

PROPOSED AGENDA FOR TOWN COUNCIL MEETING  
March 2, 2009  
7:00 p.m.

7:00 p.m. Public Hearing on the Proposed Annual Budget for the Town of Normal for Fiscal Year 2009-2010

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. OMNIBUS VOTE AGENDA  
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Council Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
  - A. Approval of the Minutes of the Regular Meeting of February 16, 2009
  - B. Approval of Town of Normal Expenditures for Payment as of February 25, 2009
  - C. Motion Accept a Bid from Conrad Sheet Metal to Install New HVAC Ductwork at Fire Station #2
  - D. Motion to Accept the Low Bid and Award a Contract to Woodward Printing Services of Platteville, WI for the Printing of the Parks & Recreation Department's Fall/Winter/Spring and Summer Activity Guides in the Amount of \$22,712
  - E. Motion Accepting a Proposal from Luckey LLC for the Maintenance of the Climber at the Children's Discovery Museum for an Amount not to Exceed \$15,000 and Authorizing an Associated Budget Adjustment
  - F. Resolution Approving an Amended Capital Asset Policy for the Town of Normal
  - G. Resolution Accepting Dedication of Right-of-Way from BroMenn Healthcare (Apple Street)
  - H. Ordinance Vacating a Utility Easement Lots 22 and 23 Peterson's Addition – Willow Trails
  - I. Ordinance Amending Section 25.10-3 of the Municipal Code Effective May 1, 2009 – Use Tax
5. ITEMS REMOVED FROM OMNIBUS VOTE AGENDA

## GENERAL ORDERS

6. Ordinance Approving Various New Fines and Fees Increases Effective April 1, 2009
7. Ordinance Adopting the Operating and Capital Investment Budget for the Town of Normal for Fiscal Year 2009-10

## NEW BUSINESS

8. Presentation by Representatives of Economics Research Associates on the Findings of the Soccer Feasibility Study
9. Motion to Approve Reappointments to Various Boards, Commissions and Committees

## CONCERNS

## ADJOURNMENT

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Public Hearing on the Proposed Annual Budget for the Town of Normal for Fiscal Year 2009-2010***

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**PREPARED BY:** Ronald J. Hill, Director of Finance

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager

**STAFF RECOMMENDATION:** That the Public Hearing be convened.

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### **BACKGROUND**

In order to comply with State law, it is necessary that a public hearing on the proposed budget for Fiscal Year 2009-2010 be held. The Town Clerk made the required legal publication notices in the Normalite on February 12, 2009. This notice indicated that the public will have the right to present oral and/or written comments at the public hearing and may ask questions concerning the entire budget and the relation of entitlement funds to the entire budget.

The notice further indicated that a copy of the proposed budget is on file in the office of the Town Clerk and available for public inspection between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, and also available at the Normal Public Library.

### **DISCUSSION/ANALYSIS**

Once all public input has been received, it would then be in order to adjourn the public hearing.

# Omnibus Vote

MINUTES OF THE REGULAR MEETING OF THE NORMAL TOWN COUNCIL HELD IN THE COUNCIL CHAMBERS, NORMAL CITY HALL, 100 EAST PHOENIX AVENUE, NORMAL, MCLEAN COUNTY, ILLINOIS – MONDAY, FEBRUARY 16, 2009.

1. CALL TO ORDER:

Mayor Chris Koos called the Regular Meeting of the Normal Town Council to order at 7:02 p.m., Monday, February 16, 2009.

2. ROLL CALL:

The Clerk called the roll with the following persons physically

PRESENT: Mayor Chris Koos and Councilmembers Sonja Reece, Adam Nielsen, Jeff Fritzen, Chuck Scott, Jason Chambers, and Cheryl Gaines. Also present were City Manager Mark Peterson, Assistant City Manager Pamela Reece, Corporation Counsel Steve Mahrt, and Town Clerk Wendy Briggs.

ABSENT: None.

3. PLEDGE OF ALLEGIANCE:

Mayor Koos led the Pledge of Allegiance to the Flag.

4. OMNIBUS VOTE AGENDA:

Mayor Koos excused himself from voting on any bills he may have incurred while performing his Mayoral duties.

Councilmember Reece excused herself from voting on any bills submitted by BroMenn Healthcare and any bills she may have incurred while performing Council duties.

Councilmember Gaines excused herself from voting on any bills she may have incurred while performing her Council duties.

Item B was removed from the Omnibus Vote Agenda.

MOTION:

Councilmember Fritzen moved, seconded by Councilmember Nielsen, the Council Approve the Omnibus Vote Agenda.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

A. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 2, 2009: Omnibus Vote.

C. MOTION TO AWARD THE BID FOR A BACKHOE LOADER FOR THE WATER DEPARTMENT TO MARTIN EQUIPMENT OF ILLINOIS: Omnibus Vote.

- D. RESOLUTION AUTHORIZING A FOUR-YEAR EXTENSION OF WELL SERVICES CONTRACT WITH LAYNE WESTERN, INC.: Resolution No. 4328: Omnibus Vote.
- E. RESOLUTION AUTHORIZING EXECUTION OF A LICENSE AGREEMENT WITH U.S. CONGRESSIONAL REPRESENTATIVE (ILLINOIS 11) DEBBIE HALVORSON: Resolution No. 4329: Omnibus Vote.
- F. ITEM WITHDRAWN
- G. ORDINANCE AMENDING THE MUNICIPAL CODE – VARIOUS ZONING RELATED FEES: Ordinance No. 5236: Omnibus Vote.
- H. ORDINANCE ABATING THE LEVY OF 2008 PROPERTY TAXES FOR SPECIAL SERVICE AREA NUMBER ONE: Ordinance No. 5237: Omnibus Vote.
5. ITEM REMOVED FROM OMNIBUS VOTE AGENDA:
- B. APPROVAL OF TOWN OF NORMAL EXPENDITURES FOR PAYMENT AS OF FEBRUARY 11, 2009:

MOTION:

Councilmember Fritzen moved, seconded by Councilmember Gaines, the Council Approve the Normal Expenditures for Payment as of February 11, 2009.

Councilmember Fritzen posed questions concerning an expenditure made to Artezen, which questions were responded to by Assistant City Manager Pamela Reece.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

GENERAL ORDERS

6. ITEM WITHDRAWN
7. RESOLUTION MUTUALLY TERMINATING THE CROWNE PLAZA REDEVELOPMENT AGREEMENT: Resolution No. 4330:

MOTION:

Councilmember Reece moved, seconded by Councilmember Nielsen, the Council Adopt the Resolution Mutually Terminating the Crowne Plaza Redevelopment Agreement.

Councilmember Reece expressed appreciation for all the work the staff and the redevelopers of the Crowne Plaza had put into the project and wished the project well.

Councilmember Chambers commented on the need for this property to be redeveloped, as it is at the entrance to the community, and it does not reflect favorably on the community to have a five-story building being empty and becoming run-down. Councilmember Nielsen wished the Crowne Plaza Redevelopers the best of luck and hoped they would be able to move ahead and finish this project in the near future. Considerable Council discussion ensued.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

8. RESOLUTION APPROVING AN AMENDED PRELIMINARY PLAN FOR THE HEARTLAND COMMUNITY CHURCH SUBDIVISION: Resolution No. 4331:

MOTION:

Councilmember Reece moved, seconded by Councilmember Scott, the Council Adopt an Amended Preliminary Plan for the Heartland Community Church Subdivision.

Councilmember Fritzen posed questions concerning future use of this property if the senior housing was eliminated, expressing concern for the possible use of this property as non-senior housing. City Manager Mark Peterson explained that zoning this property S-2 and having the senior housing as a permitted use in S-2 zoning would eliminate the property being converted to regular non-senior housing at a future date. Councilmember Gaines suggested the possibility of enacting a “senior zoning” district, which was responded to by City Planner Mercy Davison and City Manager Mark Peterson. Further Council discussion ensued. Building Commissioner Greg Troemel addressed questions concerning S-2 zoning.

