



City of Pekin

REGULAR CITY COUNCIL MEETING MONDAY, NOVEMBER 27, 2017 5:30 PM

1.	Pledge of Allegiance
2.	Call to Order
3.	Approve Agenda
3.1.	Approve agenda
4.	Approval of Minutes
4.1.	Approval of Minutes
4.2.	City Council - Regular Meeting - Nov 13, 2017 5:30 PM
5.	Public Input
6.	Consent Agenda
6.1.	Pekin Zoning Board of Appeals Minutes Dated September 13, 2017 ACTION REQUESTED: Receive and File Pekin Zoning Board of Appeals Minutes Dated September 13, 2017
6.2.	Building Department Report - October 2017 ACTION REQUESTED: Receive and File October 2017 Building Department Report
6.3.	Police Department Stats - October 2017 ACTION REQUESTED: Receive and File Police Department Stats – October 2017
6.4.	Tazewell County Animal Control Billing - October 2017 ACTION REQUESTED: Receive and File Tazewell County Animal Control Billing – October 2017
6.5.	Enjoy Pekin Tourism Minutes - September 12, 2017
6.6.	Tazewell/Pekin Consolidated Communications Center Financial Statements April 30, 2017 Prepared by Willock Warning & Co., P.C. ACTION REQUESTED: Receive and File

7.	New Business
7.1.	Facilitator for Council Strategic Planning Sessions ACTION REQUESTED: Authorization that the Mayor be authorized to execute a contract for Strategic Planning Services in an amount not to exceed \$30,000.00.
7.2.	Pekin Municipal Airport Farm Lease ACTION REQUESTED: To approve the farm lease with Mark Weyhrich for one year in the amount of \$140 per acre for a total value of \$17,108.00
8.	Any Other Business To Come Before The Council
9.	Executive Session 5 ILCS 120/2 (c)
10.	Adjourn

Column 1 Key:

TC Tony Carson City Manager

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 S. CAPITOL ST
 ON MONDAY NOVEMBER 13, 2017 AT 5:30 O'CLOCK P.M.
 JOHN MCCABE *MAYOR * PRESIDING

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Tazewell County Military Veterans.

The meeting was called to order by Mayor McCabe at 5:30 p.m. All members were present for roll call except Council Member Lloyd Orrick who was absent. A quorum was declared.

Attendee Name	Title	Status	Arrived
James A Schramm	Council Member	Present	5:17 PM
Michael Garrison	Councilman	Present	4:24 PM
Lloyd Orrick	Mayor Pro-Tem	Absent	4:23 PM
John P Abel	Council Member	Present	4:24 PM
Michael Ritchason	Council Member	Present	5:16 PM
Mark Luft	Council Member	Present	5:29 PM
John McCabe	Mayor	Present	4:23 PM

APPROVE AGENDA

3.1. Motion to: Approve agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Ritchason, Council Member
SECONDER:	John P Abel, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

APPROVAL OF MINUTES

4.1. Motion to: Approval of Minutes

4.2. City Council - Regular Meeting - Oct 23, 2017 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Michael Garrison, Councilman
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

PUBLIC INPUT

Ann Witzig asked how many miles were on the Ford Explorer being considered for Council to authorize its purchase. She commented that the Audits under Consent for Receive and File were not true audits in her opinion.

Dale Kuntz approached the podium to speak to the Council but was informed by Mayor McCabe that only agenda items were being accepted until the end of the meeting.

Minutes Acceptance: Minutes of Nov 13, 2017 5:30 PM (Approval of Minutes)

CONSENT AGENDA

Four items were presented by Mayor McCabe for consideration and approved by Omnibus Vote.

- 6.1. **Small Business Saturday - November 25, 2017**
- 6.2. **General Aviation Appreciation Month - November 2017**
- 6.3. **Liquor Commission Minutes 9/28/17**
- 6.4. **Receive and File : City of Pekin Financial Statements April 30, 2017 Prepared by Willock Warning & Co.' P.C.: Tax Increment Financing - Central Business District Fund, Solid Waste Fund, Sewerage Fund, and Pekin Public Library Fund**
- 6.5. **Motion to: Motion to Approve Consent Agenda**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John P Abel, Council Member
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

PRESENTATION

- 7.1. **Presentation for the Street Maintenance Plan**
 City Engineer Michael Guerra in a PowerPoint format presented the roadway to develop a proposed maintenance plan for the next fiscal years budget. e told the Council overall 11.5 million dollars was identified as possible roads that would benefit from street maintenance. The City budget did not have enough money to cover all the noted roadways. By utilizing all MFT allocations for the next fiscal year it allow up to an amount of \$850,000 to be prioritized for street maintenance projects. The outline included:
 Review of projects completed 2017
 Maintenance types
 Exemption to the review
 Possible roads for selection
 Review of budget numbers

 Mr. Guerra went into more detail of the current year \$1.5 million investment projects of 6.5 lane miles improved:
 Broadway-Schramm to Parkway
 Sheridan Road-Redwood to Parkway
 14th Street-Park Avenue to Derby Street
 4th Street-Broadway to Derby Street
 Parkway Drive-Broadway to Court

Minutes Acceptance: Minutes of Nov 13, 2017 5:30 PM (Approval of Minutes)

Types of road maintenance were explained such as crack fill, chip seal, patching, mill and overlay, and the what, when, why and costs of each application. The Engineer indicated exempted from consideration were Front Street and Court Street under Capital Road Plan; Derby Street which presently had a Corridor Study funded by PPUATS underway; and Brick Streets which needed a separate rating plan. A spreadsheet of streets most appropriate for Reconstruction; streets for Mill and Overlay; streets for Chip Seal; and streets for Crack Fill were presented and discussed. Mr. Guerra next identified locations that City crews would focus resources adjust manholes, spray patch, replace street signs, and bump grind areas.

The Council was informed that public input was received during the Transportation Symposium hosted on Tuesday November 7, 2017. The Street Maintenance Planning for Fiscal Year 2019 form was disseminated and each member of the Council was asked to select their top 10 streets, type of maintenance and estimate cost not to exceed \$850,000 no later than November 27, 2017.

7.2. Presentation on the Status of the Long Term Control Plan for the Wastewater Treatment

City Engineer Michael Guerra presented to the Council an update for the Long Term Control Plan (LTCP) for Wastewater Treatment in the City of Pekin. He provided information on what had previously been completed, the challenges the City experienced and what remained to be accomplished.

He spoke of the three major requirements that resulted in the improvements to the wastewater treatment identified in the LTCP.

The issues were:

1. The Pollution Control Board order for improvements with mandatory compliance deadline. This was met in accordance with the IEPA approved facility plan and construction of the WWTP.
2. National Pollutant Discharging Elimination System (NPDES) Permit requirements
3. NPDES permit LTCP Improvements related to Combined Sewer Overflows to the Illinois River.

Mr. Guerra next updated the Council on the improvements completed in each of the four Phases allowed to be manageable for construction and funding. The Council was made aware of the utilization of low interest loans from the IEPA, the challenges to be compliant by 2020 and the remaining LTCP items including the State Street Lift Station.

NEW BUSINESS

8.1. ORDINANCE NO. 2773-17/18 Authorizing the execution of the IMLRMA Annual Min/Max Contribution Agreement

The City Manager advised that the Illinois Municipal League Risk Management Association provided workers compensation, liability and property coverage for

the City of Pekin since 2001. The Min/Max program contribution of \$997,515.29 was recommended for the additional savings of payment by November 17, 2017.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Ritchason, Council Member
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

8.2. Authorize Police Department Purchase of Detective Vehicle

Police Chief John Dossey addressed the Council and requested the authority to purchase a 2014 Ford Edge at the cost of \$17,389.15. The vehicle was needed to replace an Exploder in the Investigation Department with mechanical issues. To offset the costs of the purchase the police department sent several vehicles through GovDeals.com an auction site and gained approximately \$20,000 in revenue. The Police Chief answered the public question that the 2014 vehicle had 34,000 miles.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Ritchason, Council Member
SECONDER:	Mark Luft, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

8.3. Purchase of in car Arbitrator Camera Units, Licensing, and Maintenance

Mr. Carson asked for authority to purchase 5 camera units for police squad cars as well as maintenance and licensing for the units at a total cost of \$34,500.00. council Member Luft questioned and was told the life of such equipment was 5-6 years.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John P Abel, Council Member
SECONDER:	Michael Ritchason, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

8.4. Site Lease Agreement Cell Tower

City Manager Tony Carson informed the Council that the new Lease for the cell tower at the Wastewater Treatment Plant 600 Front Street was rewritten much in line with the other 2 cell tower vendors that had gone before them for approval in June with a term of 20 years, 3% increases, provision for additional connects and a one term signing agreement of \$50,000.00.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Ritchason, Council Member
SECONDER:	John P Abel, Council Member
AYES:	Schramm, Garrison, Abel, Ritchason, Luft, McCabe
ABSENT:	Lloyd Orrick

ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL

The Public was given the opportunity to address the Council with concerns and comments. The following spoke:

Rick Hilst on the 14th Street guardrail, crack fill concern on Parkway; and 20 mph speed marked as school zone in the Coded. He questioned where the money saved on the 4th Street project was.

John McNish commented on the recordable incident rates and questioned the Sheridan Road project contractor subbing out the project.

Jim Mangan addressed his questions and concerns of the Street Maintenance Planning for Fiscal Year 29019 and it availability on the City Website.

Charity Gillette expressed her appreciation to the Council for resolving her neighborhood trash concerns. She appreciated the Council being proactive on manhole improvements. She questioned if the Chronic Nuisance ordinance would be ready in December.

The Police Chief thanked the community for their inclement in the department receiving a \$5,000 grant for sustaining the canine unit.

Mayor McCabe addressed several community matters and announcements.

EXECUTIVE SESSION 5 ILCS 120/2 (C)

ADJOURN



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 20, 2017

From: John Lebegue, Building & Inspections

John Lebegue, Building & Inspections

AGENDA ITEM: Pekin Zoning Board of Appeals Minutes Dated September 13, 2017

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: Receive and File Pekin Zoning Board of Appeals Minutes Dated September 13, 2017

DESCRIPTION: Receive and File Pekin Zoning Board of Appeals Minutes dated September 13, 2017

FINANCIAL IMPACT: <Insert Financial Impact

NEIGHBORHOOD CONCERNS: <Insert Concerns>

IMPACT IF APPROVED: <Insert the impact if approved>>

IMPACT IF DENIED: <Insert the impact if denied>

ALTERNATIVES: <Insert Alternatives>

RELATED TO EFFICIENCY STUDY: <Efficiency Study>

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 Directors and City Staff:	
Date:	
Finance Department (Certification of Availability of Funds):	
Date:	
City Manager:	
Date:	

Pekin Zoning Board of Appeals
City Council Chambers
111 S. Capitol Street, 2nd Level
September 13, 2017
5:00pm

Present:

John Kennedy, Chair
Mary Lanane
Kim Joesting
Wayne Altpeter

Chris Lang
Greg Henderson

Staff Present: Attorney Scott Kriegsman, John Lebegue, Building Inspections/Development Director

John Kennedy, Chair led the pledge of allegiance.

John Kennedy, Chair called the regular meeting of the Zoning Board of Appeals to order.

Roll call was taken and a quorum declared.

John Kennedy, Chair asked for approval of the Agenda.

MOTION by Kim Joesting, seconded by Greg Henderson to approve the Agenda as presented. On roll call vote, All present voted **AYE**. **MOTION APPROVED**.

John Kennedy, Chair asked for approval of the July 12, 2017 Minutes.

MOTION by Mary Lanane, seconded by Wayne Altpeter to approve the Minutes of July 12, 2017 as presented. On roll call vote, All present voted **AYE**.
MOTION APPROVED.

Application #1:

Hearing #1: Open: 5:03pm Closed: 5:08pm

Hearing #1:

To allow Duane Drummond, owner, a variance to decrease the required setback of 35 feet from any front lot line for a swimming pool, to permit the installation of an above-ground swimming pool in the front yard facing Hoff Street, which is currently not allowed as stated in Section 9-4A-2, (A), (3) of the current Zoning Code for R-4 (Single Family Residential), with a PIN# 04-10-03-314-00 and Legal Description of Sec 3 T24N R5W Rosedale Addn. Lot 128 SW ¼ in Tazewell County, located at 218 Sapp Street.

Discussion: After Chairman John Kennedy asked if anyone had any questions or wished to speak concerning the matter, applicant, Duane Drummond came forward and addressed the members of the Zoning Board of Appeals. Mr. Drummond explained that the existing aboveground pool was 23 feet from Hoff

Street and that he placed the pool in that location due to the presence of overhead power lines in the rear yard behind the house. Mr. Drummond further stated that a sewer cleanout is located in the rear yard that also prevented the swimming pool from being located in that area.

Kim Joesting then asked Mr. Drummond how he was keeping kids out of the pool since there is no fence around the pool. Mr. Drummond answered by stating that he had removable stairs and that per City requirements, if a pool was 48 inches in height, a separate fence was not required, as the wall of the pool acts as a barrier.

Mary Lanane then asked if that was the City's regulation for swimming pools. Building Inspections / Development Director John Lebegue answered by stating that, yes, that was the City's regulations concerning swimming pools.

Chairman John Kennedy then called for a vote on the variation request. On roll call vote, all present voted **AYE**, with Wayne Altpeter stating that he was voting yes, with the condition that a fence be installed to enclose the pool. **VARIATION REQUEST APPROVED.**

Application #2:

Hearing #2: Open: 5:08 pm Closed: 5:13 pm

Hearing #2:

To allow Marc Scheiner to increase the height of a fence in the front yard to 5 foot 8 inches in height, in lieu of the allowed 4 foot ornamental fence in the front yard, as stated in the current Zoning Code for R-4(One Family Residential District) located at 120 N. 18th Street, with a Legal Description of SEC36 T25N R5W Raymond Wrhels Subd Lot 6 (Exc. S 10') SW $\frac{1}{4}$, in Tazewell County, Illinois, located at 120 N. 18th Street.

Discussion: After Chairman John Kennedy asked if anyone had any questions or wished to speak concerning the matter, applicant, Marc Scheiner addressed the members of the Zoning Board of Appeals in regard to the variation request. Mr. Schiener explained that he needed a fence greater than 4 feet in height to keep his dogs from jumping over the 4-foot fence. Mr. Scheiner further explained that he revised his variance request and that he wishes to install the fence in only the front yard area to the south of the home.

Kim Joesting then asked what yard was to the east of the home. Building Inspections / Development Director, John Lebegue answered by stating that the yard at the east side of the home is the interior side yard.

Kim Joesting then asked the applicant if the wood fence was going to be installed along the south property line where bushes currently existed. Mr. Scheiner answered by explaining that he was planning on installing chicken wire along the bushes in lieu of installing the wood fence in that area. Mr. Scheiner further explained that the fence would be installed to the south of the home and be installed along 18th Street where the existing posts were located.

Chairman John Kennedy then called for a vote on the variation request. On roll call vote, **Ayes:** Chairman John Kennedy, Chris Lang, Kim Joesting, Greg Henderson, Mary Lanane and Wayne Altpeter. **VARIATION REQUEST APPROVED.**

Application #3:

Hearing #3: Open: 5:13 pm Closed: 5:18 pm

Hearing #3:

To allow Brandon and Kate Krumholz, owners, to replace an existing, non-conforming 6 foot, solid wood fence in the front yard facing Knollwood Terrace, in lieu of the allowed 4 foot, ornamental fence in the front yard as stated in the current Zoning Code for R-2 (One Family Residential District), with PIN# 04-04-36-108-012 and Legal Description of SEC 36 T25N R5W Greenbrier Subd. Lot 14 NW 1/4, in Tazewell County, Illinois, located at 1300 Veerman Street.

Discussion: After Chairman John Kennedy asked if anyone had any questions or wished to speak concerning the matter, applicants, Brandon and Kate Krumholz explained that they were seeking the variance to replace the existing 6-foot solid wood fence with a 6-foot white, vinyl fence in the same location to improve the appearance of the property.

Chairman John Kennedy then called for a vote on the variation request. On roll call vote, **Ayes:** Chairman John Kennedy, Chris Lang, Kim Joesting, Greg Henderson, Mary Lanane and Wayne Altpeter. **VARIATION REQUEST APPROVED.**

PUBLIC INPUT:

No public input at this time.

John Kennedy, Chair asked for a motion to adjourn.

MOTION by Mary Lanane, seconded by Kim Joesting to **ADJOURN** the meeting. Meeting Adjourned at 5:19pm.

Zoning Board of Appeals
John R. Lebeque, Secretary



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 20, 2017

From: John Lebegue, Building & Inspections

John Lebegue, Building & Inspections

AGENDA ITEM: Building Department Report - October 2017

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: Receive and File October 2017 Building Department Report

DESCRIPTION: October 2017 Building Report

FINANCIAL IMPACT: <Insert Financial Impact>

NEIGHBORHOOD CONCERNS: <Insert Concerns>

IMPACT IF APPROVED: <Insert the impact if approved>>

IMPACT IF DENIED: <Insert the impact if denied>

ALTERNATIVES: <Insert Alternatives>

RELATED TO EFFICIENCY STUDY: <Efficiency Study>

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.]

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REQUIRED SIGNATURES**Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

Cash Receipts

Receipt Listing by GL

User: berps
 Printed: 11/17/2017 - 2:21 PM



City Of Pekin
 Ill. S. Capitol
 Pekin, IL 61554

Account Number Receipt No	Void	Cust No Name	Account Description	Receipt Date	Line Item Description	Amount
100-793-420500						
00453858	False	028609 Robert Chambers	Hvac License	10/18/2017	HVAC License	100.00
00458336	False	028383 Ryan Coffin		10/30/2017	HVAC License	100.00
					Fund: 100	
					Total:	200.00
100-793-425500						
00448888	False	000000 Fritch Heating and Cooling	Hvac Permit	10/5/2017	HVAC Permit	20.00
00449865	False	000000 McCamy Heating and Air		10/5/2017	HVAC Permit	195.00
00451990	False	000000 Fritch Heating and Cooling		10/11/2017	HVAC Permit	20.00
00452453	False	000000 Howard Sly		10/11/2017	HVAC Permit	40.00
00452899	False	000000 Precision Airtech Inc		10/13/2017	HVAC Permit	80.00
00453081	False	000000 Troublefree		10/13/2017	HVAC Permit	60.00
00453162	False	000000 Accurate Heating and Cooling		10/13/2017	HVAC Permit	40.00
00453171	False	000000 COVENANT HEATING		10/16/2017	HVAC Permit	80.00
00453786	False	000000 Diversified Mechanical Inc.		10/18/2017	HVAC Permit	314.00
00453929	False	000000 Brandon Andrews		10/18/2017	HVAC Permit	40.00
00453951	False	000000 Chambers Services Inc		10/18/2017	HVAC Permit	20.00
00454300	False	000000 Stuber Heating and Air		10/20/2017	HVAC Permit	20.00
00454413	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	40.00
00454414	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	20.00
00454415	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	20.00
00454416	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	40.00
00454418	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	40.00
00454419	False	000000 Cordis Heating and Air		10/20/2017	HVAC Permit	20.00
					Fund: 100	
					Total:	1,109.00
100-793-426000						
00448502	False	000000 Meister Electric	Electrical Permits	10/3/2017	Electrical Permit	307.00

CR - Cash Receipts Proof List by GL (11/17/2017 - 2:21 PM)

Account Number Receipt No	Void	Cust No	Name	Account Description	Receipt Date	Line Item Description	Amount
00448503	False	000000	Laser Electric		10/3/2017	Electrical Permit	108.00
00448504	False	000000	Laser Electric Inc.		10/3/2017	Electrical Permit	61.00
00449861	False	000000	Schwartz Electric		10/5/2017	Electrical Permit	289.00
00450858	False	000000			10/9/2017	Electrical Permit	31.00
00451991	False	000000	Oberlander Electric		10/11/2017	Electrical Permit	109.00
00452584	False	000000	TN Smith Electric		10/11/2017	Electrical Permit	43.00
00452844	False	000000	Ryan Sangalli		10/12/2017	Electrical Permit	43.00
00453161	False	000000	Robert Lamb		10/13/2017	Electrical Permit	43.00
00453578	False	000000	Joseph Raya		10/16/2017	Electrical Permit	43.00
00453581	False	000000	RNS Electric Inc.		10/16/2017	Electrical Permit	109.00
00453785	False	000000	Laser Electric Inc.		10/18/2017	Electrical Permit	481.00
00453790	False	000000	Oberlander Electric		10/18/2017	Electrical Permit	43.00
00454297	False	000000	James Brackett		10/20/2017	Electrical Permit	43.00
00456469	False	000000	Trapp Electric		10/24/2017	Electrical Permit	31.00
00456472	False	000000	Trapp electric		10/24/2017	Electrical Permit	24.00
Total: 1,808.00							
100-793-426400 Building And Rezoning Permit							
00447898	False	000000	IAB Multi-Solutions LLC		10/3/2017	Building Rezoning Permits	189.00
00447899	False	000000	Apex Roofing Inc.		10/3/2017	Building Rezoning Permits	164.00
00447901	False	000000	Global Construction Services I		10/3/2017	Building Rezoning Permits	133.00
00447903	False	000000	Rocky Top Inc		10/3/2017	Building Rezoning Permits	71.00
00448252	False	000000	Teresa McKeighan		10/3/2017	Building Rezoning Permits	20.00
00448257	False	000000	Julia Taylor		10/3/2017	Building Rezoning Permits	53.00
00448287	False	000000	Jeffrey Jensen		10/3/2017	Building Rezoning Permits	50.00
00448783	False	000000	Ramrod, LLC		10/4/2017	Building Rezoning Permits	188.00
00448885	False	000000	New Testament Baptist Church		10/5/2017	Building Rezoning Permits	35.00
00448886	False	000000	Premier Remodeling and design		10/5/2017	Building Rezoning Permits	59.00
00448887	False	000000	Rocky Top Inc.		10/5/2017	Building Rezoning Permits	56.00
00448889	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	56.00
00448890	False	000000	ABC Roofing & Siding		10/5/2017	Building Rezoning Permits	104.00
00448891	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	101.00
00448892	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	89.00
00448893	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	65.00
00448894	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	62.00
00448895	False	000000	ABC Roofing and siding		10/5/2017	Building Rezoning Permits	77.00

Account Number Receipt No	Void	Cust No	Name	Account Description	Receipt Date	Line Item Description	Amount
00448896	False	000000	ABC Roofing and Siding		10/5/2017	Building Rezoning Permits	68.00
00448897	False	000000	ES Construction		10/5/2017	Building Rezoning Permits	20.00
00448898	False	000000	James Stevens		10/5/2017	Building Rezoning Permits	20.00
00448899	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	65.00
00448900	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	104.00
00448901	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	50.00
00448902	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	40.00
00448903	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	83.00
00448904	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	137.00
00448905	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	137.00
00448906	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	56.00
00448907	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	116.00
00448908	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	65.00
00449374	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	65.00
00449375	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	56.00
00449376	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	62.00
00449377	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	62.00
00449378	False	000000	Roofing Professionals		10/5/2017	Building Rezoning Permits	50.00
00450836	False	000000	Palmeri		10/9/2017	Building Rezoning Permits	59.00
00450844	False	000000	Riverside		10/9/2017	Building Rezoning Permits	20.00
00450845	False	000000	Riverside		10/9/2017	Building Rezoning Permits	20.00
00450858	False	000000	Steven Bethel		10/10/2017	Building Rezoning Permits	40.00
00451747	False	000000	Monitor Sign Service Inc		10/11/2017	Building Rezoning Permits	94.00
00451985	False	000000	Jim Thomason		10/11/2017	Building Rezoning Permits	20.00
00451986	False	000000	Ron Mayeur		10/11/2017	Building Rezoning Permits	20.00
00451987	False	000000	Rob McAtee		10/11/2017	Building Rezoning Permits	62.00
00451992	False	000000	Nick Will Do It Roofing		10/11/2017	Building Rezoning Permits	62.00
00451993	False	000000	Rocky Top Inc		10/12/2017	Building Rezoning Permits	35.00
00452835	False	000000	Glenn William		10/12/2017	Building Rezoning Permits	53.00
00452837	False	000000	Ekholl Builders		10/13/2017	Building Rezoning Permits	84.00
00452894	False	000000	S&S lighting Maintenance Co.		10/13/2017	Building Rezoning Permits	20.00
00452895	False	000000	Dickie Brush		10/13/2017	Building Rezoning Permits	56.00
00452896	False	000000	American dream Home Improvemen		10/13/2017	Building Rezoning Permits	836.00
00452897	False	000000	BA Ward Inc		10/13/2017	Building Rezoning Permits	

