

CITY OF MORRISON COUNCIL MEETING
City Hall, 200 West Main Street, Morrison, Illinois

February 8, 2010 ♦ 7 p.m.

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF 1/11/10 REGULAR SESSION MINUTES (pg 1-3)
- V. APPROVAL OF 1/25/10 WORK SESSION MINUTES (pg 4-5)
- VI. APPROVAL OF DECEMBER 2009 TREASURER'S REPORT (pg 6-10)
- VII. RATIFICATION OF BILLS PAID (pg 11-17)
- VIII. APPROVAL OF BILLS PAYABLE (pg 18-23)
- IX. PUBLIC COMMENT
- X. DEPARTMENT HEAD REPORTS
- XI. BOARD AND COMMISSION REPORTS
 - 1. Historic Preservation Commission Minutes (pg 24-25)
 - a. Certificate of Appropriateness (*For Info. Only, No Council Action Required*)
 - a. 522 East Lincolnway (pg 26)
 - b. 526 East Lincolnway (pg 27)
 - 2. Planning & Zoning Board of Appeals Chairman Report (pg 28-29)
 - a. Recommendation of Approval of Special Use (Motorcycle Repair Shop)
126 East Lincolnway (pg 30-37)
 - b. Adoption of Ordinance #10-02 – Special Use (Motorcycle Repair Shop)
126 East Lincolnway (pg 38-40)
- XII. REPORT OF CITY OFFICERS
 - 1. Mayor
 - 2. City Clerk
 - 3. City Attorney
 - 4. City Administrator
- XIII. ITEMS FOR CONSIDERATION AND POSSIBLE ACTION
 - 1. Amendment to Council Meeting Schedule (pg 41)
 - 2. Approval of Resolution #10-01 – Transfer of MFT Funds to General Fund (pg 42-43)
 - 3. Approval of Expansion of Whiteside County Enterprise Zone (pg 44-46)
 - 4. Approval of Pay Request #5 – Key Builders in the Amount of \$119,899.71 (pg 47-53)
 - 5. Morrison Sports Complex Field Reservation/Allocation & Use Policy (pg 54-62)

6. Request for Proposals for Sports Complex Concessions (pg 63-75)
7. Sports Complex Mower & Gator Purchase Recommendation (pg 76)
8. Draft Policy for Records Management (pg 77-80)
9. Executive Session
 - a. Personnel 5 ILCS 120/2(c)(1)
 - b. Collective Bargaining 5 ILCS 120/2(c)(2)
 - c. Appointment or Removal of Public Officers 5 ILCS 120/2(c)(3)
 - d. Deliberations of Quasi-Adjudicative Bodies 5 ILCS 120/2(c)(4)
 - e. Purchase or Lease of Real Estate 5 ILCS 120/2(c)(5)
 - f. Sale or Lease of Real Estate 5 ILCS 120/2(c)(6)
 - g. Litigation 5 ILCS 120/2(c)(11)
10. Economic Incentive Agreements

XIV. OTHER ITEMS FOR CONSIDERATION

XV. ADJOURNMENT

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

January 11, 2010

The Morrison City Council met in Regular Session on January 11, 2010 at 7:00 p.m. in the Council Chambers, City Hall, 200 West Main Street. Mayor Roger Drey called the meeting to order. City Clerk Melanie T. Schroeder recorded the minutes.

Aldermen present on roll call were Scott Connelly, Pat Zuidema, Sarah Thorndike, Jim Blakemore, Barb Bees and Bob Snodgrass.

Aldermen Gus Hayenga and Dave Rose were absent.

Other City Officials present included City Administrator Tim Long, Chief of Police Brian Melton, Community Development Director Robert Wood and Code Inspector Pete Whiting.

Mayor Drey led the recitation of the Pledge of Allegiance.

Alderman Connelly moved to approve the minutes of the Regular City Council Meeting held on December 14, 2009, seconded by Alderman Zuidema. On a voice vote, the motion carried.

Alderman Thorndike moved to approve the October 2009 Treasurer's Report, seconded by Alderman Bees. On a roll call vote of 6 ayes (Zuidema, Thorndike, Blakemore, Bees, Snodgrass, Connelly) and 0 nays, the motion carried.

Alderman Blakemore moved to approve the November 2009 Treasurer's Report, seconded by Alderman Snodgrass. On a roll call vote of 6 ayes (Thorndike, Blakemore, Bees, Snodgrass, Connelly, Zuidema) and 0 nays, the motion carried.

Alderman Zuidema moved to authorize payment of the bills payable as published in the amount of \$78,438.98, seconded by Alderman Thorndike. On a roll call vote of 6 ayes (Blakemore, Bees, Snodgrass, Connelly, Zuidema, Thorndike) and 0 nays, the motion carried.

Mayor Drey opened the meeting to public comment. Several letters and comments were made by the public with regard to the Historic District and Historic Preservation Ordinance. The public asked questions and commented about the following topics: the total spent on the Sports Complex, the total spent on 101 West Main Street, the \$10M bond, Sports Complex bills, and the salary of the Sports Complex Director. Mayor Drey and Administrator Long addressed the questions and comments.

Department Head Reports:

- 1) Development experts will be present at the January 25, 2010 work session.
- 2) Director DuBois has been in contact with several local sporting leagues about the usage of the fields this upcoming season. Response has been positive.

Mayor Drey presented his report:

- 1) Mayor Drey asked for council motion to appoint Jen Boonstra to the Odell Library Board to fill the vacancy left by Marilyn Aggen, who has passed away. Ms. Boonstra was recommended to Mayor Drey by the Odell Library Board. Alderman Bees moved to appoint Jen Boonstra to the Odell Library Board, seconded by Alderman Blakemore. On a roll call vote of 6 ayes (Bees, Snodgrass, Connelly, Zuidema, Thorndike, Blakemore) and 0 nays, the motion carried.
- 2) Mayor Drey read aloud a Proclamation, naming the month of January National Mentoring Month for Big Brothers Big Sisters of the Mississippi Valley.

Clerk Schroeder informed the council of some amendments to the Freedom of Information Act, which came into effect on 1/1/10. The revised Act, in part, requires the Clerks' office to require a request form be completed for all documents requested by the public.

Agenda Action Items:

- 1) An appeal has been received by Luke Vanderbleek, owner of the properties located at 522, 524, 526 and 530 East Lincolnway, who requests these 4 properties be removed from the Historic Preservation District. After much discussion, Alderman Thorndike moved that the properties be removed from the District, seconded by Alderman Bees. On a roll call vote of 2 ayes (Zuidema, Blakemore) and 4 nays (Snodgrass, Connelly, Thorndike, Bees), the motion carried.
- 2) Alderman Snodgrass moved to approve the payment of Pay Request #4 from Key Builders in the Amount of \$44,704.91, seconded by Alderman Blakemore. On a roll call vote of 6 ayes (Connelly, Zuidema, Thorndike, Blakemore, Bees, Snodgrass) and 0 nays, the motion carried.
- 3) Alderman Connelly moved to approve the Agreement with Clinton Humane Society, seconded by Alderman Bees. On a roll call vote of 6 ayes (Zuidema, Thorndike, Blakemore, Bees, Snodgrass, Connelly) and 0 nays, the motion carried.
- 4) Alderman Connelly moved to approve Resolution #10-02 – Transfer of Funds, seconded by Alderman Bees. On a roll call vote of 6 ayes (Thorndike, Blakemore, Bees, Snodgrass, Connelly, Zuidema) and 0 nays, the motion carried.
- 5) Alderman Snodgrass moved to allow the development of a Request for Proposal and Solicitation of Proposals for Auditing Services and Banking Services to be developed by Sikich, LLP, seconded by Alderman Connelly. On a roll call vote of 6 ayes (Blakemore, Bees, Snodgrass, Connelly, Zuidema, Thorndike) and 0 nays, the motion carried.
- 6) Pursuant to 5 ILCS 120/2(c)(11), Alderman Bees moved to enter into Executive Session to discuss matters of pending litigation, seconded by Alderman Snodgrass. On a roll call vote of 6 ayes (Bees, Snodgrass, Connelly, Zuidema, Thorndike, Blakemore) and 0 nays, the motion carried. Executive Session began at 8:49 p.m.
- 7) Regular Session resumed at 9:08 p.m. There was no action as a result of Executive Session

Other Business:

- 1) It was discussed about possibly turning over ownership of Grove Hill Cemetery to the Township.
- 2) The naming of the Sports Complex fields was discussed.
- 3) There being no further business, Alderman Snodgrass moved to adjourn the meeting, seconded by Alderman Blakemore. On a voice vote, the motion carried.

Mayor Drey adjourned the meeting 9:16 p.m.

Approved:

Roger K. Drey
Mayor

Melanie T. Schroeder
City Clerk

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

January 25, 2010

The Morrison City Council met in a Work Session on January 25, 2010 at 7:00 p.m. in the Council Chambers, City Hall, 200 West Main Street. Mayor Roger Drey called the meeting to order. City Clerk Melanie T. Schroeder recorded the minutes.

Aldermen present on roll call were Scott Connelly, Dave Rose, Sarah Thorndike, Jim Blakemore, Barb Bees and Bob Snodgrass.

Aldermen absent were Gus Hayenga and Pat Zuidema.

Other City Officials present included City Administrator Tim Long, City Attorney Lester Weinstine, Chief of Police Brian Melton, Superintendent of Public Services Gary Tresenriter, Sports Complex Director Jim DuBois, Community Development Director Robert Wood and Code Inspector Pete Whiting.

Mayor Drey led the recitation of the Pledge of Allegiance.

Presentations:

- 1) Ralph Tompkins and Jim Sparber, of Baxter & Woodman, presented information about Development Basics.
- 2) Kurt Froehlich, of Evans, Froehlich & Beth, presented information regarding Development and Redevelopment Agreements

Discussion Items:

- 1) Director DuBois presented a draft copy of a Policy for the Sports Complex Field Reservation/Allocation & Use. The use of this form is intended for traveling associations, not local associations. The matter will be placed on the February 8, 2010 Council agenda.
- 2) Council reviewed a draft copy of a Request for Proposal for Concession Services at the Sports Complex. The ad-hoc committee has met with Director DuBois and this is the RFP that they have devised. The matter will be forwarded to the February 8, 2010 Council agenda.
- 3) Recommendations to purchase a mower and a gator for the maintenance of the Sports Complex were reviewed. All items were quoted with a governmental discount. This matter will be placed on the February 8, 2010 Council agenda.
- 4) Several suggestions were received for the naming of the Sports Complex fields. Council decided to number the fields for now and possibly take another approach to naming the fields in the future.
- 5) Alderman Rose will check with IDOT for directional and informational signage for the Sports Complex on Route 78 & Route 30 and Interstate 88.
- 6) Chief Melton presented a draft Policy for Police Department Records Management. Chief will make some modifications to the Policy and bring it back to the Council at the February 8, 2010 meeting.

- 7) Administrator Long requests the formation of an ad-hoc committee to work with the preparations and process of gathering and reviewing RFPs for Banking and Auditing Services. The RFP process for Auditing Services needs to begin very soon and this matter will be forwarded to the February 8, 2010 meeting. It is with hopes that Audit RFPs can be returned for review by the council and a decision made at the March 8, 2010 meeting. Banking RFPs will wait until June or July.
- 8) As bills payable are now being approved once monthly by the Council, Administrator Long suggests the Council follow the Local Government Prompt Payment Act, which provides authority to pay routine bills upon receipt and prior to Council approval. The Council agreed that this process needs to be followed. The matter will be placed on the February 8, 2010 Council agenda.
- 9) Pursuant to 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(11), Alderman Snodgrass moved to enter Executive Session to discuss matters of Personnel and Litigation, seconded by Alderman Bees. On a roll call vote of 6 ayes (Rose, Thorndike, Blakemore, Bees, Snodgrass, Connelly) and 0 nays, the motion carried. Executive Session began at 9:35 p.m.
- 10) Regular Session resumed at 10:55 p.m. There was no action as a result of Executive Session.

Other Business:

- 1) It is being discussed to loop a water main to an undisclosed property.
- 2) All agreed that the presentations earlier in the meeting were very informative and helpful.
- 3) There being no further business, Alderman Thorndike moved to adjourn the meeting, seconded by Alderman Rose.

Mayor Drey adjourned the meeting 11:08 p.m.

Approved:

Roger K. Drey
Mayor

Melanie T. Schroeder
City Clerk

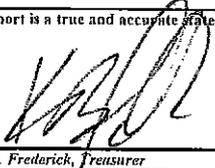
TREASURER'S GENERAL FUND TRANSACTION REPORT, AS ADJUSTED POST-DEBT ISSUE

MONTH ENDING

31-Dec-09

DESCRIPTION	ACCOUNT NO.	BEGINNING BALANCE	INTEREST	DEPOSITS	WITHDRAWALS	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE
GENERAL OPERATING FUNDS								
A. CORPORATE								
FARMERS NATIONAL BANK		0.00	0.00	700,000.00	0.00	0.00	0.00	700,000.00
WELLS FARGO MM	01-00-1110	-273,448.28	0.00	538,289.89	642,378.06	0.00	0.00	-377,536.45
WELLS FARGO MM	01-00-1150	538,298.50	0.00	532,423.09	525,581.36	0.00	0.00	545,140.23
THE NATIONAL BANK	01-00-1161	70,000.00	0.00	0.00	0.00	0.00	0.00	70,000.00
THE NATIONAL BANK	01-00-1162	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
		434,850.22	0.00	1,770,712.98	1,167,959.42	0.00	0.00	1,037,603.78
RESTRICTED GENERAL MOTOR FUEL TAX FUNDS								
B. ILLINOIS MOTOR FUEL TAX								
WELLS FARGO MM	15-00-1110	181,760.97	0.00	0.00	0.00	0.00	0.00	181,760.97
WELLS FARGO MM	15-00-1150	362,774.73	10.11	0.00	7,812.30	0.00	0.00	354,972.54
		544,535.70	10.11	0.00	7,812.30	0.00	0.00	536,733.51
OTHER RESTRICTED GENERAL FUNDS								
C. POLICE DEPARTMENT								
POLICE VEHICLE "B" ACCOUNT	24-00-1150	840.00	0.00	80.00	0.00	0.00	0.00	920.00
DARE ACCOUNT	20-00-1150	747.99	0.00	0.00	0.00	0.00	0.00	747.99
POLICE "D" ACCOUNT								0.00
SUB-TOTAL		1,587.99	0.00	80.00	0.00	0.00	0.00	1,667.99
D. RETIREMENT FUNDS								
IMRF SAVINGS	16-00-1150	179,272.16	0.00	265.03	7,216.66	0.00	0.00	172,320.53
IMRF CERTIFICATES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		179,272.16	0.00	265.03	7,216.66	0.00	0.00	172,320.53
FICA SAVINGS	17-00-1150	22,458.60	0.00	1,549.24	6,684.18	0.00	0.00	17,323.66
FICA CERTIFICATES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		22,458.60	0.00	1,549.24	6,684.18	0.00	0.00	17,323.66
E. REVOLVING FUND								
REVOLVING FUND SAVINGS	35-00-1150	600,039.12	10.11	0.00	50,000.00	0.00	0.00	550,049.23
REVOLVING FUND CERTIFICATES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		600,039.12	10.11	0.00	50,000.00	0.00	0.00	550,049.23
F. MEMORIAL PARK FUND								
MEMORIAL PARK SAVINGS	37-00-1150	-117.73	0.00	0.00	133.00	0.00	0.00	-250.73
SUB-TOTAL		-117.73	0.00	0.00	133.00	0.00	0.00	-250.73
G. GROVE HILL CEMETERY								
GROVE HILL SAVINGS	74-00-1150	-84.05	0.00	0.00	0.00	0.00	0.00	-84.05
SUB-TOTAL		-84.05	0.00	0.00	0.00	0.00	0.00	-84.05
H. SELF INSURANCE DEDUCTABLE								
SELF INSURANCE SAVINGS	77-00-1150	-771.44	0.00	0.00	2,948.57	0.00	0.00	-3,720.01
SUB-TOTAL		-771.44	0.00	0.00	2,948.57	0.00	0.00	-3,720.01
TOTALS:								
OTHER RESTRICTED GENERAL FUNDS		802,384.65	10.11	1,894.27	66,982.41	0.00	0.00	737,306.62
UNOBLIGATED GENERAL FUNDS		434,850.22	0.00	1,770,712.98	1,167,959.42	0.00	0.00	1,037,603.78

