Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/21/2020	William Hiddleston Nov 2019 Dues/EBHR	Open		09/21/2020	10/09/2020	09/21/2020			20.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	61-2029 (Water and Sewer Fund-OE dues withholding)						20.00

Invoice Items 1

Vendor **1475 - INTL UNION OF OPERATING** Totals Invoices 2 $660.00

Vendor **3355 - JOHN DEERE FINANCIAL**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000270	SHOE -RK - Shoe Reimbursement	Open		10/02/2020	10/02/2020	10/02/2020			29.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction Shoe Reimbursement	1.0000	EA	29.9900	29.99		

G/L Account	Project	Amount
61-2038 (Water and Sewer Fund-Other payroll withholdings)		29.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G51551/11	Ratchet straps/UTILITY	Open		09/14/2020	10/09/2020	09/14/2020			22.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Hand Tools / UTILITY - Ratchet straps/UTILITY	1.0000	EA	22.9800	22.98		

G/L Account	Project	Amount
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		22.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G57943/11	3 trash grabbers/B&D	Open		09/23/2020	10/09/2020	09/23/2020			20.97

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies / B&D - 3 trash grabbers/B&D	1.0000	EA	20.9700	20.97		

G/L Account	Project	Amount
11-4640-2001 (General Fund-Building & Development Services-Office supplies)		20.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G58817/11	Conduit & Fasteners/IS	Open		09/24/2020	10/09/2020	09/24/2020			69.04

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office furniture and equipment - Conduit & Fasteners/IS	1.0000	EA	69.0400	69.04		

G/L Account	Project	Amount
61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)	PW 20 77 (VOIP)	69.04

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G29196/11	Batteries-Kit Hammer Drill/UTILITY	Open		08/13/2020	10/09/2020	08/13/2020			23.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Hand Tools / UTILITY - Batteries-Kit Hammer Drill/UTILITY	1.0000	EA	23.9800	23.98		

G/L Account	Project	Amount
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		23.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G34056/11	Repel-WipeOut-Gloves/UTILITY	Open		08/20/2020	10/09/2020	08/20/2020			78.89

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Repel-WipeOut-Gloves/UTILITY	1.0000	EA	78.8900	78.89		

G/L Account	Project	Amount
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		78.89

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G38124/11	Scraper Barn/UTILITY	Open		08/26/2020	10/09/2020	08/26/2020			34.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Hand Tools / UTILITY - Scraper Barn/UTILITY	1.0000	EA	34.9900	34.99		

G/L Account	Project	Amount
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		34.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
L35083/11	6 Mil Poly-Cover/UTILITY	Open		08/27/2020	10/09/2020	08/27/2020			89.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 6 Mil Poly-Cover/UTILITY	1.0000	EA	89.9900	89.99		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	89.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G41679/11	Hose PVC/UTILITY	Open		08/31/2020	10/09/2020	08/31/2020			99.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - Hose PVC/UTILITY	1.0000	EA	99.9900	99.99		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	99.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G41873/11	Cutting Disc-Wheel Cutting/UTILITY	Open		08/31/2020	10/09/2020	08/31/2020			11.96

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / UTILITY - Cutting Disc-Wheel Cutting/UTILITY	1.0000	EA	11.9600	11.96		

G/L Account	*Project*	*Amount*
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		11.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G42990/11	5 Gal Buckets (6)/UTILITY	Open		09/02/2020	10/09/2020	09/02/2020			17.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / UTILITY - 5 Gal Buckets (6)/UTILITY	1.0000	EA	17.9400	17.94		

G/L Account	*Project*	*Amount*
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		17.94

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G49974/11	Drinking Water/UTILITY	Open		09/12/2020	10/09/2020	09/12/2020			2.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Office supplies / UITLITY - Drinking Water/UTILITY	1.0000	EA	2.9700	2.97		

G/L Account	*Project*	*Amount*
61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)		2.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G51893/11	XL Synthetic Leather Cuff/UTILITY	Open		09/15/2020	10/09/2020	09/15/2020			12.99

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Safety gear & clothing - XL Synthetic Leather Cuff/UTILITY	1.0000	EA	12.9900	12.99		

G/L Account	*Project*	*Amount*
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		12.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G52951/11	Sportsmans Cush/UTILITY	Open		09/16/2020	10/09/2020	09/16/2020			9.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Hand Tools / UTILITY - Sportsmans Cush/UTILITY	1.0000	EA	9.9800	9.98		

G/L Account	*Project*	*Amount*
61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)		9.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G53983/11	Gojo/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			29.97

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Janitorial & cleaning supplies - Gojo/UTILITY	1.0000	EA	29.9700	29.97		

G/L Account	*Project*	*Amount*
61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)		29.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
H39176/1	Matt Newby Boots/UTILITY	Open		09/19/2020	10/09/2020	09/19/2020			100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / UTILITY - Matt Newby Boots/UTILITY	1.0000	EA	100.0000	100.00		

G/L Account	*Project*	*Amount*
61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)		100.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G61765/11	Hadden Finney Boots/STREET	Open		09/28/2020	10/09/2020	09/28/2020			100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / STREET - Hadden Finney Boots/STREET	1.0000	EA	100.0000	100.00		

G/L Account	*Project*	*Amount*
11-4310-2704 (General Fund-Street Department-Safety gear & clothing)		100.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
H48345/1	Travis Howell Boots/UTILITY	Open		09/29/2020	10/09/2020	09/29/2020			100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Uniforms / UTILITY - Travis Howell Boots/UTILITY	1.0000	EA	100.0000	100.00		

G/L Account	*Project*	*Amount*
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		100.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G48614/11	Straps and pliers - MAINT	Open		09/10/2020	10/09/2020	09/10/2020			63.98

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Park maintenance materials - Straps and pliers - MAINT	1.0000	EA	63.9800	63.98		

G/L Account	*Project*	*Amount*
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		63.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G49193/11	Stringer - MAINT	Open		09/11/2020	10/09/2020	09/11/2020			20.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Stringer - MAINT	1.0000	EA	20.9900	20.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		20.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G51606/11	Roundup - MAINT	Open		09/14/2020	10/09/2020	09/14/2020			34.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Roundup - MAINT	1.0000	EA	34.9900	34.99		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		34.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G59000/11	Grabbers and mop - MAINT	Open		09/25/2020	10/09/2020	09/25/2020			21.47

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Grabbers and mop - MAINT	1.0000	EA	21.4700	21.47		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		21.47

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G49308/11	Replacement Flag for Fire Station 1/FD	Open		09/11/2020	10/09/2020	09/11/2020			19.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Replacement Flag for Fire Station 1/FD	1.0000	EA	19.9900	19.99		

G/L Account	Project	Amount
11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)	0000 (0000 - Misc. Equip.)	19.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
G53585/11	Wire Splices for E306/FD	Open		09/17/2020	10/09/2020	09/17/2020			7.47

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Wire Splices for E306/FD	1.0000	EA	7.4700	7.47		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	4177 (4177 -2014 Pierce Pumper 306)	7.47

Invoice Items 1

Vendor **3355 - JOHN DEERE FINANCIAL** Totals — Invoices 24 — $1,025.52

Vendor **1916 - JWC ENVIRONMENTAL**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
103585	WW Lift Station Repairs - Channel Monster	Open		09/16/2020	10/09/2020	09/16/2020			36,608.12

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - WW Lift Station Repairs - Channel Monster	1.0000	EA	36,608.1200	36,608.12		

G/L Account	*Project*	*Amount*
61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)	0000 (0000 - Misc. Equip.)	36,608.12

Invoice Items 1

Vendor **1916 - JWC ENVIRONMENTAL** Totals — Invoices 1 — $36,608.12

Vendor **1510 - KEY EQUIPMENT & SUPPLY CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
159524	Hub Cap/STREET	Open		08/31/2020	10/09/2020	08/31/2020			42.15

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Hub Cap/STREET	1.0000	EA	42.1500	42.15		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	9804 (9804 - 1998 Diepholz Flatbed Trailer # 48B)	42.15

Invoice Items 1

Vendor **1510 - KEY EQUIPMENT & SUPPLY CO** Totals — Invoices 1 — $42.15

Vendor **1512 - KIRCHNER BUILDING CENTER**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
I330297416	Lumber & fasteners for surveillance on the square/STREET	Open		08/28/2020	10/09/2020	08/28/2020			190.11

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other maintenance supplies - Lumber & fasteners for surveillance on the square/STREET	1.0000	EA	190.1100	190.11		

G/L Account	*Project*	*Amount*
11-4310-2310 (General Fund-Street Department-Other maintenance supplies)		190.11

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
I330298893	Forms for Concrete/STREET	Open		09/23/2020	10/09/2020	09/23/2020			35.92

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Concrete - Forms for Concrete/STREET	1.0000	EA	35.9200	35.92		

G/L Account	*Project*	*Amount*
11-4310-2501 (General Fund-Street Department-Concrete)	0000 (0000 - Misc. Equip.)	35.92

Invoice Items 1

Vendor **1512 - KIRCHNER BUILDING CENTER** Totals — Invoices 2 — $226.03

Vendor **2468 - KRONOS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1168510	Credit Memo February 2020 / EBHR	Open		08/28/2020	10/09/2020	08/28/2020			(202.50)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - Credit Memo February 2020 / EBHR	1.0000	EA	(202.5000)	(202.50)		

G/L Account	Project	Amount
11-4700-3101 (General Fund-Human Resources-Data processing services)		(202.50)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1168511	Credit Memo March 2020 / EBHR	Open		08/28/2020	10/09/2020	08/28/2020			(203.00)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - Credit Memo March 2020 / EBHR	1.0000	EA	(203.0000)	(203.00)		

G/L Account	Project	Amount
11-4700-3101 (General Fund-Human Resources-Data processing services)		(203.00)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1168512	Credit Memo April 2020 / EBHR	Open		08/28/2020	10/09/2020	08/28/2020			(140.00)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - Credit Memo April 2020 / EBHR	1.0000	EA	(140.0000)	(140.00)		

G/L Account	Project	Amount
11-4700-3101 (General Fund-Human Resources-Data processing services)		(140.00)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
11653935	August 2020 WFR / EBHR	Open		09/09/2020	10/09/2020	09/09/2020			612.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Data Processing Service - August 2020 WFR / EBHR	1.0000	EA	612.5000	612.50		

G/L Account	Project	Amount
11-4700-3101 (General Fund-Human Resources-Data processing services)		612.50

Invoice Items 1

Vendor **2468 - KRONOS** Totals Invoices 4 $67.00

Vendor **4046 - LAUTERBACH & AMEN, LLP**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
47198	Professional services for Actuarial Report/COMPTROLLER	Open		07/16/2020	10/09/2020	07/16/2020			850.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Professional services for Actuarial Report/COMPTROLLER	1.0000	EA	850.0000	850.00		

G/L Account	*Project*	*Amount*
11-4004-3106 (General Fund-Comptroller's Office-Other consulting services)		850.00

Invoice Items 1

Vendor **4046 - LAUTERBACH & AMEN, LLP** Totals — Invoices 1 — $850.00

Vendor **3639 - LEE ENTERPRISES - CENTRAL ILLINOIS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
8/31/20-09/27/20	Water pollution control notice sealed bid notice/CLERK	Open		09/27/2020	10/09/2020	09/27/2020			117.60

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Legal notice publishing - Water pollution control notice sealed bid notice/CLERK	1.0000	EA	117.6000	117.60		

G/L Account	*Project*	*Amount*
11-4002-3206 (General Fund-City Clerk-Legal notice publishing)		117.60

Invoice Items 1

Vendor **3639 - LEE ENTERPRISES - CENTRAL ILLINOIS** Totals — Invoices 1 — $117.60

Vendor **3609 - LEGALSHIELD**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9/15/2020	September 2020 Premium / EBHR	Open		09/15/2020	10/09/2020	09/15/2020			843.65

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Legalshield - voluntary legal insurance/ EBHR - September 2020 Premium / EBHR	1.0000	EA	843.6500	843.65		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		843.65

Invoice Items 1

Vendor **3609 - LEGALSHIELD** Totals — Invoices 1 — $843.65

Vendor **2678 - LUKE CHRISTOPHER SALES & SERVICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1513	Replace Drive-Up Speaker/WATER DEPARTMENT	Open		08/14/2020	10/09/2020	08/14/2020			190.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of office equipment - Replace Drive-Up Speaker/WATER DEPARTMENT	1.0000	EA	190.0000	190.00		

G/L Account	*Project*	*Amount*
61-4630-3507 (Water and Sewer Fund-Water Department-Repair of office equipment)		190.00

Invoice Items 1

Vendor **2678 - LUKE CHRISTOPHER SALES & SERVICE** Totals — Invoices 1 — $190.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1550 - MACK MOORE SHOE STORE**									
04/26/2019	Boots - Doug Homann/WTP	Open		07/01/2020	10/09/2020	07/01/2020			172.12

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Boots - Doug Homann/WTP	1.0000	EA	172.1200	172.12		

G/L Account	Project	Amount
61-4611-2704 (Water and Sewer Fund-Water Treatment Plant-Safety gear & clothing)		172.12

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/10/2019	Boots - C Buescher/UTILITY	Open		07/01/2020	10/09/2020	07/01/2020			75.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Boots - C Buescher/UTILITY	1.0000	EA	75.0000	75.00		

G/L Account	Project	Amount
61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)		75.00

Invoice Items 1

Vendor **1550 - MACK MOORE SHOE STORE** Totals Invoices 2 $247.12

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4471 - MACQUEEN EMERGENCY**									
W00435	Saber Pumper/FD	Open		09/04/2020	10/09/2020	09/04/2020			725.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of vehicles - Saber Pumper/FD	1.0000	EA	725.7500	725.75		

G/L Account	Project	Amount
11-4221-3503 (General Fund-Fire Department-Repair of vehicles)	4177 (4177 -2014 Pierce Pumper 306)	725.75

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
P04817	Valves & Tags/FD	Open		09/22/2020	10/09/2020	09/22/2020			53.26

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Valves & Tags/FD	1.0000	EA	53.2600	53.26		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	4177 (4177 -2014 Pierce Pumper 306)	53.26

Invoice Items 1

Vendor **4471 - MACQUEEN EMERGENCY** Totals Invoices 2 $779.01

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4352 - MEDIACOM**									
09202020	Cable/PD	Open		09/20/2020	10/09/2020	09/20/2020			22.10

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other business services - Cable/PD	1.0000	EA	22.1000	22.10		

G/L Account	Project	Amount
11-4210-3199 (General Fund-Police Department-Business services)		22.10

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor **4352 - MEDIACOM** Totals			Invoices	1		$22.10
Vendor **2168 - MEYER CAPEL LAW OFFICE**									
325434	Professional services for admin hearings/ATTORNEY	Open		09/24/2020	10/09/2020	09/24/2020			1,421.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other business services - Professional services for admin hearings/ATTORNEY	1.0000	EA	1,421.5000	1,421.50		

G/L Account	Project	Amount
11-4052-3199 (General Fund-City Attorney's Office-Business services)		1,421.50

Invoice Items 1

Vendor **2168 - MEYER CAPEL LAW OFFICE** Totals — Invoices 1 — $1,421.50

Vendor **1576 - MID-ILLINOIS CONCRETE, INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
225318	RLF sidewalk concrete/STREET	Open		09/10/2020	10/09/2020	09/10/2020			4,909.63

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete/STREET	1.0000	EA	4,909.6300	4,909.63		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)	PW 17 115 (RLF sidewalk in 2018)	4,909.63

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
225601	RLF sidewalk concrete/STREET	Open		09/16/2020	10/09/2020	09/16/2020			2,332.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete/STREET	1.0000	EA	2,332.2500	2,332.25		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)	PW 17 115 (RLF sidewalk in 2018)	2,332.25

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
225623	PP-2 patch concrete mix for spillway/WTP	Open		09/16/2020	10/09/2020	09/16/2020			2,990.51

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - PP-2 patch concrete mix for spillway/WTP	1.0000	EA	2,990.5100	2,990.51		

G/L Account	Project	Amount
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	2,990.51

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
225913	RLF sidewalk concrete/STREET	Open		09/23/2020	10/09/2020	09/23/2020			3,851.75

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - RLF sidewalk concrete/STREET	1.0000	EA	3,851.7500	3,851.75		

G/L Account	Project	Amount
11-4310-2501 (General Fund-Street Department-Concrete)	PW 17 115 (RLF sidewalk in 2018)	3,851.75

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
225970	Concrete Supplies/UTILITY	Open		09/24/2020	10/09/2020	09/24/2020			170.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Concrete - Concrete Supplies/UTILITY	1.0000	EA	170.0000	170.00		

G/L Account	Project	Amount
61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)		170.00

Invoice Items 1

Vendor **1576 - MID-ILLINOIS CONCRETE, INC** Totals — Invoices 5 — $14,254.14

Vendor **1584 - MIDWEST METER INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124884-IN	3/4" corp stops service materials/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			9,965.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Capital Improvement projects - 3/4" corp stops service materials/UTILITY	1.0000	EA	9,965.0000	9,965.00		

G/L Account	Project	Amount
61-4610-4106 (Water and Sewer Fund-Utility Department-Capital improvement projects)	PW 20 81 (Mitchell McLeod Water Main)	9,965.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124668-IN	Tracer Wire & Splices/UTILITY	Open		09/10/2020	10/09/2020	09/10/2020			482.36

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Watermain materials/ UTILITY - Tracer Wire & Splices/UTILITY	1.0000	EA	482.3600	482.36		

G/L Account	Project	Amount
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		482.36

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124881-IN	Valve Boxes-Tall & Short Sections/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			2,022.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Watermain materials/ UTILITY - Valve Boxes-Tall & Short Sections/UTILITY	1.0000	EA	2,022.0000	2,022.00		

G/L Account	Project	Amount
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		2,022.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124882-IN	Valve Box Risers/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			100.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Watermain materials/ UTILITY - Valve Box Risers/UTILITY	1.0000	EA	100.5000	100.50		

G/L Account — Project — Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124882-IN	Valve Box Risers/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			100.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number

G/L Account	Project	Amount
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		100.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0124883-IN	Meter Wrench/UTILITY	Open		09/18/2020	10/09/2020	09/18/2020			80.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Watermain materials/ UTILITY - Meter Wrench/UTILITY	1.0000	EA	80.0000	80.00		

G/L Account	Project	Amount
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		80.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0125077-IN	20" Meter Pits/UTILITY	Open		09/23/2020	10/09/2020	09/23/2020			600.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Watermain materials/ UTILITY - 20" Meter Pits/UTILITY	1.0000	EA	600.0000	600.00		

G/L Account	Project	Amount
61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)		600.00

Invoice Items 1

Vendor **1584 - MIDWEST METER INC** Totals Invoices 6 $13,249.86

Vendor **1592 - MLB OUTDOOR PRODUCTS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
47299	Spark Plugs for Trash Pumps/UTILITY	Open		09/02/2020	10/09/2020	09/02/2020			6.70

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Spark Plugs for Trash Pumps/UTILITY	1.0000	EA	6.7000	6.70		

G/L Account	Project	Amount
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	6.70

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
47338	Ignition Coil for Trash Pumps/UTILITY	Open		09/10/2020	10/09/2020	09/10/2020			77.58

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Ignition Coil for Trash Pumps/UTILITY	1.0000	EA	77.5800	77.58		

G/L Account	*Project*	*Amount*
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	77.58

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
47355	Spark Plug for Generator on #112/STREET	Open		09/14/2020	10/09/2020	09/14/2020			8.10

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vehicle parts and supplies - Spark Plug for Generator on #112/STREET	1.0000	EA	8.1000	8.10		

G/L Account	*Project*	*Amount*
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	4458 (4458 - 2015 F350 Ford P/U)	8.10

Invoice Items 1

Vendor **1592 - MLB OUTDOOR PRODUCTS** Totals Invoices 3 $92.38

Vendor **4211 - MOBILE MINI**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1001325969	Pump rental for spillway/WTP	Open		08/26/2020	10/09/2020	08/26/2020			24,676.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Pump rental for spillway/WTP	1.0000	EA	24,676.1900	24,676.19		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	24,676.19

Invoice Items 1

Vendor **4211 - MOBILE MINI** Totals Invoices 1 $24,676.19

Vendor **3721 - MORRIS TRUCKING, LLC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
892628	CA 6/ENGINEERING	Open		09/29/2020	10/09/2020	09/29/2020			3,009.17

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - CA 6/ENGINEERING	1.0000	EA	3,009.1700	3,009.17		

G/L Account	*Project*	*Amount*
11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)	PW 19 121 (LIT Dam A Improvements)	3,009.17

Invoice Items 1

Vendor **3721 - MORRIS TRUCKING, LLC** Totals Invoices 1 $3,009.17

Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY**

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101837	Purple Power/GARAGE/MECHANIC	Open		08/27/2020	10/09/2020	08/27/2020			6.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Purple Power/GARAGE/MECHANIC	1.0000	EA	6.6900	6.69		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	6.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101857	Cutter/GARAGE/MECHANIC	Open		08/28/2020	10/09/2020	08/28/2020			7.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Cutter/GARAGE/MECHANIC	1.0000	EA	7.6900	7.69		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	7.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101866	Brake Fluid/GARAGE/MECHANIC	Open		08/28/2020	10/09/2020	08/28/2020			13.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Brake Fluid/GARAGE/MECHANIC	1.0000	EA	13.9800	13.98		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	13.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101903	Exhaust Fluid/STREET	Open		08/31/2020	10/09/2020	08/31/2020			17.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Fuel & Oil - Exhaust Fluid/STREET	1.0000	EA	17.9800	17.98		

G/L Account	Project	Amount
11-4310-2201 (General Fund-Street Department-Fuel & oil)		17.98

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101922	epoxy/UTILITY	Open		09/01/2020	10/09/2020	09/01/2020			19.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - epoxy/UTILITY	1.0000	EA	19.9900	19.99		

G/L Account	Project	Amount
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)	19.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101945	Hub Caps/STREET	Open		09/02/2020	10/09/2020	09/02/2020			4.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Hub Caps/STREET	1.0000	EA	4.9900	4.99		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	NP 2663 S (NP-2663-S 2013 Elgin Pelican Seeper)	4.99

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101947	Tire Repair Inserts/GARAGE/MECHANIC	Open		09/02/2020	10/09/2020	09/02/2020			11.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Tire Repair Inserts/GARAGE/MECHANIC	1.0000	EA	11.0000	11.00		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	11.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101948	Exhaust Fluid/UTILITY	Open		09/02/2020	10/09/2020	09/02/2020			21.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Fuel & Oil - Exhaust Fluid/UTILITY	1.0000	EA	21.3400	21.34		

G/L Account	Project	Amount
61-4610-2201 (Water and Sewer Fund-Utility Department-Fuel & oil)		21.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101954	Exterior Handle/UTILITY	Open		09/03/2020	10/09/2020	09/03/2020			21.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Exterior Handle/UTILITY	1.0000	EA	21.9900	21.99		

G/L Account	Project	Amount
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	9967 (9967 - 2008 Ford Ranger - M173754 #37)	21.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102027	Filters/STREET	Open		09/08/2020	10/09/2020	09/08/2020			148.33

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Filters/STREET	1.0000	EA	148.3300	148.33		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	0848 (Caterpillar 924H Wheel loader)	148.33

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102087	Dexcool/GARAGE/MECHANIC	Open		09/10/2020	10/09/2020	09/10/2020			79.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Dexcool/GARAGE/MECHANIC	1.0000	EA	79.9600	79.96		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	79.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102123	Hyd Hose-Fittings/STREET	Open		09/14/2020	10/09/2020	09/14/2020			116.37

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Hyd Hose-Fittings/STREET	1.0000	EA	116.3700	116.37		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3469 (2017 International truck)	116.37

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102124	Light/GARAGE/MECHANIC	Open		09/14/2020	10/09/2020	09/14/2020			10.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Light/GARAGE/MECHANIC	1.0000	EA	10.5000	10.50		

G/L Account	Project	Amount
11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)	0260 (0260 - 2006 Ford F-250 #31)	10.50

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102138	Filters/STREET	Open		09/15/2020	10/09/2020	09/15/2020			80.49

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Filters/STREET	1.0000	EA	80.4900	80.49		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3469 (2017 International truck)	80.49

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102141	Cabin Filter/STREET	Open		09/15/2020	10/09/2020	09/15/2020			12.30

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Cabin Filter/STREET	1.0000	EA	12.3000	12.30		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	3469 (2017 International truck)	12.30

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101891	Remote for hydraulic pump - MAINT	Open		08/31/2020	10/09/2020	08/31/2020			49.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts & supplies / MAINT - Remote for hydraulic pump - MAINT	1.0000	EA	49.9900	49.99		

G/L Account	Project	Amount
11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)	6384 (6384 - 1986 GMC 3500 Flatbed #23)	49.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101949	2.5 Def/FD	Open		09/02/2020	10/09/2020	09/02/2020			21.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - 2.5 Def/FD	1.0000	EA	21.3400	21.34		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	21.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102199	2.5 Def/FD	Open		09/17/2020	10/09/2020	09/17/2020			21.34

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - 2.5 Def/FD	1.0000	EA	21.3400	21.34		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	21.34

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
101969	Brake pads and rotor/PD	Open		09/03/2020	10/09/2020	09/03/2020			282.57

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Brake pads and rotor/PD	1.0000	EA	282.5700	282.57		

G/L Account	Project	Amount
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	4432 (2018 Ford Explorer/ PD)	282.57

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102165	Brake pads and rotor/PD	Open		09/16/2020	10/09/2020	09/16/2020			475.17

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of vehicles - Brake pads and rotor/PD	1.0000	EA	475.1700	475.17		

G/L Account	Project	Amount
11-4210-3503 (General Fund-Police Department-Repair of vehicles)	3529 (2015 Ford F150 Task Force)	475.17

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
102257	Window regulator assembly/PD	Open		09/21/2020	10/09/2020	09/21/2020			195.62

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Window regulator assembly/PD	1.0000	EA	195.6200	195.62		

G/L Account	Project	Amount
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	6947 (6947 - 2007 Impala)	195.62

Invoice Items 1

Vendor **3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY** Totals — Invoices 21 — $1,619.63

Vendor **2551 - NCPERS - 0216 - IL IMRF**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0216102020	October 2020 Premium / EBHR	Open		09/14/2020	10/09/2020	09/14/2020			176.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Life insurance employee deductions / EB - October 2020 Premium / EBHR	1.0000	EA	176.0000	176.00		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		176.00

Invoice Items 1

Vendor **2551 - NCPERS - 0216 - IL IMRF** Totals Invoices 1 $176.00

Vendor **1625 - NEAL TIRE & AUTO SERVICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104137833	2 New Tires/UTILITY	Open		07/02/2020	10/09/2020	07/02/2020			628.32

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - 2 New Tires/UTILITY	1.0000	EA	628.3200	628.32		

G/L Account	*Project*	*Amount*
61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)	4700 (4700 - 2012 Int'l Dump Truck - Automatic)	628.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104140835	Flat Repair/UTILITY	Open		09/02/2020	10/09/2020	09/02/2020			22.69