Councilmember Fritzen posed questions concerning drainage concerns in the area, which were responded to by City Engineer Gene Brown.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

9. AN ORDINANCE CONDITIONALLY REZONING PROPERTY IN THE TOWN OF NORMAL – HEARTLAND COMMUNITY CHURCH ON NORTH LINDEN: Ordinance No. 5238:

MOTION:

Councilmember Fritzen moved, seconded by Councilmember Nielsen, the Council Approve an Ordinance Conditionally Rezoning Property in the Town of Normal – Heartland Community Church on North Linden.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

10. MOTION INITIATING A ZONING CODE TEXT AMENDMENT REVISING SEC. 15.6-12(C) PUBLIC LANDS AND INSTITUTIONS:

MOTION:

Councilmember Reece moved, seconded by Councilmember Fritzen, the Council Initiating a Zoning Code Text Amendment Revising SEC. 15.6-12(C) Public Lands and Institutions.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

11. ORDINANCE AMENDING THE TOWN OF NORMAL MUNICIPAL CODE ADDING DIVISION 7 TO CHAPTER 23 – NEIGHBORHOOD VEHICLES – AND AMENDING CHAPTER 17 REGARDING SETTLEMENT AT CITY HALL:

MOTION:

Councilmember Scott moved, seconded by Councilmember Chambers, the Council Approve the Ordinance Amending the Town of Normal Municipal Code Adding Division 7 to Chapter 23 – Neighborhood Vehicles – and Amending Chapter 17 Regarding Settlement at City Hall.

City Manager Mark Peterson explained the concept of Neighborhood Vehicles and responded to questions from Council. Councilmember Fritzen expressed concern with allowing the vehicles to be used on streets with a speed limit of 35 miles per hour, since the maximum speed the vehicles could travel would be 25 miles per hour. Councilmember Gaines posed questions concerning the actual size of the vehicles, which questions were responded to by the City Manager. Councilmember Scott commented on the possibility that Illinois State University may have a use for such vehicles in and around the campus area.

Councilmember Nielsen questioned if it was possible to have additional information on the vehicles and possibly see one of the vehicles to be in a position to better understand the uses of the vehicles and to evaluate the perceived safety concerns with using the vehicles on the streets. Councilmember Reece indicated she shared some of the concerns expressed by other Councilmembers; however, she wanted to forge ahead with energy efficient opportunities.

MOTION TO TABLE:

Councilmember Fritzen moved, seconded by Councilmember Gaines, the Council Table the Ordinance Amending the Town of Normal Municipal Code Addition Division 7 to Chapter 23 – Neighborhood Vehicles – and Amending Chapter 17 Regarding Settlement at City Hall Until Such Time as Staff has Received Sufficient Additional Information to Forward the Council.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.



Motion to Table declared carried.

## NEW BUSINESS

### 12. MOTION TO APPROVE AN APPOINTMENT TO THE PLANNING COMMISSION:

#### MOTION:

Councilmember Fritzen moved, seconded by Councilmember Nielsen, the Council Approve an Appointment to the Planning Commission.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

Mayor pro tem Reece announced Mr. Robert Bradley had been appointed to the Planning Commission to fill the unexpired term of Ms. Jeanne Moonan, said term to expire in March, 2012. Ms. Moonan resigned in September, 2008, from the Commission.

### 13. CONCERNS:

#### 1. COMCAST CONCERNS:

Councilmember Nielsen commented on complaints he had received from various parties concerning COMCAST. City Manager Mark Peterson and Councilmember Sonja Reece responded to the citizen concerns.

### 14. ADJOURNMENT:

There being no further business to come before the Council, Mayor Koos called for a Motion to Adjourn.

#### MOTION:

Councilmember Gaines moved, seconded by Councilmember Chambers, the Regular Meeting of the Normal Town Council be Adjourned.

AYES: Reece, Nielsen, Fritzen, Scott, Chambers, Gaines, Koos.

NAYS: None.

Motion declared carried.

Mayor Koos adjourned the Regular Meeting of the Normal Town Council at 7:52 p.m., Monday, February 16, 2009.

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
<b><u>General Fund</u></b>		
EVERGREEN FS INC.	8001 GAL UNLEADED FUEL @	\$12,337.54
ONSRUD, CRAIG	PRO SHOP INV PMT 1/25-2/7	\$96.74
ONSRUD, CRAIG	PRO SHOP TAX PMT 1/25-2/7	\$7.26
		<b>General Fund Total</b>
		\$12,441.54
<b><u>General Fund Mayor &amp; Council Administration</u></b>		
KOOS, CHRIS	2008 GREENBUILD - KOOS &	\$1,698.66
LYLE SUMEK ASSOCIATES INC	COUNCIL RETREAT	\$11,589.10
		<b>General Fund Mayor &amp; Council Administration Total</b>
		\$13,287.76
<b><u>General Fund Administration - City Mgr City Manager</u></b>		
MICHELEOS PIZZA	MONTHLY EMPLOYEE LUNCH	\$44.58
T/N PETTY CASH-FINANCE DEPT	CENTRAL IL MANAGERS MTG	\$13.80
T/N PETTY CASH-FINANCE DEPT	LUNCH MEETING EXPENSE	\$4.00
T/N PETTY CASH-FINANCE DEPT	WOMEN'S DIVISION MEETING	\$17.00
		<b>General Fund Administration - City Mgr City Manager Total</b>
		\$79.38
<b><u>General Fund Administration - City Mgr Uptown Project</u></b>		
JIM ULAVEGE SIGNS	"OPEN" SIGNS (2)-UPTWN	\$60.00
AMERENIP	104 E BEAUFORT	\$134.29
AMERENIP	108 E BEAUFORT	\$134.72
NICOR GAS	METER RENTAL 102 W NORTH	\$21.73
NICOR GAS	104 E BEAUFORT	\$216.26
NICOR GAS	102 BROADWAY	\$38.92
DAILY VIDETTE	UPTOWN ADS (2/12)	\$160.55
DAILY VIDETTE	UPTOWN ADS (2/20)-#5707	\$160.55
ROHAN-STRACK ENTERPRISES	COOKIES - UPTOWN EVENT	\$18.00
TWINSTAR PRODUCTIONS INC	UPTOWN ADVERTISING	\$1,300.00
W M PUTNAM COMPANY	LASER POINTER PEN	\$28.99
		<b>General Fund Administration - City Mgr Uptown Project Total</b>
		\$2,274.01
<b><u>General Fund Administration - City Mgr Boards &amp; Commissions</u></b>		
CITY OF BLOOMINGTON - HR DEP <sup>1</sup> MLK LUNCHEON REIMBURSEMNT		\$3,964.24
		<b>General Fund Administration - City Mgr Boards &amp; Commissions Total</b>
		\$3,964.24
<b><u>General Fund Administration - City Mgr General Expense Dept.</u></b>		
T/N PETTY CASH-FINANCE DEPT	U.W.PAYROLL LOTTERY PRIZE	\$20.00
MUNICIPAL INS COOPERATIVE AG DEDUCTIBLE		\$116.50
MUNICIPAL INS COOPERATIVE AG DEDUCTIBLE		\$1,000.00
MUNICIPAL INS COOPERATIVE AG DEDUCTIBLE		\$1,000.00
COLLEGE HILLS MEAT SHOP	CHICKEN FOR U/WAY EVENT	\$324.70
FARR ASSOCIATES ARCHITECTUR	MAIN ST FBC	\$5,975.98
ECOLOGY ACTION CENTER	GREEN CONFERENCE SPONSORS	\$150.00
CITY OF BLOOMINGTON	FOOD/BEV TAX PROCESS FEE	\$781.82
COUNTRY ACRES LAND CORP	SALES TAX REBATE	\$164,072.67
EDC OF B-N AREA	FEB/09 CONTRIBUTION	\$6,666.66
HOME DEPOT (FINANCE USE ONL)	SALES TAX REBATE	\$17,250.78
CONSTITUTION TRAIL, LLC	SALES TAX REBATE	\$17,766.64
S & S PAINT AND BODY INC	VEHICLE REPAIRS INSP.	\$1,327.45
MISC FIRE DEPT	AMBULANCE FEE REIM	\$124.03
MISC FIRE DEPT	AMBULANCE FEE REIM	\$62.11
MISC FIRE DEPT	AMBULANCE FEE REIM	\$458.03
MISC FIRE DEPT	AMBULANCE FEE REIM	\$304.82
MISC FIRE DEPT	AMBULANCE FEE REIM	\$64.92
MISC FIRE DEPT	AMBULANCE FEE REIM	\$381.02
MISC FIRE DEPT	AMBULANCE FEE REIM	\$458.03
MISC FIRE DEPT	AMBULANCE FEE REIM	\$20.00
CLARA DIAZ	PROGRAM REFUND	\$139.00
T/N PETTY CASH-FINANCE DEPT	RECORDING FEES	\$21.00
T/N PETTY CASH-FINANCE DEPT	RECORDING FEES	\$28.00
TOWN OF NORMAL	TAX REBATE-SHOPPES @ CH	\$52,353.92
		<b>General Fund Administration - City Mgr General Expense Dept. Total</b>
		\$270,868.08
<b><u>General Fund Town Clerk Administration</u></b>		

