



REGULAR COUNCIL MEETING MONDAY, JANUARY 24, 2011
5:30 P.M.

	1	2
1.0 CALL TO ORDER		
2.0 PLEDGE OF ALLEGIANCE <i>Mayor Rusty L. Dunn</i>		
3.0 ROLL CALL <i>Clerk to Call the Roll</i>		
4.0 APPROVAL OF AGENDA <i>ACTION: Motion to approve the meeting agenda.</i> VOTE REQUIRED		
5.0 APPROVAL OF MINUTES <i>ACTION: Motion to approve minutes of Regular Council Meeting of January 10, 2011.</i> VOTE REQUIRED		
6.0 PUBLIC INPUT ON AGENDA ITEMS <i>Speakers to state name, address, and spell last name. Questions unrelated to agenda items are accepted during "Public Questions" near the end of the meeting.</i>		
7.0 CONSENT AGENDA		
7.1 Receive and File Monthly Reports and Minutes: Traffic Safety Committee Minutes January 7, 2011; Zoning Minutes December 8, 2010; Labor Studies; and Building, Inspections, and Zoning Report December 2010.		2
7.2 Charitable Solicitation: Don Bohlander Parkinson's Research Fundraiser; James F. Womeldorff Benefit February 27, 2011; Shade Memorial Youth Camp Tag Days April 29, 30, and May 1		4
7.3 Resolution No. 79-10/11 – Re-appointment of Karl Jordan to the Pekin Housing Authority Board for a five year term ending January 14, 2016.		5
7.4 Receive and File Resignations: Charles Thomas from the Airport Commission and Marilyn Kelso from the Zoning Board of Appeals		5
<i>ACTION: Motion to approve all items listed on the Consent Agenda by Omnibus Vote.</i> VOTE REQUIRED TO APPROVE CONSENT AGENDA		

8.0 NEW BUSINESS		
8.1 Utility Easements for South Side Sports Complex DESCRIPTION: Pekin Park District request for City to grant access to existing water well for irrigation purposes in accordance with the provisions of 2006 agreement in separating out 79 acres from the RWBP Extension #2 for the Sports Complex. ACTION: Motion to approve the Easement. VOTE REQUIRED	JW	4
8.2 Wastewater Treatment Plant Phase I Change Orders DESCRIPTION: Additional work required to make changes to piping and to address impact of grade differentials. ACTION: Motion to approve Change Order 1 and Change Order 2 in the total amount of \$132,273.00. VOTE REQUIRED	JW	2
8.3 200 Block of Court Street DESCRIPTION: Presentation of 3 options to determine the best manner to proceed in the possible development of lower Court Street. ACTION: Selection of an Option. VOTE REQUIRED	FM	3
8.4 City Manager Residency Requirement DESCRIPTION: Presentation of 4 options to specify Council's expectations regarding a residency requirement for the City Manager. ACTION: Council to provide guidance for residency requirement for the new City Manager search. VOTE REQUIRED	FM	5
8.5 Budget for City Manager Recruitment DESCRIPTION: Set budget amount to support funding for recruitment materials, advertisements, and postage. ACTION: Approve a budget not to exceed \$8,500. VOTE REQUIRED	FM	5
8.6 City Manager Search Process DESCRIPTION: Establish the salary range for the City Manager position. ACTION: Establish the salary range for the City Manager position at \$120,000 to \$135,000. VOTE REQUIRED	FM	5

8.7 Information Regarding the City Manager Search Process DESCRIPTION: Council will be provided with draft of a position description, position announcements, timeline, advertizing plan, and recruitment brochure. ACTION: None	FM	5
8.8 Information Regarding the FY2012 Budget DESCRIPTION: Council will receive information on the 24 th in preparation for the special budget meeting on February 7, 2011. ACTION: None	FM	5
9.0 ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL 9.1 Council Members 9.2 Staff 9.3 Public Questions 9.4 Press Time		
10.0 EXECUTIVE SESSION 5 ILCS 120/2 (c)		
11.0 ADJOURNMENT With no further action to come before the Council the Mayor declares meeting closed in open session. NO VOTE REQUIRED		

Column 1 Key:

FM Frank Mackaman, Interim City Manager
JW Joe Wuellner, Public Works Director

Column 2 Key:

- 1 A Prosperous Community.** To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
- 2 A Safe Community.** To protect community life and property by providing effective, principled police and fire services.
- 3 A Strong Foundation.** To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
- 4 A High Quality of Life.** To support or provide services that improve the quality of life for Pekin's residents.
- 5 An Effective Government.** To deliver effectively the services that Pekin's residents want, need, and are willing to support.

**PROCEEDINGS OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 SOUTH CAPITOL STREET
ON MONDAY, JANUARY 10, 2011 AT 5:30 O'CLOCK P.M.
RUSTY L. DUNN, MAYOR PRESIDING**

**PRESENT: COUNCIL MEMBERS, ABEL, BLANCHARD, BARRA, KORTKAMP,
SCHMIDGALL, STRAND AND DUNN**

The **Pledge of Allegiance** was led by Mayor Dunn.

Roll was called and all Council Members were present.

AGENDA

Motion by Council Member Kortkamp, seconded by Council Member Barra, that **the agenda be approved as presented**. On roll call vote, all present voted Aye.

MINUTES

Motion by Council Member Kortkamp, seconded by Council Member Abel, that the **minutes of the Regular City Council Meeting of December 13, 2010 be approved as written**. On roll call vote, all present voted Aye.

PUBLIC INPUT ON AGENDA ITEMS

Fred Altman, 1304 Alexandria Way, addressed the Council on the Policy of Naming Streets. He stated it was not unusual for municipalities to name streets in honor of their home town astronauts nor was it unusual to recognize admirable people while living.

Marg Melchers, 1821 Highwood, also spoke on the merits of naming a street for Astronaut Scott Altman. She asked that Council reconsider City of Pekin Policy No.19-10/11 in regards to a posthumous requirement.

CONSENT AGENDA

Motion by Council Member Blanchard, seconded by Council Member Strand, that the **CONSENT AGENDA be approved as presented**. Mayor Dunn read and presented the following for consideration of the Consent Agenda items by Omnibus Vote. He noted the 14th Annual Martin Luther King, Jr. Breakfast would take place on Saturday, January 15, 2011 at Edison Junior High School.

1. **Receive and File Monthly Reports and Minutes:** Police Department December Report, Fire Department December Report, and Tazewell County Animal Control December Report.
2. **Proclamation:** Dr. Martin Luther King Jr. Day January 17, 2011.
3. **Resolution No. 78-10/11** – Appointment of Dennis Kief to the Economic Development Advisory Committee to fill the unexpired term of Frank Mackaman until the First Monday in May, 2011.

4. **Receive and File** Management Representation Letter and Comments from Willock Warning & Co., P.C.
On roll call vote, all present voted Ayes.

NEW BUSINESS

Motion by Council Member Blanchard, seconded by Council Member Kortkamp, that the **INTERGOVERNMENTAL AGREEMENT FOR POLICE PROTECTION SERVICES WITH THE HOUSING AUTHORITY be approved**. Interim Police Chief Greg Nelson introduced the renewal of a 1990's agreement to provide footpatrol protection of residents by uniformed, off-duty police officers. The terms between the months of February through January remained \$25.00 per hour. Council was told that the officers volunteer through an availability sign-up process. On roll call vote, all present voted Aye.

Motion by Council Member Strand, seconded by Council Member Barra, that the expenditure of \$2,500.00 for **HEARTLAND WATER RESOURCES COUNCIL DUES be approved.** Interim City Manager Frank Mackaman advised Council of the previous, varied request and funding amounts for the participation in HWRC regional restoration and lobbying efforts. He presented 3 advantages and disadvantages of the partnership: investment in a region approach, river concerns, and assistance with Pekin Lake; not a core service, city's scarce funding budget, no near Pekin prospects on Heartland agenda. Council Members deliberated the matter and spoke in non support of the expenditure. On roll call vote, all present voted Nay. Motion Failed.

ORDINANCE NO. 2634-10/11

AMENDING TITLE 1, CHAPTER 8 OF THE CODE OF THE CITY OF PEKIN 1995 REGARDING DEPARTMENT OF THE CITY

Motion by Council Member Barra, seconded by Council Member Kortkamp, that the **amended Exhibit dated January 7, 2011 be substituted and Ordinance No. 2634-10/11 be adopted in final form.** Mr. Mackaman advised of the previous manager's request for Council action on bringing the code language in conformity with the practices of the individual departments and to the City Organizational Structure Chart that had been presented in December. Council Member Blanchard expressed concern as to the funding of positions that were not filled but remained listed under some department descriptions. Mr. Mackaman felt that the example question of a Finance Director/Assistant Finance Director would be a preference matter for the new City Manager. Council Member Schmidgall was informed that his request for a cost analysis report of the Early Retirement Incentive (ERI) and restructuring of departments was being completed. On roll call vote, all present voted Aye.

Motion by Council Member Abel, seconded by Council Member Strand, that the **AGREEMENT WITH ATTORNEY THOMAS HIGGINS FOR IMPOUND HEARING OFFICER be approved.** Attorney Burt Dancey briefed the Council on the mutual benefits for the attorney to provide court service at a rate that remained \$110.00 per hour. He noted the scribe error in section 2 of 2010 that would be corrected for the services performed in 2011. On roll call vote, all present voted Aye.

CITY OF PEKIN POLICY NO. 19-10/11 STREET NAMING POLICY

Motion by Council Member Schmidgall, seconded by Council Member Abel, that **Policy No. 19-10/11 be adopted.** Council was advised by the City Manager that research was completed for setting written criteria in relation to the naming of streets within the City of Pekin as recommended by the Traffic Safety Committee. Discussion followed as to the issue of guidelines for living persons. A suggestion was made to review amending the guidelines to include sub-naming streets for living honorees. On roll call vote, Ayes, Schmidgall, Blanchard, Barra, Abel, Dunn; Nays, Strand, Kortkamp. Motion Carried.

Interim City Manager Mackaman distributed information packet to present the topic of **CITY MANAGER QUALITIES EXERCISE.** He sought guidance on three matters for the process of hiring a City Manager:

- (1) the use of an outside firm to conduct the search
- (2) the relative roles of the current and the future Councils in the process
- (3) the use of a temporary screening committee to assist in evaluating applicants

- (1) The Manager presented Council with the advantages and disadvantages of contracting with a recruiting firm:
 - experience
 - contacts with qualified people who may not be looking
 - credibility
 - free up staff time
 - cost – 20-40% of salary figure
 - unfamiliar with community
 - extends time-line to find

It was the consensus of the members to begin the search with in-house staff as long as (3) a screening committee was approved and established. A firm could be use down the road if necessary.

- (2) Council Members agreed it was their intention for this Council to begin the process by:
- evaluating applicants
 - forward names of 10 prospects to the new Council for interviewing
 - include newly elected as of April 5 in the process
- (3) The use of a temporary screening committee was approved. Prior to the Council committing to a committee, the makeup of the 5 person committee was debated as to participation by a Council Member and/or a staff member. It was felt the Director of Human Resources would be beneficial to the screening process.

Director Sarah Newcomb distributed to each Council Member a packet of information to begin the search:

- City Manager Job Descriptions to demonstrate the range of qualifications sought by different cities
- Materials prepared by recruiting firms to advertise

Council was given a City Manager Qualities Exercise designed to answer the question of the most important qualities or experiences that members were seeking for the next manager. The ratings to be turned in by Thursday, January 20, 2011 would assist the staff in drafting a job description and job opening announcement to be delivered at the next Council meeting. The timeline process and advertizing strategy would also be discussed.

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

Council Member Abel stated he was questioned over the holidays as to how the City could afford the early retirements. It was noted a report of the comparisons on ERI and new department structure would be forthcoming.

Council Member Blanchard extended the City's sympathies on the passing of Police Chief Greg Nelson's father and Denny Kief's wife's step-father.

Council set the date of February 7, 2011 at 5:30 p.m. as the FY2012 Budget Meeting. Package materials would be presented to the Council at the meeting on January 24, 2011.

Mayor Dunn requested the Clerk to send the candidates for the municipal election the agenda for the Candidate College training session.

Public Works Director Joe Wuellner introduced Ty Whitford as the recently hired Transportation Supervisor. Mr. Wuellner also announced the City was expecting 3-5 inches of snow and that a snow parking ban would be in effect at midnight for at least 24 hours.

Fred Altman, 1304 Alexandria Way, requested that the City structure some type of loan to make the required sprinkler system for a Place on Prince affordable. He asked that Council exercise their power and lead in the creation of a resolution of support from the community by each member of Council donating \$50.00.

Steve Moore, 2010 Westgate, felt there was need for shelters for the homeless in Pekin.

Attorney Dancey advised that speakers were miss-informed regarding the issues related to The Place on Prince in that the Council was asked to ignore a State Fire Codes in allowing the premises to function as a Veterans boarding house and that Council did not have the power to do so.

Roger Greer, 601 Prince, spoke regarding his residence and the sprinkler requirement not being enforced in other cities.

Motion was made by Council Member Strand and seconded by Council Member Blanchard to adjourn. Motion carried by voice vote.

COUNCIL ADJOURNED AT 7:15 P.M.

Sue E. McMillan
City Clerk

**CITY OF PEKIN TRAFFIC SAFETY COMMITTEE MINUTES
JANUARY 7, 2011 @ 8:30 a.m.
CITY HALL CONFERENCE ROOM**

PRESENT: Greg Nelson, Kurt Nelson, Joe Wuellner, Frank Mackaman, Bill Scarcliff, Will Taylor, Tim Gillespie. Also present: Lee Ann Wrhel.

Old Business:

1. *Traffic Concern – Veerman Street*

A letter will be sent to Mr. Price regarding the status of the discussion with District 108 regarding a crosswalk on Veerman Street at Willow School.

New Business:

1. *Hanna Drive Speed Limit*

The anonymous letter from a citizen regarding the speed limit on Hanna Drive has been received and filed. In the future, when this type of correspondence is received, it will be received and filed but not listed as a discussion item on future Traffic Safety agendas.

2. *Parking Restriction – Sabella St. between Third and Capitol*

A request was received from a police officer asking for consideration to eliminate parking on the south side of Sabella Street between Third and Capitol due to the number of accidents in that location involving vehicles backing out of the parking spaces on the north side of Sabella Street. This item was discussed and due to the number of parking spaces that would be eliminated and the fact that accidents result from motorists failing to watch when they are backing out, Tim Gillespie made a motion to leave the area as is. The motion was seconded by Joe Wuellner. All in favor.

3. *“No Parking – Here to Corner” Highwood at Summit*

The citizen who made this request has been in contact with both the police department and Traffic Safety Committee in the past with similar requests. Will Taylor has been out to the area several times to monitor the traffic in this location. This is an enforcement issue. Therefore, Will Taylor made a motion to leave the area as is. Tim Gillespie seconded the motion. All in favor.

4. *Truck Traffic – S. 10th Street*

Mr. Burch has contacted the City yet again to voice his concerns with traffic on S. 10th Street. At this time he is requesting “No Truck Route” signs be placed on S. 10th Street. Greg Nelson contacted him a few days before the meeting. He asked Mr. Burch to document specific times of day that trucks use S. 10th Street so that the matter can be addressed. He further informed Mr. Burch that S. 10th Street is a through street and trucks are allowed to use it for local deliveries. Tim Gillespie made a motion to leave the area as is at this time. The motion was seconded by Joe Wuellner. All in favor.

After the meeting, Will Taylor met with the manager of Save-A-Lot on Derby Street regarding their deliveries. The manager indicated that their delivery trucks use either Rt. 29 or 14th Street to access Derby Street. The manager will discuss this with the delivery drivers for clarification.

Around the Table

Frank Mackaman asked for clarification regarding parking tickets. The parking enforcement vehicle no longer chalks tires. As the vehicle makes its rounds, vehicles are video recorded and the video is reviewed when the vehicle makes a run through 2 hours later. Parking ticket issues can be addressed with the Parking Hearing Officer.

When citizens call in with requests for the Traffic Safety Committee, they will now be asked for their email address in addition to their home address and phone number for contact purposes.

Joe Wuellner stated that as street signs are updated to comply with new mandates, private streets will have a different color background. This will readily identify these streets for clarity regarding City responsibilities for individual streets.

Respectfully Submitted,
Lee Ann Wrhel

NEXT REGULAR MEETING FEBRUARY 4, 2011 @ 8:30 A.M.

Pekin Zoning Board of Appeals
December 8, 2010

Present:

Mary Lanane
Ron Boehm
Gary Sciortino, Vice Chairman
Bob Barra

Absent:

Marilyn Kelso
Michael Walker
David Moehring, Chairman

Staff Present: Ron Sieh, Attorney Burt Dancey

Gary Sciortino, Vice Chairman led the pledge of allegiance.

Gary Sciortino, Vice Chairman called regular meeting of the Zoning Board of Appeals to order.

Roll call was taken and a quorum declared.

Gary Sciortino, Vice Chairman asked for approval of the Agenda.

MOTION by Bob Barra seconded by Mary Lanane to approve the Agenda as presented. On roll call vote, all present voted **AYE**. **MOTION APPROVED**.

Gary Sciortino, Vice Chairman asked for Approval of the September '2010 Meeting Minutes.