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - Flat Repair/UTILITY	1.0000	EA	22.6900	22.69		

G/L Account	*Project*	*Amount*
61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)	9701 (9701 - 1999 Dodge Flatbed Pickup #71)	22.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104141447	New Tire/STREET	Open		09/16/2020	10/09/2020	09/16/2020			427.46

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - New Tire/STREET	1.0000	EA	427.4600	427.46		

G/L Account	*Project*	*Amount*
11-4310-3503 (General Fund-Street Department-Repair of vehicles)	3469 (2017 International truck)	427.46

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104141904	Flat Repair/UTILITY	Open		09/24/2020	10/09/2020	09/24/2020			105.41

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - Flat Repair/UTILITY	1.0000	EA	105.4100	105.41		

G/L Account	*Project*	*Amount*
61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)	2084 (20840- Banner flatbed trailer / UTILITY)	105.41

Invoice Items 1

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20
Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104141704	Flat Tire Repair/FD	Open		09/21/2020	10/09/2020	09/21/2020			22.69

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - Flat Tire Repair/FD	1.0000	EA	22.6900	22.69		

G/L Account	*Project*	*Amount*
11-4221-3503 (General Fund-Fire Department-Repair of vehicles)	3483 (3483 2016 AEV TramaHawk TypeIII Ambulance)	22.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
104141749	New Tires for 8137/FD	Open		09/22/2020	10/09/2020	09/22/2020			642.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Repair of vehicles - New Tires for 8137/FD	1.0000	EA	642.0000	642.00		

G/L Account	*Project*	*Amount*
11-4221-3503 (General Fund-Fire Department-Repair of vehicles)	8137 (2016 Ford F150 4x4 crew cab SOL engine)	642.00

Invoice Items 1

Vendor **1625 - NEAL TIRE & AUTO SERVICE** Totals — Invoices 6 — $1,848.57

Vendor **3945 - MATT NEWBY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/09/2020	Reimbursement for travel/UTILITY	Open		09/09/2020	10/09/2020	09/09/2020			43.94

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Travel expense / lodging, fuel, meals - Reimbursement for travel/UTILITY	1.0000	EA	43.9400	43.94		

G/L Account	*Project*	*Amount*
61-4610-3707 (Water and Sewer Fund-Utility Department-Travel expenses)		43.94

Invoice Items 1

Vendor **3945 - MATT NEWBY** Totals — Invoices 1 — $43.94

Vendor **4495 - NLB CORP**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
706162	Hydro demo unit for concrete removal 40,000 psi/WTP	Open		09/18/2020	10/09/2020	09/18/2020			5,714.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - Hydro demo unit for concrete removal 40,000 psi/WTP	1.0000	EA	5,714.1900	5,714.19		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	5,714.19

Invoice Items 1

Vendor **4495 - NLB CORP** Totals — Invoices 1 — $5,714.19

Vendor **3265 - O'REILLY AUTO PARTS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439508	Oil for Generator on #112/STREET	Open		09/14/2020	10/09/2020	09/14/2020			29.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Oil for Generator on #112/STREET	1.0000	EA	29.9600	29.96		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	4458 (4458 - 2015 F350 Ford P/U)	29.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439603	Ignition Coil/STREET	Open		09/15/2020	10/09/2020	09/15/2020			48.99

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Ignition Coil/STREET	1.0000	EA	48.9900	48.99		

G/L Account	Project	Amount
11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)	8908 (8908 - 2006 Dodge Caravan)	48.99

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439010	Distributor Cap, Rotor, Spark Plug/FD	Open		09/10/2020	10/09/2020	09/10/2020			48.14

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Distributor Cap, Rotor, Spark Plug/FD	1.0000	EA	48.1400	48.14		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	48.14

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439054	4 Gal Antifreeze/FD	Open		09/10/2020	10/09/2020	09/10/2020			59.96

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - 4 Gal Antifreeze/FD	1.0000	EA	59.9600	59.96		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	59.96

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439793	Distributor Cap, Rotor, Spark Plug/FD	Open		09/17/2020	10/09/2020	09/17/2020			(45.15)

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Distributor Cap, Rotor, Spark Plug/FD	1.0000	EA	(45.1500)	(45.15)		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	0000 (0000 - Misc. Equip.)	(45.15)

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2323-439665	Wiper blade/PD	Open		09/16/2020	10/09/2020	09/16/2020			27.98

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Wiper blade/PD	1.0000	EA	27.9800	27.98		

G/L Account	Project	Amount
11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)	7033 (2014 Ford Fusion SE / POLICE)	27.98

Invoice Items 1

Vendor **3265 - O'REILLY AUTO PARTS** Totals — Invoices 6 — $169.88

Vendor **1660 - PAAP PRINTING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
37228	Written warnings/PD	Open		09/14/2020	10/09/2020	09/14/2020			120.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Printed forms - Written warnings/PD	1.0000	EA	120.0000	120.00		

G/L Account	Project	Amount
11-4210-2004 (General Fund-Police Department-Printed forms)		120.00

Invoice Items 1

Vendor **1660 - PAAP PRINTING** Totals — Invoices 1 — $120.00

Vendor **4473 - PALMER TRUCKS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
EFP29279	Tank Air, Brackett/FD	Open		08/28/2020	10/09/2020	08/28/2020			421.50

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Tank Air, Brackett/FD	1.0000	EA	421.5000	421.50		

G/L Account	Project	Amount
11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)	4014 (4014 - 2001 Kenworth Rescue Pumper - 308)	421.50

Invoice Items 1

Vendor **4473 - PALMER TRUCKS** Totals — Invoices 1 — $421.50

Vendor **4329 - PENN CARE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
48076	Masks, Gloves, Gowns, Shoe Covers/FD	Open		09/04/2020	10/09/2020	09/04/2020			17,500.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Operating Equipment - Masks, Gloves, Gowns, Shoe Covers/FD	1.0000	EA	17,500.0000	17,500.00		

G/L Account	Project	Amount
11-4221-4399 (General Fund-Fire Department-Operating equipment)	0000 (0000 - Misc. Equip.)	17,500.00

Invoice Items 1

Vendor **4329 - PENN CARE** Totals — Invoices 1 — $17,500.00

Vendor **3186 - PEOPLES BANK & TRUST**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			Project:			Amount: 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			Project:			Amount: 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			Project:			Amount: 53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)			*Project*			*Amount:* 53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 61-2021 (Water and Sewer Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Project:*	*Amount:* 53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						19.23
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						19.23
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						19.23
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						19.23
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account			*Project*			*Amount*
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		38.46

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		26.63
25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)		26.62

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
61-2021 (Water and Sewer Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		38.46

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		

G/L Account	Project	Amount
11-2021 (General Fund-Medical & life ins withholding)		53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 38.46	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 38.46	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 38.46	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 38.46	
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account: 11-2021 (General Fund-Medical & life ins withholding)					*Amount:* 53.25	

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 61-2021 (Water and Sewer Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 38.46
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account 11-2021 (General Fund-Medical & life ins withholding)	*Project*					*Amount* 53.25

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account / *Project* / *Amount*: 11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account / *Project* / *Amount*: 11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25		
	G/L Account / *Project* / *Amount*: 11-2021 (General Fund-Medical & life ins withholding)						53.25
	Payroll Withholding - 10/02/2020 Benefit HSA Match	1.0000	EA	38.4600	38.46		
	G/L Account / *Project* / *Amount*: 11-2021 (General Fund-Medical & life ins withholding)						38.46
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	230.7700	230.77		
	G/L Account / *Project* / *Amount*: 11-2038 (General Fund-Other payroll withholdings)						115.39
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						115.38
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account / *Project* / *Amount*: 11-2038 (General Fund-Other payroll withholdings)						19.24
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						19.23
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account / *Project* / *Amount*: 11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account / *Project* / *Amount*: 11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account / *Project* / *Amount*: 11-2038 (General Fund-Other payroll withholdings)						83.30

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	121.7600	121.76		
	G/L Account: 61-2038 (Water and Sewer Fund-Other payroll withholdings)			Project:			Amount: 121.76
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account: 61-2038 (Water and Sewer Fund-Other payroll withholdings)			Project:			Amount: 38.47
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account: 61-2038 (Water and Sewer Fund-Other payroll withholdings)			Project:			Amount: 38.47
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account: 61-2038 (Water and Sewer Fund-Other payroll withholdings)			Project:			Amount: 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	57.7000	57.70		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 57.70
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 30.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	234.6200	234.62		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 234.62
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	200.0000	200.00		
	G/L Account: 11-2038 (General Fund-Other payroll withholdings)			Project:			Amount: 200.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	180.0000	180.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						180.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	234.6200	234.62		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						234.62
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	123.0800	123.08		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						123.08
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						41.64
	25-2038 (Motor Fuel Tax Fund-Other payroll withholdings)						41.66
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	115.3900	115.39		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						115.39
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	153.8500	153.85		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						153.85
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	9.7100	9.71		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						9.71

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						30.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	81.2200	81.22		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						81.22
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	40.0000	40.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						40.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	57.7000	57.70		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						57.70
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	70.0000	70.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						70.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	234.6200	234.62		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						234.62
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	10.0000	10.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						10.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 100.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	61.5400	61.54		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 61.54
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	40.0000	40.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 40.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 50.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	150.0000	150.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 150.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 100.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	175.0000	175.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 175.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	30.0000	30.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 30.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	26.9300	26.93		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 26.93
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	70.0000	70.00		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 70.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	125.0000	125.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 125.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	57.7000	57.70		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 57.70
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 50.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	100.0000	100.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						100.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	80.0000	80.00		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						80.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						50.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	65.3900	65.39		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						65.39
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	65.1200	65.12		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						65.12
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	11-2038 (General Fund-Other payroll withholdings)						38.47
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account			*Project*			*Amount*
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						38.47

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000272	HSA Contribution - HSA Employee Contribution*	Open		10/02/2020	10/02/2020	10/02/2020			10,046.27

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 38.47
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	19.2300	19.23		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 19.23
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	38.4700	38.47		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 38.47
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	48.0800	48.08		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 48.08
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	25.0000	25.00		
	G/L Account 61-2038 (Water and Sewer Fund-Other payroll withholdings)			*Project*			*Amount* 25.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	23.0800	23.08		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 23.08
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	83.3000	83.30		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 83.30
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	50.0000	50.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 50.00
	Payroll Withholding - 10/02/2020 Deduction HSA Employee Contribution	1.0000	EA	10.0000	10.00		
	G/L Account 11-2038 (General Fund-Other payroll withholdings)			*Project*			*Amount* 10.00

Invoice Items 158

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
	Vendor **3186 - PEOPLES BANK & TRUST** Totals				Invoices		1		$10,046.27

Vendor **3049 - PRAIRIE STATE BANK & TRUST**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/30/2020	Closing expenses for Tom Porter property/B&D	Open		09/30/2020	10/09/2020	09/30/2020			955.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Community Development Projects - Closing expenses for Tom Porter property/B&D	1.0000	EA	955.0000	955.00		

G/L Account	*Project*	*Amount*
11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)	PW 19 109 (Tom Porter Property)	955.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
10/01/2020 #46	Dump truck loan #0003001450260/STREET	Open		10/01/2020	10/09/2020	10/01/2020			4,403.55

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Loan payment - Dump truck loan #0003001450260/STREET	1.0000	EA	4,403.5500	4,403.55		

G/L Account	*Project*	*Amount*
11-4310-5101 (General Fund-Street Department-Principal payments)		4,277.27
11-4310-5109 (General Fund-Street Department-Interest Expense)		126.28

Invoice Items 1

Vendor **3049 - PRAIRIE STATE BANK & TRUST** Totals — Invoices 2 — $5,358.55

Vendor **1917 - PRICELESS TOWING**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
024879	Tow to impound - 97 GMC/PD	Open		09/10/2020	10/09/2020	09/10/2020			100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Towing - Tow to impound - 97 GMC/PD	1.0000	EA	100.0000	100.00		

G/L Account	*Project*	*Amount*
11-4210-3117 (General Fund-Police Department-Police towing fees)		100.00

Invoice Items 1

Vendor **1917 - PRICELESS TOWING** Totals — Invoices 1 — $100.00

Vendor **1696 - PRO-TRAN**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
8435	3/6 stainless steel plate covers/WTP	Open		09/09/2020	10/09/2020	09/09/2020			2,830.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - 3/6 stainless steel plate covers/WTP	1.0000	EA	2,830.0000	2,830.00		

G/L Account	*Project*	*Amount*
61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)	PW 20 06 (Spillway Maintenance Project)	2,830.00

Invoice Items 1

Vendor **1696 - PRO-TRAN** Totals — Invoices 1 — $2,830.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor 1699 - QUALITY AUTO CONSTRUCTION

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/16/2020	Repair of 2020 Explorer (2614)/JUDGMENT	Open		09/16/2020	10/09/2020	09/16/2020			450.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Insurance - Property, Liability, Work Comp - Repair of 2020 Explorer (2614)/JUDGMENT	1.0000	EA	450.0000	450.00		

G/L Account	Project	Amount
11-4910-3310 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Liab/Auto)		450.00

Invoice Items 1

Vendor **1699 - QUALITY AUTO CONSTRUCTION** Totals Invoices 1 $450.00

Vendor 1711 - RAHN EQUIPMENT COMPANY

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
83120R	Boom mower rental/MFT	Open		09/09/2020	10/09/2020	09/09/2020			3,110.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Boom mower rental/MFT	1.0000	EA	3,110.0000	3,110.00		

G/L Account	Project	Amount
25-4312-3999 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Other contractual services)	PW 20 35 (City ROW & Utility Easements)	3,110.00

Invoice Items 1

Vendor **1711 - RAHN EQUIPMENT COMPANY** Totals Invoices 1 $3,110.00

Vendor 1719 - RAY O'HERRON CO INC

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2050509-IN	Base shirts - Jaques/OD	Open		09/11/2020	10/09/2020	09/11/2020			107.62

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - Base shirts - Jaques/OD	1.0000	EA	107.6200	107.62		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		107.62

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2050811-IN	Cuff case/PD	Open		09/14/2020	10/09/2020	09/14/2020			38.68

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - Cuff case/PD	1.0000	EA	38.6800	38.68		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		38.68

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2051348-IN	Helmets- riot w/shield/PD	Open		09/16/2020	10/09/2020	09/16/2020			4,383.01

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Safety gear & clothing - Helmets- riot w/shield/PD	1.0000	EA	4,383.0100	4,383.01		

G/L Account	Project	Amount

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2051348-IN	Helmets- riot w/shield/PD	Open		09/16/2020	10/09/2020	09/16/2020			4,383.01

P.O. Number | *Item Description* | *Quantity* | *U/M* | *Amount/Unit* | *Total Amount* | *Vendor Catalog Part Number* | *Contract Number*

11-4210-2704 (General Fund-Police Department-Safety gear & clothing) COVID19 (Coronavirus Pandemic) 4,383.01

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2053099-IN	Base shirt - Jaques/PD	Open		09/23/2020	10/09/2020	09/23/2020			117.62

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - Base shirt - Jaques/PD	1.0000	EA	117.6200	117.62		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		117.62

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2053493-IN	SGT Chevron/PD	Open		09/25/2020	10/09/2020	09/25/2020			22.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - SGT Chevron/PD	1.0000	EA	22.6900	22.69		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		22.69

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2054271-IN	Vest carrier & boots/PD	Open		09/29/2020	10/09/2020	09/29/2020			272.71

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Uniforms / PD - Vest carrier & boots/PD	1.0000	EA	272.7100	272.71		

G/L Account	Project	Amount
11-4210-2701 (General Fund-Police Department-Uniforms)		272.71

Invoice Items 1

Vendor **1719 - RAY O'HERRON CO INC** Totals Invoices 6 $4,942.33

Vendor **1748 - SARAH BUSH LINCOLN HLTH CNTR**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3907539	New Hire Screening / EBHR	Open		09/05/2020	10/09/2020	09/05/2020			519.45

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Physical examinations - New Hire Screening / EBHR	1.0000	EA	519.4500	519.45		

G/L Account	Project	Amount
11-4221-3107 (General Fund-Fire Department-Physical examinations)		519.45

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9/6/20	Rob Erdmann clinic visits / EBHR	Open		09/06/2020	10/09/2020	09/06/2020			255.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Work comp deductibles - Rob Erdmann clinic visits / EBHR	1.0000	EA	255.0000	255.00		

G/L Account	Project	Amount
11-4910-3311 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Work Comp)		255.00

Invoice Items 1

Vendor **1748 - SARAH BUSH LINCOLN HLTH CNTR** Totals Invoices 2 $774.45

Vendor **1771 - SIGN APPEAL**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1081	Plaque for Jim Wood (BZAP retirement)	Open		09/16/2020	10/09/2020	09/16/2020			27.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Public relations - Plaque for Jim Wood (BZAP retirement)	1.0000	EA	27.0000	27.00		

G/L Account	Project	Amount
11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)		27.00

Invoice Items 1

Vendor **1771 - SIGN APPEAL** Totals Invoices 1 $27.00

Vendor **4014 - SIMPSON'S HEATING & AIR, INC.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4401	New AC unit at PD/JUDGMENT	Open		09/22/2020	10/09/2020	09/22/2020			115.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	115.0000	115.00		

G/L Account	Project	Amount
11-4910-3310 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Liab/Auto)	MISCELLANEOUS (Miscellaneous Projects)	115.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4402	New AC unit at PD/JUDGMENT	Open		09/22/2020	10/09/2020	09/22/2020			6,379.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	6,379.0000	6,379.00		

G/L Account	Project	Amount
11-4910-3310 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Liab/Auto)	MISCELLANEOUS (Miscellaneous Projects)	6,379.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4403	New AC unit at PD/JUDGMENT	Open		09/22/2020	10/09/2020	09/22/2020			15,581.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	15,581.0000	15,581.00		

G/L Account	*Project*	*Amount*
11-4910-3310 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Liab/Auto)	MISCELLANEOUS (Miscellaneous Projects)	15,581.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
4405	New AC unit at PD/JUDGMENT	Open		09/22/2020	10/09/2020	09/22/2020			7,854.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	7,854.0000	7,854.00		

G/L Account	*Project*	*Amount*
11-4910-3310 (General Fund-Premiums, Judgments & Claims-Deductible Payments-Liab/Auto)	MISCELLANEOUS (Miscellaneous Projects)	7,854.00

Invoice Items 1

Vendor **4014 - SIMPSON'S HEATING & AIR, INC.** Totals — Invoices 4 — $29,929.00

Vendor **4496 - SIMS UNDERGROUND LLC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/27/2020	SS repair at 733 Glenwood/MFT	Open		09/27/2020	10/09/2020	09/27/2020			2,910.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other contractual services - SS repair at 733 Glenwood/MFT	1.0000	EA	2,910.0000	2,910.00		

G/L Account	*Project*	*Amount*
25-4312-3999 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Other contractual services)	PW 19 63 (Drainage at 733 Gelnwood)	2,910.00

Invoice Items 1

Vendor **4496 - SIMS UNDERGROUND LLC** Totals — Invoices 1 — $2,910.00

Vendor **3608 - SIPRA**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
SIPRA 9/20	Annual Membership for City Manager and Director - REC	Open		09/11/2020	10/09/2020	09/11/2020			30.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Professional membership - Annual Membership for City Manager and Director - REC	1.0000	EA	30.0000	30.00		

G/L Account	*Project*	*Amount*
22-4510-3704 (Playground & Recreation Fund-Recreation Programs-Professional memberships)		30.00

Invoice Items 1

Vendor **3608 - SIPRA** Totals — Invoices 1 — $30.00

Vendor **1786 - SPRINGFIELD ELECTRIC SUPPLY CO**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
S6615025.001	Replacement Gloves for Street Lights/MOTOR FUEL TAX	Open		09/11/2020	10/09/2020	09/11/2020			1,020.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sign maintenance materials - Replacement Gloves for Street Lights/MOTOR FUEL TAX	1.0000	EA	1,020.0000	1,020.00		

G/L Account	Project	Amount
25-4312-2514 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Sign maintenance materials)	PW 20 20 (MFT Commodities)	1,020.00

Invoice Items 1

Vendor **1786 - SPRINGFIELD ELECTRIC SUPPLY CO** Totals Invoices 1 $1,020.00

Vendor **1789 - STAPLES CREDIT PLAN**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9822343193	Thumbdrives/ENGINEERING	Open		09/15/2020	10/09/2020	09/15/2020			59.97

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office supplies / ENGINEERING - Thumbdrives/ENGINEERING	1.0000	EA	59.9700	59.97		

G/L Account	Project	Amount
11-4095-2001 (General Fund-Engineering Department-Office supplies)		59.97

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9822344859.00002	Interior files/ADMIN	Open		09/16/2020	10/09/2020	09/16/2020			28.36

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies / ADMIN - Interior files/ADMIN	1.0000	EA	28.3600	28.36		

G/L Account	Project	Amount
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		28.36

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9822394859	Tissues & purple hanging files/ADMIN	Open		09/16/2020	10/09/2020	09/16/2020			39.54

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies / ADMIN - Tissues & purple hanging files/ADMIN	1.0000	EA	39.5400	39.54		

G/L Account	Project	Amount
11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)		39.54

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9822427409	Binders/B&D	Open		09/16/2020	10/09/2020	09/16/2020			29.31

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Office Supplies / B&D - Binders/B&D	1.0000	EA	29.3100	29.31		

G/L Account	Project	Amount
11-4640-2001 (General Fund-Building & Development Services-Office supplies)		29.31

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **1789 - STAPLES CREDIT PLAN** Totals — Invoices 4 — $157.18

Vendor **4481 - SYMMETRY ENERGY SOLUTIONS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
8467834	Monthly natural gas allocation	Open		09/23/2020	10/09/2020	09/23/2020			81.79

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Electricity & gas - Monthly natural gas allocation	1.0000	EA	81.7900	81.79		

G/L Account	*Project*	*Amount*
11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)		.44
11-4221-3403 (General Fund-Fire Department-Electricity & gas)		6.70
11-4311-3403 (General Fund-City Garage-Electricity & gas)		.58
61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)		.58
61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)		72.91
61-4311-3403 (Water and Sewer Fund-City Garage-Electricity & gas)		.58

Invoice Items 1

Vendor **4481 - SYMMETRY ENERGY SOLUTIONS** Totals — Invoices 1 — $81.79

Vendor **2308 - TOM BUSHUR CONCRETE CONSTRUCTION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
08/26/2020	505 Harrison Ave Driveway/MFT	Open		08/26/2020	10/09/2020	08/26/2020			2,100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Capital Improvement projects - 505 Harrison Ave Driveway/MFT	1.0000	EA	2,100.0000	2,100.00		

G/L Account	*Project*	*Amount*
25-4312-4106 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Capital improvement projects)	PW 19 92 (823 Kenton Children at Play Sign)	2,100.00

Invoice Items 1

Vendor **2308 - TOM BUSHUR CONCRETE CONSTRUCTION** Totals — Invoices 1 — $2,100.00

Vendor **4417 - TOP NOTCH TREE SERVICE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
05/06/2020	Remove dead ash at 821 Monroe/MFT	Open		07/01/2020	10/09/2020	07/01/2020			2,100.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Tree and stump removal - Remove dead ash at 821 Monroe/MFT	1.0000	EA	2,100.0000	2,100.00		

G/L Account	*Project*	*Amount*
25-4312-3108 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Stump & tree removal services)		2,100.00

Invoice Items 1

Vendor **4417 - TOP NOTCH TREE SERVICE** Totals — Invoices 1 — $2,100.00

Vendor **3356 - TREASURER OF STATE OF ILLINOIS - FUND 527**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020	Registration fees - sex offenders/PD	Open		10/01/2020	10/09/2020	10/01/2020			274.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Sex offender registration fee - Registration fees - sex offenders/PD	1.0000	EA	274.0000	274.00		

G/L Account	Project	Amount
11-4210-3709 (General Fund-Police Department-Sex Offender Registration)		274.00

Invoice Items 1

Vendor **3356 - TREASURER OF STATE OF ILLINOIS - FUND 527** Totals — Invoices 1 — $274.00

Vendor **4381 - TRUCK CENTERS, INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
F230088462	Tank-Surge & Alliance Oat Elc/UTILITY	Open		09/01/2020	10/09/2020	09/01/2020			238.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Repair of operating equipment - Tank-Surge & Alliance Oat Elc/UTILITY	1.0000	EA	238.6900	238.69		

G/L Account	Project	Amount
61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)	4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)	238.69

Invoice Items 1

Vendor **4381 - TRUCK CENTERS, INC** Totals — Invoices 1 — $238.69

Vendor **2895 - UNDER CUTTERS INC.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
035525	Skate Park Rules signs - MAINT	Open		09/28/2020	10/09/2020	09/28/2020			350.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Park maintenance materials - Skate Park Rules signs - MAINT	1.0000	EA	350.0000	350.00		

G/L Account	Project	Amount
11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)		350.00

Invoice Items 1

Vendor **2895 - UNDER CUTTERS INC.** Totals — Invoices 1 — $350.00

Vendor **1868 - VERIZON WIRELESS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9862909959	Monthly cellphone usage allocation	Open		09/15/2020	10/09/2020	09/15/2020			1,431.45

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Cell phone service - Monthly cellphone usage allocation	1.0000	EA	1,431.4500	1,431.45		

G/L Account	Project	Amount
11-4001-3402 (General Fund-Administration & Boards- Manager-Cell phone expense)		47.19

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9862909959	Monthly cellphone usage allocation	Open		09/15/2020	10/09/2020	09/15/2020			1,431.45

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number

G/L Account	Project	Amount
11-4095-3402 (General Fund-Engineering Department-Cell phone expense)		94.38
11-4194-3402 (General Fund-Parks & Maintenance Department-Cell phone expense)		47.19
11-4210-3402 (General Fund-Police Department-Cell phone expense)		229.09
11-4221-3402 (General Fund-Fire Department-Cell phone expense)		448.74
11-4640-3402 (General Fund-Building & Development Services-Cell phone expense)		188.76
61-4610-3402 (Water and Sewer Fund-Utility Department-Cell phone expense)		191.70
61-4611-3402 (Water and Sewer Fund-Water Treatment Plant-Cell phone expense)		43.96
61-4621-3402 (Water and Sewer Fund-Waste Water Treatment Plant-Cell phone expense)		42.19
11-4099-3402 (General Fund-Tourism-Cell phone expense)		42.19
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)	REC 1004 3000 (Afterschool Club)	(33.32)
22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)		42.19
11-4004-3402 (General Fund-Comptroller's Office-Cell phone expense)		47.19

Invoice Items 1

Vendor **1868 - VERIZON WIRELESS** Totals | Invoices 1 | $1,431.45

Vendor **2159 - Vermeer Sales & Service of Central Illinois, Inc.**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PA3878	2 1/4" Swivel For Back Reemer/UTILITY	Open		09/23/2020	10/09/2020	09/23/2020			393.45