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
T/N PETTY CASH-FINANCE DEPT	RECORDING FEES	\$21.00
T/N PETTY CASH-FINANCE DEPT	RECORDING FEES	\$218.00
COMMERCE BANK	SAFETY DEPOSIT BOX RENTAL	\$90.00
NORMALITE	LEGAL NOTICES THRU 1/29	\$2,172.00
<b>General Fund Town Clerk Administration Total</b>		<b>\$2,501.00</b>
<b><u>General Fund Corporation Counsel Administration</u></b>		
WEST GROUP	WEST INFORMATION CHARGES	\$678.53
WEST GROUP	WLEC ONLINE CLE PASS IL	\$92.38
<b>General Fund Corporation Counsel Administration Total</b>		<b>\$770.91</b>
<b><u>General Fund Facility Management Administration</u></b>		
AMERENIP	ELECTRIC SERVICE	\$920.51
AMERENIP	207 S LINDEN 7854969002	\$196.93
NICOR GAS	900 S LINDEN 6279877945	\$64.91
CORN BELT ENERGY CORP	2280800 WATER TOWER	\$83.88
AMERENIP	ELECTRIC SERVICE	\$136.76
AMERENIP	0926085004 112 PARKINSON	\$16.81
AZ COMMERCIAL	DURALAST BATTERY, CREDIT	\$84.98
FASTENAL COMPANY	CALCIUM CHLORIDE PELLETS	\$716.50
FASTENAL COMPANY	ASST SOCKET SCREWS, HOOKS	\$22.29
FASTENAL COMPANY	ICE MELT	\$418.60
BILL'S KEY & LOCK SHOP	DOOR SERVICE - CAC	\$68.55
BILL'S KEY & LOCK SHOP	KEYS, SPINDLE (FACMGMT)	\$38.20
MCLEAN COUNTY GLASS	GLASS WORK - 611 ANNEX	\$351.60
BUDGET LIGHTING, INC.	FIXTURES,BALLASTS- NFD HQ	\$8,925.00
SHERWIN-WILLIAMS CO	PAINT/ SUPPLIES - CAC	\$162.36
LEGNER ENGINEERING LLC	STAIR REPLACEMNT- FIRE HQ	\$1,800.00
KONE INC	KRMS ADDED- NPD/#40084299	\$144.00
NYBAKKE VACUUM SHOP INC	VAC HOSE	\$39.99
DM MATTSON INC	FIRE ALARM RELAY - CDM	\$166.34
M&S SECURITY SERVICES LLC	INSTALLED BATTERIES- THEA	\$109.96
FASTENAL COMPANY	HARDHAT, SAFETY EQUIP	\$115.25
FASTENAL COMPANY	ADJ STRAPS,PROTECTION KIT	\$479.93
DRUMMOND AMERICAN CORP	SWELL SMELL - FACMGMT	\$170.40
MENARDS	FACESHIELD, EARMUFF,PLUGS	\$107.87
MENARDS	BULBS, BALLASTS	\$73.68
MILLER JANITOR SUPPLY	POLISH FLOOR PADS-33NCH	\$20.90
<b>General Fund Facility Management Administration Total</b>		<b>\$15,436.20</b>
<b><u>General Fund Purchasing Administration</u></b>		
UNITED PARCEL SERVICE	REPLENISH DEPOSIT BALANCE	\$900.00
<b>General Fund Purchasing Administration Total</b>		<b>\$900.00</b>
<b><u>General Fund Purchasing Office Supply</u></b>		
QUILL CORPORATION	AVERY ADDRESS LABELS	\$131.98
QUILL CORPORATION	WALL CALENDAR, CHAIR MAT	\$68.48
MIDLAND PAPER	20 CS COPY PAPER- C HALL	\$1,045.40
<b>General Fund Purchasing Office Supply Total</b>		<b>\$1,245.86</b>
<b><u>General Fund Information Technology Administration</u></b>		
COMMUNICATION REVOLVING FU COMM SVCS ACCT T8889158		\$778.78
ROUTE 24 COMPUTERS INC	INTERNET FEES 2/13-3/13	\$72.00
MCLEAN CO INFORMATION SERVI LEADS ACCT T8880050		\$219.35
ADVANCED PUBLIC SAFETY	ANNUAL MAINT-FB/09-JA/10	\$2,904.75
GOVCONNECTION INC	HP TRANSFER KIT	\$76.72
GOVCONNECTION INC	LOGITECH MOUSE	\$66.86
LEXIS NEXIS	ACCT 1238G8 1/1-1/31/09	\$135.00
DATALINK CORPORATION	MAINT - NCH FILER	\$3,606.00
AT&T	ACCT 269616273	\$190.81
VERIZON NORTH	ACCT 12 1184 2781306525 0	\$294.66
VERIZON NORTH	ACCT 12 1184 27920806005	\$30.48
VERIZON - NJ	ACCT 000 141-0420 866	\$470.00
GOVCONNECTION INC	MAGENTA INK CART.	\$29.11

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
GOVCONNECTION INC	USB TO PARALLEL 1X	\$265.00
GOVCONNECTION INC	BLK & TRICOLOR INK CART	\$50.07
MNJ TECHNOLOGIES DIRECT INC	TONER CARTRIDGES	\$596.00
<b>General Fund Information Technology Administration Total</b>		<b>\$9,785.59</b>
<b><u>General Fund Human Resources Administration</u></b>		
AMERICAN ADMINISTRATIVE GRO	FLEX SPENDING - NOV/08	\$395.25
AMERICAN ADMINISTRATIVE GRO	FLEX SPENDING - DEC/08	\$395.25
AMERICAN ADMINISTRATIVE GRO	FLEX SPENDING - JAN/09	\$385.95
AMERICAN ADMINISTRATIVE GRO	JAN,2009 - RENEWAL	\$475.00
IL ST POLICE BUREAU OF IDENT	BACKGROUND CHECKS - HR	\$8,000.00
NPELRA	NPELRA ANNUAL DUES	\$190.00
<b>General Fund Human Resources Administration Total</b>		<b>\$9,841.45</b>
<b><u>General Fund Inspections Administration</u></b>		
Randy Schoolcraft	PLUMBER'S LICENSE RENEWAL	\$100.00
CITYBLUE TECHNOLOGIES LLC	BLUEPRINT COPIES	\$6.64
MCLEAN CO REG PLANNING COMM	IMPACT FEES FORUM	\$20.00
Illinois PHCC	IL PHCC EDUCATION DAY	\$25.00
T/N PETTY CASH-FINANCE DEPT	SUPPLIES	\$9.21
<b>General Fund Inspections Administration Total</b>		<b>\$160.85</b>
<b><u>General Fund Police Narcotics Enforcement</u></b>		
CARQUEST AUTO PARTS OF BLM I	BRAKE PADS, ROTOR - N23	\$90.86
<b>General Fund Police Narcotics Enforcement Total</b>		<b>\$90.86</b>
<b><u>General Fund Police Administration</u></b>		
GALLS INC	EMBROIDERED TURTLENECKS	\$53.55
RAY O'HERRON CO INC	TWILL PANTS (DOBSON)	\$115.90
RAY O'HERRON CO INC	TWILL PANTS (HOSPELHORN)	\$115.90
RAY O'HERRON CO INC	SS SHIRTS (BOCK)	\$87.28
RAY O'HERRON CO INC	SWEATER (EDMIASTON)	\$49.95
RAY O'HERRON CO INC	LS SHIRTS (UNDERWOOD)	\$82.90
RAY O'HERRON CO INC	PANTS, SHIRTS - PAINE	\$198.80
RAY O'HERRON CO INC	LS SHIRT (WOLTERS)	\$41.45
RAY O'HERRON CO INC	TWILL PANTS (BROBSTON)	\$245.74
RAY O'HERRON CO INC	BOOTS (QUINN)	\$159.95
RAY O'HERRON CO INC	BADGE REPAIR	\$219.00
RAY O'HERRON CO INC	OFFICER BADGE	\$114.03
RAY O'HERRON CO INC	S/S NAVY SHIRT, ZIPPER	\$43.64
RAY O'HERRON CO INC	LS SHIRT W/ZIPPER- WARNER	\$47.45
RAY O'HERRON CO INC	SWEATER - WEIR	\$46.95
RAY O'HERRON CO INC	TWILL PANTS - WILSON	\$173.85
RAY O'HERRON CO INC	HLSTR, MAG HLDR, BELT KP	\$103.45
RAY O'HERRON CO INC	LED LIGHT, FLEX-CUF	\$255.75
T/N PETTY CASH-POLICE DEPT	ALTERATIONS TO CLOTHING	\$34.00
U.S.BANK	SUSPENDERS	\$56.91
10-8 OUTFITTERS	DUTY BELTS - NPD	\$90.82
10-8 OUTFITTERS	WORK SHOES - NPD	\$253.75
10-8 OUTFITTERS	BOOTS - ZEBUKOVEC	\$112.49
AT&T	MONTHLY SERVICE - VICE GP	\$34.74
AMERENIP	ELECTRIC SERVICE	\$41.60
BROMENN HEALTHCARE	ER GEN (MASON BARTLETT)	\$108.00
BROMENN HEALTHCARE	ER GEN - WALTERS,BLOTCKY	\$216.00
MCLEAN COUNTY HEALTH DEPT	ANIMAL CNTRL SRV - FEB09	\$4,780.00
MCLEAN COUNTY TREASURER	CENTRAL COMM CENTER- FEB	\$58,464.50
PANTAGRAPH	DON'T DRINK/DRIVE - ADS	\$94.00
PURITAN SPRINGS WATER	SERVICE: 02/06-03/05	\$33.59
T/N PETTY CASH-POLICE DEPT	NOTARY CERTIFICATE	\$5.00
VERIZON WIRELESS	MONTHLY SERVICE	\$66.96
U.S.BANK	CID BACKGROUND INFO	\$30.00
ALL PURPOSE POLYGRAPH	SERVICE: 2/7, 2/17	\$200.00
FBI NAA ILLINOIS CHAPTER	2009 DUES - KENT CRUTCHER	\$85.00