This report is a true and accurate statement of the above accounts



Keith B. Fredarick, Treasurer

Date

TREASURER'S GENERAL FUND TRANSACTION REPORT, AS ADJUSTED POST-DEBT ISSUE

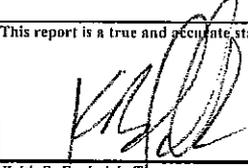
MONTH ENDING

31-Dec-09

Tim Long December 28, 2009

DESCRIPTION	ACCOUNT NO.	BEGINNING BALANCE	INTEREST	DEPOSITS	WITHDRAWALS	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE
GENERAL CAPITAL IMPROVEMENTS FUND								
K. CAPITAL IMPROVEMENT REPAIR REPLACEMENT FUND								
CAP IMPROVE SAVINGS ACCT 61-00-1110		0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAP IMPROVE SAVINGS ACCT 61-00-1150		-870,509.71	0.00	0.00	82,707.03	0.00	0.00	-953,216.74
SUB-TOTAL		-870,509.71	0.00	0.00	82,707.03	0.00	0.00	-953,216.74
RESTRICTED GENERAL CAPITAL BOND REDEMPTION FUNDS								
C. SPORTS COMPLEX BOND REDEMPTION FUND, SERIES 2008, \$2 MILLION								
WELLS FARGO SAVINGS 42-00-1110		10,139.80	0.00	0.00	0.00	0.00	0.00	10,139.80
WELLS FARGO MM 42-00-1150		-362,853.73	0.00	0.00	152,634.47	0.00	0.00	-515,488.20
UTILITY TAX DEPOSITS								0.00
CD'S-REDEMPTION								0.00
SUB-TOTAL		-352,713.93	0.00	0.00	152,634.47	0.00	0.00	-505,348.40
D. CAPITAL PROJECTS BOND PROCEEDS & DEBT SERVICE FUND, SERIES 2009, \$1 MILLION								
BOND PROCEEDS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
REDEMPTION MM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
REDEMPTION CD								0.00
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
GENERAL CAPITAL PROJECTS FUND OBLIGATIONS	CONTRACT AMOUNT			DEPOSITS, GRANT AWARDS	PAYMENTS MADE	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE DUE
SPORTS COMPLEX								
Stichter Excavating	1,013,317.00				969,864.45			43,452.55
Bush Sports Turf	222,836.00				211,391.00			11,445.00
River City Fence	172,131.00				163,465.67			8,665.33
Key Builders	812,226.55				799,293.71			12,932.84
	2,220,510.55		0.00	0.00	2,144,014.83	0.00	0.00	76,495.72
STREET CRACK SEALING								
Contractor	81,847.00							81,847.00
Engineering								0.00
	81,847.00		0.00	0.00	0.00	0.00	0.00	81,847.00
101 W MAIN ST EXTERIOR RECONSTRUCTION								
Key Builders	250,000.00				61,190.89			188,809.11
Asbestos, Shoring, Others	30,000.00				30,000.00			0.00
	280,000.00		0.00	0.00	91,190.89	0.00	0.00	188,809.11
SPORTS COMPLEX EQUIPMENT EST'D								
Score Boards (est'd)	30,854.00							30,854.00
Bases, Mounds, Plates	8,620.00							8,620.00
Kromer Field Maintainer	19,825.00							19,825.00
Gator w plow	13,464.00							13,464.00
J.D. 62" Mower	9,173.00							9,173.00
Mower Clippings Collection Sys	1,500.00							1,500.00
Misc Field Equipment	2,392.00							2,392.00
Fieldsaver Growth Cover	1,399.00							1,399.00
Windscreen H.S. Diamond	2,000.00							2,000.00
AED Units	4,000.00							4,000.00
Interior Door - Frame	600.00							600.00
Garbage Receptacles								0.00
	93,827.00		0.00	0.00	0.00	0.00	0.00	93,827.00
TOTAL: GENERAL CAPITAL PROJECTS FUND OBLIGATIONS OUTSTANDING	2,676,184.55		0.00	0.00	2,235,205.72	0.00	0.00	440,978.83
TOTAL GENERAL CAPITAL PROJECTS FUND MONEY AVAILABLE:	-870,509.71							-953,216.74
GENERAL CAPITAL PROJECT FUND RESERVE:	-3,546,694.26							-1,394,195.57

This report is a true and accurate statement of the above accounts



Keith B. Frederick, Treasurer

Date

TREASURER'S WATERWORKS & SEWERAGE FUND TRANSACTION REPORT

MONTH ENDING

31-Dec-09

DESCRIPTION

WATERWORKS & SEWERAGE REVENUE FUND

ACCOUNT NO.	BEGINNING BALANCE	INTEREST	DEPOSITS	WITHDRAWALS	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE
A. Operations and Maintenance Account							
Passbook Account 51001110	-46,856.61	0.00	0.00	0.00	46,856.61	0.00	0.00
Money Market, Etc 51001150	307,893.97	5.06	5,706.23	822.56	0.00	46,856.61	265,926.09
SUB-TOTAL	307,893.97	5.06	5,706.23	822.56	46,856.61	46,856.61	265,926.09
FUND TOTALS	307,893.97	5.06	5,706.23	822.56	46,856.61	46,856.61	265,926.09

OTHER RESTRICTED WATERWORKS & SEWERAGE FUNDS

B. 2010-A \$5 Million

IEPA Interest and Principal

Redemption Account Bond

Redemption Account

Money Market, Etc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00						

C. Bond and Interest

Reserve Account

Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00						

D. Contingencies and

Depreciation Account

Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00						

E. Surplus Revenue Account

Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00						

F. Meter Deposits Account

Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00						

G. 2008 Well Repair Loan

US Bank							
Money Market, Etc. 43-00-1110	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Checking 43-00-1150	0.00	0.00	0.00	7,260.00	0.00	0.00	-7,260.00
SUB-TOTAL	0.00	0.00	0.00	7,260.00	0.00	0.00	-7,260.00

RESTRICTED FUND TOTALS: \$ - \$ - \$ - \$ - \$ - \$ - \$ (7,260.00)

GRAND TOTAL \$ 307,893.97 \$ 5.06 \$ 5,706.23 \$ 822.56 \$ 46,856.61 \$ 46,856.61 \$ 258,666.09

This report is a true and accurate statement of the above accounts

Keith B. Frederick, Treasurer

Date

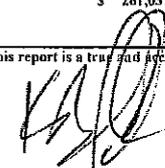
TREASURER'S SEWERAGE FUND TRANSACTION REPORT

MONTH ENDING

31-Dec-09

DESCRIPTION	ACCOUNT NO.	BEGINNING BALANCE	INTEREST MONTH ENDING	DEPOSITS	WITHDRAWALS	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE
SEWERAGE REVENUE FUND								
A. Operations and Maintenance Account								
Passbook Account	51001110	-46,856.61	0.00	0.00	0.00	46,856.61	0.00	0.00
Money Market, Etc	51001150	307,893.96	5.06	5,706.23	822.55	0.00	46,856.61	265,926.09
SUB-TOTAL		261,037.35	5.06	5,706.23	822.55	46,856.61	46,856.61	265,926.09
FUND TOTALS		261,037.35	5.06	5,706.23	822.55	46,856.61	46,856.61	265,926.09
OTHER RESTRICTED WATERWORKS FUNDS								
B. 2011-A \$5 Million IEPA Interest and Principal Redemption Account Bond Redemption Account								
Money Market, Etc		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. Bond and Interest Reserve Account								
Money Market, Etc.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. Contingencies and Depreciation Account								
Money Market, Etc.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. Surplus Revenue Account								
Money Market, Etc.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit		0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
RESTRICTED FUND TOTALS:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
GRAND TOTAL		\$ 261,037.35	\$ 5.06	\$ 5,706.23	\$ 822.55	\$ 46,856.61	\$ 46,856.61	\$ 265,926.09

This report is a true and accurate statement of the above accounts



Keith B. Frederick, Treasurer Date

CITY OF MORRISON SEWERAGE FUND TREASURER'S
REPORT AS ADJUSTED POST-RESTRUCTURING

MONTH ENDING 31-Dec-09

DESCRIPT.CCACCOUNT N WORKS	BEGINNING BALANCE	INTEREST	DEPOSITS	WITHDRAWALS	TRANSFERS IN	TRANSFERS (OUT)	ENDING BALANCE
<u>Operations</u>							
and				33,935.00			
Passbook 51001110	-93,713.22	0.00	0.00	0.00	93,713.22	0.00	0.00
Money A 51001150	615,787.93	10.12	11,412.46	1,645.11	0.00	93,713.22	531,852.18
SUB-TOTAL	615,787.93	10.12	11,412.46	1,645.11	93,713.22	93,713.22	531,852.18
<u>\$5 Million</u>							
Money Market, Etc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
and							
Money Market, Etc.	0.00	0.00					0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Contingenc</u>							
Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>E. Surplus Revenue Account</u>							
Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Certs of Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>F. Meter Deposits Account</u>							
Money Market, Etc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Memo

To: Mayor and Council
From: Melanie Schroeder, City Clerk
Date: 2/2/2010
Re: Bills Paid

The Bills Paid list is in the amount of **\$84,132.59**.

Please direct any questions to Administrator Long.

FROM CHECK # 38950 TO CHECK # 38984

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38950	BRAD BLEAN	DEDUCTIBLE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL	53.37
		CHECK TOTAL		53.37
38951	BRIAN R MELLTON	DEDUCTIBLE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL	244.80
		CHECK TOTAL		244.80
38952	DANIEL C. MILNES	DEDUCTIBLE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL	956.02
		CHECK TOTAL		956.02
38953	JED RENKES	DEDUCTIBLE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL	41.40
		CHECK TOTAL		41.40
38954	ARAMARK UNIFORM SERVICE	ROLL TOWELS, MATS, ETC ROLL TOWELS, MATS, ETC ROLL TOWELS, MATS, ETC ROLL TOWELS, MATS, ETC ROLL TOWELS, MATS, ETC	WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER GENERAL FUND / STREETS WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER	38.69 38.69 77.38 77.38 77.39
		CHECK TOTAL		309.53
38955	BLACKHAWK LUMBER	OPERATING SUPPLIES	GENERAL FUND / STREETS	151.95
		CHECK TOTAL		151.95
38956	BRANDS HEATING & COOLING, INC. AIR STRIPPER	POSTAGE POSTAGE POSTAGE	GENERAL FUND / STREETS GENERAL FUND / ADMINISTRATIVE WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER	37.50 297.50 99.17 99.15
		CHECK TOTAL		495.82
38958	THERESA FARRELL	PROGRAM FEES- AQUACISE	GENERAL FUND / RECREATION	500.00
		CHECK TOTAL		500.00
38959	FRONTIER	ACCT. #8157727657 ACCT. #8157727657 ACCT. #8157727657 ACCT. #8157727657 ACCT. #8157727657	GENERAL FUND / ADMINISTRATIVE GENERAL FUND / LEGISLATIVE GENERAL FUND / CITY CLERK GENERAL FUND / PUBLIC SAFETY GENERAL FUND / COMMUNITY ROOM	197.08 197.08 197.08 141.71 67.50

FROM CHECK # 38950 TO CHECK # 38984

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38959	FRONTIER	ACCT. #8157727657	GENERAL FUND / STREETS	67.67
		ACCT. #8157727657	WATER/SEWER FUND / SEWER	337.79
		ACCT. #8157727657	GENERAL FUND / CEMETERY	68.61
		ACCT. #8157727657	WATER/SEWER FUND / WATER	114.88
		ACCT. #8157727657	GENERAL FUND / ADMINISTRATIVE	39.92
		ACCT. #8157727657	WATER/SEWER FUND / SEWER	39.91
			CHECK TOTAL	1,469.23
38960	GATEWAY SUPPLY, LTD.	TOWLS, CAN LINER, T-PAPER, WIPES	GENERAL FUND / ADMINISTRATIVE	254.26
			CHECK TOTAL	254.26
38961	GOLD STAR FS, INC.	AUTO FUEL/OIL	GENERAL FUND / PUBLIC SAFETY	1,273.83
		AUTO FUEL/OIL	GENERAL FUND / STREETS	1,848.84
		AUTO FUEL/OIL	GENERAL FUND / CEMETERY	275.36
		AUTO FUEL/OIL	GENERAL FUND / PARKS & FORESTRY	511.39
		AUTO FUEL/OIL	WATER/SEWER FUND / WATER	668.73
		AUTO FUEL/OIL	WATER/SEWER FUND / SEWER	629.38
			CHECK TOTAL	5,207.53
38962	HD SUPPLY WATERWORKS, LTD	METER TESTING/REPLACEMENT	CAPTL IMPRVMT REPLMT & REPAIR / GENERAL	6,165.00
			CHECK TOTAL	6,165.00
38963	HARRIS	1099 & W-2 FORMS	GENERAL FUND / ADMINISTRATIVE	175.90
			CHECK TOTAL	175.90
38964	HARTZ INC.	MAINT SUPPLIES - BLDG	WATER/SEWER FUND / SEWER	30.00
			CHECK TOTAL	30.00
38965	JULIE, INC.	JULIE LOCATES	WATER/SEWER FUND / WATER	14.87
		JULIE LOCATES	WATER/SEWER FUND / WATER	14.88
			CHECK TOTAL	29.75
38966	MENARDS	MAINT SUPPLIES - EQUIPMENT	WATER/SEWER FUND / WATER	49.98
			CHECK TOTAL	49.98
38967	MORING DISPOSAL	MONTHLY REFUSE	GENERAL FUND / LEGISLATIVE	18,627.84
			CHECK TOTAL	18,627.84