MOTION by Mary Lanane seconded by Ron Boehm to approve the September '2010 Minutes as presented. On roll call vote, all present voted **AYE**. **MOTION APPROVED**.

Correspondence: (1) Correspondence from Ryan & Joy Rusk, 2229 Autumn Drive in support of the proposed extension.

Hearing #1: Janice F & David R Strode, Owners, a variance of 3.5' on the side of the property to allow for a 10' addition on the garage to be Closer than Allowed to the Property Line than currently stated in the Zoning Code for R-2 (Single Family Residential currently not allowed in the Zoning Code at 2231 Autumn Drive.

Open Public Hearing: 5:05PM

David R Strode presented his case and remained for questions. David Strode stated if he extended the garage in the back he would lose his yardage.

Ron Sieh stated the only correspondence was from the neighbor that would be affected by the addition as stated above.

Close Public Hearing: 5:07PM

MOTION by Bob Barra seconded by Ron Boehm to **Approve** the 3.5' variance on the side of the property to allow for a 10' addition on the garage Closer than Allowed to the Property Line. On roll call vote, all present voted **AYE**.

MOTION by Bob Barra seconded by Mary Lanane to adjourn the meeting. On roll call vote, all present voted **AYE**.

Meeting Adjourned at 5:10pm

Juanita VanBuskirk, Secretary
Zoning Board of Appeals

The following statement summarizes the reports

Council approved on June 28th 2010 to participate in the Regional Labor Study in partnership with Economic Development Council for Central Illinois (EDC) for \$3,000 from the Economic Development Fund. The Labor reports (Pekin & Tazewell) are one of 3 components to the Regional Labor Study. The full report is expected to be completed in March of 2011 and will include:

1. Labor Quality (partnership with Ameren)
2. Labor Profile (attached reports in draft form)
3. Unemployed and employed skill sets – determine what skill sets are available and what skill sets are being under utilized

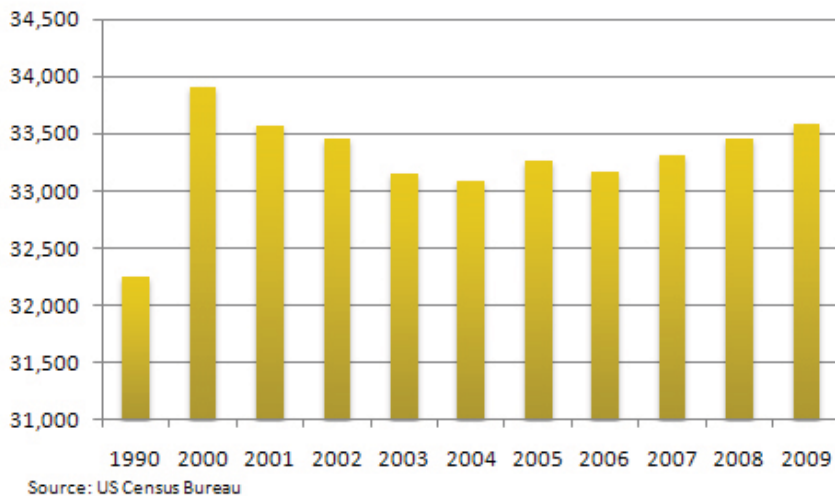


City of Pekin 2010 Labor Profile



ECONOMIC DEVELOPMENT COUNCIL
FOR CENTRAL ILLINOIS
www.edc.centralillinois.org

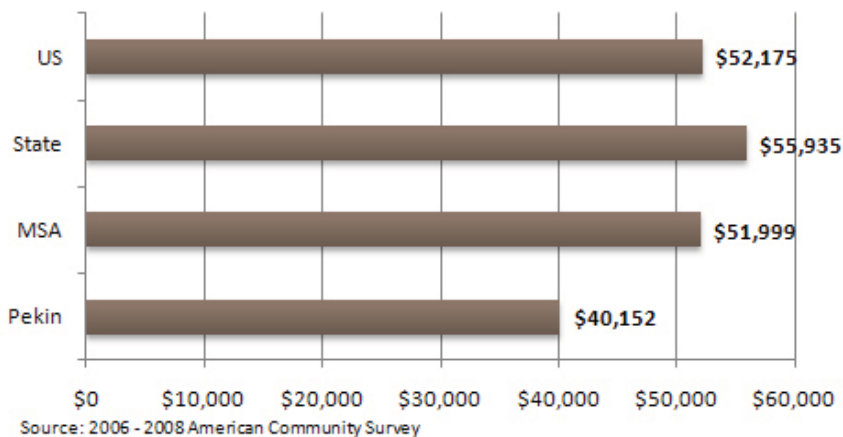
City of Pekin Population



Population

The population of Pekin decline 1% from 2000-2009 compared to 2.39% growth for the Peoria MSA and 3.8% growth in the State of Illinois.

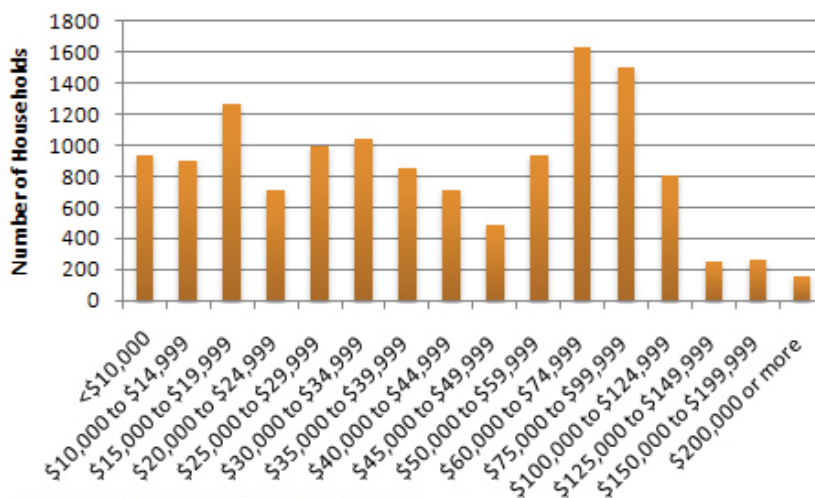
2008 Median Household Income



Income

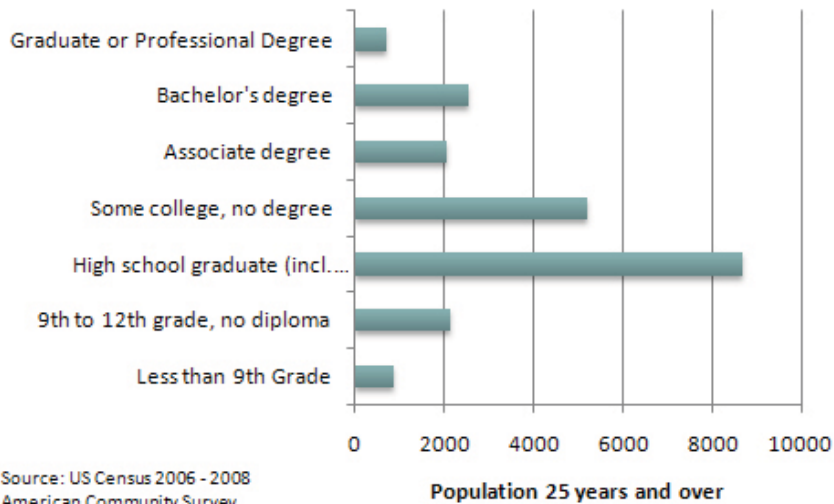
The median income in for the City of Pekin was \$40,152 according to the 2006-2008 American Community Survey. Levels of income represent buying power for a region attracting retailers as well as a reflection of quality of life.

City of Pekin 2008 Household Income Distribution



This chart shows the distribution of wealth in Pekin. 11.0% of households have an annual household income of \$100,000 or greater. 13.1% of the population fell below the poverty level.

City of Pekin Educational Attainment

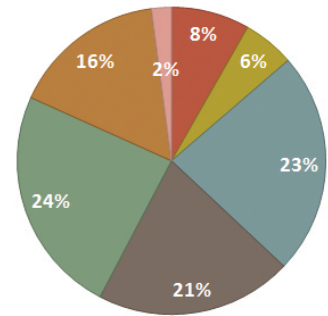


Education

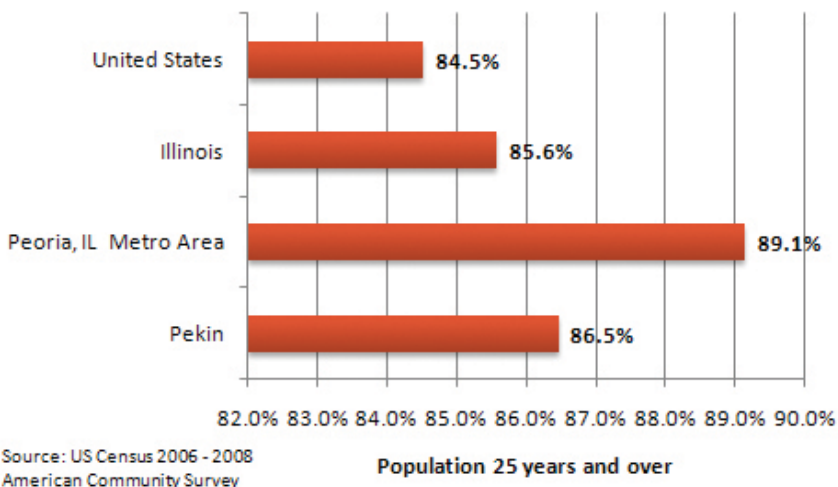
Currently 23.4% of Pekin's population is enrolled in school.

City of Pekin School Enrollment (3 years of age and over in school)

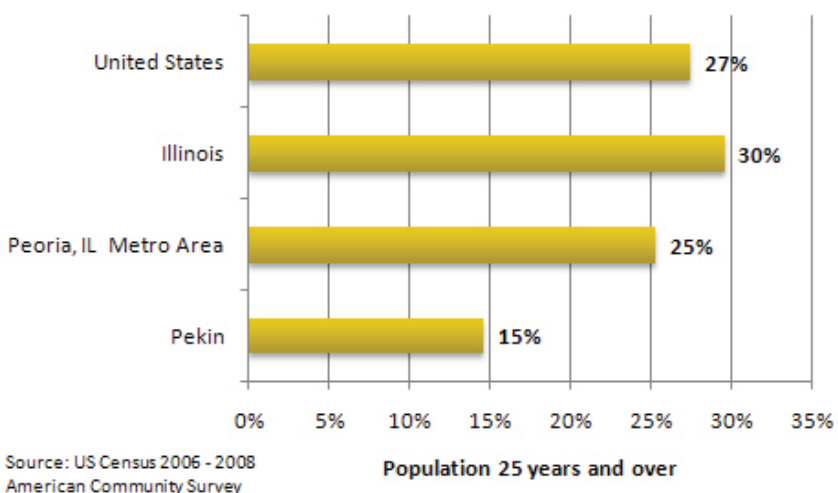
- Nursery school, preschool
- Kindergarten
- Elementary: grade 1 to 4
- Elementary: grade 5 to 8
- High school: grade 9 to 12
- College, undergraduate
- Graduate, professional school



High School Graduate or Higher



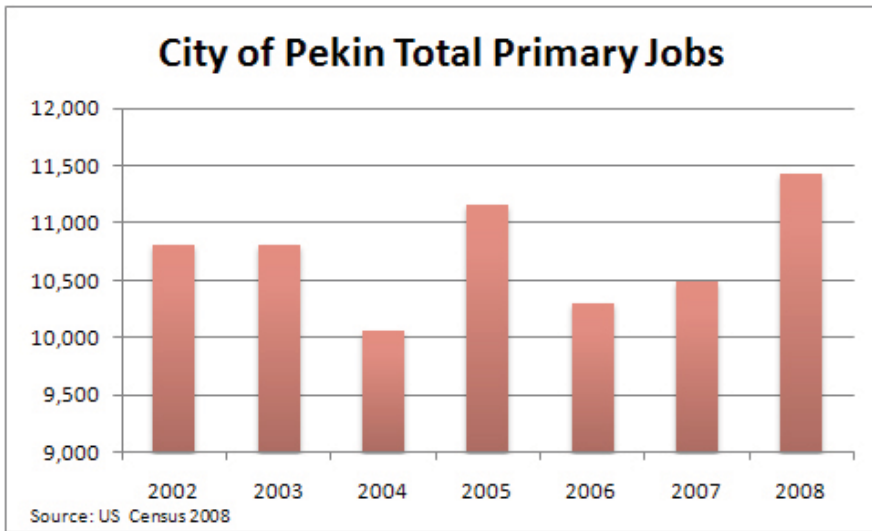
Bachelor's Degree or Higher



In Pekin, 86.5% of the population 25 years of age and over has a high school degree or higher. This is higher than the State of Illinois and the National average. 20.1% of the population 25 years of age and over has a bachelor's degree or higher which is lower the State of Illinois at 30.6% and the Nation at 27.9%. The Peoria Metro has a highly educated workforce with a wide variety of higher learning institutions in the region including Bradley University, Illinois Central College, University of Illinois College of Medicine, Midstate College, Robert Morris University, University of Illinois Springfield-Peoria Center and others.

Work Area Profile

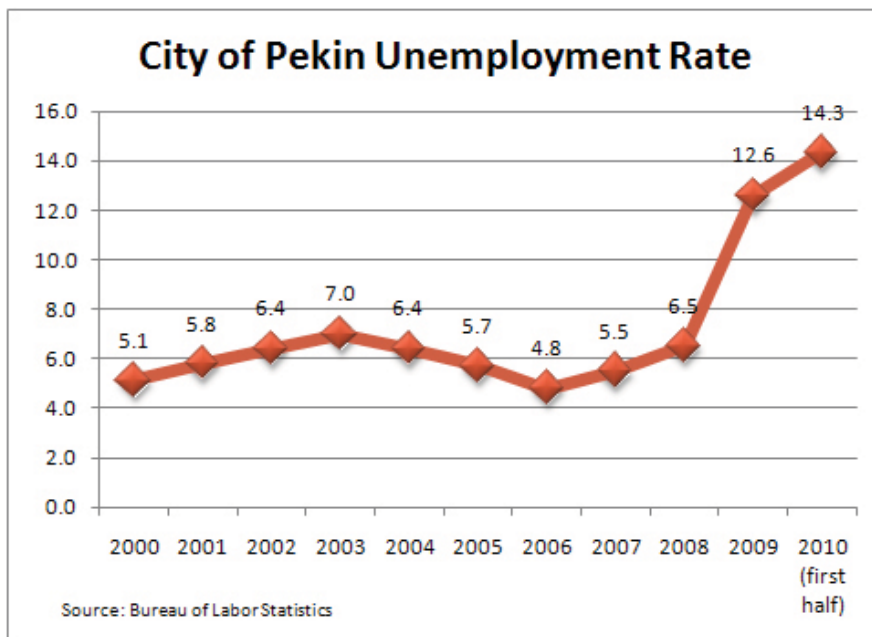
In Pekin the number of Primary Jobs located in the city has increased by 5.4% from 2002-2008 compared to the MSA which has grown 7.2% in this time period and 2.3% in the State of Illinois. The age distribution of workers as well as the distribution of earnings paid is consistent with that of the Peoria MSA and the State of Illinois.



