

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS - CITY HALL  
MONDAY - OCTOBER 3, 2016  
5:30 P.M.

A G E N D A

1. Call to Order
2. Oath of Office – City Clerk Rebecca Fredericks
3. Roll Call
4. Pledge of Allegiance/Invocation
5. WORK SESSION – Audit Presentation
6. Approval of Minutes
7. Approval of Total Labor & Outside Claims
8. City Manager Report
9. Council Reports
  - A. Mayor Arellano
  - B. Councilman Bishop
  - C. Councilman Marx
  - D. Councilman Tucker
  - E. Councilman Venier
10. Boards & Commissions Reports
  - A. Monthly Building Permit Report
  - B. Dixon Sister Cities Association Minutes
11. Visitors/Public Comment
12. Unfinished Business
  - A. Res. – Amending Wage and Salary Policy for Non-Union employees
13. New Business
  - A. Res. – Approving Banking Signatories
  - B. Res. – Amending the Personnel Policy Manual
  - C. Acceptance of the Annual Audit
  - D. Approval of a Contract for Services with V&K Engineering – Fargo Creek
14. Executive Session
  - (1) Collective negotiation matters between public employers and the employees or representatives.
15. Adjournment

The City of Dixon, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

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**SUPPLEMENTAL INFORMATION**

12. Unfinished Business

A. Res. – Amending Wage and Salary Policy for Non-Union Employees

Amending this policy so as to include a Merit Pay Bonus Policy

13. New Business

A. Res. – Approving Banking Signatories

Updating Signature authority for Treasurer, City Clerk and City Manager

B. Res. – Amending Personnel Policy Manual

Syncing handbook changes with IBEW and Teamster's contracts: Increase probationary time from ninety (90) days to six (6) months; Taking out language relating to the HSA health plan.

C. Acceptance of the Annual Audit

D. Approval of a contract for Services with V&K Engineering – Fargo Creek

Contract to conduct flood control study for Fargo Creek

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COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
MONDAY, SEPTEMBER 19, 2016  
5:30 P.M.

ROLL CALL/INVOCATION

The meeting was called to order by Mayor Arellano. Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano answered Roll Call. The Pledge of Allegiance was cited. Rev. Marilyn Nolan from Grace United Methodist Church gave the Invocation.

OATH OF OFFICE – POLICE OFFICER TIMOTHY PRATT

Mayor Arellano administered the Oath of Office to Police Officer Timothy Pratt.

RETIREMENT PRESENTATION – CITY CLERK KATHE SWANSON

Retiring City Clerk, Kathe Swanson, was presented a watch by Deputy Clerk Stephanie Terranova.

APPROVAL OF MINUTES

Councilman Bishop moved that the minutes of the Regular Council Meeting of Tuesday, September 6, 2016 and the minutes of the Special Council Meeting of Monday, September 12, 2016 be accepted and placed on file. Seconded by Councilman Tucker. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

APPROVAL OF TOTAL LABOR & OUTSIDE CLAIMS

Councilman Marx moved that the Total Labor & Outside Claims in the amount of \$294,405.90 be approved and ordered paid. Seconded by Councilman Venier. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

ACCEPTANCE OF YTD FINANCIAL SUMMARY

Councilman Tucker moved that the YTD Financial Summary through August 31, 2016 be accepted. Seconded by Councilman Bishop. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

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CITY MANAGER REPORT

City Manager O'Donnell talked about the docks, the Galena bridge railing, the Council Chambers painting and the arch inspection. Cole also stated there would likely be a special meeting regarding the Airport Feasibility Study rather than during a regular meeting.

COUNCIL REPORTS

Mayor Arellano highlighted on the Courthouse wall repair, stating it is now back in the hands of Lee County due to them deciding on whether or not to repair the entire wall. He also stated that Stables bar is interested in outside seating in the alley area. Discussion ensued regarding public safety, plowing issues and whether or not the alley could be closed. Ryan Marshall, owner of Stables, spoke on this matter. He advised there are delivery trucks that use the alley, and mentioned that Midland States Bank owns 12 feet of said alley. Mayor Arellano then spoke regarding taking another look at the liquor license issue with adding additional licensing and/or possibly creating a new class. He asked the Council to think about this issue and get back with him. He then stated the grant for the Riverfront is up for renewal but the prior grant monies must be spent prior to the City receiving more. Mayor Arellano is looking for feedback from the Council to look at doing an expandable project with the remaining money. He then stated Councilmen Venier and Marx, as well as him, will be attending the Illinois Municipal League Conference this weekend. Lastly, Mayor Arellano thanked the Dixon Police Department for the way they professionally handled the shooting incident last week.

Councilman Venier spoke regarding the lack of activity at the Dixon Theatre. Discussion ensued. Attorney LeSage stated he and Councilman Venier have reached out several times to the theatre to attain documents as to the structure of the organization and the set-up of the property.

Councilman Marx advised he attended the Airport Board Meeting last week, giving a brief update and advised the right person was chosen to do the feasibility study. He also added that the next component of the study is to look at managerial and financial aspects.

Councilman Tucker advised he is happy to see that the bridge railing painting project is underway.

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BOARD & COMMISSIONS REPORTS

Mayor Arellano reported that the Library Board Minutes of August 8, 2016 and the Dixon Sister Cities Association Minutes of August 16, 2016 are on file with the Clerk and available for inspection.

ORD. #3021 - DISCONNECTING CERTAIN TERRITORY FROM THE  
CITY OF DIXON (612 PANTHER DRIVE)

Councilman Venier moved that an Ordinance disconnecting certain territory from the City of Dixon (612 Panther Drive) be passed. Seconded by Councilman Marx. Voting Yea: Councilmen Venier, Bishop, Marx and Tucker. Voting Nay: Mayor Arellano. Motion carried 4-1.

ORD. – AMENDING TITLE X, CHAPTER 17, SECTION 10-17-6  
(NON-HIGHWAY VEHICLES)

Councilman Bishop moved that an Ordinance amending Title X, Chapter 17, Section 10-17-6 (Non-Highway Vehicles) be passed. Seconded by Councilman Tucker. Voting Yea: Councilmen Bishop and Tucker. Voting Nay: Councilmen Venier, Marx and Mayor Arellano. **Motion lost 3-2.**

RES. - AMENDING WAGE AND SALARY POLICY  
FOR NON-UNION EMPLOYEES

This item was not discussed at all and remains tabled.

DISCUSSION - AUTHORIZE EXECUTION OF AGREEMENT  
TO SELL MULTIPLE CEMETERY LOTS

City Manager O'Donnell gave a brief synopsis of this item. Discussion ensued regarding the discount for the sale of the multiple lots and whether or not a discount should be given to all citizens. Public Properties Superintendent Curt Phillips advised the City had paid the plat fees for these 72 northeast lots in the Cemetery. Attorney Gary Gehlbach spoke for the petitioner, Ray Neisewander III, and advised that his client intends to set up a trust fund for the maintenance of said 72 lots. It was recommended to bring this item back at the next meeting to discuss the new language, including the amount to be kept in the trust and the cost for creating the plat.

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RES. #2569-16 - CONFIRMING APPOINTMENT – DIXON LIBRARY BOARD

Councilman Venier moved that a Resolution confirming the appointment of Barbara Coss to the Dixon Library Board for a term commencing September 19, 2016 and ending June 30, 2019, or until her successor is duly appointed and qualified, be adopted. Seconded by Councilman Tucker. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT  
CITY/TEAMSTERS LOCAL 722

Councilman Bishop moved that the Collective Bargaining Agreement between the City of Dixon and Teamsters Local 722 be approved. Seconded by Councilman Tucker. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

MOTION TO APPROVE CONFIDENTIALITY AGREEMENT  
CITY/BAY VALLEY FOODS, LLC

Councilman Marx moved to approve the Confidentiality Agreement between the City of Dixon and Bay Valley Foods, LLC subject to final language being approved by the City Attorney and the City Manager. Seconded by Councilman Venier. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

EXECUTIVE SESSION

Councilman Tucker moved that the Regular Council Meeting of Monday, September 19, 2016 adjourn into Executive Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees, to discuss collective negotiating matters between public employers and their employees or representatives and acquisition of property. Seconded by Councilman Bishop. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

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RECONVENE MEETING

Councilman Venier moved that the Regular Council Meeting of Monday, September 19, 2016 reconvene into Open Session. Seconded by Councilman Bishop. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried.

Once the meeting reconvened into Open Session, there was a brief discussion regarding the 911 negotiations.

ADJOURNMENT

Councilman Venier moved that the Regular Council Meeting of Monday, September 19, 2016 be adjourned to meet in Regular Session on Monday, October 3, 2016 at 5:30 p.m. in the Council Chambers at City Hall. Seconded by Councilman Bishop. Voting Yea: Councilmen Venier, Bishop, Marx, Tucker and Mayor Arellano. Voting Nay: None. Motion carried. The meeting was adjourned at 8:43 p.m.