CR - Cash Receipts Proof List by GL (11/17/2017 - 2:21 PM)

Account Number Receipt No	Void	Cust No	Name	Account Description	Receipt Date	Line Item Description	Amount
00452900	False	000000	Bold Look Construction		10/13/2017	Building Rezoning Permits	59.00
00452901	False	000000	TCM of Central Illinois Inc		10/13/2017	Building Rezoning Permits	59.00
00453067	False	000000	Valdivia Roofing Co		10/13/2017	Building Rezoning Permits	65.00
00453070	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	62.00
00453071	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	77.00
00453072	False	000000	Jab Multi-Solutions		10/13/2017	Building Rezoning Permits	53.00
00453073	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	86.00
00453074	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	56.00
00453075	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	62.00
00453076	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	56.00
00453077	False	000000	JAB Multi-Solutions		10/13/2017	Building Rezoning Permits	56.00
00453163	False	000000	Mary Baize		10/13/2017	Building Rezoning Permits	162.00
00453172	False	000000	JACKSON HEATING AND AIR		10/16/2017	Building Rezoning Permits	354.00
00453173	False	000000	RON SIEH		10/16/2017	Building Rezoning Permits	56.00
00453371	False	000000	Rocky Top Roofing		10/16/2017	Building Rezoning Permits	53.00
00453582	False	000000	Randy Palmeri Roofing		10/16/2017	Building Rezoning Permits	50.00
00453774	False	000000	Danields Scales		10/17/2017	Building Rezoning Permits	56.00
00453782	False	000000	Riverside		10/17/2017	Building Rezoning Permits	174.00
00453784	False	000000	Mike Bone		10/18/2017	Building Rezoning Permits	20.00
00453840	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	71.00
00453841	False	000000	American Dream Home Imp.		10/18/2017	Building Rezoning Permits	62.00
00453843	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	62.00
00453845	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	65.00
00453846	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	71.00
00453847	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	56.00
00453848	False	000000	American Dream Home Imp		10/18/2017	Building Rezoning Permits	83.00
00453930	False	000000	Perfect Choice Ex.		10/18/2017	Building Rezoning Permits	65.00
00453931	False	000000	Perfect Choice EX		10/18/2017	Building Rezoning Permits	62.00
00453933	False	000000	Perfect Choice Ex.		10/18/2017	Building Rezoning Permits	77.00
00453941	False	000000	Perfect Choice Ex.		10/18/2017	Building Rezoning Permits	65.00
00453952	False	000000	Aloha Const		10/18/2017	Building Rezoning Permits	40.00
00453955	False	000000	Aloha Construction		10/18/2017	Building Rezoning Permits	50.00
00453960	False	000000	ICON		10/18/2017	Building Rezoning Permits	34.00
00454298	False	000000	American Dream Home Imp		10/20/2017	Building Rezoning Permits	71.00
00454299	False	000000	Copperfield Comm and Electric		10/20/2017	Building Rezoning Permits	159.00

Account Number Receipt No	Void	Cust No	Name	Account Description	Receipt Date	Line Item Description	Amount
00454301	False	000000	Kristen Miller		10/20/2017	Building Rezoning Permits	20.00
00454428	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	74.00
00454429	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	161.00
00454430	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	104.00
00454431	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	77.00
00454433	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	62.00
00454434	False	000000	Roofing Professionals		10/20/2017	Building Rezoning Permits	77.00
00454507	False	000000	Chris Bonnette		10/20/2017	Building Rezoning Permits	20.00
00454559	False	000000	Sharon Urban		10/20/2017	Building Rezoning Permits	20.00
00454562	False	000000	Fresh Page		10/20/2017	Building Rezoning Permits	225.00
00454601	False	000000	Alpha nStorm Solutions		10/20/2017	Building Rezoning Permits	53.00
00455047	False	000000	Perfect Choice Ext		10/24/2017	Building Rezoning Permits	56.00
00455048	False	000000	Perfect Choice Ext		10/24/2017	Building Rezoning Permits	56.00
00455050	False	000000	Perfect Choice Ext		10/24/2017	Building Rezoning Permits	43.00
00455051	False	000000	Perfect Choice Ext		10/24/2017	Building Rezoning Permits	7.00
00455175	False	000000	Bayview Exteriors		10/24/2017	Building Rezoning Permits	40.00
00455179	False	000000	Kalman Engineering Inc		10/24/2017	Building Rezoning Permits	70.00
00455181	False	000000	Burling & Son		10/24/2017	Building Rezoning Permits	40.00
00455237	False	000000	Susan McKinley		10/24/2017	Building Rezoning Permits	50.00
00455292	False	000000	Shaw Roofing		10/23/2017	Building Rezoning Permits	68.00
00457780	False	000000	Brian Draher		10/26/2017	Building Rezoning Permits	59.00
00457872	False	000000	Palmeri Roofing		10/27/2017	Building Rezoning Permits	53.00
00458341	False	000000	Riverside Exteriors		10/30/2017	Building Rezoning Permits	56.00
00458342	False	000000	Riverside Exteriors		10/30/2017	Building Rezoning Permits	59.00
00458347	False	000000	Benassi Roofing		10/30/2017	Building Rezoning Permits	20.00
Total:							8,787.00
100-793-451200 Plumbing Permits							
00447902	False	000000	Reading and Son Plumbing Inc		10/3/2017	Plumbing Inspections	25.00
00448242	False	000000	FW Boland Plumbing Inc.		10/3/2017	Plumbing Inspections	694.00
00449863	False	000000	Mike Fauser Plumbing		10/5/2017	Plumbing Inspections	20.00
00450858	False	000000			10/9/2017	Plumbing Inspections	20.00
00451989	False	000000	Covenant Heating and Air		10/11/2017	Plumbing Inspections	40.00
00452898	False	000000	Lynn Moses Plumbing		10/13/2017	Plumbing Inspections	58.00
00452902	False	000000	Ti-County Irrigation and Plum		10/13/2017	Plumbing Inspections	40.00
00452903	False	000000	Tazewell Plumbing Inc		10/13/2017	Plumbing Inspections	276.00

CR - Cash Receipts Proof List by GL (11/17/2017 - 2:21 PM)

Account Number Receipt No	Void	Cust No Name	Account Description	Receipt Date	Line Item Description	Amount
00453040	False	000000 AK Plumbing		10/13/2017	Plumbing Inspections	76.00
00453580	False	000000 Billy Daniel Ex.		10/16/2017	Plumbing Inspections	100.00
00453787	False	000000 Buring And son		10/18/2017	Plumbing Inspections	155.00
00455049	False	000000 Peters Plumbing		10/24/2017	Plumbing Inspections	34.00
100-793-499800			Miscellaneous Receipts		Fund: 100	Total:
00447900	False	000000 Riverside Exteriors10/16		10/3/2017	Misc Receipts	85.00
					Fund: 100	Total:
						85.00
Report Totals:						13,527.00

Code Enforcement Citations by Type

Printed: 11/1/2017

Page 1 of 1

Code Descriptor	Permits required for work	Code Identifier	6
Code Descriptor	Insufficient number of litter containers	Code Identifier	3
Code Descriptor	Nuisances/ Creating & maintaining	Code Identifier	4
Code Descriptor	Parking regulations front yard setback	Code Identifier	7
Code Descriptor	No C.O.detector/ fire detector	Code Identifier	2
Code Descriptor	Unsafe structure	Code Identifier	5
Code Descriptor	Structure fire	Code Identifier	3
Code Descriptor	Structure unfit for human occupancy	Code Identifier	4
Code Descriptor	Property maintenance violation	Code Identifier	7
Code Descriptor	Right-of-way obstructions	Code Identifier	13
Code Descriptor	Tall grass and weeds	Code Identifier	22
Code Descriptor	Depositing leaves and litter into street	Code Identifier	2
Code Descriptor	Junk cars	Code Identifier	2
Code Descriptor	Junk and debris	Code Identifier	21
Code Descriptor	Dog droppings in yard	Code Identifier	1
Code Descriptor	Fire Code Violation	Code Identifier	1
Code Descriptor	Off street parking	Code Identifier	4



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 17, 2017

From: Lee Wrhel, Police & Fire Secretary

AGENDA ITEM: Police Department Stats - October 2017

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: Receive and File Police Department Stats – October 2017

DESCRIPTION: Police Department Stats – October 2017

FINANCIAL IMPACT:

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO EFFICIENCY STUDY:

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 Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

**PEKIN POLICE DEPARTMENT
END OF MONTH REPORT FOR OCTOBER 2017**

	SEPTEMBER2016	SEPTEMBER 2017	OCTOBER 2017
TRAFFIC TICKETS	607	315	338
WARNING TICKETS	294	184	160
OFFENSES	460	470	463
ARRESTS	287	219	228
PARKING TICKETS	186	62	57
STOPS	697	334	203
IMPOUNDS	NA	28	45

MUNICIPAL ORDINANCE TICKETS

NUMBER OF MUNICIPAL ORDINANCE TICKETS WRITTEN	89
NUMBER OF TICKETS PAID OVER THE COUNTER	31
FINES COLLECTED OVER THE COUNTER	\$8,700.00

PARKING TICKETS

PARKING TICKETS WRITTEN	57
PARKING TICKETS PAID OVER THE COUNTER	31
PARKNG FINES COLLECTED	\$2,105.00
MCSI PAYMENT	\$74.75

IMPOUNDS

IMPOUNDS	45
IMPOUNDS PAID	32
IMPOUND FINES COLLECTED	\$16,000

ANIMAL CONTROL

NUMBER OF TICKETS WRITTEN	52
NUMBER OF TICKETS PAID	9
FINES COLLECTED	\$1,000



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 13, 2017

From: Lee Wrhel, Police & Fire Secretary

AGENDA ITEM: Tazewell County Animal Control Billing - October 2017

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: Receive and File Tazewell County Animal Control Billing – October 2017

DESCRIPTION: Tazewell County Animal Control Billing – October 2017

FINANCIAL IMPACT:

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO EFFICIENCY STUDY:

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 Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

Tazewell County Animal Control

21314 State Route 9
PO Box 158
Tremont, IL 61568
Phone: (309) 925-3370
FAX: (309) 925- 3633



6.4.a

OCTOBER 2017 INVOICE

Balance Due \$3753.83

City Of Pekin
111 S Capitol St
Room 242
Pekin, IL 61554

Our records show the following charges are unpaid.

<u>Date</u>	<u>Description</u>	<u>Charge Amount</u>	<u>Unpaid balance</u>
11-01-2017	Pekin Contract Fee	\$3,753.83	\$3,753.83
As of 11-07-2017, there is a balance due of			\$3,753.83

FOR SERVICES PROVIDED 10/1/17 - 10/31/17

Attachment: Tazewell County Animal Control October 2017 (1274 : Tazewell County Animal Control Billing - October 2017)

Tazewell County Animal Control**Case Intake Register 10-01-2017 to 10-31-2017**

Record count on this entire report: 231
 Run Date: 11-07-2017 06:46:36 AM by Ryan A Sanders
 FAX: (309) 925-3633

Group By Municipality
 Order By Municipality
 Page Number: 11 of 17

Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-09-2017 3	10-09-2017	Stray/Aco Pickup	Harms, Jaymee	Rita Milne	#118692/M/Dog/Shih Tzu	2388
10-16-2017 1	10-16-2017	Stray/Aco Pickup	Harms, Jaymee	John Bunting	#135198/M/Dog/Pointer	2438
10-18-2017 1	10-18-2017	Stray/Aco Pickup	Lohnes, Pam	Tonya Aberle	#122883/F/Dog/Labrador Retriever	2468
10-18-2017 2	10-18-2017	Stray/Aco Pickup	Hornein, Charlena	Jennifer Gray	#123417/F/Dog/Husky	2475
10-23-2017 28	10-23-2017	Stray/Aco Pickup	Lohnes, Pam	Paul Elliott	#127807/M/Dog/Pit Bull	2494
10-20-2017 4	10-20-2017	Returned Adoption/Owner Turn-in		Trina Hall	#129427/F/Cat/Dsh	
10-09-2017 15	10-09-2017	Returned Adoption/Owner Turn-in		Shawna Vetter	#143754/F/Dog/Beagle	
10-11-2017 8	10-11-2017	Stray/Aco Pickup	Harms, Jaymee		#144925/M/Cat/Dsh	2410
10-16-2017 2	10-16-2017	Stray/Aco Pickup	Harms, Jaymee	Amber Eddy	#152639/M/Dog/Pit Bull	2438
10-26-2017 2	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam	Tracie Schoch	#149121/F/Dog/Shih Tzu	2514
10-01-2017 1	10-01-2017	Wildlife/Aco Pickup	Lohnes, Pam		#156487/U/Snake/Snake	2346
10-03-2017 3	10-03-2017	Stray/Citizen Turn-in			#156584/F/Cat/Dsh	
10-03-2017 6	10-03-2017	Stray/Citizen Turn-in			#156587/U/Cat/Dsh	
10-03-2017 7	10-03-2017	Stray/Citizen Turn-in			#156588/U/Cat/Dsh	
10-03-2017 8	10-03-2017	Stray/Citizen Turn-in			#156589/U/Cat/Dsh	
10-03-2017 9	10-03-2017	Stray/Citizen Turn-in			#156590/U/Cat/Dsh	
10-04-2017 1	10-04-2017	Owner Surrender/Owner Turn-in		Chad Heilman	#156621/F/Cat/Dsh	
10-05-2017 4	10-05-2017	Stray/Aco Pickup	Harms, Jaymee	Rebecca McDonald	#156659/M/Dog/Labrador Retriever	2367
10-06-2017 5	10-06-2017	Wildlife/Aco Pickup	Harms, Jaymee		#156703/U/Other/Opossum	2381
10-06-2017 7	10-06-2017	Stray/Citizen Turn-in			#156712/F/Cat/Dsh	
10-10-2017 2	10-10-2017	Stray/Aco Pickup	Harms, Jaymee		#156793/M/Dog/Yorkshire Terrier	2400
10-10-2017 3	10-10-2017	Owner Surrender/Citizen Turn-in		Marilyn Moyer	#156804/F/Cat/Dsh	
10-10-2017 4	10-10-2017	Stray/Citizen Turn-in			#156805/M/Cat/Dsh	
10-14-2017 1	10-14-2017	Wildlife/Aco Pickup	Lohnes, Pam		#156931/U/Other/Raccoon	2428
10-16-2017 3	10-16-2017	Stray/Aco Pickup	Harms, Jaymee	Levi Hahn	#156944/F/Dog/Husky	2437
10-30-2017 7	10-30-2017	Owner Surrender/Aco Pickup	Lohnes, Pam	Levi Hahn	#156944/F/Dog/Husky	2550
10-16-2017 4	10-16-2017	Stray/Aco Pickup	Harms, Jaymee		#156953/M/Cat/Dsh	2440
10-19-2017 5	10-19-2017	Stray/Aco Pickup	Lohnes, Pam		#157106/U/Cat/Dsh	2480
10-23-2017 12	10-23-2017	Stray/Citizen Turn-in			#157218/F/Dog/Hound	
10-23-2017 13	10-23-2017	Owner Surrender/Owner Turn-in		Racheal Justice	#157219/M/Dog/Shepherd	
10-23-2017 18	10-23-2017	Stray/Aco Pickup	Lohnes, Pam		#157228/F/Cat/Dsh	2490
10-25-2017 2	10-25-2017	Stray/Citizen Turn-in		Doris Smith	#157309/M/Dog/Border Collie	
10-26-2017 4	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157341/U/Cat/Dsh	2514
10-26-2017 5	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157342/U/Cat/Dsh	2514
10-26-2017 6	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157343/U/Cat/Dsh	2514
10-26-2017 7	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157344/U/Cat/Dsh	2514

Tazewell County Animal Control

Record count on this entire report: 231

Run Date: 11-07-2017 06:46:36 AM by Ryan A Sanders

FAX: (309) 925-3633

Case Intake Register 10-01-2017 to 10-31-2017Group By Municipality
Order By Municipality
Page Number: 12 of 17

Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-26-2017 13	10-26-2017	Other/Aco Pickup	Lohnes, Pam	Julie Mccammon	#157366/F/Cat/Dsh	2523
10-27-2017 2	10-27-2017	Stray/Citizen Turn-in			#157388/F/Cat/Dsh	
10-29-2017 3	10-29-2017	Stray/Aco Pickup	Harms, Jaymee	Cathy Morgan	#157401/F/Dog/Shepherd	2536
10-30-2017 2	10-30-2017	Euthanasia Request Bite/Aco Pickup	Harms, Jaymee		#157433/U/Cat/Dsh	2540
10-30-2017 3	10-30-2017	Stray/Aco Pickup	Harms, Jaymee		#157434/U/Cat/Dsh	2540
10-30-2017 4	10-30-2017	Stray/Aco Pickup	Harms, Jaymee		#157435/U/Cat/Dsh	2540
10-30-2017 5	10-30-2017	Stray/Aco Pickup	Harms, Jaymee		#157436/U/Cat/Dsh	2540
10-30-2017 6	10-30-2017	Stray/Aco Pickup	Lohnes, Pam		#157439/U/Cat/Siamese	2548
10-31-2017 11	10-31-2017	Stray/Aco Pickup	Harms, Jaymee		#157475/U/Cat/Dsh	2555
10-06-2017 3	10-06-2017	Owner Surrender/Owner Turn-in		Chris Houston	#154410/M/Dog/Beagle	
10-11-2017 4	10-11-2017	Owner Surrender/Owner Turn-in		Jennifer Morris	#155569/F/Dog/Husky	
10-02-2017 2	10-02-2017	Stray/Citizen Turn-in			#156515/F/Rabbit/Rex	
10-03-2017 4	10-03-2017	Stray/Citizen Turn-in			#156585/F/Cat/Dsh	
10-03-2017 5	10-03-2017	Stray/Citizen Turn-in			#156586/F/Cat/Dsh	
10-04-2017 3	10-04-2017	Quarantine/Owner Turn-in		Kallie Word	#156634/M/Cat/Dsh	2359
10-04-2017 4	10-04-2017	Stray/Aco Pickup	Lohnes, Pam	Elizabeth Blackwell	#156635/M/Cat/Dmh	2362
10-05-2017 6	10-05-2017	Stray/Citizen Turn-in			#156664/M/Dog/Shepherd	
10-06-2017 2	10-06-2017	Wildlife/Aco Pickup	Lohnes, Pam		#156686/U/Turtle/Turtle	2374
10-06-2017 6	10-06-2017	Stray/Citizen Turn-in			#156711/F/Cat/Dsh	
10-06-2017 8	10-06-2017	Stray/Citizen Turn-in			#156713/F/Cat/Dsh	
10-11-2017 1	10-11-2017	Stray/Aco Pickup	Lohnes, Pam		#156818/F/Dog/Aussie	2404
10-11-2017 7	10-11-2017	Stray/Aco Pickup	Harms, Jaymee		#156855/M/Dog/English Setter	2409
10-13-2017 1	10-13-2017	Stray/Aco Pickup	Lohnes, Pam		#156911/M/Cat/Dmh	2417
10-13-2017 2	10-13-2017	Quarantine/Aco Pickup	Harms, Jaymee	Nick Denham	#156916/M/Dog/Pit Bull	2419
10-14-2017 2	10-14-2017	Wildlife/Aco Pickup	Lohnes, Pam		#156932/U/Other/Raccoon	2428
10-14-2017 3	10-14-2017	Stray/Aco Pickup	Lohnes, Pam		#156933/F/Dog/Pug	2429
10-16-2017 8	10-16-2017	Owner Surrender/Owner Turn-in		Brittany Wilson	#156964/F/Dog/Pit Bull	
10-16-2017 9	10-16-2017	Stray/Citizen Turn-in			#156969/F/Dog/Pit Bull	
10-16-2017 10	10-16-2017	Stray/Citizen Turn-in			#156970/F/Dog/Pit Bull	
10-17-2017 1	10-17-2017	Owner Surrender/Owner Turn-in		Aeromie Dockins	#156993/M/Cat/Dsh	
10-19-2017 1	10-19-2017	Wildlife/Aco Pickup	Harms, Jaymee		#157084/U/Other/Raccoon	2476
10-19-2017 2	10-19-2017	Euthanasia Request/Owner Turn-in		Miles Pymale	#157100/F/Cat/Dsh	
10-23-2017 15	10-23-2017	Owner Surrender/Owner Turn-in		Racheal Justice	#157223/F/Dog/Shepherd	
10-23-2017 20	10-23-2017	Stray/Aco Pickup	Lohnes, Pam		#157231/U/Cat/Dsh	2488
10-25-2017 1	10-25-2017	Stray/Citizen Turn-in		Dawn Mullins	#157308/F/Cat/Dh	
10-25-2017 6	10-25-2017	Stray/Citizen Turn-in			#157313/F/Cat/Dsh	

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Tazewell County Animal Control

Case Intake Register 10-01-2017 to 10-31-2017

Record count on this entire report: 231

Run Date: 11-07-2017 06:46:36 AM by Ryan A Sanders

FAX: (309) 925- 3633

Group By Municipality
Order By Municipality
Page Number: 13 of 17

Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-25-2017 9	10-25-2017	Stray/Aco Pickup	Harms, Jaymee		#157317/F/Cat/Dsh	2513
10-26-2017 3	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157340/U/Cat/Dsh	2514
10-26-2017 8	10-26-2017	Wildlife/Aco Pickup	Lohnes, Pam		#157345/U/Rabbit/Bunny Rabbit	2517
10-26-2017 11	10-26-2017	Owner Surrender/Aco Pickup	Lohnes, Pam		#157358/F/Cat/Dsh	2514
10-26-2017 14	10-26-2017	Stray/Aco Pickup	Lohnes, Pam	Chelsea Almasi	#157367/M/Pig/Pot Belled	2524
10-27-2017 5	10-27-2017	Owner Surrender/Owner Turn-in		Michael Lee	#157393/F/Dog/Rottweiler	
10-27-2017 6	10-27-2017	Stray/Aco Pickup	Harms, Jaymee		#157396/F/Dog/Pit Bull	2532
10-29-2017 1	10-29-2017	Wildlife/Aco Pickup	Harms, Jaymee		#157398/U/Bird/Sparrow	2534
10-31-2017 23	10-31-2017	Stray/Aco Pickup	Lohnes, Pam		#157497/M/Dog/Schnauzer	2560
End of Group	Group count:	81				