Jobs by Worker Age	Count	Share
Age 29 or younger	3,024	56.5%
Age 30 or 54	6,218	54.4%
Age 55 or older	2,180	19.1%

Jobs by Earnings Paid	Count	Share
\$1,250 per month or less	3,419	29.9%
\$1,251 to \$3,333 per month	4,838	42.4%
More than \$3,333 per month	3,165	27.7%

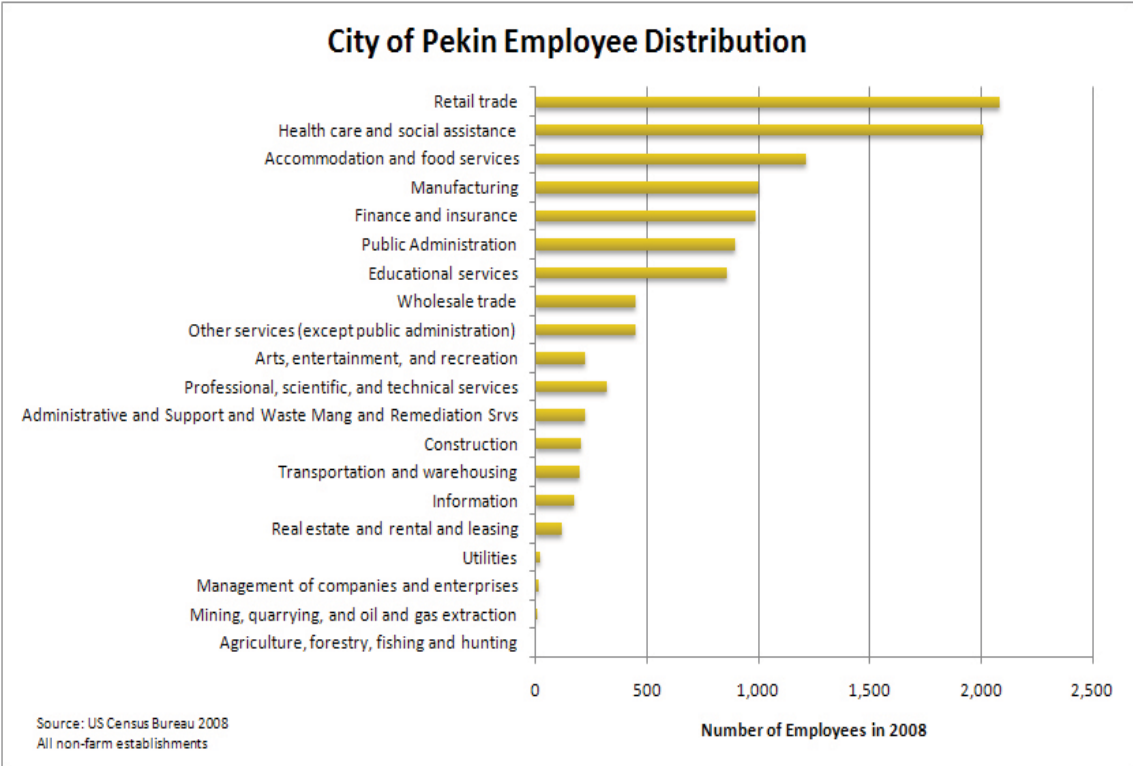
Source: US Census Bureau 2008



Employment

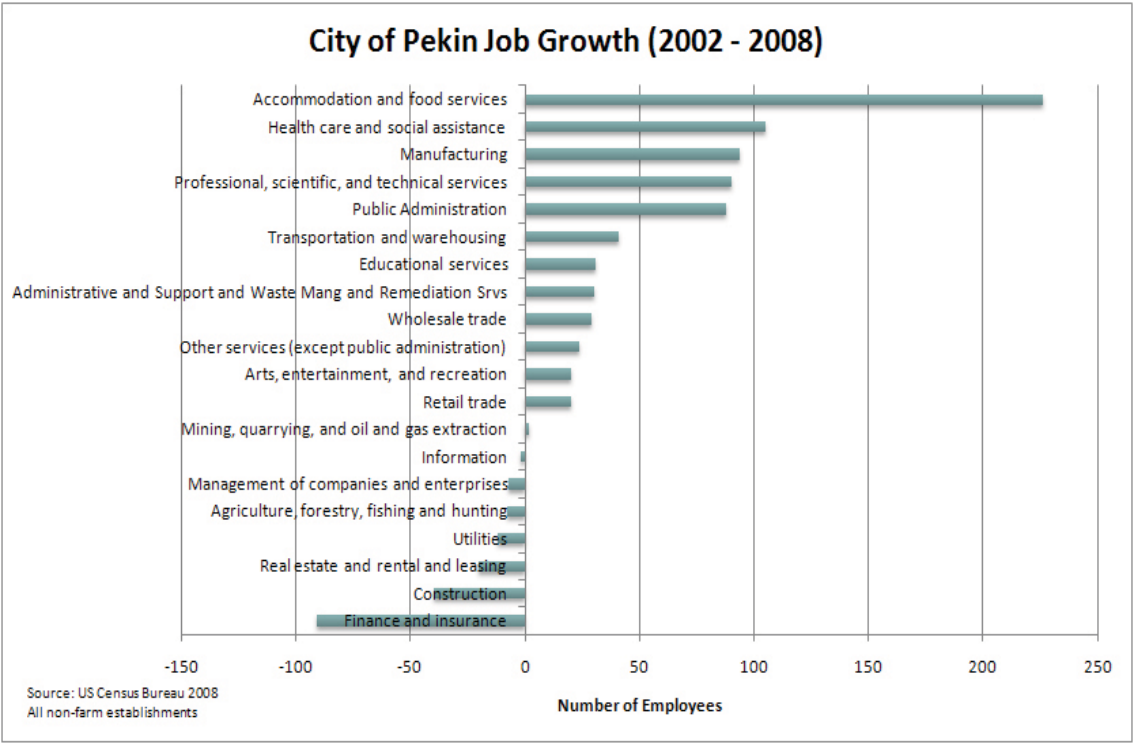
The unemployment rate in City of Pekin was 14.3% for the first half of 2010 and 12.6% for 2009. These are higher than the State of Illinois which saw unemployment rates of 11.2% for the first half of 2010 and 10.1% in 2009.

Employee Distribution and Job Growth



The three top industries based on employment in Pekin are Retail Trade, Health Care and Social Assistance, and Accommodation and Food Services. Retail Trade jobs make up 18% of the total jobs in Pekin.

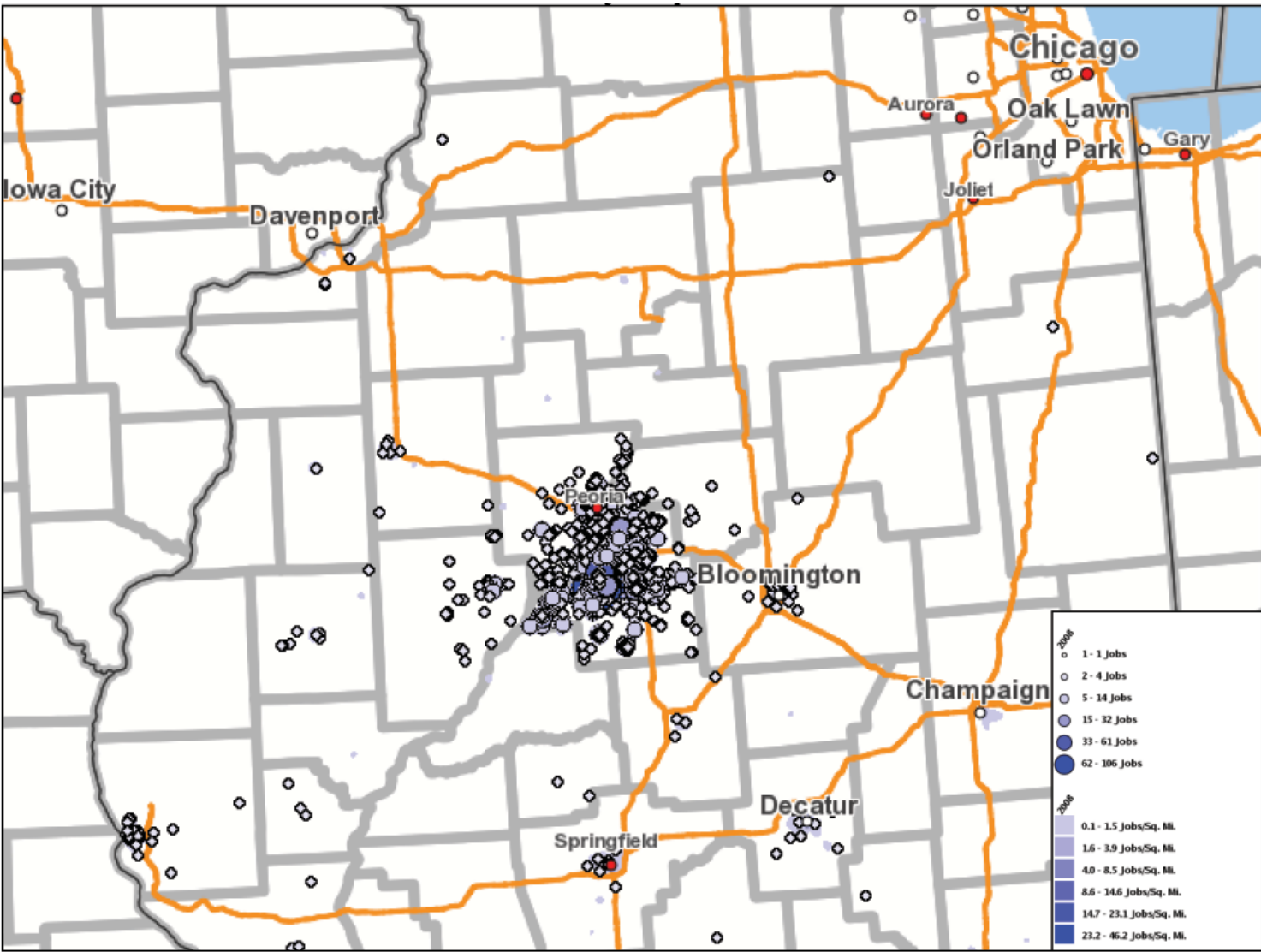
2008 Census data is most recent available.



From 2002-2008 620 jobs were added, a 5.4% growth in Pekin. The largest growth in jobs during this time period was seen in Accommodation and Food Services, Health Care and Social Assistance, and Manufacturing.

2008 Census data is most recent available.

Work / Live Analysis - Labor Shed

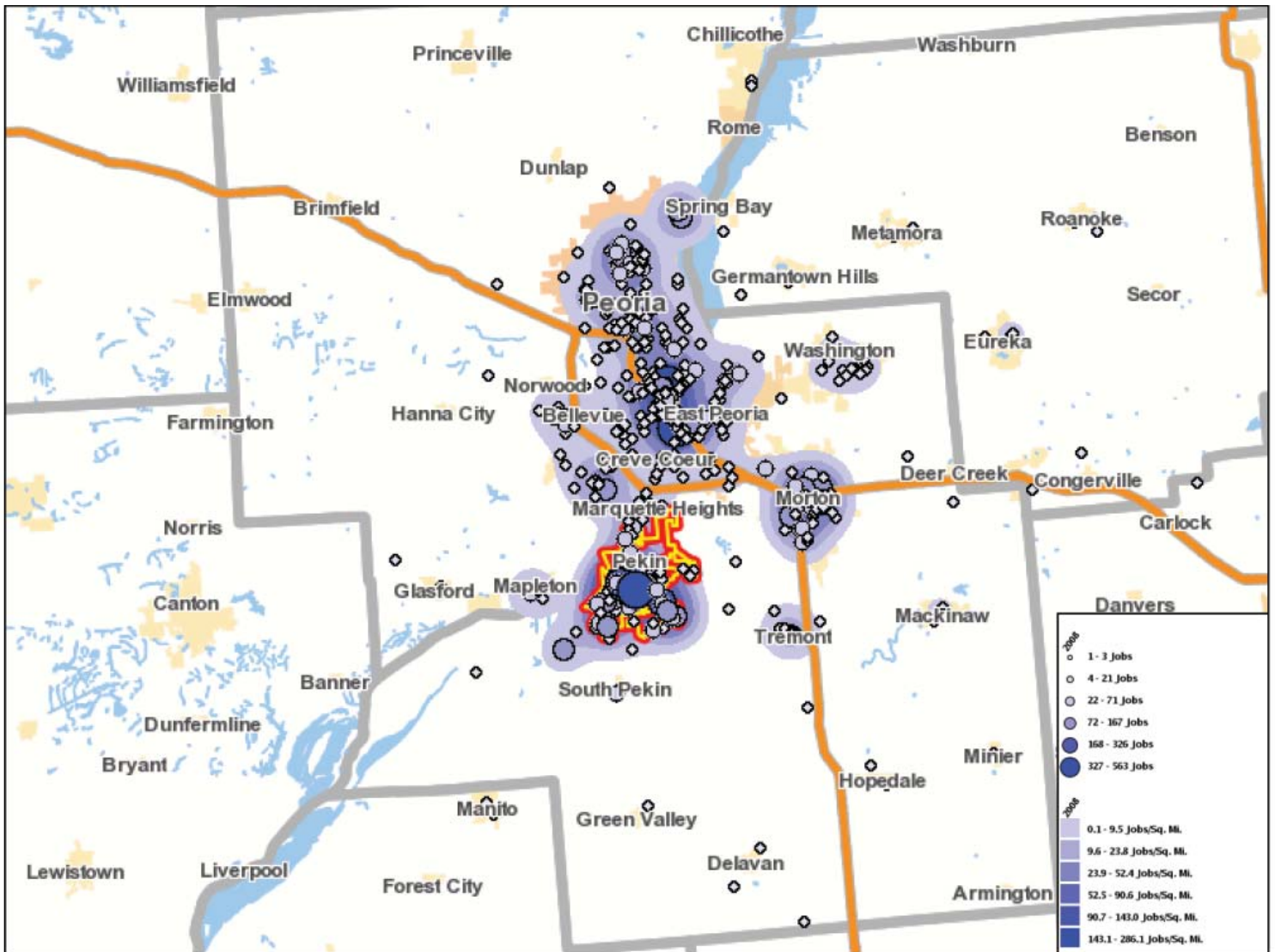


People who WORK in the City of Pekin, LIVE in...

Top 10 Cities		Top 10 Counties	
Pekin	3,757	Tazewell County	6,894
Peoria	739	Peoria County	1,463
East Peoria	386	Fulton County	299
Morton	381	McLean County	236
Tremont	211	Adams County	226
Marquette Heights	183	Sangamon County	181
Quincy	139	Cook County	162
Washington	137	Macon County	150
Canton	132	Woodford County	130
Creve Coeur	126	Knox County	127
All Other Locations	5,231	All Other Locations	1,554

In 2008 the Census shows that 75% of workers that live in Pekin work outside the city. This demonstrates the importance of regionalism in the Peoria Metro. When one city attracts new businesses, new residents are attracted not only to that city, but to surrounding cities as well.

Live / Work Analysis - Commute Shed



People who LIVE in the City of Pekin, WORK in...

Top 10 Cities		Top 10 Counties	
Pekin	3,757	Tazewell County	7,078
Peoria	2,807	Peoria County	3,848
East Peoria	1,291	McLean County	697
Morton	1,066	Cook County	696
Bloomington	432	DuPage	326
Bartonville	319	Sangamon	261
Chicago	309	Macon County	218
Springfield	204	Woodford County	165
Normal	222	Champaign County	160
Decatur	192	Will County	137
All Other Locations	4,451	All Other Locations	1,500

25.3% of Pekin residents commute less than 10 minutes to work, 30.7% commute 10-19 minutes to work, 22% commute 20-29 minutes to work and 22% commute greater than 30 minutes to work. In Pekin 83% of workers drive alone to work, 12.7% carpool to work, .6% take public transportation to get to work, 2.5% take a taxicab, motorcycle, bicycle or walk to work and 1.5% of workers work from home.



ECONOMIC DEVELOPMENT COUNCIL
FOR CENTRAL ILLINOIS
www.edc.centralillinois.org



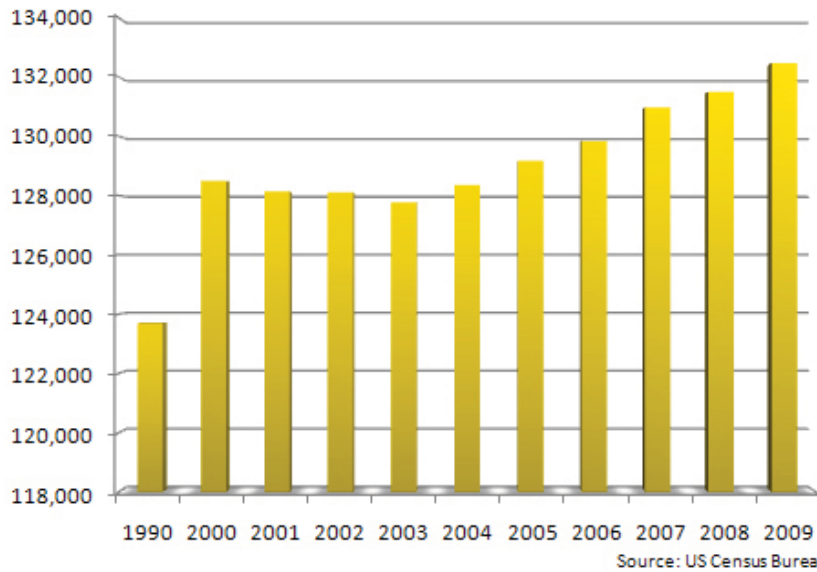
Tazewell County

2010 Labor Profile



ECONOMIC DEVELOPMENT COUNCIL
FOR CENTRAL ILLINOIS
www.edc.centralillinois.org

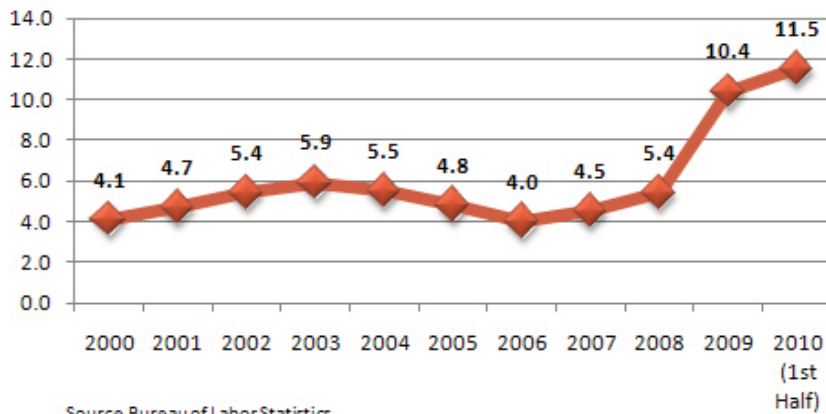
Tazewell County Population



Population

The population of Tazewell County grew 3.00% from 2000 to 2009, compared to 2.39% for the Peoria MSA and 3.8% in the State of Illinois. Tazewell County is the second fastest growing county in the Peoria MSA behind Woodford County at 8.69%.