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
ITOA	2009 DUES-BOCK	\$40.00
FBI NAA ILLINOIS CHAPTER	09 DUES- BLEICHNER/IJAMS	\$170.00
PARKWAY AUTO LAUNDRY	CAR WASHES - NPD	\$328.67
SECTY OF STATE-MOTOR VEH DIV	TITLE/PLATES - FORFEITURE	\$143.00
ORIGINAL SMITH PRINTING CO	EARLY NOTIFICATION BROCHU	\$1,251.00
U.S.BANK	EVIDENCE SHIPPING	\$7.75
FEDEX	EVIDENCE SHIPMENTS	\$300.52
JP Morgan Chase	COPIES - CID	\$48.81
NORTHWESTERN UNIVERSITY	REG. FOR TRAINING CLASSES	\$5,325.00
U.S.BANK	MEALS DURING TRNG.	\$158.90
U.S.BANK	HOTEL/REG./MEAL DURING TR	\$431.78
U.S.BANK	TRAINING MEETING	\$92.63
LANDMARK LAUNDRY	NW SUBSATION RENT - MAR09	\$1,220.00
ISU-TELECOMMUNICATIONS/NETV	CIRCUIT CHGS: JUL-DEC08	\$180.00
RAY O'HERRON CO INC	DRUG TESTING KITS	\$182.98
KRUGER ANIMAL HOSPITAL	K-9 SRV: RICO, GUNNER	\$79.04
OFFICE DEPOT CREDIT PLAN	LANYARDS;CALENDAR;CASH BO	\$170.12
T/N PETTY CASH-POLICE DEPT	MEALS/FUEL DURING TRNG.	\$60.56
U.S.BANK	PHONE CARRYING CASE - KIR	\$21.45
U.S.BANK	DRUG BOX; DEPT. PHOTOS; G	\$343.89
U.S.BANK	TARGETS; COMPUTER DESK	\$1,428.97
SIRCHIE FINGERPRINT LABS	INTEGRITY BAGS	\$137.74
PETCO ANIMAL SUPPLIES INC	K-9 FOOD	\$49.99
Rick Bleichner	CELL PHONE CASE	\$21.45
<b>General Fund Police Administration Total</b>		<b>\$79,057.15</b>
<b><u>General Fund Fire Administration</u></b>		
MUNICIPAL EMERGENCY SERVICI	FACESHIELD, HRDWARE KITS	\$326.62
JIM VAN VLYMEN	NEW FF BOOTS	\$109.95
FEDEX	ACCUMED SHIPMENTS - NFD	\$145.09
ACCUMED BILLING INC	JAN,2009 SERVICE	\$4,928.16
AMERENIP	ELECTRIC SERVICE	\$285.43
HASTINGS AIR-ENERGY CONTROL	SERVICE CALL - HDQ	\$119.95
HASTINGS AIR-ENERGY CONTROL	SRV CALL,CONNECTOR (#2)	\$137.07
HASTINGS AIR-ENERGY CONTROL	GRABBER ASSEMBLY - #3	\$461.20
ENVIRONMENTAL SAFETY GROUP	REPAIR CO MONITOR	\$649.20
ILLINI FIRE EQUIPMENT CO	EXTING MAINT - FIRE HQ	\$332.00
ILLINI FIRE EQUIPMENT CO	EXTING MAINT - STA #2	\$110.25
ILLINI FIRE EQUIPMENT CO	EXTING MAINT - STA #3	\$159.00
SUPREME RADIO COMMUNICATIO	MIC HOUSING REPLACED	\$45.00
MICHELEOS PIZZA	LUNCH FOR OFFICERS FOR ME	\$88.75
MUNICIPAL EMERGENCY SERVICI	UNIVERSAL WRENCH	\$19.00
BOUND TREE MEDICAL LLC	AIRWAY KITS, SUCTION REPL	\$219.17
MERLE PHARMACY INC	MEDICAL SUPPLIES - NFD	\$403.92
MEDLINE INDUSTRIES INC	GLOVES, GERMICIDAL	\$416.25
<b>General Fund Fire Administration Total</b>		<b>\$8,956.01</b>
<b><u>General Fund Public Works Engineering</u></b>		
PARKWAY AUTO LAUNDRY	CAR WASHES - ENG	\$21.00
<b>General Fund Public Works Engineering Total</b>		<b>\$21.00</b>
<b><u>General Fund Public Works Waste Removal</u></b>		
TCT&A INDUSTRIES	REPAIR MESH TARP, TARP	\$137.60
Tom Ramirez	GARBAGE BAGS TABLE & CHAI	\$383.00
<b>General Fund Public Works Waste Removal Total</b>		<b>\$520.60</b>
<b><u>General Fund Public Works Administration</u></b>		
AMERENIP	ELECTRIC SERVICE	\$1,531.81
AMERICAN PUBLIC WORKS ASSOC	REG-MIKE HALL,APR/09	\$150.00
<b>General Fund Public Works Administration Total</b>		<b>\$1,681.81</b>
<b><u>General Fund Public Works Equipment Maintenance</u></b>		
PRAXAIR DISTRIBUTION INC	GAS FOR TORCH	\$20.65
LEXINGTON FORD LLC	TRUCK TEST - G04	\$19.50