Tazewell County Animal Control

Record count on this entire report: 231
 Run Date: 11-07-2017 06:50:22 AM by Ryan A Sanders
 FAX: (309) 925- 3633

Case Intake Register 10-01-2017 to 10-31-2017

Group By Municipality
 Order By Municipality
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Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-09-2017 3	10-09-2017	Stray/Aco Pickup Pickup location: 900 N 5th St, Pekin, IL 61554	Harms, Jaymee	Rita Milne	#118692/M/Dog/Shih Tzu Tipi Tu/Small/Senior/White	2388
10-16-2017 1	10-16-2017	Stray/Aco Pickup Pickup location: 100 Taps Lane, Pekin, IL 61554	Harms, Jaymee	John Bunting	#135198/M/Dog/Pointer Troy/Large/Adult/Liver/White	2438
10-18-2017 1	10-18-2017	Stray/Aco Pickup Pickup location: 9th & Amanda, Pekin, IL 61554	Lohnes, Pam	Tonya Aberle	#122883/F/Dog/Labrador Retriever Gabby/Medium/Adult/Black/White	2468
10-18-2017 2	10-18-2017	Stray/Aco Pickup Pickup location: Court & Valle Vista, Pekin, IL 61554	Homerin, Charlena	Jennifer Gray	#123417/F/Dog/Husky Athena/Medium/Adult/White	2475
10-23-2017 28	10-23-2017	Stray/Aco Pickup Pickup location: 111 S Capitol, Pekin, IL 61554	Lohnes, Pam	Paul Elliott	#127807/M/Dog/Pit Bull Onyx/Large/Adult/Brown/White	2494
10-20-2017 4	10-20-2017	Returned Adoption/Owner Turn-in Pickup location: Not specified or see notes		Trina Hall	#129427/F/Cat/Dsh Indy/Large/Adult/Dilutcal	
10-09-2017 15	10-09-2017	Returned Adoption/Owner Turn-in Pickup location: Not specified or see notes		Shawna Vetter	#143754/F/Dog/Beagle Maggie/Medium/Adult/Tri Color	
10-11-2017 8	10-11-2017	Stray/Aco Pickup Pickup location: 221 Margaret St, Pekin, IL 61554	Harms, Jaymee		#144925/M/Cat/Dsh Jack/Small/Adult/Gray Tiger/Tabby	2410
10-16-2017 2	10-16-2017	Stray/Aco Pickup Pickup location: 100 Taps Lane, Pekin, IL 61554	Harms, Jaymee	Amber Eddy	#152639/M/Dog/Pit Bull Kano/Large/Puppy/Brindle/White	2438
10-26-2017 2	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam	Tracie Schoch	#149121/F/Dog/Shih Tzu Lillian/Small/Adult/Brown/Black	2514
10-01-2017 1	10-01-2017	Wildlife/Aco Pickup Pickup location: 302 Linden, Pekin, IL 61554	Lohnes, Pam		#156487/U/Snake/Snake Small/Adult/Brown	2346
10-03-2017 3	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156584/F/Cat/Dsh Medium/Adult/Dilute/Tortoise Shell	
10-03-2017 6	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156587/U/Cat/Dsh Small/Kitten/Black	
10-03-2017 7	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156588/U/Cat/Dsh Small/Kitten/Black	
10-03-2017 8	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156589/U/Cat/Dsh Small/Kitten/Orange/White	
10-03-2017 9	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156590/U/Cat/Dsh Small/Kitten/Tabby/White	
10-04-2017 1	10-04-2017	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Chad Heilman	#156621/F/Cat/Dsh Dayzee/Medium/Adult	
10-05-2017 4	10-05-2017	Stray/Aco Pickup Pickup location: 424 Sherwood Drive, Pekin, IL 61554	Harms, Jaymee	Rebecca McDonald	#156659/M/Dog/Labrador Retriever Gunner/Large/Adult/Chocolate/Black	2367

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Tazewell County Animal Control

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Case Intake Register 10-01-2017 to 10-31-2017

Group By Municipality

Order By Municipality

Page Number: 15 of 22

Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-06-2017 5	10-06-2017	Wildlife/Aco Pickup Pickup location: 1017 S 3rd, Pekin, IL 61554	Harms, Jaymee		#156703/U/Other/Opossum Small/Adult/Gray	2381
10-06-2017 7	10-06-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156712/F/Cat/Dsh Serta/Small/Kitten/Tortoise Shell/Tabby	
10-10-2017 2	10-10-2017	Stray/Aco Pickup Pickup location: Charles And Maple, Pekin, IL 61554	Harms, Jaymee		#156793/M/Dog/Yorkshire Terrier Mopster/keiki Nui/Small/Adult/Tan/Gray	2400
10-10-2017 3	10-10-2017	Owner Surrender/Citizen Turn-in Pickup location: Not specified or see notes		Marilyn Moyer	#156804/F/Cat/Dsh Bon Bon/Medium/Adult/White/Black	
10-10-2017 4	10-10-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156805/M/Cat/Dsh Gino/Large/Adult/Gray/White	
10-14-2017 1	10-14-2017	Wildlife/Aco Pickup Pickup location: 1425 Valle Vista, Pekin, IL 61554	Lohnes, Pam		#156931/U/Other/Raccoon Small/Adult/Brown/Black	2428
10-16-2017 3	10-16-2017	Stray/Aco Pickup Pickup location: 1413 S 10th St, Pekin, IL 61554	Harms, Jaymee	Levi Hahn	#156944/F/Dog/Husky Addison/Large/Adult/Black/White	2437
10-30-2017 7	10-30-2017	Owner Surrender/Aco Pickup Pickup location: 1306 Janssen, Pekin, IL 61554	Lohnes, Pam	Levi Hahn	#156944/F/Dog/Husky Addison/Large/Adult/Black/White	2550
10-16-2017 4	10-16-2017	Stray/Aco Pickup Pickup location: 1408 Chestnut, Pekin, IL 00000	Harms, Jaymee		#156953/M/Cat/Dsh Chester/Small/Adult/Orange	2440
10-19-2017 5	10-19-2017	Stray/Aco Pickup Pickup location: 221 Margaret St, Pekin, IL 61554	Lohnes, Pam		#157106/U/Cat/Dsh Small/Kitten/White/Black	2480
10-23-2017 12	10-23-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#157218/F/Dog/Hound Bella/Large/Adult/Tri	
10-23-2017 13	10-23-2017	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Racheal Justice	#157219/M/Dog/Shepherd Odysseus/Large/Adult	
10-23-2017 18	10-23-2017	Stray/Aco Pickup Pickup location: 1410 S 10th St, Pekin, IL 61554	Lohnes, Pam		#157228/F/Cat/Dsh Small/Adult/Dilute/Tortoise Shell	2490
10-25-2017 2	10-25-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes		Doris Smith	#157309/M/Dog/Border Collie Ralph/Large/Adult/Brown/White	
10-26-2017 4	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157341/U/Cat/Dsh Small/Kitten/Black	2514
10-26-2017 5	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157342/U/Cat/Dsh Small/Kitten/Brown/Tabby	2514
10-26-2017 6	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157343/U/Cat/Dsh Small/Kitten/Brown/Tabby	2514
10-26-2017 7	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157344/U/Cat/Dsh Small/Kitten/Brown/Tabby	2514

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Tazewell County Animal Control

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Case Intake Register 10-01-2017 to 10-31-2017

Group By Municipality

Order By Municipality

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Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-26-2017 13	10-26-2017	Other/Aco Pickup Pickup location: 1517 Sara Ln, 5, Pekin, IL 61554	Lohnes, Pam	Julie Mccammon	#157366/F/Cat/Dsh Small/Adult/Tortoise Shell	2523
10-27-2017 2	10-27-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#157388/F/Cat/Dsh Medium/Adult/Brown/White	
10-29-2017 3	10-29-2017	Stray/Aco Pickup Pickup location: Koch St Sports Complex, Pekin, IL 61554	Harms, Jaymee	Cathy Morgan	#157401/F/Dog/Shepherd Tinkerbell/Large/Adult/Black/Tan	2536
10-30-2017 2	10-30-2017	Euthanasia Request Bite/Aco Pickup Pickup location: 1413 S 12th, Pekin, IL 61554	Harms, Jaymee		#157433/U/Cat/Dsh Small/Kitten/White/Gray	2540
10-30-2017 3	10-30-2017	Stray/Aco Pickup Pickup location: 1413 S 12th, Pekin, IL 61554	Harms, Jaymee		#157434/U/Cat/Dsh Small/Kitten/White/Gray	2540
10-30-2017 4	10-30-2017	Stray/Aco Pickup Pickup location: 1413 S 12th, Pekin, IL 61554	Harms, Jaymee		#157435/U/Cat/Dsh Small/Kitten/Tabby/White	2540
10-30-2017 5	10-30-2017	Stray/Aco Pickup Pickup location: 1413 S 12th, Pekin, IL 61554	Harms, Jaymee		#157436/U/Cat/Dsh Small/Kitten/Black/White	2540
10-30-2017 6	10-30-2017	Stray/Aco Pickup Pickup location: 171 Birch St, East Peoria, IL 61611	Lohnes, Pam		#157439/U/Cat/Siamese Small/Adult/Flame Point	2548
10-31-2017 11	10-31-2017	Stray/Aco Pickup Pickup location: 334 Derby St, Pekin, IL 61554	Harms, Jaymee		#157475/U/Cat/Dsh Small/Adult/Tabby/White	2555
10-06-2017 3	10-06-2017	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Chris Houston	#154410/M/Dog/Beagle Patchy/Medium/Adult/Tri	
10-11-2017 4	10-11-2017	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Jennifer Morris	#155569/F/Dog/Husky Kona/Medium/Adult/Brown/White	
10-02-2017 2	10-02-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156515/F/Rabbit/Rex Jessica/Small/Adult/White/Brown	
10-03-2017 4	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156585/F/Cat/Dsh Small/Kitten/Calico	
10-03-2017 5	10-03-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156586/F/Cat/Dsh Small/Kitten/Calico	
10-04-2017 3	10-04-2017	Quarantine/Owner Turn-in Pickup location: 528 Henrietta, Apt 1, Pekin, IL 61554		Kallie Word	#156634/M/Cat/Dsh Ziggy/Medium/Adult/White/Orange	2359
10-04-2017 4	10-04-2017	Stray/Aco Pickup Pickup location: 1913 Primrose, Pekin, IL 61554	Lohnes, Pam	Elizabeth Blackwell	#156635/M/Cat/Dmh Buffer/Small/Adult/Blonde	2362
10-05-2017 6	10-05-2017	Stray/Citizen Turn-in Pickup location: Not specified or see notes			#156664/M/Dog/Shepherd Blizzard/clyde/Large/Adult/White	
10-06-2017 2	10-06-2017	Wildlife/Aco Pickup Pickup location: Rt 29, Pekin, IL 61554	Lohnes, Pam		#156686/U/Turtle/Turtle Large/Adult/Brown	2374

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Tazewell County Animal Control

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Group By Municipality

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Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-06-2017 6	10-06-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes			#156711/F/Cat/Dsh Feral/Medium/Adult/Tortoise Shell/Tabby	
10-06-2017 8	10-06-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes			#156713/F/Cat/Dsh Temper/Small/Kitten/Gray/White	
10-11-2017 1	10-11-2017	Stray/Aco Pickup Pickup location: 100 Taps Lane, Pekin, IL 61554	Lohnes, Pam		#156818/F/Dog/Aussie Noana/Medium/Adult/Black/Brown	2404
10-11-2017 7	10-11-2017	Stray/Aco Pickup Pickup location: 100 Taps, Pekin, IL 61554	Harms, Jaymee		#156855/M/Dog/English Setter Buster/Small/Puppy/Tri	2409
10-13-2017 1	10-13-2017	Stray/Aco Pickup Pickup location: 243 Derby, Pekin, IL 61554	Lohnes, Pam		#156911/M/Cat/Dmh Boogey/Small/Adult/Gray/Tabby	2417
10-13-2017 2	10-13-2017	Quarantine/Aco Pickup Pickup location: 4 Vetter Court, Pekin, IL 61554	Harms, Jaymee	Nick Denham	#156916/M/Dog/Pit Bull Nieko/Large/Adult/White/Black	2419
10-14-2017 2	10-14-2017	Wildlife/Aco Pickup Pickup location: 1425 Valle Vista, Pekin, IL 61554	Lohnes, Pam		#156932/U/Other/Raccoon Small/Adult/Brown/Black	2428
10-14-2017 3	10-14-2017	Stray/Aco Pickup Pickup location: 810 N 3rd, Pekin, IL 61554	Lohnes, Pam		#156933/F/Dog/Pug Jasmin/Small/Adult/Brown/Black	2429
10-16-2017 8	10-16-2017	Owner Surrender/Owner Turn-In Pickup location: Not specified or see notes		Brittany Wilson	#156964/F/Dog/Pit Bull Jada/Medium/Adult/Blue	
10-16-2017 9	10-16-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes			#156969/F/Dog/Pit Bull Bit Of Honey/Large/Adult/Tan	
10-16-2017 10	10-16-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes			#156970/F/Dog/Pit Bull Large/Adult/Brown	
10-17-2017 1	10-17-2017	Owner Surrender/Owner Turn-In Pickup location: Not specified or see notes		Aeromie Dockins	#156993/M/Cat/Dsh Levi/Medium/Adult/Orange	
10-19-2017 1	10-19-2017	Wildlife/Aco Pickup Pickup location: 13082 Manito Road, Pekin, IL 00000	Harms, Jaymee		#157084/U/Other/Raccoon Small/Adult/Black/Tan	2476
10-19-2017 2	10-19-2017	Euthanasia Request/Owner Turn-In Pickup location: Not specified or see notes		Miles Plymale	#157100/F/Cat/Dsh Talor/Small/Adult	
10-23-2017 15	10-23-2017	Owner Surrender/Owner Turn-In Pickup location: Not specified or see notes		Racheal Justice	#157223/F/Dog/Shepherd Eve/Large/Adult	
10-23-2017 20	10-23-2017	Stray/Aco Pickup Pickup location: 235 Derby, Pekin, IL 61554	Lohnes, Pam		#157231/U/Cat/Dsh Spoke/Small/Adult/Yellow/Tabby	2488
10-25-2017 1	10-25-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes		Dawn Mullins	#157308/F/Cat/Dih Gracie/Medium/Adult	
10-25-2017 6	10-25-2017	Stray/Citizen Turn-In Pickup location: Not specified or see notes			#157313/F/Cat/Dsh Medium/Adult/Gray/Tortoise Shell	

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Municipality: PEKIN

Case ID	Intake Date	Reason and Transport	ACO	Owner at Intake	Animal	Officer Call
10-25-2017 9	10-25-2017	Stray/Aco Pickup Pickup location: 262 Cooper, Pekin, IL 61554	Harms, Jaymee		#157317/F/Cat/Dsh Suzie Q/Small/Adult/Tabby/White	2513
10-26-2017 3	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157340/U/Cat/Dsh Small/Kitten/Black	2514
10-26-2017 8	10-26-2017	Wildlife/Aco Pickup Pickup location: 1003 N Capitol St, Pekin, IL 61554	Lohnes, Pam		#157345/U/Rabbit/Bunny Rabbit Small/Adult/Brown	2517
10-26-2017 11	10-26-2017	Owner Surrender/Aco Pickup Pickup location: 331 Parkridge Lane, Pekin, IL 61554	Lohnes, Pam		#157358/F/Cat/Dsh Small/Adult/Tabby	2514
10-26-2017 14	10-26-2017	Stray/Aco Pickup Pickup location: Pekin Park, Pekin, IL 61554	Lohnes, Pam	Chelsea Almasi	#157367/M/Pig/Pot Bellied Small/Baby/Black	2524
10-27-2017 5	10-27-2017	Owner Surrender/Owner Turn-in Pickup location: Not specified or see notes		Michael Lee	#157393/F/Dog/Rottweiler Stella/Large/Adult	
10-27-2017 6	10-27-2017	Stray/Aco Pickup Pickup location: 36 N 20th St, Pekin, IL 61554	Harms, Jaymee		#157396/F/Dog/Pit Bull Derby/Medium/Puppy/Black/White	2532
10-29-2017 1	10-29-2017	Wildlife/Aco Pickup Pickup location: Wmagreens On Court St, Pekin, IL 61554	Harms, Jaymee		#157398/U/Bird/Sparrow Small/Adult/Brown	2534
10-31-2017 23	10-31-2017	Stray/Aco Pickup Pickup location: 1506 Bacon, Pekin, IL 61554	Lohnes, Pam		#157497/M/Dog/Schnauzer Bailey/Small/Adult/White/Gray	2560
End of Group	Group count:	81				

Records on this page: 9

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**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: November 16, 2017****From: Paula Gensel, Admin Asst.****AGENDA ITEM:** Enjoy Pekin Tourism Minutes - September 12, 2017**AGENDA DATE REQUESTED:** November 27, 2017**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:



**Enjoy Pekin – Tourism Committee Meeting
Tuesday, September 12th, 2017
City Hall – 4:00pm**

MINUTES

Voting Members Present: Katy Shackelford, Emily Lambe, Renna Hadsall and Lelonie Luft

Non-Voting Members Absent: John McCabe, Mayor and Kaci/PACVB

Voting Members Absent: Tony Carson

- 1.0 Welcome
- 2.0 Approval of August 8th, 2017 Minutes. Motion made by Renna, Seconded by Lelonie to approve the August 8th, 2017 minutes. All in favor, motion passed.
- 3.0 Hospitality
 - 3.1 Events
 - 3.1.1 Fourth Friday's: Need more representation. Making plans for September Fourth Fridays.
 - 3.2 Grant Applications:
 - 3.2.1 Dash at Dusk 5K: Pekin Memorial Hospital Foundation: Discussion: We need to email the new Enjoy Pekin logo for future grant applications. Renna made a motion to approve the grant in the amount of \$1,000, Seconded by Emily. All in favor, motion passed.
 - 3.2.2 Pekin Academy of Fine Arts: Creative Arts Discovery Camp: Discussion: Katy recalculated the non-eligible dollar amount of the grant. Questions if this would be considered a Community Event; This had a positive impact on promoting Pekin. Katy asked for a motion and roll call vote; Emily – yes, Renna – yes, Lelonie – no, Katy - yes. Motion passed.
 - 3.2.3 Amateur Softball Association of Illinois: Emily made a motion to approve the grant in the amount of \$1,000, Seconded by LeLonie. All in favor, motion passed.
 - 3.2.4 Pekin Downtown Super Cruise 13th Annual: Emily made a motion to approve the grant in the amount of \$573.38, Seconded by LeLonie. All in favor, motion passed.
 - 3.2.5 Pekin Area Chamber of Commerce – July 4th Honor America: Discussion: Community wide event, more vendors, weather was perfect, and larger crowds this year. Katy made a motion to approve the grant in the amount of \$1,000 and a

roll call vote; Renna abstained, LeLonie – yes, Emily – yes, Katy – yes, seconded by Emily, motion passed.

- 3.3 PACVB Updates: Food Truck Frenzy this weekend in Peoria Heights. New videos out Tourin the Town (Pekin) and of the Marigold Parade.
- 3.4 Pekin Chamber Updates: Great Marigold Festival weekend. We had great weather over the weekend, Erik Estrada was our Celebrity Guest, who had plenty of kisses to go around! We had more craft vendors this year and a larger area for our civic collage.
- 4.0 Infrastructure:
 - 4.1 Beautification Initiatives
 - 4.1.1 Downtown Streetscaping: We will be relocating 7 flower pots to Derby Street. Looking for ideas for winter decorations for the pots. The 2 hour Parking signs are down and we are replacing with 4 new signs; Shop local, Click it or Ticket, Spend the Day in Pekin, and Don't Drive Distracted. Looking into purchasing more benches.
 - 4.1.2 Bike Pekin Bike Racks: Looking into purchasing more bike racks.
- 5.0 Promotion:
 - 5.1 Social Media: Our new City of Pekin Facebook page is picking up more followers. We took down the Enjoy Pekin Facebook page.
 - 5.2 Enjoy Pekin website: continuing with updates.
- 6.0 Other Business:
 - Bacon, Beer & Cheese Special Event has been cancelled.
 - Pekin Airport planning on having something at the Airport for Halloween, no updates.
 - AGA requesting sponsorship funds – Presentation will be on the September 25th City Council Meeting. This event will be in 2018 and funds will be used in the new fiscal year.
 - Continued Discussion: Guidelines for Enjoy Pekin Tourism Grants and Tourism Sponsorship Guidelines. Will discuss at October meeting.

Katy made a motion to adjourn, seconded by LeLonie. All in favor, motion passed. Adjourned at 5:00pm.

Next meeting – Tuesday, October 10th, 2017 at 4:00, Pekin City Hall

**REQUEST FOR COUNCIL ACTION****To: Council Members****Date: November 17, 2017****From: Sue McMillan, City Clerk****AGENDA ITEM:** Financial Statements April 30, 2017 Tazewell/Pekin Consolidated Communications Center**AGENDA DATE REQUESTED:** November 27, 2017**ACTION REQUESTED:** Receive and File**REQUIRED SIGNATURES****Department Directors and City Staff:**

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

TAZEWELL/PEKIN CONSOLIDATED
COMMUNICATIONS CENTER

FINANCIAL STATEMENTS

APRIL 30, 2017

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

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SCHEDULE OF EXPENDITURES-BUDGET AND ACTUAL	B	9

WILLOCK WARNING & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

23 OLT AVENUE
PEKIN, ILLINOIS 61554

TELEPHONE (309) 347-3152
FAX (309) 347-3153

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Tazewell/Pekin Consolidated
Communications Center

Report on the Financial Statements

We have audited the accompanying financial statements of the Tazewell/Pekin Consolidated Communications Center, a component unit of the City of Pekin, Illinois as of and for the year ended April 30, 2017, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Tazewell/Pekin Consolidated Communications Center as of April 30, 2017 and the changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The schedules of revenues and expenditures listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements of the Tazewell/Pekin Consolidated Communications Center. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Tazewell/Pekin Consolidated Communications Center and do not purport and do not, present fairly the financial position of the City of Pekin, Illinois as of April 30, 2017, and the changes in its financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Willock Warning & Co, PC

Willock Warning & Co., PC
Pekin, Illinois
October 31, 2017

STATEMENT 1

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

STATEMENT OF NET POSITION

APRIL 30, 2017**ASSETS**

Current assets:

Cash	\$ 548,465
Accounts receivable	8,340
Total current assets	<u>556,805</u>

Capital assets:

Leasehold improvements	44,357
Office equipment	63,057
Communications center	119,279
Communications equipment	1,592,519
Less accumulated depreciation	<u>(1,666,374)</u>
Net capital assets	<u>152,838</u>
Total assets	<u>\$ 709,643</u>

LIABILITIES

Current liabilities:

Accounts payable	\$ 37,809
Accrued wages	18,159
Note payable-bank	<u>73,163</u>
Total current liabilities	<u>129,131</u>

NET POSITION

Net investment in capital assets	79,675
Unrestricted	<u>500,837</u>
Total net position	<u>\$ 580,512</u>

The notes to the financial statements are an integral part of this statement.