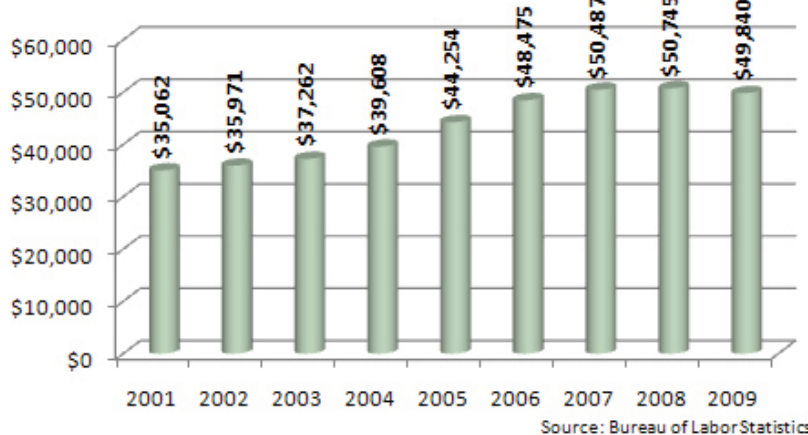
Tazewell County Unemployment Rate



Employment

The unemployment rate in Tazewell County was 11.5% for the first half of 2010 and 10.4% for 2009, consistent with the rates for the Peoria MSA. These are slightly higher than the State of Illinois, which saw unemployment rates of 11.2% for the first half of 2010 and 10.1% in 2009.

Tazewell County Average Annual Pay



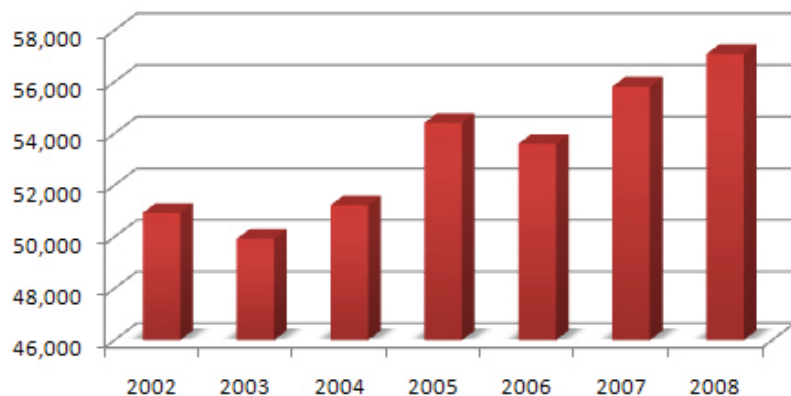
Income

Average Annual Pay in Tazewell County increased by 29.65% since 2001. The Average Annual Pay in 2009 for Tazewell County is higher than that of the Peoria MSA, at \$44,747, and slightly higher than that of the State of Illinois, at \$48,358. Levels of income represent buying power for a region attracting retailers, as well as a reflection of quality of life.

Work Area Profile

In Tazewell county the number of Primary Jobs located in the county has increased by 10.8% from 2002-2008 compared to the MSA which has grown 7.2% in this time period and 2.3% in the State of Illinois. The age distribution of workers as well as the distribution of earnings paid is consistent with that of the Peoria MSA and the State of Illinois.

Tazewell County Total Primary Jobs



Source: US Census Bureau

2008 Census data is most recent available

Jobs by Worker Age

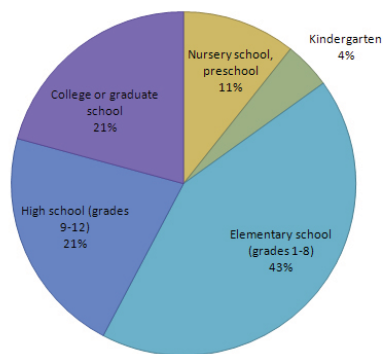
	Count	Share
Age 29 or younger	14,924	26.1%
Age 30 to 54	31,315	54.9%
Age 55 or older	10,840	19.0%

Jobs by Earnings Paid

	Count	Share
\$1,250 per month or less	13,189	23.1%
\$1,251 to \$3,333 per month	20,045	35.1%
More than \$3,333 per month	23,845	41.8%

Source: US Census Bureau

Tazewell County School Enrollment (3 yrs and over in school)



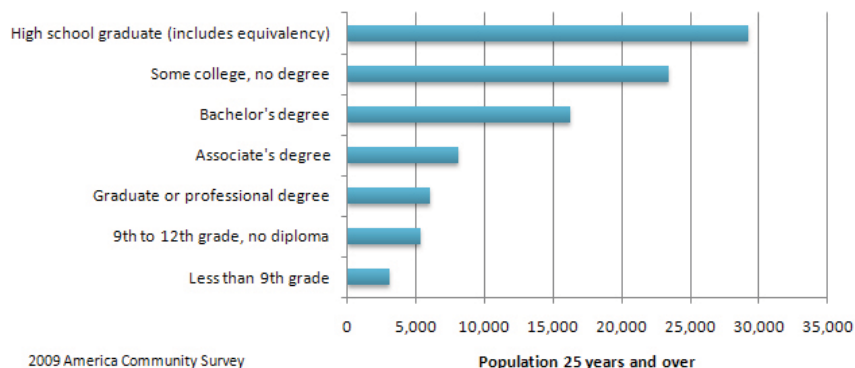
2009 American Community Survey

Education

Currently 25% of Tazewell County's population is in school.

In Tazewell County, 90.8% of the population 25 years of age and over has a high school degree or higher this is higher than the State of Illinois and the National average. 24.3% of the population 25 years of age and over has a bachelor's degree or higher which is below the State of Illinois at 30.6% and the Nation at 27.9%.

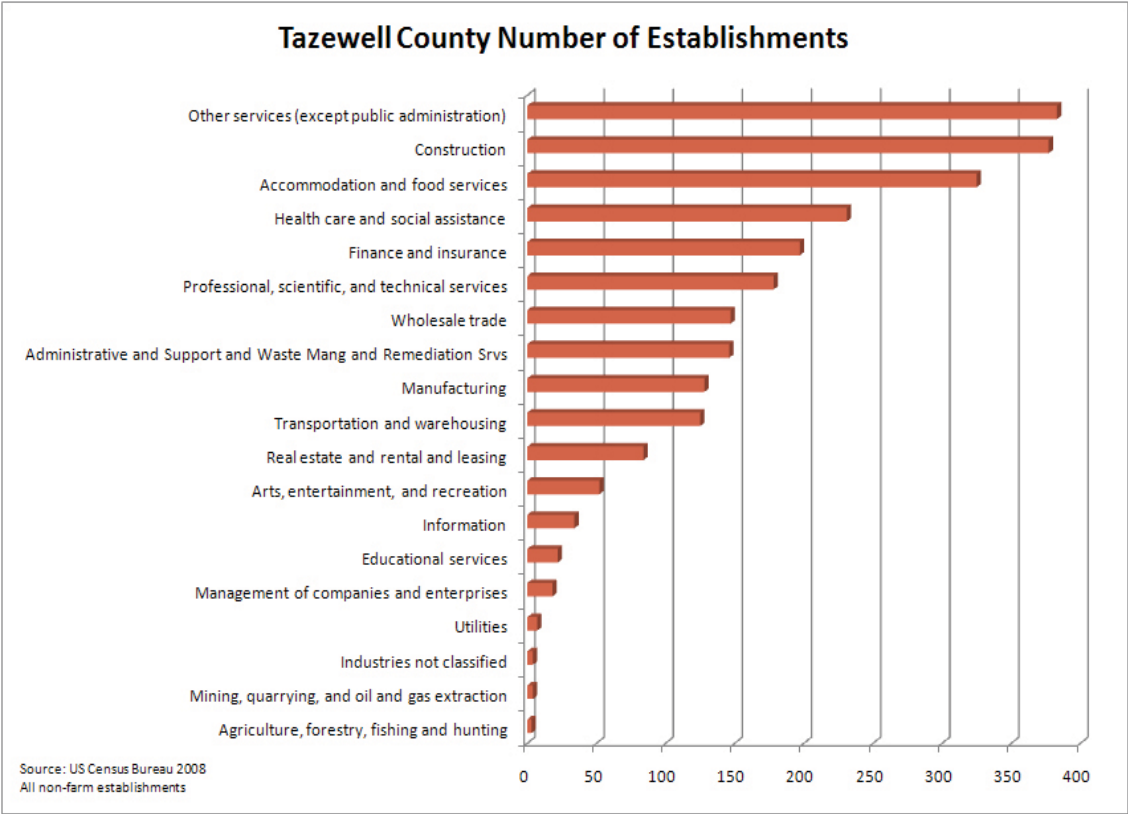
Tazewell County Educational Attainment



2009 American Community Survey

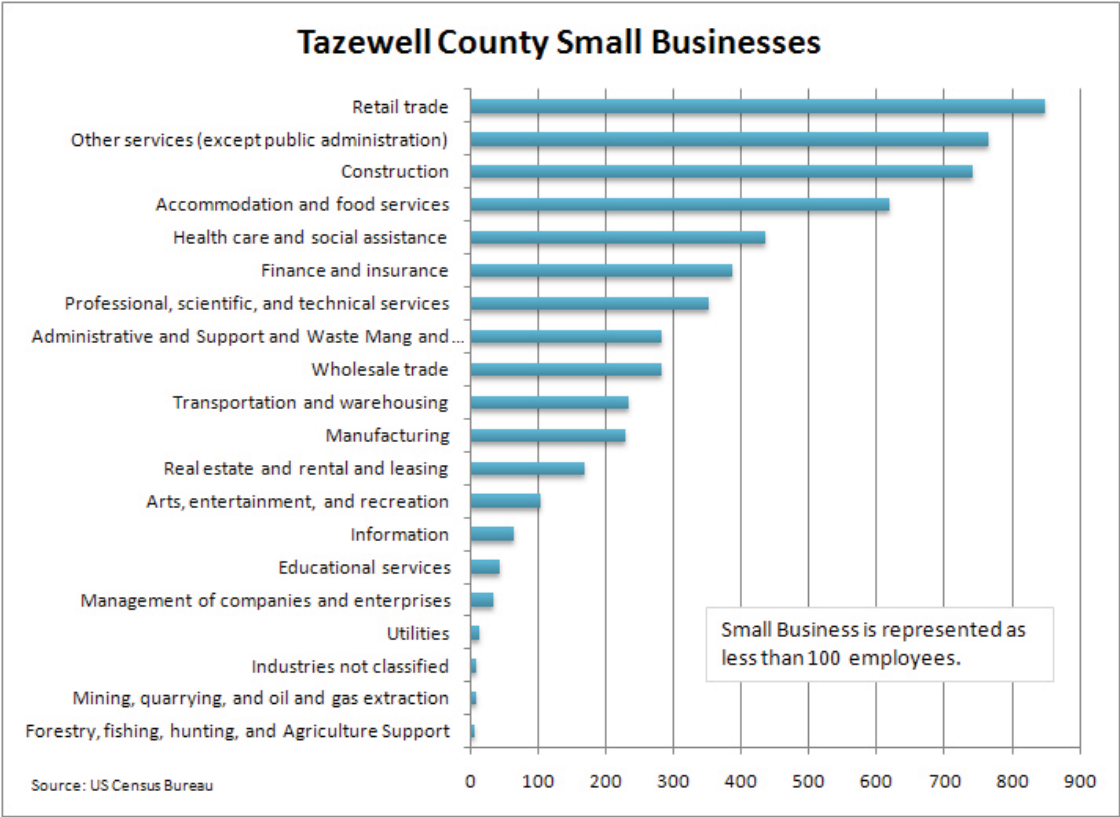
Population 25 years and over

Industry Distribution



2008 Census data is most recent available.

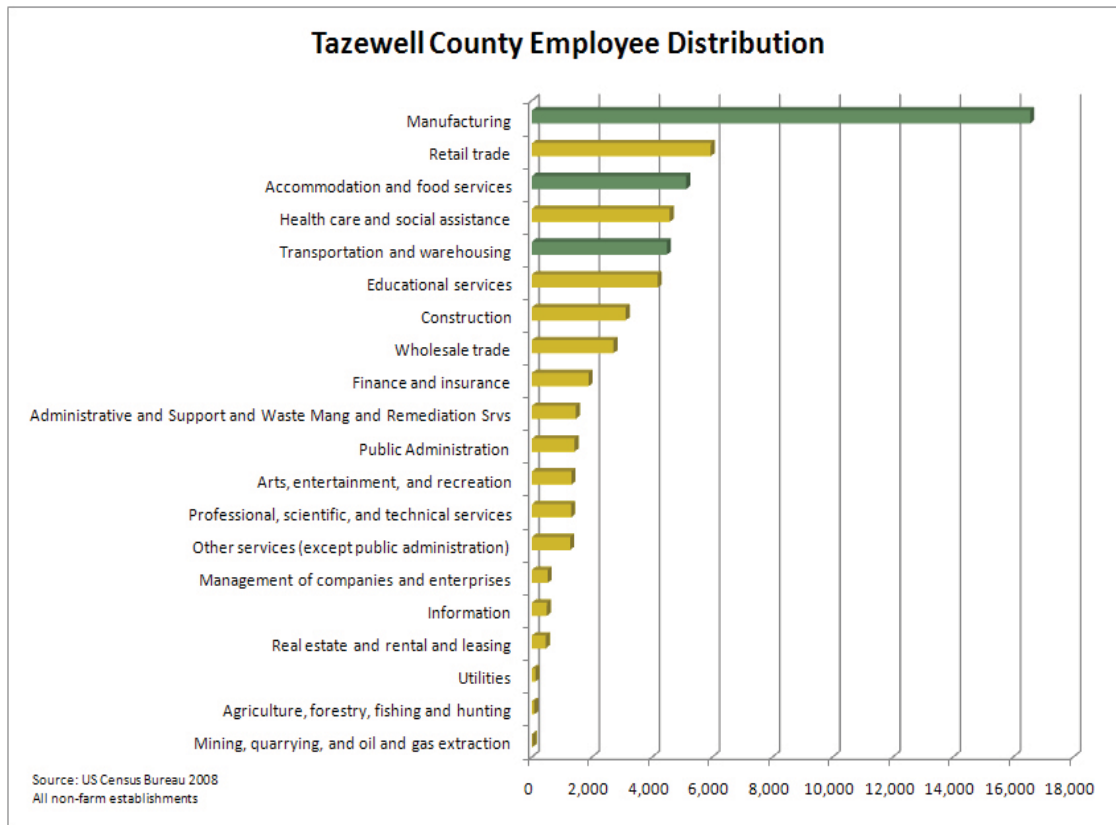
In 2008 there were a total of 2,905 business establishments in Tazewell county. This is a growth of 28 new establishments since 2002. The top three industries based on the number of establishments are Other Services, Construction, and Accommodation and food services.



2008 Census data is most recent available

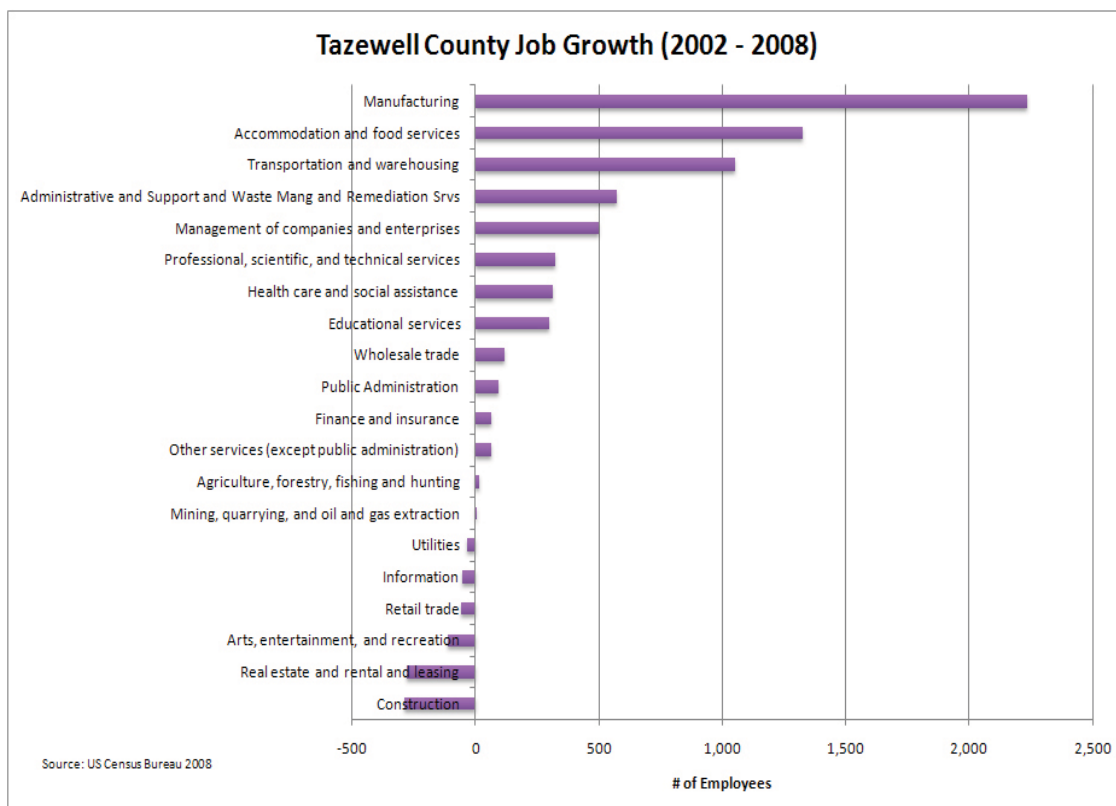
Small business accounts for 97% of all business in Tazewell County. Small business is described as businesses with less than 100 employees.