FROM CHECK # 38950 TO CHECK # 38984

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38968	NELSON'S ELECTRIC	STREET LIGHT MAINT	GENERAL FUND / STREETS	30.00
		MAINT SERVICE - EQUIPMENT	WATER/SEWER FUND / SEWER	25.00
		MAINT SUPPLIES - BLDG	GENERAL FUND / COMMUNITY ROOM	108.00
		MAINT SUPPLIES - EQUIPMENT	WATER/SEWER FUND / SEWER	43.00
			CHECK TOTAL	206.00
38969	NORTH AMERICAN SALT CO.	SALT	MOTOR FUEL TAX / GENERAL	4,491.90
			CHECK TOTAL	4,491.90
38970	NORTHWEST ILL LAW ENFORCEMENT	FY 2010 MEMBERSHIP DUES	GENERAL FUND / PUBLIC SAFETY	25.00
			CHECK TOTAL	25.00
38971	P.C.S.	JANITORIAL SERVICE	GENERAL FUND / COMMUNITY ROOM	265.00
			CHECK TOTAL	265.00
38972	PETTY CASH - CITY	POSTAGE	GENERAL FUND / CITY CLERK	3.40
		POSTAGE	GENERAL FUND / ADMINISTRATIVE	5.40
		POSTAGE	GENERAL FUND / PUBLIC SAFETY	5.40
		POSTAGE	WATER/SEWER FUND / WATER	10.80
		POSTAGE	WATER/SEWER FUND / SEWER	10.80
		POSTAGE TO MAIL FLOURIDE SAMP	WATER/SEWER FUND / WATER	4.90
		RX REIMBURSEMENT-BLEBAN	SELF INSURED DEDUCTIBLE / GENERAL	20.00
		COVER FOR GENERATOR TRK BOX	GENERAL FUND / STREETS	25.00
		AUTO FUEL/OIL	GENERAL FUND / STREETS	18.00
			CHECK TOTAL	103.70
38973	RK DIXON	COMPUTER SUPPORT	GENERAL FUND / ADMINISTRATIVE	39.00
		COMPUTER SUPPORT	WATER/SEWER FUND / WATER	39.00
		COMPUTER SUPPORT	WATER/SEWER FUND / SEWER	39.00
			CHECK TOTAL	117.00
38974	SMG	MONTHLY PRINTER/COPIER MAINT	GENERAL FUND / PUBLIC SAFETY	29.74
		MONTHLY PRINTER/COPIER MAINT	GENERAL FUND / ADMINISTRATIVE	236.30
		MONTHLY PRINTER/COPIER MAINT	GENERAL FUND / PUBLIC SAFETY	3.28
		MONTHLY PRINTER/COPIER MAINT	GENERAL FUND / ADMINISTRATIVE	3.28
			CHECK TOTAL	272.60
38975	OMNI-SITE.NET	MAINT SERVICE - UTILITY SYSTEM	WATER/SEWER FUND / SEWER	552.00
			CHECK TOTAL	552.00

FROM CHECK # 38950 TO CHECK # 38984

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38976	INTERNATIONAL SECURITY PRODUCT	DEATH CERTIFICATE PAPER	GENERAL FUND / CITY CLERK	401.20
				401.20
38977	HEWLETT-PACKARD COMPANY	BATTERY/NOTEBK COMPUTER NYLON CASE/TRAVEL MOUSE LASER JET PRINTER	GENERAL FUND / ADMINISTRATIVE GENERAL FUND / ADMINISTRATIVE GENERAL FUND / ADMINISTRATIVE	1,208.00 318.00 2,323.00
				3,849.00
38978	KATIE TUCKER	UTILITY DEPOSIT REFUND	WATER/SEWER FUND / GENERAL	3.42
				3.42
38979	CIMCO	SEMINAR-M SCHROEDER	GENERAL FUND / CITY CLERK	50.00
				50.00
38980	MAR-HAN, INC	OPERATING SUPPLIES	GENERAL FUND / STREETS	86.80
				86.80
38981	DOROTHY HOUSEMAN	MAINT SERVICE - STORM SEWER	GENERAL FUND / STREETS	3,500.00
				3,500.00
38982	US CELLULAR	ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215 ACCT. #928070215	GENERAL FUND / ADMINISTRATIVE GENERAL FUND / LEGISLATIVE GENERAL FUND / CITY CLERK GENERAL FUND / PUBLIC SAFETY GENERAL FUND / COMMUNITY ROOM GENERAL FUND / STREETS GENERAL FUND / CEMETERY WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER	62.78 27.90 6.98 111.61 20.93 48.83 34.83 139.52 244.21 697.59
				CHECK TOTAL
38983	VIKING CHEMICAL COMPANY	CHEMICALS CHEMICALS	WATER/SEWER FUND / WATER WATER/SEWER FUND / WATER	1,647.24 -425.00
				1,222.24
				CHECK TOTAL
38984	WHITESTONE COUNTY SHERIFF DEPT	DISPATCHING 2009	GENERAL FUND / PUBLIC SAFETY	840.00
				840.00
				CHECK TOTAL
				51,483.33
				WARRANT TOTAL

FROM CHECK # 38985 TO CHECK # 38997

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38985	CHASE CARD SERVICES	OFFICE SUPPLIES	GENERAL FUND / STREETS	55.50
		MAINT SUPP - EQUIPMENT	WATER/SEWER FUND / SEWER	30.74
		T LONG/TRAVEL&TRAINING	GENERAL FUND / ADMINISTRATIVE	95.00
		DARE PROGRAM	DRUG TRAFFIC PREVENTION / GENERAL	107.97
				289.21
				CHECK TOTAL
38986	BRADLEY BLEAN	MONTHLY CITY HALL CLEANING	GENERAL FUND / ADMINISTRATIVE	319.00
				CHECK TOTAL
				319.00
38987	BLUECROSS BLUESHIELD	HEALTH, DENTAL, LIFE INSURANCE	GENERAL FUND / ADMINISTRATIVE	8,170.95
		HEALTH, DENTAL, LIFE INSURANCE	WATER/SEWER FUND / WATER	2,723.65
		HEALTH, DENTAL, LIFE INSURANCE	WATER/SEWER FUND / SEWER	2,723.64
				13,618.24
				CHECK TOTAL
				13,618.24
38988	FRONTIER	ACCT. #8157727657	GENERAL FUND / ADMINISTRATIVE	186.07
		ACCT. #8157727657	GENERAL FUND / PUBLIC SAFETY	136.87
		ACCT. #8157727657	GENERAL FUND / COMMUNITY ROOM	63.16
		ACCT. #8157727657	GENERAL FUND / STREETS	63.15
		ACCT. #8157727657	WATER/SEWER FUND / SEWER	314.79
		ACCT. #8157727657	GENERAL FUND / CEMETERY	63.15
		ACCT. #8157727657	WATER/SEWER FUND / WATER	108.77
		ACCT. #8157727657	GENERAL FUND / ADMINISTRATIVE	6.05
		ACCT. #8157727657	WATER/SEWER FUND / SEWER	6.04
		ACCT. #8157727657	GENERAL FUND / LEGISLATIVE	186.07
		ACCT. #8157727657	GENERAL FUND / CITY CLERK	186.08
				1,320.20
				CHECK TOTAL
				1,320.20
38989	GUARDIAN	HEALTH, DENTAL, LIFE INSURANCE	GENERAL FUND / ADMINISTRATIVE	962.65
		HEALTH, DENTAL, LIFE INSURANCE	WATER/SEWER FUND / WATER	320.89
		HEALTH, DENTAL, LIFE INSURANCE	WATER/SEWER FUND / SEWER	320.87
				1,604.41
				CHECK TOTAL
				1,604.41
38990	LOHMAN COMPANIES	P BECK 2009	GENERAL FUND / GENERAL	24.27
		P BECK 2010	GENERAL FUND / GENERAL	60.34
				84.61
				CHECK TOTAL
				84.61
38991	DANIEL C. MILNES	UNIFORM REIMBURSEMENT	GENERAL FUND / STREETS	53.84
				CHECK TOTAL
				53.84

FROM CHECK # 38985 TO CHECK # 38997

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
38992	MORRISON UNIT #6	MORNING/EVENING AQUACISE 2010	GENERAL FUND / RECREATION	355.00
			CHECK TOTAL	355.00
38993	COMMUNITY STATE BANK	LOAN #7004627	GENERAL FUND / ADMINISTRATIVE	463.80
		LOAN #7004627	WATER/SEWER FUND / WATER	81.48
		LOAN #7004627	WATER/SEWER FUND / SEWER	81.47
			CHECK TOTAL	626.75
38994	IL INSTITUTE FOR RURAL AFFAIRS	R WOOD-DEVELOPMENT CONFERENCE	GENERAL FUND / ADMINISTRATIVE	150.00
			CHECK TOTAL	150.00
38995	IL DEPT OF TRANSPORTATION	ROUTE 30 ROCK CREEK BRIDGE	MOTOR FUEL TAX / GENERAL	9,987.00
			CHECK TOTAL	9,987.00
38996	TRIRONG KHUNTANGTA	JANUARY 2010 CLASSES	GENERAL FUND / ECONOMIC DEVELOPMENT	200.00
			CHECK TOTAL	200.00
38997	LESTER S. WEINSTEIN, P.C.	SCHUIER REVOLVING FUND	REVOLVING LOAN FUND / GENERAL	2,268.75
		DERIVIEW CONDO ASSOC.	GENERAL FUND / LEGISLATIVE	872.25
		BOND ISSUE	GENERAL FUND / LEGISLATIVE	650.00
		LEGAL SERVICE - DEC 09	GENERAL FUND / LEGISLATIVE	250.00
			CHECK TOTAL	4,041.00
			WARRANT TOTAL	32,649.26

Memo

To: Mayor and Council
From: Melanie Schroeder, City Clerk
Date: 2/3/2010
Re: Bills Payable

The Bills Payable list is in the amount of **\$73,188.12**.

Please direct any questions to Administrator Long.

FROM CHECK # 39058 TO CHECK # 39104

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
39058	ALTORFER INC.	MAINT SERV - EQUIPMENT	WATER/SEWER FUND / SEWER	134.52
				134.52
39059	ASCAP	DUES	GENERAL FUND / LEGISLATIVE	305.00
				305.00
39060	BAXTER & WOODMAN, INC.	WELL #5 CONSTRUCTION ROCK CREEK BRIDGE WELL #4 REHAB ENG/LEGAL WM PLNT ENG/LEGAL DEVELOPMT PROCESS PRESENTATION	CAPTL IMPRVMT REPLMT & REPAIR / GENERAL CAPTL IMPRVMT REPLMT & REPAIR / GENERAL CAPTL IMPRVMT REPLMT & REPAIR / GENERAL GENERAL FUND / ECONOMIC DEVELOPMENT	371.00 1,601.50 225.00 262.50 415.00 2,875.00
				CHECK TOTAL
				425.08
39061	BOSS OFFICE SUPPLIES	OFFICE SUPPLIES	GENERAL FUND / ADMINISTRATIVE	425.08
				CHECK TOTAL
				21,265.00
39062	CENTRAL DISTRIBUTING COMPANY	SPORTS COMPLEX GROUNDS	SERIES 2008 DEBT CERT FUND /	21,265.00
				CHECK TOTAL
				64.25
39063	COMPANY ONE	2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION 2010 ANNUAL RECERTIFICATION	GENERAL FUND / PUBLIC SAFETY GENERAL FUND / STREETS MUNICIPAL COLISEUM / GENERAL WATER/SEWER FUND / SEWER WATER/SEWER FUND / WATER GENERAL FUND / CEMETERY SERIES 2008 DEBT CERT FUND /	106.35 17.85 23.80 102.45 13.85 770.40 1,098.95
				CHECK TOTAL
				3,822.39
39064	COM ED	ACCT. #18571-30030 ACCT. #2563566005 ACCT. #2479412007 ACCT. #4833110075 ACCT. #54391-52016 ACCT. #0696016163	GENERAL FUND / STREETS GENERAL FUND / STREETS	26.63 35.17 1.20 554.25 1,781.01 6,220.65
				CHECK TOTAL
				7,234.40
39065	CHEN NELSON ROBERTS LTD	LEGAL SERVICE	GENERAL FUND / LEGISLATIVE	7,234.40
				CHECK TOTAL
				7,234.40

FROM CHECK # 39058 TO CHECK # 39104

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
39066	COMMUNICATION REVOLVING FUND	MONTHLY SOFTWARE SUPPORT	GENERAL FUND / PUBLIC SAFETY	280.10
			CHECK TOTAL	280.10
39067	JIM DUBOIS	J. DUBOIS MILEAGE REIMBURSEMENT	GENERAL FUND / ADMINISTRATIVE	252.34
			CHECK TOTAL	252.34
39068	DIVISION OF VITAL RECORDS	STATE CC FEES	GENERAL FUND / CITY CLERK	160.00
			CHECK TOTAL	160.00
39069	CITY OF DIXON WATER DEPARTMENT	LAB FEES	WATER/SEWER FUND / WATER	135.00
			CHECK TOTAL	135.00
39070	FARMER BROS. CO.	MONTHLY COFFEE SERVICE	GENERAL FUND / ADMINISTRATIVE	29.59
			CHECK TOTAL	29.59
39071	FIVE STAR ENTERPRISES	MAINT SUPPLIES - EQUIPMENT	GENERAL FUND / CEMETERY	62.38
		MAINT SUPPLIES - VEHICLE	GENERAL FUND / STREETS	40.18
		MAINT SUPPLIES - EQUIPMENT	GENERAL FUND / CEMETERY	72.26
			CHECK TOTAL	174.82
39072	FULTON TECHNOLOGIES INC	MAINT AGREEMENT-WARNING SYSTEM	GENERAL FUND / E S D A	327.83
			CHECK TOTAL	327.83
39073	GALLI'S	SQ #4-GRILLE LIGHT	GENERAL FUND / PUBLIC SAFETY	269.94
		HANDCUFF POUCH	GENERAL FUND / PUBLIC SAFETY	40.49
		SQ #1-SIREN	GENERAL FUND / PUBLIC SAFETY	161.99
		SHIPPING	GENERAL FUND / PUBLIC SAFETY	10.00
		SQ #4 MOUNTING BRACKETS	GENERAL FUND / PUBLIC SAFETY	26.97
			CHECK TOTAL	509.39
39074	GATEWAY SUPPLY, LTD.	OPERATING SUPPLIES	GENERAL FUND / STREETS	290.40
		OPERATING SUPPLIES	GENERAL FUND / CEMETERY	148.15
		TOWELS, MOPHEAD, HANDLE, LINER	GENERAL FUND / COMMUNITY ROOM	155.71
			CHECK TOTAL	594.26
39075	GREEN & CLEAN LAWN SERVICES II	SIDEWALK SNOW REMOVAL	GENERAL FUND / STREETS	650.00
			CHECK TOTAL	650.00

FROM CHECK # 39058 TO CHECK # 39104

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
39076	INTERNATIONAL CITY	DUES	GENERAL FUND / ADMINISTRATIVE	656.00
				656.00
39077	MATT LANCASTER	EYE CARE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL	238.50
				238.50
39078	ELECTRONICS, INC	QTRLY BILLING SQ #03-REPLACE SWITCH IN SIREN	GENERAL FUND / COMMUNITY ROOM GENERAL FUND / PUBLIC SAFETY	25.20 86.93
				112.13
39079	MID AMERICAN ENERGY CO.	ACCT. #216848 ACCT. #217511 ACCT. #217510 ACCT. #219649 ACCT. #217225 ACCT. #217514 ACCT. #217513 ACCT. #217512	WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER GENERAL FUND / STREETS WATER/SEWER FUND / SEWER WATER/SEWER FUND / SEWER WATER/SEWER FUND / SEWER	1,453.08 37.30 2,944.49 74.20 39.40 71.15 778.05 45.72
				5,443.39
39080	MORRISON AUTO SUPPLY, INC.	MAINT SUPPLIES - EQUIPMENT MAINT SUPPLIES - VEHICLE OPERATING SUPPLIES	GENERAL FUND / CEMETERY GENERAL FUND / STREETS GENERAL FUND / CEMETERY	42.53 67.55 91.95
				202.03
39081	MORRISON BLACKTOP, INC.	SNOW REMOVAL	GENERAL FUND / STREETS	5,547.75
				5,547.75
39082	MORRISON TIRE CENTER	MAINT SERVICE - EQUIPMENT MAINT SERVICE - VEHICLES MAINT SERVICE - VEHICLES MAINT SERVICE - EQUIPMENT	GENERAL FUND / CEMETERY GENERAL FUND / CEMETERY GENERAL FUND / CEMETERY GENERAL FUND / CEMETERY	20.00 26.00 460.85 35.00
				541.85
39083	MORRISON ROTARY CLUB	DUES	GENERAL FUND / ADMINISTRATIVE	90.00
				90.00
39084	MUNICIPAL WEB SERVICES, INC	WEBSITE SUPPORT	GENERAL FUND / ADMINISTRATIVE	88.75
				88.75