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Kathe A. Swanson, City Clerk

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
	565	NORTH'S OIL COMPANY	3045761	GASOHOL/OCTANE	09/22/2016	5,683.56	.00	
	1316	FEHR GRAHAM & ASSOCIATES	72723	CASTELLAN IMPROVEMENT	08/31/2016	1,680.00	.00	
Total :						7,363.56	.00	
REVENUES	1441	POFF, CURTIS LEE	10 004627	REFUND BID BOND	06/21/2016	1,000.00	.00	
Total REVENUES:						1,000.00	.00	
COUNCIL	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	100.55	.00	
COUNCIL	828	WARD MURRAY PACE & JOHNSON	140165	JULY/AUG 2016 NEGOTIATIONS	09/13/2016	8,491.50	.00	
COUNCIL	828	WARD MURRAY PACE & JOHNSON	140214	AUGUST 2016	09/15/2016	8,200.00	.00	
Total COUNCIL:						16,792.05	.00	
ECONOMIC DEVELOPME	575	OFFICE DEPOT	863851811001	COFFEE/BREAKROOM SUPPLIES	09/13/2016	60.76	.00	
Total ECONOMIC DEVELOPMENT:						60.76	.00	
FINANCE	284	WELLS FARGO VENDOR FIN SERV	65554392	COPY MACHINE LEASE	09/11/2016	31.88	.00	
FINANCE	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	150.83	.00	
FINANCE	510	MEYER, PAULA	9 2016	IGFOA - NORMAL IL	09/11/2016	413.66	.00	
FINANCE	510	MEYER, PAULA	9 2016 1	CIVIC SYMPOSIUM WI DELLS	09/14/2016	379.73	.00	
FINANCE	575	OFFICE DEPOT	863851811001	OFFICE SUPPLIES	09/13/2016	29.11	.00	
FINANCE	1078	BAKER, JENNY	9 2016	MILEAGE @ CIVIC CONFERENCE	09/15/2016	86.25	.00	
Total FINANCE:						1,091.46	.00	
ADMINISTRATION	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	100.55	.00	
ADMINISTRATION	819	VERIZON WIRELESS	9772208845	ADMIN	09/18/2016	38.01	.00	
ADMINISTRATION	819	VERIZON WIRELESS	9772208845	FINANCE	09/18/2016	38.03	.00	
Total ADMINISTRATION:						176.59	.00	
HUMAN RESOURCES	23	ALLIANCES COUNSELING SERVICES	BGN 001	EAP FEES	06/24/2016	200.00	.00	
HUMAN RESOURCES	1440	WETER, TERRY	9 2016	PWD INTERVIEW CANDIDATE/TRAVEL	09/09/2016	603.88	.00	



Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total HUMAN RESOURCES:						803.88	.00	
INFORMATION TECHNOL	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	386.76	.00	
INFORMATION TECHNOL	819	VERIZON WIRELESS	9772208845	IT	09/18/2016	20.36	.00	
Total INFORMATION TECHNOLOGY:						407.12	.00	
	682	SCHMITT PLUMBING & HEATING	504794	203 W SECOND ST	08/21/2016	2,075.70	.00	
	682	SCHMITT PLUMBING & HEATING	50487	203 W SECOND ST	08/15/2016	1,638.00	.00	
Total :						3,713.70	.00	
MUNICIPAL	4	ACE HARDWARE	K41758	ELEVATOR REPAIRS	08/14/2016	11.58	.00	
MUNICIPAL	144	CNA SURETY	9 2016 #62914757N	NOTARY #62914757N	09/16/2016	30.00	.00	
MUNICIPAL	157	CONSTELLATION NEW ENERGY	035042560	0 GRAHAM #2483157028	09/14/2016	11,295.75	.00	
MUNICIPAL	1435	GPI CORP	091416-BZ-01-DIXON	ARCH INSPECTION DEPOSIT	09/14/2016	1,400.00	.00	
Total MUNICIPAL:						12,737.33	.00	
RECOVERY FUND EXPE	1441	POFF, CURTIS LEE	9 2016	DEMO 1010 W THIRD ST	09/26/2016	10,000.00	.00	
Total RECOVERY FUND EXPENSES:						10,000.00	.00	
CAPITAL FUND EXPENSE	1439	TEAM REIL INC	20434	DOCKS	09/15/2016	31,491.50	.00	
Total CAPITAL FUND EXPENSES:						31,491.50	.00	
PUBLIC WORKS ADMINIS	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	50.28	.00	
PUBLIC WORKS ADMINIS	444	KSB HOSPITAL	1580	IMMUNIZATIONS	09/12/2016	300.00	.00	
Total PUBLIC WORKS ADMINISTRATION:						350.28	.00	
BUILDING ZONING	284	WELLS FARGO VENDOR FIN SERV	65554392	COPY MACHINE LEASE	09/11/2016	15.94	.00	
BUILDING ZONING	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	150.83	.00	
BUILDING ZONING	819	VERIZON WIRELESS	9772208845	ZONING	09/18/2016	51.65	.00	
BUILDING ZONING	1316	FEHR GRAHAM & ASSOCIATES	72724	SITE PLAN REVIEW/LOT 4 LEE CO BU	08/31/2016	113.00	.00	
Total BUILDING ZONING:						331.42	.00	
STREETS	4	ACE HARDWARE	441436	CLEANING SUPPLIES	09/12/2016	111.58	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
STREETS	52	AUCA CHICAGO MC LOCKBOX	1590601614	RUBBER MATS	08/11/2016	67.88	.00	
STREETS	52	AUCA CHICAGO MC LOCKBOX	1590619476	RUBBER MATS	08/25/2016	67.88	.00	
STREETS	52	AUCA CHICAGO MC LOCKBOX	1590637766	RUBBER MATS	09/08/2016	67.88	.00	
STREETS	85	BONNELL INDUSTRIES INC	0170050-IN	SERVICE ON 2013 INTL	09/13/2016	1,675.00	.00	
STREETS	155	CONMAT CONSTRUCTION MATERIAL	103910	HOT MIX	09/15/2016	814.00	.00	
STREETS	169	CUMMINS CENTRAL POWER	070-93186	INSPECTIONS	08/22/2016	715.28	.00	
STREETS	275	FYR- FYTER INC	62865	FIRE EXTINGUISHER COVER	09/01/2016	53.85	.00	
STREETS	436	KITZMAN'S LTD.	356896	CONCRETE EXPANSION JOINT	09/23/2016	11.16	.00	
STREETS	638	RENNER QUARRIES LTD.	45476	BREAKER RUN 5" -2"	09/09/2016	49.21	.00	
STREETS	638	RENNER QUARRIES LTD.	45611	1" MINUS	09/23/2016	44.04	.00	
STREETS	717	STANDARD EQUIPMENT CO	A47253	STREET SWEEPER MAINTENANCE	09/22/2016	740.00	.00	
STREETS	819	VERIZON WIRELESS	9772208845	STREETS	09/18/2016	48.40	.00	
Total STREETS:						4,466.16	.00	
PUBLIC PROPERTY	4	ACE HARDWARE	442845	STRUT ASSEM/SEAT	09/22/2016	357.98	.00	
PUBLIC PROPERTY	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	193.37	.00	
PUBLIC PROPERTY	728	STERLING NAPA AUTO PARTS	859190	OIL	09/16/2016	34.74	.00	
PUBLIC PROPERTY	728	STERLING NAPA AUTO PARTS	860086	AIR FILTERS	09/22/2016	161.04	.00	
PUBLIC PROPERTY	819	VERIZON WIRELESS	9772208845	PUBLIC PROPERTY	09/18/2016	173.86	.00	
Total PUBLIC PROPERTY:						920.99	.00	
CEMETERY	4	ACE HARDWARE	42670	DRILL BITS	09/21/2016	13.47	.00	
CEMETERY	4	ACE HARDWARE	441595	WASP SPRAY/DECK SPRAY	09/13/2016	32.17	.00	
CEMETERY	4	ACE HARDWARE	441935	CONDUIT	09/15/2016	30.58	.00	
CEMETERY	4	ACE HARDWARE	442100	LINCH PIN	09/16/2016	4.83	.00	
CEMETERY	4	ACE HARDWARE	442116	HARDWARE	09/16/2016	14.82	.00	
CEMETERY	4	ACE HARDWARE	442661	HARDWARE	09/21/2016	8.62	.00	
CEMETERY	4	ACE HARDWARE	442988	CONCRETE PATCH RM/B&C OIL GAL	09/23/2016	19.09	.00	
CEMETERY	52	AUCA CHICAGO MC LOCKBOX	1590646773	PAPER/TOWELS	09/15/2016	97.19	.00	
CEMETERY	122	CENTURYLINK	9 2016 #7798	CEMETERY #304007798	09/04/2016	73.18	.00	
CEMETERY	217	DIXON TIRE CENTER	82609	TIRE	08/26/2016	105.00	.00	
CEMETERY	412	JOHN DEERE FINANCIAL	777962	BOLT/LOCK NUT/WHEEL/AXLE	09/22/2016	115.16	.00	
CEMETERY	738	SUBLETTE MECHANICAL INC	22152	SCAG PARTS	09/02/2016	64.57	.00	
Total CEMETERY:						578.68	.00	
PUBLIC SAFETY BUILDIN	169	CUMMINS CENTRAL POWER	070-93182	ANNUAL INSPECTION	07/22/2016	951.88	.00	
PUBLIC SAFETY BUILDIN	540	NATIONAL ELEVATOR INSPECTION S	0244687	PSB ELEVATOR ROUTINE HYDRAULIC	09/07/2016	160.00	.00	
PUBLIC SAFETY BUILDIN	1173	DIRECT IN SUPPLY	101778	JANITORIAL SUPPLIES	09/20/2016	239.85	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total PUBLIC SAFETY BUILDING:						1,351.73	.00	
DOWNTOWN MAINTENA	505	MENARDS	42730	SPLASH RV MARINE	09/17/2016	84.00	.00	
DOWNTOWN MAINTENA	505	MENARDS	42795	SPRAYERS	09/17/2016	16.43	.00	
DOWNTOWN MAINTENA	571	NUTOYS	45067	6 UMBRELLA/TABLE/BENCH	09/15/2016	5,412.00	.00	
DOWNTOWN MAINTENA	1177	ILLINI TROPHY	9 2016	BENCH ENGRAVING	09/15/2016	25.80	.00	
Total DOWNTOWN MAINTENANCE:						5,538.23	.00	
TRAFFIC MAINTENANCE	85	BONNELL INDUSTRIES INC	0170176-IN	FLUID FILM	09/23/2016	21.90	.00	
TRAFFIC MAINTENANCE	208	DIXON PAINT COMPANY	12769	KRUD KUTTER	09/12/2016	17.68	.00	
TRAFFIC MAINTENANCE	505	MENARDS	41864	HAND TOOLS	09/08/2016	623.23	.00	
TRAFFIC MAINTENANCE	728	STERLING NAPA AUTO PARTS	858451	ANTIFREEZE	09/12/2016	25.74	.00	
TRAFFIC MAINTENANCE	819	VERIZON WIRELESS	9772208845	TRAFFIC	09/18/2016	48.40	.00	
Total TRAFFIC MAINTENANCE:						736.95	.00	
WATER	4	ACE HARDWARE	440998	HEXKEY	09/08/2016	16.18	.00	
WATER	4	ACE HARDWARE	441968	FLASHLITE	09/15/2016	18.08	.00	
WATER	4	ACE HARDWARE	442090	UTILITY KNIFE	09/16/2016	4.49	.00	
WATER	4	ACE HARDWARE	442106	FILTER	09/16/2016	7.19	.00	
WATER	19	ALARM DETECTION SYSTEMS INC.	9 2016 #0640	QUARTERLY CHARGES	09/11/2016	105.00	.00	
WATER	52	AUCA CHICAGO MC LOCKBOX	001590588359	RUBBER MATS	08/02/2016	36.56	.00	
WATER	53	AUTOMATIC CONTROL SERVICES	3562	WELL 10,7 & 5 DATA FAILURES	09/13/2016	858.00	.00	
WATER	58	BADGER METER INC	1121055	METERS	09/16/2016	938.27	.00	
WATER	71	BIOMERIEUX	1211617200	P AERUGINOSA NCTC	09/22/2016	625.46	.00	
WATER	114	CARUS CORPORATION	SLS10050502	150 LB CHLORINE CYLINDERS	09/03/2016	1,700.00	.00	
WATER	122	CENTURYLINK	9 2016 #1885	WATER #304001885	09/04/2016	338.44	.00	
WATER	169	CUMMINS CENTRAL POWER	070-93180	INSPECTIONS	08/22/2016	1,398.33	.00	
WATER	169	CUMMINS CENTRAL POWER	070-93181	INSPECTIONS	08/22/2016	908.28	.00	
WATER	169	CUMMINS CENTRAL POWER	070-93184	INSPECTIONS	08/22/2016	643.49	.00	
WATER	169	CUMMINS CENTRAL POWER	070-93185	INSPECTIONS	08/22/2016	689.31	.00	
WATER	169	CUMMINS CENTRAL POWER	070-93187	INSPECTIONS	08/22/2016	1,385.29	.00	
WATER	201	DIXON COMMERCIAL ELECTRIC CO.	02278	WELL # 7	09/08/2016	1,260.26	.00	
WATER	272	FREEDOM MAILING SERVICES INC.	29753	WATER DEPT-PAST DUE	09/23/2016	24.80	.00	
WATER	272	FREEDOM MAILING SERVICES INC.	29753	WATER DEPT- POSTAGE	09/23/2016	97.80	.00	
WATER	284	WELLS FARGO VENDOR FIN SERV	65554392	COPY MACHINE LEASE	09/11/2016	55.79	.00	
WATER	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	293.93	.00	
WATER	312	HARDER CORP	R114343	TOWELS/BATH TISSUE/PAPER TOWE	09/20/2016	252.40	.00	
WATER	318	HD SUPPLY WATERWORKS LTD.	G018296	CLAMP/REPAIR CLAMP	09/06/2016	386.46	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
WATER	318	HD SUPPLY WATERWORKS LTD.	G026587	7/8 DRILL C-RES D-5	09/14/2016	548.35	.00	
WATER	318	HD SUPPLY WATERWORKS LTD.	G059583	CLAMP	09/06/2016	731.37	.00	
WATER	353	IDEXX DISTRIBUTION CORP	3007442619	18 GAMMA IRAD COLILERT	09/21/2016	790.07	.00	
WATER	353	IDEXX DISTRIBUTION CORP	30078442620	QUANTI-CULT	09/21/2016	202.06	.00	
WATER	488	MAGNE, CAMERON	1505	CLASS B & C WATER OPERATIONS	10/02/2015	600.00	.00	
WATER	512	MIDAS AUTO SERVICE EXPERTS	0037422	2008 FORD F250	09/23/2016	336.50	.00	
WATER	594	PDC LABORATORIES	841998	FLUORIDE PROBE	08/31/2016	72.00	.00	
WATER	594	PDC LABORATORIES	841999	RADIUM	08/31/2016	130.00	.00	
WATER	594	PDC LABORATORIES	842000	THM_HAA	08/31/2016	290.00	.00	
WATER	635	RAYNOR DOOR AUTHORITY	119603	RHW & LHW SPRING ASSY	09/15/2016	350.00	.00	
WATER	638	RENNER QUARRIES LTD.	45477	CA6/CA11	09/09/2016	623.58	.00	
WATER	809	USA BLUEBOOK	058894	INVERTED PAINT	09/13/2016	527.88	.00	
WATER	819	VERIZON WIRELESS	9772208845	WATER	09/18/2016	67.47	.00	
WATER	831	WATER PRODUCTS CO.	0268813	HYMAX COUPLING	09/08/2016	707.45	.00	
Total WATER:						18,020.54	.00	