Employee Distribution and Job Growth



2008 Census data is most recent available

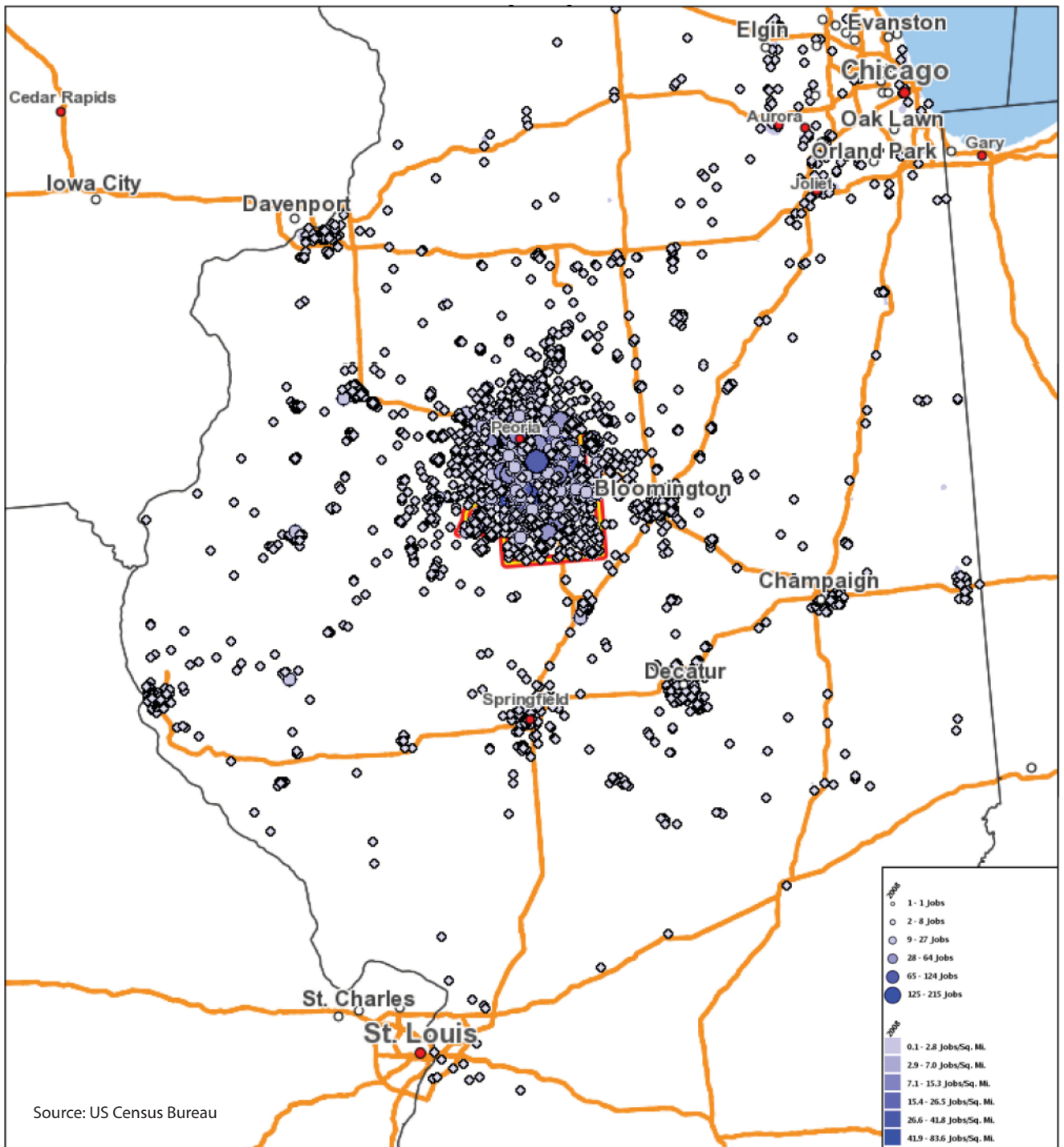
The three top industries based on employment in Tazewell County are Manufacturing, Retail Trade and Food Service and Accommodations. Manufacturing jobs make up 30% of the total jobs in Tazewell County.



2008 Census data is most recent available

From 2002-2008 6,153 jobs were added, a 10.8% growth in Tazewell County. The largest growth in jobs during this time period was seen in Manufacturing, Accommodations and Food Service, and Transportation and Warehousing.

Work / Live Analysis - Labor Shed

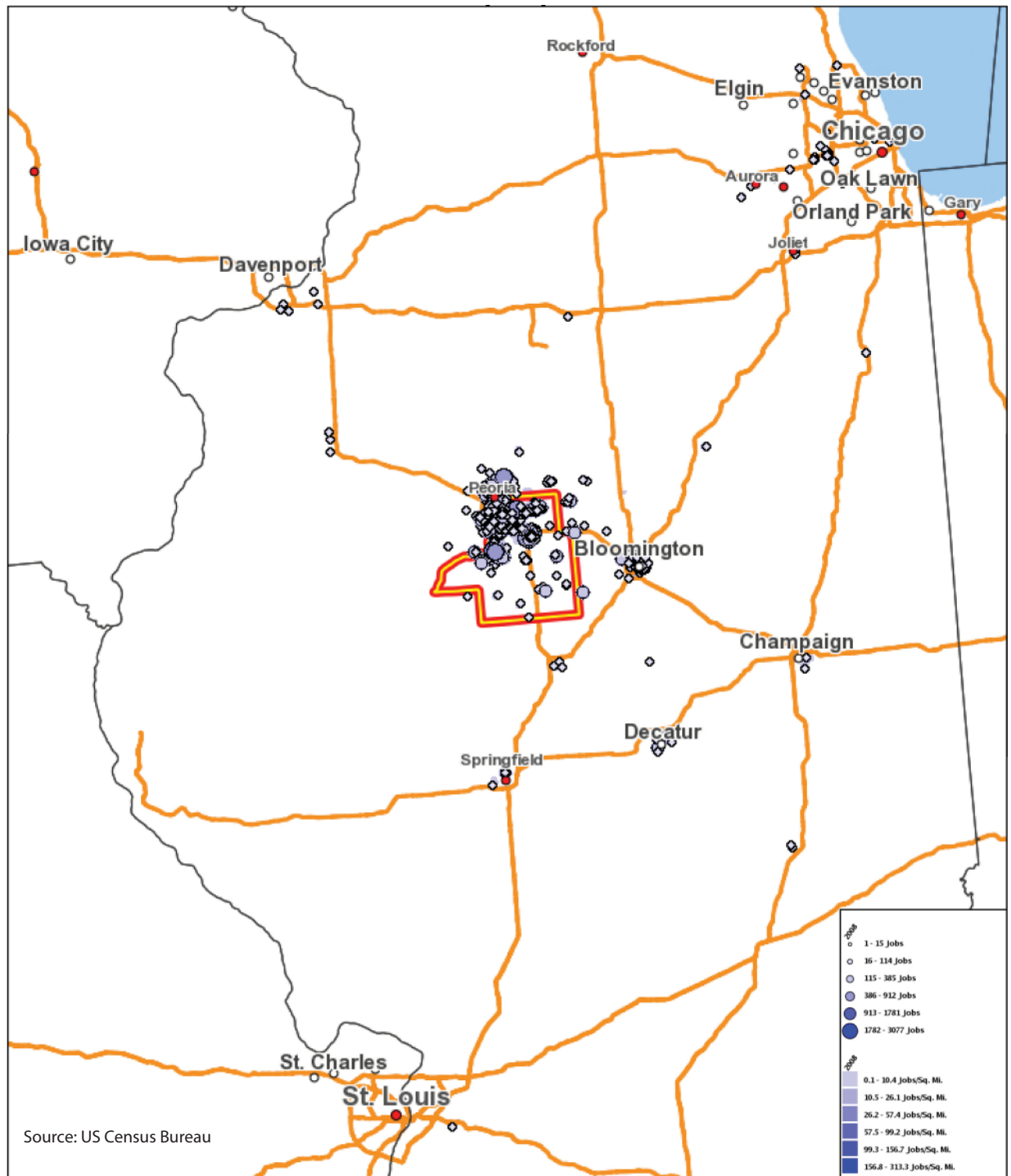


People who WORK in Tazewell County, LIVE in ...

Top 10 Cities		Top 10 Counties	
Peoria	7,120	Tazewell County	25,845
Pekin	7,078	Peoria County	12,608
East Peoria	4,190	Woodford County	2,372
Morton	3,501	McLean County	1,682
Washington	2,618	Macon County	1,137
Creve Coeur	912	Fulton County	1,083
Decatur	828	Cook County	1,044
Bloomington	716	Will County	699
Marquette Hgts	587	Knox County	673
Bartonville	581	Sangamon County	656
Other	28,948	Other	9,280

In 2008 the Census shows that 58% of the workers that live in Tazewell County, work outside the county. This demonstrates the importance of regionalism in the Peoria Metro. When one county attracts new businesses, new residents are attracted not only to that county, but also to surrounding counties as well.

Live / Work Analysis - Commute Shed



People who LIVE in Tazewell County, WORK in ...

Top 10 Cities		Top 10 Counties	
Peoria	13,702	Tazewell County	25,845
East Peoria	7,245	Peoria County	18,133
Pekin	6,894	McLean County	2,977
Morton	6,209	Cook County	2,681
Washington	2,014	Woodford County	1,542
Bloomington	1,660	DuPage County	1,267
Chicago	1,183	Sangamon County	943
Normal	1,012	Macon County	870
Bartonville	990	Champaign County	531
Springfield	859	Rock Island County	500
Other	19,239	Other	5,718

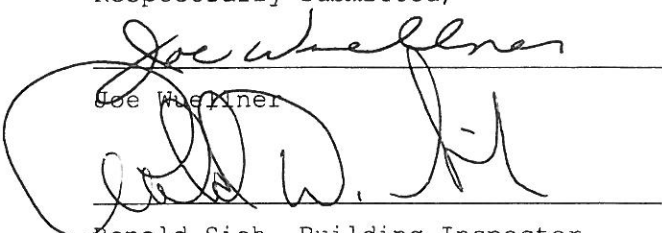
19% of Tazewell County residents commute less than 10 minutes to work, 32% commute 10-19 minutes to work, 28% commute 20-29 minutes to work and 21% commute greater than 30 minutes to work. In Tazewell County, 82.4% of workers drive alone to work, 9.78% carpool to work, 0.25% take public transportation to get to work, 3.84% take a taxicab, motorcycle, bicycle or walk to work and 3.72% of employees work from home.

BUILDING DEPARTMENT REPORTS
INSPECTIONS & ZONING
December '2010

	PERMITS	VALUE	FEEs
BUILDING DEPT	14	\$8,448,778.00	\$ 1,046.00
ELECTRIC DEPT	18	\$ 5,500.00	\$ 1,008.00
HVAC DEPT	40	\$ 123,500.00	\$ 1,715.00
PLUMBING DEPT	22		\$ 535.00
STORM SEWER PERMITS	0		\$.00
STORM WATER PERMITS	1		\$ 100.00
SEWER PERMITS	4		\$ 220.00
SEWER TAP RES	0		\$.00
SEWER TAP COMM	0		\$.00
DEPARTMENT TOTAL	99	\$8,577,778.00	\$ 4,624.00

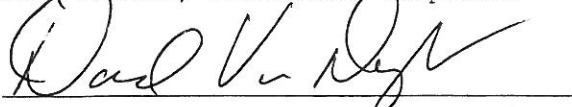
TOTAL CODE ENFORCEMENT COMPLAINTS - 13

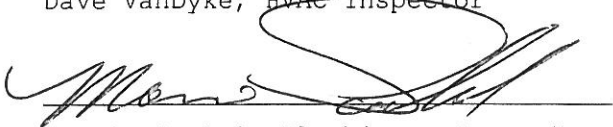
Respectfully submitted,

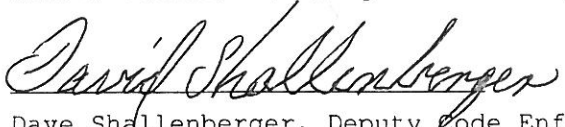

Joe Wuerfner


Ronald Sieh, Building Inspector


Mark Reeder, Electrical Inspector


Dave VanDyke, HVAC Inspector


Morris Sunkel, Plumbing & Sewer Inspector


Dave Shallenberger, Deputy Code Enforcement Officer

BUILDING REPORT 2010

BUILDING REPORT 2010																		
MONTH	DWELLINGS 1	GARAGES 2	MULTI-FAMILY 3	COMMERCIAL 4	COMMERCIAL REMODELING 5	RESIDENTIAL REMODELING 6	MISC. 7	RESIDENTIAL DEMOLITIONS 8	COMMERCIAL DEMOLITIONS 9	BUILDING DOLLARS	BIDG PERMITS							
JANUARY				1.00	\$618,000	7.00	\$330,249	5.00	\$74,500	2.00	\$0	\$1,082,749	15.00					
FEBRUARY	3.00	\$465,980	1.00		\$9,250	3.00	\$164,762	10.00	\$194,600	2.00	\$1,000	\$835,592	20.00					
MARCH	2.00	\$595,240	4.00		\$46,600	14.00	\$568,251	17.00	\$66,450	11.00	\$27,686	\$934,727	48.00					
APRIL	8.00	\$1,515,587	3.00		\$76,200	8.00	\$94,600	19.00	\$172,450	33.00	\$63,132	\$1,881,975	71.00					
MAY				7.00	\$82,950	10.00	\$1,430,033	14.00	\$131,161	30.00	\$74,750	\$1,718,894	63.00					
JUNE				2.00	\$18,000	4.00	\$547,600	18.00	\$107,308	24.00	\$75,234	\$748,142	50.00					
TOTAL 6 MO. 13.00 2,376,007 17.00 193,000 0.00 0 1.00 618,000 46.00 4,995,495 85.00 776,475 102.00 241,807 2.00 3.00 \$0 \$9,291,579 262.00																		
JULY	1.00	\$155,790	3.00		\$40,072	5.00	\$38,650	21.00	\$150,144	28.00	\$111,393	\$496,049	59.00					
AUGUST	5.00	\$922,145				10.00	\$463,600	20.00	\$196,123	24.00	\$34,860	\$1,616,728	62.00					
SEPTEMBER	4.00	\$681,885	7.00		\$105,853	3.00	\$23,150	15.00	\$113,700	24.00	\$21,085	\$2,102,526	55.00					
OCTOBER	1.00	\$180,250	3.00		\$61,400	8.00	\$436,221	10.00	\$45,137	15.00	\$16,958	\$759,976	37.00					
NOVEMBER	2.00	\$572,936	2.00		\$13,700	7.00	\$185,128	16.00	\$166,597	10.00	\$15,979	\$954,334	40.00					
DECEMBER				1.00	\$200,000	6.00	\$8,155,728	5.00	\$92,900	1.00	\$150	\$8,448,778	14.00					
TOTAL 6 MO. 13.00 \$2,512,973 15.00 \$221,025 0.00 \$0 2.00 \$1,657,150 39.00 \$9,303,477 87.00 \$764,603 102.00 \$700,465 7.00 \$0 \$14,138,601 267.00																		
YEAR	26	\$4,889,780	32.00	\$414,025	0.00	\$0	3.00	\$1,775,150	85.00	\$14,297,972	170.00	\$1,541,076	204.00	\$442,267	9.00	0.00	\$23,560,270	\$34.00

CHARITABLE SOLICITATION REGISTRATION FORM

1. Date Submitted 1/14/11
 Address of Organization 2213 September Lane
 Telephone Number 347-692,9
 Name, Address and Telephone Number of person filling out form:
Valerie L. Bohlander, 2213 September Lane, Pekin
2. Name, Title and Address of Principal Executive Officer of Organization: DON BOHLANDER, DON BOHLANDER - PARKINSON'S RESEARCH FUNDRIACERS
3. If your Organization is a subsidiary or an affiliate of another Organization such as a National Association, list Name and Address of such Organization: _____
4. Specifically where in the Pekin area is your group staying so contact can be made within a twelve (12) hour period if necessary: 2213 September Lane
5. Explain briefly how you will be operating, ie. collecting door to door, calling on businesses, etc. If offering merchandise for sale, state what the merchandise is and the price asked:
Calling on businesses, offering merchandise (shirts, fruit)
6. Supply the following information for each member of the group, including who is in charge:

Name: Last	First	M	Date of Birth	Name, Address Relationship of next of kin
BOHLANDER	Val	L.	10/8/54	DON BOHLANDER
KIRGAN	NORA	L.	2/10/54	Dave Kirgan
KIRGAN	NORA	L.	2/10/54	Dave Kirgan
7. General nature of activities conducted by Organization (Service Club, Church, Veterans Club, Youth Club, United Fund, etc):

8. Names and Addresses of Organizations to which funds will be distributed, or if that is inapplicable, the general nature of beneficiaries of proceeds of charitable contributions (College Scholarships to residents of Illinois, Church overseas relief, etc). If some or all of the names of Organizations are not determined at time of the preparation of this form, list those to which you expect to distribute funds and indicate "others to be determined later":

BRADLEY UNIVERSITY, PEORIA

9. Do you employ a full-time salaried Executive Director: NO
If YES, give name and business of residence address:

10. Do you now employ or anticipate employing the services of a person or Organization that conducts fund-raising drives or activities for profit: _____ If YES, give name and address of such Organization or person: _____

NO

11. Estimated gross percentage of contributions which are devoted to administrative expenses of collection by your Organization:

N/A

12. Is your Organization registered with the Office of the Attorney General, pursuant to the Charitable Trust Act of Illinois, Chapter 14, Illinois Revised Statutes, Section 51 through 64:

NO

The undersigned hereby certifies that the information contained in this Registration Form is true to the best of his or her knowledge.