STATEMENT 2

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND NET POSITION
YEAR ENDED APRIL 30, 2017

OPERATING REVENUES:

City of Pekin	\$ 883,364
Tazewell County	481,600
Other governmental entities	349,537
Private businesses	51,284
Other receipts	<u>20,311</u>
Total operating revenues	<u>1,786,096</u>

OPERATING EXPENSES:

Salaries and employees benefits	1,383,305
Administrative and equipment costs	154,080
Depreciation	<u>32,621</u>
Total operating expenses	<u>1,570,006</u>

Operating income	216,090
------------------	---------

NON-OPERATING REVENUE (EXPENSES):

Interest earnings	2,390
Interest expense	<u>(7,326)</u>
Change in net position	211,154

Net position, beginning of year	<u>369,358</u>
---------------------------------	----------------

Net position, end of year	<u>\$ 580,512</u>
---------------------------	-------------------

The notes to the financial statements are an integral part of this statement.

STATEMENT 3

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

STATEMENT OF CASH FLOWS

YEAR ENDED APRIL 30, 2017**Cash flows from operating activities:**

Receipts from services	\$ 1,785,398
Payments for personal services	(1,382,129)
Payments to vendors and suppliers	<u>(123,097)</u>
Net cash used by operating activities	<u>280,172</u>

Cash flows from capital related activities:

Principal paid on loan	(35,781)
Interest paid on loan	<u>(7,326)</u>
Net cash used by capital related activities	<u>(43,107)</u>

Cash flows from investing activities:

Interest income	<u>2,390</u>
Net increase in cash	239,455
Cash, beginning of year	<u>309,010</u>
Cash, end of year	<u>\$ 548,465</u>

Reconciliation of operating income to net cash provided by operating activities:

Operating income	\$ 216,090
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	32,621
Increase in accounts receivable	(698)
Increase in accounts payable	30,983
Increase in accrued wages	<u>1,176</u>
Net cash provided by operating activities	<u>\$ 280,172</u>

The notes to the financial statements are an integral part of this statement.

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2017**NOTE 1 - NATURE AND PURPOSE OF ORGANIZATION**

Tazewell/Pekin Consolidated Communications Center (the "Center") is a non-profit corporation formed under the General Not-for-Profit Corporation Act of the State of Illinois and primarily organized for the purpose of providing a centralized public safety communications system for the mutual benefit of the County of Tazewell and the City of Pekin, Illinois. For financial statement reporting purposes, the City of Pekin considers the Center a discrete component unit and is reported on the City's combined financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**a) Basis of Accounting**

The accrual basis of accounting, under which expenditures are recorded when the liability is incurred and revenues are recorded when received or when measurable and available to finance the Center's operations is followed.

b) Fixed Assets

All fixed assets are valued at historical cost. Communications equipment is being depreciated over an estimated useful life of ten years. Office equipment is being depreciated over an estimated useful life of twenty years. Leasehold improvements are being depreciated over an estimated life of thirty years.

c) Budget

The Center's budget is prepared on the modified accrual basis as required by generally accepted accounting principles. Therefore, the schedules of revenues and expenditures budget and actual (Schedule A and B) have been prepared on a basis consistent with and comparable to the legally adopted budget.

NOTE 3 - CHANGES IN FIXED ASSETS

The following is a summary of the changes in general fixed assets during the current year:

	Balance <u>4/30/16</u>	<u>Additions</u>	Balance <u>4/30/17</u>
Communications equipment	\$ 1,592,519	\$ -	\$ 1,592,519
Office equipment	63,057	-	63,057
Communications center	119,279	-	119,279
Leasehold improvements	44,357	-	44,357
Total	<u>\$ 1,819,212</u>	<u>\$ -</u>	<u>\$ 1,819,212</u>

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2017**NOTE 4 - NOTE PAYABLE-BANK**

On March 4, 2017 the Center signed a promissory note with Morton Community Bank. This note finalized a previous open line of credit that was used to finance the construction of a new microwave communications tower. The loan amount was for \$92,944. The promissory note requires nine monthly payments of \$4,000 each beginning April 4, 2017 and an estimated principal payment of \$49,190 due on January 4, 2018. Interest rate on the note is 4%.

SCHEDULE A

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

SCHEDULE OF REVENUES-BUDGET AND ACTUAL

YEAR ENDED APRIL 30, 2017

	<u>Budget</u>	<u>Actual</u>
City of Pekin	\$ 883,364	\$ 883,364
Tazewell County	481,538	481,600
Other governmental entities	352,247	349,537
Private businesses	51,284	51,284
Interest earnings	1,500	2,390
Other receipts	<u>3,002</u>	<u>20,311</u>
Total revenues	<u>\$ 1,772,935</u>	<u>\$ 1,788,486</u>

The notes to the financial statements are an integral part of this statement.

SCHEDULE B

TAZEWELL/PEKIN CONSOLIDATED COMMUNICATIONS CENTER

SCHEDULE OF EXPENDITURES-BUDGET AND ACTUAL

YEAR ENDED APRIL 30, 2017

	<u>Budget</u>	<u>Actual</u>
Salaries and employees benefits:		
Salaries	\$ 1,002,500	\$ 937,945
Payroll taxes and unemployment benefits	190,500	156,495
Group and workers compensation insurance	357,000	288,375
Medical costs	<u>1,000</u>	<u>490</u>
Total salaries and employee benefits	<u>1,551,000</u>	<u>1,383,305</u>
Administrative costs:		
Liability insurance	10,000	10,004
Training and education	7,000	3,849
Small tools, supplies and postage	6,325	7,976
Maintenance and repairs	23,400	29,391
Telephone	57,500	53,457
Utilities	10,000	12,172
Equipment and facilities rental	19,100	11,170
Dues and subscriptions	7,600	6,909
Travel	3,900	2,176
Professional fees/contractual services	22,760	9,971
Public relations	750	490
Computer expenses	3,000	945
Miscellaneous	<u>1,000</u>	<u>2,700</u>
Total administrative costs	<u>172,335</u>	<u>151,210</u>
Fixed assets expenditures:		
Communications and office equipment	<u>15,100</u>	<u>2,870</u>
Debt service expenditures:		
Principal and interest-bank loan	<u>34,000</u>	<u>43,107</u>
Total expenditures	<u>\$ 1,772,435</u>	<u>\$ 1,580,492</u>

The notes to the financial statements are an integral part of this statement.



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 22, 2017

From: Sue McMillan, City Clerk

AGENDA ITEM: Strategic Planning Services

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: Authorization that the Mayor be authorized to execute a contract for Strategic Planning Services in an amount not to exceed \$30,000.00.

DESCRIPTION:

FINANCIAL IMPACT:

NEIGHBORHOOD CONCERNS:

IMPACT IF APPROVED:

IMPACT IF DENIED:

ALTERNATIVES:

RELATED TO EFFICIENCY STUDY:

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 Directors and City Staff:

Date:

Finance Department (Certification of Availability of Funds):

Date:

City Manager:

Date:

23,750

Proposal for Strategic Planning Services



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

Attachment: CENTER FOR GOVERNMENTAL STUDIES (1280 : Strategic Planning Services)

NIU - DeKalb

CITY OF PEKIN STRATEGIC PLANNING PROPOSAL

Section 1. Summary of the Proposal

This proposal describes a comprehensive, multi-step strategic planning process. It is a time-tested approach that includes analysis of the current operating environment, consideration of stakeholder input, development of targeted outcomes, and an implementation process that ensures accountability.

Flexibility with various elements is offered to keep the cost manageable by allowing City staff to conduct specific tasks. Those elements are identified throughout as “alternates”, and the cost proposal reflects each alternate provided.

Section 2. Descriptions of the Planning Activities Recommended

- I. Strategy preparation session with City Manager and senior leadership team - 3 hours
The first step in the process is a meeting with the Manager and senior leadership team to prepare for strategic planning and complete initial stages. The session will cover: (1) the process, expected outcomes and logistics; (2) review of mission, vision and values; (3) how to conduct environmental scanning; and (4) discussion regarding operating challenges and strategic issues.

- a. Prepare for meeting—send materials
- b. Meeting with Manager and senior leadership team
- c. Summary of meeting—outline of process

- II. Conduct Environmental Scan

Under the guidance of the consultant, City staff will develop an environmental scan. An environmental scan is a systematic review of major environmental factors that affect the City's operating environment such as: financial & economic conditions (internal and external), workforce capacity and capabilities, physical assets condition, intergovernmental relations, citizen/stakeholder issues, and the regulatory environment. The consultant will provide templates and examples of environmental scans and will review and advise the staff regarding work in progress. This process will be done collaboratively to keep costs manageable.

- a. Prepare and distribute guides/examples
- b. Provide staff support, review as required

- III. Conduct Stakeholder Analysis and Engagement

Concurrent with the environmental scanning effort, the consultant will conduct a stakeholder analysis and engagement process. This will ensure that the City's priorities are aligned with community preferences and needs. Stakeholder groups will be mapped and analyzed regarding interests and impacts. The consultant will facilitate 6-8 key stakeholder focus groups—identified by the City. Stakeholder focus groups will come from across the entire community, segmented by common interest such as: businesses, seniors, athletic associations, faith groups, and schools. This process will enable the City to gain important information about the City service delivery and quality of life issues.

- Focus groups—Sessions run 1 ½ - 2 hours and consist of 10-12 people. Facilitated by the consultant.



- a. Prepare background materials
- b. Review previous session discussion/results
- c. Facilitate session
- d. Summarize results

VII. Strategic Plan Implementation Session—Develop Strategic Initiatives/Action Plans – 4-6 hour meeting

This session will be conducted with the management and supervisory staff and will focus exclusively on developing strategic initiatives and detailed action plans for each strategic priority, in line with the Desired Outcomes and Targets. Action plans need to be developed in sufficient detail to establish accountability and make the effort real. The session will include a review of the strategic planning process to provide guidance on the development of effective plans. The consultant will also present a performance reporting template that the City can use to track progress on targeted outcomes and projects.

- a. Meeting/discussion with Manager
- b. Review previous session discussion/results
- c. Prepare background materials
- d. Instruct group on action planning
- e. Facilitate session
- f. Summarize results

VIII. Summary Report. A summary report, detailing the process, including the draft action plan developed, will be prepared and submitted to the City.

- a. Prepare summary report

Section 3. Work Plan & Timeline

The following is a projected timeline for the process:

Project begins (30 days)	- Manager/team session
Operating Environment Review (60-90 days)	- Environmental scan, budget analysis
Stakeholder Analysis/Engagement (concurrent with above)	- Analysis, focus groups
Strategic planning (30-45 days)	- Strategy, implementation sessions
Final report (20 days)	- Final report

Section 4. Staffing Plan, Resumes

Craig Rapp will be the primary consultant for this project. He will conduct all sessions listed. Craig has successfully conducted strategic planning efforts with the listed elements over one hundred times in his career—over seventy (70) since 2012. He will be supported and assisted by the staff at the Center for Governmental Studies at Northern Illinois University. Mr. Rapp's qualifications:

Scott Sorrel, County Administrator, Peoria County, IL- ssorrel@peoriacounty.org; 309-672-6056
 Ben Martig, City Administrator, City of Northfield, MN- Ben.Martig@ci.northfield.mn.us; 507-645-3009
 Keith Krestan, Chief, Lisle-Woodridge Fire District, IL- kkrestan@lwfd.org, 630-353-3051
 Roger Barrowman, Village Administrator, Village of Shorewood, IL-
RBarrowman@vil.shorewood.il.us; 815-725-2150

Examples of Similar Work:

The following examples of similar work are included in the attached Appendices.

Appendix A: City of Northfield MN, Strategic Plan. This strategic plan, completed in September 2017, included environmental scanning, community engagement, development of Mission, Vision, Values, detailed outcomes, performance indicators, targets and strategic initiatives with action plans. (Appendices with the environmental scan, engagement details and action plans totaling nearly 200 pages--not included, but available upon request)

Appendix B: Performance Report. This is an example of a report that developed by staff to track progress on strategic plan outcomes and targets.

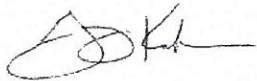
Appendix C. These are examples of one-page strategic plan summaries—that provide an easy-to-understand overview.

Respectfully submitted,



10/2/2017

for the Center for Governmental Studies
 Craig Rapp, Senior Advisor
 President, Craig Rapp, LLC



10/2/2017

Date

for the Center for Governmental Studies
 Greg Kuhn, Assistant Director
 Public Management and Training

APPENDIX A

EXAMPLE—STRATEGIC PLAN

An example of a strategic plan recently completed by the consultant
–similar to the plan envisioned in Pekin’s RFP

An aerial photograph of Northfield, Minnesota, showing a mix of historic architecture and modern infrastructure. A large, dark, curved structure, possibly a bridge or a large building, dominates the right side of the image. In the background, a wind turbine is visible against a cloudy sky. The foreground shows a street with cars and a street lamp.

FY 2018 – 2020

STRATEGIC PLAN

A commitment to strategic thinking,
measurable results and the delivery of
quality services.

August 2017

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STRATEGIC PLAN SUMMARY 2018-2020

City of Northfield

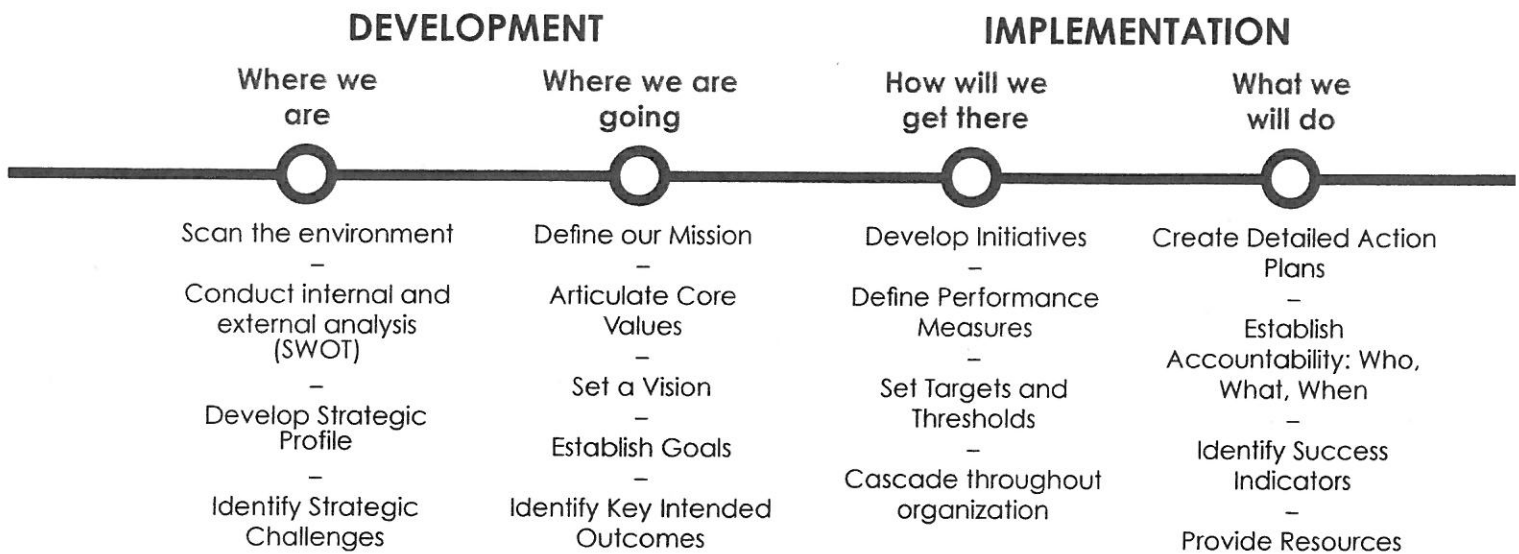
STRATEGIC PRIORITY	DESIRED OUTCOME	KEY OUTCOME INDICATOR	TARGET	STRATEGIC INITIATIVES
ECONOMIC DEVELOPMENT <i>A Community That's Economically Thriving</i>	Expanded commercial & industrial tax base	- Commercial EMV - Industrial EMV	- Commercial and industrial tax value increased \$ ____ by 12/2020	a) Comprehensive Redevelopment b) Business Expansion c) New growth expansion d) Develop tourism strategy e) Downtown revitalization f) Riverfront enhancement
	Enhanced tourism	- Lodging and sales tax - Events attendance - Pull factors	- Inc. ____ lodging tax - Inc. ____ sales tax- non-NF - Inc. targeted Pull Factors	
	Expanded downtown	Downtown sq. ft.	____ add'l sq. ft.	
AFFORDABLE HOUSING <i>A Community Where Everyone Can Afford to Live</i>	Grow & maintain affordable housing	- Affordable units - Workforce units	____ total units by 2020	a) Koester Court preservation b) Revise res. rehab prog. for income-eligible homeowners c) Barrier removal strategy-aff. hsg. d) Develop senior housing plan e) Develop Southbridge property f) Workforce housing strategy
	More senior units	Senior unit inventory	____ new affordable senior units	
	Expanded supportive & emergency housing	Supportive & emergency hsg units	____ new units	
INFRASTRUCTURE <i>A Community Where Infrastructure Supports Its Objectives</i>	Improved infrastructure systems	- System indicators-PCI, breaks, back-ups, etc.	- Targeted improvements achieved-each system	a) Coordinate Fire Station project b) Plan & develop new Liquor Store c) Coordinate decision process for Ice Arena d) Develop community internet strategy e) Update pavement mgt. system f) Create stormwater main. plan g) Update pedestrian/bike, parks & trails plan
	Resolution of major facility projects	Project timelines-each project	- Fire Station- 1/1/19 - Liquor Store- 1/1/18 - Arena, build/no-6/1/18	
	Increased satisfaction with high speed internet	Internet speed measurements	=/> 20% increase in citizen satisfaction with internet services	
DIVERSITY, EQUITY, INCLUSION <i>A Community that Welcomes Everyone</i>	Increased transit options for all	- Existing routes - Surveys - Ridership	# ____ new routes for underserved ____ new rides created	a) Develop equitable service access strategy b) Develop and implement the Racial Equity Action Plan c) Develop a recruitment plan for volunteers, board/commission members, interns d) Implement recruitment, hiring and retention plan for City staff positions
	Staff and volunteers reflect community	Staffing statistics	Increase from ____ to ____ by 2020	
	Improved access to City services for all demographics	- Surveys - Access statistics	=/> 75% of targeted access improvements met	
OPERATIONAL EFFECTIVENESS <i>A Community with a Government that Works</i>	Adequate staff to meet demands	Staffing analyses	Approved targets met	a) Dev. operating effectiveness b) Eval comp. training programs c) Establish integrated work plan d) Develop Council/Staff relationship trust-building process e) Community engagement plan f) Communication plan
	Improved respect/trust-internal	Council/staff survey	=/>80% see improvement	
	Improved external communication	- Survey - Feedback mechanisms	=/>75% of stakeholders say meets or exceeds	
CLIMATE CHANGE IMPACTS <i>A Community that's Resilient and Sustainable</i>	A clear vision for climate action	CAP development timeline	Adopted CAP	a) Climate communication/outreach program b) Develop/deploy awareness survey c) Comprehensive stormwater plan d) Develop and implement Climate Action Plan
	An economy resilient to energy & environment impacts	- Flood damage - Climate benchmarks	Meet CAP targets	
	Reduced net carbon emissions	Carbon measurements	Carbon neutral city by ____	

Note: Specific Strategic Plan "Targets" will be developed in the Action Plan Phase.

STRATEGIC PLANNING PROCESS

Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City of Northfield was designed to answer four key questions. The process is divided into a development phase and an implementation phase. The full process is depicted below.

- 1 Where are we now?**
- 2 Where are we going?**
- 3 How will we get there?**
- 4 What will we do?**



Assessing the Environment – Community and Stakeholder Engagement

To answer the question “Where are we now?”, the strategic planning process began with a community engagement process—in order to understand stakeholder needs and expectations—and gain insight into their priorities. The main outreach took place over two months—from March-early May, and included a community forum, a survey, and a joint meeting/focus group between the City Council, EDA and Planning Commission.

Community Survey

The City administered a community survey via SurveyMonkey. It offered both English and Spanish versions. A total of 628 responses were received—591 in English, 37 in Spanish.

KEY TAKEAWAYS

- People are willing to pay taxes to get services they want
- Some differences in priorities between English speakers and Spanish speakers-housing in particular
- Respondents generally believe services meet needs and priced right
- More emphasis on improving communication is needed

The full results of the survey are included in Appendix II.

Focus Group/Joint Meeting – City Council, EDA, Planning Commission

A focus group consisting of the City Council, Economic Development Authority and Planning Commission was held on April 11. The joint session offered the participants the opportunity to discuss a limited number of key policy issues confronting the community.

KEY TAKEAWAYS

- Address business challenges
- Skilled trade workforce needed
- Downtown businesses are supported, west business area are not supported
- Workforce and affordable housing needed
- Address focused economic development

The questions asked at the focus group and a summary is included in Appendix III.

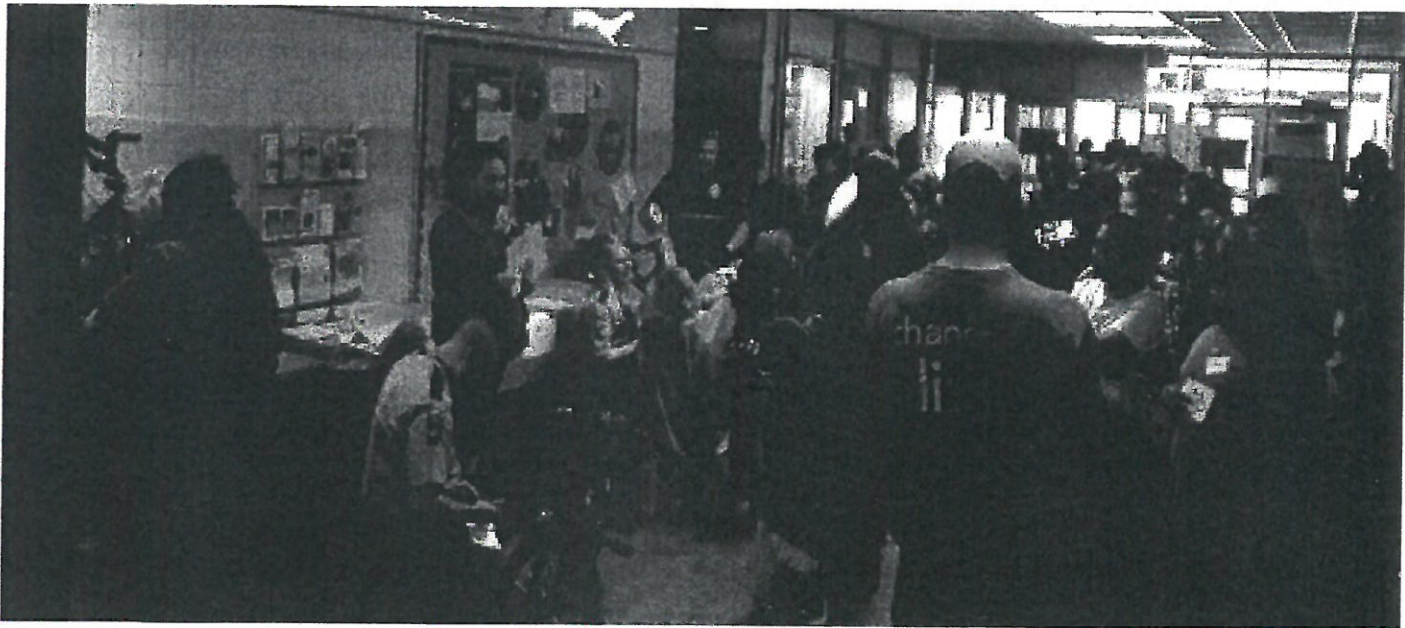
Setting Direction, Value Proposition and Organizational Culture

Retest?