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Operating Equipment - 2 1/4" Swivel For Back Reemer/UTILITY	1.0000	EA	393.4500	393.45		

G/L Account	Project	Amount
61-4610-4399 (Water and Sewer Fund-Utility Department-Operating equipment)	0745 (0745 2009 Trailer)	393.45

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PA3928	Boring Fluid/UTILITY	Open		09/24/2020	10/09/2020	09/24/2020			300.32

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Vehicle parts and supplies - Boring Fluid/UTILITY	1.0000	EA	300.3200	300.32		

G/L Account	Project	Amount
61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)	0745 (0745 2009 Trailer)	300.32

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **2159 - Vermeer Sales & Service of Central Illinois, Inc.** Totals — Invoices 2 — $693.77

Vendor **3483 - VITAL EDUCATION & SUPPLY, INC**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
20-0509	2nd Floor AED / EBHR	Open		09/04/2020	10/09/2020	09/04/2020			92.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	First Aid Supplies - 2nd Floor AED / EBHR	1.0000	EA	92.0000	92.00		

G/L Account	*Project*	*Amount*
11-4700-3197 (General Fund-Human Resources-Other employee benefits)		92.00

Invoice Items 1

Vendor **3483 - VITAL EDUCATION & SUPPLY, INC** Totals — Invoices 1 — $92.00

Vendor **2179 - VSP - VISION SERVICE PLAN (IL)**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Oct 2020	October 2020 Vision Deductions / EBHR	Open		09/17/2020	10/09/2020	09/17/2020			515.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vision employee deductions / EB - October 2020 Vision Deductions / EBHR	1.0000	EA	515.1900	515.19		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		515.19

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Oct 2020 R	October 2020 Retiree Vision / EBHR	Open		09/17/2020	10/09/2020	09/17/2020			97.17

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Vision - retirees premiums / EB - October 2020 Retiree Vision / EBHR	1.0000	EA	97.1700	97.17		

G/L Account	*Project*	*Amount*
11-2033 (General Fund-Other voluntary deductions)		97.17

Invoice Items 1

Vendor **2179 - VSP - VISION SERVICE PLAN (IL)** Totals — Invoices 2 — $612.36

Vendor **1877 - WALMART COMMUNITY / GECRB**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
025400318301	Lunch/STREET	Open		09/10/2020	10/09/2020	09/10/2020			146.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other supplies - Lunch/STREET	1.0000	EA	146.0000	146.00		

G/L Account	*Project*	*Amount*
11-4310-2119 (General Fund-Street Department-Other supplies)		146.00

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/18/2020	5 tab dividers- K9/PD	Open		09/18/2020	10/09/2020	09/18/2020			15.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other capital expense - 5 tab dividers- K9/PD	1.0000	EA	15.1900	15.19		

G/L Account	*Project*	*Amount*

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/18/2020	5 tab dividers- K9/PD	Open		09/18/2020	10/09/2020	09/18/2020			15.19

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*

11-4210-4604 (General Fund-Police Department-Other capital expense) — 15.19

Invoice Items 1

Vendor **1877 - WALMART COMMUNITY / GECRB** Totals — Invoices 2 — $161.19

Vendor **4110 - XEROX CORPORATION - 723038824**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
011353490	Printer contract WC5325 water dept/IS	Open		09/05/2020	10/09/2020	09/05/2020			16.80

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Other consulting services - Printer contract WC5325 water dept/IS	1.0000	EA	16.8000	16.80		

G/L Account	*Project*	*Amount*
11-4060-3106 (General Fund-Information Services-Other consulting services)		16.80

Invoice Items 1

Vendor **4110 - XEROX CORPORATION - 723038824** Totals — Invoices 1 — $16.80

Vendor **1897 - ZOLL MEDICAL CORPORATION**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3129059	First Aid Supplies Adjustment to Credit Balance/FD	Open		08/27/2020	10/09/2020	08/27/2020			149.35

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	First Aid Supplies - First Aid Supplies Adjustment to Credit Balance/FD	1.0000	EA	149.3500	149.35		

G/L Account	*Project*	*Amount*
11-4221-2106 (General Fund-Fire Department-First aid supplies)	0000 (0000 - Misc. Equip.)	149.35

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3131393	First Aid Supplies/FD	Open		09/01/2020	10/09/2020	09/01/2020			482.16

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	First Aid Supplies - First Aid Supplies/FD	1.0000	EA	482.1600	482.16		

G/L Account	*Project*	*Amount*
11-4221-2106 (General Fund-Fire Department-First aid supplies)	0000 (0000 - Misc. Equip.)	482.16

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3135461	First Aid Supplies/FD	Open		09/08/2020	10/09/2020	09/08/2020			482.16

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	First Aid Supplies - First Aid Supplies/FD	1.0000	EA	482.1600	482.16		

G/L Account	*Project*	*Amount*
11-4221-2106 (General Fund-Fire Department-First aid supplies)	COVID19 (Coronavirus Pandemic)	482.16

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3136246	Adult Cuff/FD	Open		09/09/2020	10/09/2020	09/09/2020			44.62

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	First Aid Supplies - Adult Cuff/FD	1.0000	EA	44.6200	44.62		

G/L Account	Project	Amount
11-4221-2106 (General Fund-Fire Department-First aid supplies)	COVID19 (Coronavirus Pandemic)	44.62

Invoice Items 1

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
3142201	Adult Cuff/FD	Open		09/17/2020	10/09/2020	09/17/2020			803.05

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	First Aid Supplies - Adult Cuff/FD	1.0000	EA	803.0500	803.05		

G/L Account	Project	Amount
11-4221-2106 (General Fund-Fire Department-First aid supplies)	COVID19 (Coronavirus Pandemic)	803.05

Invoice Items 1

Vendor **1897 - ZOLL MEDICAL CORPORATION** Totals Invoices 5 $1,961.34

Vendor **RONALD C CASSIDAY**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/23/2020	Overpayment on parking ticket/PD	Open		09/18/2020	10/09/2020	09/18/2020			5.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Parking Receipts - Overpayment on parking ticket/PD	1.0000	EA	5.0000	5.00		

G/L Account	Project	Amount
11-4210-3702 (General Fund-Police Department-Parking system receipts)		5.00

Invoice Items 1

Vendor **RONALD C CASSIDAY** Totals Invoices 1 $5.00

Vendor **DEPARTMENT OF VETERANS AFFAIRS**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/24/2020	Return check for 150 Wentworth St/COMPTROLLER	Open		09/24/2020	10/09/2020	09/24/2020			187.30

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other supplies - Return check for 150 Wentworth St/COMPTROLLER	1.0000	EA	187.3000	187.30		

G/L Account	Project	Amount
11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		187.30

Invoice Items 1

Vendor **DEPARTMENT OF VETERANS AFFAIRS** Totals Invoices 1 $187.30

Vendor **KENNETH HOEDEBECKE**

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/03/2020	Overpayment of ambulance bill CHA10989/FD	Open		09/03/2020	10/09/2020	09/03/2020			84.33

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance payment - Overpayment of ambulance bill CHA10989/FD	1.0000	EA	84.3300	84.33		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		84.33

Invoice Items 1

Vendor **KENNETH HOEDEBECKE** Totals Invoices 1 $84.33

Vendor **HOWELL ASPHALT**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000003	Overpayment on invoice	Open		09/22/2020	10/09/2020	09/22/2020			3.00

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other Accounts Payable - Overpayment on invoice	1.0000	EA	3.0000	3.00		

G/L Account	Project	Amount
61-1150 (Water and Sewer Fund-Accounts receivable)		3.00

Invoice Items 1

Vendor **HOWELL ASPHALT** Totals Invoices 1 $3.00

Vendor **DEREK KAI**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/24/2020	Sans clean up 9/24/20 1730 Mccomb/UTILITY	Open		09/24/2020	10/09/2020	09/24/2020			793.45

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Other contractual services - Sans clean up 9/24/20 1730 Mccomb/UTILITY	1.0000	EA	793.4500	793.45		

G/L Account	Project	Amount
61-4610-3999 (Water and Sewer Fund-Utility Department-Other contractual services)	PW 20 93 (Sans Cleanup 1730 McComb)	793.45

Invoice Items 1

Vendor **DEREK KAI** Totals Invoices 1 $793.45

Vendor **KATHY RANDOLPH**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/28/2020	Overpayment of ambulance bill CHA16959/FD	Open		09/28/2020	10/09/2020	09/28/2020			97.69

P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number
	Ambulance billing service - Overpayment of ambulance bill CHA16959/FD	1.0000	EA	97.6900	97.69		

G/L Account	Project	Amount
11-1112 (General Fund-Ambulance Fees Receivable)		97.69

Invoice Items 1

Vendor **KATHY RANDOLPH** Totals Invoices 1 $97.69

Accounts Payable Invoice Report - Council Meeting 10/06/2020

Invoice Due Date Range 09/19/20 - 10/09/20

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount

Vendor **STEWART SMITH**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2002695.002	Travel Soccer refund from account - REC	Open		09/21/2020	10/09/2020	09/21/2020			685.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Program refunds - REC - Travel Soccer refund from account - REC	1.0000	EA	685.0000	685.00		

G/L Account	*Project*	*Amount*
22-2013 (Playground & Recreation Fund-Customer Prepay On Account)	REC 1002 1460 (Soccer, Travel)	685.00

Invoice Items 1

Vendor **STEWART SMITH** Totals Invoices 1 $685.00

Vendor **SHARON L WENTE**

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
09/23/2020	Refund on overpayment of parking ticket/PD	Open		09/23/2020	10/09/2020	09/23/2020			15.00

P.O. Number	*Item Description*	*Quantity*	*U/M*	*Amount/Unit*	*Total Amount*	*Vendor Catalog Part Number*	*Contract Number*
	Parking Receipts - Refund on overpayment of parking ticket/PD	1.0000	EA	15.0000	15.00		

G/L Account	*Project*	*Amount*
11-4210-3702 (General Fund-Police Department-Parking system receipts)		15.00

Invoice Items 1

Vendor **SHARON L WENTE** Totals Invoices 1 $15.00

Grand Totals Invoices 365 $468,673.95

City of Charleston

Payment Batch Register

Bank Account: CKG - Checking

Batch Date: 09/30/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CKG - Checking						
Check	09/30/2020	178251	Utility Management Refund	BHOGPUR LLC		39.39
Check	09/30/2020	178252	Utility Management Refund	BROWNING , BRANDON		15.94
Check	09/30/2020	178253	Utility Management Refund	COUNTRY VIEW APARTMENTS		42.53
Check	09/30/2020	178254	Utility Management Refund	GONZALEZ , JESUS		203.52
Check	09/30/2020	178255	Utility Management Refund	GREG BADGER RENTALS		15.94
Check	09/30/2020	178256	Utility Management Refund	HOGG , CHRISTOPHER		13.55
Check	09/30/2020	178257	Utility Management Refund	LOVEJOY , JESSICA		47.82
Check	09/30/2020	178258	Utility Management Refund	REAL ESTATE UNLIMITED/JAN EADS		47.82
CKG Checking Totals:				Transactions: 8		$426.51
	Checks:	8	$426.51			

City of Charleston

Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts

Batch Department: FIN-COMP Finance,Comptroller **Batch Date:** 09/25/2020 **Batch Number:** 2020-00000293 **Batch Description:**

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Notes		Amounts
4014 - SIMPSON'S HEATING & AIR, INC.	4397	New AC unit at PD/JUDGMENT	09/22/2020	09/22/2020	09/25/2020	No	Gross:	230.00
							Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller		Check Sort Code:		Bank Account: Checking			State Tax:	0.00
SIMPSON'S HEATING & AIR, INC.		Check Code:		Invoice Terms:			County Tax:	0.00
62 MADISON AVE		Manual Check: No		Hold Reason:			Local/City Tax:	0.00
CHARLESTON, IL 61920		Check Number:					Discount:	0.00
							Retainage:	0.00
							Net Amount:	$230.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.	N/N/Y/N/N/N	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	230.0000	230.00

Total Invoice Items: 1 Invoice Amount Expensed: $230.00 Invoice Amount Unencumbered: $0.00

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Notes		Amounts
4014 - SIMPSON'S HEATING & AIR, INC.	4404	New AC unit at PD/JUDGMENT	09/22/2020	09/22/2020	09/25/2020	No	Gross:	9,955.00
							Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller		Check Sort Code:		Bank Account: Checking			State Tax:	0.00
SIMPSON'S HEATING & AIR, INC.		Check Code:		Invoice Terms:			County Tax:	0.00
62 MADISON AVE		Manual Check: No		Hold Reason:			Local/City Tax:	0.00
CHARLESTON, IL 61920		Check Number:					Discount:	0.00
							Retainage:	0.00
							Net Amount:	$9,955.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.	N/N/Y/N/N/N	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	9,955.0000	9,955.00

Total Invoice Items: 1 Invoice Amount Expensed: $9,955.00 Invoice Amount Unencumbered: $0.00

Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
4014 - SIMPSON'S HEATING & AIR, INC.	4400	New AC unit at PD/JUDGMENT	09/22/2020	09/22/2020	09/25/2020			No	Gross:	5,476.00

		Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller	Check Sort Code:	Bank Account: Checking	State Tax: 0.00
SIMPSON'S HEATING & AIR, INC.	Check Code:	Invoice Terms:	County Tax: 0.00
62 MADISON AVE	Manual Check: No	Hold Reason:	Local/City Tax: 0.00
CHARLESTON, IL 61920	Check Number:		Discount: 0.00
			Retainage: 0.00
			Net Amount: $5,476.00

Detail: P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
.	N/N/Y/N/N/N	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	5,476.0000	5,476.00

Total Invoice Items: 1 Invoice Amount Expensed: $5,476.00 Invoice Amount Unencumbered: $0.00

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
4014 - SIMPSON'S HEATING & AIR, INC.	4398	New AC unit at PD/JUDGMENT	09/22/2020	09/22/2020	09/25/2020			No	Gross:	115.00

		Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller	Check Sort Code:	Bank Account: Checking	State Tax: 0.00
SIMPSON'S HEATING & AIR, INC.	Check Code:	Invoice Terms:	County Tax: 0.00
62 MADISON AVE	Manual Check: No	Hold Reason:	Local/City Tax: 0.00
CHARLESTON, IL 61920	Check Number:		Discount: 0.00
			Retainage: 0.00
			Net Amount: $115.00

Detail: P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
.	N/N/Y/N/N/N	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	115.0000	115.00

Total Invoice Items: 1 Invoice Amount Expensed: $115.00 Invoice Amount Unencumbered: $0.00

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
4014 - SIMPSON'S HEATING & AIR, INC.	4399	New AC unit at PD/JUDGMENT	09/02/2020	09/02/2020	09/25/2020			No	Gross:	3,823.00

Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes	Amounts

		Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller	Check Sort Code:	Bank Account: Checking	State Tax: 0.00
SIMPSON'S HEATING & AIR, INC.	Check Code:	Invoice Terms:	County Tax: 0.00
62 MADISON AVE	Manual Check: No	Hold Reason:	Local/City Tax: 0.00
CHARLESTON, IL 61920	Check Number:		Discount: 0.00
			Retainage: 0.00
			Net Amount: $3,823.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.	N/N/Y/N/N/N	Insurance - Property, Liability, Work Comp - New AC unit at PD/JUDGMENT	1.0000	EA	3,823.0000	3,823.00

Total Invoice Items: 1 Invoice Amount Expensed: $3,823.00 Invoice Amount Unencumbered: $0.00

Batch Total Invoices:	5
Batch Total Gross:	$19,599.00
Batch Total Freight:	$0.00
Batch Total State Tax:	$0.00
Batch Total County Tax:	$0.00
Batch Total Local/City Tax:	$0.00
Batch Total Discount:	$0.00
Batch Total Retainage:	$0.00
Batch Total Net:	$19,599.00
Batch Total Unencumbered:	$0.00
Grand Total Invoices:	5
Grand Total Gross:	$19,599.00
Grand Total Freight:	$0.00
Grand Total State Tax:	$0.00
Grand Total County Tax:	$0.00
Grand Total Local/City Tax:	$0.00
Grand Total Discount:	$0.00
Grand Total Retainage:	$0.00
Grand Total Net:	$19,599.00

Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts

Batch Department: FIN-COMP Finance,Comptroller **Batch Date:** 09/24/2020 **Batch Number:** 2020-00000292 **Batch Description:**

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
4492 - BS OF CHARLESTON	12-244025	CDBG Downstate Business Stabilization Grant	09/24/2020	09/24/2020	09/24/2020			No	Gross:	6,250.00

				Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller	Check Sort Code:		Bank Account: CDBG Grant Funds	State Tax:	0.00
d/b/a Ike's	Check Code:		Invoice Terms:	County Tax:	0.00
459 Lincoln Ave	Manual Check:	No	Hold Reason:	Local/City Tax:	0.00
CHARLESTON, IL 61920	Check Number:			Discount:	0.00
				Retainage:	0.00
				Net Amount:	$6,250.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.						
		N/N/Y/N/N/N	Pass through grant expense - CDBG Downstate Business Stabilization Grant	1.0000	EA	6,250.0000	6,250.00

Total Invoice Items: 1 Invoice Amount Expensed: $6,250.00 Invoice Amount Unencumbered: $0.00

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
2553 - TOWNE SQUARE JEWELERS	12-244028	CDBG Downstate Business Stabilization Grant	09/24/2020	09/24/2020	09/24/2020			No	Gross:	6,250.00

				Freight:	0.00
Invoice Department: FIN-COMP Finance,Comptroller	Check Sort Code:		Bank Account: CDBG Grant Funds	State Tax:	0.00
TOWNE SQUARE JEWELERS	Check Code:		Invoice Terms:	County Tax:	0.00
634 W. LINCOLN	Manual Check:	No	Hold Reason:	Local/City Tax:	0.00
CHARLESTON, IL 61920	Check Number:			Discount:	0.00
				Retainage:	0.00
				Net Amount:	$6,250.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.						
		N/N/Y/N/N/N	Pass through grant expense - CDBG Downstate Business Stabilization Grant	1.0000	EA	6,250.0000	6,250.00

Total Invoice Items: 1 Invoice Amount Expensed: $6,250.00 Invoice Amount Unencumbered: $0.00

City of Charleston

Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes		Amounts
3893 - WB's Pub-N-Grub	12-244029	CDBG Downstate Business Stabilization Grant	09/24/2020	09/24/2020	09/24/2020			No	Gross:	6,250.00
									Freight:	0.00

Invoice Department: FIN-COMP Finance,Comptroller
WB's Pub-N-Grub
409 7TH STREET
CHARLESTON, IL 61920

Check Sort Code:
Check Code:
Manual Check: No
Check Number:

Bank Account: CDBG Grant Funds
Invoice Terms:
Hold Reason:

State Tax:	0.00
County Tax:	0.00
Local/City Tax:	0.00
Discount:	0.00
Retainage:	0.00
Net Amount:	$6,250.00

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
	.						
		N/N/Y/N/N/N	Pass through grant expense - CDBG Downstate Business Stabilization Grant	1.0000	EA	6,250.0000	6,250.00

Total Invoice Items: 1 Invoice Amount Expensed: $6,250.00 Invoice Amount Unencumbered: $0.00

Batch Total Invoices:	3
Batch Total Gross:	$18,750.00
Batch Total Freight:	$0.00
Batch Total State Tax:	$0.00
Batch Total County Tax:	$0.00
Batch Total Local/City Tax:	$0.00
Batch Total Discount:	$0.00
Batch Total Retainage:	$0.00
Batch Total Net:	$18,750.00
Batch Total Unencumbered:	$0.00
Grand Total Invoices:	3
Grand Total Gross:	$18,750.00
Grand Total Freight:	$0.00
Grand Total State Tax:	$0.00
Grand Total County Tax:	$0.00
Grand Total Local/City Tax:	$0.00
Grand Total Discount:	$0.00

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes	Amounts
								Grand Total Retainage:	$0.00
								Grand Total Net:	$18,750.00
								Grand Total Unencumbered:	$0.00

City Council Regular Meeting **4)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***PROCLAMATION:** Recognizing October 4-10, 2020, as National 4-H Week.

STAFF RECOMMENDATION:

Approve.

Attachments

Proclamation: Recognizing October 4-10, 2020, as National 4-H Week.

Office of The Mayor

NATIONAL 4-H WEEK

OCTOBER 4-10, 2020

A Proclamation by the Mayor of the City of Charleston

Whereas, *4-H is America's largest youth development organization, having supported almost six million youths across the country thus far; and*

Whereas, *4-H has helped countless youths in the City of Charleston, County of Coles, and State of Illinois, to become confident, independent, resilient, and compassionate leaders; and*

Whereas, *4-H is delivered by Cooperative Extension—a community of more than 100 public universities across the nation—that provides experiences where young people learn by doing hands-on projects in areas that include health, science, agriculture, and citizenship; and*

Whereas, *4-H in the City of Charleston, Coles County, is delivered by the University of Illinois Extension which additionally serves Cumberland, Douglas, Moultrie, and Shelby Counties; and*

Whereas, *National 4-H Week showcases the incredible experiences that 4-H offers young people and highlights the remarkable 4-H members in the City of Charleston, County of Coles, and State of Illinois, who work each day to make a positive impact on those around them; and*

Whereas, *the 4-H network of 600,000 volunteers and 3,500 professionals provides caring and supportive mentoring to all 4-H members—helping them to grow into true leaders, entrepreneurs, and visionaries;*

Now, therefore, I, Brandon Combs, Mayor of the City of Charleston*, do hereby proclaim* ***October 4-10, 2020****, as* ***NATIONAL 4-H WEEK*** *throughout the City of Charleston, and encourage all of our citizens to recognize 4-H for the significant impact that it has made and continues to make by empowering our young people with the skills they need to lead for a lifetime.*

Dated this ______ day of ____________, 2020.

____

Mayor

Attest: ________________________

City Clerk

City Council Regular Meeting **5)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***PROCLAMATION:** Recognizing October 2020 as Domestic Violence Awareness Month.

STAFF RECOMMENDATION:

Approve.

Attachments

Proclamation: Recognizing October 2020 as Domestic Violence Awareness Month.

Office of The Mayor

A Proclamation by the Mayor of the City of Charleston

Domestic Violence Awareness Month 2020

WHEREAS, *domestic violence is a prevalent societal problem harming victims, their children, family, friends and communities at large; and*

WHEREAS, *domestic violence knows no boundaries, impacting women, men, and children of every age, race, ethnicity, economic background, sexual orientation, and belief; and*

WHEREAS, *nearly 1 in 4 women and 1 in 7 men in the United States have suffered severe physical violence by an intimate partner; and*

WHEREAS, *many victims are deprived of their autonomy, liberty, and security, and face tremendous threats to their health, safety, and economic security, and the health, safety, and economic security of their children at the hands of their batterers;*

NOW THEREFORE, I, Brandon Combs, Mayor of the City of Charleston, *do hereby proclaim October 2020 as* ***DOMESTIC VIOLENCE AWARENESS MONTH*** *in Charleston, Illinois, to raise awareness about the societal problem of domestic violence throughout our community and its devastating effects on families and communities, and to urge all victims to seek help by calling HOPE of East Central Illinois Hotline at 1-888-345-3990.*

IN WITNESS THEREOF, *I have hereunto set my hand and caused the Great Seal of the City of Charleston, Illinois, to be affixed this _______ day of ____________, 2020 AD.*

____

Mayor

Attest: ________________________________

City Clerk

City Council Regular Meeting **6)**

Meeting Date: 10/06/2020

Submitted For: Brian Jones, Parks & Recreation Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Street Closure for Scare on the Square Drive-Thru Event on October 31, 2020.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Street Closure Request--Scare on the Square.

RES: Approving Street Closure for Scare on the Square--Trunk or Treat Event.

Scare on the Square Street Closure Map.

CITY OF CHARLESTON
STREET CLOSURE REQUEST WITH TOWING

Name/Organization: Scare on the Square, Drive-Thru Trunk or Treat

Contact Person: Diane Ratliff, Charleston Parks & Recreation Department

Address: 520 Jackson Ave., Charleston, IL 61920

Telephone: Business: 345-6897 Cell: 1-217-549-6815

Function/Reason for Closure: Scare on the Square - Trunk or Treat

Closure Location: ***Monroe Avenue*** from 5th Street to 8th Street; ***6th Street*** from Monroe Avenue to Harrison Avenue; ***Jackson Avenue*** from 5th Street to 8th Street; Van Buren from 6th to 7th Street; and ***7th Street*** from Harrison Avenue to Madison Avenue between 2:00 p.m. and 6:00 p.m.

Submission Date: September 4, 2020

Requested Date(s): October 31, 2020

Requested Closure Time(s): 2:00 p.m. until 6:00 p.m.

REQUEST MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO DATE OF EVENT.

FOR CITY USE ONLY

City Clerk	Approved ___________	Denied ___________
Fire Chief	Approved ___________	Denied ___________
Police Chief	Approved ___________	Denied ___________
City Manager	Approved ___________	Denied ___________
Public Works	Approved ___________	Denied ___________

R E S O L U T I O N

20 – R – ____

RESOLUTION AUTHORIZING STREET CLOSURE FOR SCARE ON THE SQUARE—TRUNK OR TREAT EVENT

WHEREAS, the Plush Boutique, 513 7th Street, and the Charleston Chamber of Commerce are planning a Scare on the Square Trunk or Treat event in the Courthouse Square on Friday, October 31, 2020, from 2:00 o'clock p.m. to 6:00 o'clock p.m.; and

WHEREAS, it is necessary to temporarily block off traffic from 2:00 o'clock p.m. to 6:00 o'clock p.m. on the following streets: Monroe Avenue from 6th Street to 7th Street; 6th Street from Monroe Avenue to Jackson Avenue; Jackson Avenue from 6th Street to 7th Street; and 7th Street from Jackson Avenue to Monroe Avenue for the safety of persons attending said Scare on the Square Trunk or Treat event;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that the following streets:

Monroe Avenue from 6th Street to 7th Street;

6th Street from Monroe Avenue to Jackson Avenue;

Jackson Avenue from 6th Street to 7th Street; and

7th Street from Jackson Avenue to Monroe Avenue

shall be temporarily blocked off to traffic on Friday, October 31, 2020, from 2:00 o'clock p.m. to 6:00 o'clock p.m.

BE IT FURTHER RESOLVED by the City Council of the City of Charleston that the Charleston Police Department be and is hereby authorized and directed to erect and place appropriate barricades and signage necessary to effect the intention of this Resolution.

BE IT YET FURTHER RESOLVED by the City Council of the City of Charleston that the Police Department is hereby authorized to direct towing, as deemed necessary, to effectuate the intent of this Resolution.

INTRODUCED to Council this _____ day of ___________________ 2020.

PASSED by Council this _____ day of _______________________ 2020.