DATE: 1/14/11

SIGNED: Valerie L. Bolander

CHARITABLE SOLICITATION REGISTRATION FORM

1. Date Submitted 1-10-81

Address of Organization N/A

Telephone Number N/A

Name, Address and Telephone Number of person filling out form:

Kyle Womeldorf 1110 CHARLOTTE PEKIN IL 267-2504

2. Name, Title and Address of Principal Executive Officer of Organization: N/A

3. If your Organization is a subsidiary or an affiliate of another Organization such as a National Association, list Name and Address of such Organization: N/A

4. Specifically where in the Pekin area is your group staying so contact can be made within a twelve (12) hour period if necessary: _____

5. Explain briefly how you will be operating, ie. collecting door to door, calling on businesses, etc. If offering merchandise for sale, state what the merchandise is and the price asked:

Raffle / Auction

See attached Flyer

6. Supply the following information for each member of the group, including who is in charge:

Name: Last	First	M	Date of Birth	Name, Address Relationship of next of kin
------------	-------	---	---------------	---

Kyle Womeldorf	Kyle	D	6-26-72	
---------------------------	------	---	---------	--

GRANT	KARMIN			
-------	--------	--	--	--

7. General nature of activities conducted by Organization (Service Club, Church, Veterans Club, Youth Club, United Fund, etc):

8. Names and Addresses of Organizations to which funds will be distributed, or if that is inapplicable, the general nature of beneficiaries of proceeds of charitable contributions (College Scholarships to residents of Illinois, Church overseas relief, etc). If some or all of the names of Organizations are not determined at time of the preparation of this form, list those to which you expect to distribute funds and indicate "others to be determined later": Jim Wymondorff FUNERAL HOME Stone

MEDICAL

9. Do you employ a full-time salaried Executive Director: NO
If YES, give name and business of residence address:

10. Do you now employ or anticipate employing the services of a person or Organization that conducts fund-raising drives or activities for profit: NO If YES, give name and address of such Organization or person:

11. Estimated gross percentage of contributions which are devoted to administrative expenses of collection by your Organization:

NONE

12. Is your Organization registered with the Office of the Attorney General, pursuant to the Charitable Trust Act of Illinois, Chapter 14, Illinois Revised Statutes, Section 51 through 64:

NO

The undersigned hereby certifies that the information contained in this Registration Form is true to the best of his or her knowledge.

DATE: 1-10-11

SIGNED: [Signature]

JAMES F. WOMELDORFF



BENEFIT

FEBRUARY 27, 2011

NOON – 7PM

AT GOODFELLA'S

1414 N. 8th Street, Pekin

SPAGHETTI DINNER

NOON-5PM

ADULTS \$7

CHILDREN AGES 3-10 \$4

RAFFLES

AUCTION

50/50

LIVE MUSIC

3 FOUR ALL AND PHAT KITTI

FOR TICKET INFO OR TO DONATE CONTACT: KYLE 267-2504 OR KARMIN 267-0918

Shade Memorial Youth Camp, Inc.

PO Box 1027, Pekin, IL 61555-1027

Shade Phone: (309) 353-5554

Pekin Union Mission Phone: (309) 346-0724 FAX 346-0198

Email: pekinunionmission@grics.net

Website: www.pekinunionmission.org



January 6, 2011

City of Pekin
111 S. Capitol St.
Pekin, IL 61554
Attn: Sue McMillan

Mayor Dunn,

I am requesting permission to hold the Shade Memorial Youth Camp Tag Day for our baseball program. Tag day dates are April 29, & 30 & May 1st. We hope that these dates will be open and available. This Tag Day will allow us to raise funds for our program and to continue our work for the youth of Pekin and the surrounding area.

Thank you for your consideration and assistance.

Sincerely,

Scott Lange
Executive Director



Supported by
United Way of Pekin



Supported by
Pekin AMBUCS

79- 10/11

RESOLUTION No. _____

January 24, 2011
PEKIN, ILLINOIS, _____ 19 _____

RESOLUTION BY COMMISSIONER _____

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PEKIN, ILLINOIS, THAT:
the Mayor's re-appointment of Karl Jordan to the Pekin Housing Authority Board for a five year
term ending January 14, 2016, is approved.

SIGNED BY _____

MAYOR.

HOUSING BOARD

5:30 P.M. 2ND TUESDAY OF THE MONTH (HOUSING OFFICE)

ROBERT SMALL
803 PARK AVENUE
347-7993 TERM ENDS JANUARY 14, 2012

ANN J. TRUMPY
1014 FLORENCE
688-7481 (office)..... TERM ENDS JANUARY 14, 2013

DAVID VOLZ
7 GALE COURT
655-2862 (office)
347-8505 TERM ENDS JANUARY 14, 2014

SHIRLEY MOORE
205 PARK RIDGE LANE
346-7996 TERM ENDS JANUARY 14, 2015

KARL JORDAN
1827 VALLE VISTA
347-1391 TERM ENDS JANUARY 14, 2016

DENNIS GREEN, DIRECTOR
PEKIN HOUSING
1901 BROADWAY
346-7996



Application for Appointment to a City Commission, Board, or Committee

The City of Pekin welcomes your interest in an appointment to a commission, board, or committee. These organizations are intended to help city government deliver high quality programs and services to the residents of our community and to our visitors. Broad community representation on these groups is crucial to their effectiveness.

Your Name:

Karl Jordan

Your Address:

1827 Valle Vista Blvd.
Pekin, IL. 61554-6361

Your Telephone Number:

309-347-1391 Cell 309-253-4441

Your E-Mail Address:

None at present

Your Work Telephone Number:

348-2200 Cincinnati Twp -- not at the office on a full time basis

You are interested in serving on which commission, board, or committee?

I have served on the Housing Authority for some 20 plus years. I am currently

Why are you interested in serving? serving as Chairman and have served in that capacity for some 10 plus years.

I believe in public service. I believe we have a current Commission that works well together and an Executive Director who does an outstanding job. Since I have retired from PCHS, I have the time and am willing to make the commitment to serve.

What qualifications do you have to serve? A resume is not required, but if you have one please attach it to this application.

A public educator for some 43 years. I taught in the area of the social studies. Many of those years I taught government. I also served four terms as President of the Alliance. I was on the executive board probably for some 35 years. Currently, I serve also as the Supervisor of Cincinnati Twp. This position is not in conflict with my position on the Housing Authority. I believe I have the qualifications, willingness to serve and time to fulfill my duties in this position. In those 20 plus years, I think I have missed only one meeting.

What happens next?

Your application will be evaluated by the Mayor, the City Manager, and the department head who works most closely with the commission, board, or committee. If you are selected, the Mayor will propose your appointment at a meeting of the Council subject to ratification by the Council. We will let you know of our decision before the meeting takes place.

City of Pekin
111 South Capitol Street
Pekin, Illinois 61554
309-477-2300 * 309-346-2095 fax

January 13, 2011

City of Pekin
Attn: Mayor Rusty Dunn
111 So. Capitol
Pekin, IL 61554

RE: Pekin Airport

Dear Rusty:

About four years ago - after approximately forty four years of flying out of Pekin Airport - I decided to quit flying. Flying was great fun. I did lots of it under extreme weather conditions. Nevertheless, I thought it was time to "quit while I was ahead". Now I am feeling I have outlived my usefulness on the airport commission and need to resign. As I do, I would like leave you with the following information:

1. I regret that I informed the council last year that we had a "new deal" with Byerly Aviation which could have even made the airport a profit making situation ... only to have Byerly back out before we could get the written lease drafted.
2. All along, we have had excellent oversight by Joe Wuellner and, now, his assistant Mike Guerra. They picked Lori Justus to handle the day to day management of the facility and she does an excellent - I mean excellent - job.
3. The three new members of the commission and chairman Bob Erich are all well motivated, deeply interested and inquisitive and seem to have the best interest of the airport operations at heart. Their main focus these days is (1) to relocate a going business at the airport and (2) to get more public interest in the airport, hence a fly-in/cruise-in the works for this summer.

Last but not least, I can tell you that the most reliable government figures show that there are about ten thousand landings and take offs at the airport per year. Not only that, at least two thousand of those are commercial aircrafts - both turboprop and business jet. For instance, there was at least one business jet that I saw there yesterday as the commission met. Also, although it has been about ten years since an economic study has been made, the last one showed that the economic value to the community was well over one million dollars per year. (I'm sure it is more now than ever.)

Thanks again for my most recent re-appointment. I enjoyed all seventeen years of my service.

Best regards,

CHARLES R. THOMAS, P.C.
CRT/sb

Recd
1/4/11

ZONING BOARD OF APPEALS
111 S. CAPITAL ST.
PEKIN, IL 61554

December 31, 2010

Dear Juanita,

I am writing to give my notice that I am resigning from the Board. I have been on The Board of Appeals for 27 years and I think it is time for someone else to take my place.

It has been a very enjoyable experience and I have learned a lot about the workings of the City. Thank you for all of your help.

Sincerely,

Marilyn Kelso

Marilyn Kelso



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk & City Manager

From: Joseph W. Wuellner, Public Works Director

AGENDA ITEM: Utility Easements for South Side Sports Complex

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Grant the utility easements for the South Side Sports Complex requested by the Pekin Park District.

DESCRIPTION: In 2006, the City of Pekin and the Pekin Park District work to separate out 79 acres from the Riverway Business Park Extension #2 parcel for the development of the proposed South Side Sports Complex. As part of the agreement, the Park District would have access to the existing water well for irrigation purposes. The attached easements will provide them with access to the well in order to run water lines and control wiring. This is in accordance with Section 1 K. under City Obligations in the agreement that states, "The City shall grant the Park access to the well that exists on Tract C."

In addition, they are requesting an easement at the outfall of their retention area on the west side of the property to tie in the outfall with the existing ditch.

FINANCIAL IMPACT: No cost to the City

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Allows for the Park District to have access to the water well in order to provide for irrigation systems for the new complex.

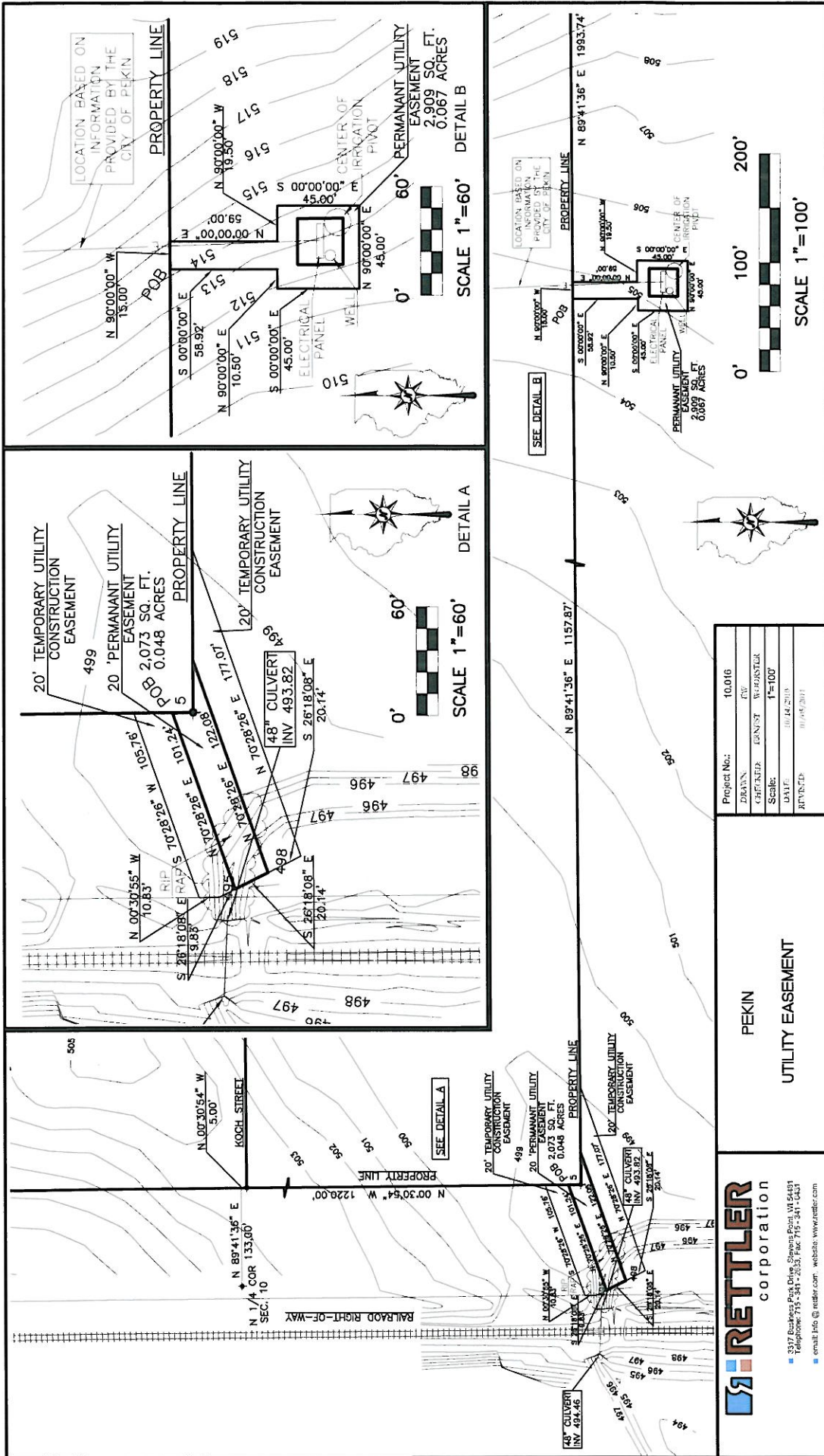
IMPACT IF DENIED: They would not have access and be contrary to the existing agreement.

ALTERNATIVES: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
√	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improves the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES
Department Director: Date:
Finance Department (Certification of Availability of Funds): Date:
Corporation Counsel: Date:
City Manager: Date:



Document Number _____ UTILITY EASEMENT

THIS IDENTURE, made this _____ day of _____, 20____, by and between CITY OF PEKIN, hereinafter called "Grantor" and the PEKIN PARK DISTRICT, hereinafter called "Grantee", for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor does hereby convey to the Grantee, its successors and assigns, a permanent UTILITY easement for constructing, operating, maintaining and replacing STORM SEWER, including for such purpose a right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the CITY OF PEKIN PARK DISTRICT may deem necessary to the preservation of the easement.

A PARCEL OF LAND CONTAINING 2,073 SQUARE FEET (0.048 ACRES), BEING PART OF LOT 3 OF THE RIVERWAY BUSINESS PARK 2ND ADDITION FINAL PLAT, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, OF SECTION 10, TOWNSHIP 24 NORTH, RANGE 5 WEST, OF THE 3RD PRINCIPLE MERIDIAN, CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS.

Name and Return Address

Rettler Corporation
3317 Business Park Drive
Stevens Point, WI 54481

THE EXTERIOR BOUNDARY OF SAID PARCEL OF LAND IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE 1/4 CORNER OF SECTION 10;

THENCE N 89°41'36" E 133.00';

THENCE S 00°30'54" E 5.00' TO THE SOUTH RIGHT OF WAY OF KOCH STREET AND THE NORTHWEST CORNER OF LOT 2;

THENCE CONTINUING S 00°30'54" E ALONG THE WEST LINE OF LOT 2 1208.76' TO THE POINT OF BEGINNING;

THENCE S 70°28'26"W 101.24';

THENCE S 26°18'08" W 20.14';

THENCE N 70°28'26" E 122.08' TO THE SOUTH LINE OF LOT 2';

THENCE S 89°41'36 W ALONG THE SOUTH LINE OF LOT 2 28.47';

THENCE N 00°30'54" W 11.24' TO THE POINT OF BEGINNING THERE TERMINATING.

The covenants herein contained shall run with the land and shall bind the parties hereto and their respective successors and assigns.

WITNESS, the hand of the Grantor on the day and year first contained above.

City of Pekin

STATE OF ILLINOIS

(SS)

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public

My commission expires: _____ (is permanent)

Job Number _____

Document Number _____ UTILITY EASEMENT

THIS IDENTURE, made this _____ day of _____, 20____, by and between CITY OF PEKIN, hereinafter called "Grantor" and the PEKIN PARK DISTRICT, hereinafter called "Grantee", for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor does hereby convey to the Grantee, its successors and assigns, a permanent UTILITY easement for constructing, operating, maintaining and replacing ELECTRICAL EQUIPMENT AND APPURTENANCES, including for such purpose a right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the CITY OF PEKIN PARK DISTRICT may deem necessary to the preservation of the easement.