Following the environmental scan and community engagement presentations, the group reviewed and discussed the leadership roles of the City Council and the staff in strategic planning, as well as the collaborative approach they must take for a successful outcome. They discussed the need for a compelling vision, or "Why?" To answer this, the group reviewed their current vision statement, and concluded that it needed modification. A brainstorming session occurred, with new concepts identified, and direction to prepare a draft statement for consideration.

A similar process was followed for addressing the City's Mission and Values Statements. Each was determined to need updating. The current statements were reviewed, and the group brainstormed new concepts to be used in draft statements to be developed.

Over the following months, the consultant and staff developed draft statements, which were revised and adopted provisionally by the City Council. The Vision, Mission and Values are listed on page 3.



The group then turned to a discussion of the organization's culture and the value proposition, which provide the foundation for the way in which services are delivered and strategic direction is set. Four core cultures and three value propositions (including strengths and weaknesses) were presented and summarized.

Internal and External Analysis – SWOT

Following the vision, mission, values and value proposition discussions, the group reviewed the results of a SWOT (Strengths, Weaknesses, Opportunities, and Threats) questionnaire completed by the City Council and senior staff. The SWOT process revealed the following internal strengths and weaknesses and external opportunities and threats.

STRENGTHS

Professional, dedicated staff, experienced department leaders, strong bond rating, financial position, experienced and collaborative leadership, comprehensive guiding documents, and plan based policy making, a record of commitment in investing in infrastructure including facilities, streets, technology

Diversity, aging demographics, smart growth and economic development, natural assets, sustainability, partnerships focused on development, youth programs, culture, transportation, resources at city hall, alternative revenue

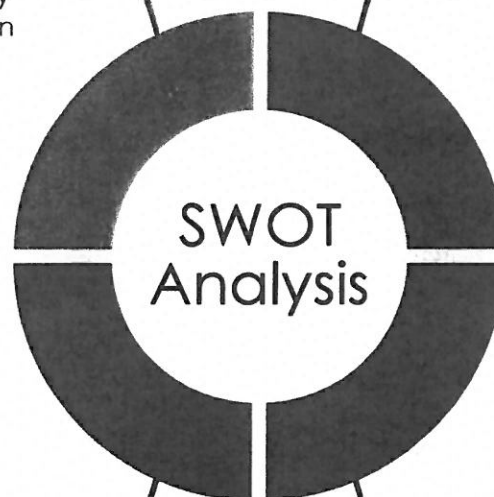
OPPORTUNITIES

WEAKNESSES

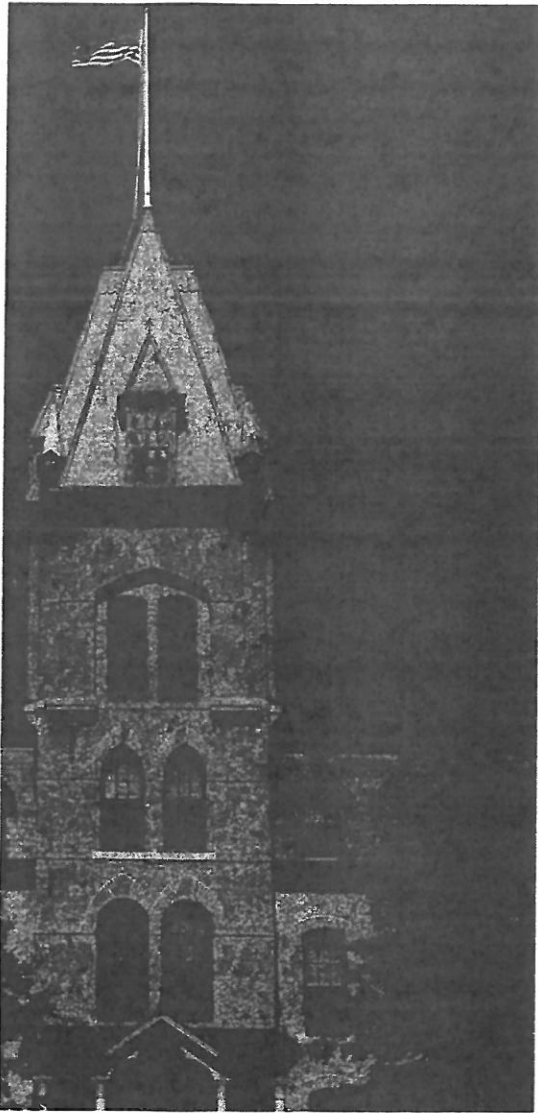
Resources-funding for services/capital, communication-communication with the public, attitude-doubt of professional staff, vision-commitment to our visionary documents, transportation-transportation options for all, diversity-lack of diversity, climate-no official commitment to addressing climate issues

Unfulfilled vision for growth and development, City Council culture of critique, civic and political—uncertain outlook for state and federal government funding, housing-lack of senior and workforce housing, environment-climate change: flooding and rain events, drought/food production, social-issues of racial disparity and dramatic demographic change, finance-securing enough funding for core service demand

THREATS



Following this exercise, the group examined the results, and then engaged in additional brainstorming to identify a broad set of issues and challenges facing the community.



ISSUES/CHALLENGES

- Resources and financial stability
- Smart growth/sense of place
- Economic development
- Communication-internal and external
- Sustainable development and infrastructure
- Unified consistency of vision – growth and development
- Affordable and senior housing
- Infrastructure maintenance
- Climate change impacts
- Staff capacity and turnover
- Lack of diversity/changing demographics
- Aging population
- Transportation
- Street conditions
- Train whistles
- High speed internet
- Ice arena/liquor store
- Public art
- Intergovernmental uncertainty

Based upon the issues and challenges identified, the group debated where the City's focus should be over the next three years. After significant discussion, six strategic priorities emerged, and were adopted.

Strategic Priorities

ECONOMIC DEVELOPMENT

AFFORDABLE HOUSING

INFRASTRUCTURE

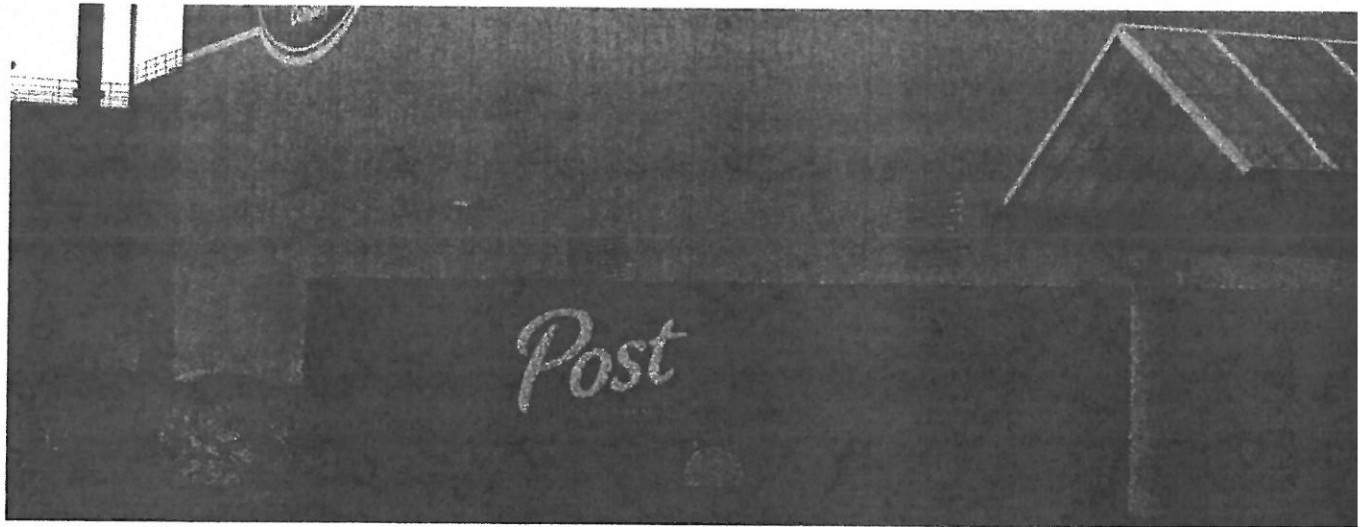
DIVERSITY, EQUITY, INCLUSION

OPERATIONAL EFFECTIVENESS

CLIMATE CHANGE IMPACTS

Economic Development

- a. Outcome: Expanded commercial and industrial tax base
 KOI: Commercial EMV, Industrial EMV
 Target: Commercial and industrial tax value increased by \$___ by 12/2020
- b. Outcome: Enhanced tourism
 KOI: Lodging and sales tax, events attendance, pull factors
 Target: Increase __ lodging tax, Increase __ sales tax—non-Northfield, Increase targeted pull factors
- c. Outcome: Expanded downtown
 KOI: Downtown square footage
 Target: __additional square feet



Affordable Housing

- a. Outcome: Grow and maintain affordable housing
 KOI: Affordable units, Workforce units
 Target: __total units by 2020
- b. Outcome: More senior units
 KOI: Senior unit inventory
 Target: __new affordable senior units
- c. Outcome: Expanded supportive and emergency housing
 KOI: Supportive and emergency housing;
 Target: __new units

Infrastructure

- a. Outcome: Improved infrastructure systems
 KOI: System indicators: PCI, breaks, back-ups, etc.
 Target: Targeted improvements achieved—each system
- b. Outcome: Resolution of major facility projects
 KOI: Project timelines—each project
 Target: Fire station-1/1/19; Liquor store-1/1/18; Arena-build/no build-6/1/18
- c. Outcome: Increased satisfaction with high speed internet
 KOI: Internet speed measurements
 Target: =/> 20% increase in citizen satisfaction with internet services

MARCH – MAY 2017 Stakeholder Engagement

- Environmental Scan
- Community Forum
- Focus Group- Joint Meeting
- Community Survey
- Listening & Engaging
- Assessing Conditions

MAY 9–10, 2017 Strategic Planning Session

- Two Days
- Operating Environment
-Environmental Scan
-Internal SWOT
- Draft Vision, Mission, Values
- Challenges, Priorities
- Outcomes, Targets

MAY – OCT 2017 Strategic Action Planning

- Management Review
- Initiatives Development
- Action Plans
- Vision, Mission Refined
- Council Review, Amend

Implementing the Vision: Developing Strategic Initiatives and Action Plans

To successfully address the strategic priorities and achieve the intended outcomes expressed in the performance targets, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort.

The City of Northfield will accomplish this through a set of strategic initiatives. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities, and targeted to the achievement of outcomes expressed in the Targets.

The following are strategic initiatives developed by staff, refined by the City Council.

Economic Development

- Comprehensive redevelopment
- Business expansion
- New growth expansion
- Develop tourism strategy
- Downtown revitalization
- Riverfront enhancement

Affordable Housing

- Koester Court preservation
- Revise residential rehab program for income eligible homeowners
- Barrier removal strategy-affordable housing
- Develop senior housing plan
- Develop Southbridge property
- Workforce housing strategy

Strategic Planning Participants

The strategic plan was developed with the hard work and dedication of many individuals. The City Council led the way, taking time out their schedules to commit to long-term thinking. They defined a direction and a set of outcomes that are important to the City, their clients and to the cities and stakeholders with whom they partner and serve.

The City's senior staff supported the City Council and offered challenges to conventional thinking. In addition, key collaborators from the EDA and Planning commission made valuable contributions to the final product.

City Council

Rhonda Pownell, Mayor
 Greg Colby, Councilmember
 David Delong, Councilmember
 Suzie Nakasian, Councilmember
 Brad Ness, Councilmember
 Jessica Peterson-White, Councilmember
 Erica Zweifel, Councilmember

City of Northfield Senior Staff

Ben Martig, City Administrator
 Deb Little, City Clerk
 Brenda Angelstad, Finance Director
 Monte Nelson, Chief of Police
 David Bennet, Public Works Director/City Engineer
 Chris Heineman, Community Planning and Development Director
 Teresa Jensen, Director of Library and IT Services
 Michelle Mahowald, Communications and Human Resources Director
 Kurt Wolf, IT Manager

APPENDIX B

EXAMPLE—PERFORMANCE REPORT

Example of a performance report
-for tracking and reporting progress on strategic plan targets



Strategic Performance Report

Third Quarter 2014

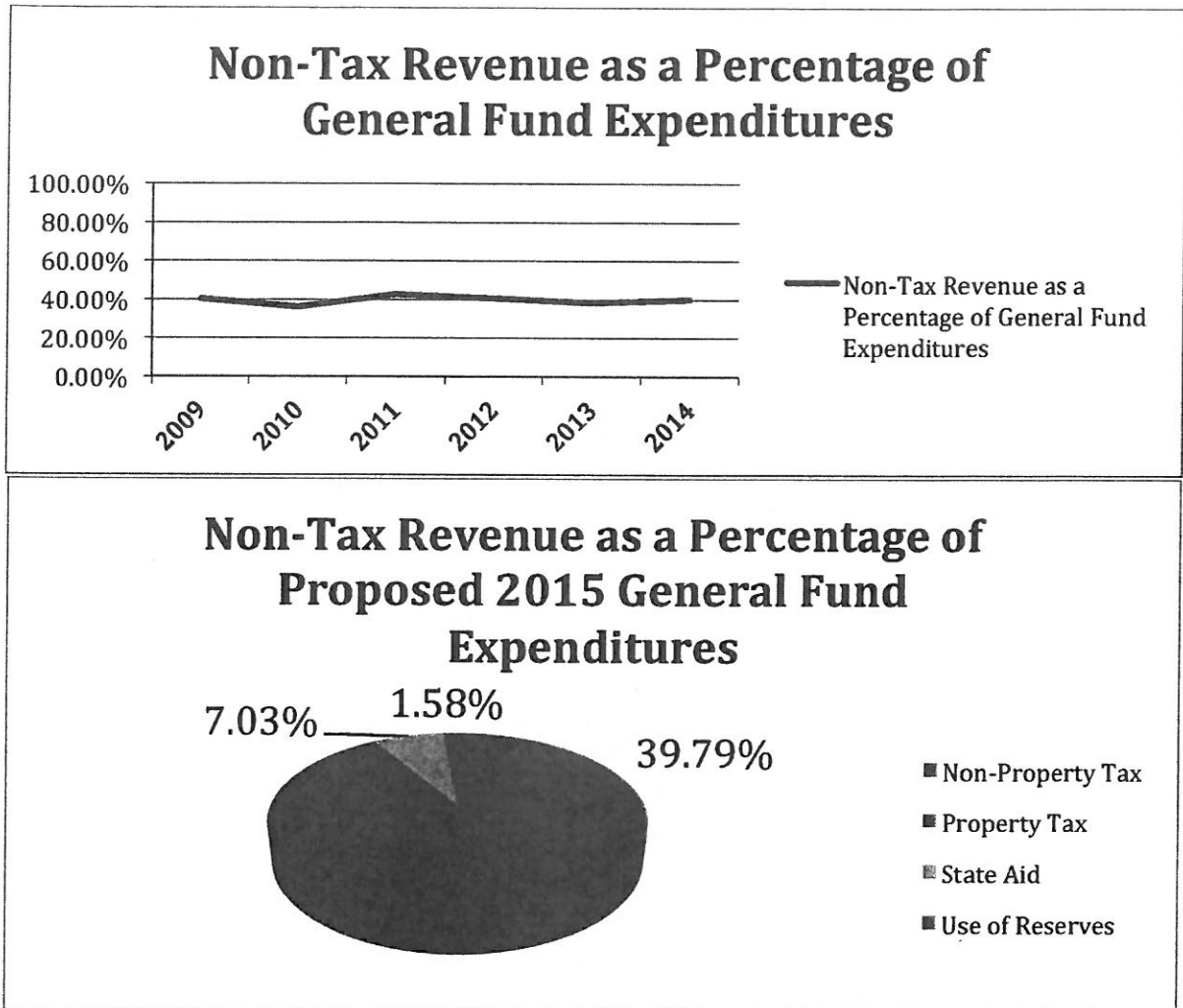
Financial Sustainability

Our strategic intent for financial sustainability is to maintain a strong base of financial reserves in line with our established policy. In addition, we will seek to broaden our revenue options in order to minimize reliance on property taxes for revenue. Finally, we will maintain, and to the extent possible, increase, our current AA bond rating.

☺ KPI: Non-Tax Revenue

The non-tax revenue will be equal or greater than 40% of general fund expenditures (including debt service).

RESULTS



INTERPRETATION

Five years of history demonstrates this is an attainable goal. Currently, the City has been maintaining a level of non-property tax revenue at the targeted level of performance. Long-term, it is a prudent strategy and beneficial to taxpayers to reduce reliance on property taxes to fund General Fund Expenditures.

RESPONSE

Other potential revenue sources will be researched to improve non-tax revenue. This includes researching additional grants, soliciting donations from individuals or corporations, and expanding services such as the License Bureau or Parks and Recreation programming. The fair market value of the City's investments is projected to improve over last year which will aid in increasing the non-property tax percentage.

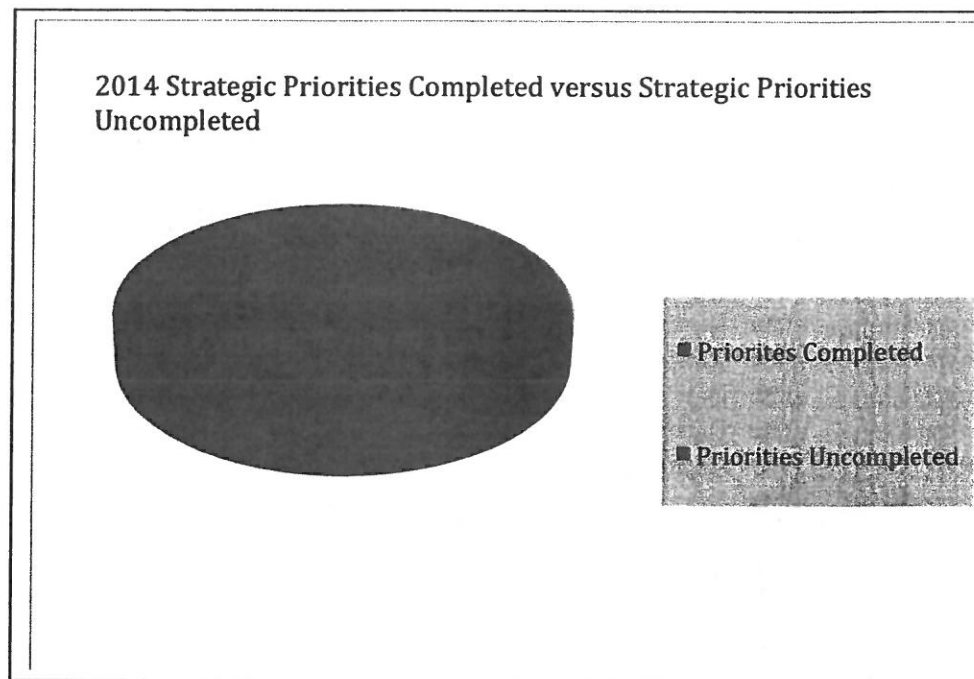
Effective Governance

Our strategic intent for effective governance is a City Council that is open, communicates clearly, and supports collaborative decision-making. Further, rules of engagement are in place and followed, enabling respectful dialogue. The City Council achieves results by having clarity of purpose and clear delineation of roles.

☑ KPI: Priorities addressed

More than 75% of annual goals achieved

RESULTS



- 47 total topics/priorities as of the 3rd quarter of 2014.
- 42 or 89% of topics/priorities completed through the 3rd quarter of 2014.
- At the June 3rd 2014 meeting, Council indicated that most if not all worksession items tie out to a strategic priority. Unscheduled or impromptu items should be reported on as well.

INTERPRETATION

Council established the goal of achieving 75% of strategic priorities in the strategic plan. At the June 3, 2014 Council Policy meeting, Council acknowledged that their worksession meetings have been full of significant projects and topics that consume a lot of Council and staff time. Staff was directed to identify worksession topics along with Strategic Priority topics in an effort to acknowledge that most every worksession topic planned or impromptu drives the City towards successfully upholding the Council's Strategic Priorities. Considering all strategic topics on the worksession calendar through September 9, 2014; Council has worked on 47 different items. Five of those items have been postponed due to timing issues, staff turnover in key areas or due to Council direction. Council have achieved 89% of their worksession topics.

Council acknowledges that the City is confronted with a variety of issues that need Council time and attention. Council also acknowledges that unplanned issues or challenges pop up all of the time and require flexibility with regards to what issues get Council and staff time and attention. In this vein, Council and staff are meeting their established goal of addressing at least 75% of their scheduled goals.

RESPONSE

Council should review progress at their quarterly policy meetings. Staff will present data to support the review.

☹️ KPI: Council-staff communication

Effectiveness rating of 7 or greater on 1-10 Communication index

RESULTS

The following are the preferred methods of updating and providing information to Council by the City Manager or City Staff.

- Mayor Jacobsen – phone calls or emails
- Councilmember Bauman – phone calls or emails to city email
- Councilmember Burg – texts or phone calls
- Councilmember Jacobsen – phone calls
- Councilmember Strub – phone calls or emails to personal email

Other avenues of communication that keep elected officials and staff connected are as follows:

- Weekly memo
- Ilegislate/IPAD - Council and Worksession Meeting Packets
- Teamtalk
- Staff memos
- Emails
- Phone
- Team Building
- Neighborhood Meetings
- Townhalls
- Website
- Monthly Financial Statements
- Quarterly Financial Statements
- Comprehensive Annual Financial Report (CAFR)
- Audit Reports
- Annual Budgets
- Utility Rate Analysis
- Quarterly Investment Reports
- Social Media sites i.e. Facebook for Public Safety and Parks and Recreation
- Constant Contact – Parks and Recreation
- Monthly reporting i.e. Public Safety monthly report
- NBE Exchange Update/Newsletter
- Council liaison reporting at Council meetings (attendance of meetings by Council/staff usually sends liaison updates before regular meeting.)
- Fix311

INTERPRETATION

At the April 1, 2014 council worksession and June 3, 2014 council worksession the flow of communication between Council and staff was discussed. At the April meeting staff reporting was specifically focused on for example the weekly memo and council reports as well as other kinds of formal communication. Council at that time commented that the avenues for receiving information from staff were working and even commented that recent changes to the weekly memo were noticed and appreciated. At the June 3rd, 2014 Council indicated their preferred method of receiving updates from the City Manager.