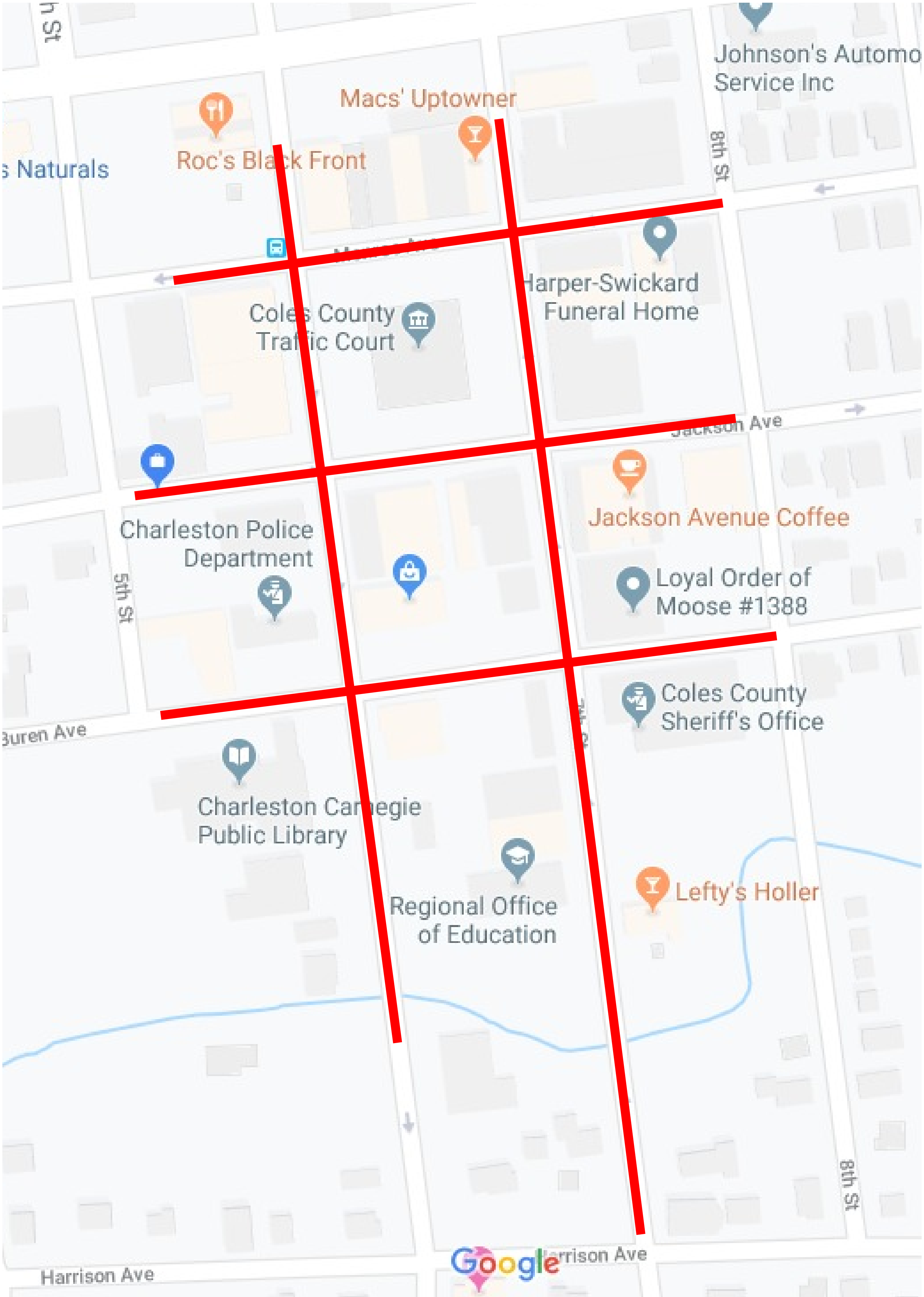
APPROVED by the Mayor this _____ day of __________________ 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

____
Mayor

ATTEST:

____
City Clerk



Macs' Uptowner
Roc's Black Front
Coles County Traffic Court
Harper-Swickard Funeral Home
8th St
Jackson Ave
Charleston Police Department
5th St
Jackson Avenue Coffee
Loyal Order of Moose #1388
Coles County Sheriff's Office
Charleston Carnegie Public Library
Regional Office of Education
Lefty's Holler
8th St
Harrison Ave
Google

City Council Regular Meeting **7)**

Meeting Date: 10/06/2020

Submitted For: Brian Jones, Parks & Recreation Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Street Closure for 40-Mile Relay Race on November 7, 2020.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Street Closure Request--40-Mile Relay.

RES: Approving Street Closure for Charleston Challenge 40-Mile Relay.

Map: 40-Mile Relay.

CITY OF CHARLESTON
STREET CLOSURE REQUEST

Name/Organization: Charleston Parks and Recreation Department

Contact Person: Diane Ratliff, Tourism & Special Events

Address: 520 Jackson Avenue, Charleston, IL 61920

Telephone: **Home:** ________ **Business:** 345-6897/345-8499 **Cell:** 549-6815

Function/Reason for Closure: **Foot Race – 40 Mile Relay**

Closure Location(s): **Temporarily close portions of Reynolds Drive and Mc Comb Street as participants gather and begin the 40-Mile loop at Carl Sandburg School in order to facilitate the race;**

Date(s): 11/7/2020

Submission Date: September 14, 2020

Time(s): _9:00 a.m. –9:45 a.m.

REQUEST MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO DATE OF EVENT.

FOR CITY USE ONLY

City Clerk	Approved __________	Denied __________
Fire Chief	Approved __________	Denied __________
Police Chief	Approved __________	Denied __________
City Manager	Approved __________	Denied __________
Public Works	Approved __________	Denied __________

R E S O L U T I O N

20 – R – ____

RESOLUTION AUTHORIZING STREET CLOSURE FOR CHARLESTON CHALLENGE 40-MILE RELAY

WHEREAS, the Charleston Parks and Recreation Department will host the Charleston Challenge 40-Mile Relay on Saturday, November 7, 2020, beginning at 9:00 o'clock a.m.; and

WHEREAS, it is necessary to temporarily close portions of Reynolds Drive and McComb Street as participants gather and begin the 40-Mile loop at Carl Sandburg School in order to facilitate the race;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that portions of Reynolds Drive and McComb Street shall be temporarily closed to traffic and parking on Saturday, November 7, 2020, from 8:45 o'clock a.m. to 9:45 o'clock a.m. as needed to facilitate the race.

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the Charleston Police Department be and is hereby authorized and directed to erect and place appropriate barricades and signage necessary to effect the intention of this Resolution.

BE IT HERETOFORE FURTHER RESOLVED by the City Council of the City of Charleston, that the Police Department is hereby authorized to direct towing, as deemed necessary, to effectuate the intent of this Resolution.

INTRODUCED to Council this ______ day of _________________________, 2020.

PASSED by Council this ______ day of _____________________________, 2020.

APPROVED by the Mayor this ______ day of ________________, 2020.

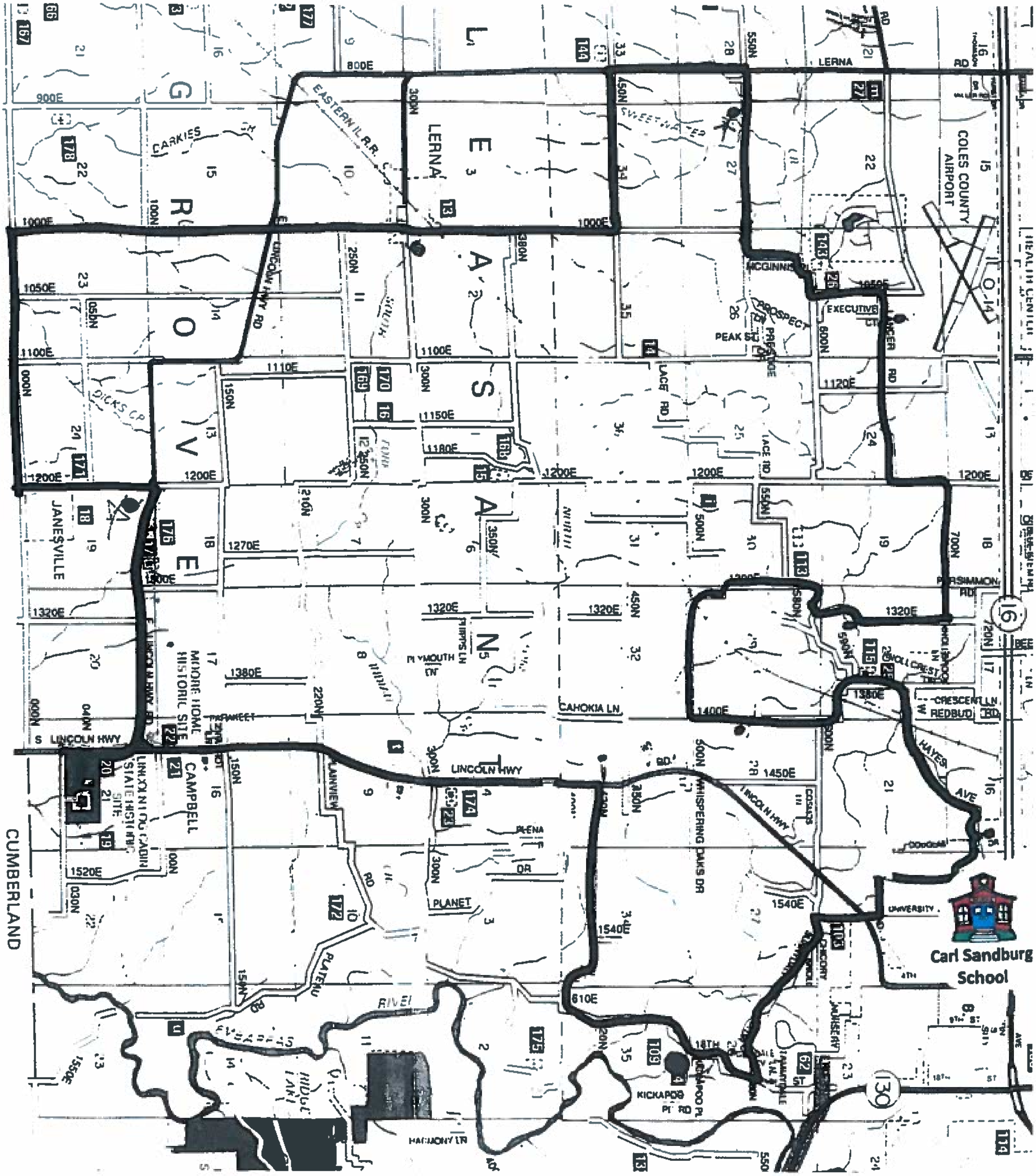
	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

Brandon T. Combs, Mayor

ATTEST:

Deborah L. Muller, City Clerk

Charleston Challenge 40-Mile Relay Race
November 7, 2020



City Council Regular Meeting **8)**

Meeting Date: 10/06/2020

Submitted For: Chad Reed, Police Chief **Submitted By:** Deborah Muller, City Clerk

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TITLE:

RESOLUTION: Authorizing Street Closure for Lincoln Fire Protection District Drive-Thru Pancake and Sausage Day on Saturday, November 7, 2020.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Street Closure Request: LFPD Pancake & Sausage Day Drive-Thru Event.

RES: Approving Street Closure for LFPD Pancake & Sausage Day.

Map: LFPD Pancake & Sausage Day.

CITY OF CHARLESTON
STREET CLOSURE REQUEST

Name/Organization: Charleston Lincoln Volunteers

Contact Person: Kevin Rankin

Address: 371 W Coolidge

Telephone: **Home:** ________ **Business:** ________ **Cell:** 217-549-0482

Function/Reason for Closure: To provide a secure and safe traffic flow for our annual Pancake and Sausage Day. This year is unique with the COVID restrictions and we will be doing drive up only.

Closure Dates and Location(s): Closed to Parking & Traffic:
11/7/2020 from 06:00-13:00 hrs.W Coolidge between Lincoln Highway Road and University Drive.

Date(s): 11/07/2020

Submission Date: 09/28/2020

Time(s): 6:00 a.m. -- 1:00 p.m.

REQUEST MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO DATE OF EVENT.

<u>R E S O L U T I O N</u>

20– R – ____

<u>RESOLUTION AUTHORIZING TEMPORARY STREET CLOSURE FOR LINCOLN FIRE PROTECTION DISTRICT (LFPD) ANNUAL PANCAKE AND SAUSAGE DAY</u>

WHEREAS, the LFPD Annual Pancake and Sausage Day Event will take place on Saturday, November 7, 2020, from 6:00 o'clock a.m. until 1:00 o'clock p.m.; and

WHEREAS, in order to facilitate drive-through modifications in to safely conduct the event during the Covid-19 pandemic, it is necessary to close West Coolidge Avenue from University Drive to Lincoln Highway Road;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, County of Coles, and State of Illinois, that West Coolidge Avenue be closed to traffic and parking from University Drive to Lincoln Highway Road on Saturday, November 7, 2020, from 6:00 o'clock a.m. until 1:00 o'clock p.m.:

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the Charleston Police Department be and is hereby authorized and directed to erect and place appropriate barricades, signage and traffic control devices necessary in order to effectuate the intention of this Resolution.

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the Charleston Police Department is hereby authorized to direct towing, as deemed necessary, to effectuate the intent of this Resolution.

INTRODUCED to Council this _____ day of _________________, 2020.

PASSED by Council this _______ day of _______________, 2020.

APPROVED this _______ day of _______________, 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

____
Brandon Combs, Mayor

ATTEST:

____
Deborah Muller, City Clerk


LFPD—Pancake & Sausage Day
November 7, 2020—W. Coolidge Avenue Closed to Traffic & Parking
University Drive to Lincoln Highway Road
Eagle Point
University Dr
Lincoln Hwy Rd
Fawn Hollow Dr
Whitetail Dr
Yearling Ct
Deer Run Trail
1520 E
Co Rd 1350 E
Google Earth
© 2020 Google
600 ft

City Council Regular Meeting **9)**

Meeting Date: 10/06/2020

Submitted For: Brian Jones, Parks & Recreation Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Street Closure for "Christmas in the Heart of Charleston" Drive-Thru Event on December 5, 2020.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Street Closure Request--Christmas in the Heart of Charleston.

RES: Approving Street Closure for Christmas in the Heart of Charleston.

Map: Christmas in the Heart of Charleston.

CITY OF CHARLESTON
STREET CLOSURE REQUEST WITH TOWING

Name/Organization: Christmas in the Heart of Charleston, Static Parade

Contact Person: Diane Ratliff, Tourism and Special Events

Address: 520 Jackson Ave., Charleston, IL 61920

Telephone: Business: **348-0430** Cell: **549-6815**

Function/Reason for Closure: Christmas in the Heart of Charleston Celebration

Closure Location: ***Monroe Avenue*** from 5th Street to 8th Street; ***6th Street*** from Monroe Avenue to Harrison Avenue; ***Jackson Avenue*** from 5th Street to 8th Street; Van Buren from 6th to 7th Street; and ***7th Street*** from Harrison Avenue to Madison Avenue between 3:00 p.m. and 8:00 p.m.; and City Hall (Municipal Building) Parking Lot between 12:00 p.m. and 8:00 p.m.

Submission Date: September 4, 2020

Requested Date(s): December 5, 2020

Requested Closure Time(s): 3:00 p.m. until 8:00 p.m.

REQUEST MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO DATE OF EVENT.

FOR CITY USE ONLY

City Clerk	Approved ___________	Denied ___________
Fire Chief	Approved ___________	Denied ___________
Police Chief	Approved ___________	Denied ___________
City Manager	Approved ___________	Denied ___________
Public Works	Approved ___________	Denied ___________

R E S O L U T I O N

20– R – ____

RESOLUTION AUTHORIZING TEMPORARY STREET CLOSURE FOR “CHRISTMAS IN THE HEART OF CHARLESTON”

WHEREAS, the annual “Christmas in the Heart of Charleston” celebration will take place on Saturday, December 5, 2020, from 4:45 o’clock p.m. until 7:00 o’clock p.m.; and

WHEREAS, it is necessary to close certain streets for the conduct of said festivities;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, County of Coles, and State of Illinois, that the following streets be closed to traffic on Saturday, December 5, 2020, from 2:00 o’clock p.m. until 8:00 o’clock p.m.:

- ***Monroe Avenue*** from 6th Street to 7th Street***;***
- ***6th Street*** from Monroe Avenue to VanBuren Avenue***;***
- ***Jackson Avenue*** from 5th Street to 8th Street***;***
- **VanBuren Avenue** from 6th to 7th Street***; and***
- ***7th Street*** from VanBuren Avenue to Madison Avenue***.***

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the following shall be closed to traffic and parking on Saturday, December 7, 2019, between 12:00 o’clock p.m. and 8:00 o’clock p.m.:

- ***City Hall (Municipal Building) Parking Lot***

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the Charleston Police Department be and is hereby authorized and directed to erect and place appropriate barricades, signage and traffic control devices necessary in order to effectuate the intention of this Resolution.

BE IT FURTHER RESOLVED by the City Council of the City of Charleston, that the Charleston Police Department is hereby authorized to direct towing, as deemed necessary, to effectuate the intent of this Resolution.

INTRODUCED to Council this _____ day of _________________, 2020.

PASSED by Council this _______ day of _______________, 2020.

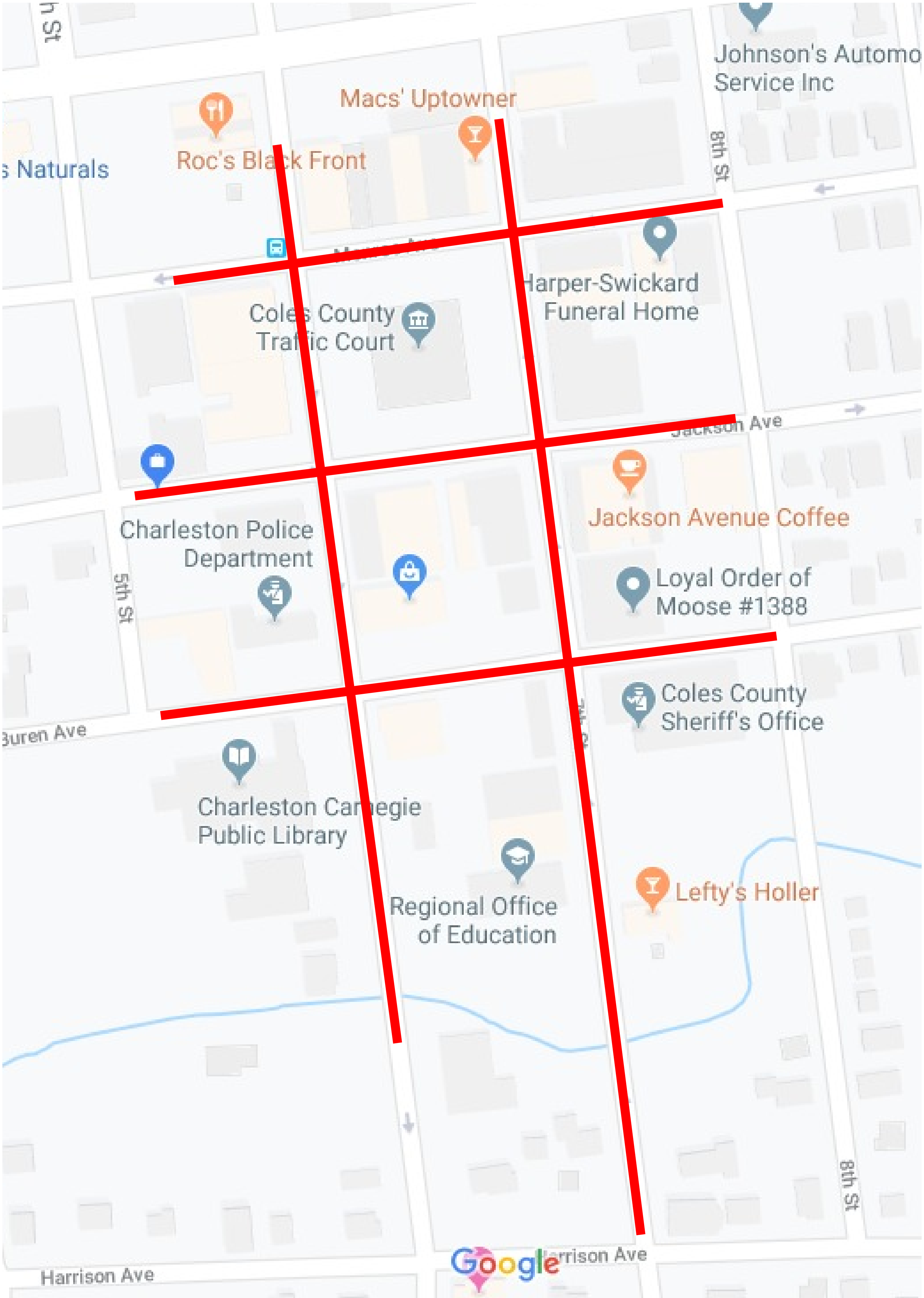
APPROVED this _______ day of ______________, 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

____
Brandon Combs, Mayor

ATTEST:

____
Deborah Muller, City Clerk



Johnson's Automo
Service Inc
Macs' Uptowner
Roc's Black Front
s Naturals
8th St
Harper-Swickard
Funeral Home
Coles County
Traffic Court
Jackson Ave
Charleston Police
Department
Jackson Avenue Coffee
Loyal Order of
Moose #1388
5th St
Coles County
Sheriff's Office
Buren Ave
Charleston Carnegie
Public Library
Regional Office
of Education
Lefty's Holler
8th St
Harrison Ave
Harrison Ave
Google

City Council Regular Meeting **10)**

Meeting Date: 10/06/2020

Submitted For: Steve Pamperin, City Planner **Submitted By:** Deborah Muller, City Clerk

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TITLE:

RESOLUTION: Approving an Amended and Restated Intergovernmental Agreement and Membership in the Government Telecommunications Consortium (GovTC).

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Approving an Amended & Restated IGA for GovTC.

Amended & Restated IGA for GovTC.

CITY OF CHARLESTON

RESOLUTION

20–R- ____

A RESOLUTION
APPROVING AN AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT AND MEMBERSHIP IN THE GOVERNMENT TELECOMMUNICATIONS CONSORTIUM

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS _____ DAY OF ___________________, 2020

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
AS PROVIDED BY LAW THIS _____ DAY OF ___________, 2020

RESOLUTION

20–R- ____

A RESOLUTION
APPROVING AN AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT AND MEMBERSHIP IN THE GOVERNMENT TELECOMMUNICATIONS CONSORTIUM

WHEREAS, the City of Charleston ("***City***") is an Illinois non-home rule municipality organized and operating under the Illinois Municipal Code ("***Code***"); and

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government; and

WHEREAS, the City wishes to establish a long-term, shared telecommunications service and support consortium to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement; and

WHEREAS, on May 1, 2018, the City approved Resolution 18-R-24 "Intergovernmental Agreement and Membership in Government Telecommunications Consortium" entering into an intergovernmental agreement organizing a consortium to develop and share telecommunications equipment and services and setting forth the member's rights and responsibilities; and

WHEREAS, the charter members of the consortium shall be the City of Charleston, City of Mattoon, Eastern Illinois University, Lake Land College and the County of Coles; and

WHEREAS, on September 16, 2020, the GovTC Board recommended approval of an Amended and Restated Intergovernmental Agreement to the five charter member entities. The agreement includes changes required to apply for tax-exempt status (e.g. purpose statement and dissolution restrictions) and some accommodations for Eastern Illinois University due to their unique status and statutory limitations.

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

SECTION ONE: RECITALS. The Mayor and City Council find the foregoing recital are an accurate and complete reflection of the authority for, purpose and intent of this resolution and incorporate them as though restated herein.

SECTION TWO: AMENDED AND RESTATED MEMBERSHIP AGREEMENT. That certain Amended and Restated Intergovernmental Agreement for Membership in a Government Telecommunications Consortium (GovTC), a true and complete copy of which is attached hereto as Exhibit A, is hereby approved. The Mayor and City Clerk are hereby authorized and directed to execute a counterpart of the agreement. The City Manager, or his designee, is hereby authorized and directed to take such actions as are necessary to perform the City's membership obligations as more specifically described in the agreement.

SECTION THREE: SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: CONFLICT. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law.

APPROVED and ADOPTED by the Mayor and City Council of the City of Charleston this _____ day of _______________, 2020 pursuant to roll call vote as follows:

INTRODUCED this ______ day of _______________________, 2020.

PASSED this ___________day of ________________________, 2020.

APPROVED this ________ day of _______________________, 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti via Remote Participation				
Jeff Lahr via Remote Participation				
Dennis Malak via Remote Participation				
Tim Newell via Remote Participation				

____
Mayor

ATTEST:

____
City Clerk

EXHIBIT A

Amended and Restated Intergovernmental Agreement for Membership in a Government Telecommunications Consortium (GovTC)

AMENDED AND RESTATED
INTERGOVERNMENTAL AGREEMENT FOR MEMBERSHIP IN A GOVERNMENT TELECOMMUNICATIONS CONSORTIUM (GovTC)

This Amended and Restated Intergovernmental Agreement ("Agreement") is entered into on the date set forth below, by and between the parties that have executed this Agreement pursuant to its terms (collectively referred to as "Parties").

WITNESSETH:

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government;

WHEREAS, Section 10-40 of the Eastern Illinois University Law, 110 ILCS 665/10-40, authorizes the Board of Trustees of Eastern Illinois University to enter into contracts with municipalities within which the University is located, in whole or in part, for such municipality to provide essential municipal services;

WHEREAS, the Parties desire to enter into an Intergovernmental Agreement setting forth the responsibilities of the Parties with regard to the operation of a consortium to develop and share telecommunications equipment and services; and

WHEREAS, the Parties wish to establish a long-term, shared telecommunications service and support consortium to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement.

NOW, THEREFORE, in consideration of the mutual covenants of this Agreement and other good and valuable consideration, the Parties agree as follows:

I. General Purpose; Authority

Section 1. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. To the extent not inconsistent with such purposes, the general purpose of this Agreement is to establish a long-term, shared telecommunications service and support consortium to support the governmental mission of solely the Members and to establish its governing Board and Members.

Section 2. The Members agree to establish GovTC as an intergovernmental entity to implement the functions, services, and responsibilities described in this Agreement.

Section 3. Except to the extent provided in this Agreement and the By Laws, the GovTC consortium shall operate in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, and the Illinois Freedom of Information Act, 5 ILCS 140.'1, *et seq.* Where there is a conflict between the By-Laws or the Agreement and such statutes, the By-Laws shall prevail to the greatest extent permitted by law.

Section 4. The Members agree that no one Member shall be responsible or liable, in whole or in part, for the acts of GovTC, or the agents or contractors of GovTC, or any other Members acting separately or in conjunction with the implementation of the activities of GovTC.

II. Construction and Definitions

Section 1. The language in the text of this Agreement shall be interpreted in accordance with the following rules of construction:

(a) The singular number includes the plural number and the plural the singular,

(b) The word "shall" is mandatory; the word "may" is permissive; and

(c) The masculine gender includes the feminine and neuter

Section 2. When the following words and phrases are used, they shall, for the purposes of this Agreement, have the meanings respectively ascribed to them in this Section, except when the context otherwise indicates.