A PARCEL OF LAND CONTAINING 2,909 SQUARE FEET (0.067 ACRES), BEING PART OF LOT 3 OF THE RIVERWAY BUSINESS PARK 2ND ADDITION FINAL PLAT, LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, OF SECTION 10, TOWNSHIP 24 NORTH, RANGE 5 WEST, OF THE 3RD PRINCIPLE MERIDIAN, CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS.

Name and Return Address

Rettler Corporation
3317 Business Park Drive
Stevens Point, WI 54481

THE EXTERIOR BOUNDARY OF SAID PARCEL OF LAND IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE 1/4 CORNER OF SECTION 10:

THENCE N 89°41'36" E 133.00';

THENCE S 00°30'54" E 5.00' TO THE SOUTH RIGHT OF WAY OF KOCH STREET AND THE NORTHWEST CORNER OF LOT 2;

THENCE CONTINUING S 00°30'54" E ALONG THE WEST LINE OF LOT 2 1220.01' TO THE SOUTHWEST CORNER THEREOF;

THENCE S 89°41'36" E ALONG THE SOUTH LINE OF LOT 2 1157.87' TO THE POINT OF BEGINNING;

THENCE CONTINUING S 89°41'36" E ALONG SAID SOUTH LINE 15.00';

THENCE S 00°00'00" W 59.00';

THENCE N 90°00'00" E 19.50';

THENCE S 00°00'00" E 45.00';

THENCE S 90°00'00" W 45.00';

THENCE N 00°00'00" E 45.00';

THENCE N 90°00'00" E 10.50';

THENCE N 00°00'00" E 58.92' TO THE POINT OF BEGINNING THERE TERMINATING.

The covenants herein contained shall run with the land and shall bind the parties hereto and their respective successors and assigns.

WITNESS, the hand of the Grantor on the day and year first contained above.

City of Pekin

STATE OF ILLINOIS
(SS)
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public

My commission expires: _____ (is permanent)

Job Number _____



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk & City Manager

From: Joseph W. Wuellner, Public Works Director

AGENDA ITEM: Change Orders – Waste Water Treatment Plant, Phase 1

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Approve Change Order #1 & #2 for the WWTP in the amount of \$90,385.00 and \$41,888.00 for additional work required to make changes to piping, address changes due to unknown existing conditions, and addressing the impact of grade differentials.

DESCRIPTION: The work on the upgrade portion of Phase 1 at the Waste Water Treatment Plant commenced in September with initial site evaluation and demolition items. It has always been anticipated that there would be conflicts and therefore the need for field changes, modifications to the drawings, and potential need for additional ground support in order to keep the existing plant in operation. These are covered in the estimated project contingency amount and covered in the budget estimate for this project. Therefore, I recommend that this change order be approved in the amount of \$90,385.

FINANCIAL IMPACT: None to the existing budget as changes were anticipated in the project estimate

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Work will continue and the project stays on schedule to meet mandated completion date.

IMPACT IF DENIED: Work will be delayed which cause failure to meet mandated completion date.

ALTERNATIVES: N/A

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
√	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improves the quality of life for Pekin's residents.
	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES
Department Director: Date:
Finance Department (Certification of Availability of Funds): Date:
Corporation Counsel: Date:
City Manager: Date:

CHANGE ORDER

Order No. 1

Date: 12-28-10

Agreement Date: 8-2-10

NAME OF PROJECT: City of Pekin, Wastewater Treatment Plant (STP #1) Improvements Phase 1

OWNER: City of Pekin

CONTRACTOR: Williams Brothers Construction, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS: 1. Quantity and material adjustments for site and process piping due to underground utility conflicts or to accommodate the future Phase 2 construction; 2. Relocate waste gas flare above gas safety room and provide operator access stair and landing for maintenance; 3. Asbestos removal at existing building demolition; 4. Add curtain wall to genset and switchgear pad; 5. Add panic hardware to headworks doors. 6. Install temporary sidewalk for load out of existing dumpsters during the new headworks construction; 7. Remove existing concrete below foot print of Headworks Building.

Justification: 1. Unknown site conditions or to facilitate/avoid conflicts with the Phase 2 construction; 2. Current location is unsafe, inaccessible and causes hazardous room/area reclassification under current code; 3. Unforeseen existing building conditions; 4. Needed to accommodate variable grade conditions on north/south side of pad and construction support in advance of other adjoining/proximate improvements including the access roadway to the headworks; 5. Current municipal code applicable to all new facilities; 6. Need to maintain existing headworks operations during construction; 7. Unknown site condition.

Change to CONTRACT PRICE:

Original CONTRACT PRICE \$ 7,664,000.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$ 7,664,000.00

The CONTRACT PRICE due to this CHANGE ORDER will be (increased) by: \$ 90,385.00

The new CONTRACT PRICE including this CHANGE ORDER will be \$ 7,754,385.00

Change to CONTRACT TIME: Concurrent with existing

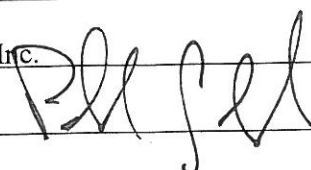
The CONTRACT TIME will be increased by 10 calendar days.

The date for completion of all work will be February 10, 2012 (Date).

CONTRACTOR: Williams Brothers Construction, Inc.

By:  Date: 12-29-10

ENGINEER: Farnsworth Group, Inc.

By: Patrik J. Sheridan, P.E.  Date: 1-3-11

OWNER: City of Pekin

By: Joe Wuellner, Director of Public Works Date: _____

CHANGE ORDER

Order No. 2

Date: _____

Agreement Date: 8-2-10

NAME OF PROJECT: City of Pekin, Wastewater Treatment Plant (STP #1) Improvements Phase 1

OWNER: City of Pekin

CONTRACTOR: Williams Brothers Construction, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS: Site utility ductbank and manhole revisions; unforeseen site conditions and future Phase 2 construction accommodations on site Electrical System; Process Electrical additions and deletions for equipment supplied and Phase 2 construction accommodation; Revisions to accommodate requirements of the Electric utility.

Justification: (1) Electrical System revision to accommodate existing unknown underground conditions and utility conflicts; (2) Electrical System revisions to facilitate the Phase 2 construction and site development/phasing; (3) Motor starter and VFD adjustments for equipment supplied; (4) Utility company requirements.

Change to CONTRACT PRICE:

Original CONTRACT PRICE \$7,664,000.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$ 7,754,385.00

The CONTRACT PRICE due to this CHANGE ORDER will be (increased) by: \$41,888.00

The new CONTRACT PRICE including this CHANGE ORDER will be \$7,796,273.00

Change to CONTRACT TIME: Current with ongoing work

The CONTRACT TIME will be (increased)(decreased) by 0 calendar days.

The date for completion of all work will be February 10, 2012 (Date).

CONTRACTOR: Williams Brothers Construction, Inc.

By: _____ Date: _____

ENGINEER: Farnsworth Group, Inc.

By: Patrik J. Sheridan, P.E. Date: _____

OWNER: City of Pekin

By: Joe Wuellner, Director of Public Works Date: _____



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Frank Mackaman, Interim City Manager

AGENDA ITEM: 200 Block of Court Street

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Select an option to continue development of the 200 block of Court Street

DESCRIPTION: The City and developer Todd Thompson have been in discussions for about two years in his effort to develop the 200 block of Court Street. The Interim City Manager will present three options for discussion.

NOTE: the Interim City Manager will provide more detail at the meeting

Option 1: The Developer Option

Summary: Conclude a Developer's Agreement with Todd Thompson/Steve Foster to develop the block using \$600,000 in budgeted TIF funds.

Option 2: The Consultant Option

Summary: Postpone development of the block and hire a planning consultant to prepare a master plan for the 200 block and adjacent areas. The plan should account for other projects (e.g., the parking study) and challenges in the area.

Option 3: The Blended Option

Summary: Proceed to Phase 1 with the developer (assuming the successful execution of a Developer's Agreement) AND retain a planning consultant to determine the best way to proceed in the area, assuming the successful completion of Phase 1. Development beyond Phase 1 would await the consultant's report.

FINANCIAL IMPACT: Depends on the option selected. Possibilities include the expenditure of Downtown TIF funds not to exceed \$600,000 for development of the block contingent on the execution of a Developer's Agreement; expenditure of an undetermined amount to retain a planning consultant.

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: Permits the development of the 200 block.

IMPACT IF DENIED: Delays and possibly ends the development of the block.

ALTERNATIVES: NA

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
✓	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
REQUIRED SIGNATURES	
Department Director:	
Date:	
Finance Department (Certification of Availability of Funds):	
Date:	
Corporation Counsel:	
Date:	
City Manager:	
Date:	



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Frank Mackaman, Interim City Manager

AGENDA ITEM: City Manager residency requirement

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Provide guidance for residency requirement for new City Manager

DESCRIPTION: The Council's preference for residency requirements will affect the pool of potential candidates. Some options follow:

1. Require residence within the City limits
2. Require residence within the "contiguous zone" that, in effect, extends the City limits
3. Require residence within the boundaries in effect for bargaining unit employees
4. Use the following statement in recruitment materials: "Residency is strongly encouraged within a reasonable time upon employment." This leaves the matter open to negotiation.

FINANCIAL IMPACT: NA

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: The "stricter" the requirement, the more likely it will limit the pool of applicants.

IMPACT IF DENIED: Some determination of residency will be required at some point.

ALTERNATIVES: See above.

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
√	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director:

Date:

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

Date:

City Manager:

Date:



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Frank Mackaman, Interim City Manager

AGENDA ITEM: Budget for Phase 1 City Manager Recruitment

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Approve a budget not to exceed \$8,500 to support Phase 1 of the City Manager recruitment process

DESCRIPTION: These funds will be used to (1) prepare and duplicate recruitment materials, (2) place advertisements for the position, and (3) pay for postage and other incidental expenses.

FINANCIAL IMPACT: This is a new budget item.

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: Permits the search process to proceed

IMPACT IF DENIED: Delays the search process

ALTERNATIVES: A different budget amount

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
√	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director:

Date:

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

Date:

City Manager:

Date:



REQUEST FOR COUNCIL ACTION

To: Mayor and Council

CC: City Clerk

From: Frank Mackaman, Interim City Manager

AGENDA ITEM: City Manager Search Process

AGENDA DATE REQUESTED: January 24, 2011

ACTION REQUESTED: Establish the salary range for the City Manager position at \$120,000 to \$135,000 per year

DESCRIPTION: Council members expressed the following preferences for the salary range:

\$110,000-119,999 = 2
 \$120,000-129,999 = 3 [4]
 \$130,000-139,999 = 1 [2]

One respondent selected two categories, hence the brackets

FINANCIAL IMPACT: The recommended amount will require an increase in the FY2012 budget.

NEIGHBORHOOD CONCERNS: NA

IMPACT IF APPROVED: Allows the search process to continue

IMPACT IF DENIED: Delays the search process

ALTERNATIVES: A different salary range

RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark √ and paste it to the left of the relevant theme.]

	A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
	A Safe Community. To protect community life and property by providing effective, principled police and fire services.
	A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
	A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
√	An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUIRED SIGNATURES

Department Director:

Date:

Finance Department (Certification of Availability of Funds):

Date:

Corporation Counsel:

Date:

City Manager:

Date:



TO: Council Members
FROM: Frank Mackaman *FM*
RE: City Manager Search Materials

DATE: January 19, 2011

This information packet concerning the recruitment of the next City Manager consists of the following items:

1. The position description for the City Manager. This is presented in a format consistent with descriptions prepared for other City positions. It is not all that "recruitment friendly," and we do not intend to use it in this form for advertising purposes.
2. Position Announcement copy—short version. For advertising that limits the number of words, we have prepared this short version of the announcement.
3. Position Announcement copy—long version. We intend to use this more detailed version as part of the application package that potential candidates would request.
4. City Manager search timeline. In order to have a person on board by July 1, we will need to follow this schedule as best we can.
5. Advertising. Since we are not using an outside firm to conduct the search, we will advertise widely to attract the most qualified pool of candidates.
6. Recruitment brochure. Here you will see copy for our recruitment brochure (the packet you received at the last meeting included examples from other communities). We have also included a very preliminary mock layout.

In addition to sharing these items with you for your information, we will need official Council action on three matters, which are on the meeting agenda. There are Requests for Council Action for each:

1. The beginning salary range for the position.
2. The residency requirement.
3. The budget for Phase 1.

We continue to seek volunteers for the Screening Committee.

**City of Pekin
Position Description**

Name:		Department:	Administration		
Position Title:	City Manager	Pay Grade:	23	FLSA:	E
Date:	January 2011	Reports To:	Mayor and City Council		

Purpose of Position

The City Manager acts as the administrative head of the City and supervises all department, prepare the annual budget, advises the City Council on policy, planning and operational matters, represents and advocates for the City of Pekin in governmental and non-governmental settings, manages large-scale projects and maintains knowledge of municipal laws, regulations, procedures and best practices. The work is performed under the direction of the Mayor and City Council.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Builds, researches and supervises preparation of annual City Budget for Council consideration. Reviews expenses, revenue and needs with department heads. Recommends staffing levels and capital, materials and supply expenditures. Monitors budget activity throughout the fiscal year.

Prepares and implements the long range and broad range of complex plans for the municipal services including the Capital Improvement Plan and Personnel Plan as well as other programs.

Supervises, directs, evaluates, advises and counsels supervisory personnel as well as motivates and establishes performance requirements and developmental targets for employees. Approves hiring, takes disciplinary action up to and including termination in accordance with the personnel policy manual and labor contracts.

Advises City Council regarding city operations policies and recommends operations policies to the Council. Attends City Council meetings and committee meetings as needed. Participates in agenda development, council college and meets weekly with Mayor. Implements City Council policies and directives to departments and staff. Reports city operations condition, concerns and problems to the City Council

Provides guidance in labor contract negotiations and administration with three labor unions and six bargaining units.

Supervise the City's Economic Development Program; develop and negotiate and implement developer's agreements while developing and nurturing partnerships with state, federal and community organizations and governments; provide leadership and guidance to the Economic Development Director to compile demographic statistics, devise and implement marketing plans.

Represents and advocates for the City of Pekin at meetings with other governmental legislators, administrators and agencies.

Coordinates activities between City Departments and manages large scale projects.

Receives and resolves citizen complaints/concerns. Explains city operations through presentations and written materials to city groups, news media and citizens. Acts as city public relations contact to the news media representatives.

Maintains knowledge of municipal government organization and administration; personnel supervision principles; budget development, funding and management principles; community standards and expectations; pending state and federal legislation affecting municipal government operations.

Writes news releases, coordinates with the City Clerk council meeting agenda item background materials.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Read, analyze and interpret legal briefs, economic analyses, financial reports, proposals, state statutes, maps and other analytical information.

Prepares meeting summaries.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree, Master's degree preferred, in Public Administration, Political Science, Business Administration or related field, five plus years progressively responsible experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to predict and plan for future events impacting the organization, and make strategic and tactical decisions at the highest organizational levels using logic, reason and good judgment. Ability to analyze data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, and oversee their execution. Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles.

Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers. Ability to develop materials and to teach others.

Ability to utilize consulting and advisory data and information such as legal briefs, economic analysis, organizational analysis, financial reports, budget documents, program/department reports, service proposals, contracts, policy recommendations, personnel policies, performance appraisals, City ordinances, State statutes, maps and public improvement plans.

Ability to communicate orally and in writing with City elected officials, City committees, City residents, City employees, attorneys, union representatives, news media representatives and a variety of interest groups.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing synthesis and influence functions such as leading, controlling, managing and supervising.

Ability to exercise the judgment, decisiveness logic and creativity required in critical or unexpected situations involving moderate risk to the organization.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as typing.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as irate individuals poses little to no risk of injury.

The City of Pekin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Pekin, City Manager

The next City Manager will have experience in building and executing a city budget, long range planning, selecting and motivating staff, supervising economic development and negotiating developer agreements. The City Manager supervises all departments, prepares the annual budget, advises the City Council, represents and advocates for the City of Pekin in a variety of governmental and non-governmental settings, manages complex projects and maintains best practices. Applicant should possess a Bachelors degree in Public Admin, Business Admin, or related field – Masters degree preferred. Expected salary range \$120,000 – 135,000 Application are being accepted thru March 15th and position is expected to be filled June 2011. To apply: please contact Sarah Newcomb, Human Resources Director at 309 478 5380 City Manager Search 111 S. Capitol St. Pekin, IL 61554 or sjnewcomb@ci.pekin.il.us The City of Pekin is an Equal Opportunity Employer.



Job Announcement City of Pekin City Manager

Date: January 2011

Job Summary

Under the direction of the Mayor and City Council, the City Manager acts as the administrative head of the City. Among the Manager's duties and responsibilities are these: supervises all departments, prepares the annual budget, advises the City Council regarding city operations and policies, represents and advocates for the City in a variety of governmental and non-governmental settings, manages large-scale projects, and maintains knowledge of applicable municipal law, regulations, procedures, and best practices.

General Experience and Education

Applicants should possess a Master's Degree in Public Administration, Public Policy, Business Administration, or a related field. The equivalent level of education and experience that would equate to an advanced degree may be considered.

Applicants should have a minimum of three to five years of increasingly responsible local government (municipal or county) management experience. More than five years of such experience is preferred.