SEWAGE TREATMENT	104	C & N SUPPLY	54108	SHIPPING LAB SAMPLES	09/15/2016	15.93	.00	
SEWAGE TREATMENT	104	C & N SUPPLY	54118	SHIPPING LAB SAMPLES	09/20/2016	16.27	.00	
SEWAGE TREATMENT	169	CUMMINS CENTRAL POWER	070-93183	INSPECTIONS	08/22/2016	1,032.91	.00	
SEWAGE TREATMENT	201	DIXON COMMERCIAL ELECTRIC CO.	02277	LOWELL PARK LS	09/06/2016	1,051.41	.00	
SEWAGE TREATMENT	217	DIXON TIRE CENTER	83103	TIRE	09/20/2016	165.50	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	29753	SEWER DEPT-PAST DUE NOTICES	09/23/2016	24.80	.00	
SEWAGE TREATMENT	272	FREEDOM MAILING SERVICES INC.	29753	SEWER DEPT- POSTAGE	09/23/2016	97.81	.00	
SEWAGE TREATMENT	284	WELLS FARGO VENDOR FIN SERV	65554392	COPY MACHINE LEASE	09/11/2016	55.79	.00	
SEWAGE TREATMENT	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	150.83	.00	
SEWAGE TREATMENT	509	METROPOLITAN INDUSTRIES INC	314494	250MB CONNECTION FOR INDEPEND	09/16/2016	30.00	.00	
SEWAGE TREATMENT	594	PDC LABORATORIES	841325	TESTS	08/31/2016	106.30	.00	
SEWAGE TREATMENT	638	RENNER QUARRIES LTD.	45542	CA16 - 3/8" CHIPS	09/16/2016	838.95	.00	
SEWAGE TREATMENT	673	SAUK VALLEY COMMUNITY COLLEGE	9 2016	LEADERSHIP PROGRAM - MCNITT	09/09/2016	600.00	.00	
SEWAGE TREATMENT	819	VERIZON WIRELESS	9772208845	WASTE WATER	09/18/2016	111.84	.00	
SEWAGE TREATMENT	850	WILLETT HOFMANN & ASSOC INC	22762	LOCATING MH	09/12/2016	1,564.80	.00	
SEWAGE TREATMENT	1096	CENTURYLINK	Q090601085	MAINTENANCE CONTRACT #2N70240	09/06/2016	37.81	.00	
Total SEWAGE TREATMENT:						5,900.95	.00	
FIRE	10	AED ESSENTIALS	2568	B/P CUFF & CARE FOR CARDIAC MON	08/30/2016	120.25	.00	
FIRE	241	EMERGENCY MEDICAL PRODUCTS IN	185143	EXAM GLOVES	09/07/2016	297.50	.00	
FIRE	275	FYR- FYTER INC	63007	E6 FIRE EXTINGUISHER REFILL	09/14/2016	41.85	.00	
FIRE	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	100.55	.00	
FIRE	384	IL FIRE STORE	38134	CAIRNS RSX TURNOUT GEAR PANT/C	09/06/2016	2,390.97	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
FIRE	427	KEN NELSON AUTO PLAZA	281811	SERVICE/OIL FILTERS 2015 TAHOE	09/20/2016	69.95	.00	
FIRE	427	KEN NELSON AUTO PLAZA	324121	SERVICE OIL & FILTER 1H17	09/20/2016	59.88	.00	
FIRE	677	SBM STERLING BUSINESS CENTER	325580	CONTRACT #A8146-MX2615N-01	09/15/2016	107.96	.00	
FIRE	738	SUBLETTE MECHANICAL INC	22033	GENERATOR REPAIR	08/24/2016	49.77	.00	
FIRE	819	VERIZON WIRELESS	9772208845	FIRE	09/18/2016	340.71	.00	
FIRE	1442	ALERT-ALL CORP	216080585	FIRE PREVENTATION MATERIALS	09/07/2016	651.00	.00	
FIRE	1443	DOUGLAS & FRYE	1331	SERVICE/LIGHTS FOR POLARIS 6X6	09/13/2016	645.75	.00	
FIRE	1444	PERDUE MARINE & STORAGE INC	2022335	TROUBLESHOOT/REPAIR TO BOAT/F	09/16/2016	939.98	.00	
Total FIRE:						5,816.12	.00	
POLICE	144	CNA SURETY	9 2016 #15222320N	BOND PREMIUM #15222320N	09/09/2016	30.00	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7652	FRONT/REAR BRAKES FOR EQUINOX	09/01/2016	635.89	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7658	EMERGENCY BRAKE REPAIRS FOR T	09/01/2016	413.54	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7664	RADIATOR REPAIRS FOR 2014 TAHOE	09/02/2016	51.50	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7672	LOF/Front,REAR BRAKES/TIRE MOU	09/06/2016	564.25	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7690	LOF/TIRE ROTATION/Front END ALI	09/08/2016	141.32	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7699	LOF/AC REPAIRS FOR STREET CRIME	09/09/2016	340.51	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7704	LOF 2014 TAHOE	09/12/2016	41.67	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7711	LOF FOR STREET CRIMES SQUAD	09/13/2016	47.32	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7721	NEW EXHAUST FOR LT SIBLEYS	09/15/2016	419.00	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7762	LOF/CAMSHAFT POSITION FOR DET	09/21/2016	159.04	.00	
POLICE	152	COMPLETE AUTOWERKS REPAIR SE	7775	LOF FOR #98	09/23/2016	39.94	.00	
POLICE	207	DIXON OTTAWA COMMUNICATION IN	240111	REPLACEMENT OF AUX RADIO RECEI	09/15/2016	1,173.30	.00	
POLICE	207	DIXON OTTAWA COMMUNICATION IN	240232	RADIO DUST COVERS/BELT CLIPS	09/15/2016	103.60	.00	
POLICE	207	DIXON OTTAWA COMMUNICATION IN	240244	SPEAKER MICROPHONE	09/15/2016	126.00	.00	
POLICE	207	DIXON OTTAWA COMMUNICATION IN	240306	SWAP OUT OF BAD DVR IN SQUAD	09/22/2016	135.00	.00	
POLICE	207	DIXON OTTAWA COMMUNICATION IN	240330	REMOVAL OF OLD WATCH GUARD SY	09/22/2016	400.00	.00	
POLICE	284	WELLS FARGO VENDOR FIN SERV	65505082	LEASE PAYMENT FOR A7672 PRINTE	09/07/2016	219.00	.00	
POLICE	284	WELLS FARGO VENDOR FIN SERV	65519391	LEASE PAYMENT FOR A7671 PRINTE	09/07/2016	112.60	.00	
POLICE	351	ID NETWORKS	271137	ANNUAL MAINTENANCE CONTRACT	10/01/2016	4,133.00	.00	
POLICE	403	J.P. COOKE CO	412785	NOTARY STAMP	09/12/2016	45.95	.00	
POLICE	408	JERRELLS, LEONARD L	3582	TEN KEYS	09/12/2016	20.00	.00	
POLICE	736	STREICHER'S	CM274155	TRT UNIFORMS	08/22/2016	235.00-	.00	
POLICE	736	STREICHER'S	I1225430	TRT UNIFORMS	09/01/2016	319.95	.00	
POLICE	801	UNIFORM DEN INC	90639	BELTS FOR LT SIBLEY & OFF THOMA	09/08/2016	148.40	.00	
POLICE	819	VERIZON WIRELESS	9772208845	POLICE	09/18/2016	667.03	.00	
POLICE	819	VERIZON WIRELESS	9772208845	POLICE	09/18/2016	249.99	.00	
POLICE	829	WATCHGUARD VIDEO	4ELXINV0002868	4RE,HD DVR GEN 2 SQUAD VIDEO SY	09/06/2016	4,807.00	.00	
POLICE	858	WOLFLEY, MICHAEL	3458784999	REIMBURSE FOR DATA PLAN	10/01/2016	30.00	.00	
POLICE	1061	DALLAS, MARK	9 2016	PER DIEM @ SOCIAL MEDIA/OPEN SO	09/27/2016	58.00	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
POLICE	1072	PHYSICIANS IMMEDIATE CARE	1435839	HBV VACCINE FOR OFF PRATT	08/25/2016	65.00	.00	
POLICE	1409	WEST, RYAN	6 2016	MILEAGE CHAMPAIGN IL FOR PTI (12	09/15/2016	743.28	.00	
Total POLICE:						16,206.08	.00	
LIBRARY	292	GOVCONNECTION INC	54130423	FILEMAKER RENEWAL	09/15/2016	50.28	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94614947	YOUNG ADULT	09/01/2016	386.09	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94614947	CHILDREN MTLS	09/01/2016	33.25	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94646055	ADULT MTLS	09/02/2016	731.76	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94646055	YOUNG ADULT	09/02/2016	10.19	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94646055	CHILDREN MTLS	09/02/2016	87.49	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94646056	CHILDREN MTLS	09/02/2016	98.67	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94655183	ADULT MTLS	09/02/2016	200.38	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94655183	CHILDREN MTLS	09/02/2016	13.24	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94691930	ADULT MTLS	09/06/2016	9.57	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94691930	YOUNG ADULT	09/06/2016	43.15	.00	
LIBRARY	389	INGRAM LIBRARY SERVICES	94691930	CHILDREN MTLS	09/06/2016	143.96	.00	
LIBRARY	441	KONE INC	949411206	MAINTENANCE BILLING 9/1/16-11/30/1	09/01/2016	343.65	.00	
LIBRARY	864	XEROX CORPORATION	085980448	WC 5325 PUBLIC COPIER	09/01/2016	180.99	.00	
LIBRARY	864	XEROX CORPORATION	085980449	WC 7535 OFFICE COPIER	09/01/2016	326.26	.00	
LIBRARY	912	QUALITY CLEANING SERVICE	9 2016 1	CLEANING OF OUTSIDE PATIO	09/14/2016	150.00	.00	
LIBRARY	912	QUALITY CLEANING SERVICE	9 2016 3	JANITORIAL SERVICES 09/09-09/22/16	09/22/2016	836.00	.00	
LIBRARY	912	QUALITY CLEANING SERVICE	9 2016 3	NITRILE GLOVES	09/22/2016	26.84	.00	
LIBRARY	1247	SYNCB/AMAZON	252001084379	ITEMS FOR "BARB'S BAGS"	08/07/2016	67.78	.00	
LIBRARY	1247	SYNCB/AMAZON	252002473397	ITEMS FOR "BARB'S BAGS"	08/08/2016	137.50	.00	
LIBRARY	1247	SYNCB/AMAZON	300014103420	PUPPETS FOR YOUTH PROGRAMS	08/31/2016	52.52	.00	
LIBRARY	1438	PENGUIN RANDOM HOUSE LLC	9028800000	PURCHASED REPLACEMENT DISC F	08/30/2016	10.00	.00	
Total LIBRARY:						3,939.57	.00	
LIBRARY GRANT	1247	SYNCB/AMAZON	085839550333	ITEMS FOR YOUTH PROGRAMS	08/11/2016	132.53	.00	
LIBRARY GRANT	1247	SYNCB/AMAZON	242897782057	ITEMS FOR YOUTH PROGRAMS	08/17/2016	48.39	.00	
LIBRARY GRANT	1247	SYNCB/AMAZON	242898477243	ITEMS FOR YOUTH PROGRAMS	08/20/2016	39.13	.00	
Total LIBRARY GRANT:						220.05	.00	
AIRPORT	208	DIXON PAINT COMPANY	12810	PAINT	09/21/2016	5,578.25	.00	
AIRPORT	555	NICOR	9 2016 #0007	1650 FRANKLIN GROVE #29414020007	09/15/2016	27.47	.00	
AIRPORT	615	POTTERS INDUSTRIES LLC	91058493	HIGHWAY SAFETY MARKING SPHERE	09/14/2016	626.00	.00	
AIRPORT	1437	BROOK ELECTRICAL SUPPLY	S005723590.004	45W CL MEDPREFOCUS LMP	09/13/2016	228.19	.00	