(a) "ACCOUNT" - the account or accounts established and funded by the Members to: (1) pay the joint administrative expenses of GovTC; (2) fund it's pro rata share of certain approved telecommunications initiatives for GovTC; and (3) pay any other expenditure approved by the Board and/or otherwise authorized by the terms of this Agreement.

(b) "AGREEMENT" - this Intergovernmental Agreement for Membership in a Government Telecommunications Consortium.

(c) "ANNUAL CONTRIBUTION" — the annual proportional amount paid by each Member for Shared Initiatives plus any agreed upon administration fees such as the annual audit.

(d) "BOARD" - the Board of Directors of GovTC, consisting of one (1) Director and one (1) alternate Director from each Member.

(e) "BY-LAWS" — the by-laws of the GovTC Board, attached as Exhibit B, as the Board may be amend from time to time.

(t) "CHARTER MEMBER" — the founding members of the GovTC.

(g) "CHIEF ADMINISTRATIVE OFFICER" - the City or Village Manager or Administrator for each Member which is a municipality and the highest appointed officer for any other Member.

(h) "CORPORATE AUTHORITIES" - the governing body of each Member.

(i) "FISCAL YEAR" - the twelve month period commencing on January 1 of a particular year.

(j) "FORMER MEMBER" - any entity which was once a Member, but has either withdrawn from GovTC or whose status as a Member was terminated pursuant to this Agreement.

(k) "FUND BALANCE" - the amount of Shared Assets exceeding liabilities at any point in time using generally accepted accounting principles.

(1) "GOVERNMENT TELECOMMUNICATIONS CONSORTIUM" or "GovTC" – the consortium created pursuant to this Agreement.

(m)"INITIAL MEMBERSHIP FEE" - the fee paid upon joining GovTC to fund the initial Shared Initiatives developed within consortium.

(n) "INTELLECTUAL PROPERTY" - any and all software, data, maps, or related items generated by or for GovTC. Such intellectual property shall be considered privileged and confidential trade secrets and shall constitute valuable formulae, design and research data or which Members have given substantial consideration.

(o) "MASTER CONTRACT" - the standard contract agreement between GovTC and a Member.

(p) "MEMBER" - a Unit which enters into this Agreement and is, at any specific time not in default as set forth in this Agreement.

(q) "MEMBERS ATTRITION FORMULA" - the distribution of Shared Assets based on Member initial membership fee and date and its age.

(s) "MEMBER GUIDELINES" - the procedures established by the Board to implement operations under this Agreement.

(t) "MINIMUM MEMBERSHIP CRITERIA" - the evaluation criteria used by the Board for consideration of new Members as defined in Exhibit A.

(u) "QUORUM" - the required percentage of Directors necessary for the Board to hold a meeting. A quorum is present when a majority (more than 50%) of the Directors is present at a duly called meeting of the Board.

(v) "RESERVES" - the amount established through an excess of Annual Contributions over expenses and established to reduce the volatility of GovTC expenses.

(w) "SERVICE PROVIDER" - any person or entity that GovTC designates to establish, operate, maintain or support Telecommunications infrastructure and services for the Members.

(x) "SECONDARY SERVICE PROVIDER" - a Service Provider not limited to a supplier of software, hardware, or other services.

(y) "SHARED ASSETS" - the collective investments in hardware, software and other telecommunications equipment made and used by the Members pursuant to this Agreement.

(z) "SHARED INITIATIVES" - the programs or Shared Assets where the cost will be shared by the Members and held by GovTC.

(aa) "SOFTWARE" - the computer programs, form designs, user manuals, data specifications and associated documentation employed as part of Shared Initiatives.

(bb) "UNIT" - includes any political subdivision of the State of Illinois, including community colleges and state universities, or any department or agency of the state government or any city, village or any taxing body that is not a Member.

III. Membership

Section 1. The Charter Members of GovTC shall be the City of Charleston, City of Mattoon, Board of Trustees of Eastern Illinois University, Lakeland College and Coles County.

Section 2. Units may apply and obtain for membership in GovTC as provided in the ByLaws. Any new Unit joining GovTC must meet Minimum Membership Criteria, as the Board may amend from time to time. Any exceptions to the Minimum Membership Criteria must be approved by two-thirds (2/3) affirmative vote of the entire Board, with the new Unit defining and committing to a plan to meet the full Minimum Membership Criteria within a specified timeframe.

IV. Board of Directors

Section **1.** The governing body of GovTC shall be its Board of Directors, which shall operate pursuant to the By-Laws attached as Exhibit B, as they may be amended by the Board from time to time.

Section 2. The Chief Administrative Officer of each Member shall appoint one (1) Director to the Board, who shall have one (1) vote, and shall also appoint one alternate Director who shall be entitled to attend meetings of the Board but may only vote in the absence of the Member's Director. The Chief Administrative Officer shall promptly fill any vacant Director or alternate Director position.

Section 3. The officers of the Board shall consist of a President, a Vice-President, a Treasurer, and a Secretary, who shall exercise those powers and duties described in the By-Laws.

V. **Powers and Duties of the Board**

Section 1. The powers and duties of the Board shall include the powers to:

(a) Take such action, as it deems necessary and appropriate, to accomplish the general purposes of this Agreement and exercising other ancillary administrative powers.

(b) Authorize all GovTC expenditures.

(c) Establish and collect the Initial Membership Fee.

(d) Establish and collect Annual Contributions for services to Members.

(e) Establish an annual budget and cause to be delivered an annual financial accounting report in writing to its Members as described in this Agreement.

(1) Establish reserves for the purposes of operating GovTC.

(g) Manage reserves including but not limited to the investment thereof.

(h) Establish general policies and procedures necessary to implement GovTC's authority and purpose consistent with section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, this Agreement and the By-Laws, including without limitation the Minimum Membership Criteria, Member Guidelines, Members' Account policy, Conflict of Interest Policy, and other policies as deemed necessary by the Board.

(i) Establish strategic goals for GovTC.

(j) Have an independent audit of GovTC prepared and submitted to the Members.

(k) Exercise any other power necessary and incidental to the implementation of its powers and duties and the operation of GovTC pursuant to this Agreement.

VI. Board Voting Requirements

Section 1. The following matters require approval by the affirmative two-thirds (2/3) vote of the entire Board:

(a) Merger of GovTC with another consortium;

(b) Selection of a Service Provider(s) and other professional service providers (accountants, attorneys, etc.);

(c) Approval of annual and three-year budgets of GovTC, including the amount of each Member's annual contributions;

(d) The acquisition of Shared Initiatives in the form of capital expenditures;

(e) Approval or conditional approval of any proposed new Member(s);

(f) Approval of any strategic plan documents;

(g) Suspension, termination, expulsion, or reinstatement of a Member;

(h) Dissolution and/or Termination of GovTC.

(i) Amendments of this Agreement or the By-Laws; and

(j) Any other matters specified in this Agreement as requiring the affirmative two-thirds (2/3) vote of the entire Board.

Section 2. Any and all other action consistent with the other terms of this Agreement which the Board deems necessary shall be considered routine in matter and approved by an affirmative majority vote of the entire Board.

VII. Master Contract

Section **1.** The GovTC goal is to have one Master Contract that governs the duties and obligations of the Service Provider to each Member.

Section 2. Prior to the completion and execution of the Master Contract, each Member shall be individually responsible for contracting with the Service Provider. Members shall enter into a service contract with the Service Provider substantially conforming to the GovTC Service Provider Contract as may be modified by the Board, within one (1) year of signing this Agreement, until such time as there is a Master Contract. Members are expected to enter into any agreements with Secondary Service Providers deemed necessary for the functioning of GovTC within a reasonable time as determined by the Board of Directors.

Section 3. Upon completion of the Master Contract and execution by each Member, the Master Contract shall control over and supersede any existing Service Provider Contract, which shall thereafter be of no effect.

VIII. Service Provider

Section 1. Each Director shall make a recommendation to their respective Chief Administrative Officer to contract with a Service Provider whose duties for GovTC are listed in Subsection 7 of this Article VIII below.

Section 2. The term of any Service Provider shall be as set forth in the Service Provider Agreement and/or Master Contract.

Section 3. The Board may at any time vote to name a new Service Provider by two-third (2/3) affirmative vote of the entire Board, whose term shall begin at such time as the Board may authorize.

Section 4. A Service Provider's term shall be renewed upon such terms as the Board may approve.

Section 5. The Board may terminate the services of a Service Provider at any time, subject only to the Service Provider Agreement and/or Master Contract.

Section 6. The Board may enter into agreements with more than one Service Provider if it deems it appropriate.

Section 7. The Service Provider shall be the principal operating manager of GovTC and shall supervise and control day-to-day operations of GovTC and carry out the purpose of GovTC as directed by the Board. Among the duties and authority of the Service Provider shall be the following:

(a) To sign on behalf of GovTC any instrument which the Board has authorized to be executed, by a formal vote or written authority, and, in general, to perform all duties pertinent to GovTC and such other duties as may be prescribed by the Board consistent with this Agreement from time to time.

(b) To prepare a proposed annual budget indicating staffing and annual contributions and to submit such proposals to the Board.

(c) To prepare projections of future anticipated expenses through development of a three (3) year budget.

(d) To make recommendations regarding policy decisions, the creation of other Board offices and the retention of agents, employees and independent contractors.

(e) At each regular meeting of the Board and at such other times as requested to do so by the Board, to present a full report of the Service Provider's activities and shared initiatives of GovTC.

(I) To report monthly to each Member on performance measures and summary of services performed for each Member pursuant to Service Provider Agreement and/or Master Contract.

(g) Within the constraints of the budget approved by the Board, to make or direct distributions from the Reserves account for payment of hardware, software, or other expenses of GovTC and maintain accurate and detailed records and accounts of all transactions and all Shared Assets.

(h) Act as liaison officer with the Board and each individual Member's Director.

(i) Prepare Board agendas and meeting minutes in conjunction with the Secretary or President.

(j) Monitor billings from Secondary Service Providers to ensure that they are received in a timely fashion and in the correct amount.

(k) Secure bids and request for proposals for hardware, software, and other telecommunications services and make recommendations for the selection of vendors for adoption by the Board.

(1) Expend reasonable funds in an emergency with written notice to the Board.

(m) Provide necessary information to the Board's selected certified public accountant in conjunction with the preparation of the annual reports.

(n) Solicit new Members with direction from strategic goals adopted by the Board.

(o) Draft GovTC and Board goals for each coming year for review and approval by the Board.

Section 8. In the event one of the Members of GovTC is designated as the Service Provider, such Member shall be required to comply with the following conditions:

(a) Member shall not allow the same person(s) to serve as such Member's Director on the Board and perform the Service Providers duties;

(b) Member shall fully indemnify GovTC and the Members from, and obtain and maintain insurance providing coverage for, claims arising or resulting from the acts and omissions of its employees who are performing the duties of the Service Provider so that any claims arising from the acts or omissions of the Service Provider do not result in any liability to GovTC or its members, except to the extent caused by the gross negligence or willful misconduct of GovTC or such member.

IX. Obligations of Members

Section 1. The obligations of each Member shall be as follows:

(a) To execute a contract with the Service Provider until such time as a Master Contract is available;

(b) To appropriate or budget for and, where necessary, to levy for, and pay promptly all monthly and supplementary or other payments following the Illinois Prompt Payment Act and in such amounts as are established within the scope of this Agreement;

(b-5) A Member may terminate or suspend its participation in the Agreement, in whole or in part, without penalty or further payment being required, if the Illinois General Assembly fails to make an appropriation sufficient to pay such its obligations, provided that such Member may not be reinstated to its full Member status without the express consent of the disinterested Members;

(c) To select promptly a Director to serve on the Board and an alternate;

(d) To cooperate fully with the Service Provider, GovTC's attorneys and auditors and any agent, employee, officer or independent contractor of GovTC in any matter relating to the purpose and powers of GovTC;

(e) To review all proposed changes to strategic plans prior to the Board's final vote on such changes;

(f) To act promptly on all matters requiring Board approval and to not withhold such approval unreasonably or arbitrarily;

(g) To purchase and maintain Comprehensive General Liability (CGL) and Workers Compensation insurance covering liability arising out of the Member's participation in GovTC, including any liability arising from the actions of the Member's Director acting in his/her scope of authority under this Agreement.

Section 2. At the discretion of the Board, non-performance of Member obligations, whether in whole or in part, may be the basis for a recommendation to terminate pursuant to Article XI of this Agreement.

X, Financial Matters

Section 1**.** The Fiscal Year of GovTC shall be from January I through December 31.

Section 2. Each Member shall be liable for and pay to GovTC a share of the total Annual Contribution required in each GovTC Fiscal Year which shall be calculated by the Board on an allocation basis that is divided by the number of participants.

Section 3. The proposed revenue requirements and corresponding Member contribution for GovTC's next ensuing Fiscal Year will be presented to the GovTC Board annually in due course, but in no event later than 90 days before the start of such Fiscal Year. The Annual Contribution for the ensuing Fiscal Year and the amount of each Member's share shall be determined by the affirmative two-thirds (2/3) vote of the entire Board.

Section 4. Each Member shall remit payment of its Annual Contribution, or regular installments thereof, to GovTC on or before the due date (or dates) established by the Board. Each Member shall be liable for the complete payment of its annual contributions.

Section 5. Billings for all charges shall be made by the Board and shall be due when rendered. Any Member whose charges have not been paid within 90 days after billing shall be in default and shall not be entitled to further voting privileges or to have its director hold any office on the Board and shall not use any GovTC Shared Initiatives until such time as such Member is no longer in default. In the event that such charges have not been paid within 90 days of such billing, such defaulting Member shall be deemed to have given, on such 90th day, notice of withdrawal from Membership by the Board. In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it. Withdrawal shall not relieve any such Member from its accrued financial obligations as set forth in this Agreement.

Section 6. Nothing contained in this Agreement shall prevent the Board from charging non-Members for services rendered by GovTC on such basis as the Board shall deem appropriate.

Section 7. It is anticipated that GovTC may be in a position to receive financial assistance in the form of grants. The Board may credit any such grants against charges for any Member, Members, or GovTC in a manner agreed to by the Board. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges, which may be made in the future.

Section 8. The amount required for Reserves shall be calculated on an annual basis for presentation and acceptance by the Board as part of the annual budget process.

XI. Termination of Membership

Section I. Failure to enter into an agreement with the Service Provider within one **(1)** year of GovTC's designation of the Service Provider shall be cause for the termination of Membership. A 30-day written notice will be given to a Member that fails to enter into an agreement with the Service Provider as provided in this Section. Upon the failure to enter into an agreement at the end of the thirty-day (30) notice period, its Membership shall be terminated.

Section 2. Failure to enter into an agreement within thirty 30 days of expiration of the previous agreement with Service Provider shall result in Membership termination.

Section 3. A Member shall be terminated for cause including not participating as a Board Member, not paying dues, not signing a Master Contract, not maintaining the minimum standards of the organization, or other activities determined by the Board and based on an affirmative vote of two-thirds (13) of the entire Board.

Section 4. Upon termination of any Member, the Member shall be responsible for:

(a) All of its pro-rated share of any obligations;

(b) Its share of all charges to the effective date of termination;

(c) Restitution for damages or malicious actions outside of insurance; and

(d) Any contractual obligations it has separately incurred with GovTC or the Service Provider.

Section 5. A Member terminated from Membership at a time when such termination does not result in dissolution of GovTC, shall forfeit its claim to any Shared Assets of GovTC. Any terminated Member shall be subject to the provisions described elsewhere in this Agreement.

Section 6. If a Member remains in default for a period of more than 90 days on any billing from GovTC, the Membership automatically shall terminate.

XII. Withdrawal

Section I. Notwithstanding the application of 30 ILCS 500/20-60 (Availability of Appropriation), all new Members of GovTC shall be committed as Members for an initial three (3) year Membership.

Section 2. After the period of an initial three-year Membership, any Member may withdraw from GovTC at the end of a GovTC Fiscal Year upon giving of at least eight (8) months prior written notice of such withdrawal, or as soon as practical in application of 30 ILCS 500/20-60. Such notice shall be addressed to the Board of Directors of the GovTC and shall be accompanied by a resolution of the Corporate Authorities of the Member electing to withdraw from GovTC.

Section 3. The nonpayment of charges as set forth in this Agreement or the refusal or declination of any Member to be bound by any obligation to GovTC shall constitute written notice of withdrawal, but shall not relieve the Member of its obligations.

Section 4. Upon the effective date of withdrawal the withdrawing Member shall continue to be responsible for:

(a) All of its pro-rated share of any obligations;

(b) Its share of all charges to the effective date of termination; and

(c) Any contractual obligations it has separately incurred with GovTC or the Service Provider(s).

Section 5. A Member withdrawing from Membership at a time when such withdrawal does not result in dissolution of GovTC shall forfeit its claim to any Shared Assets of GovTC. Any Member that withdraws shall be subject to the provisions of this Agreement. If withdrawing Member cannot meet specific deadlines for terminating its contract with the Service Provider, withdrawing Member must pay Service Provider on a month-to-month basis or as mutually agreed upon. The withdrawing Member shall, within thirty (30) days of withdrawal, file a certification with the Board, verifying compliance with this Section.

XIII. Dissolution

Section **1.** GovTC shall be dissolved whenever:

(a) A sufficient number of Members withdraw from GovTC to reduce the total number of Members to less than two (2); or

(b) By affirmative two-thirds (2.'3) vote of the entire Board.

Section 2. In the event of dissolution, the Board shall determine the procedures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit subject to the provisions of this Agreement.

Section 3. Upon the dissolution of GovTC, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. To the extent it is not inconsistent with the foregoing sentence, after payment of all obligations, the remaining Shared Assets of GovTC shall be liquidated and the proceeds shall be distributed among the then existing Members in accordance with the Members Attrition Formula applied to any surplus value found with the sale of the Shared Assets.

Section 4. If, upon dissolution and the sale of the Shared Assets and the application of reserves, there is an organizational deficit, such deficit shall be charged to and paid by the Members and withdrawing Member(s) that caused the dissolution in accordance with obligations as described in Article XI on a pro-rata basis calculated from the Members Attrition Formula.

Section 5. In the event of dissolution and once all obligations have been paid, a Member may continue to use any intellectual property developed on their behalf during the term of its Membership.

XIV. Merger of the Consortium

Section **1.** GovTC may merge with any other consortium established under the Illinois Intergovernmental Cooperation Act upon the affirmative two-thirds (2'3) majority vote of the entire Board.

XV. General Conditions

Section 1. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered in person or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to City of Charleston: Steve Pamperin City of Charleston 520 Jackson Avenue Charleston, IL 61920	If to Eastern Illinois University: Kent Martin Eastern Illinois University 600 Lincoln Avenue Charleston, IL: 61920
If to Lakeland College: Jeff Branson Lakeland College 5001 Lake Land Blvd. Mattoon, IL 61938	If to Coles County: Brian Huston Coles County 651 Jackson Avenue Charleston, IL 61920
If to GovTC: R. Sean Hocking Craig & Craig, LLC 1807 Broadway Avenue Mattoon, IL 61938 With a copy to the Service Provider: County of Coles Attn: Coles County Sheriff c/o Mark Harris 701 7th Street Charleston, IL 61920	If to City of Mattoon: Kyle Gill City of Mattoon 208 N. 19th Street Mattoon, IL 61938

Each party shall have the right to designate other addresses for service of notices, provided notice of change of address is duly given.

Section 2. The Parties certify that they are not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code and that they each have a written sexual harassment policy in place in full compliance with 775 ILCS 512-I 05(A)(4).

Section 3. Except as set forth herein, no Member may, by its own actions, obligate GovTC or any other Member.

Section 4. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Illinois.

Section 5. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

Section 6. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

XVI. Duration

This Agreement shall continue in effect indefinitely, until terminated in accordance with its term or until GovTC is dissolved. Notwithstanding the foregoing, Eastern Illinois University enters into this agreement for a period of 10 years, which term shall be automatically renewed for successive ten year terms unless the Board of Trustees of Eastern Illinois University deliver notice of intent not to renew not less than ninety (90) days prior to the expiration of the then current term.

XVII. Intellectual Property

Section 1. Members agree that no assignments, licenses, sales, authorization of reuse by others, giveaways, transfer or any other grant of Intellectual Property rights will be made to any third party without written permission from the Board.

Section 2. It is understood that this Agreement does not grant to any Member or any employees, partners or other business associates thereof, any rights in any Intellectual Property or any inherent protectable interests, except those specifically provided by this Agreement.

XVIII. Execution of Agreement

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as GovTC and the Members or additional Members shall preserve undestroyed, shall together constitute but one and the same instrument.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the undersigned have caused this Restated and Amended Intergovernmental Agreement for the Creation of a Government Telecommunications Consortium to be executed in the Members respective name, and have caused this Agreement to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Telecommunications Consortium to be dated this

________ Day of ________________________, 2020.

City of Charleston:	**Board of Trustees of Eastern Illinois University**:
______________________________	______________________________
Mayor	Vice President for Business Affairs
ATTEST:	ATTEST:
______________________________	______________________________
City Clerk	Director – Coles 9-1-1
Lakeland College:	**Coles County**:
______________________________	______________________________
Vice President for Business Services	Chairman of the County Board
ATTEST:	ATTEST:
______________________________	______________________________
Director – Coles 9-1-1	County Clerk
City of Mattoon:	
______________________________	
Mayor	
ATTEST:	
______________________________	
City Clerk	

EXHIBIT A

Minimum Membership Criteria

1. $50,000, according to a schedule to be approved by the Board, but which may not exceed two (2) years from the effective date of this Agreement. Payment may be made in cash or in-kind labor or materials, the valuation of which must be approved by the Board.

EXHIBIT B

GovTC By-Laws

City Council Regular Meeting **11)**

Meeting Date: 10/06/2020

Submitted For: Curt Buescher, Public Works Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: BID AWARD: Sister City Phase II Storm Water Management.

STAFF RECOMMENDATION:

Approve.

Attachments

RES: Accepting Bid for Sister City Phase 2 Storm Water Management.

Bid Tabulation Sheet: Sister City Phase 2 Storm Water Management.

<u>R E S O L U T I O N</u>

20 – R – ____

<u>RESOLUTION ACCEPTING BID AWARD FOR SISTER CITY PHASE 2 STORM WATER MANAGEMENT</u>

WHEREAS, a bid letting for the City of Charleston's Sister City Phase 2 Storm Water Management Project was conducted on Monday, October 5, 2020; and

WHEREAS, the low bidder for the project was Swearingen Excavating from Toledo, Illinois, with a bid amount of $38,569.50; and

WHEREAS, funds for this project are included in the FY 21 Budget; and

WHEREAS, Swearingen Excavating is an experienced contractor who has done similar work in the past; and

WHEREAS, it is in the best interest of the citizens of the City of Charleston that said bid be accepted;

NOW, BE IT THEREFORE RESOLVED by the City Council of the City of Charleston that the low bid listed in Exhibit A be accepted and the City Manager and Director of Public Works be given authority to award the contract to Swearingen Excavating.

INTRODUCED this _____ day of _______________________ 2020.

PASSED this _____ day of _______________________ 2020.

APPROVED this _____ day of _______________________ 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

____
Mayor

ATTEST:

____
City Clerk

Date: October 5, 2020
Time: 10:00 a.m.
Location: City Council Chambers
County: Coles

Attended by: Curt Buescher, Public Works Director
Deborah Muller, City Clerk

Sister City Phase II Storm Water Management -- PW-20-90

			Contractors:		Chris Overton Excavating		Swearingen Excavating		
			Address:		9035 E. CR 450 N.		1075 Co. Rd. 1350 E.		
					Mattoon, IL 61938		Toledo, IL 62468		
			Contact:		Chris Overton		Monty Swearingen		
					217.273.0411		217.962.1222		
			Bond: 5% of Total Bid.		Bond Check:	$3,553.50	Bond Check:	$2,000.00	
			Site Visit Required.		Site Visit	Yes	Site Visit	Yes	
Item No.	**Item**	**Description**	**Unit**	**Quantity**	**Unit Price**	**Total**	**Unit Price**	**Total**	
1	20200100	EARTH EXCAVATION (Includes Topsoil Stripping)	CU YD	4,434	10.00	44,340.00	5.25	23,278.50	
2		EARTH EMBANKMENT (Includes 25% Compaction)	CU YD	1,351	10.00	13,510.00	5.25	7,092.75	
3		TOPSOIL REPLACEMENT (Un-compacted)	CU YD	813	10.00	8,130.00	5.25	4,268.25	
4	28100205	STONE RIPRAP, CLASS A3	TON	44	25.00	1,100.00	45.00	1,980.00	
5	28200200	FILTER FABRIC	SQ YD	78	5.00	390.00	5.00	390.00	
6	28000305	TEMPORARY DITCH CHECKS	FOOT	340	10.00	3,400.00	4.00	1,360.00	
7	28000500	INLET AND PIPE PROTECTION	EACH	2	100.00	200.00	100.00	200.00	
					Total Cost:	$71,070.00	Total Cost:	$38,569.50	

City Council Regular Meeting **12)**

Meeting Date: 10/06/2020

Submitted For: Heather Kuykendall, Comptroller **Submitted By:** Deborah Muller, City Clerk

---

TITLE:

RESOLUTION: Approving Financial Support Conditions and Certification for the Local CURE Program.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Approving Financial Support Conditions & Certification for Local CURE Program.

Exhibit A: Local CURE Program: Financial Support Conditions & Certification.

CITY OF CHARLESTON

RESOLUTION
20-R-_____

A RESOLUTION APPROVING FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION FOR THE LOCAL CURE PROGRAM

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS _____ DAY OF ___________________, 2020

RESOLUTION
20-R-____

A RESOLUTION APPROVING FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION FOR THE LOCAL CURE PROGRAM

WHEREAS, the City of Charleston ("City") is a municipal corporation organized and existing under the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

WHEREAS, the City is eligible to receive an amount not to exceed $900,884 from the Illinois Department of Commerce and Economic Opportunity ("DCEO") as financial support pursuant to the Local Coronavirus Urgent Remediation Emergency Support Program ("Local CURE Program"), 20 ILCS 605/605-1045; and

WHEREAS, the Local CURE Program is funded from financial assistance the State of Illinois received through the U.S. Department of the Treasury's Coronavirus Relief Fund (CFDA No. 21.019) authorized under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act, P.L. 116-136 ("CARES Act"); and

WHEREAS, the City is required to utilize the financial support received for the specific purposes and in compliance with the terms and certifications of the Local CURE Program; and

WHEREAS, the corporate authorities of the City have determined that it is advisable, necessary and in the best interest of the City to enter into the attached Local CURE Program Financial Support Conditions and Certification in order to participate in and receive the funding pursuant to the Local CURE Program.

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

<u>SECTION ONE:</u> The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in Section 1.