FROM CHECK # 39058 TO CHECK # 39104

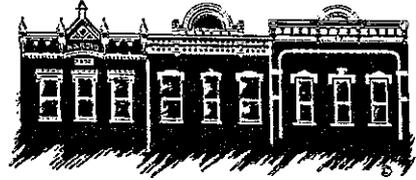
CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
39085	NELSON'S ELECTRIC	MAINT SUPP - EQUIPMENT	WATER/SEWER FUND / SEWER	224.44
		MAINT SUPP - EQUIPMENT	WATER/SEWER FUND / WATER	113.36
		MAINT SUPPLIES - BLDG	WATER/SEWER FUND / SEWER	57.92
				395.72
				CHECK TOTAL
39086	NICOR GAS	ACCT. #56989320009	WATER/SEWER FUND / SEWER	334.24
		ACCT. #27638541113	WATER/SEWER FUND / WATER	28.26
		ACCT. #27638541113	WATER/SEWER FUND / SEWER	28.26
		ACCT. #27638541113	GENERAL FUND / ADMINISTRATIVE	28.25
		ACCT. #83659320002	GENERAL FUND / CEMETERY	430.35
		ACCT. #26989320002	WATER/SEWER FUND / WATER	1,472.13
				2,321.49
				CHECK TOTAL
39087	NORTH AMERICAN SALT CO.	SALT	MOTOR FUEL TAX / GENERAL	5,929.68
		SALT	MOTOR FUEL TAX / GENERAL	1,504.74
				7,434.42
				CHECK TOTAL
39088	PITNEY BOWES	POSTAGE METER RENTAL	GENERAL FUND / ADMINISTRATIVE	22.33
		POSTAGE METER RENTAL	WATER/SEWER FUND / WATER	22.33
		POSTAGE METER RENTAL	WATER/SEWER FUND / SEWER	22.33
				66.99
				CHECK TOTAL
39089	RIVER CITY FENCE & CENTRAL	LABOR FOR S.C. - 12/28/09	SERIES 2008 DEBT CERT FUND /	1,231.76
		TAKE DOWN FENCE-101 W MAIN	GENERAL FUND / ADMINISTRATIVE	275.00
				1,506.76
				CHECK TOTAL
39090	RK DIXON	MONTHLY COMPUTER SUPPORT	GENERAL FUND / ADMINISTRATIVE	864.00
		MONTHLY COMPUTER SUPPORT	WATER/SEWER FUND / WATER	288.00
		MONTHLY COMPUTER SUPPORT	WATER/SEWER FUND / SEWER	288.00
				1,440.00
				CHECK TOTAL
39091	ROYAL PUBLISHING	PRINTING	GENERAL FUND / PUBLIC SAFETY	80.00
				80.00
				CHECK TOTAL
39092	S.B.M., INC	MONTHLY COPIER SERVICE	GENERAL FUND / ADMINISTRATIVE	158.04
				158.04
				CHECK TOTAL
39093	SPENCER'S AUTOMOTIVE	MAINT SERVICE - VEHICLE	GENERAL FUND / STREETS	24.63
				24.63
				CHECK TOTAL

FROM CHECK # 39058 TO CHECK # 39104

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
39094	J P COOKE COMPANY	OFFICE STAMP	GENERAL FUND / ADMINISTRATIVE	CHECK TOTAL 30.65
39095	INTERNATIONAL SECURITY PRODUCT	BIRTH CERT PAPER	GENERAL FUND / CITY CLERK	CHECK TOTAL 164.60
39096	TOKAY SOFTWARE	CROSS CONNECTION SOFTWARE	WATER/SEWER FUND / WATER	CHECK TOTAL 1,770.00
39097	WALFRED BERG	UTILITY DEPOSIT REFUND	WATER/SEWER FUND / GENERAL	CHECK TOTAL 33.85
39098	GINSEPPE MAZZARISI	UTILITY DEPOSIT REFUND	WATER/SEWER FUND / GENERAL	CHECK TOTAL 32.93
39099	HIEBERT INSTITUTE	4 HOURS-TRAVEL/TRAINING	GENERAL FUND / ADMINISTRATIVE	CHECK TOTAL 375.00
39100	MORRISON COMMUNITY HOSPITAL	CPR TRAINING CPR TRAINING CPR TRAINING CPR TRAINING	GENERAL FUND / PUBLIC SAFETY GENERAL FUND / ADMINISTRATIVE WATER/SEWER FUND / WATER WATER/SEWER FUND / SEWER	CHECK TOTAL 175.00 100.00 125.00 125.00 525.00
39101	USA BLUEBOOK	MAINT SUPP - SAFETY EQUIPMENT SMALL TOOLS	WATER/SEWER FUND / SEWER WATER/SEWER FUND / WATER	CHECK TOTAL 96.89 162.35 259.24
39102	LESTER S. WEINSTINE, P.C.	COUNCIL MEETING-JAN 09	GENERAL FUND / LEGISLATIVE	CHECK TOTAL 250.00 250.00
39103	WNS PUBLICATIONS, INC.	P/2 BOARD PUBLIC NOTICES H/P BOARD PUBLIC NOTICES	GENERAL FUND / ADMINISTRATIVE GENERAL FUND / ADMINISTRATIVE	CHECK TOTAL 307.50 56.38 363.88
39104	DA-BAR	CUSTOMER DEPOSIT REFUND	WATER/SEWER FUND / GENERAL	CHECK TOTAL 362.59 362.59
WARRANT TOTAL				73,188.12

CITY OF MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815 / 772-7657
Fax 815 / 772-4291
morrisonil.org



Historic Preservation Commission Minutes

January 12, 2010 5:00 p.m. City Hall

The Historic Preservation Commission met on January 12, 2010 in the Council Chambers at City Hall, 200 West Main Street. Chairman Slavin called the meeting to order at 5:00 p.m. Deputy City Clerk Barbara L. King recorded the minutes.

Commission Members present were Tim Slavin, Roger Grau, Barb Benson, Bill Shirk and Don Mulnix.

Others present included: City Administrator Tim Long, Code Inspector Pete Whiting, Economic Development Coordinator Robert Wood, and members of the public.

Bill Shirk moved to approve the December 1, 2009 minutes as presented; seconded by Roger Grau. On a voice vote the motion carried.

Public Hearing

A Request for Certificates of Appropriateness to demolish structures located at 522 and 526 East Lincolnway filed by the Jackson-Lincoln Land Trust were previously submitted and set for public hearing on this date. The applicant was notified by a letter from Chairman Slavin of the date and time of the public hearing. At 5:00 p.m., no agent on behalf of the owner was present. The start of the public hearing was delayed for more than 10 minutes to allow someone on its behalf to appear. No person so appearing, the public hearing commenced at approximately 5:15 p.m. Bill Shirk made a motion to approve the Certificate of Appropriateness for the properties located at 522 & 526 E Lincolnway based upon the facts gathered at past meetings; seconded by Don Mulnix. The motion carried by unanimous vote.

Old Business

None.

New Business

A Request For Reimbursement was submitted by Susan Schuler for the property located at 104 E Main Street, which is located within the local historic district, to replace a wooden exterior door. Bill Shirk made a motion to grant the applicant \$200.00 toward the cost of improvement; seconded by Barb Benson. A discussion ensued, and, thereafter, on a voice vote the motion carried unanimously.

A Request For Reimbursement was submitted by Barb Kophamer on behalf of Dr. Lambos for the property located at 115 W Main Street, which is located within the local historic district. The applicant will be removing anything that is protruding from the rear wall of the building, fill any

holes and mortar joints to protect the stability of the rear wall. Bill Shirk made a motion to grant the applicant \$1,000.00 toward the cost of improvement; seconded by Roger Grau. A discussion ensued, and, thereafter, on a voice vote the motion carried unanimously.

Other Considerations

Commission members discussed listing the non-combatant veterans on the monuments at VP&M. Deputy City Clerk, Barbara L. King will look at past invoices from Moore Monument to get engraving costs.

Don Mulnix talked with the American Legion members regarding the entrance gate to the VP&M and contributing to the cost. In addition, he also contacted the fire department but has not heard back from them at this time.

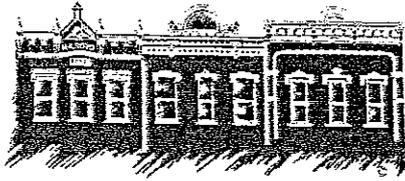
Chairman Slavin asked for volunteers from the commission to serve on an ad hoc committee to review and rewrite the Historic Preservation and Zoning Ordinances for the City. Bill Shirk volunteered. Other members are to consider the request and let the Chairman Slavin know if they are willing to serve on the committee.

Chairman Slavin opened the meeting to public comment. Several comments were made by the public with regard to the Historic District and Historic Preservation Ordinance, the vision of the Historic Preservation Commission, and long term goals of the commission. Chairman Slavin and the commission members addressed the questions and comments.

The next regularly scheduled meeting will be February 9, 2010.

There being no further regular commission business, Barb Benson moved to adjourn the commission meeting, seconded by Don Mulnix. A unanimous voice vote caused the meeting to adjourn at 5:50 p.m.

bk

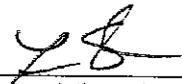


COPY

Morrison Historic Preservation Commission
Certificate of Appropriateness
Morrison City Ordinances 2.88.050 *et seq.*

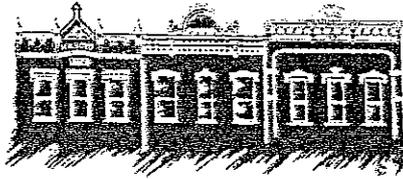
1. Certificate of Appropriateness issued to: Jackson-Lincoln Land Trust
c/o Ms. Barbara Kophamer, Trustee
P.O. Box 150
Morrison, IL 61270
2. Date of Commission Determination: January 12, 2010
3. Certificate of Appropriateness issued for and limited to: The demolition of the structure located on the property with the common address of 522 East Lincolnway, Morrison, IL.

Dated: 1/13/2010



 Tim Slavin, Chair
 Morrison Historic Preservation Commission

Original: file
 Copies: Applicant
 Code Inspector
 City Council

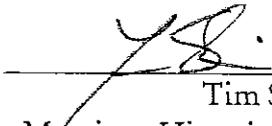


COPY

Morrison Historic Preservation Commission
Certificate of Appropriateness
Morrison City Ordinances 2.88.050 *et seq.*

1. Certificate of Appropriateness issued to: Jackson-Lincoln Land Trust
c/o Ms. Barbara Kophamer, Trustee
P.O. Box 150
Morrison, IL 61270
2. Date of Commission Determination: January 12, 2010
3. Certificate of Appropriateness issued for and limited to: The demolition of the structure located on the property with the common address of 526 East Lincolnway, Morrison, IL.

Dated: 1/13/2010



 Tim Slavin, Chair
 Morrison Historic Preservation Commission

Original: file
 Copies: Applicant
 Code Inspector
 City Council

CITY OF MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815 / 772-7657
Fax 815 / 772-4291
morrisonil.org



CHAIRMAN REPORT Planning & Zoning Commission January 27, 2010 5:30 p.m. City Hall

The Planning & Zoning Commission met on January 27, 2010 in the Council Chambers at City Hall, 200 West Main Street. Commission Chairman Gale called the meeting to order at 5:30 p.m. Executive Secretary Barb King recorded the minutes.

Commission Members present on roll call were: Bob Gale, Art Dykema, Marty Edgeton, Sherrie Shirk, Magen Mertes and David Jindrich. Kevin Kuehl arrived at 5:36 p.m.

Others present: Pete Whiting, Code Inspector; Gary & KC Milnes, Roger & Weston Burkholder, Dr. David Jennings, Kent, a representative from Frontier Communications and Luke VanderBleek.

Commission member Mertes moved to approve the October 28, 2009 Chairman Report; seconded by Commission member Jindrich. On a voice vote the motion carried.

Public Hearing

A Special Use Permit was filed by Gary Milnes on behalf of Weston Burkholder. The petitioner is seeking a Special Use Permit to allow for the operation of a fitness center on the lower level of the building located at 126 E Main Street. There will be a separate entrance used for the upper level. Mr. Gary Milnes explained that the fitness center will be open 24 hours a day, 7 days a week. The idea for the fitness center is to be as flexible as possible for working individuals. There will be an attendant present during peak hours of operation; approximately 4:30 a.m. to 8:30 a.m. and approximately 4:30 p.m. to 8:30 p.m. In addition Mr. Milnes explained that patrons will have a credit-card type card to "swipe" to allow access to the fitness center. There will be surveillance cameras for security on the inside/outside of the entrance door. Currently, the Burkholder's own and operated a fitness center in Lanark, Illinois. Commission members discussed police patrol for safety of patrons, type of equipment, parking, landscaping, inside remodeling plans, shape and type of windows. Mr. Gary Milnes and the Frontier representatives have a verbal agreement in regards to parking. Mr. Gary Milnes assured the commission that no substantial changes will be made on the outside of the building. There will need to be a text amendment made to the zoning code to include "fitness center" in a C-1 Central Business District before the Special Use Permit can be granted. With the agreement of the applicant, Commission member Jindrich made a motion to recess Public Hearing regarding Special Use #10-1 until February 24, 2010 when the text amendment issue and the special use application will be considered; seconded by Commission member Dykema. On a voice vote the motion carried.

A second Special Use Permit was filed by Gary Milnes on behalf of KC Milnes. The petitioner is seeking a Special Use Permit to allow for the operation of a motorcycle repair & accessories shop on the upper level of the building located at 126 E Main Street. There will be a separate entrance used from the proposed fitness center on the lower level. Mr. KC Milnes explained that he would like to move his existing business of 5 years from 647 W Lincolnway to 126 E Main Street simply for more room. He further explained that his business puts accessories on motorcycles and repairs them; it is not an overhaul shop/business. Commission members discussed issues such as the number of customers in a day, flammables, storage of flammables and parking. Mr. KC Milnes also submitted a

letter from property owners surrounding his current location and they haven't had any complaints regarding the nature of Mr. KC Milnes business. Mr. Gary Milnes reassured the commission that no substantial changes will be made on the outside of the building. Code Inspector Pete Whiting will contact Historic Preservation Commission out of courtesy to let them know the plan for the property located at 126 E Lincolnway. Commission member Kuehl made a motion to recommend to the City Council that the Special Use Permit #10-2 filed by Gary Mines on behalf of KC Milnes be approved; seconded by Commission member Edgeton. On a roll call vote of 6 ayes (Mertes, Jindrich, Kuehl, Edgeton, Gale, Shirk) and 1 nay (Jindrich) the motion carried.

New Business

None.

Old Business

None.

Other Considerations

None.

At 6:49 p.m. Commission member Dykema moved to recess the meeting until February 24, 2010; seconded by Commission member Mertes to continue the Public Hearing regarding the Special Use Permit #10-01 filed by Gary Milnes on behalf of Weston Burkholder at 126 E Lincolnway. On a voice vote the motion carried.

bk



P A I D

JAN X 7 2019

Permit No.

10-2

SPECIAL USE PERMIT APPLICATION

City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE
200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

CK# 3609

\$175.00

A Special Use is, as the name suggests, a use of property, which is not specifically permitted within the Zoning District in which the property is located. A Special Use Permit is required whenever the intended use of a building, structure, or zoning lot does not conform with the use(s) specified within the Zoning District in which the building or lot is located.