Segment DEPARTMENT	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Inv Amt	Amount Paid	Date Paid
Total AIRPORT:						6,459.91	.00	
DIXON ONE	785	TREASURE MAP	19957	SEPT/OCT 2016 ISSUE	09/06/2016	32.80	.00	
Total DIXON ONE:						32.80	.00	
Grand Totals:						156,508.41	.00	

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Dixon Sister Cities Association  
Annual Meeting  
Public Safety Building  
September 20, 2016  
7:00 PM

**Called to order:** President Ray Schmidt at 7:05 PM.

**Board members present:** Judy Arnould, Jim Brown, Laura Brown, Ellen Mumford, Meg Schmidt, Ray Schmidt, and Cathy Seagren which made a Quorum.

**Absent:** Sue Coers, Peggy Ulferts, Elise Ulferts, Geoff Vanderlin - excused.

**Association Members:** Carol Jones, Claudia Nelson, David Nelson, Jean Reed, Sofia Rockwood

**Agenda:** Accepted

**Minutes:** The minutes from the August meeting were approved as submitted. Minutes from the semi-annual meeting in March were presented (previously approved – April 2016)

**Treasurer's report:** Treasurer, Jim Brown, reported a current balance of \$17,868.97 as of today and the August 31, 2016 balance was \$17,731.97 which is in balance with Sauk Valley Bank. No bills were presented for payment.

**COMMITTEE REPORTS:**

**Membership:** Cathy Seagren reported a new member, Sofia Rockwood of Grand Detour.

**Public Relations & Website:** No report in absence of Elise Ulferts-Hume.

**Fundraising:** No new information. Cathy Seagren, Peggy Ulferts and Elise Ulferts-Hume had a table at the Lioness Craft Show on Labor Day weekend at which Kenyan necklaces and accessories were for sale. Approximately \$130.00 was profited. This will be held in the Kenyan transfer account until after craft show in November. The funds will then be sent to the orphanage in Thika.

No other current fund raising plans.

**German Committee:** Ellen and Carl Mumford met friends from Herzberg on their trip as planned. They will be in contact with their mayor regarding an invitation for us to visit in 2017. Ellen Mumford has also texted a message to Kerstin, who is our contact with the Mayor's office.

**Irish Committee:** Blackie Gavin of Castlebar will be visiting Dixon soon.

**Kenya Committee:** No report. Cathy Seagren mentioned that there has been contact with Bill Kariuki on Facebook recently. His recommendation was not to visit in 2017 due to elections in Kenya.

**Russia Committee:** No report. Ellen Mumford did report that she was unable to meet with Yuri Gamburger as she had hoped.

**OLD BUSINESS:**

**Memorial Fund Project-** Progress has been made with Turnroth Signs of Sterling. The cost of 4 signs will be \$595.00. President Ray Schmidt asked Ellen to please make a true to size example to show the board at the next meeting.



**Highway Signs:** No progress has been made in the move of the Route 2 sign. Contact will be made again with the necessary officials.

**German Class:** Several board members and association members are interested in taking the class offered by Sauk Valley Community College during the month of October.

**NEW BUSINESS:**

None

**BOARD VACANCIES & ELECTION:**

The nominations committee, Ellen Mumford, Elise Ulferts-Hume and Cathy Seagren were successful in finding 3 new candidates for the Board. Jim Brown is also eligible for re-election. There was a lengthy discussion as to the status of Elise Ulferts-Hume as a board member. It has been determined that she should have the opportunity to serve another 3 year term. She had indicated to several board members that she expected not to be on the board for the upcoming year(s). Peggy Ulferts was contacted to see what she thought was Elise's thoughts as Elise is out of contact at the present time. It was therefore decided that elections would proceed without her as a candidate.

The slate presented to the board:

Claudia Nelson, David Nelson and Sofia Rockwood- all 1<sup>st</sup> term. Jim Brown – 2<sup>nd</sup> term. There were no nominations from the floor.

It was moved and seconded to close the nominations. Board agreement was unanimous. These candidates were elected.

**GENERAL INTEREST ANNOUNCEMENTS;**

The next board meeting, scheduled for Tuesday, October 18, 2016 at 5:45 PM at the Police Station is in conflict with those taking the German class at SVCC. It may be changed by board consensus in the organizational meeting following this meeting.

A motion was made and seconded to adjourn. This carried unanimously.

Respectfully submitted,

---

Cathy Seagren, Secretary

**DIXON SISTER CITIES ASSOCIATION  
GENERAL MEETING AGENDA  
Dixon Public Safety Building  
Tuesday – September 20, 2016  
Follows the 7:00 PM Meeting**

**I. CALL TO ORDER**

The meeting was called to order at 7:05 by current President Ray Schmidt.

Board members present: Judy Arnould, Claudia Nelson, David Nelson, Laura Brown, Jim Brown, Sofia Rockwood, Meg Schmidt, Ray Schmidt

Board members absent: Sue Coers, Peggy Ulferts and Geoff Vanderlin

Members present: Carol Jones, Ellen Mumford, Cathy Seagren

**II. ELECTION OF OFFICERS for NEXT TERM**

**PRESIDENT**

Ray Schmidt was nominated. He respectfully declined.

David Nelson was nominated. He accepted the nomination.

There were no other nominations. Nominations closed. David Nelson was elected President unanimously.

**VICE-PRESIDENT**

Ray Schmidt was nominated. He accepted the nomination.

There were no other nominations. Nominations closed. Ray Schmidt was elected Vice President unanimously.

**SECRETARY**

Laura Brown was nominated. She respectfully declined.

Claudia Nelson was nominated. She accepted the nomination.

There were no other nominations. Nominations closed. Claudia Nelson was elected unanimously.

**TREASURER**

Jim Brown was nominated to continue as Treasurer. He accepted the nomination.

There were no other nominations. Nominations closed. Jim Brown was elected unanimously.

**III. GENERAL INTEREST ANNOUNCEMENTS**

Next Board Meeting on schedule for Tuesday, October 18, 2016 @ 5:45 at Public Safety Building. Due to conflicts with many on the board it was decided the board would meet Monday, October 24, 2016 at 7:15 P.M. President David Nelson will contact the police department with the change. If the room is not available, the Board will meet at Ray Schmidt's plant on Progress Drive.

**IV. ADJOURNMENT**

The meeting adjourned at 8:05 P.M.



# COUNCIL ACTION FORM

Date: October 3, 2016

Presented By: O'Donnell

Subject: Merit Pay Bonus Policy Agenda Item: 12-A

## Description:

On May 2nd the City Council adopted the Wage and Salary Policy for non union employees. As part of the changes to our policy and procedures we also adopted a Merit Pay Policy. Merit pay was to be awarded to certain non union employees based on an annual performance review. The employee could receive up to an additional 3% raise based on their performance. However, any employee at top of scale could not receive merit pay. This creates a disincentive for the employee to achieve their goals as required to receive merit pay.

To remedy this, Staff proposes changing the merit pay to a bonus of up to 3% of the employee's annual salary. Employees at top of scale would not exceed the scale and those employees below scale would not artificially accelerate up the scale. Merit pay would not be compounded as a raise upon a raise either.

As with the original policy, the merit pay bonuses would only be given with Council approval and availability of funds.

Based on some feedback from the Council, Staff prepared a couple of alternatives which are attached.

## FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:

\_\_\_\_\_  
\_\_\_\_\_

Departments:

\_\_\_\_\_  
\_\_\_\_\_

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: \_\_\_\_\_

# COUNCIL ACTION FORM

Any previous Council actions:

Action

Resolution Approving Merit Pay Policy

Date

May 2, 2016

Recommendation:

Staff recommends approval of one of the three options presented that will modify the merit pay policy to a merit bonus pay.

Required Action

ORDINANCE ☐ RESOLUTION ☒ MOTION ☐ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_  
TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Bishop	Councilman Marx	Councilman Tucker	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Merit Pay Bonus Policy**

### **Purpose**

To establish a fair and equitable process for evaluation of employees for merit pay bonuses.

### **Policy**

1. Exempt non-union employees shall be eligible for an annual merit pay bonus of up to three (3) percent of their annual salary, as adjusted for cost of living allocations (COLA).
2. Merit pay bonus shall be based upon an annual performance review of the employee. Performance reviews shall be goal oriented.
3. Merit pay will be awarded based on the following rating scale:
  - a. Significant Progress on Goals- 3%
  - b. Good Progress on Goals- 2%
  - c. Progress on Goals- 1%
  - d. Little Progress on Goals- 0%
4. Performance reviews shall be conducted by the City Manager and shall be completed by December 31<sup>st</sup> of each year in order for merit bonuses to be included in the operational budget. Merit bonuses are subject to approval by the City Council and availability of funding.
5. If an employee disagrees with the performance rating given by the City Manager the employee may appeal to the Mayor for review. The Mayor shall respond in writing within 10 working days to the employee and may increase or decrease the performance rating. The decision of the Mayor shall be final.

## Merit Pay Bonus Policy

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### Policy

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2. Merit pay bonus shall be based upon an annual performance review of the employee. Performance reviews shall be goal oriented.
3. Merit pay will be awarded based on the following rating scale:
  - a. Significant Progress on Goals- ~~2~~%
  - b. Good Progress on Goals- ~~1~~%
  - c. Little Progress on Goals- 0%
4. Performance reviews shall be conducted by the City Manager and shall be completed by December 31<sup>st</sup> of each year in order for merit bonuses to be included in the operational budget. Merit bonuses are subject to approval by the City Council and availability of funding.
5. If an employee disagrees with the performance rating given by the City Manager the employee may appeal to the Mayor for review. The Mayor shall respond in writing within 10 working days to the employee and may increase or decrease the performance rating. The decision of the Mayor shall be final.

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## Merit Pay Bonus Policy

### Purpose

To establish a fair and equitable process for evaluation of employees for merit pay bonuses.

### Policy

1. Exempt non-union employees shall be eligible for an annual merit pay bonus of up to three (3) percent of their annual salary, as adjusted for cost of living allocations (COLA).
2. Merit pay bonus shall be based upon an annual performance review of the employee. Performance reviews shall be goal oriented.
3. Merit pay will be awarded based on the following rating scale:
  - a. Significant Progress on Goals- ~~\$1,500~~
  - b. Good Progress on Goals- ~~\$750~~
  - c. Little Progress on Goals- ~~0.00~~
4. Performance reviews shall be conducted by the City Manager and shall be completed by December 31<sup>st</sup> of each year in order for merit bonuses to be included in the operational budget. Merit bonuses are subject to approval by the City Council and availability of funding.  
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Dixon IL

Employees Eligible for Merit Raises

Last Name	First Name	Grade	FY17 salary	3%	2%	\$1,500
				Maximum Merit	Maximum Merit	Maximum Merit
O' Donnell	Cole	Contract	125,000	3,750	2,500.00	\$1,500
Langloss, Jr.	Danny	14	109,603	3,288	2,192.06	\$1,500
Philhower	Allen	10	75,899	2,277	1,517.98	\$1,500
PWD		14	91,000	2,730	1,820.00	\$1,500
Meyer	Paula	14	105,767	3,173	2,115.34	\$1,500
Shipman	Timothy	14	105,767	3,173	2,115.34	\$1,500
Shiaras	Paul	11	81,312	2,439	1,626.24	\$1,500
Callison	Mark	13	89,636	2,689	1,792.71	\$1,500
Sibley	Bradley	13	90,535	2,716	1,810.70	\$1,500
Whelan	Clayton	13	90,535	2,716	1,810.70	\$1,500
Canterbury	Jim	12	66,300	1,989	1,326.00	\$1,500
Heckman	Matt	12	85,170	2,555	1,703.40	\$1,500
McNitt	Joshua	12	64,749	1,942	1,294.98	\$1,500
Phillips	Curtis	12	72,791	2,184	1,455.82	\$1,500
Fredericks	Rebecca	9	50,000	1,500	1,000.00	\$1,500
Bradshaw	Amanda	8	48,485	1,455	969.70	\$1,500
				40,576	27,051	24,000



**RESOLUTION AMENDING WAGE AND SALARY POLICY  
FOR NON-UNION EMPLOYEES**

WHEREAS, on May 2, 2016, the City of Dixon (the "City") adopted a written policy to govern the wages and salaries of non-union employees of the City (the "Wage and Salary Policy"); and

WHEREAS, the City desires to supplement and amend the Wage and Salary Policy by its adoption of the attached Merit Pay Bonus Policy.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon, Illinois, as follows:

SECTION 1: The City hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

SECTION 2: The policy attached hereto and entitled "Merit Pay Bonus Policy" is hereby approved and adopted for the purpose of supplementing and amending the existing policies of the City governing the wages and salaries of non-union employees of the City. The City Manager is hereby directed to implement said attachment, oversee compliance with the terms and provisions thereof, and recommend to the City Council any revisions or changes which should from time to time be made.

SECTION 3: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 4: All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 5: This Resolution and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after its final passage and adoption.

Passed by the City Council of the City of Dixon, Illinois, on the \_\_\_\_ day of October, 2016.

---

Mayor

Attest:

---

City Clerk

## MERIT PAY BONUS POLICY

(see attached)



# COUNCIL ACTION FORM

Date: October 3, 2016

Presented By: Meyer

Subject: Banking Resolution Agenda Item: 13-A

## Description:

Due to the retirement of Kathe Swanson and subsequent appointment of Becky Fredericks as City Clerk, the attached resolution updates signature authority for the City's funds on deposit with banking institutions. It also reiterates the City's policy requiring two signatures on checks, which was established to provide valuable internal control.

Due to the two signatures requirement, the Treasurer, City Clerk and the City Manager are all designated as signers. This allows the City to continue to take care of business in the absence of one of the signers.

## FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:

\_\_\_\_\_  
\_\_\_\_\_

Departments:

\_\_\_\_\_  
\_\_\_\_\_

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: \_\_\_\_\_

# COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends the passage of the Banking Resolution.

Required Action

ORDINANCE ☐

RESOLUTION ☒

NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY:       SECONDED BY:

TO

## CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Bishop	Councilman Marx	Councilman Tucker	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION NO. \_\_\_\_\_**

**CITY OF DIXON  
BANKING RESOLUTION**

WHEREAS, the Mayor and City Council desire to update City's banking resolutions to reflect current officers of the City of Dixon.

BE IT RESOLVED by the Mayor and City Council of the City of Dixon, Illinois, as follows:

SECTION 1. The City Treasurer, City Clerk and the City Manager are authorized to SIGN ANY AND ALL CHECKS, DRAFTS AND ORDERS, including orders or directions in informal or letter form, against any funds at any time standing to the credit of the City with any bank with whom the City maintains a depository relationship, and such banks are authorized to honor any and all checks, drafts and orders so signed or facsimile of signature thereof without further inquiry or regard to the authority of said officers or the use of said checks, drafts and orders, or the proceeds thereof.

SECTION 2. No less than two signatures of the three above-named officers shall be required on all checks, drafts and orders.

SECTION 3. The following named persons are the officers of the City, duly qualified and now acting in the capacities set forth opposite their names below:

Treasurer:	Paula S. Meyer
City Clerk:	Rebecca M. Fredericks
City Manager:	Cole S. O'Donnell

SECTION 4. The City Treasurer is authorized and directed to submit this Resolution to any bank with whom the City maintains a depository relationship and is further authorized to sign any banking resolutions required by such bank to the extent not inconsistent with this Resolution; provided that two signatures of the above named officials shall be required.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: This Resolution and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after its final passage and adoption.

Passed by the Mayor and City Council of the City of Dixon, Illinois, on the 3<sup>rd</sup> day of

October, 2016.

---

Mayor

Attest:

---

City Clerk



# COUNCIL ACTION FORM

Date: October 3, 2016

Presented By: Fredericks

Subject: Employee Handbook Changes Agenda Item: 13-B

## Description:

The following changes are being made to the employee handbook to sync language with the recent changes in the IBEW and Teamsters' contracts:

Probationary period for new employees is increased to six (6) months. Previously it was ninety (90) days.