<u>SECTION TWO</u>: The Financial Support Conditions and Certification ("Certification") is hereby approved substantially in the form of Exhibit A, attached and incorporated herein by reference.

<u>SECTION THREE:</u> The Mayor is hereby authorized to execute and deliver the Certification to DCEO substantially in the form of the Exhibit A.

<u>SECTION FOUR</u>: The Mayor, Comptroller, and City staff are authorized and empowered to take all such actions and to execute and deliver all such documents as may be necessary or advisable to carry out the intent and accomplish the purposes of the foregoing resolutions and the Local CURE Program and to effect any transactions contemplated thereby. The performance of any such actions and the execution and delivery of any such documents shall be conclusive evidence of the approval of the corporate authorities thereof and all matters relating thereto.

SECTION FIVE: All actions heretofore taken, and all documents heretofore executed and delivered by the Mayor, Comptroller, and City staff in furtherance of the foregoing resolutions and the Local CURE program are hereby ratified, confirmed, and approved in all respects.

SECTION SIX: All resolutions and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION SEVEN: This Resolution is effective immediately upon its passage and approval in the manner provided by law.

APPROVED and ADOPTED by the Mayor and City Council of the City of Charleston this

_____ day of _______________, 2020 pursuant to roll call vote as follows:

INTRODUCED this ______ day of ________________________, 2020.

PASSED this ____________day of _________________________, 2020.

APPROVED this _________ day of ________________________, 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

____
Mayor

ATTEST:

____
City Clerk

Exhibit A

Financial Support Conditions and Certification

(see attached)

Certification No. **20-494178**

LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY SUPPORT PROGRAM
("Local CURE Program")

FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION

City of Charleston ("Local Government"), with its principal office at **520 Jackson Ave, Charleston, IL 61920**, is eligible to receive an amount not to exceed **$900,884** ("allotment") as financial support pursuant to the Local CURE Program.

The Local CURE Program is funded from financial assistance the State of Illinois received through the U.S. Department of the Treasury's Coronavirus Relief Fund (CFDA No. 21.019) authorized under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act, P.L. 116-136 ("CARES Act").

As a Local Government recipient of financial support through the Local CURE program, the Local Government is required to utilize the financial support received from the Illinois Department of Commerce and Economic Opportunity (the "Department") for the specific purposes as set forth below. To participate in the Local CURE Program, the Local Government must remain in compliance with the terms and certifications stated herein. Please review the items below carefully, as the Local Government and its representative shall warrant that all material facts presented are accurate. If the Local Government is unable to provide this assurance, it is ineligible to receive financial support under the Local CURE Program.

The Department may enter into an agreement with one or more third parties to assist in the administration of the Local CURE Program. The Local Government shall adhere to all instructions or guidance issued by the Department's third party vendors in addition to those of the Department.

The allowable uses of program funds and eligible expenditures set forth in this certification will be modified by the Department, in accordance with the Illinois Administrative Procedure Act, if the CARES Act or the U.S. Department of the Treasury guidance is amended to authorize different categories of eligible uses or eligible expenses.

The Local Government should return this signed Financial Support Conditions and Certification by **October 1, 2020**.

FINANCIAL SUPPORT CONDITIONS

As the authorized representative of the Local Government, I agree and certify that the Local Government:

General Information

1. Provided true and accurate information on the following documents, as applicable: the application and the IRS Form W-9.
2. Will have, by the time Local Government submits its first request for reimbursement, an active registration on the federal System for Award Management ("SAM") and will maintain an active SAM registration throughout the duration of the Local Government's participation in the Local CURE Program.
3. Is a "unit of local government" as defined by the Illinois Constitution, Article VII, Section 1 and has the legal authority to apply for and receive financial support under the Local CURE Program.
4. Is not located completely within one or more of the five Illinois counties that received direct allotments from the CARES Act fund (Cook, DuPage, Kane, Lake, or Will).

Local CURE Program Requirements

5. Has incurred or will incur eligible costs, as defined by 14 Ill. Admin. Code Part 700, for which it will seek reimbursement from the Department under the Local CURE Program. Specifically, the costs incurred by the Local Government:
    a. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
    b. are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the unit of local government; and
    c. were or will be incurred during the period that begins on March 1, 2020 and ends December 30, 2020.
6. Understands that pursuant to the Local CURE Program, the Local Government will only be permitted to seek reimbursement from the Department for costs that have already been expended for services performed or goods received. No advance payments will be permitted.
7. Shall seek reimbursement from one or more of the following five categories of eligible incurred expenses:
    a. Medical expenses, including but not limited to: expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, costs of providing COVID-19 testing, and emergency medical response expenses;
    b. Public health expenses, including but not limited to: expenses for communication and enforcement by local governments of public health orders related to COVID-19;
    c. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services were substantially dedicated to mitigating or responding to COVID-19;
    d. Expenses for actions taken to facilitate compliance with COVID-19 related public health measures; and
    e. Any other COVID-19 related expenses reasonably necessary to the function of government, or for other uses approved by the Department, that satisfy the Local CURE Program eligibility criteria. The Local Government must document how expenses are related to COVID-19.

8. Understands that to be eligible for reimbursement, the Local Government must have had services performed or received goods to respond directly to the public health emergency with respect to COVID-19 by December 30, 2020.
9. Understands that it is Local Government's responsibility to communicate with and report to the Department Local Government's needs regarding the allotment on a regular basis, as directed by the Department. This includes the requirement that Local Government report as soon as practicable if it believes that a portion of the allotment will not be utilized by the Local Government, OR if Local Government is in need of additional funds in excess of the allotment, for costs which will be incurred by December 30, 2020 and which will comply with all the Local CURE Program requirements.
10. Understands that on or around **November 1, 2020**, the Department will send a notice to Local Government indicating that it must report in detail: (a) how Local Government intends to spend the remainder of the initial allotment, and (b) any anticipated eligible expenses through December 30, 2020 in excess of the local government's initial allotment. If, by **December 1, 2020**, Local Government does not submit a report to the Department, or the detailed report submitted by Local Government reveals that some or all of the allotment will not be utilized by the Local Government, the Department will redirect, in accordance with 14 Ill. Admin. Code Part 700, the projected unspent balance to other local governments eligible for the Local CURE Program, which have reported a need for funds.
11. Understands that all requests for reimbursement for any Local CURE Program allotment received by Local Government before February 1, 2021 must be received by the Department or its third party administrator by **January 31, 2021**.
12. Understands that if Local Government's allotment has a remaining balance of funds for which Local Government has not sought reimbursement by January 31, 2021, on **February 1, 2021**, the remaining balance will be redirected to one or more local governments eligible for the Local CURE Program, which have a need for funds.
13. Understands that if the Local Government receives an allotment on or after **February 1, 2021**, the Local Government must submit all requests for reimbursement for this allotment to the Department or its third party administrator by **February 28, 2021**.
14. Understands that for any allotment received by Local Government on or after December 1, 2020, to be eligible for reimbursement, the Local Government must have had services performed or received goods to respond directly to the public health emergency with respect to COVID-19 by December 30, 2020.
15. Understands that the Local Government will submit to the Department or its third party administrator requests for reimbursement on forms provided by the Department or its third party administrator, including all required supporting documentation and in the manner requested by the Department or third party administrator, that the third party administrator will review the information received for eligibility, and if approved, the payment(s) will be released by the Department to the Local Government.
16. Understands that funds received through the Local CURE Program may not be used to fill shortfalls in the Local Government's revenue to cover expenditures that would not otherwise qualify under the program unless the Department authorizes such expenditures, in accordance with the Illinois Administrative Procedure Act, after a modification to the CARES Act or subsequent guidance issued by the U.S. Department of the Treasury.

17. Shall not seek reimbursement for incurred expenses under the Local CURE Program for which the Local Government has received or will receive a duplicate benefit through another State or federal funding opportunity.
18. Understands that any funding provided through the Local CURE Program is authorized under section 601(a) of the Social Security Act, as added by section 5001 of the CARES Act. The Local Government shall follow all requirements of the CARES Act, including, but not limited to, all related guidance, including subsequent guidance, issued by the U.S. Department of the Treasury.
19. Shall use the funds received from the Department in accordance with the requirements of the Local CURE Program, including the statute (20 ILCS 605/605-1045), rules (14 Ill. Admin. Code Part 700), including any amendments thereto, and all written guidance and manuals issued by the Department and/or its third party administrator. The Department, as the administrator of the Local CURE Program, has the authority to take any action necessary to bring Local Government into compliance with the program requirements.
20. Understands that the Department reserves the right to seek a refund from the Local Government if the Department, another State agency or the federal government finds that the Local Government: (a) made a false or fraudulent statement to the Department or its third party administrator; (b) made a false or fraudulent claim for funds; or (c) spent the Local CURE Program funds on ineligible expenses or for duplicate costs that were reimbursed through another federal or State program.

<u>Local CURE Program Administrative Requirements</u>

21. Shall provide all necessary forms, documentation and information as required or requested by the Department or its third party administrator(s) to operate the Local CURE Program.
22. Shall submit all required reports and information requested by the Department or the third party administrator including, but not limited to, information demonstrating funds received under the Local CURE Program were deposited in an account held by the Local Government.
23. When requesting a reimbursement, shall submit a report certifying the costs, as required by 2 CFR 200.415, and provide all documentation and information required by 14 Ill. Admin. Code Part 700, and any other information requested by the Department or its third party administrator.
24. Shall include Local CURE funding in the applicable financial statement and/or audit of the Local Government, including a Single Audit pursuant to the Single Audit Act (31 U.S.C. §§7501-7507).
25. Shall not seek reimbursement for costs paid to an entity on the federal or State debarred and suspended list.
26. Shall comply with the following provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200): 2 CFR 200.303 regarding internal controls; 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management; subpart E regarding cost eligibility requirements; and subpart F regarding audit requirements.

General Administrative Requirements

27. Is complying with all relevant State and federal laws and regulations.
28. And its affiliate(s), is/are not barred from receiving the Local CURE Program funds because the Local Government, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless the Local Government, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and the Local Government acknowledges the Department may terminate and/or seek a refund of the Local Government's Local CURE Program allotment if this certification is false (30 ILCS 500/50-11).
29. Shall continue to comply, as applicable, with the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), the Davis-Bacon Act (40 U.S.C. 276a-276-1), the Drug-Free Workplace Act of 1988 (44 CFR, Part 17, Subpart F), the Fair Labor Standards Act (29 U.S.C. 201), and the Illinois Prevailing Wage Act (820 ILCS 130/1).
30. Shall comply with all relevant laws and regulations concerning non-discrimination.
31. Shall pay no appropriated funds to any person for influencing or attempting to influence an officer or employee of federal, State or local government, or an employee of a member of any federal, State or local government in connection with the awarding of any State and federal contract, the making of any State and federal grant, the making of any State and federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State and federal contract, grant, loan or cooperative agreement.
32. Shall prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interests or personal gain.
33. Has no action, lawsuit or proceeding pending or, to the knowledge of the Local Government, threatened which questions the legality or propriety of the transactions contemplated by the receipt of funds through the Local CURE Program or which will have a material adverse effect on the performance required by the Local Government.
34. Has not received any notice of any investigation conducted or charges, complaints or actions brought by the State of Illinois or any governmental body within the State of Illinois regarding the Local Government or its principals and key personnel that will be involved in the use of the Local CURE Program funds received.
35. Has not received any notice that any of its principals or key personnel that will be involved in the use of the Local CURE Program funds are the subject of any criminal investigations or charges.
36. Understands that neither the Department nor the Local Government shall be liable for actions chargeable to the other party related to the Department's provision of funds to the Local Government including, but not limited to, the negligent acts and omissions of a party's agents, employees or subcontractors in the performance of their duties, unless such liability is imposed by law.
37. Understands that receiving funds pursuant to the Local CURE Program is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend the Local Government's allotment, in whole or in part, without penalty or further payment being required, if (i) sufficient funds have not been appropriated or otherwise made available to the Department by the State or the federal funding source, (ii) the Governor or the Department

reserves funds, or (iii) the Governor or the Department determines that funds will not or may not be available for payment. The Department shall provide notice, in writing, to the Local Government of any such funding failure and its election to terminate or suspend Local Government's allotment as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of the written notice unless otherwise indicated.

Accessibility of Records and Retention

38. Shall make books, records, related papers, supporting documentation, financial records and personnel relevant to the Local CURE Program available to authorized Department representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, federal authorities, and any other person as may be authorized by the Department (including auditors), by the State of Illinois or by federal statute. Local Government shall cooperate fully in any such audit or inquiry. Failure by the Local Government to maintain books, records, financial records and supporting documentation shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Local CURE Program for which adequate books, records, financial records and supporting documentation are not available to support disbursement.
39. Understands that the Department or its third party administrator will conduct monitoring of the Local CURE Program to ensure funds were spent in accordance with the Local CURE Program statute and the administrative rules.
40. Shall provide to any agent authorized by the Department, upon presentation of credentials, full access to, and the right to examine, any document, papers and records either in hard copy or electronic format, of the Local Government involving transactions related to the Local CURE Program.
41. Shall maintain for five (5) years from the date of submission of the final request for reimbursement, adequate books, all financial records and supporting documents, statistical records and all other records pertinent to the Local CURE Program. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

Other Expenditures Prohibited by the CARES Act

42. Shall not seek reimbursement under the Local CURE Program for expenditures prohibited by section 5001(b) of the CARES Act, including, but not limited to:
    a. advocacy for the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act;
    b. dissemination of deliberately false or misleading scientific information;
    c. lobbying; or
    d. expenses for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition

caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Please Answer the Following Questions:

1. Does the Local Government intend to use the full allotment of funds set forth in the first paragraph, above? ☒Yes ☐ No
   a. If yes, the Local Government agrees that it shall notify the Department as soon as practicable if the Local Government determines that it will not use its full allotment.
   b. If no, approximately, how much of the allotment does the Local Government plan to use? $ ______________________

2. Does the Local Government have or estimate it will have additional Local CURE Program eligible expenses greater than the allotment set forth in the first paragraph, above?
   ☐Yes ☒ No
   a. If yes, please provide an estimate of the additional funds needed and the types of expenses generally. ______________________

3. Does the Local Government plan to use any of the funds received through the Local CURE program from the Department as a required match component for another State or federal program? ☐Yes ☒ No
   a. If yes, please describe the program(s). ______________________

CERTIFICATION

The individual below, acting in the capacity to represent the Local Government in completion of this certification, certifies that all information contained herein, is true to the best of his/her knowledge and belief.

I declare under penalty of perjury that the above statements are true and correct.

Authorized Representative

______________________ **Brandon Combs, Mayor**
Signature Name & Title

08/13/20
Date

MayorCombs@co.coles.il.us
E-mail

37-6000637 **038401881**
Local Government FEIN Local Government DUNS Number

Primary Local Government Contact for Local CURE Program

Name: Heather Kuykendall

Title: Comptroller

Address: 520 Jackson Ave Charleston, IL 61920

Phone: 217-345-8425

E-mail: Comptroller@co.coles.il.us

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
City of Charleston

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☑ Other (see instructions) ▶ Municipality

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 3

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
520 Jackson Avenue

Requester's name and address (optional)

6 City, state, and ZIP code
Charleston, IL 61920

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

or

Employer identification number

3 7 – 6 0 0 0 6 3 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Heather Kuykendall Date ▶ 8-12-20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

City Council Regular Meeting **13)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Declaring Local State of Emergency.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Declaring Local State of Emergency.

R E S O L U T I O N

20 – R – ____

A RESOLUTION DECLARING LOCAL STATE OF EMERGENCY

Pursuant to the authority vested in the office of Mayor by the Illinois Municipal Code Section 5/11-1-6, the Illinois Emergency Management Agency Act Section 3305/11 and Ordinance 20-O-7 of the City of Charleston, I, Brandon Combs, Mayor of the City of Charleston, do hereby declare that a Local State of Emergency exists as of this date, October 6, 2020, and shall continue until such time as provided in Ordinance 20-O-7.

The nature of the emergency is the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude that it may result in or threaten the death or illness of persons to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare of the citizens of the City of Charleston, and thereby it has warranted an emergency declaration for all states and local government entities and more specifically within the corporate limits of the City of Charleston,

During the existence of the Local State of Emergency, the Mayor shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance 20-O-7.

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable.

I, **Brandon Combs**, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

INTRODUCED this _____ day of ____________ 2020.

PASSED this _____ day of _________________ 2020.

APPROVED this _____ day of ______________ 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti via Remote Participation				
Jeff Lahr via Remote Participation				
Dennis Malak via Remote Participation				
Tim Newell via Remote Participation				

____

Mayor

ATTEST:

____

City Clerk

NOTARY ACKNOWLEDGMENT

On this ______ of ____________________, 2020, personally appeared the above-named **Brandon Combs** and acknowledged the foregoing to be his free act and deed, before me.

My Commission Expires: 05/10/2024.

____

Notary Public

(Seal)

Print ________________________

City Council Regular Meeting **14)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Adopting Revised Sexual Harassment Policy.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Adopting Revised Sexual Harassment Policy.

Exhibit A: Sexual Harassment Policy.

CITY OF CHARLESTON

ORDINANCE

20-O-______

**AN ORDINANCE ADOPTING A POLICY ON
SEXUAL HARASSMENT FOR THE CITY OF CHARLESTON**

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS _____ DAY OF ___________________, 2020

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
AS PROVIDED BY LAW THIS _____ DAY OF ___________, 2020

ORDINANCE

20-O -____

AN ORDINANCE ADOPTING A POLICY ON SEXUAL HARASSMENT FOR THE CITY OF CHARLESTON

WHEREAS, the City of Charleston (the "City") is an Illinois non-home rule municipality organized and operating under the Illinois Municipal Code (65 ILCS 5/1, *et seq.*) (the "Code"); and

WHEREAS, the Illinois General Assembly has recently enacted Public Act 101-0221, an Act concerning employment, which became effective August 9, 2019, requiring the amendment of sexual harassment policies; and

WHEREAS, all prior existing sexual harassment policies of the City shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

WHEREAS, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Charleston, Coles County, Illinois, as follows:

Section 1. RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

Section 2. POLICY. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 3. SUPERSEDER. In the event a conflict exists between the terms of this Ordinance and any other ordinance of the City, the terms of this Ordinance shall govern.

Section 4. **SEVERABILITY.** If any part, subsection or clause of this Ordinance shall be deemed to be unconstitutional or otherwise invalid, the remaining section, subsection and clauses shall not be affected thereby.

Section 5. **EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form, in accordance with law, and the provisions of the Municipal Code amended herein shall be reprinted with the changes.

Passed by the Mayor and City Council this _____ day of __________, 2020, on a roll call vote as follows:

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti				
Jeff Lahr				
Dennis Malak				
Tim Newell				

Approved by the Mayor on __________________, 2020

____
Mayor

ATTEST:

____
City Clerk

EXHIBIT A

CITY OF CHARLESTON
SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT POLICY

Introduction

The City of Charleston ("City") is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the City expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, member, agent, volunteer, and vendor of the City as well as anyone using the City's facilities, to refrain from sexual harassment. The City will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the City prohibit disparate treatment based on race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definition of Sexual Harassment

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment against employees, independent contractors, elected officials, members of the public, and anyone else in the workplace is expressly prohibited. Moreover, sexual harassment is expressly prohibited in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or the City sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any official of the City who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

Retaliation Is Prohibited

The City prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

Reporting Procedure

The City strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the City Manager. If the City Manager is the subject of the complaint, then the employee should report directly to the Mayor. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- Direct Communication with the Offender: If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- Report to Supervisory and Administrative Personnel: At the same time, direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the City Manager. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the City Manager. If the City Manager is the source of the problem, condones the problem, or ignores the problem, you should contact the Mayor.
- Report to City Manager/Mayor: An employee may also report incidents of harassment or discrimination directly to the City Manager. The City Manager or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the City Manager, or if the City Manager condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Mayor. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

- You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

- In addition to the methods of reporting included above, any elected official, employee, non-employee, or patron may file a sexual harassment complaint with the attorney for the City of Charleston. This complaint will be promptly reviewed and investigated privately. A written report will then be submitted to the City Council including findings of fact and a determination of whether the complaint is founded. If the complaint is founded the City Council shall determine the appropriate remedy. Pursuant to the protections set forth in this policy and Illinois law, no retaliation may be taken against any person who files a complaint. Complaints may also be filed with the Illinois Human Rights Department, the United States Equal Employment

Opportunity Commission, the United States Department of Justice, and other federal or state agencies.

Complaints Against Non-Employees and Third Parties

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using the City programs or facilities, the City Manager will investigate the incident(s) and determine the appropriate action, if any. The City will make reasonable efforts to protect you from further contact with such persons.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the City Manager, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of sexual harassment will be investigated promptly. The City will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The City serves notice that third parties, including attorneys for the City, may be used to investigate claims of sexual harassment.

False and Frivolous Complaints

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

Responsive Action

Subject to legal guidelines, the City will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the City believes appropriate under the circumstances.

Sexual Harassment Prevention Training

Sexual harassment prevention training shall be provided at least once a year to all employees.

City Council Regular Meeting **15)**

Meeting Date: 10/06/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Amending Ordinance Title 1, Chapter 9: Personnel Handbook.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Amending Title 1-9: Personnel Handbook.

Exhibit A: Personnel Handbook.

CITY OF CHARLESTON

ORDINANCE

2020-O- _____

ORDINANCE AMENDING ORDINANCE
TITLE 1, CHAPTER 9: PERSONNEL HANDBOOK POLICY

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS _____ DAY OF ___________________, 2020

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
AS PROVIDED BY LAW THIS _____ DAY OF ___________, 2020

ORDINANCE
2020 –O - _____

ORDINANCE AMENDING ORDINANCE
TITLE 1, CHAPTER 9: PERSONNEL HANDBOOK POLICY

WHEREAS, it is the mission of the City of Charleston to provide a safe, fair and aesthetically pleasing environment conducive to raising families, fostering citizenship, learning and implementing ideas and providing opportunities in the most prudent and effective manner possible; and

WHEREAS, to assure orderly operations and provide the best possible work environment, employees are expected to follow the rules of conduct, performance and attendance of the Charleston Personnel Handbook; and

WHEREAS, the City has reviewed the City of Charleston Personnel Manual last recorded on December 17, 2019; and

WHEREAS, the City has revised the attached Personnel Handbook which is designed to replace and supplement the existing code under Title I, Chapter 9; and

WHEREAS, it is in the best interest of the City of Charleston and the employees of the City of Charleston that the City of Charleston Personnel Handbook last recorded on December 17, 2019 be replaced in its entirety with the attached City of Charleston Personnel Handbook to be adopted on September 1, 2020;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Charleston, Coles County, Illinois, that Title I, Chapter 9 of the Charleston City Code be amended by replacing the City of Charleston Personnel Handbook of last recorded on December 17, 2019, in its entirety, with the City of Charleston Personnel Handbook to be adopted on

September 1, 2020, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

INTRODUCED this ____________ day of ___________________ 2020.

PASSED this ____________ day of ___________________ 2020.

APPROVED this ____________ day of ___________________ 2020.

	Aye	**Nay**	**Abstain**	**Absent**
Mayor:				
Brandon Combs				
City Council:				
Matthew Hutti via Remote Participation				
Jeff Lahr via Remote Participation				
Dennis Malak via Remote Participation				
Tim Newell via Remote Participation				

City of Charleston

By:

____
Brandon Combs, Mayor

ATTEST:

____
Deborah L. Muller, City Clerk

EXHIBIT A

Personnel Handbook

(see attached)

CHARLESTON
HOME OF EASTERN ILLINOIS UNIVERSITY

PERSONNEL HANDBOOK

Adopted: November 18, 2008
Revised: June 17, 2014
Revised: June 6, 2017
Revised: January 2, 2018
Revised: January 4, 2019
Revised: December 17, 2019
Revised: September , 2020

Welcome and congratulations on becoming a member of the workforce of the City of Charleston!

The City takes pride in the abilities, dedication and accomplishments of its employees. Now, as a member of this group, you will be called upon to make a significant contribution to the continuing progress and growth of our community.

As a City employee, your most important responsibility is the residents of our community. Our residents are proud of their homes, schools, parks and commercial areas and have a right to expect the best possible service that we can provide. As their employee, you should always treat the citizens of our community with courtesy and consideration. We know from experience that you will find these attributes returned in kind by our residents.

Always remember, when dealing with our residents and businesses, that you are likely to be their only contact with the City government and, therefore, the most important. Your attitude becomes that of the entire City government and, in their view, reflects the attitude of the entire City. They count on you, and so do we.

Thank you for becoming a part of our working team.

R. Scott Smith
City Manager

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MISSION

The mission of the City of Charleston is to provide a safe, fair, "hometown" and aesthetically pleasing environment conducive to raising families, fostering citizenship, learning and implementing ideas and providing opportunities in the most prudent and effective manner possible. As an employee of the City of Charleston, you are a member of a team striving to accomplish these goals. In addition, if you live in the City of Charleston you will be able to enjoy these accomplishments.

DEFINITIONS

Full-Time Employee

Full time employees are generally scheduled to work at least 40 hours per workweek for 12 months during the year. For purposes of compliance with the Affordable Care Act only, a full time employee will be considered for health insurance coverage purposes to be any employee who works more than 1500 hours per year or who has worked more than an average of 30 hours per workweek during any "look-back/stability period" established by the City. The City Manager shall determine who is a full-time employee.

Part-Time Employee I

An employee occupying a position normally scheduled to work less than an average of 40 hours per workweek during the calendar year, but for purposes of the Affordable Care Act only, more than an average of 30 hours per workweek over the course of a 12 month "look-back/stability period." Employees in this category shall be offered health insurance benefits pursuant to the same terms afforded to full-time City employees. Employees in this category shall not be entitled to any other City benefits with the exception of those required by law. The City Manager shall determine who is a Part-Time I employee.

Part-Time Employee II

An employee occupying a position normally scheduled to work less than an average of 30 hours per workweek over the course of a 12-month "look-back/stability period." Employees in this category shall not be entitled to any City benefits with the exception of those required by law.

Seasonal Employee

An employee working on a temporary basis and ineligible for benefits with the exception of those required by law.

Mayor and City Council as "Employee" for specific purposes

The Mayor and members of the City Council are considered "employees" for specific purposes – including (but not limited to) purposes such as the use of City assets, travel reimbursement, health insurance, and retirement benefits – and shall therefore abide by the policies as set forth herein that are applicable to their elected offices.

AUTHORITY OF HANDBOOK

This employee handbook is summary and general in nature and in areas where there is conflict, collective bargaining agreements shall prevail. Fire and police personnel have additional regulations as found in their duty/rules and regulation manuals.

Modifications of this handbook shall only be valid upon amendment by the City Council. It is the duty of all employees to adhere to regulations in this employee handbook. Any provisions in this handbook which are in conflict with the terms of a collective bargaining agreement are superseded by the collective bargaining agreement for those covered employees. All employees shall be provided a copy of this handbook and shall sign a receipt acknowledging receipt thereof.