Address or location of property: 126 E Lincolnway

Property Tax ID (PIN) number 09 - 18 - 256 - 012

Name of Applicant: KC Milnes

Address of Applicant: 15564 Norrish Rd

Phone Number of Applicant: 815-718-3053 Fax Number of Applicant: 815-772-4141

Owner of Property: Gary Milnes

Address of Owner: 15395 Norrish Rd Existing Zoning: C1

Specifically state the nature of the special use requested and why it should be granted:

Motorcycle repair & accessories. Also we believe that KC-2 special use permit should fall under special use C1-C2 automobile service and tire stores. Also listed on separate page are individual reasons we believe so. attached

- Attach a Legal Description of the property.
- Photos of the property and the specific area of the property seeking the Special Use Permit shall be submitted with application.
- Attach any conceptual drawings of the property and proposed use.
- Your special use plat or site plan must indicate (show on page 3 or own drawing at a scale of not less than 1 inch = 20 feet, including north arrow):
 - Show adjacent property owners, including across rights-of-way
 - Show zoning of adjacent properties
 - Show streets, railroads, waterways, and other physical features

Public Hearing: After your application has been submitted and reviewed by the Zoning Administrator, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the last Wednesday of every month at 5:30 p.m. at the City Hall at 200 W. Main. At the Planning and Zoning Commission meeting, you will present your request. Notice of the public hearing shall be mailed to all property owners within a 250-foot radius of the property. A Special Use Permit cannot be recommended by the Commission unless it finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

- a. The proposed use is necessary or desirable to provide a service which is in the interest of public convenience; (circle one) Yes No
- b. There will be no additional threat to public health, safety, or welfare or creation of a nuisance; (circle one) Yes No
- c. There will be no additional public expense for flood protection, fire rescue or relief operations, policing, or repairs to roads, utilities, or other public facilities; (circle one) Yes No
- d. There will not be an unduly increase in traffic congestion on public roads and highways; (circle one) Yes No
- e. The essential character of the locality of the property in question will not be altered; (circle one) Yes No
- f. Other requirements of the Zoning Ordinance, such as parking and landscaping will be met; (circle one) Yes No
- g. The proposed use is consistent with the purpose and intent of the Morrison Comprehensive Plan. (circle one) Yes No

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Special Use Permit.*

K. Milner
Signature of Applicant

1-4-10
Date

Gary Milner
Signature of Owner

1-4-10
Date

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

FOR OFFICE USE ONLY Case No. _____

Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____

Documentation of Authority Submitted: _____

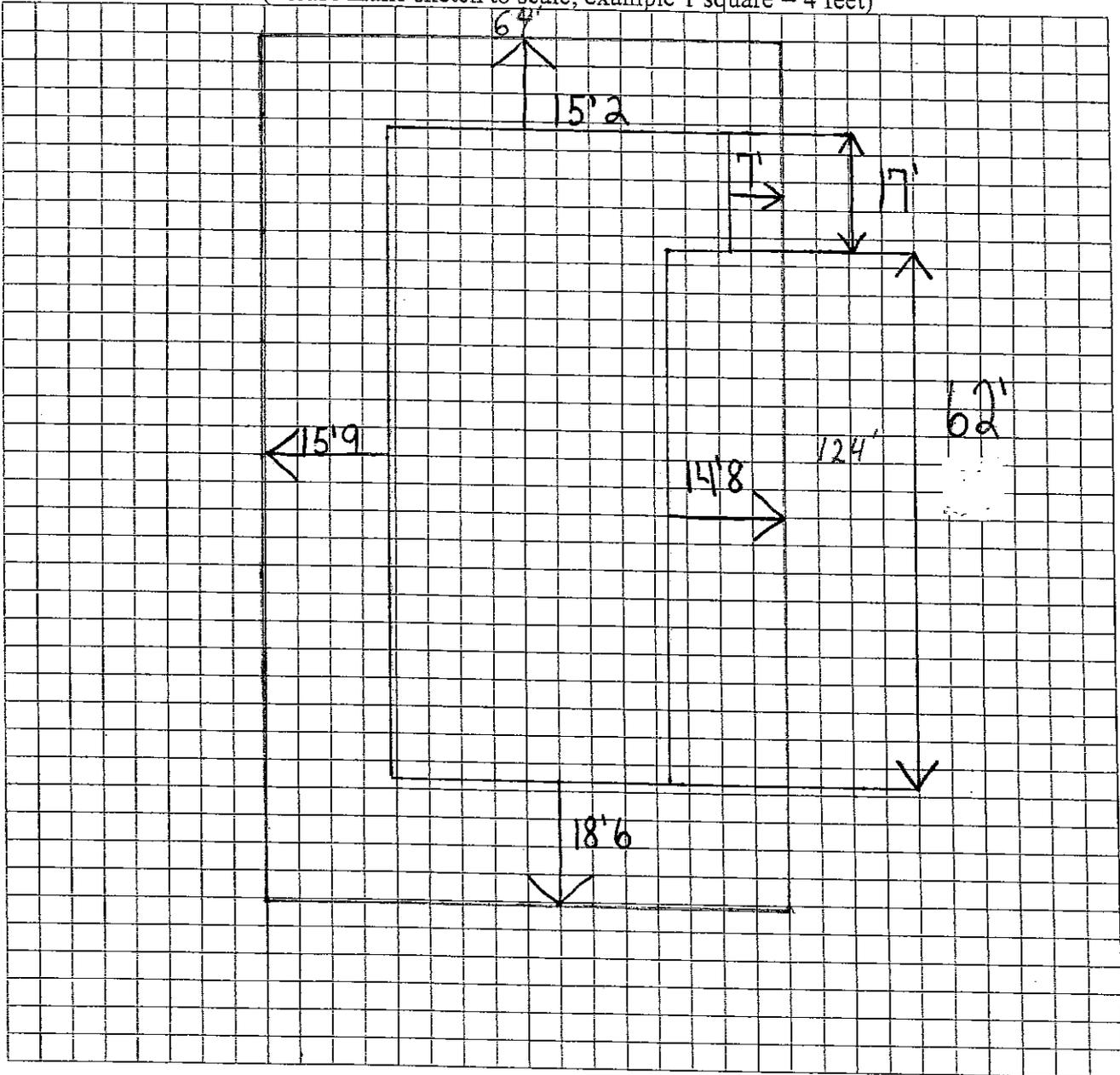
Date to go before the Planning Commission: _____

Commission Action: _____

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow and indicate scale.)

(Make all measurements carefully)
(Please make sketch to scale, example 1 square = 4 feet)



NOTICE TO APPLICANT: Location of buildings or structures must be staked out on the property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting the Administrative Office.



CITY OF MORRISON, ILLINOIS

Procedure for Requesting a Special Use Permit

1. A preapplication meeting with the Zoning Administrator shall be held to discuss the request.
2. The Petitioner must submit a **completed** application to the City along with the \$175 fee for providing Legal Notice and conducting the Public Hearing. From this deposit a filing fee of \$25 and any costs incurred by the city for required publication and mailing related to the processing of the depositor's application shall be retained. Any remaining amount will be refunded to the applicant or you will be billed for any charges exceeding the deposit amount.
3. The completed application must include a full legal description of the property from the warranty deed, a copy of the deed or lease showing control of the property or options to purchase the property contingent on application approval, and a site plan. Nine (9) preliminary development plans shall be filed with the Zoning Administrator, who shall forward the copies to the Planning and Zoning Commission. The cost of all plans shall be borne by the developer.
4. Application must be made prior to the publication date of the legal notice. The legal notice must be published in a local newspaper at least fifteen (15), but not more than thirty (30), days prior to the Planning and Zoning Commission meeting, which is typically held on the last Wednesday of each month. The Commission shall be given at least fifteen (15) days to review the preliminary development plans and shall hold a hearing on the preliminary plans and make their recommendation to the City Council.
5. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.
6. Following the public hearing, the Planning and Zoning Commission will make a recommendation to the City Council to consider the Special Use Permit based on the findings of facts during the public participation portion of the public hearing and recommendations from City staff. You must be present at the City Council meeting.
7. The City Council will consider the request at their next meeting following the Planning and Zoning Commission meeting in which a recommendation was made.

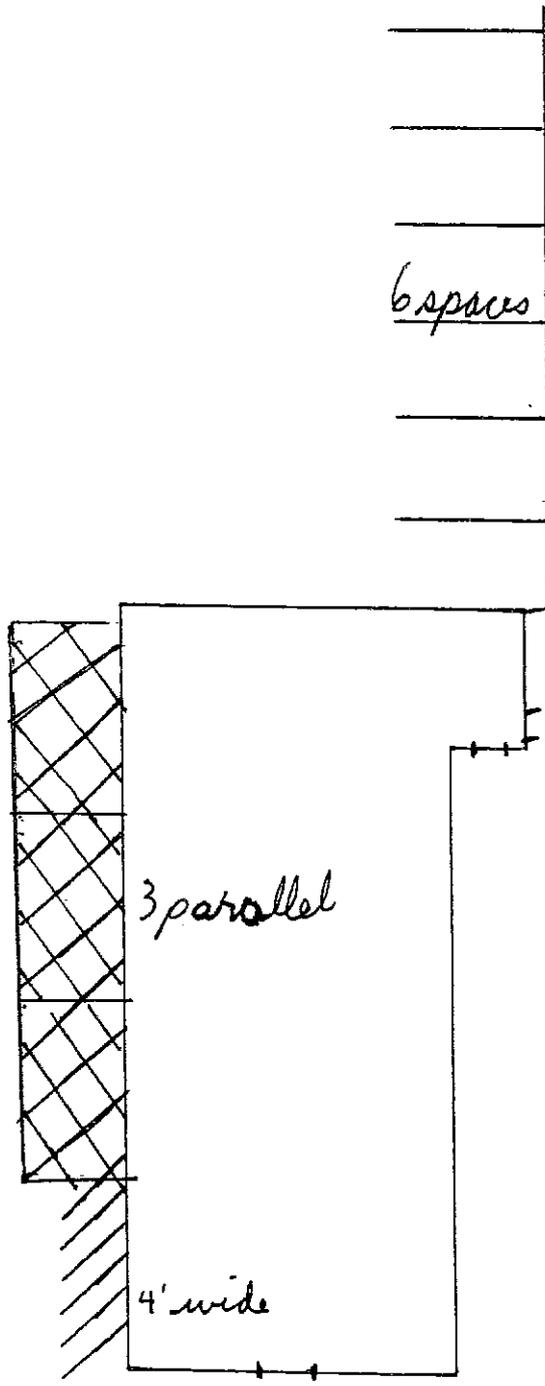
Please contact the Zoning Administrator at 772-7657 with questions.

**Special use request by KC Milnes, of KC'Z Cycle
For property at 126 East Lincolnway**

The special use permit should be granted for the following reasons:

- **further generation of tax revenue for the city**
- **KC'Z Cycle is the only business of it's nature in Morrison**
- **KC prefers to stay in, and expand in Morrison**
- **To bring KC'Z individual business attraction close to Main Street's vendors**
- **The usage of a suitable building, otherwise abandoned at the crossroads of the city**
- **The historical look of the building will not be altered, only cleaned-up, landscaped and maintained.**
- **In it's sixth year of operation, KC'Z Cycle has not had any complaints or conflicts with it's current neighbors regarding any aspect of it's nature of business.**
- **KC'Z runs no chemical solvents for cleaning, instead runs a water based detergent cleaner**
- **KC'Z has no gas barrels, and the used oil generated is recycled by another Morrison business**
- **KC'Z Cycle is not a high traffic business, so the property and public parking around, is more than adequate.**
- **KC has already discussed any concerns or questions about property, passage, parking or possible conflicts with Ken Klima, who is Frontier's lead man in Morrison, and there is no conflict**
- **All major engine rebuilding or reconditioning is preformed by Harley Davidson or contracted out and returned to KC'Z Cycle for final assembly. KC'Z primary business is service, maintenance, and repairs.**

KNOX St. On street parking



On Street parking

Cherry Street going N&S.

Lincolnway Rt 30

Excess Parcel # 2XWH097

Part of Lot 8 in Block 2 in the Original Town (now City) of Morrison as recorded in Plat Book 1 on Page 25 in the Recorder's Office of Whiteside County, situated in the County of Whiteside, State of Illinois, described as follows:

Commencing at the northeast corner of Lot 2 in Block 2 in the Original Town (now City) of Morrison, being also the west right of way line of a public street designated Cherry Street; thence South 23 degrees 20 minutes 52 seconds West (Bearings assumed for description purposes only), 75.97 feet on the east line of said Lot 2, to the northeast corner of said Lot 8 in Block 2 and the Point of Beginning.

From the Point of Beginning thence continuing South 23 degrees 20 minutes 52 seconds West, 104.10 feet on the east line of said Lot 8, to the northerly right of way line of a public highway designated FA Route 309 (US Route 30); thence South 81 degrees 33 minutes 11 seconds West, 20.08 feet on said right of way line; thence North 69 degrees 56 minutes 42 seconds West, 47.44 feet on said right of way line, to the west line of said Lot 8, being also the east line of Lot 7 in said Block 2; thence North 23 degrees 28 minutes 17 seconds East, 117.69 feet on the west line of said Lot 8, to the northwest corner of said Lot 8, being also the northeast corner of said Lot 7; thence South 66 degrees 23 minutes 52 seconds East, 64.17 feet on the north line of said Lot 8, to the Point of Beginning, containing 7,357 Sq. Ft., more or less.

During its six years of operation, KC'Z Cycle and its owner, KC Milnes have not induced any of its residential or business neighbors to have any complaint regarding its nature of business, noise, or hours of operation.

In conclusion, the time I have spent as a neighbor of KC'Z Cycle, has presented no complaint or conflict, and furthermore presents no reason for me to believe that it will or would to any neighboring home or business, regardless of KC'Z location.

Signature & Street address:

J+M Ag - Jeff Hanson

E.A STRALOW INC. - E.A Stralow

Hair@Home - Kimberly King

1650 W. Lincolnway Dean Walker

Daniel Radke

CITY OF MORRISON

ORDINANCE #10-02

AN ORDINANCE PROVIDING FOR A SPECIAL USE TO THE ZONING CODE
OF THE CITY OF MORRISON, WHITESIDE COUNTY, ILLINOIS,
TO THE C-1 CENTRAL BUSINESS DISTRICT
AS CONTAINED IN
SECTION 7
ENTITLED USE DISTRICT REGULATIONS: COMMERCIAL DISTRICTS

Passed by the
City Council
of the
City of Morrison

This 8th day of February, 2010

Published in pamphlet form by the authority of the City Council
of the City of Morrison, Whiteside County, Illinois,
this 8th day of February, 2010

ORDINANCE #10-02

**AN ORDINANCE PROVIDING FOR A SPECIAL USE TO THE ZONING CODE
OF THE CITY OF MORRISON, WHITESIDE COUNTY, ILLINOIS,
TO THE C-1 CENTRAL BUSINESS DISTRICT
AS CONTAINED IN
SECTION 7
ENTITLED USE DISTRICT REGULATIONS: COMMERCIAL DISTRICTS**

WHEREAS, Gary Milnes, owner of 126 E Lincolnway, City of Morrison, Illinois has petitioned the Zoning Board of Appeals of the City of Morrison on behalf of KC Milnes for a Special Use to Section 7 of the Zoning Code which provides for the district regulations of commercial districts; and

WHEREAS, the petitioner is seeking a Special Use to allow for operation of a motorcycle repair & accessories shop on the upper level of the building located at 126 E Lincolnway; and

WHEREAS, the Zoning Board of Appeals, in a Public Hearing convened in accordance with Section 13.6 of the Morrison Zoning Code, has reviewed the facts pertaining to the Request for Special Use; and

WHEREAS, the Zoning Board of Appeals has filed a Report of Findings and Recommended Action which recommends that the Request for Special Use be granted; and

WHEREAS, the City Council deems it in the best public interest and the best use of the real estate located at 126 E Lincolnway, City of Morrison, Whiteside County, Illinois that the Request for Special Use be granted.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Morrison, Illinois that a Special use to Section 7 of the Morrison Zoning Code be granted to property owner Gary Milnes on behalf of KC Milnes to allow for the operation of a motorcycle repair & accessories shop on the upper level of the building located at 126 E Lincolnway in a C-1 Central Business District. The Special Use shall apply to the property legally described and as provided in the petitioners' Request for Special Use on file with the Zoning Administration of the City of Morrison; and that the

City Clerk shall publish the Ordinance in pamphlet form as provided by law. This Special Use shall be subject to Morrison City Council review.