Deleted language relating to the HSA health insurance plan. This language is now part of the plan document.

## FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:

\_\_\_\_\_  
\_\_\_\_\_

Departments:

\_\_\_\_\_  
\_\_\_\_\_

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: \_\_\_\_\_

# COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends approval of the Resolution Updating the Personnel Policy for the City of Dixon.

Required Action

ORDINANCE☐ RESOLUTION☒ MOTION☐ NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

TO \_\_\_\_\_

## CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Bishop	Councilman Marx	Councilman Tucker	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**RESOLUTION ADOPTING AMENDMENTS TO  
THE CITY OF DIXON EMPLOYEE HANDBOOK  
(MODIFYING PORTIONS OF SECTION V. EMPLOYMENT  
AND SECTION VII. BENEFIT PLANS AND STATUTORY BENEFITS)**

WHEREAS, on December 14, 2015, the City of Dixon (the “City”) adopted an employee handbook with respect to City employees (the “Employee Handbook”); and

WHEREAS, the City Council has considered amending portions of the Employment Handbook entitled “Section V. Employment” and “Section VII. Benefit Plans and Statutory Benefits” to read as set forth in Exhibit A attached hereto and incorporated herein, and determined that said amendments should be adopted.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon, Illinois, as follows:

SECTION 1: The City hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

SECTION 2: Section V. Employment (with respect to Probation) and Section VII. Benefit Plans and Statutory Benefits (with respect to Subsection 6.) are hereby amended to read as set forth in Exhibit A and adopted as the policy of the City with respect to such matters. The City Manager is hereby directed to implement said amendments, oversee compliance with the terms and provisions thereof, and recommend to the City Council any revisions or changes which should from time to time be made.

SECTION 3: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 4: All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 5: This Resolution and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after its final passage and adoption.

Passed by the City Council of the City of Dixon, Illinois, on the \_\_\_\_ day of October, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Exhibit A

(see attached)

## **V. EMPLOYMENT**

### **Probation:**

The probationary period is the first, ~~6 months~~ of an individual's employment. If the City of Dixon determines that the probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Deleted: 90 days

### **Job Openings:**

Whenever a vacancy occurs within a department, the opening may be posted on the City Hall bulletin board for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening. The City of Dixon reserves the right to use other recruiting sources at their discretion.

The hiring process for sworn police and fire personnel will be governed by Illinois State Statutes.

### **Official Personnel Files:**

The City of Dixon maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only management personnel of the City of Dixon who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Clerk's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City to maintain the files.

## **VII. BENEFIT PLANS AND STATUTORY BENEFITS**

Full-time employees are eligible to participate in benefit programs according to the following schedule:

### **A. Upon the first day of employment:**

1. Federal Social Security and Medicare (required by law and paid for by both the City and employee).
2. State Unemployment Insurance (required by law and paid by the City).
3. Worker's Compensation (required by law and paid by the City).

#### 4. Pension Plans

- A. Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City—inapplicable to sworn police and fire personnel).
- B. Police Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn police personnel).
- C. Fire Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn fire personnel).

#### 5. Nationwide Retirement Solutions--Deferred Compensation (employee contributions only).

#### 6. Health Insurance (Employees shall pay a percent of the premium cost for coverage under guidelines set by the Council).

Employees shall have the option to enroll in one of 2 Plan Options:

- A. Plan Option D- PPO.
- B. Plan Option E- High Deductible Health Plan (HDHP) and Health Savings Account (HSA).

Also, Group Health Insurance (Health Insurance Continuing Coverage) Individuals who become eligible for major medical insurance will be given, upon being eligible, general notice outlining COBRA continuation coverage rights. If an employee has a qualifying event, as defined by law, they will receive the appropriate notice of qualifying event and election direction. Questions regarding such issues should be directed to the Administrative Office.

#### 7. Life Insurance - \$25,000.

#### 8. Accidental Death and Dismemberment Insurance.

The City may amend or terminate the life insurance, accidental death and dismemberment insurance and health insurance benefits at any time. In addition, the percentage of any premiums paid by the employee shall be determined by the City Council and may be modified at any time. If modified, employees will be notified.

#### 9. Tuition Reimbursement Policy:

An employee shall be eligible for reimbursement for the cost of tuition for instruction received, at an accredited college or university, which is job related or for a position that an employee could be reasonably promoted.

Each request for reimbursement shall be applied for and approved by the Department Head prior to the beginning of instruction. Department Heads shall receive approval from the City

**Deleted:** The savings in premium costs resulting from employees selecting the high deductible HSA option shall be shared between the employer and the employee. The City will contribute 27.5% of the

**Deleted:** premium for single coverage of Plan E. For those employees electing family coverage, the City will contribute 27.5% of the single premium plus 13.5% of the premium differential between family coverage and single coverage of Plan E.

Administrator; the City Administrator shall receive approval from the Mayor. Approved reimbursement shall be paid only after successful completion, (grade "C" or better, "pass" if pass/fail course), of the class and submission of proper documentation. Reimbursements shall not be made if an employee receives reimbursement from other sources. Approved reimbursements shall be for books and tuition and shall not exceed 2,000.00 dollars per fiscal year per employee.

B. After one year of continuously contributing to the IMRF:

1. Disability Benefits.

C. Part-time employees who have worked 1000 or more hours in 1 year are eligible to participate in:

1. Illinois Municipal Retirement Fund (paid for by the City and the employee).



## COUNCIL ACTION FORM

Date: October 3, 2016

Presented By: Meyer

Subject: FY 2015/16 Financial Audit Agenda Item: 13-C

### Description:

Our auditors will be here to present the annual fiscal audit for FY 2015/16. Copies of the audit are in your mail boxes or it can be viewed on the web site.

### FINANCIAL

Is this a budgeted item? YES ☐ NO ☐

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:

\_\_\_\_\_  
\_\_\_\_\_

Departments:

\_\_\_\_\_  
\_\_\_\_\_

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: \_\_\_\_\_

# COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation:

Staff recommends approval and acceptance of the FY 2015/16 financial audit and order a copy of such placed on file for public review.

Required Action

ORDINANCE ☐ RESOLUTION ☐ MOTION ☒ NO ACTION REQUIRED ☐

Additional Comments:

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

TO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Bishop	Councilman Marx	Councilman Tucker	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# COUNCIL ACTION FORM

Date: October 3, 2016

Presented By: O'Donnell

Subject: Fargo Creek Study Agenda Item: 13-D

## Description:

Fargo Creek is a drainage system within the city that is prone to flash flooding. Split into two forks (east and west) the creek drains an area from Bloody Gulch Road to the Rock River. While there have been some measures to elevate flooding on both forks these efforts have not been coordinated. This study will look at the hydrology of both forks to better understand flows and rates. It will then identify problems along the creek and suggest solutions. Included will be rough cost estimates for each proposed solution. Staff can then use these estimates for capital planning.

Staff prepared an RFQ for the study and sent it to seven engineering firms. Three firms were selected for presentations with Veenstra and Kimm being selected to perform the study. The contract is for a not to exceed amount of \$87,906 with a budget of \$90,000.

## FINANCIAL

Is this a budgeted item? YES ☒ NO ☐

Line Item #: 23-170-6200 Title: Infrastructure

Amount Budgeted: 90,000

Actual Cost: 87,906

Under/Over: 2,094

## Funding Sources:

Infrastructure Capital Fund

## Departments:

Is this item in the CIP? YES ☐ NO ☐ CIP Project Number: \_\_\_\_\_



# COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

Recommendation:

Staff recommends approval of the Contract for Services with Veenstra and Kimm Engineering for the Fargo Creek Study in a not to exceed amount of \$87,906.

Required Action

ORDINANCE☐ RESOLUTION☐ MOTION☒ NO ACTION REQUIRED☐

Additional Comments:

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

TO \_\_\_\_\_

## CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Bishop	Councilman Marx	Councilman Tucker	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**VEENSTRA & KIMM, INC.**

1800 5th Avenue • Rock Island, Illinois 61201-8119

309-786-7590 • 309-797-0996 (fax) • 877-241-8010 (WATS)

September 28, 2016

City of Dixon  
Attn: Cole O'Donnell, City Manager  
121 W. 2<sup>nd</sup> Street  
Dixon, IL 61021

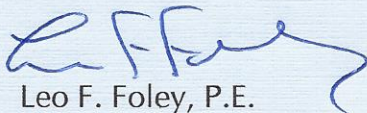
DIXON, ILLINOIS  
FARGO CREEK FLOOD CONTROL STUDY  
ENGINEERING SERVICE AGREEMENT

Enclosed are two copies of the Engineering Services Agreement for the Fargo Creek Flood Control Study.

If the Engineering Services Agreement meets with your approval, please arrange for execution of each document and return one copy to this office.