Specific Experience

Based on a survey completed by Pekin's City Council, the following are the five (including ties) most important specific experiences we seek in the next City Manager:

- Experience building and executing a city budget
- Experience in long-range planning for a broad range of complex municipal services and programs
- Experience in selecting, motivating, and evaluating staff
- Experience working with an elected Mayor and City Council in a city manager form of government
- Experience in leading labor contract negotiations and administration
- Experience in supervising the conduct of a municipal economic development program
- Experience in negotiating developer agreements
- Experience working effectively with state and federal legislators, regulators, and administrators

Abilities

Based on a survey completed by Pekin's City Council, the following are the five (including ties) most important abilities we seek in the next City Manager:

- Ability to read, analyze, and interpret such information as legal briefs, economic analyses, organizational analyses, financial reports, budget documents, program/department reports, service proposals, contracts, policy recommendations, personnel policies, performance appraisals, City ordinances, State statutes, maps, and public improvement plans
- Ability to communicate clearly and concisely, both orally and in writing, with City elected officials, City committees, City residents, City employees, attorneys, union representatives, news media, and interest groups
- Ability to define problems, collect data, establish facts, and draw valid conclusions

- Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations
- Ability to interact effectively with other government officials, community and civic organizations, employee organizations, employees, the media and the public
- Ability to use logic, reason, and judgment in making decisions

Salary and Benefits

Commensurate with experience

Initial salary range, \$120,000-\$135,000

Benefits typical of the position include IMRF pension contribution, health and life insurance, and vehicle allowance

Send Applications to

City Manager Screening Committee
City of Pekin
111 South Capitol Street, Room 241
Pekin IL 61554

Contact:
Sarah Newcomb, Human Resources Director
City of Pekin
111 South Capitol Street, Room 241
Pekin IL 61554

sjnewcom@ci.pekin.il.us
309.477.2305

City Manager Search Timeline

[illegible]

Memo

To: Mayor and Council

CC: Frank Mackaman, Interim City Manager

From: Sarah Newcomb 

Date: January 19, 2011

Re: Advertising Plan for City Manager Search

We have determined there will be a need for two types of job advertisements – a long and a short version. Some venues, such as newspapers, have limited space in which the short version will be used; other venues, such as online advertisements have unlimited space, for which we will use the long version. I am proposing to use several municipal professional publications, such as Illinois Municipal Review, online career search outlets, such as CareerBuilder.com, and some newspaper advertisement – Peoria Journal Star and State Journal Register. I am also planning on using the surrounding states' municipal organizations. The lead time on some of the advertisements is as much as 40 days; so time is of the essence.

We have also enclosed a rough draft of the main brochure we will be sending applicants telling them about the City of Pekin. Please note - this is not a finished product. We will also be sending them a copy of the long version of the job announcement and the requirements for the applications themselves: resume, references, salary history; signed release for background check, and other information.

If you have any questions, please feel free to contact me anytime.

Thank you for your efforts in the process and I look forward to working with all of you in our endeavor for the next City Manager



Recruitment Brochure Elements

The Opportunity to Lead

Pekin's second City Manager retired in December 2010 after seven successful years at the helm. We seek a person with proven management skills to lead Pekin's government as it surmounts the challenges facing municipalities today. Our next Manager can depend on a dedicated, professional staff and a willing, enthusiastic City Council for support. We are looking for the right person to complete the team—you can make the difference.

Our Next City Manager

Under the direction of the Mayor and City Council, the City Manager acts as the administrative head of the City. Among the Manager's duties and responsibilities are these: supervises all departments, prepares the annual budget, advises the City Council regarding city operations and policies, represents and advocates for the City in a variety of governmental and non-governmental settings, manages large-scale projects, and maintains knowledge of applicable municipal law, regulations, procedures, and best practices.

Our Municipal Government

Pekin is administered by a Council-Manager form of government, with a seven-person City Council. The Council consists of a Mayor, elected at large to a four-year term, and six Council Members elected at large to four-year terms on a staggered basis. Pekin is a home-rule community which gives it flexibility in conducting municipal business.

The mission of the elected officials and staff, in partnership with the community, is to provide leadership in delivering necessary, effective, and fiscally responsible municipal services in a manner which promotes a safe and prosperous community.

The City's Conceptual Plan (<http://www.ci.pekin.il.us/administration/documents/>) identifies five themes that guide our work:

A Prosperous Community (To promote and sustain a balanced economy that supports the expansion and retention of family-wage jobs)

A Safe Community (To protect community life and property by providing effective, principled policy and fire services)

A Strong Foundation (To improve and maintain existing infrastructure and leverage opportunities for new infrastructure)

A High Quality of Life (To support or provide services that improve the quality of life for Pekin's residents)

An Effective Government (To deliver effectively the services that Pekin's residents want, need, and are willing to support)

The City employs 177 full-time and 117 part-time staff. We have contracts with four bargaining units representing 253 members. The FY2012 (May 1 through April 30) budget forecasts

\$66,820,466 in revenues from all sources and \$68,841,697 in total expenses. General Fund reserves total approximately \$6,900,000.

Staff is organized into eight departments: Administration, Police Department, Fire Department, Public Works, Economic Development, Community Development, Finance, and Human Resources. The City Clerk and the Treasurer are appointed by Council but supervised by the City Manager.

The Pekin Advantage

Location. More than 33,000 people call Pekin home. Located on the banks of the Illinois River, Pekin sits halfway between Chicago and St. Louis (about 165 miles from each), a few hours from Indianapolis, and just 10 miles south of Peoria. The Pekin-Peoria Metropolitan Service Area contains a population of nearly 350,000.

Diversified Economy. As the county seat for Tazewell County, Pekin enjoys a solid economic base and is home to many professional, industrial, and manufacturing jobs. Our major employers include Pekin Hospital, Pekin Insurance, the school districts, county and city government, and one of the largest ethanol facilities in the nation.

Riverway Business Park. Adjacent to the navigable Illinois River, Riverway Business Park occupies 395 Acres. The park offers affordable land, compatible neighbors, wide streets with curbs and gutter, underground utilities, flat and readily buildable land, access to nearby interstate highways as well as air, rail, and barge lines. Among the companies currently located in the Business Park are these: Hanna Steel, WinPak Heat Seal Corporation, Amerhart, Elecsys, Excalibur Seasoning, PAL Health Technology, Illinois Central College South Campus, and the Federal Correctional Institution, a medium/minimum security facility.

Economic Development Incentives. Pekin has incentives for economic development ranging from Tax Increment Financing Districts, Pekin Area Enterprise Zone and Foreign Trade Zone designations to the Pekin Economic Development Investment Fund.

Schools. Pekin's residents enjoy the benefits of a dual school district. District 108, a K-8 district, enrolls about 4,000 students and employs more than 300 teachers. The district has embraced the Malcolm Baldrige criteria for Performance Excellence as its improvement model. Pekin Community High School District #303 sits on a 70 acre site and serves the educational needs of approximately 2000 students from Pekin and the surrounding area. The high school employs 140 teachers who provide instruction in over 220 courses including an array of Advanced Placement courses as well as Career and Technical Education programs of study. Students can also participate in one of the 12 sports or 27 clubs and activities.

Parks. Encompassing over 2,500 acres of land in 13 parks, the Pekin Park District is the fifth largest park district in Illinois. The park district is expanding, too, by building a new xx Acre sports complex on Pekin's South side.

Residential Areas. If you're looking for the best value, look to Pekin! Our taxes are among the lowest in the Peoria area, and we offer a variety of existing homes and new developments near parks, lakes, golf courses and more. If you love the water, select a home on one of our many private lakes. If you enjoy wooded privacy, choose a home in one of our more established neighborhoods. If you're a history buff, take a walk down one of Pekin's historical streets lined with stately, turn-of-the-century style homes. If you're a golfer, tee off from your backyard that is on or near Lick Creek Golf Course, Pekin Country Club or Sunset Hills Golf Club. Plus, many of our neighborhoods offer easy, safe walking access to shopping, recreation and parks.

Health Care. Pekin Hospital is a 125-bed medical center that provides advanced care and state-of-the-art diagnostic capabilities offered by few other hospitals its size. Over 200 physicians in

more than 25 medical specialties are on staff. Pekin is ten miles away from two tertiary care hospitals in Peoria and the only Level 1 Trauma Center in central Illinois.

Make Your Mark

If you are looking to make a difference, we have listed some of the opportunities facing the new City Manager and Pekin over the next three to five years.

A Prosperous Community

Recruit new business to the Riverway Business Park

A Safe Community

Sustain Pekin's low crime rate (currently 3,378 per 100,000 residences, the second lowest in Illinois for cities with more than 10,000 population, excluding Chicago and its suburbs)
Assess the feasibility of building a new fire station and training facility

A Strong Foundation

Complete the Waste Water Treatment Plant expansion as mandated by EPA
Complete Veterans Drive South plan (\$30 million in federal funds approved)
Complete Veterans Drive to Sheridan (\$6 million approved)
Design Veterans Drive to Interstate 474

A High Quality of Life

Fund Pekin Public Library's expansion
Complete a master plan for downtown redevelopment

An Effective Government

Ensure a smooth transition in City government following the 2011 municipal elections
Evaluate ways to balance the budget
Complete new five-year capital and personnel plans

Compensation

Commensurate with experience
Initial salary range, \$120,000-\$135,000
Benefits typical of the position include IMRF pension contribution, health and life insurance, and vehicle allowance

Residency

Residency is expected within a reasonable time.

The Selection Process

Submit your application to

City Manager Screening Committee
City of Pekin
111 South Capitol Street, Room 241
Pekin IL 61554

The City has formed a five-person Screening Committee which will evaluate candidates' applications and identify ten semi-finalists. At this time, we do not expect the committee to conduct interviews.

The current City Council will evaluate the semi-finalists and recommend to the incoming Council a number of finalists. The incoming Council will make the final selection. The current Council, however, reserves the option of extending an offer if the situation warrants it.

We hope the new City Manager will take the position no later than July 1.

Equal Employment Opportunity statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in any aspect of employment opportunities or practices on the basis of race, color, creed, sexual orientation, national origin, ancestry, veteran status, age, disability, or any other characteristic protected by law.

Contact Information

Sarah Newcomb, Human Resources Director
City of Pekin
111 South Capitol Street, Room 241
Pekin IL 61554

sjnewcom@ci.pekin.il.us
309-477-2305

Fast Facts Side Bar

Population: 33,857
Square Miles: 13
County: Tazewell
Distance from Chicago/St. Louis: 165 miles
Distance from Peoria: 10 miles
Median Household Income: \$40,152 (2008)
Median Home Value: \$79,000
Education: 87% of the population over 25 has a high school degree or higher
Unemployment: 14.3% (June 2010)
Job Growth: From 2002-2008, 620 jobs were added, a 5.4% increase
ISO Rating: 3.0



The Pekin Advantage

City of Pekin City Manager Search

Opportunity to Lead

Pekin's second City Manager retired in December 2010 after seven successful years at the helm and 26 years with the City of Pekin. We seek a person with proven management skills to lead Pekin's government as it surmounts the challenges facing municipalities today. Our next Manager can depend on a dedicated, professional staff and a willing, enthusiastic City Council for support. We are looking for the right person to complete the team—**you can make the difference**



Our Next City Manager

Under the direction of the Mayor and City Council, the City Manager acts as the administrative head of the City. Among the Manager's duties and responsibilities are these: supervises all departments, prepares the annual budget, advises the City Council regarding city operations and policies, represents and advocates for the City in a variety of governmental and non-governmental settings, manages large-scale projects, and maintains knowledge of applicable municipal law, regulations, procedures, and best practices.

Conceptual Plan

A Prosperous Community (To promote and sustain a balanced economy that supports the expansion and retention of family-wage jobs)

A Safe Community (To protect community life and property by providing effective, principled policy and fire services)

A Strong Foundation (To improve and maintain existing infrastructure and leverage opportunities for new infrastructure)

A High Quality of Life (To support or provide services that improve the quality of life for Pekin's residents)

An Effective Government (To deliver effectively the services that Pekin's residents want, need, and are willing to support)

The Pekin Advantage

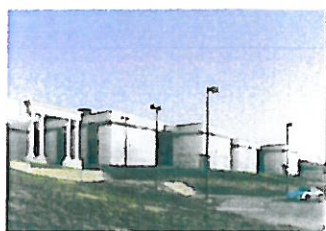
Location. More than 33,000 people call Pekin home. Located on the banks of the Illinois River, Pekin sits halfway between Chicago and St. Louis (about 165 miles from each), a few hours from Indianapolis, and just 10 miles south of Peoria. The Pekin-Peoria Metropolitan Service Area contains a population of nearly 350,000.



Diversified Economy. As the county seat for Tazewell County, Pekin enjoys a solid economic base and is home to many professional, industrial, and manufacturing jobs. Our major employers include Pekin Hospital, Pekin Insurance, the school districts, county and city government, and one of the largest ethanol facilities in the nation.

Riverway Business Park. Adjacent to the navigable Illinois River, Riverway Business Park occupies 395 Acres. The park offers affordable land, compatible neighbors, wide streets with curbs and gutter, underground utilities, flat and readily buildable land, access to nearby interstate highways as well as air, rail, and barge lines. Among the companies currently located in the Business Park are these: Hanna Steel, WinPak Heat Seal Corporation, Amerhart, Elecsys, Excalibur Seasoning, PAL Health Technology, Illinois Central College South Campus, and the Federal Correctional Institution, a medium/minimum security facility.

Economic Development Incentives. Pekin has incentives for economic development ranging from Tax Increment Financing Districts, Pekin Area Enterprise Zone and Foreign Trade Zone designations to the Pekin Economic Development Investment Fund.



Schools. Pekin's residents enjoy the benefits of a dual school district. District 108, a K-8 district, enrolls about 4,000 students and employs more than 300 teachers. The district has embraced the Malcolm Baldrige criteria for Performance Excellence as its improvement model. Pekin Community High School District #303 sits on a 70 acre site and serves the educational needs of approximately 2000 students from Pekin and the surrounding area. The high school employs 140 teachers who provide instruction in over 220 courses including an array of Advanced Placement courses as well as Career and Technical Education programs of study. Students can also participate in one of the 12 sports or 27 clubs and activities.



Parks. Encompassing over 2,500 acres of land in 13 parks, the Pekin Park District is the fifth largest park district in Illinois. The park district is expanding, too, by building a new xx Acre sports complex on Pekin's South side.



Residential Areas. If you're looking for the best value, look to Pekin! Our taxes are among the lowest in the Peoria area, and we offer a variety of existing homes and new developments near parks, lakes, golf courses and more. If you love the water, select a home on one of our many private lakes. If you enjoy wooded privacy, choose a home in one of our more established neighborhoods. If you're a history buff, take a walk down one of Pekin's historical streets lined with stately, turn-of-the-century style homes. If you're a golfer, tee off from your backyard that is on or near Lick Creek Golf Course, Pekin Country Club or Sunset Hills Golf Club. Plus, many of our neighborhoods offer easy, safe walking access to shopping, recreation and parks.



Health Care. Pekin Hospital is a 125-bed medical center that provides advanced care and state-of-the-art diagnostic capabilities offered by few other hospitals its size. Over 200 physicians in more than 25 medical specialties are on staff. Pekin is ten miles away from two tertiary care hospitals in Peoria and the only Level 1 Trauma Center in central Illinois.

Make your Mark

If you are looking to make a difference, we have listed some of the opportunities facing the new City Manager and Pekin over the next three to five years.

A Prosperous Community

Recruit new business to the Riverway Business Park

A Safe Community

Sustain Pekin's low crime rate (currently 3,378 per 100,000 compared, for example, to Peoria at 5,359)

Assess the feasibility of building a new fire station and training facility

A Strong Foundation

Complete the Waste Water Treatment Plant expansion as mandated by EPA

Complete Veterans Drive South plan (\$30 million in federal funds approved)

Complete Veterans Drive to Sheridan (\$6 million approved)

Design Veterans Drive to Interstate 474

A High Quality of Life

Fund Pekin Public Library's expansion

Complete a master plan for downtown redevelopment

An Effective Government

Ensure a smooth transition in City government following the 2011 municipal elections

Evaluate ways to balance the budget

Complete new five-year capital and personnel plans



"To catch the reader's attention, place an interesting sentence or quote from the story here."

Compensation

Commensurate with experience
Tentative salary range, \$125,000-\$135,000
IMRF, 457 plans, low health insurance premiums, Flex and HRA & many more

The Selection Process

The City has formed a five-person Screening Committee which will evaluate candidates' applications and identify ten semi-finalists. At this time, we do not expect the committee to conduct interviews.

The current City Council will evaluate the semi-finalists and recommend to the incoming Council a number of finalists. The incoming Council will make the final selection. The current Council, however, reserves the option of extending an offer if the situation warrants it.

We hope the new City Manager will take the position no later than July 1.

Submit your application to

City Manager Search Committee
111 S. Capitol St. Rm 241
Pekin, IL 61554

Confidentiality

Once an application is submitted, it becomes a public record?????



Residency

Residency is expected within a reasonable time.

A Better You!

City of Pekin City Manager Search

111 S. Capitol
Pekin, IL 61554
309 478 5380
sjnewcomb@ci.pekin.il.us

Insert a map here



Community Opportunity Home