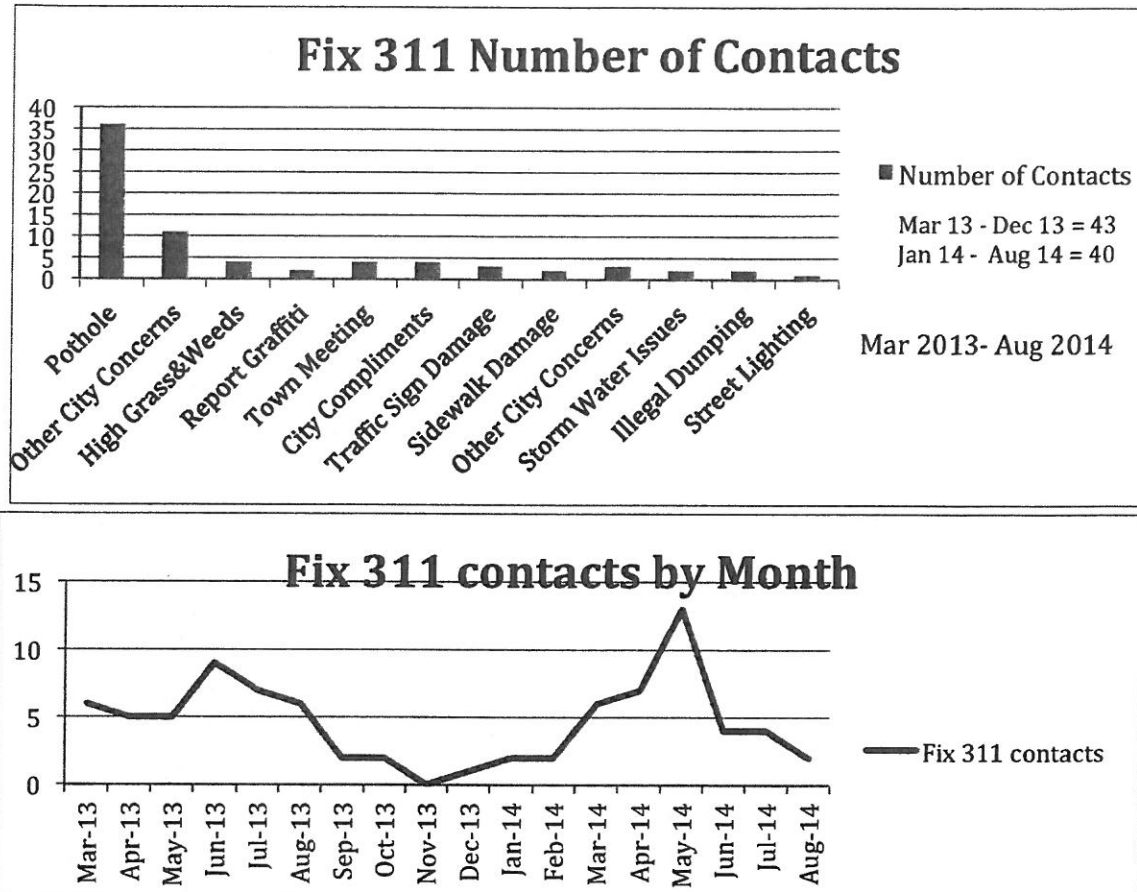
RESPONSE

If Council believes there needs to be a rating of this KPI then that needs to be created by them at a future meeting. It's the City Manager's opinion that Council should review the methods of communication that exist from time to time and provide direction on their information needs.

😊 Stakeholder input

Increase number of contacts from citizens by 5%

RESULTS



INTERPRETATION

Fix 311 is a new program for resident input that debuted in March 2013. Current data shows for 8 months of operation in 2014 (January- August), residents have reported a similar number of issues in comparison to a 10 month time-frame in 2013 (March-December). This indicates that technology is increasing ways for residents to report issues directly to the City.

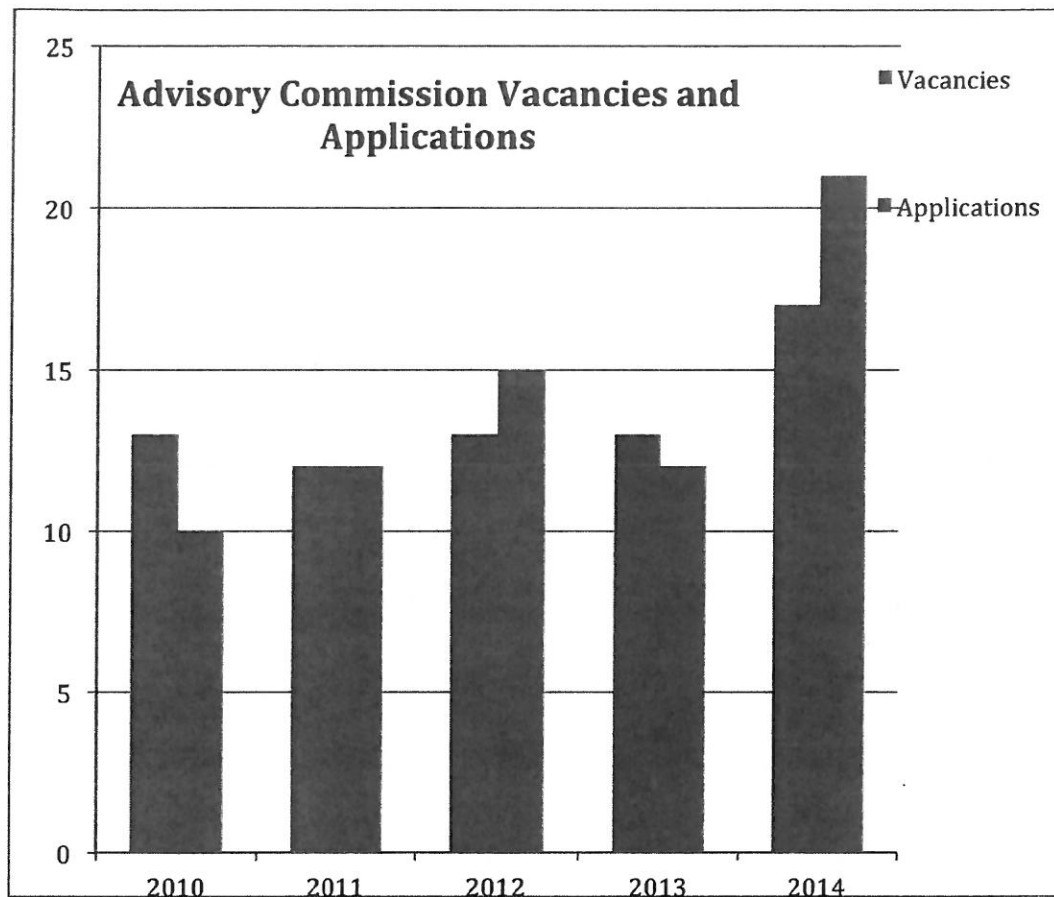
RESPONSE

The data on outward community communication is vast. There is less data on inward communication. If we desire to measure inward communication, communications methodologies will need to be identified, prioritized, and measures developed. The next community survey should ask a question relating to how residents currently prefer to reach out to the City. The staff will present this issue to the Council at an upcoming meeting.

☺ Advisory Commission participation

Minimum of two (2) qualified applicants for each vacancy

RESULTS



INTERPRETATION

In 2014 the City had more applications than in each of the preceding five years. This can be attributed to marketing being done differently. Position openings were advertised on Facebook and a Constant Contact message was sent out. In addition it should be noted that a number of applicants referenced a council member on their application in 2014.

RESPONSE

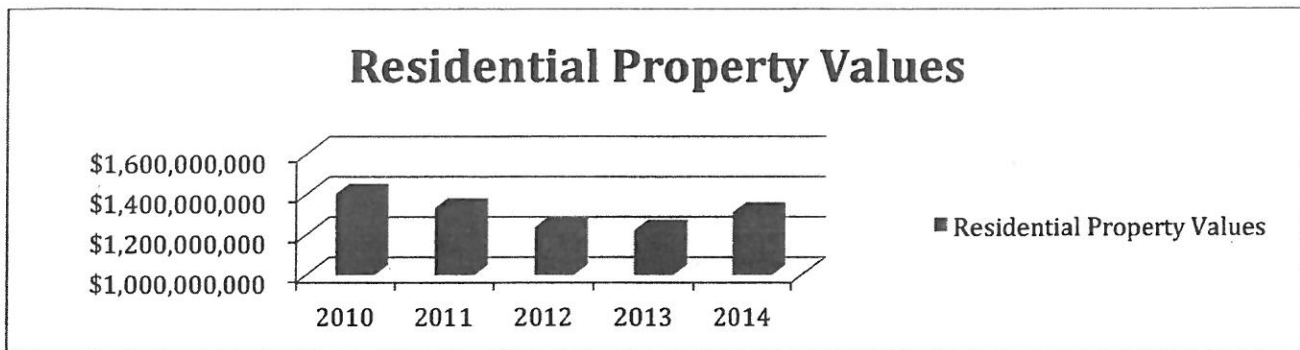
Given the recent success of the number of applicants in 2014, the City should continue to find ways to advertise commission openings. This includes Social Media and continuing to use the regular platforms website, newspaper, etc.). Also, Council Members outreach is an effective approach to encourage applications.

☺ Tax Base

Residential growth of \$9.5M; C/I growth of \$5M by the end of 2016

RESULTS

Total Residential Property Values (2010-2014) *



Total Commercial Property Values (2010-2014) *



* Source: Ramsey County Assessor

INTERPRETATION

As of January 1, 2014 two office projects and an apartment building have been completed with a total taxable market value of \$28 million. Several projects are in the development pipeline (Pulte Homes, Cardiovascular Systems and APi Group) and will be constructed in the next 3-5 years. These projects (with anticipated future expansion phases) are expected to increase the tax base by another \$62 million by the end of 2018.

RESPONSE

City staff will continue to work with our partners (Ryan Companies and Colliers International) to actively market the remaining sites (about 14 acres) in order to reach full build-out by 2022. One of the challenges in pursuing development on the remaining sites is the whether the City can obtain the appropriate approvals from the Minnesota Pollution Control Agency.

Operational Excellence

Our strategic intent for operational excellence is to meet the service delivery needs of our citizens and stakeholders consistently and effectively. We will do this by setting service levels in line with stakeholders' expectations, establishing measureable targets for performance, and establishing a system of accountability for results. To the extent feasible, we will partner with others to achieve our service delivery outcomes.

😊 Service Quality

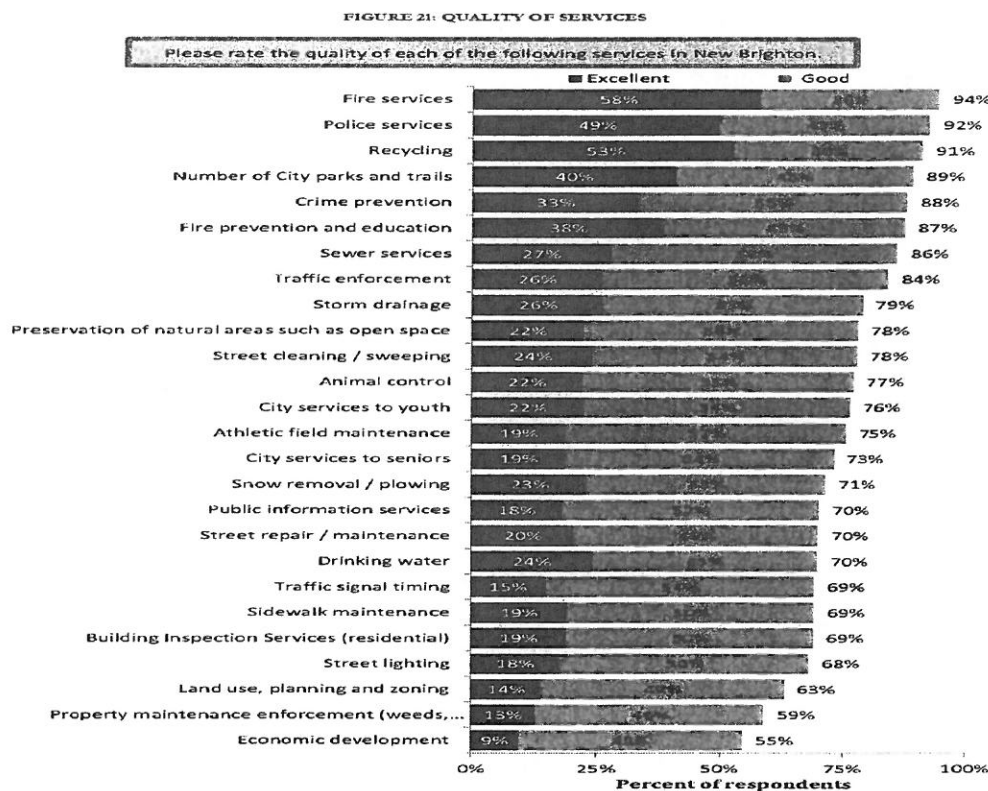
A citizen satisfaction rating of 70% or greater (excellent or good) for City services or an increase of five percentage points since last measurement.

RESULTS

The City of New Brighton receives scores that beat most regional and national levels in all areas of service. When reviewing this list the areas that could be considered core service areas all receive 70% or above.

City of New Brighton Resident Survey

March 2013



Report of Results

24

© 2013 National Research Center, Inc.

INTERPRETATION

- Eighty-five percent of respondents felt that the overall quality of services in New Brighton was “excellent” or “good.”
- The most highly rated services included fire, police, and recycling services, with over 9 in 10 respondents rating them “excellent” or “good.”
- Almost all services that could be compared to the national and regional averages were above or much above these benchmarks; no services fell below the benchmarks.
- 19 services out of the 26 measured are rated above 70%.

RESPONSE

Measure every-other year, and create a list of priorities for follow-up action.

Workforce Engagement and Development

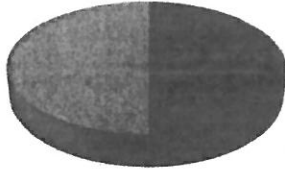
Our strategic intent for workforce engagement and development is the establishment of an organizational culture that values employee contributions, and provides the training and support necessary for employee success and business results. Further, the organization's approach will focus on retention of high quality employees and planning for organizational succession.

☺ Management Capabilities

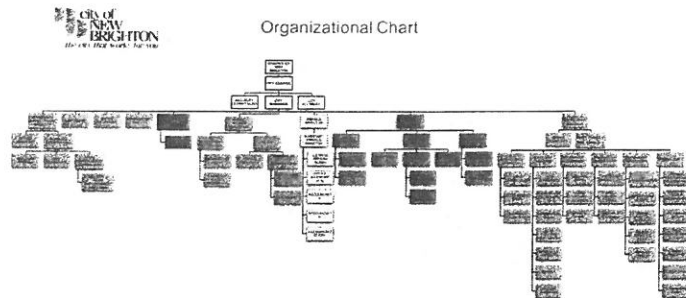
Qualified internal candidates for management/supervisory job openings-60% of the time

RESULTS

50% of Management/ Supervisory Positions Internally Filled



■ Internal Promotions
■ External Hires



INTERPRETATION

The City of New Brighton Organizational Structure has 24 positions that have management/supervisory responsibilities.

City Manager	Management Analyst/Human Resource Specialist	Community Development Director	Planning Coordinator	It Administrator	Public Works Director
Sr. Engineering Supervisor	Street & Sewer Supervisor	Storm and Water Supervisor	Public Works Superintendent	Public Safety Director	Deputy Director Police
Deputy Director Fire	Parks and Rec Director	Asst. Park and Rec Director	Golf Operations Manager	Facilities Manager	Recreation Supervisor
Recreation Supervisor	Recreation Supervisor	Parks Superintendent	PS Office Supervisor	Finance Director	Assistant Finance Director

A goal for the organization is to develop and invest in staff so that when vacancies occur with supervisory positions 60% or more of these vacancies have qualified internal candidates. The organization will provide the proper training and tools for employees in order to reach this goal. ____

Since 2013, the City has interviewed and filled four management/supervisory positions:

1. Finance Director
2. Management Analyst/Human Resource Specialist
3. Assistant Park and Recreation Director
4. Facilities Manager

Three of these positions had internal applicants as finalists. Two internal candidates were hired. The organization will continue to provide training to qualified employees with the goal of developing leaders for positions as they become available.

RESPONSE

At this time, the City is meeting this target. Staff needs to continue to track, trend and report on this target to ensure that internal candidates are continuing to be groomed so that transition planning is smooth and effective.

Tools

Interpretation Flags

☒ Target achieved

Targeted outcome(s) have been achieved.

😊 Heading toward target

Performance is moving toward targeted performance levels. It is either on track, or is responding to actions designed to meet targeted outcomes.

😐 Performance unchanged or not making desired progress

Performance is unchanged from initial state. This could be the result of delayed implementation, an early warning sign that performance is not moving toward targeted performance levels, or that performance is either not responding to actions designed to achieve desired results, or is starting to deteriorate.

Investigation of likely causes, and/or the obstacles that are preventing progress toward the target should be undertaken.

😞 Unacceptable performance

Based upon current performance patterns, performance targets will not be achieved.

This is the highest priority for remedial action. Analysis of performance, including diagnosing the effectiveness of actions, should be conducted.

APPENDIX C

EXAMPLES—STRATEGIC PLAN SUMMARY ON-A-PAGE

Examples of how the strategic plan will/can be summarized for ease of use-
internally and externally

Strategic Planning Overview

The Strategic Planning Session took place in Wayzata on October 7, 2013. Participants included: Mayor Ken Willcox, Council Members Jack Amdal, Bridget Anderson, Andrew Mullin and Tom Tanner with City Manager Heidi Nelson. Staff included Becky Malone, Deputy City Clerk; Don Johansen, Building Official; Mike Kelly, City Engineer; Kathy Ovshak, Finance Manager; Samantha Grosz, Communications Specialist; Bryan Gadow, City Planner; Dave Dudinsky, Public Services Director; Mike Risvold, Police Chief; and Kevin Klapprich, Fire Chief.

During the daylong session, the group established the priorities, measurements and strategic initiatives outlined on the previous pages.

In order to clarify the strategic challenges confronting the community, the City Council, City Manager and senior staff conducted a review of the current operating environment using a SWOT analysis methodology. SWOT stands for strengths, weaknesses, opportunities and threats. The internal strengths and weaknesses and the external opportunities and threats were assessed.

Strengths Analysis

- Engaged citizenry and volunteers.
- Prime geographic location in the metro and a lake with high economic potential.
- Financial strength and stability (solid financials).
- Talented, experienced staff.
- Sound infrastructure and housing stock with pride of ownership in community.

Opportunities

- Lakefront.
- Leadership development/succession planning.
- Shared service model.
- Economic development: lakefront, downtown parking, promotion/marketing, geographic/demographic.

Weaknesses Analysis

- Staff size and depth: organization, training.
- Succession planning: develop talent, training, redundancy, shared services.
- Communications: external (with community).

Threats and Challenges

- Lack of succession planning.
- Financial health/sustainability.
- Community cultures, conflicts and perceptions.
- Maintaining service demands and amenities.
- Business and living costs versus attracting new residents and businesses.



A BLUEPRINT FOR THE FUTURE

Wayzata is a well maintained and safe community.

Wayzata is an active community with a "Home Town" feel.

Wayzata provides a world-class guest experience.

Wayzata celebrates its proud history on the lake.

Wayzata offers an exceptional lakefront destination.

Wayzata has a strong, stable financial foundation.

Good Governing Group, LLC

(0,500) budget
~~23,000 or 30,000~~
 28,000.00
 Phase one

City of Pekin, Illinois

Strategic Planning RFP

October 3, 2017

Attachment: GOOD GOVERNING GROUP, LLC (1280 : Strategic Planning Services)

Streator, JL

Good Governing Group, LLC



October 3, 2017

Mark Rothert
City of Pekin
111 South Capitol
Pekin, IL 61554

Dear Mr. Rothert:

The Good Governing Group is pleased to submit this proposal for strategic planning services to the city of Pekin. The Good Governing Group is a small consulting practice specializing in organizational development, strategic planning, training, and local governance projects. Lately, the practice has focused on international assignments, but the Pekin project fits nicely into the services we can provide because:

1. It requires the application of skills in SWOT analysis, strategic planning, group facilitation, development of mission/vision/value statements, organizational development and practical performance outcome management (and subsequent monitoring of KPIs) I developed while on the faculty for 6 years at the University of Georgia's Carl Vinson Institute of Government.
2. I have enlisted the assistance of Ehlers & Associates, as a partner/subcontractor; they are an experienced Illinois financial analysis and local budget-planning firm and are well-versed in the economic challenges currently facing Illinois municipalities.
3. As a city manager currently working in Illinois, I have an excellent understanding of Illinois' council-manager form of government, Illinois' economic development trends and practices, Illinois' annexation laws and strategies, the Illinois pension crisis, and other environmental constraints and contexts in which the city of Pekin seeks to improve the quality and reach of city government over the next 5 years.

Too often, local governments, with or without the assistance of consultants, produce strategic planning documents that are wish lists of projects and programs they hope to achieve. These documents often lack specific and achievable strategies for realizing their goals and objectives. Sometimes they are not linked to specific entities, or to the individuals, best charged with implementing specific strategies. Finally, some municipal strategic plans fail to connect desired community strategies with measureable outcomes that can be monitored and tracked throughout the multi-year enactment of a city's strategic plan. When this happens, the strategic planning document is less useful as a decision-making and policy development tool. The strategic planning philosophy of the Good Governing Group is to first determine desired outcomes that can be measured and agreed upon by critical stakeholders, then develop specific strategies that can be implemented within the desired planning horizon, next assign responsibility for agreed-upon strategies to specific entities and individuals, and finally establish a monitoring and evaluation process to keep the city on-track with the vision and goals of the plan.

This philosophy is reflected in our proposal's recommended management of work, timetables, ordering of steps, and production of deliverables:

<u>Stage One</u>	⇒	<u>Stage Two</u>	⇒	<u>Stage Three</u>
SWOT Analysis		Environmental Scans		Agree on goals, objectives & strategies
Mission/Vision/Values		Budget Analysis/Projections		Agree on KPIs, outcome measures & lines of accountability
Internal & External Stakeholder Surveys & Inputs		Training		Presentation of Final Plan
Review of previous planning documents		Introduction of Best Practices:		Considerations for the next planning process & follow-up financial analyses
Establish strategic planning leadership team		--collaboration		
		--Smart/Resilient Cities		
		--public-private partnerships		
		--creative outsourcing		
		--other cities' strategic plans		

The three-stage management approach summarized above is reflected in the proposed 6-month timetable for project completion also included in this proposal.

This proposal also separately lists activities and assignments that can be performed by city staff. This is important not just to reduce the costs of the strategic planning process, but also to fully engage and vest elected officials, senior management, junior staff members and the larger community in the long-term success of the effort and the legitimacy of the deliverables.

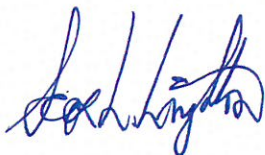
This proposal from the Good Governing Group consists of the following components:

1. Description of deliverables and planning activities
2. Timetable, with a list of duties and projects to be performed by city of Pekin staff
3. Consulting team resumes and references
4. Cost proposal

The Good Governing Group will enlist the services of Ehlers & Associates to perform the budget analysis and financial projections that will form a critical backdrop for determining what strategic elements can be included in the 5-year plan, and to assist with parts of the environmental scan. All other aspects of the project will be coordinated directly by myself (Good Governing Group). However, it is our opinion that the city would be best served with the creation of a long-term financial management plan (FMP). The development of a complete FMP is not included in the scope of this proposal because a FMP was not requested by the city, and because the scope of such a FMP cannot be known until the city's 5-year plan is complete. Ehlers' engagement letter (attached to the section on deliverables and planning activities) provides an estimated cost for this optional financial analysis based on similar work performed for other local governments, but we expect that this estimate will be modified based on the contents of the completed plan, and subsequent discussions with the city of Pekin concerning "next steps" in the planning process.

Please call me if you have any questions about this proposal. Thank you for considering the Good Governing Group's submittal.

Sincerely,



Scot Wrighton
Managing Principal
Good Governing Group, LLC
7 Ridge Road
Streator, Illinois 61364
(815) 830-2059

Mission Statement: A mission statement describes what an organization wants to do *now*. It concentrates on the present, defines employees' and customers' critical processes, and informs the reader about desired levels of performance. It answers the question: "why are we here?" The development of a mission statement for Pekin will be a key part of the first City Council Workshop (see timetable) and will be finalized within 30 days of the first City Council Workshop so it can be used to develop the rest of the strategic planning document.