Should you have any questions concerning the proposed Engineering Service Agreement, please contact us at 877-797-0171.

VEENSTRA & KIMM, INC

A handwritten signature in blue ink, appearing to read 'L. Foley', is positioned above the printed name.

Leo F. Foley, P.E.

LFF:gfd  
Enclosure

**ENGINEERING SERVICES AGREEMENT**  
**DIXON, ILLINOIS**  
**FARGO CREEK FLOOD CONTROL STUDY**  
**PROFESSIONAL ENGINEERING SERVICES**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the **CITY OF DIXON, ILLINOIS**, hereinafter referred to as the "Owner" or "City," party of the first part, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa, party of the second part, hereinafter referred to as the "Engineers,"

**WITNESSETH: THAT WHEREAS**, the City is now contemplating the undertaking of a certain **Fargo Creek Flood Control Study**, hereinafter referred to as the "Project," and

**WHEREAS**, the City desires to retain the Engineers to provide complete engineering services on the Project.

**NOW, THEREFORE**, it is hereby agreed by and between the parties hereto that the City does hereby retain and employ the Engineers to act for and represent it in engineering matters in the Project. Such contract of employment shall be subject to the following terms, conditions and stipulations, to wit:

- 1. SCOPE OF PROJECT.** The study will include evaluating the flow capacity, floodway and floodplain of each branch of Fargo Creek. The team will focus improvement alternatives on the East Branch and evaluate the West Branch primarily for required infrastructure needs and long-term maintenance. The study plan will be developed more thoroughly through stakeholder involvement meetings utilizing City staff, regulatory staff and the public. The following are specific tasks that will be carried out during the study:
  - a. Review City mapping/GIS/Flood Insurance Study/Other studies
  - b. City review/public involvement meetings (anticipate three public meetings)
  - c. Survey of necessary channels and structures
  - d. Infrastructure conditions assessment (field review)
  - e. Hydrology and hydraulics – existing conditions and future with improvements
  - f. Flood insurance map amendment (if necessary for improvement recommendations)

- g. Alternatives analysis/Green infrastructure/cost estimating
  - h. Conceptual drawings for public/final report/grants
  - i. Grant support
  - j. Letter report
2. **STUDY SURVEYS.** Field surveying to verify structure and channel inverts and sizes are included in this proposal. Property ownership surveys are not included in the scope.
3. **PLANS AND SPECIFICATIONS.** Construction plans and specifications and geotechnical investigations are not included in this scope.
4. **COMPENSATION.** The Owner shall compensate the Engineers for their services outlined in "1. SCOPE OF SERVICES" with the not to exceed fee of EIGHTY SEVEN THOUSAND NINE HUNDRED SIX AND 00/10 DOLLARS (\$87,906.00). Attachment 1 shows a work breakdown of tasks and associated costs estimated for the project.
5. **PAYMENT.** The fees shall be due and payable monthly based on that proportion of the fee which the Engineers have completed as of the time of the applicable billing.
6. **SERVICES NOT INCLUDED.** The above-stated fees do not include compensation for the following items:
- a. If, after the final studies are completed and approved by the City, the Engineers are required to assess and consider alternatives beyond the scope of this study the Engineers shall receive additional compensation for such changes which shall be based upon standard hourly fees plus expenses for personnel engaged in performance of the work associated with making the required changes.
7. **CHANGES AND EXTRA WORK.** The above-stated fees cover the specific services as outlined in this Agreement. If the City requires additional services of the Engineers in connection with the Project, the Engineers shall receive additional compensation for changes which shall be based upon the standard hourly fees plus expenses of the personnel engaged in the performance of the work.

The method of compensation for authorized Extra Work shall be mutually agreed upon between the City and Engineers at the time the work shall be authorized by the City.

- 8. TIME OF COMPLETION.** The City desires to initiate the design beginning in October 2016. The Engineers shall proceed with their work according to this schedule. The draft study will be completed by March 31, 2017 (see Attachment 2).
- 9. INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the Owner harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Illinois.
- 10. INSURANCE.** The Engineers shall furnish the Owner with certificates of insurance by insurance companies licensed to do business in the State of Illinois, upon which the Owner is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis.
- |   |            |
|---|------------|
| General Liability                                     | \$ 500,000 |
| Automobile Liability                                  | 500,000    |
| Excess Liability (Umbrella)*                          | 1,000,000  |
| Workers' Compensation, Statutory Benefits Coverage B* | 100,000    |
| Professional Liability                                | 1,000,000  |
- \*The Owner is not to be named as an additional insured.
- 11. TERMINATION.** Should the City abandon the Project before the Engineers have completed their work, the Engineers shall be paid proportionately for the work and services performed until the date of termination.
- 12. ASSISTANTS AND CONSULTANTS.** It is understood and agreed that the employment of the Engineers by the Owner for the purposes aforesaid shall be exclusive, but the Engineers shall have the right to employ such assistants and consultants as they deem proper in the performance of the work.
- 13. ASSIGNMENT.** This Agreement and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.



It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, nor have any of the above been implied by or for any party to this Agreement.

**IN WITNESS WHEREOF**, the parties have hereunto subscribed their names on the date first written above.

**CITY OF DIXON, ILLINOIS**

**ATTEST:**

By \_\_\_\_\_

By \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

**ATTEST:**

By   
Office Manager

By 

**DIXON, ILLINOIS**  
**FARGO CREEK FLOOD CONTROL STUDY**  
**ENGINEERING SERVICES ESTIMATE**

Attachment 1

<b>Task/Responsible Party</b>	<b># Hours</b>	<b>Hourly Rate</b>	<b>Cost</b>
<b>A. Review City Mapping/GIS/Flood Insurance Study/Other Studies</b>			
Project Manager	8	\$ 162.00	\$ 1,296.00
Civil Engineer	24	\$ 69.00	\$ 1,656.00
<b>B. Public Involvement</b>			
Project Manager	16	\$ 162.00	\$ 2,592.00
Project Engineer/Study Manager	24	\$ 162.00	\$ 3,888.00
Clerical	24	\$ 58.00	\$ 1,392.00
<b>C. Survey</b>			
Survey Technician	40	\$ 64.00	\$ 2,560.00
Survey Technician	40	\$ 54.00	\$ 2,160.00
<b>D. Infrastructure Conditions Assessment</b>			
Project Engineer/Study Manager	16	\$ 162.00	\$ 2,592.00
Civil Engineer	40	\$ 64.00	\$ 2,560.00
Field Technician	40	\$ 54.00	\$ 2,160.00
<b>E. Hydrology and Hydraulics</b>			
Hydraulics Engineer	60	\$ 119.00	\$ 7,140.00
Civil Technician	30	\$ 54.00	\$ 1,620.00
<b>F. Flood Insurance Map Amendment</b>			
Project Engineer/Study Manager	16	\$ 162.00	\$ 2,592.00
Hydraulics Engineer	16	\$ 119.00	\$ 1,904.00
Civil Technician	16	\$ 64.00	\$ 1,024.00
<b>G. Alternatives Analysis/Green Infrastructure/Cost Estimating</b>			
Project Manager	10	\$ 162.00	\$ 1,620.00
Project Engineer/Study Manager	60	\$ 162.00	\$ 9,720.00
Landscape Architect	80	\$ 102.00	\$ 8,160.00
<b>H. Conceptual Drawings</b>			
Project Engineer/Study Manager	80	\$ 102.00	\$ 8,160.00
Civil Technian	80	\$ 80.00	\$ 6,400.00
<b>I. Grant Support</b>			
Project Manager	20	\$ 162.00	\$ 3,240.00
Project Engineer/Study Manager	20	\$ 162.00	\$ 3,240.00
Civil Engineer	20	\$ 64.00	\$ 1,280.00
<b>J. Letter Report</b>			
Project Engineer/Study Manager	31	\$ 162.00	\$ 5,022.00
Civil Engineer	32	\$ 69.00	\$ 2,208.00
Clerical	40	\$ 43.00	\$ 1,720.00
<b>Engineering Services Cost Estimate (NTE)</b>			<b>\$ 87,906.00</b>

9/28/2016

**DIXON, ILLINOIS  
FARGO CREEK FLOOD CONTROL STUDY  
SCHEDULE**

Selected Firm Approved	Early October 2016
Kickoff Meeting with City	Early October 2016
City Staff Meeting/Public Meeting (Scoping)	Mid October 2016
Infrastructure Assessment	Mid November 2016
Hydraulics and Hydrology Modeling	Mid November 2016
Storm Runoff Reduction Concepts/Preliminary Costs	End December 2016
Green Infrastructure Integrations/Preliminary Costs	End December 2016
City Staff Meeting/Public Meeting (Initial Concepts)	End December 2016
Detailed Cost Estimating Selected Alternatives	End January 2017
Draft Report	End January 2017
City Staff Meeting/Public Meeting (Recommendations)	February 2017
Final Report	March 2017