This handbook does not constitute a contract for employment or a promise or guarantee of continued employment for any specific period of time. Generally, employees of the City are employees at will. This means that employees are free to terminate their employment at any time and for any reason and likewise, the City may terminate an employee's employment at any time and for any lawful reason with or without notice or cause. Only the City Manager has the authority to change or alter an employee's at will status and such change or alteration must be in writing. The City's at will employment status shall apply to all employees of the City of Charleston unless modified by a contract or collective bargaining agreement.

Residency Requirement

All full-time employees shall be required to reside within a twenty (20) mile radius of Charleston City Hall (520 Jackson Avenue), unless stated otherwise in their collective bargaining agreement.

Introductory Period

All new City employees shall undergo a six-month introductory period, with the exception of police and fire personnel, who shall undergo a one-year introductory period. During these periods the employee's performance shall be subject to close review by his/her supervisor as to competency in carrying out assignments, general attitude, and ability to work with other employees. The employer shall have the sole discretion to extend the introductory period. Successful completion of the introductory period does not alter the employment relationship for at-will employees not covered by a collective bargaining agreement.

Employment of Relatives

The City shall not employ members of the immediate family of a full-time City employee, within the City employee's department or work area. Nor shall a department head or a supervisor transfer a relative to a department or work area where a relative is working. Immediate family is said to mean; spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents or grandchildren of the employee or guardian. Employment within the fire and police departments shall be regulated by the City's Board of Fire and Police Commissioners except that where two employees of the fire or police department marry each other; their department heads may reassign them so that they are not working with each other on the same shift. This reassignment shall not be subject to the authority of the Board of Fire and Police Commissioners.

GENERAL RULES OF CONDUCT

To assure orderly operations and provide the best possible work environment, we expect employees to follow the rules of conduct, performance, and attendance. Violation of any of these rules may result in disciplinary action, including discharge at the City's discretion.

This list is by way of illustration only and should not be deemed to limit, in any way, the City's right to discipline or discharge an employee for other reasons not specifically listed. The following acts are prohibited and constitute violations of the City's rules of conduct.

1. Possession of any dangerous weapon or explosive while on City property or job site. This includes but is not limited to all firearms, regardless of whether or not an employee is licensed to carry a concealed firearm by the State of Illinois.

2. Reporting to work under the influence of, or introducing, possessing, or using on City property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician, including cannabis and medical cannabis. Employees with prescription drugs, which could impair motor function, including but not limited to medical cannabis, must advise their supervisors when first reporting for work after receiving such a prescription. Employees are prohibited from reporting to work while under the influence of medical cannabis.
3. Fighting with, threatening, intimidating, coercing, physically abusing, bullying or interfering with another employee or persons doing business with the City.
4. Taking or receiving, without authorization, goods, money, materials, equipment or property belonging to the City, employees, or persons doing business with the City.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees based on race, color, national origin, sex, age, religion, disability, or sexual orientation, gender identity or any other legally protected characteristic.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application, regardless of when the falsification is discovered by the City; tallies; data; time card(s); computer files; commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out supervisor's instructions). Using profane or abusive language or displaying abusive conduct toward another employee, supervisor or other person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during work hours (excluding breaks and lunch) without consent of the supervisor.
11. Riding in or operating a City vehicle in an unsafe manner (employee will be responsible for fines and other costs associated with incurring any kind of traffic ticket or other sanction for illegal use or occupation of a motor vehicle). Any such act resulting in a traffic ticket incurred by the employee while operating a city vehicle, must be reported to direct supervisor immediately.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time when not authorized.

14. Failure to report an accident or injury to the appropriate supervisor within 24 hours.
15. Excessive employee absenteeism, tardiness, or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving City premises during working hours without supervisor permission. Unauthorized entrance on City property during non-working hours.
17. Working in an unsafe manner or violating City safety policies and procedures.

GENERAL WORK RULES

Breaks

Times allowed for breaks shall include travel time from and back to the work site. The department head of each department shall establish the work schedule and lunch/break periods.

Outside Employment

Employees must remember that their employment with the City of Charleston must be their first priority. Any type of outside employment shall not be permitted if it:

1. Physically or mentally hampers the employee in his ability to do the job required him by the City as determined at the sole discretion of the City Manager;
2. Reflects adversely upon the employees of the City as determined at the sole discretion of the City Manager;
3. Conflicts with the employee's position as a City employee as determined at the sole discretion of the City Manager.

Each department head shall reserve the right to prohibit any outside employment on the part of any City employee, which is in their judgment, detrimental to the best interests of the City. In such cases, the employee shall be given the appropriate warning and then must decide within fifteen (15) days, if he/she wants to continue his/her services with the City or wishes to resign his or her position with City and pursue employment with the outside employer.

Facilities and Equipment Use

The use of City equipment will not be permitted for personal use. No City employee or City personnel shall place any program upon the computer systems of the City without first having had said program cleared by the Information Technology Director for the City.

Any employee damaging City property through negligence will be responsible for the entire cost of the damages up to, but not in excess of, One Hundred Dollars ($100.00) per incident. A preliminary review shall be made by the department head or superintendent of all accidents. If negligence is determined by the department head or superintendent, the employee may request a review by the Accident Review Committee.

If negligence is determined, the employee shall make arrangements for payment to the Comptroller's office by one of the following methods:

1. Reduction of accrued compensatory time, personal leave, or accrued vacation time.
2. Payroll deduction
3. Cash

In the event that the employee elects to have the amount owed deducted directly from his or her pay, he or she shall sign a form acknowledging that the withdrawal is voluntary and specifying the exact amount to be withdrawn.

Gift Ban

The City of Charleston will follow the state ~~g~~Gift ~~b~~Ban ~~a~~Act. Any violation(s) of the Gift Ban Act may result in disciplinary action up to and including termination of employment.

Appearance

We are a professional organization in the public eye. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearances, habits, or other practices that are distracting or offensive to others should be avoided. In keeping with the professional atmosphere, unless otherwise specified, the following clothing would not be considered appropriate attire: casual clothing such as jogging outfits, shorts, tank tops, t-shirts (with or without advertising), crop tops, shirts that do not cover the mid- section, torn or damaged or revealing clothing. Please consult your supervisor if you have any questions regarding appropriate dress. Department heads and managers have the discretion to modify the appropriate attire list based on work environment and job duties.

Solicitation of Employees

Solicitations of employees for any purpose shall be restricted to nonworking time such as breaks or lunch periods. Solicitations for any for-profit business are prohibited in or on City-owned facilities.

Payday & Paychecks

Employees will be paid bi-weekly on Fridays following the end of a pay period. When a holiday falls on a Friday, employees will be paid on the business day prior to the holiday at the City's discretion. Direct deposit forms are included in all new hire packets and can be obtained from the Human Resources Office. Direct deposits can be split among different accounts. Employees are not legally required to utilize direct deposit but are strongly encouraged to do so.

City Vehicles

Employees who may be required to drive City vehicles shall have a valid driver's license and a good driving record as defined by the City of Charleston and its insurance carriers. Personal usage of a City vehicle shall be determined by the City Manager. Any tickets issued while operating such vehicle shall be sole responsibility of the employee. Any such traffic ticket incurred by the employee operating a city vehicle must be reported to direct supervisor immediately.

DRUG, ALCOHOL, & SMOKING POLICY

Drugs and Alcohol

The residents and employees of the City of Charleston are a valuable resource and their health and safety are of serious concern to the City. Residents need to be assured that City employees do not perform their duties while under the influence of alcohol, cannabis, illegal drugs, or any substance which impairs their ability to perform their duties or imperils the health, safety or well being of employees or the public. The City vigorously supports the Drug Free Workplace Act (Chapter 30 ILCS Section 580/1 *et. seq*.) No City employee may perform his or her job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform his or her job duties. No City employee may be in possession of alcohol, cannabis, or any illegal drug while performing his or her job duties. This policy is applicable to all our work force at all locations. The City also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the City to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours, except for police officers and firefighters as provided in this paragraph. "Lawful products" means products that are legal under state law. For purposes of this Section, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task. Police officers and firefighters are prohibited from consuming, possessing, selling, purchasing, or delivering cannabis or cannabis-infused substances while on or off duty; however the City may not take adverse employment action against a police officer or firefighter based solely on the lawful possession or consumption of cannabis or cannabis-infused substances by members of the employee's household.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of his or her job with the City. This includes, but is not limited to, the use of medical cannabis.

Medical Cannabis

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the City of Charleston who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any City owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any City parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;

5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and
6. Use of medical cannabis by an active duty law enforcement officer or firefighter is prohibited.

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the City of Charleston Drug Free Workplace Policy.

Recreational Cannabis

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses, or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances and remain subject to federal prohibitions and testing requirements.

Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the City Manager within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

Smoking/Tobacco

The City is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect the City's concern for good health. Smoking is therefore **not** permitted inside City buildings or any work area. Smoking is **not** permitted in any City owned vehicle. There are no authorized smoking areas on City property. Smoking is **not** permitted within 15 feet outside of any City building.

DRUG AND ALCOHOL TESTING

Reasonable Suspicion

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the City of Charleston may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor must use the Reasonable Suspicion Observation Checklist to document specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).

- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)
- negligence or carelessness in operating equipment or machinery.
- disregard for the safety of the employee or others.
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

Drug and Alcohol Testing

The City of Charleston tests for alcohol and the following drugs: marijuana (when reasonable suspicion exists or when the employee is subject to federal prohibitions), cocaine, opiates, amphetamines, and phencyclidine. Employees are required to cooperate with any authorized testing and execute any and all releases necessary to provide the City with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the City and will be followed by the employee.

VIOLATIONS OF THE DRUG & ALCOHOL ABUSE POLICY

A. Disciplinary Action Steps.

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the City will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the City of Charleston may require an employee to undergo substance abuse evaluation assessment, treatment and/or counseling.

Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

EMPLOYEE LEAVE

Vacation Leave

All full-time employees are eligible for vacation accrual commencing on their anniversary
date. Vacations are provided for the recreation and relaxation of City employees. Employees accrue but are not allowed to utilize vacation leave until completion of six (6) months continuous service. Employees shall not be required to take any minimum vacation time off during their first year of service. Employees shall be required to take a minimum of forty (40) hours vacation time off per year of service in years two, three, and four. Commencing after the fourth year of service, employees shall be required to take a minimum of eighty (80) hours vacation off per year of service. Failure to take the minimum vacation time, may at the City's discretion be waived and forfeited. Each department head shall determine the vacation schedule for his department, taking into

consideration the wishes of the employees, the needs and demands of the City and workload of the department.
In addition, employees may request pay for a portion of the accrual after they have used eighty (80) hours of vacation leave time-off in a calendar year. Requests for such vacation pay must be requested in increments of forty (40) hours, approved by the department head or superintendent and submitted to Human Resources a minimum of five (5) working days prior to the requested pay date. Vacation checks will only be issued on established pay dates. Refer to current collective bargaining agreement for information regarding vacation accruals, draws, and payout at separation of service.

Listed below is the vacation accrual schedule for eligible employees not covered by a collective bargaining agreement.

Employment	Rate	Max.	Anniversary Accrual
Beginning year 20	7.6923	460 hr.	200 hr.
Beginning year 15	7.6923	384 hr.	200 hr.
Beginning year 10	6.1538	307 hr.	160 hr.
Beginning year 5	4.6154	230 hr.	120 hr.
Beginning date of employment	3.0769	154 hr.	80 hr.

Unused vacation time during the current year as earned shall be paid to the employee at the time of separation from service with the City~~, provided the employee has completed one (1) year of service and gives at least (2) work weeks' notice of resignation.~~[M1]

Sick Leave

All full-time employees of the City accrue sick leave. The amount of hours accrued per month depends on the union contract and employees hire date. Eligible employees not covered by a collective bargaining agreement accrue 8 hours per month. There is no maximum on sick leave accrual. Employees accrue but are not allowed to utilize sick leave until completion of six (6) months continuous service.

All employees may use accrued sick leave for doctor and dentist appointments and to care for his/her employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent in the case of their medical appointments, illness or injury. ~~Accrued sick leave may also be used for life threatening illnesses or injury of employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to a maximum of twenty-four (24) working hours per incident unless application for Family Medical Leave Act has been made.~~ [M2]Sick leave shall be used concurrently with leave under the Family Medical Leave Act.

Absences for health reasons must be reported to the department head or supervisor before the start of the working day or shift. The employee shall personally contact the department head or supervisor in all cases unless critically ill or hospitalized. If the department head or supervisor is not available, the employee shall personally contact the next ranking supervisor.

Employees absent from work due to illness or injury of the employee or eligible relatives for more than three (3) consecutive days shall, upon return to work, provide a written statement from a physician attesting to the illness or injury.

Any employee, other than fire and police personnel, separated from service other than by retirement or death, shall be compensated for accrued sick leave on a two for one (2:1) basis (i.e. 40 hours accrued equal 20 hours compensation). Upon retirement or death, an employee or his beneficiary will be paid for accrued sick leave up to four hundred eighty (480) hours on a one for one (1:1) basis. Accrued sick leave in excess of four hundred eighty (480) hours shall be paid on a two for one (2:1) basis (i.e., 496 hours accrued equal 480 hours at regular pay and 16 hours at half pay). Employees covered under a collective bargaining agreement shall be compensated for accrued sick leave based on their current contract.

Employees dismissed for cause under the disciplinary section of this Code shall not receive compensation for accrued sick leave.

Compensatory Time-Off

Please refer to the collective bargaining agreement in which you fall under. For those not covered under this agreement:

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may choose to be compensated with compensatory time-off at the rate of time and one-half their regular rate in lieu of cash payment for each hour worked over 40 hours in a workweek. Overtime will not be allowed without prior authorization from the employee’s immediate supervisor. Employees may accrue a maximum of forty (40) hours compensatory leave at any given time. Employees with more than forty (40) hours of accrued compensatory leave shall receive overtime pay. All compensatory leave shall be used in no less than one (1) hour increments, and shall be expended prior to April 30th of each calendar year.

Upon termination of employment, an employee will be paid for unused compensatory time at their final regular rate received by such employee. Compensatory time-off is time during which the employee is not working and is, therefore, not counted as “hours worked” for purposes of overtime compensation.

Personal Leave

Twenty-four (24) hours of personal business leave are allowed each calendar year for all full-time employees. Each department head shall approve the personal business days for their employees. Personal business days must be used in the calendar year earned or they will be forfeited. Personal Leave is prorated for new and departing employees.

Holiday Leave

The City observes the following holidays. Fire and Police personnel, please check collective bargaining contract on holidays.

New Year’s Day	Veterans Day
President’s Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial day	Christmas Eve

Independence Day	Christmas Day
Labor Day	

Should a holiday fall on a Saturday, the Friday before shall be observed. Should Christmas Day fall on a Saturday, Thursday and Friday shall be considered holidays. Should a holiday fall on a Sunday, the Monday after will be observed.

Bereavement Leave

Any full-time employees may be granted bereavement leave with pay in the case of the death of a member of the employee's immediate family. Immediate family is defined as:

spouse	sibling	sister-in-law
child	stepparent	brother-in-law
father	mother-in-law	grandparent
mother	father-in-law	
grandchild	guardian of the employee	

Leave time shall not exceed twenty-four (24) hours for each occurrence. An employee may be allowed time to attend the funeral of other than the immediate family with the consent of the department head, superintendent or supervisor. Such time shall not exceed four (4) hours. The department head, superintendent, or supervisor must be notified and approval granted prior to the employee's actual absence from work. Such time shall not decrease sick leave, vacation leave, personal leave or compensatory time earned.

Child Bereavement Leave Act

Under the Illinois Child Bereavement Leave Act (820 ILCS 154) employees may take up to ten work days of unpaid bereavement leave to grieve the death of the employee's child, attend services in relation to the death of the employee's child, or make arrangements necessitated by the death of the employee's child. In the event of the death of more than one child in a twelve (12) month period, an employee is entitled to up to a total of six (6) weeks of bereavement leave during the twelve (12) month period.

Eligibility

Child means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave Time

To take a leave of absence under the Illinois Child Bereavement Leave Act, employees should contact their department head or the City Manager. If applying for Illinois Child Bereavement Leave Act for a condition that also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. The employee may use paid benefit time for compensation purposes during this absence. Bereavement leave under the Illinois Child Bereavement Act must be completed within sixty (60) days after the date on which the employee receives notice of the death of the child.

Notice Required

Employees should provide forty-eight (48) hours) advance notice of the intention to take the leave where reasonable and practicable. If such notice is not possible, they must notify their department head or the City Manager as soon as is practicable.

Documentation

If the employee takes leave under the child bereavement leave act, reasonable documentation will be required. Documentation may include a death certificate, a published obituary, or other documentation as provided under Illinois Law.

Bereavement Gifts

City funds will not be used to purchase a sympathy gift in the event of a death of an employee or a member of the employee's immediate family. Such sympathy gifts, flowers, cards or other items may be funded and administered on a private basis. The City of Charleston will not be funding these gifts or have any role in the administration of such gifts.

Military Leave

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) provide leaves of absence, reemployment protection and other benefits for veterans and employees who perform military service including training duties in a reserve component of the United States Armed Services, including the National Guard and the Illinois State Militia. During these leaves, the employee's seniority and other benefits shall continue to accrue and the employee shall be entitled to return to his/her former position provided he/she meets the laws' eligibility criteria.

The City of Charleston will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees. Please direct any questions or requests for leave to the Human Resources Department.

Your Rights Under USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

You ensure that your employer receives advance written or verbal notice of your service:

You have five years or less of cumulative service in the uniformed services while with that particular employer:

You return to work or apply for reemployment in a timely manner after conclusion of service; and

You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right To Be Free From Discrimination and Retaliation

If you:

Are a past or present member of the uniformed service;

Have applied for membership in the uniformed service; or

Are obligated to serve in the uniformed service;

then an employer may not deny you initial employment; reemployment; retention in employment; promotion; or any benefit of employment because of this status.
In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

Enforcement

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) are authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at http://www.dol.gov/vets.

An interactive online USERRA Advisor can be viewed at
http://www.dol.gov/elaws/userra.htm.

If you file a complaint with VETS and VETS is unable to resolve it, you may request that
your case be referred to the Department of Justice for representation.
You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Rights Under Illinois Law

The Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61) also known as ISERRA is to safeguard and promote military services by:

a) Minimizing disadvantages to military service in civilian careers;

b) Providing for prompt reemployment and protections of service members in a manner that minimizes disruption to the lives of such employees, their employers, and co-workers;

c) Prohibiting discrimination against and interference with military service; and

d) Ensuring that public entities are model employers of reserve components by providing additional benefits.

The City of Charleston will comply with ISERRA by protecting the employment and benefits of service members who leave their civilian job to fulfill their military requirements. Please direct any questions or requests for leave to the Human Resources Department.

ISERRA expands upon USERRA's definition of "military service" to include the following:

1) Service in the Armed Forces of the United States, the National Guard of any state or territory regardless of status, the State Guard as defined in the State Guard Act. "Military service", whether active or reserve, includes service under the authority of U.S.C. Titles 10, 14, or 32, or State active duty.

2) Service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency.

3) A period for which an employee is absent from a position for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

The ISERRA Advocates in the Illinois Attorney General's Office can assist both service members and employers with questions about service member's protections under this statute.

For assistance contact an ISERRA Advocate at 1-800-382-3000 or visit their website at: www.illinoisattorneygeneral.gov/rights/veterans.html

Employee eligibility under each of the referenced statutes is governed by all relevant statutory provisions.

Jury Duty Leave

All eligible employees will receive full pay for any lost time while serving on jury duty as the result of sequester by the County. Fees paid by the court will be turned over to the City, with the exception of mileage. All employees are expected to be at work before and after each day of jury duty.

Witness Duty Leave

Any employee subpoenaed on behalf of the City shall return all fees to his/her department head or superintendent or supervisor. All employees are expected to be at work before and after witness duty.

Witness duty for Fire and Police personnel shall be determined by state statute and the department head. Police and Fire personnel shall receive court leave and compensation in accordance with their current agreement with the City. Employees shall generally not be compensated for attending court for personal matters.

Family & Medical Leave Act (FMLA)

Employees who have been employed by the City for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave may be eligible for family medical leave. The City will grant a family medical leave of absence for eligible employees for up to 12 work weeks per rolling year, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in a rolling year in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007 for the following reasons:

1. The birth, adoption, or foster placement of a child
2. To care for a spouse, parent, or child with a serious health condition
3. An employee's serious health condition
4. A qualifying exigency arising out of a spouse, son, daughter, or parent on covered active duty requiring deployment to a foreign country or who has been notified of an impending call to covered active duty status, in support of a contingency operation
5. Family or medical leave of absence, or both, is not in addition to, and not in lieu of, other policies such as personal leave, sick leave, vacation time, etc.

Eligibility for Family and Medical Leave of Absence

To be eligible for a leave of absence under this policy, an employee must have been employed by the City for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees, many part-time and some full- time workers are not entitled to family or medical leave of absence.

A covered family member's active duty or call to active duty in the Armed Forces

An eligible employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employee's requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or covered active military service before leave is granted. This may include a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

To care for an injured or ill service member

This leave may extend to up to 26 weeks per rolling year for an employee whose spouse, son, daughter, parent, next-of-kin or covered veteran is injured or recovering from an injury suffered while on active military duty, including injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Application for Leave / Notice by Employee

An employee must complete, sign, and submit a Request for Leave of Absence Form (this can be obtained from the business office) to his or her immediate supervisor for approval. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth/adoption of a child, the employee must make efforts to schedule leave so as not to disrupt the City's operations and must submit the application for leave of absence not less than 30 days before the date the leave is to begin. If the need for leave was not foreseeable, the employee must submit an application for leave of absence, as far in advance of the date the leave is to begin as is practicable.

Certification Procedure

Every application for Leave of Absence pursuant to this policy must include a written medical certification from an employee's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days after the City's request. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the application for leave of absence.

The written medical certification must state: (1) the date on which the serious medical condition commenced; (2) the probable duration of the condition; and (3) the appropriate medical facts regarding the condition. If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the essential functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of a spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

If after receiving an employee's written medical certification, the City has reason to doubt the validity of the certification; the City may require the employee to obtain a second medical certification. The City will select the health care provider who will provide the second opinion. In the event that the second opinion differs from the opinion provided in the original certification, the City may obtain a third certification from a health care provider selected by both the City and the employee. The City shall pay the costs of the second and third opinions. While the City is waiting for the results of the second and third opinions, the employee shall be on conditional FMLA leave.

Recertification

For an employee's serious health condition, the City may require the employee to provide a re-certification no more often than every thirty (30) days. In cases where the duration of the illness, as set forth in the original certification or any re- certification is more than thirty (30) days, the City shall not request re-certification prior to the expiration of the expected duration of the illness as set forth in the original certification or re-certification. The employee shall pay the costs of any requested re-certification. Employees shall be given fifteen (15) days from the date of the request to provide the requested re-certification.

Documentation of the Covered Family Member's Active Duty or Call to Active Duty in the Armed Forces

Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member's call-up or covered active duty military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

Documentation of the Need for Service member FMLA Leave to Care for an Injured or Ill Service member or Covered Veteran

Employees requesting this type of Service member FMLA leave must provide documentation of the family member's, next-of- kin's or covered veteran's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

Conditions of Family and Medical Leave of Absence

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the City may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the City.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the City may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. When applicable, spouses that are both employed by the City are entitled to 12 work weeks of leave in total if the leave is for the birth, adoption, or for the care of or placement of a child, or to care for a parent with a serious health condition; and

5. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the City for the cost of payments made to maintain the employee's benefits during the leave of absence.

Compensation and Benefits during Family and Medical Leave

An employee shall apply earned vacation time, personal time, and sick time toward the 12-week period allowed for an approved leave of absence pursuant to this policy. There is no other compensation paid by the City other than the payment for earned vacation, personal, and sick time noted above during a leave of absence.

During the period of any unpaid leave of absence under this policy, an employee must arrange with the City's insurance carrier to pay the premium contributions for continuation of his/her group health insurance coverage, if applicable.

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence started.

Return from an Approved Family and Medical Leave of Absence

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At the time, the City will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits.

If an employee does not return to work on the agreed-upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 work weeks or 26 weeks of leave in a single 12-month period for the care of a service member. If the City learns that an employee does not intend to return to work after completion of an approved leave of absence, the City may recover from the employee the cost of payments made, if any, to maintain the employee's benefits during the leave of absence.

If an employee is not going to make it back to work by the date specified on the Leave of Absence Form, it is the employee's responsibility to notify the human resources office of the City.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the City. A "key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working within 75 miles of the City location at which the employee is assigned.

Victims' Economic Security and Safety Act

In accordance with the Victims' Economic Security and Safety Act, the City will provide to their employees, unpaid leave up to 12 weeks per rolling year for an employee who is a victim of domestic, gender or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" is defined as a spouse, parent, son, daughter, or person(s) jointly residing in the same household.

This act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Application for Leave / Notice by Employee:

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the employer with at least 48 hours' notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

Certification Procedure:

Every application for Leave of Absence pursuant to this policy must include certification that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes in the above paragraph.

An employee may satisfy the certification requirement by providing: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.
The documentation must be submitted in a timely manner. It is the responsibility of the employee to submit the written documentation and it shall be attached to the application for leave of absence.

Conditions of Victims' Economic Security and Safety Act

The following conditions apply to a leave of absence pursuant to this policy:

At its discretion, the City may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.

An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the City.

If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the City may require the employee to temporarily transfer to an alternate position that accommodates the employee's recurring absences or part-time schedule.

If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the City for the cost of payments made to maintain the employee's benefits during the leave of absence.

Compensation and Benefits during VESSA:

An employee shall apply earned vacation time and personal time toward the 12-week period allowed for any approved leave of absence pursuant to this policy. There is no other compensation paid by the City other than the payment for earned vacation and personal time noted above during a leave of absence.

Unpaid Leave of Absence

Unpaid leave of absence may be requested in writing and may be granted by the department head upon approval by the City Manager. As a general rule, non-paid leaves of absence are not an established right or benefit of employment. All requests will be reviewed and considered on an individual basis.

EMPLOYEE BENEFITS

Tuition Reimbursement

It is the intent of the City to encourage its employees to continue their education and to prepare themselves for career advancement in City service. The City will reimburse the tuition for successful completion of courses directly related to an employee's job as determined by the department head to a maximum of three credit hours at an approved state university or five hundred dollars ($500.00) per school year, per employee.

Since there is a high tuition cost, it is necessary to limit reimbursement to individual employees so that funds are available to help the maximum number of employees. The following regulations will govern the tuition reimbursement program:

1. In all cases, a grade of "C" or higher or a grade of "Pass" in a Pass-Fail class will represent successful completion of the course.
2. Reimbursement applies only to tuition.
3. In no case will the City reimburse for books, supplies, fees or other expenses.