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
CENTRAL ILLINOIS TRUCKS INC	VALVE (S29)	\$22.89
CLARK & BARLOW	PINS, COTTER (#1340003)	\$11.20
DENNISON CORPORATION	MOTOR ASSEMBLY, KNOB	\$103.91
DENNISON CORPORATION	REPAIRS - N75	\$115.80
DENNISON CORPORATION	REPAIRS, CNTRL ASY - N77	\$1,690.50
DENNISON CORPORATION	TUBE	\$96.59
KEY EQUIPMENT & SUPPLY CO	E/F BEARINGS	\$185.00
KOENIG BODY & EQUIPMENT INC	REPAIRS - TRUCK #29	\$2,954.92
MUTUAL WHEEL CO	MODULE, TIRE/TANK VALVES,	\$38.87
NAPA AUTO PARTS	FUEL FILTER	\$6.69
NAPA AUTO PARTS	BULBS	\$51.96
DON OWEN TIRE SERVICE	RECAPPS FOR STOCK	\$450.00
DON OWEN TIRE SERVICE	DUELER TIRE	\$88.73
DON OWEN TIRE SERVICE	TIRES MOUNTED - S28	\$40.00
DON OWEN TIRE SERVICE	2 TRANSFORCE TIRES - R20	\$186.58
HERITAGE MACHINE & WELDING	REPLACE BROKEN SPRING	\$331.05
HERITAGE MACHINE & WELDING	SPRING REPAIRS	\$368.55
PRAIRIE ARCHWAY INT'L TRUCKS	REPAIRS - S21	\$575.51
PRAIRIE ARCHWAY INT'L TRUCKS	STEERING SHAFT U-JOINTS	\$38.70
CARQUEST AUTO PARTS OF BLM I	CREDIT - CORE RETURN	(\$20.00)
CARQUEST AUTO PARTS OF BLM I	GREASE	\$59.40
CARQUEST AUTO PARTS OF BLM I	HD SILICONE SPRAY	\$35.88
ADVANCE AUTO PARTS	DIESEL ADDITIVE (U11,12)	\$9.99
ADVANCE AUTO PARTS	ANTIFREEZE HEET (A12)	\$14.17
ADVANCE AUTO PARTS	JB WELD (HAMMER HANDLE)	\$5.99
ADVANCE AUTO PARTS	MANUAL FORD F-SERIES HAYN	\$19.99
PETERBILT ILLINOIS	DOOR REPAIRS - A20	\$76.51
PETERBILT ILLINOIS	ENGINE,DOOR REPAIRS - A20	\$506.03
RM DISTRIBUTING CO INC	CREDIT - FILTER RETURNED	(\$5.41)
<b>General Fund Public Works Equipment Maintenance Total</b>		<b>\$8,100.15</b>
<b><u>General Fund Public Works Streets</u></b>		
LAESCH ELECTRIC INC	SIGNAL MAINT: NOV,2008	\$16,405.93
LAESCH ELECTRIC INC	SIGNAL MAINT: 12/2-12/31	\$7,619.07
LKM MOWING & LANDSCAPING	ICEMELT, PLOWING SRV	\$1,499.00
LEXINGTON FORD LLC	TRUCK TESTS- S15, S16	\$39.00
AMERENIP	ELECTRIC SERVICE	\$23,001.19
CORN BELT ENERGY CORP	STREET LIGHTS	\$6,155.27
AMERENIP	ELECTRIC SERVICE	\$2,037.45
AMERENIP	TS COLLEGE/TOWANDA ACCT #	\$20.04
CORN BELT ENERGY CORP	TRAFFIC SIGNALS	\$576.64
WATER PRODUCTS CO OF ILLINOI	4" ADAPTER	\$35.39
FASTENAL COMPANY	HEX CAP SCREWS, LK NUTS	\$93.99
TCT&A INDUSTRIES	REPAIR MESH TARP, TARP	\$285.00
MSA-MIDWESTERN SECTION	DUES - ERIC PERRY	\$60.00
MENARDS	#2 PHILLIPS TORSION BITS	\$4.98
MIDWEST CONSTRUCTION RENTA	PIPE WRENCH, WDG/ANCHOR	\$19.20
CARGILL INC - SALT DIVISION	ROAD SALT	\$8,475.31
CARGILL INC - SALT DIVISION	ROAD SALT	\$5,472.33
CARGILL INC - SALT DIVISION	ROAD SALT	\$11,333.02
MCLEAN COUNTY ASPHALT	COLDMIX / UPM	\$840.84
MCLEAN COUNTY MATERIALS CO	RECYCLE CONCRETE	\$17.10
<b>General Fund Public Works Streets Total</b>		<b>\$83,990.75</b>
<b><u>General Fund Parks &amp; Recreation Rec.- Before/After School</u></b>		
SCHOOL SHOP	SUPPLIES: BSEP / ASEP	\$83.25
ILL DEPT HUMAN SERVICES	REFUND	\$19.58
<b>General Fund Parks &amp; Recreation Rec.- Before/After School Total</b>		<b>\$102.83</b>
<b><u>General Fund Parks &amp; Recreation Recreation/Special Events</u></b>		
SOUNDSATIONS	LIL SWEETHEART PHOTOS	\$133.00
<b>General Fund Parks &amp; Recreation Recreation/Special Events Total</b>		<b>\$133.00</b>

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
<b><u>General Fund Parks &amp; Recreation Tournament</u></b>		
ILLINOIS ASA	FULL PAGE AD	\$225.00
ILLINOIS ASA	FULL PAGE AD	\$225.00
<b>General Fund Parks &amp; Recreation Tournament Total</b>		<b>\$450.00</b>
<b><u>General Fund Parks &amp; Recreation Golf Course Maintenance</u></b>		
CORN BELT ENERGY CORP	IRNWD IRRIG.	\$140.20
CORN BELT ENERGY CORP	IRNWD MAINT.	\$226.60
ROB HALE	CAB FARE REIMB - CONF	\$108.00
AZ COMMERCIAL	SUPPLIES - PARKS/REC DPT	\$60.00
PRO GRO INC	JACOBSEN BEDKNIFE - IRNWD	\$262.20
<b>General Fund Parks &amp; Recreation Golf Course Maintenance Total</b>		<b>\$797.00</b>
<b><u>General Fund Parks &amp; Recreation Aquatics</u></b>		
AMERENIP	ELECTRIC SERVICE	\$338.84
AMERENIP	ELECTRIC SERVICE	\$382.99
NICOR GAS	FV POOL	\$111.11
INTERSTATE ALL BATTERY CENTI EXIT LITE BATTERIES-#9413		\$41.38
<b>General Fund Parks &amp; Recreation Aquatics Total</b>		<b>\$874.32</b>
<b><u>General Fund Parks &amp; Recreation Recreation/Youth Programs</u></b>		
AMERENIP	ELECTRIC SERVICE	\$943.35
SCHOOL SHOP	SUPPLIES - RISING STARS	\$10.45
SCHOOL SHOP	SUPPLIES - RISING STARS	\$3.20
SCHOOL SHOP	SUPPLIES - RISING STARS	\$7.49
SCHOOL SHOP	SUPPLIES - RISING STARS	\$19.95
SCHOOL SHOP	SUPPLIES - RISING STARS	\$5.78
JUDY JACKSON	PRESCHOOL SUPP.	\$71.00
MARCIA HOWES	PRESCHOOL SUPP.	\$47.51
<b>General Fund Parks &amp; Recreation Recreation/Youth Programs Total</b>		<b>\$1,108.73</b>
<b><u>General Fund Parks &amp; Recreation Recreation/Teen Programs</u></b>		
DEHM BUS SERVICE	P/REC EVENT - GALENA	\$1,150.00
MINERVA SPORTSWEAR	ELEMENTARY B/BALL SHIRTS	\$130.50
<b>General Fund Parks &amp; Recreation Recreation/Teen Programs Total</b>		<b>\$1,280.50</b>
<b><u>General Fund Parks &amp; Recreation Golf Course</u></b>		
ILLINOIS LIQUOR CONTROL COMA LIQ LICENSE RENEW- IRNWD		\$500.00
CORN BELT ENERGY CORP	IRNWD CLBHSE	\$769.82
ONSRUD, CRAIG	PGA CONF-REIMB	\$775.48
<b>General Fund Parks &amp; Recreation Golf Course Total</b>		<b>\$2,045.30</b>
<b><u>General Fund Parks &amp; Recreation Children's Disc Museum</u></b>		
COMCAST SPOTLIGHT INC	CDM ADS (CLIENT #26227)	\$200.00
HEATHER YOUNG	POSTAGE FOR BULK MAIL #51	\$100.00
HOBBY LOBBY STORES INC	ARTS/CRAFTS SUPPLIES-CDM	\$10.42
BENCHMARK LEARNING PRODUCT	DELTASAND WHITE REFILL	\$58.78
BEST OF BEST	GEYSER TUBES - CDM	\$90.00
BEST OF BEST	GEYSER TUBES - CDM	\$6.66
TOYSMITH	RESALE ITEMS- CDM STORE	\$2,737.06
TOYSMITH	RESALE MERCHANDISE - CDM	\$280.80
GEOCENTRAL	STONES, ARROWHEADS - CDM	\$905.40
NASHVILLE WRAPS LLC	RED,TEAL GLOSS BAGS	\$121.32
<b>General Fund Parks &amp; Recreation Children's Disc Museum Total</b>		<b>\$4,510.44</b>
<b><u>General Fund Parks &amp; Recreation Recreation/Athletic Prog</u></b>		
AMERENIP	ELECTRIC SERVICE	\$322.73
NICOR GAS	ACTIVITY CTR.	\$4,676.61
<b>General Fund Parks &amp; Recreation Recreation/Athletic Prog Total</b>		<b>\$4,999.34</b>
<b><u>General Fund Parks &amp; Recreation Theater</u></b>		
MOTION PICTURE PROJECTION SE PROJECTOR REPAIRS		\$1,862.50
AMERENIP	ACCT # 83436-98003 THEATE	\$592.70
PANTAGRAPH	THEATER ADS	\$2,950.40
REGENT COMMUNICATIONS INC	WJBC ADS- THEATER/69657	\$500.00
REGENT COMMUNICATIONS INC	THEATER ADS (#69657)	\$125.00
BUENA VISTA PICTURES DIST	WALL-E W/PRESTO	\$722.05