PASSED by the City Council of the City of Morrison, Illinois on the 8th day of February, 2010 by the following vote:

Ayes:

Nays:

APPROVED:

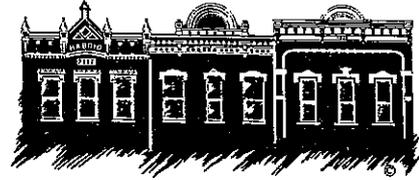
Roger K. Drey
Mayor

ATTEST:

Melanie T. Schroeder
City Clerk

CITY OF MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815 / 772-7657
Fax 815 / 772-4291
morrisonil.org



CITY OF MORRISON 2010 REGULARLY-SCHEDULED MEETING SCHEDULE

Council Meetings*

Monday, January 11
Monday, February 8
Monday, March 8
Monday, April 12
Monday, May 10
Monday, June 14
Monday, July 12
Monday, August 9
Monday, September 13
Tuesday, October 12
Monday, November 8
Monday, December 13

Council Work Sessions**

Monday, January 25
Monday, February 22
Monday, March 22
Monday, April 26
Monday, May 24 (amended item)
Monday, June 28
Monday, July 26
Monday, August 23
Monday, September 27
Monday, October 25
Monday, November 22
Tuesday, December 28

*Council Meetings: 2nd Monday of every month at 7 p.m.

**Council Work Sessions: 4th Monday of every month at 7 p.m.

PLANNING/ZONING BOARD:

Last WEDNESDAY of each month at 5:30 p.m.

HISTORIC PRESERVATION COMMISSION:

1st TUESDAY of each month at 5 p.m.



Resolution # 10-01

Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the City Mayor and City Council of the City of Morrison, Illinois, that there is hereby appropriated the sum of \$130,000.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2009 to April 30, 2010.

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

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Dixon, Illinois.

I, Melanie T. Schroeder Clerk in and for the City of Morrison, County of Whiteside

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the City Mayor and City Council at a meeting on February 8, 2010

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of February, 2010.

(SEAL) City Clerk

Approved
Date
Department of Transportation
Regional Engineer

**SHORT PLAN ON ADDITION OF TERRITORY
TO THE WHITESIDE/CARROLL
ENTERPRISE ZONE FOR STERLING, IL**

City of Sterling has requested the addition of approximately 8.372 acres more or less being the former Walmart Store location in Sterling at the corner of Lynn Blvd and East Lincolnway in Sterling. Continental Properties is in the process of purchasing the property to redevelop for a new retail development project. Continental Properties estimates they will be investing \$9M and creating 90 jobs for the area. Extending the Enterprise Zone at this location will bring life to a property long empty.

After this addition there will be approximately 1829.38 acres remaining for future additions to the zone.

AN AMENDMENT TO AN ORDINANCE ESTABLISHING AN ENTERPRISE ZONE
WITHIN THE ILLINOIS COUNTIES OF WHITESIDE AND CARROLL

SAID ENTERPRISE ZONE ENCOMPASSING CONTIGUOUS PORTIONS OF THE
MUNICIPALITIES OF STERLING, ROCK FALLS, MORRISON, FULTON, PROPHETSTOWN,
LYNDON, SAVANNA, THOMSON, AND MT. CARROLL, AND THE COUNTIES OF WHITESIDE
AND CARROLL

WHEREAS, the City Council of the City of Morrison did adopt Ordinance No. 90-09, "An Ordinance Establishing an Enterprise Zone within the Counties of Whiteside and Carroll, Illinois, said Enterprise Zone encompassing contiguous portions of the Municipalities of Sterling, Rock Falls, Morrison, Fulton, Prophetstown, Lyndon, Savanna, Thomson, and Mt. Carroll, and the Counties of Whiteside and Carroll"; and

WHEREAS, said Ordinance did contain a precise description of the area to be contained within the Enterprise Zone; and

WHEREAS, said Ordinance did provide for the inclusion of any areas subsequently certified from time to time by the State of Illinois as part of the Enterprise Zone; and

WHEREAS, said Ordinance did contain a description of incentives available in the Whiteside County Enterprise Zone; and

WHEREAS, the Municipalities of Sterling, Rock Falls, Morrison, Fulton, Prophetstown, Lyndon, Savanna, Thomson, and Mt. Carroll, and the Counties of Whiteside and Carroll desire to submit an application to the State of Illinois, Department of Commerce and Economic Opportunity, seeking additions of territory to the current boundaries of the Enterprise Zone; and

NOW, THEREFORE BE IT ORDAINED that the City Council of the City of Morrison hereby amends Ordinance No. 90-09 and subsequent amendments by amending the legal description to include the territory described in Attachment, "A" and does authorize the submission of an application seeking to certify the amended description as the legal description of territory to the Whiteside County Enterprise Zone; and

BE IT FURTHER ORDAINED that the Mayor of the City of Morrison shall have the authority to execute an amended Enterprise Zone Intergovernmental Agreement between the Municipalities of Sterling, Rock Falls, Morrison, Fulton, Prophetstown, Lyndon, Savanna, Thomson, and Mt. Carroll and the Counties of Whiteside and Carroll.

This ordinance shall be effective upon its adoption and passage.

Passes this _____ day of _____, 2010.

ATTEST:

City Clerk

Mayor

ATTACHMENT "A"

Legal Description

Part of the Northeast Quarter of Section 14, Township 21 North, Range 7 East of the 4th P.M., Whiteside County, Illinois, and being more particularly described as follows: Commencing at the North Quarter corner of said Section 14; thence South 00 degrees 14 minutes 36 seconds East along the West line of said Northeast Quarter 1778.30 feet to the point of beginning; thence North 89 degrees 45 minutes 24 seconds East 796.07 feet; thence South 00 degrees 00 minutes 28 seconds West 256.60 feet; thence South 45 degrees 06 minutes 48 seconds East 117.67 feet to the Northwesterly right of way of Illinois State Highway 2; thence South 43 degrees 56 minutes 35 seconds West along said Northwesterly right of way to the Northerly right of way of Lynn Blvd. 423.05 feet thence South 87 degrees 00 minutes 40 seconds West along said Northerly right of way 94.05 feet; thence continuing along said right of way North 57 degrees 34 minutes 35 seconds West 88.65 feet; thence continuing along said Northerly right of way along a curve to the left whose radius equals 1195.94 feet and whose long cord bears North 64 degrees 15 minutes 23 seconds West 268.55 feet an arc distance of 269.12 feet; thence North 19 degrees 26 minutes 21 seconds East 138.36 feet; thence North 00 degrees 14 minutes 36 seconds West 27.39 feet; thence South 89 degrees 45 minutes 24 seconds West 220.00 feet to the West line of the Northeast Quarter of said Section 14; thence North 00 degrees 14 minutes 36 seconds West 324.05 feet to the point of beginning.(Containing approximately 9.378 acres more or less)

Also a three foot wide by sixty foot long strip to the above described property running to the centerline of East Lincolnway and connecting with the existing three foot connector strip running in a Northwest direction on East Lincolnway and being approximately 485' from the intersection of Lynn Blvd and East Lincolnway to the starting point. (Containing .004 acres)

EXCEPTING: Beginning at a point on the West line of said Northeast Quarter, said point being 2102.35 feet(deed) South of the Northwest corner thereof; thence Northerly, along said West line, a distance of 200.00 feet; thence Easterly at an angle of 89 degrees 55 minutes 30 seconds as measured counterclockwise from the last described course, a distance of 220.41 feet; thence Southerly, at an angle of 90 degrees 00 minutes 00 seconds as measured counterclockwise from the last described course, a distance of 200.00 feet to a point deeded as being North 89 degrees 45 minutes 24 seconds East, a distance 220.00 feet from the Point of Beginning of this tract; thence Westerly at an angle of 90 degrees 00 minutes 00 seconds as measured counterclockwise from the last described course, a distance of 220.14 feet to the Point of Beginning.(Containing approximately 1.010 acres).

Total acreage being added will be approximately 8.372.

Key Builders Construction, Inc.
 118 W. Progress Drive
 Princeton, IL 61356

1/25/2010
 Pay Application #5

Owner: City of Morrison
 220 West Main Street
 Morrison, IL 61270
 Attn: Mr. Tim Long

New Exterior
 101 West Main Street
 Morrison, IL 61270

Project Costs for the Period of 11/26/09 - 1/25/2010

Project Management/Supervisor

Ken Crane		2 hrs. @	\$ 55.00	\$	110.00
Joel Kelps		22.5 hrs. @	\$ 47.50	\$	1,068.75
Kevin Smith	Reg	152 hrs. @	\$ 34.25	\$	5,206.00
	OT	hrs. @	\$ 51.37	\$	-
				Sub-total:	\$ 6,384.75

General Requirements

Mileage	Kevin Smith and Joel Kelps	\$	742.95
Blackhawk Lumber	De-icer,fasteners,floor jacks	\$	703.56
Fastenal Company	Misc Fasteners	\$	157.77
Menards, Farm & Fleet and Blackhawk	Ratchet tie -downs, washers, nuts and rods	\$	300.10
WEETS Portable Restroom	Portable Toilet	\$	160.00
AT & T Mobility	Job phone/internet	\$	294.84
Moring Disposal, Inc.	Dumpster Service	\$	840.00
Midwest Testing Service, Inc.	Concrete Comp Test	\$	90.00
		Sub-total:	\$ 3,289.22

Scaffold

All American Scaffold LLC	Scaffold rental	\$	7,994.25
		Sub-total:	\$ 7,994.25

Concrete

Forristall Concrete Company	Balance of concrete cost	\$	2,523.80
		Sub-total:	\$ 2,523.80

Masonry

J Squared Masonry, Inc. (we are holding back \$3,720.00 that will be billed when masonry work is completed to the City's satisfaction)	Masonry work	\$	33,480.00
		Sub-total:	\$ 33,480.00

Steel

Western Structural Company		\$	9,990.00
		Sub-total:	\$ 9,990.00

1/25/2010
Pay Application #5

Carpentry

H & H Builders, Inc.

Sub-total: \$ 35,815.50
 \$ 35,815.50

Roofing Subcontractor

Sterling Commercial Roofing

Sub-total: \$ 7,100.00
 \$ 7,100.00

Total Costs: \$ 106,577.52

12.5% Mark - up \$ 13,322.19

TOTAL DUE: \$ 119,899.71

Terms: Invoices are due and payable 15 days from date of invoice. All overdue amounts will be charged a service charge of 8% per annum. Please make checks payable to Key Builders Construction, Inc.

Thank you for your prompt payment.

INVOICE



Key Builders Construction, Inc.

118 West Progress Dr.
Princeton IL 61356
815 875-6114

www.kbc-inc.com

Contract Invoice

Invoice#: 1 (a)
Date: 08/20/2009

RECEIVED

AUG 24 2009

CITY OF MORRISON

Billed To: City of Morrison
220 West Main Street
Morrison IL 61270

Project: Morrison Building Restoration
101 West Main Street
Morrison IL 61270-2400

Due Date: 09/20/2009

Terms: 30DY

Order#

Description

Amount

Billing for Pre-construction costs incurred to date
on the building restoration project at 101 West Main Street - Morrison

16,168.75

Thank you.
Please call with any questions or concerns.



RECEIPT DATE 8/25/09

APPROVED BY _____

ACCT. NO. 06-11-9170

CHECK NO. 37867

DATE PAID SEP 15 2009

*A service charge of 2.00 % per month will be charged on all amounts
overdue on regular statement dates.*

Thank you for your prompt payment!

Non-Taxable Amount:	16,168.75
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	16,168.75

Key Builders Construction, Inc.
 118 W. Progress Drive
 Princeton, IL 61356

10/29/2009
 Pay Application #2

Owner: City of Morrison
 220 West Main Street
 Morrison, IL 61270
 Attn: Mr. Tim Long

New Exterior
 101 West Main Street
 Morrison, IL 61270

Billing for Reimbursable Expenses on Change Order #1

Extra for Structural Inspection

Mitchell Associates	Extra - structural engineering	\$	2,597.50
Ken Crane	4 hrs. @ \$55.00	\$	220.00
	Sub-total:	\$	2,817.50

Additional Design Costs

Copy All	(5) sets of prints	\$	121.34
Copy All	Scan prints to disk	\$	19.00
Copy All	(20) prints for bidding	PAID \$	527.94
WNS Publications	Advertisement for bid	\$	740.00
Bureau County Republican	Advertisement for bid	\$	343.00
Sauk Valley News	Advertisement for bid	\$	436.80
Ken Crane - call and distribute carpenter plans/specs	3 hours	\$	-
Ken Crane - rebid carpentry	4 hours	\$	-
Ken Crane - evaluate ICF possibilities and costs	1 hour	\$	-
	Sub-total:	\$	2,188.08

Asbestos Inspection

Graves Environmental	Inspection	\$	1,285.00
Joel Kelps	2 hrs. @ \$47.50	\$	95.00
	Sub-total:	\$	1,380.00

Total Additional Costs:	\$	6,385.58
Previous payment	\$	(527.94)
12.5% Mark - up	\$	732.21
	\$	6,589.85

RECEIPT DATE 11-10-09
 APPROVED BY _____
 ACCT. NO. 01-11-9170
 CHECK NO. 38345
 DATE PAID 11-10-09

TOTAL DUE: \$ 6,589.85

Terms: Invoices are due and payable 15 days from date of invoice. All overdue amounts will be charged a service charge of 8% per annum. Please make checks payable to Key Builders Construction, Inc.

Thank you for your prompt payment.



Key Builders Construction, Inc.
 116 West Progress Dr.
 Princeton IL 61388
 815 875-6114

www.kbc-inc.com

Contract Invoice

Invoice#: 3

Date: 10/05/2009

Billed To: City of Morrison
 220 West Main Street
 Morrison IL 61270

Project: Morrison New Exterior
 101 West Main Street
 Morrison IL 61270-2400

Due Date: 11/04/2009	Terms: 30DY	Order#
-----------------------------	--------------------	---------------

Description	Amount
Pre-construction services for building located at 101 W. Main Street - Morrison, Illinois	24,875.00
Amount previously paid (check 37867)	-16,168.75

Thank you.
 Please call with any questions or concerns.

RECEIPT DATE 10/29/09
 APPROVED BY _____
 ACCT. NO. 01-11-9170
 CHECK NO. 38263
 DATE PAID 11-10-09

A service charge of 0.57 % per month will be charged on all amounts overdue on regular statement dates.
 Thank you for your prompt payment!

Non-Taxable Amount:	8,706.25
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	8,706.25

Key Builders Construction, Inc.
 118 W. Progress Drive
 Princeton, IL 61356

10/30/2009
 Pay Application #3

Owner: City of Morrison
 220 West Main Street
 Morrison, IL 61270
 Attn: Mr. Tim Long

New Exterior
 101 West Main Street
 Morrison, IL 61270

Project Costs for the Period of 9/21/09-10/23/09

Project Management/Supervisor

Ken Crane		hrs. @	\$ 55.00	\$	-
Joel Kelps		16 hrs. @	\$ 47.50	\$	760.00
Joel Kelps		8 hrs. @	\$47.50	(not billed to customer)	\$ -
Kevin Smith	Reg	117.3 hrs. @	\$ 34.25	\$	4,015.81
	OT	4.75 hrs. @	\$ 51.37	\$	244.01
Sub-total:					\$ 5,019.82

General Requirements

Ruhl & Ruhl, Inc.	Builders risk	\$	515.00
Mileage	Kevin Smith and Joel Kelps	\$	852.75
Menards	Light bulbs	\$	112.30
Morrison True Value	Keys	\$	15.29
AT & T Mobility	Job phone/internet	\$	106.43
Moring Disposal, Inc.	Dumpster Service	\$	640.00
Sub-total:			\$ 2,241.77

Equipment

All American Scaffold	\$	18,453.25
Sub-total:	\$	18,453.25

4.5 hours for Key Builders to Tarp project on 10/23/09 No Charge

Total Costs: \$ 25,714.84

12.5% Mark - up \$ 3,214.36

TOTAL DUE: \$ 28,929.20

RECEIPT DATE 11-10-09
 APPROVED BY _____
 ACCT. NO. 01-11-9170
 CHECK NO. 38345
 DATE PAID 11-10-09



Terms: Invoices are due and payable 15 days from date of invoice. All overdue amounts will be charged a service charge of 8% per annum. Please make checks payable to Key Builders Construction, Inc.