Vision Statement: A vision statement outlines what an organization wants to be in the future. By focusing on the future the vision statement can be a source of inspiration and motivation; it often describes not just the future of the organization, but the future of the society and community the organization's vision hopes to influence and change. It answers the question: "what do we want to become?" The development of a vision statement for Pekin will be a key part of the first City Council Workshop (see timetable) and will be finalized within 30 days of the first City Council Workshop so it can be used to develop the rest of the strategic planning document.

Statement of Values: A statement of values establishes normative standards for how the organization goes about achieving its mission, advancing its vision, and generally conducting its business. A statement of values incorporates the principal tenets of the organization's code of ethics, and answers the question: "how do we do what we do?" The development of a statement of values for Pekin will be a key part of the first City Council Workshop (see timetable) and will be finalized within 30 days of the first City Council Workshop so it can be used to guide the process of developing the 5-year strategic planning document.

Stakeholder Analysis: The consultant will meet with the city within 30 days of project Kick-Off and work with a "Strategic Planning Coordinating Team" comprised of internal and external members appointed by the Mayor, City Council and City Manager. Good Governing Group proposes that external stakeholders be divided into three (3) subgroups: outside community entities & governments; neighborhoods; and all other external stakeholders. Members of the Strategic Planning Coordinating Team and the consultant will meet with these three groups separately (see timetable). Surveys and other interactive processes will be used to gain inputs from all three groups that could be incorporated into the 5-Year Strategic Plan.

Environmental Scan: This element of the project assesses non-financial aspects of the world, the municipal context, and the region in which Pekin sits. It will assess trends in federalism, governance and State of Illinois' dysfunctions that bear on the ability of the city to deliver services and realize its vision. We intend that it also expose elected officials, staff and stakeholders to best practices in municipal strategic planning, Smart/Resilient Cities initiatives, local government collaborations and joint authorities, and successful performance outcome measures that could be used in Pekin to achieve the goals and objectives of the plan. This deliverable will be shared with the various local work groups incrementally (see timetable).

Who will conduct this?

SWOT Analysis: SWOT is an acronym for strengths, weaknesses, opportunities and threats. It is a structured planning method that evaluates these four elements of a project, business venture or organization. A SWOT analysis could even be carried out for an industry, place or person. Generally the strengths and weaknesses components of the analysis assess internal issues, while the opportunities and threats parts of the analysis assess factors external to the organization. SWOT is a valuable planning tool as a city develops a new strategic plan because the plan should capitalize on the community's strengths, maximize its latent opportunities, and guard against its inherent vulnerabilities. SWOT analysis will be a key part of the first City Council Workshop (see timetable).

Budget Analysis & Projections: With guidance from the Good Governing Group, this work will be completed by Ehlers & Associates (see attached engagement letter). Ehlers' findings will be incorporated into City Council Workshops #2 and #3 (see timetable) so that they bear directly on plan.

Goals, Objectives and Strategies: This is the core of the 5-Year Strategic Plan. Goals that tie directly to the mission and vision of the city will constitute the major divisions of the final Strategic Plan document. Under each goal will be generalized objectives, and under each objective will be a series of specific strategies that are tied to measureable outcomes, that each have a timetable for implementation, and have a person(s) and/or organization assigned to serve as the strategy's champion.

Timetable, Responsible Parties & Costs: These are detailed elsewhere in this proposal.

Monitoring & Keep Performance Indicators (KPIs): KPIs are implementation tools for the plan, and are therefore essential. As described above under "Goals, Objectives and Strategies," each strategy in the final report will have measureable performance outcomes (KPIs) and persons or organizations assigned to monitor and be accountable for the implementation and enactment of the initiative.

Considerations for the Next Planning Process: Prior final presentation of the 5-Year Strategic Plan, and City Council adoption of the same, the consultants will meet with the city to discuss possible post-plan actions to insure that the city maintains the momentum they have set in motion with the first phase of the planning process. This could include periodic monitoring visits and workshops, creation of a more extensive financial management plan (FMP), or other projects customized to ensure that the plan remains a vibrant decision and policy-making document.



EHLERS
LEADERS IN PUBLIC FINANCE

October 3, 2017

Mr. Mark Rothert
City of Pekin
11 South Capitol
Pekin, IL 61554

Re: Proposal for Financial Planning Services for the City of Pekin

Dear Mr. Rothert:

On behalf of Ehlers, we are pleased to present this proposal to provide the Budget Analysis and Projection component of the City's strategic planning process. Our experience in public finance, financial management plans, and economic development brings the necessary skills and perspectives to deliver the highest quality services.

We understand that the City is facing the financial challenge of funding public safety pensions while maintaining existing services and making needed capital improvements. A review of the City's audit also indicates that there will be future financial challenges in the Sewerage Fund posed by the payment of debt service associated with the State of Illinois Water Pollution Control Program Loan and 2010 Build America Bonds.

We also understand that having an accurate budget projection over the next five years will be an essential part of the strategic planning process. It will provide a financial context for the SWOT analysis as well as provide a framework for identifying goals and priorities. The requested Budget Analysis and Projection will clearly identify and quantify the financial challenges the City is facing. However, based on our experience with scores of communities throughout the Midwest, we think the requested scope of work would be the most effective as the first step in a more comprehensive financial planning process. The next step would be to develop financial strategies to achieve the goals and objectives that come out of the strategic planning process. These financial strategies could include restructuring existing debt, identifying new resources, and adjusting capital improvement plans. The result of the more comprehensive planning process would be a ten-year Financial Management Plan tailored to the unique situation of the City of Pekin.

This proposal provides for two phases of strategic financial planning. The Budget Analysis and Projection phase would be provided as part of the City's Strategic Planning process as requested in the RFP. The second, optional phase would be the completion of a Financial Management Plan that could be undertaken as a "next step" to ensure that the goals and objectives identified by the City are achievable and affordable.

We believe Ehlers can assist the City in developing a financially sustainable strategy, to maintain City services while also paying pension obligations and outstanding debt.



Ehlers Inc., Ehlers Investment Partners and Bond Trust Services are affiliate companies

The information provided in these materials does not create or imply any fiduciary relationship, and is being provided solely for the purpose of marketing our services to you as a prospective client of Ehlers & Associates, Inc.

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Attachment: GOOD GOVERNING GROUP, LLC (1280 : Strategic Planning Services)

Phase One: Budget Analysis and Projection

Ehlers will prepare a baseline financial projection that projects future revenues and expenses required to maintain the City's existing service level and meet other obligations such as funding pensions and making debt service payments. We will incorporate the City's capital improvement plan ("CIP") or an annual estimate of capital expenses for projects such as street overlays, street reconstruction, and major maintenance of City facilities.

Ehlers will work with staff to identify the appropriate funds to include in the Budget Analysis and Projection. We typically include all funds that impact the General Fund or have significant impacts on taxpayers and rate-payers. Our preliminary review of the audit suggests the following funds should be included;

- General Fund
- Motor Fuel Tax Fund
- Capital Projects Fund
- Internal Service Funds
- Pension Trust Funds
- Sewerage Fund

Budget Analysis and Projection Deliverables

The deliverables of the Budget Analysis and Projection will be:

- A base-line, five-year financial projection in excel that the City may update internally in future years. The projection will include:
 - All capital improvements identified by the City
 - Expected changes in the tax base from residential and commercial development
 - Expected changes in revenues and expenditures
 - Changes in fund balance over the five-year projection period
- Charts and graphs that clearly identify trends, challenges, and opportunities
- A narrative summary

Budget Analysis and Projection Cost

Ehlers will complete the Budget Analysis and Projection at the hourly rate of \$225, with a not-to-exceed cost of \$8,500.

Optional Phase Two: Financial Management Plan

The Financial Management Plan ("FMP") is a long-term planning tool that gives leaders a roadmap to determine options and make farsighted decisions. The interactive process of developing the FMP involves both the staff and elected officials. When completed, the FMP will highlight policy issues/considerations, and compare options available to the community so that the real results of financial decisions can be seen. Specifically, the FMP will show the tax and utility rate impacts of achieving the goals and objectives identified in the Strategic Planning Process. Financial actions or inactions will be presented in a way that allows the City Council to make realistic decisions for the City's future.

the plan this document into the future

The resulting product of a FMP is a long-term budget and debt repayment plan with a funding strategy. The FMP may involve all funds studied in the Budget Analysis and Projection, or a more limited number of funds that reflect the City's priorities. **The FMP will build on the Budget Analysis and Projection to provide a ten-year financial plan.**

The FMP will:

- Outline future capital needs and program requests
- Assist in framing the policy issues identified in the Strategic Planning Process and setting a framework for making decisions about how to financially achieve the City's goals and objective.
- Present options for funding capital projects
- Identify potential new revenue streams for repaying G.O. debt
- Consider options for restructuring or refunding existing debt
- Analyze the financial impact of each option
- Prepare an affordable, comprehensive financial plan

Ehlers' review of the Sewerage Fund (and potentially the Solid Waste Fund) may indicate the need to increase utility rates. The FMP will identify a percentage increase needed in future years.

Financial Management Plan Deliverables

- Annual projected budget numbers for each fund for the next 10 years
- Inclusion of all capital improvements identified by the City
- Inventory of current and potential financial resources (revenues)
- Expected changes in the tax base from residential and commercial development
- Preliminary modeling of any proposed debt restructuring or refunding
- A planning tool that provides:
 - Estimates of future revenues
 - Options and assumptions for the impacts of each project in each year
 - Analysis of the financial impact of two preferred options
 - Developing a framework to review future capital projects and keep the plan updated
- **Facilitated Council discussion to reach consensus on priority projects**
- Two Power Point presentations to Council
- Financial projections in Excel format that the City can update in the future. The financial projections will include two options for revenue sources and the timing of capital improvements, with the final choice to be delivered to the City in Excel.

Financial Management Plan Cost

Need to bring this on this

Ehlers will complete the Financial Management Plan at the hourly rate of \$225, with a not-to-exceed cost of \$23,000 for up to eight funds and two options. The \$23,000 not-to-exceed assumes the prior completion of the Budget Analysis and Projection. **If the City opts to undertake a Financial Management Plan as part of its Strategic Planning Process (instead of using a phased approach), the not-to-exceed cost will be \$30,000 for up to eight funds and two options.** Options may reflect different revenue scenarios, different pension funding scenarios, or different timing and scope of capital improvements.

Ehlers Financial Planning Team

Ehlers offers a team of experts with an understanding of the financial and operational complexities of delivering City services. John Piemonte, Jessica Cook and Jeanne Vogt will prepare the Budget Analysis and Projection and, if desired, the Financial Management Plan. They bring unique and considerable skill sets to the project with a combined 50+ years of experience working in public finance for local governments. See their attached resumes for more detail.

Timing

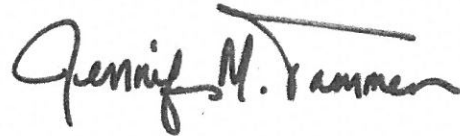
Work can begin in early November, 2017. The Budget Analysis and Projection can be completed within 60 days, depending on availability of capital improvement plans and City financial statements. For a full FMP, the typical timeframe from acceptance of the proposal to final adoption is 90 to 120 days depending on City Council meeting schedules.

Thank you for your consideration. Ehlers stands ready to deliver financial planning services and surpass your expectations for quality and value.

Sincerely,



John Piemonte
Municipal Advisor



Jennifer M. Tammen
Municipal Advisor/ Principal

Good Governing Group, LLC

Project Timetable

November, 2017

Approve any amendments to project scope
 Kick-Off Meeting
 Gather previous planning documents and budget/financial documents
 Appoint Strategic Planning Coordinating Team (city of Pekin employees, officials, plus external stakeholders)

December, 2017

City Council workshop #1 (one full day: SWOT Analysis, mission/vision/values)
 Meet with the city's senior management team*
 Select and sort external stakeholders (outside community entities & governments, neighborhoods, other externals)
 First meeting of the Pekin Strategic Planning Coordinating Team*
 *Selected presentations of environmental scan and best practices information

January, 2018

Meet with the city's middle managers and supervisors*
 Meet with outside entities and governments*
 Second meeting of the Pekin Strategic Planning Coordinating Team
 *Selected presentations of environmental scan and best practices information

February, 2018

Meet with neighborhood stakeholders*
 Third meeting of the Pekin Strategic Planning Coordinating Team*
 *Selected presentations of environmental scan and best practices information

March, 2018

Meet with other external stakeholders
 Fourth meeting of the Pekin Strategic Planning Coordinating Team**
 City Council Workshop #2 (half day)**
 **Selected presentation of budget/financial analysis information

April, 2018

Fifth Meeting of the Pekin Strategic Planning Coordinating Team
 City Council Workshop #3 (half day) to make final plan adjustments

May, 2018

Final Presentation of the 5-Year Strategic Plan to the community, and adoption by the City Council

PROPOSED DUTIES AND RESPONSIBILITIES OF THE CITY, AND CITY STAFF:

1. Appoint a Strategic Planning Coordinating Team to work with the consultant, schedule meetings, distribute surveys, assemble and analyze data and manage the public information surrounding the 5-year strategic planning process.
2. After training by the consultant on performance outcome measurement and implementation, work with department heads and stakeholders to develop systems for monitoring progress and reporting the same to the community.
3. Determine those members of the Strategic Planning Coordinating Team to be trained by the consultants to carry forward the planning process in a manner that will minimize the use of outside consultants in the future.
4. The consultant will provide 3 hard copies and an electronic copy of the final 5-Year Strategic Plan and related recommendations. To reduce consulting costs, the city of Pekin can pay for subsequent reproduction and distribution of the final documents.



Scot Wrighton, Managing Principal
Good Governing Group, LLC (Illinois)
(815) 830-2059

Scot Wrighton has dedicated his professional career to the improvement of local governments and the advancement of good governance principles. He worked in city management for more than 22 years in Kansas, Illinois and Missouri before joining the faculty of the Carl Vinson Institute of Government at the University of Georgia. There he facilitated a broad range of local government training, consulting and organizational development initiatives including strategic planning projects, local government consolidation charters, ethics training, and the delivery of management development training to city and county governments throughout Georgia.

Eventually his work for the University of Georgia extended to international consulting and teaching engagements in Europe, Africa, China and India. He was selected to become the first city manager of a new private city in Maharashtra, India in 2009 that sought to demonstrate how good local governance principles, strategic planning, Smart City applications, and professional city management systems could be applied to urban India. While in India he joined a university's planning and management faculty.

In 2015 he returned to the United States to resume work as city manager in Streator, Illinois (a post he had occupied previously) while continuing his international consulting practice. He is still an adjunct faculty member at CEPT University of Gujarat (India), and he remains active with other projects in India, Egypt and the U.S.

- References:
- Gordon Maner, Senior Training Director, Carl Vinson Institute of Government, University of Georgia (706) 831-7917
 - Manvita Baradi, Exec. Director of the Urban Management Centre, Ahmedabad, India (+91) 98240-92145
 - Ajit Gulabchand, President & CMD, Hindustan Construction Corp., Mumbai, India (+91) 98210-62787
 - Jimmie Lansford, Mayor, city of Streator, Illinois (815) 679-8578

SCOT W. WRIGHTON

7 Ridge Road – Streator, Illinois 61364 USA

Email: slwrighton@att.net Phone: (+01) 815 830 2059

OVERVIEW

Scot Wrighton brings together unique skill sets and professional experiences all related to enhancing and improving local and other sub-national government entities. He has served as a city manager for more than 28 years in the USA and India. He served on the faculty of the University of Georgia's Carl Vinson Institute of Government for over 6 years where he served as a consultant and trainer to local government officials in the United States and internationally. He has developed and delivered strategic plans, and training curriculums for elected officials, local government staffs, local leaders, and traveled to India, Africa, Europe and China to assist local government associations, and to consult on better local enabling legislation, performance measurement & management, decentralization, anti-corruption measures, municipal finance and strategic planning. From 2009 to 2014 as the city manager of a new private development—Lavasa—in western India which seeks to demonstrate a new paradigm for the construction of new cities relying heavily on public-private partnerships, integrated land uses, economic planning, and decentralized leadership to improve the course of urbanization in South Asia. Following his India engagement, he returned to again serve as the city manager of Streator, Illinois, while also leading a small governmental consulting practice with mostly overseas clients (Good Governing Group).

EDUCATION

M.P.A., The University of Kansas, Edwin O. Stene School of Public Administration, 1983.
Municipal management internships in the cities of Olathe, Kansas and Wichita, Kansas, USA

M.A., The University of Hawaii, Department of History, Honolulu, 1983. Full-time student from 1979 to 1981, USA

Certificate of Pacific Island Studies, The University of Hawaii Center for Pacific Island Studies, Honolulu, 1983. Teaching & research internships in Fiji & Vanuatu.

B.A., Sterling College, Dual major: history & political science, Sterling, Kansas, 1978, USA

PROFESSIONAL WORK EXPERIENCE

January 2015 **City Manager, City of Streator, Illinois.**
to Present

Chief administrative officer of a full-service municipality, population 13,800, \$24 million budget, and operating under the statutory council-manager form.

January 2015 **Managing Principal, Good Governing Group, LLC (Illinois)**
to Present

Head of a small governmental consulting firm specializing in better local governance, charter development, performance measurement and planning.

Scot Wrighton, pg. 2

PROFESSIONAL WORK EXPERIENCE(cont'd)

April 2009 **City Manager, Lavasa Corporation, Ltd., Maharashtra, INDIA.**
December 2014

Chief administrative officer for a new city currently being developed west of Pune under the authority of a 24,000-acre special planning authority approved by the State of Maharashtra. Responsible for developing and implementing systems for best-practice municipal service delivery, creation of a new governance model incorporating good governance practices and policies which can be replicated in future new-city developments in India, most of which must be supported by public-private-partnerships. Responsibilities include: administration of day-to-day service delivery, training Indian nationals on local good governance concepts and leadership, transparent policy-making, anti-corruption practices, administrative streamlining, and drafting & implementation of service delivery practices focusing on quantifiable performance outcomes.

Work also includes representing the company to external partners, the media and international development agencies. Job duties require government interface on electric power systems, report-writing, environmental compliance, security issues, disaster planning, organizational development, villager services and capacity development training. Responsibilities also include: creating new policies, procedures, and reporting systems; drafting and implementing joint venture agreements; measuring performance outcomes; conducting capacity/risk assessments as new initiatives and demands require.

This position also requires the ability to speak to domestic and international symposiums, meet with other external organizations, journalists, NGOs, academic institutions, citizens and stakeholders and explain Lavasa's unique business model. Additional responsibilities include: planning seminars and knowledge exchange events on urban development topics, researching new management practices, and recommending utility and service fee changes to make the city financially self-supporting.

March 2003 **Public Service Associate (Management Development Associate),**
to April 2009 **Carl Vinson Institute of Government, Training, Education & Development**
 Division, University of Georgia, Athens, Georgia.

Full-time position with an Institute of Government providing continuing professional adult education, curriculum development and consulting to local government officials. Work included training and consulting on a broad range of good governance topics, and the facilitation of governmental strategic planning, and subsequently producing project reports. The position required curriculum development, some business development to market new

Attachment: GOOD GOVERNING GROUP, LLC (1280 : Strategic Planning Services)

Scot Wrighton, pg. 3

PROFESSIONAL WORK EXPERIENCE (cont'd)

training programs; and teaching and consulting on: practical local government improvement, changes in local government structure and related subjects relevant to local government managers and elected officials, primarily in Georgia, but also internationally. Certificate courses taught included: governmental ethics/use of power and influence, public budgeting and financial planning, performance appraisal, council-staff relations, public meeting management & parliamentary procedure, good governance philosophies and practice, intergovernmental relations, fundamentals of city and county government in the federal structure, managing and directing change, city-county cooperation, as well as basic management and supervision.

The position also involved the development of programs and strategies for teaching good democratic governance practices in local and provincial governments internationally (e.g., China, South Africa and India), and providing instruction to international local government delegations visiting the USA (e.g., Albania, Kazakhstan, Liberia, Russia and the Philippines).

I participated in overseas study programs in Ireland and Slovakia through membership on the International Committee of the International City-County Management Association (ICMA). In the United States, I provided training support to local government professional associations, developed specialized training for local government customers, expanded and marketed training and capacity building programs to national markets, such as the American Public Works Association's Certificate of Public Works Management program.

March 1994 to
March 2003

City Manager, City of Kirksville, Missouri.

Chief administrative officer for a full-service, stand-alone city of 18,000 in northern Missouri (Adair County). Major projects included numerous intergovernmental service mergers (e.g., E-911, tax billing, business licensing, GIS, etc.) with other governments, construction of a new aquatics center, major water and sewer improvements, 50 percent increase in the territorial size of the city, new fire station, several successful tax referenda, downtown renovations, new police station, grants for trails and rural transportation projects, airport improvements, new pay and classification system, and other enhancements aiding the efficiency of the municipal organization.

Scot Wrighton, pg. 4

PROFESSIONAL WORK EXPERIENCE (cont'd)

June 1987 to
March 1994

City Manager, City of Streator, Illinois.

First professional chief administrative officer in this full-service, stand-alone city of 14,000 in LaSalle and Livingston counties, Illinois. Responsible for managing all municipal service delivery. Major projects included: downtown renovation project, management of IEPA-mandated sewer treatment plant and collection system improvements, park improvements, restructuring of the municipal organization, compilation and adoption of a community strategic plan, negotiate labor contracts, new budget and personnel practices implemented, employee benefit systems overhauled.

November 1983
to June 1987

Village Administrator, Village of Mount Zion, Illinois.

Chief administrative officer of a full-service city of 5,000 in suburban Decatur (Macon, County), Illinois. Major projects included: construction of a sewer interceptor and joining with Decatur Sanitary District, City Hall renovations, creation of a tax increment financing district, crafting of a new sign ordinance, computer and personnel procedures, and adoption of a multi-year capital improvement plan.

June 1982 to
August 1983

Management Asst., City of Wichita, KS, City Manager's Office

Management assistance and support to the office of the city manager, in a community of 300,000+ population. Duties included agenda preparation, special projects research, lobbying the city's legislative delegation at the state capitol, and assisting labor union negotiations.

September 1977
to December 1978

Administrative Assistant, Office of the City Manager, city of Sterling, Kansas

Special projects and research, budget preparation, training and supervising part-time employees, other administrative assignments directed by the city manager.

Scot Wrighton, pg. 5

OTHER—UNIVERSITY EMPLOYMENT

August 1981 to May 1982	Research Assistant , Department of Public Administration, The University of Kansas, Lawrence, Kansas.
January 1981 to May 1981	Instructor, University of the South Pacific , Suva, Fiji and Port Vila, Vanuatu (part of an exchange fellowship between the University of Hawaii & the University of the South Pacific). Research for university publications, taught comparative Pacific Island government, and administrative procedure classes.
August 1979 to January 1981	Graduate Teaching Assistant, University of Hawaii , Honolulu, Department of History. Taught World Civilizations I & II to undergraduate students.

PUBLICATIONS

Wrighton, Scot, "Corruption: Fixing it at Source," *The International Indian*, March-April, 2013, pp. 31-33.

Wrighton, Scot, "Planning for Informality in New Cities," World Economic Forum and the MIT Senseable Cities Lab, 2013.

Wrighton, Scot, contrib. author, *Volume 34: City in a Box*, Archis (Netherlands), 2012 (#4).

Wrighton, Scot, "New Cities for Urban India," World Economic Forum and the MIT Senseable Cities Lab, 2012.