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
FEDEX	FILM SHIPMENTS	\$128.23
DHL DANZAS AIR & OCEAN	"WHO DONE IT"	\$101.05
GRIN & BARE IT PRODUCTIONS	PROCEEDS-COURTHOUSE GIRLS	\$920.40
<b>General Fund Parks &amp; Recreation Theater Total</b>		<b>\$7,902.33</b>
<b><u>General Fund Parks &amp; Recreation Administration</u></b>		
PANTAGRAPH	AQUATICS SUPR AD	\$558.28
PANTAGRAPH	09 KID'S EXPO- 4 BOOTHS	\$600.00
PRAIRIE SIGNS INC	BANNER FOR TRADE SHOWS	\$117.00
NORMAL TOWNSHIP	SENIOR'S PROGRAM (08/09)	\$11,500.00
PRO-TYPE PRINTING INC	JAN- FUNDAMENTAL TIMES	\$591.00
NORMALITE	ADVERTISING	\$19.95
T/N PETTY CASH-FINANCE DEPT	CAB FARES	\$37.00
<b>General Fund Parks &amp; Recreation Administration Total</b>		<b>\$13,423.23</b>
<b><u>General Fund Parks &amp; Recreation Parks Maintenance</u></b>		
T/N EMPLOYEES CREDIT UNION	JOHNSON 1/2 FEB	\$50.00
VSP	JOHNSON 1/2 FEB PREM	\$2.96
CLINT JOHNSON	MILITARY PAY-JOHNSON	\$588.37
AMERENIP	ELECTRIC SERVICE	\$503.87
AMERENIP	ELECTRIC SERVICE	\$223.08
AMERENIP	ELECTRIC SERVICE	\$74.31
AMERENIP	ELECTRIC SERVICE	\$179.37
AMERENIP	ELECTRIC SERVICE	\$65.85
AMERENIP	ELECTRIC SERVICE	\$15.70
AMERENIP	ELECTRIC SERVICE	\$82.79
CORN BELT ENERGY CORP	MAXWELL S.BALL	\$85.15
CORN BELT ENERGY CORP	MXWELL PK SHELTT	\$95.57
CORN BELT ENERGY CORP	SIGN W.COLL.	\$20.77
CORN BELT ENERGY CORP	HORSESHOE PIT	\$233.22
CORN BELT ENERGY CORP	SIGN-IRNWD PK	\$32.52
CORN BELT ENERGY CORP	MXWELL W. CONCESS	\$254.71
CORN BELT ENERGY CORP	MXWELL PK TENNIS	\$47.30
CORN BELT ENERGY CORP	SHED @ CHAMPION	\$23.62
CORN BELT ENERGY CORP	MAXWLL S. CONCESS	\$94.94
CORN BELT ENERGY CORP	IRNWD BB DIAM.	\$138.60
CORN BELT ENERGY CORP	MXWLL FLD 1-4	\$254.07
CORN BELT ENERGY CORP	SAFETY TOWN	\$20.52
JOPAC COMPANIES	TRU - SPARES	\$93.14
SPRINGFIELD ELECTRIC CO	CABLE TIE MOUNTS	\$75.05
ADVANCE AUTO PARTS	SUPPLIES - PARKS/REC DPT	\$117.70
HOME DEPOT CREDIT SERVICES	SUPPLIES - P/REC	\$204.43
AZ COMMERCIAL	SUPPLIES - PARKS/REC DPT	\$54.92
JOPAC COMPANIES	AIR FILTER, FUEL FLTR,	\$27.72
MOTION INDUSTRIES INC	BALL BEARINGS	\$25.99
NAPA AUTO PARTS	DRAIN PAN	\$12.99
DON OWEN TIRE SERVICE	TRAILER TIRES	\$9.00
DON OWEN TIRE SERVICE	TRAILER TIRES	\$196.44
DON OWEN TIRE SERVICE	TRAILER TIRE, FLAT REPAIR	\$105.16
DON OWEN TIRE SERVICE	TRAILER TIRES, REPAIRS	\$188.25
REDNECK INC	TDM T/D FENDERS	\$189.20
REDNECK INC	3M TAPE	\$9.44
INTERSTATE ALL BATTERY CENT	MT-78 BATTERY (#9413)	\$74.95
DRAKE-SCRUGGS EQUIPMENT INC	SERVICE,PARTS - R-55	\$607.63
MIDWEST EQUIPMENT II	PICKUP BODY, BASE	\$124.92
MIDWEST EQUIPMENT II	FILTERS	\$52.28
MIDWEST EQUIPMENT II	CREDIT - CHOKE KNOB	(\$0.44)
MIDWEST EQUIPMENT II	FILLER CAPS	\$1.92
MIDWEST EQUIPMENT II	AIR FILTER	\$11.26
MIDWEST EQUIPMENT II	STOP SWITCH (3)	\$12.30
MIDWEST EQUIPMENT II	STOP SWITCH (3)	\$4.00



<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
ADVANCE AUTO PARTS	SUPPLIES - PARKS/REC DPT	\$165.45
ILLINOIS PORTABLE TOILETS	SRV- MAXW,ANDERSON,UNDRWD	\$240.00
ILLINOIS PORTABLE TOILETS	WHEEL CHAIR UNIT- W/DETN	\$85.00
ILLINOIS PORTABLE TOILETS	SERVICE - FV, ALLERS SHLT	\$205.00
WATER PRODUCTS CO OF ILLINOI	RIGID LOCATOR (#203435)	\$2,280.00
AZ COMMERCIAL	SUPPLIES - PARKS/REC DPT	\$179.87
SPORT SUPPLY GROUP INC (BSN)	TENNIS NETS, B/BALL NETS	\$689.91
SPORT SUPPLY GROUP INC (BSN)	TENNIS NETS, B/BALL NETS	\$117.29
BILL'S KEY & LOCK SHOP	SHOP KEYS, RE-KEY CYLINDER	\$32.00
LAWSON PRODUCTS INC	SWELL SMELL, PHAETON	\$204.48
LAWSON PRODUCTS INC	OUTLAST, GUYSER - P/REC	\$286.53
PRAXAIR DISTRIBUTION INC	TUBE ASSY, MIG NZL-NBD65	\$87.01
PRAXAIR DISTRIBUTION INC	OXYGEN CYLINDERS (NBD65)	\$13.65
HOME DEPOT CREDIT SERVICES	SUPPLIES - P/REC	(\$115.95)
TRAFFIC SIGN STORE	ORANGE ROLL-UP SIGNS	\$257.00
TRAFFIC SIGN STORE	ORANGE ROLL-UP SIGNS	\$14.65
EVERGREEN FS INC.	BARREL PUMPS (#4675450)	\$64.42
SOPUS PRODUCTS	10W PENNZOIL MOTOR OIL	\$581.90
SPORT SUPPLY GROUP INC (BSN)	15' BENCHES W/BACK (8)	\$3,514.73
FASTENAL COMPANY	PARTS - CHAMP FIELDS	\$17.23
HOME DEPOT CREDIT SERVICES	SUPPLIES - P/REC	\$1,442.72
<b>General Fund Parks &amp; Recreation Parks Maintenance Total</b>		<b>\$15,648.43</b>
General Fund		\$579,250.65
<b>Motor Fuel Tax Fund Public Works Motor Fuel Tax</b>		
CLARK DIETZ INC	VERNON AVE BRIDGE (NV/08)	\$584.66
<b>Motor Fuel Tax Fund Public Works Motor Fuel Tax Total</b>		<b>\$584.66</b>
Motor Fuel Tax Fund		\$584.66
<b>Community Development Fd Community Development Administration</b>		
AMERENIP	UNITY CENTER	\$142.93
HEARTLAND COMMUNITY COLLEGE	ICAP REIMB - FALL, 2008	\$493.56
TOWN OF NORMAL-WATER FUND	UNITY CENTER	\$12.80
COMCAST CORPORATION	UNITY CENTER	\$24.95
WATER PRODUCTS CO OF ILLINOI	PARTS - FFAC WATER SLIDE	\$583.50
<b>Community Development Fd Community Development Administration Total</b>		<b>\$1,257.74</b>
Community Development Fd		\$1,257.74
<b>Metro Zone Fund Finance Metro Zone</b>		
CITY OF BLOOMINGTON	METRO ZONE: OCT TO DEC08	\$38,882.71
<b>Metro Zone Fund Finance Metro Zone Total</b>		<b>\$38,882.71</b>
Metro Zone Fund		\$38,882.71
<b>Park Land Dedication Fund Parks &amp; Recreation Park Land Dedication</b>		
WABASH VALLEY	6' BENCH W/BACK (6)	\$1,782.00
WABASH VALLEY	6' BENCH W/BACK (6)	\$255.45
<b>Park Land Dedication Fund Parks &amp; Recreation Park Land Dedication Total</b>		<b>\$2,037.45</b>
Park Land Dedication Fund		\$2,037.45
<b>Capital Investment Fund Other-Capital Investment Capital Investment</b>		
CHIEF CITY MECHANICAL INC	WATER PIPING - CAC	\$30,316.00
MCLEAN CO HIGHWAY DEPARTMENT	REP #22 - EASTSIDE STUDY	\$1,994.42
MCLEAN CO HIGHWAY DEPARTMENT	REP #23 - EASTSIDE STUDY	\$2,114.29
MCLEAN CO HIGHWAY DEPARTMENT	REP #24- EASTSIDE STUDY	\$909.97
CLARK DIETZ INC	PUB WKS LEED - JAN/09	\$1,749.31
STARK EXCAVATING	COLLEGE AVE BRIDGE	\$39,741.72
FARNSWORTH GROUP	BROADWY BRIDGE SRV- 12/19	\$1,075.50
FELMLEY-DICKERSON CO	UNDERWOOD PARK RESTROOM	\$15,285.60
FELMLEY-DICKERSON CO	UNDERWOOD PARK RESTROOM	\$25,139.31
FELMLEY-DICKERSON CO	UNDERWOOD RESTRM PROJECT	\$6,855.68
<b>Capital Investment Fund Other-Capital Investment Capital Investment Total</b>		<b>\$125,181.80</b>
Capital Investment Fund		\$125,181.80