Thank you for your prompt payment.

INVOICE

Key Builders Construction, Inc.
 118 W. Progress Drive
 Princeton, IL 61356

11/30/2009
 Pay Application #4

Owner: City of Morrison
 220 West Main Street
 Morrison, IL 61270
 Attn: Mr. Tim Long

New Exterior
 101 West Main Street
 Morrison, IL 61270

Project Costs for the Period of 10/23/09 - 11/25/09

Project Management/Supervisor

Ken Crane (City Council Meeting)	2.5 hrs. @	\$ 55.00	No Charge
Joel Kelps	12 hrs. @	\$ 47.50	\$ 570.00
Kevin Smith	Reg 104.5 hrs. @	\$ 34.25	\$ 3,579.13
	OT hrs. @	\$ 51.37	\$ -
			<u>Sub-total:</u> \$ 4,149.13

General Requirements

Mileage	Kevin Smith and Joel Kelps	\$ 959.40
Menards	Light Hardware	\$ 21.39
Morrison True Value	Misc Hardware	\$ 7.84
Blackhawk Lumber	Misc Lumber	\$ 35.57
Caseys	Fuel for lift	\$ 7.03
Sportsman	Temporary Lights	\$ 119.42
Farm and Fleet	Milkhouse Heater	\$ 64.02
WEETS Portable Restroom	Portable Toilet	\$ 80.00
AT & T Mobility	Job phone/internet	\$ 131.20
Moring Disposal, Inc.	Dumpster Service	\$ 840.00
Graves Environmental, Inc.	Roof Sampling	\$ 200.00
		<u>Sub-total:</u> \$ 2,465.87

Concrete

Forristall Concrete Company	\$ 22,714.20
	<u>Sub-total:</u> \$ 22,714.20

Carpentry

H & H Builders, Inc.	\$ 10,408.50
	<u>Sub-total:</u> \$ 10,408.50

RECEIPT DATE 11/12/10
 APPROVED BY [Signature]
 ACCT. NO. 01-11-9170
 CHECK NO. 38903
 DATE PAID 1-13-10

Total Costs:	\$ 39,737.70
12.5% Mark - up	\$ 4,967.21
TOTAL DUE:	\$ 44,704.91

Terms: Invoices are due and payable 15 days from date of invoice. All overdue amounts will be charged a service charge of 8% per annum. Please make checks payable to Key Builders Construction, Inc.

Thank you for your prompt payment.

INVOICE



**Morrison Sports Complex Bishop Road
Field Reservation/Allocation
And Use Policy**

Dated December 10, 2009

**City Of Morrison Illinois
200 West Main Street
Morrison, Illinois 61270**

**Telephone (815)535-1105
(815)772-4291**

DRAFT

Table of Contents

- **Statement of Purpose**
- **Reservation Procedures**
- **Fees**
- **Rules/Guidelines of Use**
- **Field Reservation Request Form/Release Waiver**
- **Contact Information – Director of Sports Complex Jim DuBois**
- **Phone Numbers 815-535-1105 or 815-772-7657**

DRAFT

Statement of Purpose

The Purpose of the Morrison Sports Complex Field Reservation/Allocation and Use Policy is to provide use and enjoyment of the Morrison Sports Complex for the Morrison residents. It is the goal to provide the use of the facility for non-profit recreational purposes. This policy serves to create a standardized approach to space allocation and fee assessments. It also serves to insure that allocation of facilities is fair and equitable.

Reservation Procedures

Contact Information – Phone Numbers 815-535-1105 or 815-772-7657

- Parties interested in reserving the use of a diamond, group of diamonds, or football field must complete a Field Reservation Request Form. A \$50 non-refundable deposit must accompany Request Form. Deposit will be returned **only** if the complex cannot accommodate request. This form must be turned into the Morrison Sports Complex or Morrison City Hall during regular working hours or appointment. (Monday-Friday 8:00am-4:00pm). Contact Number 815-535-1105
- Requests will be classified and handled on a availability basis with the following priorities:
 - Class A:** Programs and activities of the City of Morrison will receive priority use of any and all facilities of the Sports Complex.
 - Class B:** Programs and activities sponsored by the Morrison School District, Morrison-based, non-profit youth athletics organizations i.e. Little League and Junior Tackle.
 - Class C:** This class will include all other organizations and groups not included above, i.e. travel organizations, for profit groups, church groups, service clubs, and adult athletic teams.
- A completed reservation request form must be received during the application time frame set below or at least 6 weeks prior to requested date. Dates for receiving reservations requests are on a calendar year basis. All applications will be handled on a first come first serve basis. For consideration to be given within your user classification, your request must be received within your date range provided below:
 - For Spring/Summer Use: (March 1-Aug. 15)**

Class A	October 1-February 1
Class B	November 1- March1
Class C	December 1- April 1
 - For Fall Use (August 16- November 15)**

Class A	April 1- April 15
Class B	April 16- April 30
Class C	May 1
- The Morrison Sports Complex Director:**
 - Will approve or deny all reservation requests.
 - Collect all fees and necessary paperwork prior to facility use.

- Failure to pay fees or submit required paperwork would result in disqualification of request.
- The City Of Morrison reserves the right to cancel reservations.

Reservation Fees

The following fees will be assessed upon approval of the Reservation Request.
Contact Information – Phone Numbers 815-535-1105 or 815-772-7657

Description of Usage:	Class	A	B	C
200'-280' Fields				
Single Field Usage, no prep, 2 hour Minimum		N/C	N/C	\$10/hour
Single Field Single game prep.		N/C	Neg.	\$40
Single Field D.H. game prep.		N/C	Neg.	\$50
Press Box usage for single or D.H. events		N/C	Neg.	\$30
Assignment of officials		+10%	+10%	+10%
		of official's fee total paid		
Daily Fee per field, game prep.		N/C	Neg.	\$120/field
Football Field, game prep.		N/C	Neg.	\$150
High School Baseball Field Single Game prep.		N/C	Neg.	\$50
High School Baseball Field D.H, prep.		N/C	Neg.	\$60
High School Baseball Field Per Day, prep.		N/C	Neg.	\$150
Lights 15 min = 1 hour		Neg.	Neg.	\$20/hour

N/C = No Rental
 Neg. = Negotiated contract

Facility Preparation

In regards to facility preparation included in the rental agreement,
The Morrison Sports Complex will, at no additional charge;

- Mow ball fields and football field as needed.
- Provide bases, pitchers plates, and home plates on each field rented.
- Prior to event drag and line all rented ball fields. Additional field prep will incur charges.
- Mark grass fields as needed.
- Provide 1 facility supervisor at each event.

Maintenance Fees

Contact Information – Phone Numbers 815-535-1105 or 815-772-7657

The following additional fees will be assessed for any custodial, maintenance, or grounds work that is required outside of regular working hours; i.e. weekends and or evenings. These fees will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

Description

Additional field dragging and chalking
Field Drying Agents
Labor to dry fields during event

Fee

\$30 per field completed
Market Price Minimum of \$7/bag
\$20/hour per person

Miscellaneous Fees

(Damages to Facilities)

Any out of ordinary damages incurred will be itemized and a bill will be sent to the reserving organization once the duration of the facility reservation is completed. Labor for damage repair will be charged at a fee of \$50/hr per person.

Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservations.

Inclement Weather/Refund Policy

The City of Morrison or the Morrison Sports Complex reserves the right to determine the playability of the fields during inclement weather. If a field is determined to be unplayable before the reservation begins, the affected party may reschedule the activity or receive a full refund. The organization's contact person will be notified of any decisions to cancel play.

In the event of inclement weather where an activity is cancelled during play, no refund or rescheduling will be awarded. The Morrison Sports Complex will do as much as possible to get the activity completed minus jeopardizing safety or damage to the complex.

Cancellations on the part of the renter must be made no later than forty-eight (48) hours prior to the event. Cancellations must be made during normal business hours (8am-5pm). Refund of field rental minus the \$50 dollar deposit will be made.

City of Morrison Sports Complex

Rules and Guidelines

Contact Information – Phone Numbers 815-535-1105 or 815-772-7657

1. The applicant, his /her organization and its members are bound by policy of the permit, its term and conditions, and regulations and ordinances pertaining to the use of the City of Morrison Sports Complex.
2. The City of Morrison does not assume any liability for property lost or stolen on the City premises, or for personal injuries sustained on the premises during facility reservation, and the reserving organization agrees to hold the City harmless for all claims, suits, judgments or damages arising out of such property loss or personal injury.
3. A certificate of Insurance will be required before final reservation approval is granted. This Certificate should name the City of Morrison as co-insured, and should have minimum limits of \$1,000,000 Individual and \$1,000,000 Aggregate for Personal Injury.
4. No Liquor shall be brought or consumed upon premises or be in the possession by any member of the party unless approved by the facility director and or the city management. It is agreed that violation of this provision shall result in immediate revocation of all rights hereunder and forfeiture of all fees.
5. The reserving organization will be responsible for and will pay any damage, to the City of Morrison, property arising out of the use of the said facility pursuant to this agreement.
6. The City of Morrison reserves the right to have a designated employee visit for the purpose of supervision.
7. Requests for light usage must be made at the time of field reservation.
8. Once the reservation is approved a signed copy will be issued. Have this with you during your event for evidence of agreement.
9. All groups will be responsible for normal pick up of facilities at end of their event. i.e. pick up of litter around dugouts, concession area and parking lots.

City of Morrison Sports Complex Rules and Guidelines

Contact Information – Phone Numbers 815-535-1105 or 815-772-7657

10. All parking must be in designated parking lots or legal city streets. **NO ONE will be allowed to drive vehicles out of parking lots and into sports complex unless Permission has been granted by the City of Morrison.**
11. All groups must not play/practice in rain soaked areas of the sports complex. Failure to support and enforce this policy will result in revocation of reservation.
12. Cancellation of event due to field conditions will be determined by the Morrison Sports Complex Director or his/her appointee.
13. **No STAKED tents are allowed on Sports Complex property except for designated areas. Tents may be used but NO STAKES.**
14. Signature below acknowledges that these rules have been read and will be adhered to by the permit holder.
15. Contact Numbers 815-535-1105 or 815-772-4291

Group Name

Group Representative (Print)

Group Representative Signature

Date

Morrison SCDR initials.

Morrison Sports Complex Field Reservation/Allocation Request

(A non refundable \$50 Deposit Must accompany Request)

Contact Information – Phone Numbers 815-535-1105 or Fax 815-772-4291

Name of Applicant _____

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Contact _____ PH.(H) _____ (W) _____ (C) _____

Contact _____ PH.(H) _____ (W) _____ (C) _____

of Fields/Facility requested _____

Date(s) _____ Hours _____

Purpose _____

Special Arrangements (minimum of 5 working days notice needed) _____

I (we) assume full responsibility for any damages to City equipment and/or property that occur as a result of the requested use. Furthermore, I(We) understand that the City of Morrison and its staff will not be held liable for any injury or damage which may occur to me, my guests, and or members of the above-named organization and our property during our requested use of the facility. I also agree that while our organization uses the above listed facility, we will not discriminate on the basis of disability. All applicants must provide a Certificate of Insurance, naming the City of Morrison, its agents, servants and employees as additional insured, evidencing the following:

Certificate of General Liability Insurance with the minimum limits of \$1,000,000 Individual and \$1,000,000 Aggregate for Personal Injury Date Received _____

Signed: _____ Date _____

Approved: _____ Date _____

Category A B C
Fees: Deposit \$ _____ Date PD _____ Fee Due \$ _____ Date PD _____ Initials _____

CITY OF MORRISON, ILLINOIS

CONCESSION SERVICES FOR 315 BISHOP ROAD
MORRISON SPORTS COMPLEX

REQUEST FOR PROPOSALS

ISSUED

February 8th, 2010

PROPOSALS DUE

February 22nd, 11:00 A.M.

TABLE OF CONTENTS

1. INSTRUCTIONS TO PROPOSERS

- Overview
- Proposal Requirements
- General Provisions
 - i. Operations
 - ii. Build-Out Specifications
 - iii. Responsibility and References
 - iv. Length of Contract
 - v. Fee
 - vi. Insurance Requirements
 - vii. Indemnification
- Evaluation of Proposals
- Proposal Submittal Checklist

2. REQUIRED PROPOSAL SUBMISSION DOCUMENTS

- Criminal Code Certification
- Sexual Harassment Policy
- Equal Employment Opportunity
- Tax Certification
- References
- Insurance Requirements

The City of Morrison is accepting proposals based upon the following information pertaining to the procurement of goods and services. All parties interested in submitting proposals must adhere to specifications and/or scope of work and services as hereafter outlined in order to receive consideration by the City Of Morrison.

City of Morrison
CONCESSION SERVICES
For
Morrison Sports Complex
315 Bishop Rd Morrison, IL.

OVERVIEW

The City of Morrison, Illinois invites interested parties to submit proposals for the provision of concession services at the Morrison Sports Complex 315 Bishop Rd.. Proposals must include a list of services, equipment, and goods to be provided in accordance with the following requirements.

PROPOSAL REQUIREMENTS

Concessionaire shall furnish and maintain, at its own cost and expense, in good, usable condition, a sufficient amount of equipment and supplies in order to carry out the activities and operation of its concession services and shall maintain such equipment in a clean, orderly and inviting condition satisfactory to the City. Concessionaire shall be required to execute the Sports Complex Concession License Agreement. At all times during the Sports Complex Concession License Agreement term, Concessionaire shall maintain the concession area including the area directly around the outside of concession windows and all personal property located therein in a clean, neat, orderly, and safe condition, including all fixtures for customer's convenience, and including without limitation, collection and proper disposition of trash in receptacles.

GENERAL PROVISIONS

Operations

The Concessionaire shall operate the concession stand during all official game activities possibly seven evenings or days a week from Mid March until early November, holidays included. Concessionaire may request additional hours..

Concessionaire shall have available for sale, at a minimum, the following items: non-alcoholic beverage items, snacks, candies, and fast food. Proposals must include a list of items to be sold. If alcohol is requested concessionaire will have to submit a written formal request and plan to the City of Morrison. It would only be considered for adult nights only.

Concessionaire's provision of beverages shall be consistently high in quality and shall at all times be sanitary, orderly and sufficient to meet public demand. Whiteside County Health Department standards must be met.

Concessionaire shall abide by the laws of the United States, State of Illinois, and all applicable City codes, ordinances and regulations.

Concessionaire agrees to comply and to cause its employees to comply fully with the Federal Equal Employment Opportunities Act and the Illinois Human Rights Act, Americans with Disabilities Act and all applicable rules and regulations promulgated thereunder and all amendments made thereto, and Concessionaire represents, certifies and agrees that no person shall be denied or refused service or other full or equal use of Concessionaire's services, or denied employment opportunity by Concessionaire on the basis of race, creed, color, religion, sex, national origin or ancestry, age, disability unrelated to ability, marital status, or unfavorable discharge from military service.