4. In no case will City funds be used if the employee is receiving financial assistance.

All employees who resign shall reimburse the City for any costs incurred by the City in training the employee during his/her employment based on the following schedule:

1. From date of employment to first anniversary of employment: 100% of training;
2. From first anniversary to second anniversary of employment: 75%
3. From second anniversary to third anniversary of employment: 50%
4. From third anniversary to fourth anniversary of employment: 25%
5. No payment will be owed after the employee's fourth anniversary of employment.

Training expense means any cost incurred by the City as a result of any training required to meet the minimum qualifications of the position held by the employee as mandated by local ordinances or state law and regulations.

Travel, Meal and Lodging Expenses

The City of Charleston will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the City. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal and lodging expenses, which is set at $1,500 per person, per travel event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of City only for purposes of official business conducted on behalf of the City, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the City Manager.

Employees and officers may be authorized to attend professional conferences and meetings on work related topics. Employees shall submit requests for conference or meeting attendance during the budget process. Approval for conferences is subject to budgetary constraints. Conferences or meeting attendance not included in the approved current budget must be submitted to the City Manager prior to attendance for consideration and approval.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Personal Automobiles –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Mileage will not be reimbursed for in town travel. Mileage will be reimbursed only when approval for use of a personally owned vehicle is received in advance since use of a City owned vehicle is preferred.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-sized cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations – The traveler will be reimbursed for a single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned City business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed.

Meals Meal reimbursement is limited to a daily limit of $100 per employee. Meals provided by the conference or seminar should be deducted from the daily limit. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed $50 per meal per employee. Submission of receipts are required and must include detail of items purchased in order to be reimbursed. Alcoholic beverages will never be reimbursed by the City.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel – Family members may accompany the traveler when traveling on official City business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the City for lodging, meals, and transportation.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

Entertainment Expenses - No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Expenses for Members of the City Council. All travel, meal, and lodging expenses incurred by any member of the City Council must be approved by roll call vote at an open meeting of the City Council.

Expenses for Officials or Employees Other than Members of the City Council. Travel, meal, and lodging expenses incurred by any official or employee that is in excess of the maximum allowable reimbursement, as defined in Section B of this policy, must be approved by roll-call vote at an open meeting of the City Council.

Other Expenses. All other expenses are subject to the City Manager or City Comptroller's approval.

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the City Manager on a Travel, Meal, and Lodging Expense form:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

Use of Personal Devices, Equipment or Resources

In the event the City does not provide devices such as cell phones, workstations or other equipment, an employee may be eligible for reimbursement for the cost of using their personal devices in the course of conducting City business. It is the duty of the employee to substantiate both the requirement for the expense being incurred and the amount of the expense by submitting a narrative of the need for the expense and the supporting documentation for the proof of the cost incurred. Only pre-approved use of personal devices, equipment or resources will be subject to reimbursement by the City. However, if the City has provided any of these assets for use or has devices available, and the employee still chooses to use their own personal asset, then no expense reimbursement is allowed. The City reserves the right to require an employee use a City issued device versus using their own personal device for the purpose of conducting City business.

~~(4)~~

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Organization Memberships

Department heads may approve City payment for appropriate trade or professional organizational memberships for an employee. This shall not apply to memberships in any labor or fraternal organization.

Suggestion System

The suggestion program is established as a means of eliciting suggestions from City employees, which saves money or increases productivity. Suggestion boxes will be placed in central locations designated by the department head. The following guidelines shall be used to evaluate suggestions:

Employee Eligibility

1. Suggestions may be submitted by any full-time or part-time employee.
2. Directors, Superintendents and department heads are ineligible to participate.
3. Group suggestions or department suggestions will be evaluated.
4. Suggestions must be researched by the employee, group, or department.
5. Suggestions must be signed by the employee, group or department to qualify for an award.6. There is no limit as to the number of suggestions or ideas an employee, group, or department may submit.

Suggestion Criteria

1. Suggestions must show an annual and long-term saving of City dollars.
2. Deferred purchases will not be considered long-term savings unless proper documentation is presented.
3. Suggestions must produce cash-savings or productivity improvements, which can be measured.

Suggestion Evaluations

1. All suggestions will be evaluated initially by the department head.
2. Suggestions qualifying for an award will be evaluated by management personnel designated by the City Manager.
3. Decisions to implement suggestions will be made by the management personnel designated by the City Manager and the department head.
4. All suggestions will have a preliminary evaluation made and the employee, group or department notified of the evaluation within two (2) months after the suggestion is submitted.

Awards

The employee, group or department will be awarded ten percent (10%) of the "net" annual savings of the implemented suggestion. "Net" is defined as gross savings less implementation cost. A maximum one-time award of Five Hundred Dollars ($500.00) will be

granted for implemented suggestions.

DISCIPLINE

The City believes all employees should be aware of the types of misconduct for which they may be disciplined. An awareness of the disciplinary procedures helps minimize disciplinary problems. All employees and supervisory personnel shall observe the procedures established.

Disciplinary procedures for Fire and Police personnel shall be in accordance with state statutes and their current collective bargaining agreement with the City.

Level of Discipline

The City uses a system of progressive disciplinary actions relating to the severity of the discipline problem. There are five (5) levels of discipline problems and related disciplinary actions. The following is a listing of the City's levels of discipline and corresponding disciplinary responses. This listing is not intended to be all-inclusive and other types of misconduct not listed herein below may result in disciplinary action at the sole discretion of the City:

Level I

- Failure to report for work at designated starting time
- Loafing or sleeping on the job
- Carelessness or unsafe conduct
- Improper dress or grooming
- Inability to work with other employees
- Outside employment which adversely affects the City
- Failure to perform job duties or responsibilities

First time: verbal reprimand
Second time: written reprimand
Third time: 1-5 day suspension
Fourth time: 5-10 day suspension
Fifth time: discharge

Level II

- Leaving job without permission
- Unauthorized use of City supplies or equipment
- Failure to report an on-the-job injury
- Violating smoking/tobacco policy
- Failure to report traffic ticket incurred when operating a city vehicle

First time: written reprimand
Second time: 1-5 day suspension
Third time: 5-10 day suspension
Fourth time: Discharge

Level III

- Failure to report for work due to local road or weather conditions
- Failure to report an accident involving City personnel or equipment
- Insubordination
- Unexcused or unauthorized absence from work
- Misrepresenting an absence
- Sick leave abuse

First time: 1-5 day suspension
Second time: 5-10 day suspension
Third time: discharge

Level IV

- Misconduct away from job which adversely affects the City
- Willful or deliberate damage of City property
- Harassment
- Conviction of any criminal misdemeanor
- Possession of alcoholic beverages on the job
- Fighting with or assaulting a co-worker

First time: 5-10 day suspension
Second time: discharge

Level V

- Theft
- Bribery
- 2 Conviction of criminal felony
- Working under the influence of alcohol, cannabis or illegal drugs
- Falsifying records or documents
- Possession of alcohol, cannabis or illegal drugs in the workplace
- Assaulting or threatening an elected City official or management employee
- Failure to follow a lawful order

First time: discharge

All steps (e.g. "first-time, second-time") within a given level of disciplinary action refer to any repeated violations within that level in any consecutive six (6) month period.

Disciplinary Probation

Any employee who accumulates three (3) separate suspensions of from one (1) to five (5) days or a total of ten (10) days suspension within any consecutive twelve (12) month period shall be placed on disciplinary probation status for a period of six (6) months from the date of the last suspension.

Disciplinary probation reflects a serious situation and will result in the employee being discharged should any further disciplinary actions occur that would require a suspension if the employee were not on disciplinary probation.

Employees may also be placed on disciplinary probation by the Employee Discipline Board under conditions established by that Board.

Employee Discipline Board

An employee may be requested to appear before an Employee Discipline Board should the employee's conduct result in an excessive number of written reprimands which, in the opinion of the employee's supervisor, seriously jeopardizes the quality of the department's work, morale or safety.

The Board shall consist of a management person designated by the City Manager, the employee's department head and the Human Resources Director. After a hearing, the

Board may place the employee on disciplinary probation for a fixed period of time; may establish conditions of probation, including a work improvement plan; may establish disciplinary actions, including suspension or dismissal, if the employee violates the conditions of disciplinary probation as established by the Board. Decisions of the Employee Discipline Board shall be final and may not be appealed by the employee.

Documentation

Supervisors shall endeavor to document all disciplinary actions in writing. Actions and responsibilities for supervisory personnel shall be as follows:

1. Verbal Reprimand: Implementation and documentation by superintendent or supervisor.
2. Written Reprimand: Implementation and documentation by superintendent or supervisor.
3. Suspension: Documented by superintendent or supervisor and department head. Review and approval by City Manager.
4. Discharge: Documented by superintendent or supervisor and department head. Review and approval by the City Manager.

All suspensions shall be without pay. Suspension shall result in the loss of pay for the number of days of the suspension. ~~The department head, at his discretion, shall determine whether the suspended employee shall continue to work during the period of the suspension or be ordered to leave the job-site. In making this decision, the department head shall consider the operational needs of his department. If the employee is allowed to work through his period of suspension, the appropriate amount of pay shall be immediately deducted from any currently available personal leave or vacation leave. With the employee's written agreement, time may also be deducted from any compensatory time that has been accrued by the employee.~~[M3]

Copies of documentation relating to disciplinary action will be given to the employee and placed in the employee's personnel file.

At the employee's request, the Employee Discipline Board shall review contents of a personnel file related to disciplinary documentation which is four (4) calendar years or more old and remove those materials the Board feels no longer reflect the quality of the employee's work.

~~Hearing~~ Review

Except for fire and police personnel, any employee who is given a written notice of discharge may, within two (2) days of the receipt of such notice, make a written request for a review of ~~hearing about~~ the discharge. The employee may submit a written statement, including written statements of witnesses, along with any pertiment documents to ~~hearing shall be called by~~ to the City Manager within seven (7) days of receipt of a request for review ~~hearing~~. ~~The City Manager shall hear testimony about the termination from all appropriate parties. Unless written notice is given to the contrary to the employee, within seven (7) days of the hearing, the discharge shall be final.~~

~~These disciplinary procedures shall not apply to department heads, assistant department heads, and superintendents. Such personnel shall be held to strict standards of proper~~

~~conduct, behavior and job performance.~~

[M4]**SEPARATION FROM SERVICE**

Retirement

Employees may retire from the service of the City if they have accumulated ten (10) years of full-time service with the City. Firefighters and police officers may retire after meeting the requirements of the Fire and Police Pension Laws of the State.

COBRA Insurance

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.
Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

1. The participant becomes entitled to Medicare benefits
2. The participant and spouse become divorced
3. The participant and spouse become legally separated
4. A participant's child ceases to be a dependent under the plan

SEXUAL HARASSMENT POLICY

Introduction

The City of Charleston ("City") is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the City expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, member, agent, volunteer, and vendor of the City as well as anyone using the City's facilities, to refrain from sexual harassment. The City will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the City prohibit disparate treatment based on race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definition of Sexual Harassment

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment against employees, independent contractors, elected officials, members of the public, and anyone else in the workplace is expressly prohibited. Moreover, sexual harassment is expressly prohibited in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or the City sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any official of the City who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

Retaliation Is Prohibited

The City prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

Reporting Procedure

The City strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the City Manager. If the City Manager is the subject of the complaint, then the employee should report directly to the Mayor. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- Direct Communication with the Offender: If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- Report to Supervisory and Administrative Personnel: At the same time, direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the City Manager. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the City Manager. If the City Manager is the source of the problem, condones the problem, or ignores the problem, you should contact the Mayor.
- Report to City Manager/Mayor: An employee may also report incidents of harassment or discrimination directly to the City Manager. The City Manager or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the City Manager, or if the City Manager condones the problem or ignores the problem, you should immediately report the

incident or incidents in writing directly to the Mayor. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

- You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

- In addition to the methods of reporting included above, any elected official, employee, non-employee, or patron may file a sexual harassment complaint with the attorney for the City of Charleston. This complaint will be promptly reviewed and investigated privately. A written report will then be submitted to the City Council including findings of fact and a determination of whether the complaint is founded. If the complaint is founded the City Council shall determine the appropriate remedy. Pursuant to the protections set forth in this policy and Illinois law, no retaliation may be taken against any person who files a complaint. Complaints may also be filed with the Illinois Human Rights Department, the United States Equal Employment Opportunity Commission, the United States Department of Justice, and other federal or state agencies.

Complaints Against Non-Employees and Third Parties

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using the City programs or facilities, the City Manager will investigate the incident(s) and determine the appropriate action, if any. The City will make reasonable efforts to protect you from further contact with such persons.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the City Manager, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of sexual harassment will be investigated promptly. The City will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The City serves notice that third parties, including attorneys for the City, may be used to investigate claims of sexual harassment.

False and Frivolous Complaints

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

Responsive Action

Subject to legal guidelines, the City will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the City believes appropriate under the circumstances.

Sexual Harassment Prevention Training

Sexual harassment prevention training shall be provided at least once a year to all employees.

GENERAL TELEPHONE USE POLICY

The telephone system is the property of the City of Charleston and should be used primarily for business use, with limited incidental personal use allowed on the employee's personal time. This is a privilege that can be lost through abuse.

The use of voicemail is a resource provided by the City of Charleston and a privilege extended to the employees. Its use is solely for business purposes.

An employee's use of the telephone and voicemail system may be suspended immediately upon the discovery of a possible violation of this policy. Each employee's immediate supervisor has the authority to investigate any allegation of improper use.

Harassing, threatening, discriminatory, sexually explicit, or obscene messages are not to be transmitted or stored.

Employees are responsible for protecting access to voicemail. Employees may be held responsible for misuse that occurs through unauthorized access.

Employees' use of the City's telephone system is not private. Use and access of the phone system can be monitored and tracked by management at any time and without notice to the employee. Access to telephone and voicemail records will also be provided to third parties, such as law enforcement, when requested.

Any activity that could damage the City of Charleston's reputation or potentially put the employee and/or the City at risk for legal proceedings by any party is prohibited and may result in disciplinary action up to and including termination of employment.

CELLULAR PHONE POLICY

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention.

The City will not be liable for the loss of personal cellular phones brought into the workplace.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who utilize a cell phone for business or personal use are expected to abide by Illinois driving laws regarding cell phones while driving. Safety must come before all other concerns. It is illegal for an employee to operate a motor vehicle on a roadway while using an electronic communication device. Public Act 098-0506 defines an electronic communication device as “an electronic device, including but not limited to a hand-held wireless telephone, hand-held personal computer.” It does not include a global positioning system or navigation system or a device that is physically or electronically integrated into the motor vehicle. This is not only referring to the use of electronic messages while driving, but using a device in any manner.

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, an employee are expected to access his or her cell phone using a hands-free or voice operated mode, which may include a headset, to keep the call short, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline up to and including termination.

GENERAL COMPUTER USE POLICY

This policy describes our City's guidelines with regard to Internet access and e-mail messages sent or received by City employees with use of the City of Charleston computer systems. The City respects the individual privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of City provided equipment or supplies. It is preferred that all employees provide consideration and sound judgment when utilizing City computer software and hardware. Since technology is a powerful, technically complicated, and expensive resource, we must seek to manage its utilization effectively.

Providing Internet access to its employees requires the City of Charleston to place certain restrictions on workplace use of the Internet. The City encourages employee use of the Internet to:

1. Communicate with fellow employees and clients regarding matters within an employee's assigned duties.
2. Acquire information related to, or designed to facilitate the performance of regular assigned duties.
3. Facilitate performance of any task or project in a manner approved by an employee's manager.

Internet Access and its Compliance with Applicable Laws and Licenses

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of Internet access, provided by the City, expressly prohibits the following:

1. Game playing.
2. Employees should not install or download any software or hardware on City equipment without notification/consent of management.
3. Excessive accessing of information not related to one’s assigned duties.
4. Distribution of destructive programs (i.e., viruses and/or self-replicating code).
5. Hateful, harassing, or other anti-social behavior.
6. Intentional damage or interference with others (i.e. hacking).
7. Making, viewing, or sending obscene files.
8. Commercial usage for non-city business. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
9. Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the City of Charleston.
10. Sending or soliciting offensive or harassing statements, sexually oriented material, images or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
11. Operating a business, soliciting money for personal gain, or searching for jobs outside the City.
12. Sending chain letters, gambling or engaging in any other activity in violation of the law.
13. Destruction of email files sent or received without authorization from management
14. Theft of information sent via email from customers or clients to the City of Charleston’s computer system for personal gain.

E-Mail

Because the City provides the e-mail system to assist you in the performance of your job, please use it only for official City business. Occasional personal use of e-mail is permitted by the City; however, proper discretion is advised. Personal e-mail will be treated the same as all other messages noted in this policy.

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages.

All material downloaded from the Internet or from computers or networks MUST be scanned for viruses and other destructive programs before being placed onto the City's computer system. Each employee’s computer has access to a City approved Anti- Virus program and employees are responsible for downloading new virus updates when they become available as a virus deterrent mechanism. If an employee finds evidence of a virus, he or she should notify the sender of the e-mail, contact their supervisor immediately, and notify the Information Services Director for verification and dissemination. If an employee should receive an e-mail warning of viruses, this warning should be forwarded to management for verification and dissemination.

Management's Right to Access Information

The e-mail system has been installed by the City of Charleston to facilitate business communication. Although each employee has an individual password to access this system, it belongs to the City and the contents of e-mail communications are accessible at all times by management for any business purpose. These systems may be subject to periodic unannounced inspections without regard to content, and should be treated like other shared filing systems. You should not use e-mail to transmit any messages you would not want read by a third party. All system passwords and encryption keys must be available to management, and your passwords or encryption keys must be available to your manager.

Violation of this policy may include disciplinary action leading up to termination. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.

The City has the right, but not the duty, to examine all aspects of its computer system, including, but not limited to: sites employees visit on the Internet; material downloaded or uploaded by employees; e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the internet.

The City of Charleston makes no warranties of any kind, whether expressed or implied, for the service it is providing. The City of Charleston will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The City of Charleston specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The user agrees to indemnify the City of Charleston for any losses, costs, or damages, including reasonable attorney fees, incurred by the City of Charleston relating to, or arising out of, any violation of these procedures.

SOCIAL MEDIA AND SOCIAL NET-WORKING POLICY

I. Purpose

This policy establishes procedures for the establishment and use by the City of Charleston (“***City***”) and its employees of internet resources commonly referred to as “social media sites” as a means of obtaining or conveying City information to and from its citizens in furtherance of various goals. The City has an overriding interest in obtaining reliable, accurate, and appropriate information on social media sites.

The purpose for use of social media sites is to obtain and disseminate information useful to and about the City. The City encourages the use of social media to further the goals of the City and the missions of its departments where appropriate, subject to the terms and conditions set forth in this social media policy.

II. Definitions

"Blogs or Blogging" includes any electronic medium, whether maintained by the employee or by some other person, in which the viewers express their views and opinions.

"Comment" means a response to a municipality posting or social media content or posting submitted by a commenter.

"Commenter" is a Municipal employee or official or a member of the public who submits a comment for posting in response to the content of a particular City posting or social media content.

"Music and Movie Collaboration Sites" as referred to in this policy shall include websites used to share, download, and upload music files, movies, photographs, and other electronic files.

"Social Networking Websites" as referred to in this policy include websites and/or applications that allow users to share information, including but not limited to such websites as Facebook, Twitter, LinkedIn, ~~MySpace~~, You Tube, Flickr, etc.

III. Employee Usage Policy

A. Employer Monitoring

1. Employees are cautioned that they should have no expectation of privacy while using the Internet. Employee postings can be reviewed by anyone, including the City. The City reserves the right to monitor comments or discussions about the City, its officers, employees, or agents posted on the Internet by anyone, including employees and non-employees.
2. The City reserves the right to use content management tools to monitor, review, or block content on social media sites or blogs that violate the City's social media rules and guidelines.

B. Identification as an Employee of the City

1. Employees who use or are a member of social networking sites, music and movie collaboration sites, and blogs are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as a City employee, he
or she is also to some extent holding himself or herself out as a representative of the City. As such, all employees who list the City as his or her employer on these social networking sites, blogs, or collaboration websites must take responsibility for representing the City in a professional manner. Therefore, the City encourages employees not to list the City as his or her employer.

2. If an employee does identify himself or herself as an employee of the City, any bloggings or postings that are not done in order to further the business of the City or pursuant to a City marketing plan or strategy pursuant to the instructions of the employee's supervisor must contain a disclaimer that these postings or blogs are solely the opinion of the individual employee and that

these positions or blogs do not reflect the views or philosophy of the City, its officials, employees, or citizens.

C. Content of All Postings and Blogs

1. All employees' internet postings which identify themselves as City employees must not contain confidential or proprietary content or information regarding their work as a City employee and the employee must clearly state that his or her views are not representative of those of the City, its elected officials, employees, or agents.

2. All personal blogs or postings on the blogs of others should have clear disclaimer, such as the following:

   The views expressed by the author in the blog is the author's alone and do not represent the views of the City.

3. For example, employees writing a blog or posting on a blog should be written in first person and should clearly state that the author is writing of their own volition and not on behalf of the City.

4. Information published on an employee's blog should comply with the City's confidentiality and disclosure policies. This also applies to comments posted on other blogs, forums, and social networking sites.

D. Responsible and Respectful Postings

1. Employees are encouraged to be respectful to the City, officers, employees, agents, and citizens in their use of social media.

2. An employee's online presence may reflect the City and therefore, employees must be aware that his or her actions captured via images, posts, or comments can reflect the image of the City and its other employees. All postings, photos, images or other communications by an employee regarding service to, or employment with the City, which are false or misleading about the City, its officials or employees, may subject the employee to disciplinary action consistent with this policy.

3. The City seal or other logo, trademarks, or symbols used to identify the City may not be used without written consent from the City Manager or his/her designee.

E. Rules With Respect To Police Personnel

1. All information posted on social networking sites and blog postings must not divulge confidential information, investigative information, or the internal operations or administration of the Police Department or with the City.

   Police personnel should refrain from identifying themselves as members of the Police Department, appearing in photographs in uniform or in any manner which would tend to identify themselves as members of the Police Department and appearing in photographs, which depict the employee as engaging in immoral or illegal conduct. This includes photographs depicting the employee involved in excessive consumption of alcohol, photographs that create the perception that the employee is engaged in use of drugs, or being in the company of individuals involved in same.

3. Police personnel are prohibited from posting information regarding ongoing investigations or the results of Department or other agency investigations. Additionally, no information shall be posted regarding the service of warrants or other police matters, whether internal or external.

4. Police personnel are prohibited from posting confidential, personal, or identifying information with regard to any person suspected of committing a crime, including photos of suspects, arrestees, informants or others charged with a crime, witnessing a crime or involved in any other manner with Police Department operations.

5. No confidential, personal, or identifying information shall be posted with regard to any call for service received or the results of the call for service.

6. Police officers are discouraged from posting any work-related complaints or specific grievances regarding the command staff, City officials—whether elected, appointed or employed; but shall instead utilize the procedures in place, *i.e.* complaint procedure or union grievance procedure.

7. With regard to postings on the Facebook page maintained by the Police Department, police officers shall follow the rules of the Department with regard to such postings.

F. Rules With Respect To Other City Personnel

1. All information posted on social networking sites and blog postings must not divulge confidential information or the internal operations or procedures of the City.

2. Employees must not post any confidential or proprietary information regarding his or her job assignments, routes, or other work related items without the express consent of the Administrator or his/her designee.

3. No confidential, personal, or identifying information, including photos and addresses, shall be posted with regard to any services rendered by the City or licenses or citations issued.

4. No confidential, personal, or identifying information shall be posted with regard to any City patron.

5. City personnel are discouraged from posting any work-related complaints or specific grievances regarding the elected officials, management, or supervisory staff of the City, but shall instead utilize the procedures in place such *i.e*. complaint procedure or union grievance procedure.

G. Copyright and other Legal Issues

Employees must at all times comply with the laws regarding plagiarism or copyright violations, especially when the employee's site represents the employee as a City employee.

H. Acknowledgment

Every City employee must sign a written acknowledgment that he/she has received, read, understands, and agrees to comply with the City's social media policy and any other related policy.

I. Reporting Violations

The City requests and strongly urges employees to report any violations or possible or perceived violations to the Manager. Violations may include discussions of the City and its officers, employees, or agents, any discussions or postings where the employee has identified himself or herself as a City employee and is engaging in illegal or immoral conduct, any discussion of proprietary information, and any unlawful activity related to blogging or social networking.

J. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The City further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with respective union collective bargaining agreements to which the City is a party, if applicable.

Americans with Disabilities Act Policy:

The City is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the City's policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

The City will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the City Manager. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

On receipt of an accommodation request, the Manager will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations and perform the essential job functions of your position. The City may ask the employee to provide additional information from their physician or treatment provider regarding the disabling condition and/or reasonable and appropriate accommodations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the City's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the City's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the City to make the *best* possible accommodation, to reallocate essential job functions, to modify positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the City Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

PREGNANCY RIGHTS POLICY

In accordance with the Illinois Human Rights Act (775 ILCS 5/1 et seq.), the City will provide reasonable accommodations to employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

No employee will be discriminated or retaliated against because of pregnancy or because she requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act.

Employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth have the following rights:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

It is the employee's responsibility to make the request for an accommodation. If the requested accommodation imposes an undue hardship on the ordinary operation of the City, the City has the right to deny the requested accommodation. As part of this review process, the City may ask the employee to provide the following documentation from the employee's healthcare provider:

(i) The need or medical justification for the requested accommodation;

(ii) A description of the reasonable accommodation medically advisable;

(iii) The date the reasonable accommodation became medically advisable; and

(iv) The probable duration of the reasonable accommodation.

It is the employee's responsibility to submit to the employer any documentation that is requested in accordance with this section.

If you have any questions regarding this policy, please contact your immediate supervisor. The City is not required to create employment that it would not otherwise have created in order to accommodate an issue related to pregnancy, child birth, or a medical or common condition related to or resulting from pregnancy or childbirth.

NURSING MOTHER POLICY

City of Charleston will provide reasonable paid break time each workday to an employee who needs to express breast milk for her infant child. Break time may, when possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

EMPLOYMENT AT WILL

Policies set forth in this handbook are not intended to create nor should it be construed to constitute a contract or guarantee of continued employment for any set period of time.

For those employees not covered under a collective bargaining agreement, employment with the City of Charleston is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City of Charleston may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

No individual manager, director, or supervisor has authority to create a contract or any agreement contrary to the foregoing with the exception of the City Manager. No agreement or statement is binding on the employer unless it is in writing and signed by the City Manager.

EQUAL OPPORTUNITY EMPLOYER

The City of Charleston is an equal opportunity employer. All employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits, and any other terms and conditions of employment, will be made without regard to the employee’s or applicant’s race, color, religion, national origin, gender identity, sex, sexual orientation, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position. Reasonable accommodations will be made for qualified individuals with disabilities, unless the accommodation would create an undue hardship for the City.

The City of Charleston reserves the right to amend or cancel the provisions of this handbook with or without notice at any time at its sole discretion.

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