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
<b><u>Junction Center Other-Capital Investment Junction Center</u></b>		
HOERR SCHAUDT LANDSCAPE ARCHITECTS	CIRCULAR INTERSECTN -JAN09	\$1,865.00
HOERR SCHAUDT LANDSCAPE ARCHITECTS	CIRCULAR INTRSECTN- REIMB	\$1,856.85
<b>Junction Center Other-Capital Investment Junction Center Total</b>		<b>\$3,721.85</b>
Junction Center		\$3,721.85
<b><u>Uptown Program/Planning Other-Capital Investment Consultants/Studies/Misc</u></b>		
FARNSWORTH GROUP	IRVING / CONST TRL - JAN	\$4,597.25
MIDDLETON ASSOCIATES INC	NML ST BANK BLDG DESIGN	\$1,000.00
<b>Program/Planning Other-Capital Investment Consultants/Studies/Misc Total</b>		<b>\$5,597.25</b>
Uptown Program/Planning		\$5,597.25
<b><u>Uptown S. of Tracks P Other-Capital Investment Area South of Tracks -"P"</u></b>		
FARNSWORTH GROUP	PARKINSON ST SRV - JAN23	\$6,243.25
<b>Uptown S. of Tracks P Other-Capital Investment Area South of Tracks -"P" Total</b>		<b>\$6,243.25</b>
Uptown S. of Tracks P		\$6,243.25
<b><u>Hotel Conference/Parking Other-Capital Investment Hotel Site</u></b>		
OWNER SERVICES GROUP INC	PROJ MGMT SRV - JAN/09	\$7,521.87
JQH NORMAL DEVELOPMENT LLC	MARRIOTT CONF CNTR/GARAGE	\$573,642.00
JQH NORMAL DEVELOPMENT LLC	MARRIOTT CONF CNTR/GARAGE	\$74,800.00
JQH NORMAL DEVELOPMENT LLC	MARRIOTT CONF CNTR/GARAGE	\$265,562.00
<b>Hotel Conference/Parking Other-Capital Investment Hotel Site Total</b>		<b>\$921,525.87</b>
Hotel Conference/Parking		\$921,525.87
<b><u>2003 Bond Fund Finance Administration</u></b>		
MESIROW STEIN DEVELOPMENT SERVICES	REMARKETING SRV:DEC-FEB09	\$3,125.00
BANK ONE, NA	FAC/COMM: DEC/08 - MAR/09	\$5,099.79
<b>2003 Bond Fund Finance Administration Total</b>		<b>\$8,224.79</b>
2003 Bond Fund		\$8,224.79
<b><u>Water Fund</u></b>		
WATER PRODUCTS CO OF ILLINOI	4",6" REPAIR CLAMPS	\$536.00
WATER PRODUCTS CO OF ILLINOI	CURB BOXES	\$825.00
WATER RESOURCES INC	SINGLE PORT MTU'S	\$2,300.00
LUSH-APPLETON, JANET	1209 RUSSELL ST REFUND	\$19.83
RANNEY, CINDY	101 N COTTAGE REFUND	\$7.05
REDBIRD APARTMENTS	1002 SHERYL LN REFUND	\$3.24
MCNULTY, JENNIFER	1214 HILLCREST REFUND	\$65.06
KLINZING, JESSE & JULIE	25 ETHEL PKWY REFUND	\$10.59
BUFORD, ROBERT	107 E DIVISION ST 2 REFUND	\$27.15
<b>Water Fund Total</b>		<b>\$3,793.92</b>
<b><u>Water Fund Water Administration</u></b>		
ILLINOIS SECTION AWWA	STEVE GERDES & ALAN ALWAR	\$350.00
<b>Water Fund Water Administration Total</b>		<b>\$350.00</b>
<b><u>Water Fund Water Distribution</u></b>		
WEST SIDE CLOTHING	RAIN JACKET (WTR DEPT)	\$135.00
WATER PRODUCTS CO OF ILLINOI	GRIP IT GLOVES	\$600.00
RED WING SHOE STORE	BOOTS - CHRIS MCCAMMON	\$120.00
RED WING SHOE STORE	BOOTS - DEREK AUTH / WTR	\$103.50
JULIE INC	153 JAN LOCATES	\$87.65
AMERICAN WATER WORKS ASSOC	09-10 DUES: BURKHART	\$75.00
AMERENIP	ELECTRIC SERVICE	\$388.10
VALLEY VIEW INDUSTRIES INC	1" STONE	\$1,021.29
MOTION INDUSTRIES INC	HYD HOSE ENDS	\$30.74
MOTION INDUSTRIES INC	HYD HOSE ENDS	\$9.55
BENNINGTON TRUCK PARTS	DIESEL FUEL TREATMENT	\$179.40
EVERGREEN FS INC.	FILTERS (#4675500-WTR)	\$45.52
ILLINOIS METER INC	REPAIR HYDROSTOP EQUIP	\$550.00
ILLINOIS METER INC	REPAIR HYDROSTOP EQUIP	\$116.16
ILLINOIS SECTION AWWA	BURKHART, WOHLFORD, AUTH,	\$440.00
WATER PRODUCTS CO OF ILLINOI	UNIONS, FITTINGS, COUPLNG	\$29.59