Concessionaire shall make all necessary applications for a federal employer identification number, state sales tax number and a payroll tax number, and file all tax returns as required by law.

Concessionaire shall maintain itself in good standing to do business under the laws of the State of Illinois and shall sign applicable certifications required by the City of Morrison with regard to said standing.

Concessionaire shall employ and train, at vendor's own cost and expense, a sufficient number of qualified personnel, and agrees that the services provided by such personnel to the public shall be provided in a courteous, businesslike and efficient manner.

Build-Out Specifications

The current concession facility on Bishop Road is unimproved. The structure and size of the concession facility will not be modified. Please provide detailed information about the layout of the desired concession facility. Please specify equipment to be used.

The City shall provide the initial build-out of the concession facility, basic utilities including electricity, hot and cold running water, counter tops and sinks and access to restrooms for operation of the concession facility. Any alteration of existing systems or plumbing sought by Concessionaire shall be undertaken by Concessionaire only after Concessionaire receives the express prior written consent of the City and shall be undertaken at the sole expense of Concessionaire and shall be the sole responsibility of Concessionaire. All improvements to plumbing and/or electrical systems shall become the property of the City upon expiration of this Agreement.

The City shall provide trash receptacles and the cost of refuse hauling service for the concession facility shall be the responsibility of the City.

Concessionaire shall be responsible for the provision of any long distance telephone charges and associated costs for the concession facility.

Responsibility and References

Please include a description of related experiences and at least three references with telephone numbers who will be able to verify your Concessionaire credentials.

The contract, if awarded, may not be transferred or assigned by the Concessionaire.

Length of Contract

The term of the Morrison Sports Complex Concession License Agreement herein granted shall be three (3) year commencing on the date of contract signing, with the option to renew the contract for two (2) additional one-year terms, unless either party, at its sole option, shall have given the other party at least thirty (30) days prior written notice of its intent not to extend the Sports Complex Concession License Agreement.

Fee

The fee due and to be paid by Concessionaire to the City of Morrison shall be 10% of gross sales ("Fee"). Gross sales shall be the cash register amount of all sales made, with no off-set for ingredients or items purchased or costs of operation or construction of the concession facility.

Insurance Requirements

Concessionaire shall produce and maintain for the term of the Sports Complex Concession License Agreement and any renewals or extensions thereof, the various insurance coverage requirements as stated on the enclosed Insurance Requirements Certification. Proposing concessionaires are required to sign said Insurance Requirements Certification as part of their proposal; by signing said Certification, Concessionaire is confirming its knowledge and acceptance of all City of Morrison Sports Complex insurance requirements.

Certified copies of policies evidencing required insurance coverage and all certificates of insurance in connection therewith shall be furnished to the City at its request prior to operating the concession facility. All such policies shall name the City as an additional insured and shall provide that the policy may not be terminated or canceled without at least thirty (30) days advance written notice to the City, or, except upon prior written approval of the City, materially changed.

Indemnification

The Concessionaire shall indemnify and hold the City of Morrison, its trustees, officers, agents and employees harmless from all liability, claims, liens, losses, or causes of action for property damage, personal injury or death, or other damages, judgments, costs, damages and expenses of whatsoever kind including reasonable attorneys' fees and costs, which may in any way be suffered by the City or any of its trustees, officers, agents or employees, or which may accrue against or be charged to or recovered from the City or its trustees, officers, agents or employees by reasons of or in consequence of the Concession granted, as aforesaid, or which arise out of or are founded upon the activities or operations of Concessionaire; or for on account of any act or omission by Concessionaire or by any employee, agent, or representative of Concessionaire's in or about the concession. Concessionaire shall defend all such claims in the name of the City and shall pay for all reasonable attorney's fees and expenses of the City incurred as a result thereof.

EVALUATION OF PROPOSALS

The City of Morrison will evaluate proposals based on cost, vendor's qualifications, and additional factors deemed relevant. The City of Morrison retains the right to refuse any and all proposals.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO:
Jim DuBois, City of Morrison Sports Complex Director
City of Morrison
200 West Main St.
Morrison, Illinois 61270
(815) 535-1105
PROPOSAL SUBMITTAL CHECKLIST

In order to be considered a responsive proposal, the proposer must submit all of the following items:

- Sealed Proposal Envelope - **Addressed to the City of Morrison Attn: Sports Complex Director**, 200 West Main St. Morrison, Illinois, 61270 and labeled: **Concession Services for Sports Complex** in the lower left hand corner.
- Proposal - Proposer must submit two (2) complete, signed, sealed and attested copies of the proposal. Proposer shall have provided all requested information, and submitted all appropriate forms, certificates and affidavits and addendum acknowledgements in each copy in order to be considered responsive by noon on February 22nd 2010.
- All forms completed from Section 2:
 - Criminal Code Certification
 - Sexual Harassment Policy
 - Equal Employment Opportunity
 - Tax Certification
 - References
 - Insurance Requirements

CRIMINAL CODE CERTIFICATION

AS REQUIRED BY:
STATE OF ILLINOIS CRIMINAL CODE OF 1961
PURSUANT TO PA 85-1295

Ch. 720, Article 5, Sec. 33E-11, 2002 Ill. Compiled Statutes.

I, the individual whose signature appears below on this proposal/contract for

hereby certify that the proposing party/contracting party is not barred from proposing on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended.

DRAFT

Proposer/Contractor:

Signed: _____

Title: _____

Dated: _____

Attest: _____

SEXUAL HARASSMENT POLICY

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

_____, having submitted a proposal for _____ (Name of Contractor) for _____ (General Description of Work Proposed on) to the City of Morrison, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A)(4).

By _____

Authorized Agent of Contractor

Subscribed and sworn to before me this _____ day of _____, 201_____

Notary Public

EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Vendor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Vendor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

H. That it will perform Illinois State Police Background Checks on all employees. Specifically looking for child and or drug related offenses.

Section III. For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Vendor and any person under which any portion of the Vendor's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Vendor or other organization and its customers.

ACKNOWLEDGED AND AGREED TO:

BY: _____

ATTEST: _____

DATE: _____

TAX CERTIFICATION

I, _____, having been first duly sworn
depose and state as follows:

I, _____, am the duly
authorized

agent for _____, which
has

submitted a proposal to the City of Morrison for

_____ and I hereby certify
(Name of Project)

that _____ is not

delinquent in the payment of any tax administered by the Illinois
Department of Revenue, or if it is:

a. it is contesting its liability for the tax or the amount of tax in accordance
with procedures established by the appropriate Revenue Act; or

b. it has entered into an agreement with the Department of Revenue for
payment of all taxes due and is currently in compliance with that
agreement.

By: _____

Title: _____

Subscribed and Sworn to
Before me this _____
Day of _____, 201__

REFERENCES

(Please type)

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

Proposer's Name & Title: _____

Signature and Date: _____

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing proposer's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$1,000,000 – Each Accident, \$1,000,000 – Policy Limit
\$1,000,000 – Each Employee
Waiver of Subrogation in favor of the City of Morrison

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit

GENERAL LIABILITY (occurrence basis)

\$1,000,000 – Each Occurrence
\$2,000,000 – General Aggregate Limit
\$1,000,000 – Personal & Advertising Injury
\$2,000,000 – Products/Completed Operations Aggregate
Waiver of Subrogation in favor of the City of Morrison

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence
\$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify "The City of Morrison, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a "Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's." The certificate of insurance shall also state this information on its face. Certificates of insurance must state that the insurer shall provide the City with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" must be stricken from all Certificates of Insurance submitted to the city. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The proposer agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the City of Morrison, Jim DuBois, Contract Administrator, 200 West Main St., Morrison, Illinois 61270. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the City's relationship with the selected proposer and the proposal will be awarded to the next highest rated proposer or result in creation of a new request for proposals.

ACCEPTED & AGREED THIS _____ DAY OF _____, 201__

Signature

Authorized to execute agreements for:

Printed Name & Title

Name of Company

Morrison Sports Complex Mower & Gator Recommendation

	Item Description	Supplier	Model	Cost	Comments	Purchase Date
1	4WD John Deere Gator/w plow&cab	Wilco	HPX 4x4	\$14,183.00	use year round	
2						
3						
4						
5						
6						
7						

I would like to ask for approval to proceed with purchasing the Gator immediately.

Tim, Gary and I have worked out an arrangement to use existing mowers from the city for this year. So no mower is going to be requested at this time and hopefully for this year.

Questions please contact me at 815-535-1105

Jim

MORRISON POLICE DEPARTMENT

GENERAL ORDER

GENERAL ORDER NO. G-008	DATE ISSUED: February 9, 2010	DATE EFFECTIVE: February 9, 2010
SUBJECT: General Policies Records Management	APPROVED: Chief Brian R. Melton Signature:	
<input checked="" type="checkbox"/> RESCINDS: Any relevant section of the General and Standard Operating Policies dated January 1, 2001. <input type="checkbox"/> AMENDS: <input checked="" type="checkbox"/> NEW GENERAL ORDER		
LEGAL REFERENCE:		
CALEA REFERENCE:		

PURPOSE

The purpose of this General Order is to establish policies and procedures for the receipt and documentation of all public complaints, calls for police service, other police activities, interdepartmental operations, and the initiation, completion, and administrative processing of all records of the Morrison Police Department.

DEFINITION

For the purpose of this General Order "records" shall be defined as case reports, daily activity logs, citations, written warnings, parking citations, non-criminal complaints, criminal complaints, motor vehicle crash reports (accident reports), computer aided dispatch logs, supplemental reports, traffic stop data reports, domestic violence reporting packets, victim's rights information forms, domestic violence checklist, domestic violence supplemental report, uniform crime reporting forms, voluntary statements, response to resistance reports, purchase orders, sales receipts, fuel receipts, applications, performance evaluations, schedules, leave request forms, timesheets, written policies and procedures, case management logs, media releases, and any other miscellaneous forms utilized and/or documentations made by members of the Morrison Police Department within their official duties.

POLICY

It shall be the policy of the Morrison Police Department to administer and maintain a police records system which efficiently, effectively, and accurately records and documents complaints, calls for police service, crimes to persons and/or property, criminal arrest activity and other activities of the police department.

In furtherance of this policy, the Morrison Police Department shall also collect, maintain, and disseminate records and information in a timely manner and in accordance with applicable laws and ordinances which provides a functional database for the investigation of crimes, planning of selective enforcement, preventative patrol, and information for decisions regarding staffing levels, services, and the use of other resources.

I. Records Management – General Requirements

- A. Case Report records shall be initiated and reported by the use of a consecutively numbered format starting with the current year followed by a sequential number (i.e., 09-0001).
- B. All reports and documents shall be maintained indefinitely and otherwise as required by the Illinois Compiled Statutes; Local Records Act; 50 ILCS 205.
- C. The last two full years beyond the current year, shall be maintained for immediate access.
- D. All records shall be entered into the Police Department's designated computer software programs for Records Management.

II. Incident Reporting Requirements

- A. Incidents of the following categories are required to be reported and documented by the use of a Computer Aided Dispatch (CAD) Log and/or activity detailed on a Daily Activity Report (DAR).
 1. Citizen report of crime; alleged or actual.
 2. Citizen report of ordinance violation; alleged or actual.
 3. Citizen complaint against another person, business, organization, etc.
 4. Citizen requests for service when:
 - a. A Morrison Police Officer is assigned to investigate.
 - b. A Morrison Police Officer is assigned to take action later.
 5. Criminal, non-criminal and service incidents which are officer initiated.
 6. Incidents resulting in arrest; criminal and non-criminal (i.e., ordinance, petty offenses, etc.)
 7. Any reported incident in which it is determined, after investigation, to have occurred in another jurisdiction and is referred to the appropriate agency or authority.
 8. Any reported incident in which there is a victim(s).
 9. At minimum, Whiteside County Sheriff's Communications Center personnel will be requested to initiate a CAD Log for all of the above type of incidents. The CAD Log will identify involved persons and actions taken by the Officer assigned to the incident, regardless of how the incident/call was initiated.
- B. Incidents of the following categories are required to generate a Case Report (with narrative) in addition to a CAD Log and/or DAR.
 1. Citizen report of crime; alleged or actual.
 2. Citizen report of ordinance violation; alleged or actual
 3. Citizen requests for service when a Morrison Police Officer is assigned to investigate.
 4. Criminal and non-criminal offenses that are officer initiated.
 5. Incidents resulting in arrest; criminal and non-criminal (i.e., ordinance, petty offenses, etc.).
 6. Any reported incident in which it is determined, after investigation, to have occurred in another jurisdiction and is referred to the appropriate agency or authority.
 7. Any reported incident in which there is a victim(s).

C. Traffic Stops

1. When an officer conducts a traffic stop for any reason, such traffic stop shall be appropriately documented in the following manner;
 - a. CAD Log,
 - b. Daily Activity Report,
 - c. STOP CARD – Illinois Department of Transportation’s Traffic Stop Data Sheet, and
 - d. Any Case Report, Traffic Complaint Form, etc. necessary pursuant to the actions of the officer regarding the purpose of such traffic stop.

D. Daily Activity Report (DAR)

1. Officers shall complete and submit a DAR for each day/shift worked.
2. The DAR shall be completed providing all relevant information and details of the officer’s activity during that day/shift.
3. All activity must be documented, at minimum, on the DAR.
4. All fields must be completed.
5. The DAR shall be signed by the Officer completing such report.

E. Animal Complaints

1. All animal complaints/incidents shall generate at minimum, a CAD Log and DAR entry providing as much detail as possible.
2. In addition to meeting general incident reporting requirements, all animal bite incidents shall also generate the Animal Bite Fax Report provided by the Whiteside County Health Department – Animal Control.

F. Response to Resistance - Use of Force

1. Any time there is a response to resistance (use of force), the officer shall not only complete a Case Report, but the officer shall also complete a Response to Resistance Report (RRR form). Also refer to G-005: Response to Resistance.

G. When Report/Documentation Not Required

1. Breaks
2. Training
3. **Every other activity of an on-duty Morrison Police Officer shall require at least the minimum documentation of a CAD Log and/or “Description/Detail of Activity” entry on the officer’s DAR.**

H. Additional Information Requirements

1. The full and complete name, sex, race, and DOB of all victims, witnesses, suspects, complainants, etc. shall be included on all forms. It is only necessary to indicate the sex, race, and DOB the first time the name appears in a narrative report. This applies to each separate report.

2. All property listed in a report as lost, stolen, recovered, damaged, destroyed, etc., shall include;
 - a. Type of property and description
 - b. Brand
 - c. Model
 - d. Serial Number and/or owner applied numbers
 - e. An estimated value (or actual value if known).

III. Report Submission

A. All reports shall be submitted in a timely manner.

1. All reports shall be submitted and up-to-date before an officer's regular days off.
 - a. Cases that are pending and/or require further investigation shall be kept up-to-date.
2. All records including but not limited to case reports, citations, warnings, gas receipts, expenditure receipts, etc. shall be submitted with the associating DAR.
3. When it is necessary for an officer to complete and submit a report (or form) using handwriting, the officer must print in a manner that is clear and legible.

IV. Public Access

A. The Chief of Police shall be designated as the Public Information Officer for the Morrison Police Department.

1. All public requests for records access shall be directed to the Chief of Police.
2. The Chief of Police may assign another officer for internal records management.

B. The Morrison Police Department shall reply to public requests for records pursuant to the Illinois Compiled Statutes; Freedom of Information Act (FOIA); 5 ILCS 140 and any city ordinance and administrative policy.

1. All public requests are preferred in writing by utilizing a designated City of Morrison form.
2. All responses shall be made as soon as practical and in accordance to FOIA, city ordinance, and administrative policy.

END OF GENERAL ORDER