Wrighton, Scot, "The Supervisor's Job in a Changing Environment," (2005) Chapter in *Effective Supervisory Practices*, 4th edition, Washington, D.C.: International City/County Management Association.

Wrighton, Scot, "Basic Supervisory Skills," (2005) Chapter in *Effective Supervisory Practices*, 4th edition, Washington, D.C.: International City/County Management Assoc.

Wrighton, Scot (general editor for entire book), *Effective Supervisory Practices*, 4th edition, Washington, D.C.: International City/County Management Association.

Wrighton, Scot, "Private Property Rights Still Safe," (2005) guest editorial in the *Atlanta Journal Constitution*.

Wrighton, Scot and Walt McBride, "Meetings Procedure, Organization, and Public Participation," (2005) Chapter in *Handbook for Georgia Mayors and Councilmembers*, Athens, Georgia: Carl Vinson Institute of Government, University of Georgia.

Scot Wrighton, pg. 6

PUBLICATIONS (cont'd)

Wrighton, Scot, "How do you know if your small city needs a city manager?" (2004) *Georgia's Cities*, published by the Georgia Municipal Association.

Wrighton, Scot and Earl Zarbin, "Lewis Wolfley and the Birth of the *Arizona Republican*," (1990) *Journal of Arizona History*.

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

July 1999 – Graduate, Senior Executive Institute, University of Virginia, Charlottesville.

June 2003 – Peace Officer Standards and Training Council, Certificate to teach management, development and leadership.

September 2003 – International City/County Management Association, Certificate of Completion of ICMA's "Using Case Studies: A Hands-On Workshop for Managers who Teach."

October 2003 – Center for Applications of Psychological Type, Certified as a qualified administrator of the Myers-Briggs Type Indicator; certificate of completion, MBTI Qualifying Program in Atlanta, GA.

February 2005 – Completion of the Active Training Institute, Dallas, TX.

June 2005 – American Institute of Parliamentarians, Completion of the Floyd M. Riddick Williamsburg Practicum, Williamsburg, VA.

September 2005 – Center for Applications of Psychological Type, Certificate of Completion of "Using Type with Leaders and Managers," in Minneapolis, MN.

PROFESSIONAL MEMBERSHIPS, SERVICE & RECOGNITIONS, OTHER

World Economic Forum: Global Agenda Council for Urbanization/Urban Development, Member 2011-2014

International City/County Management Association (ICMA), full member since 1980

International City/County Management Association, member of the International Committee (2004-2009); developed statement of local good governance principles for use by the ICMA in international settings

Former member of the Board of Directors – Illinois City Management Association

Former or current member of the Kansas, Illinois and Missouri city management associations

Scot Wrighton, pg. 7

COURSES TAUGHT

Certificate Program Courses through the Carl Vinson Institute

Governmental Ethics/Use of Power and Influence
 Council-Staff Relations
 Meeting Management & Parliamentary Procedure
 Intergovernmental Relations: the Art of Getting Things Done
 Fundamentals of County Government in Georgia
 Managing & Directing Change
 City-County Cooperation and Government Regionalism
 Management Development Program, Courses I & II
 Basic Supervisory Skills
 Fundamentals of Local Government Public Works
 County Board Leadership
 Effective Agendas and Minutes for City & County Clerks
 Long-Term Planning, Goal Setting and Strategic Planning
 Performance Appraisal Best Practices

Undergraduate & Graduate Courses

Practical Government Ethics (CEPT University, Gujarat, India)
 City Management Practices (CEPT University, Gujarat, India)
 American National Government (Illinois Valley Community College)
 Administrative Procedure (University of the South Pacific)
 Comparative Pacific Island Governments (Univ. of the South Pacific)
 State & Local Government (guest lecturer, Truman State University)
 World Civilizations I & II (University of Hawaii at Manoa)

OTHER CONTINUING/PROFESSIONAL ADULT EDUCATION PROVIDED:

Adult Education on Governmental Topics provided to the following groups:

National Association of Counties
 South Carolina Governmental Management Information Systems
 Georgia Municipal Association
 Association County Commissioners of Georgia
 American Public Works Association
 Georgia Chapter of the American Public Works Association
 Alabama Chapter of the American Public Works Association
 Pennsylvania Association of County Commissioners
 National Governmental Management Information Systems Assn.
 Georgia Association of Code Enforcement
 Georgia Municipal & County Clerks & Finance Officers Association
 Georgia Government Finance Officers Association
 Georgia Association of Superior Court Clerks
 Georgia City/County Management Association



John Piemonte

Municipal Advisor

John comes to Ehlers as a Municipal Advisor in the Illinois office as a veteran capital markets professional with over 20 years of experience in investment banking, portfolio management and cash management. His most recent experience includes five years with Robert W. Baird & Company as Vice President of Public Finance Investment Banking, where he served as municipal advisor, placement agent and senior banker for a variety of cities, counties and other districts across Illinois.

Prior to his work with Baird, he worked as Director of Municipal Underwriting/Investment Banking for Royal Bank of Canada (RBC) Capital Markets in Chicago where he led RBC's national effort to issue tax credit and direct subsidy bonds authorized by the American Recovery and Reinvestment Act (ARRA) of 2009.


EHLERS

LEADERS IN PUBLIC FINANCE

John Piemonte

 Direct: (312) 638-5264
 jpiemonte@ehlers-inc.com

Areas of Expertise

Debt Planning and Issuance

- Analysis and Preparation of Alternative Financing Options
- Refunding Analysis
- Representation to Bond Market & Credit Rating Agencies
- Bond Pricing Analysis and Negotiation
- Debt Management

Financial Planning

- Long Range Financial Plans
- Capital Improvement Planning
- Financial Management and Debt Management Policies

Licenses and Professional Memberships

- Illinois Government Finance Officers Association
- Illinois Association of Park Districts
- Illinois Association of Fire Protection Districts
- Illinois Association of Waste Water Agencies
- Illinois Library Association
- Illinois City/County Manager Association
- Southern Illinois Mayors Association
- Association of Financial Professionals (AFP)
- Series 50 Licensed
- Series 65 Licensed
- Series 63 Licensed
- Series 7 Licensed

Education

- Bachelor of Science (Finance & Economics)
Northeastern Illinois University, Chicago Illinois

Notable Projects

- John was a member of the team that brought the \$87 million Colorado Building Excellent Schools Today, Certificates of Participation Qualified School Construction Bond that benefitted three small school districts in the states San Luis Valley. This deal went on to win the Southwest Regional Deal of the year award, awarded by the Bond Buyer publication in 2009.
- John participated in bringing to market the \$12 million California School Finance Authority Qualified School Construction Bonds for High Tech High Charter School, located in Chula Vista, CA. This issue went on to win the Far West Regional Deal of the Year award, awarded by the Bond Buyer publication in 2010.



Jessica Cook
Financial Specialist

Since 2003 Jessica has worked with Minnesota communities on financial planning and redevelopment, and brings special expertise in the area of utilities. Under Jessica's leadership, Ehlers utility specialists have completed over 85 utility rate studies in the last five years. One of Jessica's strengths is her ability to communicate the policy implications of financing and rate setting options, leading communities to make sound financial decisions.



EHLERS
 LEADERS IN PUBLIC FINANCE

Jessica Cook
 Direct: (651) 697-8546
 jcook@ehlers-inc.com

Areas of Expertise

Strategic and Financial Planning

- Financing Plans for Water, Sewer, and Storm Water Utilities
- Utility Rate Studies
- Financial Management Plans
- Capital Improvement, and Capital Funding Plans

Licenses

- Series 50 License

Professional Memberships

- American Water Works Association (AWWA)
- Minnesota Chapter of American Public Works Association (APWA)

Education

- Bachelor of Science (Sociology),
University of Wisconsin, Madison, WI
- Graduate study(Business Administration),
University of St. Thomas, MN

Notable Projects

- Completed rate studies for communities with populations ranging from 500 to 78,000, including the Cities of Brooklyn Park, Chanhassen and Edina.
- Performed a comparative analysis of Sewer Availability Charges (SAC) for Metropolitan Council Environmental Services
- Completed Financial Management Plans that have resulted in improved street assessment policies, storm water utility fees, and strategic decisions about the timing and scope of capital improvements.



Jeanne Vogt
Financial Specialist

Jeanne has been a Financial Specialist in the Ehlers' Roseville office since 2008. Her focus is to assist Minnesota cities, townships, counties, public utilities, and special districts with long-term financial planning, particularly in the area of sewer and water rates studies. Prior to joining Ehlers she had over 12 years of local government experience working as an Accountant for Ramsey County and most recently as Finance Director for the City of Vadnais Heights. Ehlers' clients will benefit from Jeanne's expertise in the area of property tax policy, fiscal disparities, and tax increment financing and TIF reporting.



EHLERS
 LEADERS IN PUBLIC FINANCE

Jeanne Vogt
 Direct: (651) 697-8571
 jvogt@ehlers-inc.com

Areas of Expertise

Debt Planning and Issuance

- Debt Service Fund/Cash Flow Analysis

Special Financial Studies

- Utility Rate Study/Analysis
- Fiscal Impact Study/Analysis
- Financial Management Plans
- Budget Preparation Assistance
- Merger/Consolidation/Annexation Impact Analysis

Economic, Housing Development & Redevelopment

- Tax Increment District Creation & Amendment
- TIF Analysis
- Preparation of OSA TIF Reports and Responses to OSA TIF Letters and Inquiries
- TIF Revenue Projection Update

Strategic and Financial Planning

- Debt Management
- Capital Improvements Planning

Professional Memberships

- Minnesota Government Finance Officers Association (MnGFOA)
- American Water Works Association (AWWA)

Education

- Bachelor of Arts (1989),
 College of St. Catherine, St. Paul, MN

Notable Projects

- Completed utility rate studies for communities of various populations in Minnesota, Wisconsin, and Illinois, including the cities of Northfield, MN, Monroe, WI, and Carbondale, IL.
- Completed long-range financial management plans that resulted in increased bond ratings, improved street assessment policies, and strategic decisions about timing and scope of capital improvements.
- Completion and submission of nearly 150 Annual Tax Increment Financing Reports to the Minnesota Office of the State Auditor
- Completion of Tax Increment Financing Management Plans to assist Minnesota communities be in compliance with state statute and provide long-range financial planning.

Good Governing Group, LLC

Cost Proposal

1. Estimated professional time for off-site preparation, on-site meetings and facilitation, preparation of the strategic plan report, remote communications, meetings, etc. (Wrighton)	12 full work days @ \$1500/day	\$18,000
2. Ehlers & Associates Phase One Budget Analysis & Projection, and related environmental scan work: lump sum(maximum) This amount does not include Ehlers' optional in-depth Financial Management Plan development. If the city elects to add this out-of-scope planning tool at a later date, it can be added by mutual agreement of the parties.		\$ 8,500
3. Travel, mailing, printing and all miscellaneous costs* * except those delineated herein as assigned to Pekin as duties of the city		\$ 1,500
TOTAL LUMP SUM COST TO THE CITY (not to exceed)		\$28,000

TERMS: Consultant will manage its own subcontractor payments. The Good Governing Group will bill the city of Pekin on a project progress basis up to 75% of the lump sum project cost as the engagement proceeds on the first day of every month. The final 25% of the lump sum fee will be payable upon delivery of the final 5-year plan report and consultant's memorandum of "Next Steps" in the planning process.



REQUEST FOR COUNCIL ACTION

To: Council Members

Date: November 22, 2017

From: Mark Rothert, Administrative Service Director

AGENDA ITEM: 2018 Airport Farm lease

AGENDA DATE REQUESTED: November 27, 2017

ACTION REQUESTED: To approve the farm lease with Mark Weyhrich for one year in the amount of \$140 per acre for a total value of \$17,108.00

DESCRIPTION: This motion is to approve a one year lease with Mark Weyhrich to farm available land at the Pekin Municipal Airport. With this lease the cash price per acre will increase to \$140 per acre for a total value of \$17,108.00 for next fiscal year. This is a 12% increase over the equitable value from last year's lease which had a value of \$125 per acre (\$110 per acre in cash and \$15 per acre for work in kind). The other addition to this lease would be the ability of the City to reclaim a portion of available farm land to be used for a possible solar farm. This will give the City the flexibility to move forward with a solar project if it became available without having to break the lease.

The lease term will expire October 31st, 2018 to allow the City the possibility of putting the lease out for public bid.

FINANCIAL IMPACT: \$17,108.00 revenue for the Airport

NEIGHBORHOOD CONCERNS: No concerns as the land is currently being farmed

IMPACT IF APPROVED: The lease will be signed allowing Mark Weyhrich to farm the available land for next season.

IMPACT IF DENIED: The lease will not be signed and Mark Weyhrich will not be allowed to be farm the land next year.

ALTERNATIVES: none

RELATED TO EFFICIENCY STUDY: Increase revenue for the Airport to make it more self-sufficient.

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 Directors and City Staff:	
Date: Finance Department (Certification of Availability of Funds): Date: City Manager: Date:	

FARM LEASE AGREEMENT PEKIN MUNICIPAL AIRPORT

THIS LEASE is entered into this _____ day of _____, 2017, by and between CITY OF PEKIN, an Illinois municipal corporation, hereinafter referred to as "LANDLORD", and MARK WEYHRICH, hereinafter referred to as "TENANT".

Description of Land:

The LANDLORD rents and leases to the TENANT to occupy and to use for agricultural purposes, the following 122.2 Agricultural Stabilization and Conservation Service ("ASCS") crop acres of Pekin Municipal Airport situated in County of Tazewell and State of Illinois, described as follows:

39.1 ASCS tillable acres of uneven width North of the runway in the South Half of the North Half of Section 33, Township 24 North, Range 5 West of the Third Principal Meridian, situated in Tazewell County, in the State of Illinois;

AND

39.6 ASCS tillable acres of uneven width South and East of the runway in the South Half of the of the North Half of Section 33, Township 24 North, Range 5 West of the Third Principal Meridian, situated in Tazewell County, in the State of Illinois;

AND

26.5 ASCS tillable acres in the West Half of the South Half of the Northeast Quarter of Section 32, Township 24 North, Range 5 West of the Third Principal Meridian, situated in Tazewell County, in the State of Illinois;

AND

17.0 ASCS tillable acres of uneven width surrounding the end of the runway in the East Half of the South Half of the Northeast Quarter of Section 32, Township 24 North, Range 5 West of the Third Principal Meridian, situated in Tazewell County, in the State of Illinois.

PIN: 10-10-33-100-007 & 10-10-32-200-009

Together with any improvements thereon, if any, upon the following terms and conditions:

1. **TERM:** The term of this lease shall be for a period of ~~three-one~~ (1) years from November 1, 2017 to October 31, 2018. TENANT shall surrender possession at the end of this lease.
2. **RENT:** The LANDLORD values the above-described farm at a price of ONE HUNDRED FORTY (\$140.00) Dollars per acre. The TENANT agrees to pay the LANDLORD an annual cash rent for the above-described farm in the amount of ONE HUNDRED FORTY DOLLARS. Dollars per acre consisting of 122.2 acres, or a total annual cash rent of SEVENTEEN THOUSAND ONE HUNDRED AND EIGHT (\$17,108.00) Dollars on _____.
3. **TENANT'S EXPENSES:** The TENANT agrees to furnish the property and to pay the items of expense listed below:

Attachment: 2017-2018 Proposed Farm Lease r1 (1281 : 2018 Airport Farm lease)

- A. All the machinery, equipment, labor, fuel and power necessary to farm the premises.
- B. The hauling to the farm and spreading, except when otherwise agreed, of all material required to farm the premises.
- C. The performing and furnishing of all work and labor required for repairing and improving the premises.
- D. All seed, inoculation, disease-treatment materials and fertilizers.

4. TENANT'S DUTIES IN OPERATING FARM: The TENANT further agrees that they will perform and carry out the stipulations below:

A. Activities required:

- 1. To cultivate the farm faithfully and in a timely, thorough and businesslike manner.
- 2. To inoculate all alfalfa and soybean seed sown on land not known to be thoroughly inoculated for the crop planted.
- 3. To prevent tramping of fields by stock and rooting by hogs when injury will be done.
- 4. To prevent noxious weeds from going to seed on said premises and to destroy the same and keep the weeds and grass cut.
- 5. To haul out and spread all manure as soon as practicable on appropriate fields.
- 6. To keep open ditches, tile drains, field outlets, grass waterways and terraces in good repair.
- 7. To preserve established watercourses or ditches, and to refrain from any operation that will injure them.
- 8. To keep the buildings, fences (including hedges), and other improvements on said premises in as good repair and condition as they are when they take possession, or in as good repair and condition as they may be put by the LANDLORD during the term of the lease, ordinary wear, loss by fire or unavoidable destruction excepted.
- 9. To take proper care of all trees, vines and shrubs, and to prevent injury to the same.
- 10. To keep the farmstead neat and orderly.
- 11. To prevent all unnecessary waste or loss or damage to the property of the LANDLORD.
- 12. To comply with rules and regulations of the Illinois Pollution Control Board.
- 13. To practice fire prevention, follow safety rules and abide by restrictions in the LANDLORD'S insurance contracts.
- 14. Provide a copy of all soil tests to the LANDLORD that is performed on the acreage farmed
- 15. Provide yield results from previous year.

B. Activities restricted:

- 1. The TENANT further agrees, unless he shall first have obtained the written consent of the LANDLORD:
 - (a) Not to assign this lease to any person or persons or sublet any part of the premises.
 - (b) Not to erect or permit to be erected any structure or building or to incur any expense to the LANDLORD for such purpose.
 - (c) Not to permit, encourage or invite other persons to use any part or all of this property for any purpose or activity not directly related to its use for agricultural production.
 - (d) Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent Lessee

from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

5. CROP CHOICE: TENANT shall have the right to determine what crops shall be planted and where they shall be planted, subject to the consent of the LANDLORD the State of Illinois and the Federal Aviation Administration, which consent may not be unreasonably withheld.
6. DEFAULT, YIELDING POSSESSION, RIGHT OF ENTRY AND RIGHT TO SELL OR LEASE PREMISES:
 - A. Termination upon default: If either party fails to carry out substantially the terms of this lease in due and proper time, the lease may be terminated by the other party by serving a written notice citing the insurance(s) of default and specifying a termination date of thirty (30) days from the date of such notice. Settlement shall then be made in accordance with the provisions of Clause C of this section.
 - B. Yielding possession: The TENANT agrees that at the expiration or termination of this lease they will yield possession of the premises to the LANDLORD without further demand or notice. If the TENANT fails to yield possession, he shall pay to the LANDLORD a penalty of One Hundred (\$100.00) Dollars per day, or if a penalty is not specified, the statutory double rent shall apply for each day they remain in possession thereafter, in addition to any actual damages caused by the TENANT in the LANDLORD'S land or improvements, and said payments shall not entitle said TENANT to any interest of any kind or character in or on the premises.
 - C. LANDLORD'S lien for rent and performances: The LANDLORD'S lien as provided by law on crops grown or growing shall be the security for the rent herein specified and for the faithful performance of the terms of the lease. If the TENANT shall fail to pay the rent due or shall fail to keep any of the agreements of this lease, all costs and attorney's fees of the LANDLORD in enforcing collection of performance shall be added to and become a part of the obligations payable by the TENANT hereunder.
 - D. LANDLORD'S right of entry during term of lease: The LANDLORD reserves the right of himself, his agents, employees or assigns to enter upon said premises at any reasonable time for the purpose of viewing the same, for purposes of showing same for sale, of working or making repairs or improvements thereon, of developing mineral resources such as the solar project as provided in Clause E below, or, after constructive notice has been given that the lease may not be extended, of plowing after severance of crops, of seeding, or of applying fertilizers and doing other field work.
 - E. Solar Project: LANDLORD maintains the full right to enter upon the premises and to construct a solar array farm ("Solar Project") upon 10 acres of its farmland south of the airport runway. LANDLORD maintains full liberty to pass over said premises to implement its Solar Project with vehicles and lay down and work any power lines and structures as may be necessary or convenient for the above purpose. The LANDLORD agrees to reimburse the TENANT for any actual damage he may suffer for crops destroyed by these activities and to release the TENANT from obligation to continue farming the Solar Project site.

7. INDEMNIFICATION. TENANT shall indemnify and defend LANDLORD from any claim, loss, or liability arising out of or related to any activity of TENANT on the demised premises or any condition of the demised premises in the possession or under the control of TENANT.
8. INSURANCE. TENANT shall procure and maintain during the term of this lease agreement, insurance, as follows:
 - A. Public liability and property damage insurance with a responsible insurance company with limits of not less than \$300,000.00 for the injury to one person, \$1,000,000.00 for injury to two or more persons in one occurrence, and \$150,000.00 for damage to property.
 - B. Such insurance shall cover all risks arising directly or indirectly out of TENANT's activities on or any condition of the demised premises whether or not related to an occurrence caused or contributed to by LANDLORD's negligence, shall protect TENANT against the claims of LANDLORD on account of the obligations assumed by TENANT in this agreement, and shall protect LANDLORD and TENANT against claims of third persons.
 - C. Certificates evidencing such insurance and bearing endorsements requiring and any written notice to LANDLORD at least 30 days prior to any change or cancellation, shall be furnished to LANDLORD.
9. BINDING ON SUCCESSORS. The terms of this lease shall be binding on the successors, heirs, executors, administrators and assigns of both LANDLORD and TENANT in like manner as upon the original parties.
10. MODIFICATION OF AGREEMENT. Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if in writing signed by each party or an authorized representative of each party.
11. GOVERNING LAW AND NATIONAL EMERGENCY. This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois.
 - A. In the event the Federal Statutes, FAA Regulations or Code of Federal Regulations referred to herein shall be altered or amended, then the terms and conditions of this agreement will be automatically amended to conform to such changes and to bring this agreement not only in compliance with, but with no greater restrictions than are required by said Federal Statutes, FAA Regulations or Code of Federal Regulations.
 - B. During the time of war or national emergency, Landlord shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use; and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of this lease to the Government shall be suspended.
12. NO WAIVER. The failure of either party to this agreement to insist on the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

13. NOTICES. Any notice provided for or concerning this agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this agreement.
14. NO PARTNERSHIP. It is expressly agreed that this agreement is one of lease and not of partnership, and LANDLORD shall not be or become responsible for any debts contracted by TENANT.
15. PARAGRAPH HEADINGS. The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.
16. TERMINATION FOR BANKRUPTCY OF TENANT. If at any time during the term of this lease agreement there shall be filed by or against TENANT in any court, pursuant to any statute either of the United States or of any state, a petition in bankruptcy or insolvency or for reorganization or appointment of a receiver or trustee of all or a part of the property of TENANT, or if TENANT makes an assignment for the benefit of creditors, this lease agreement, at LANDLORD's option, exercised after expiration of the period provided below, may be canceled and terminated and all rents shall become due immediately. In that event, neither TENANT nor any person claiming through or under TENANT by virtue of any statute or of an order of any court shall be entitled to possession or to remain in possession of the demised premises, but shall promptly quit and surrender the demised premises.
17. LAND USE. The premises leased herein may be used by the TENANT solely for agricultural crop production and related purposes. The agricultural crop production shall not be in conflict with Federal, State or local restrictions, regulations and laws pertaining to land used located next to or near airports. This Lease shall be subordinate to the provisions of any existing lease, agreement or regulation between Lessor and the United States, relative to the operation or maintenance of the Airport.

LANDLORD: CITY OF PEKIN, an Illinois Municipal Corporation

Name: _____

Title: _____

Date: _____

TENANT

Name: _____

Title: _____

Date: _____