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
WATER PRODUCTS CO OF ILLINOI	UNIONS, FITTINGS, COUPLNG	\$113.26
WATER PRODUCTS CO OF ILLINOI	BREAKFLANGE KIT	\$125.28
LAWSON PRODUCTS INC	OPEN & SHUT (WTR)	\$74.34
LAWSON PRODUCTS INC	OPEN & SHUT (WTR)	\$8.02
MENARDS	SPRAY TIP, SOCKET	\$31.55
MIDWEST CONSTRUCTION RENTA	3" COUPLER / ADAPTER	\$14.73
NOVAK FLOWERS	NEW BABY PLANTER - NOAH W	\$39.50
<b>Water Fund Water Distribution Total</b>		<b>\$4,338.18</b>
<b><u>Water Fund Water Capital Investment</u></b>		
UNIVERSITY OF ILLINOIS	GRND/WTR LVL MONITORING	\$3,662.00
FARNSWORTH GROUP	WTP FILTER UNDERDRAIN IMP	\$4,500.00
<b>Water Fund Water Capital Investment Total</b>		<b>\$8,162.00</b>
<b><u>Water Fund Water Treatment</u></b>		
MOTION INDUSTRIES INC	SAFETY GLASSES	\$30.72
MOTION INDUSTRIES INC	SAFETY GLASSES	\$4.50
AMERENIP	ELECTRIC SERVICE	\$8,237.31
NICOR GAS	1012 S ADELAIDE ST - JANU	\$96.56
NICOR GAS	107 E MULBERRY - JANUARY	\$280.85
NICOR GAS	WEST RESERVOIR - JANUARY	\$421.12
CORN BELT ENERGY CORP	PUMP STATION - JANUARY 20	\$1,092.58
CORN BELT ENERGY CORP	RECORDING EQUIP - JANUARY	\$22.12
CORN BELT ENERGY CORP	HERSHEY BOOSTER PUMP - FE	\$832.29
UNIVERSITY OF ILLINOIS CHICAG	CREDIT TAKEN IN ERROR	\$123.34
TNEMEC COMPANY INC	CONVERTER, FREIGHT	\$171.00
TNEMEC COMPANY INC	CONVERTER, FREIGHT	\$65.00
TNEMEC COMPANY INC	THINNER, FREIGHT	\$17.75
TNEMEC COMPANY INC	THINNER, FREIGHT	\$65.00
MOTION INDUSTRIES INC	OIL SEALS, LUBRICANTS	\$8.54
MOTION INDUSTRIES INC	OIL SEALS, LUBRICANTS	\$43.23
MOTION INDUSTRIES INC	OIL SEALS, LUBRICANTS	\$4.50
ALLIED ELECTRONICS INC	RELAYS, WIRE STRIPPER,	\$49.40
DRYDON EQUIPMENT INC	YRLY INSP/CLN-ACTUATOR #4	\$172.85
SIDENER ENVIRONMENTAL SERVI	CALIBRATION KIT, S/H	\$276.43
ILLINOIS SECTION AWWA	NAFZIGER, SACRY, COWLES,	\$510.00
ILLINOIS SECTION AWWA	SUSAN SYLVESTER	\$160.00
MICKEY'S LINEN	TWLS/SUPPLIES (#4474-1)	\$27.78
AZ COMMERCIAL	DEGREASER	\$25.98
AZ COMMERCIAL	SWC PERFORMANCE	\$6.99
FASTENAL COMPANY	CORDED HAMMER DRILL	\$153.31
MATHIS KELLY CONSTRUCTION	SCRWDRV BIT, BIT HOLDER	\$5.80
MATHIS KELLY CONSTRUCTION	EPOXY TIE WIRE	\$5.13
MCMaster-CARR SUPPLY CO	REINFORCED TUBING, VALVES	\$7.57
MCMaster-CARR SUPPLY CO	REINFORCED TUBING, VALVES	\$30.40
MCMaster-CARR SUPPLY CO	REINFORCED TUBING, VALVES	\$26.50
MCMaster-CARR SUPPLY CO	REINFORCED TUBING, VALVES	\$4.60
MENARDS	ADAPTERS, BUSHING	\$7.87
MENARDS	AIR HOSES, COUPLERS, CONN	\$71.56
MENARDS	THINNER, COVERS	\$27.30
MENARDS	CAULK, RIVETS, FUNNEL	\$8.96
NOVAK FLOWERS	PLANTER - MEYER'S FUNERAL	\$39.95
SIEMENS WATER TECHNOLOGIES	CREDIT - CHANGE ORDER	(\$170.39)
SIEMENS WATER TECHNOLOGIES	MIXED BED TYPE	\$187.70
VWR INTERNATIONAL INC	PETRI DISH (4)	\$514.28
VWR INTERNATIONAL INC	PETRI DISH (4)	\$27.60
ADVANCE AUTO PARTS	CLNR/DGRSR, BRUSH	\$9.78
MISSISSIPPI LIME COMPANY	24.94 TN LIME	\$3,515.29
MISSISSIPPI LIME COMPANY	25.85 TN LIME	\$3,643.56
MISSISSIPPI LIME COMPANY	27.21 TN LIME	\$3,835.25
MISSISSIPPI LIME COMPANY	26.53 TN LIME	\$3,739.40

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
PRISTINE WATER SOLUTIONS	PRICE / RATE ADJUSTMENT	\$1,214.40
PRISTINE WATER SOLUTIONS	AQUADENE	\$2,943.60
JCI JONES CHEMICALS INC	CHLORINE	\$1,600.00
GRAINGER INC	SCALER HOUSING	\$95.22
ALLIED ELECTRONICS INC	RELAYS, WIRE STRIPPER,	\$37.38
ALLIED ELECTRONICS INC	RELAYS, WIRE STRIPPER,	\$6.22
FENCES4LESS.COM	FENCE SECTIONS, GATES	\$8,984.80
<b>Water Fund Water Treatment Total</b>		<b>\$43,318.88</b>
<b><u>Water Fund Water Debt Service</u></b>		
IL ENVIRONMENTAL PROTECTION EPA LOAN DUE 3/9/09		\$169,984.55
IL ENVIRONMENTAL PROTECTION EPA LOAN DUE 3/9/09		\$25,632.14
<b>Water Fund Water Debt Service Total</b>		<b>\$195,616.69</b>
Water Fund		<b>\$255,579.67</b>
<b><u>Sewer Fund Sewer Capital Investment</u></b>		
FARNSWORTH GROUP	SUNSET LAKE LIFT TO 1/23	\$701.75
<b>Sewer Fund Sewer Capital Investment Total</b>		<b>\$701.75</b>
<b><u>Sewer Fund Sewer Administration</u></b>		
RAILROAD MANAGEMENT COMP L SEWER PIPELINE - LEASE		\$901.53
AMERENIP	ELECTRIC SERVICE	\$408.00
CORN BELT ENERGY CORP	SEWER LIFT STATIONS	\$2,352.70
JULIE INC	JAN LOCATES	\$87.65
MENARDS	FOAM SHEATHING, WIRE,	\$40.90
MIDWEST CONSTRUCTION RENTA BLOWER REPAIRS, PARTS		\$130.38
MCLEAN COUNTY CONCRETE	CREDIT- OVERPAYMENT (PW)	(\$115.40)
MCLEAN COUNTY CONCRETE	FLOWABLE MIX, HEAT	\$160.50
MCLEAN COUNTY CONCRETE	HOT PATCH MIX (LINDEN)	\$454.00
NEENAH FOUNDRY COMPANY	FRAMES, GRATES, LIDS	\$1,639.00
Tom Ramirez	LITHIUM BATTERIES PURCHAS	\$39.48
EVERGREEN FS INC.	LP - PW (#4675440)	\$28.35
<b>Sewer Fund Sewer Administration Total</b>		<b>\$6,127.09</b>
Sewer Fund		<b>\$6,828.84</b>
<b><u>Stormwater Management Fd Stormwater Management Administration</u></b>		
ECOLOGY ACTION CENTER	STORMWATER EDUCATION PRGM	\$10,609.00
<b>Stormwater Management Fd Stormwater Management Administration Total</b>		<b>\$10,609.00</b>
Stormwater Management Fd		<b>\$10,609.00</b>
<b><u>Parking Fund College Ave Parking Deck Administration</u></b>		
AMERENIP	ELECTRIC SERVICE	\$4,575.17
<b>Parking Fund College Ave Parking Deck Administration Total</b>		<b>\$4,575.17</b>
Parking Fund		<b>\$4,575.17</b>
<b><u>Health &amp; Dental Ins Fund Administration - City Mgr Health Insurance</u></b>		
INNOVANT INC	PRESCRIPTION DRUGS	\$8,038.05
INNOVANT INC	PRESCRIPTION DRUGS	\$10,753.62
<b>Health &amp; Dental Ins Fund Administration - City Mgr Health Insurance Total</b>		<b>\$18,791.67</b>
Health & Dental Ins Fund		<b>\$18,791.67</b>
<b><u>Gen Veh Replacement Fund Information Technology Administration</u></b>		
GOVCONNECTION INC	ADAPTORS, CABLE EXT	\$287.73
DATALINK CORPORATION	EXCHANGE SW & SETUP/ SAN	\$3,134.25
<b>Gen Veh Replacement Fund Information Technology Administration Total</b>		<b>\$3,421.98</b>
<b><u>Gen Veh Replacement Fund Police Administration</u></b>		
KID CARS	1997 GMC STEP VAN	\$9,025.00
<b>Gen Veh Replacement Fund Police Administration Total</b>		<b>\$9,025.00</b>
Gen Veh Replacement Fund		<b>\$12,446.98</b>
Grand Total		<b>\$2,001,339.35</b>

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Motion to Accept a Bid from Conrad Sheet Metal to Install New HVAC Ductwork at Fire Station # 2***

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**PREPARED BY:** Geoff Fruin, Assistant to the City Manager

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager  
John Schoenbrun, Building Supervisor

**BUDGET IMPACT:** This project is proposed to be funded out of two separate line items. \$7,000 is available from Equipment Reserve Fund line item 733-8541-422.75-10. The remaining \$7,900 is available from the Capital Fund's Major Facility Projects line item 325-9820419.27-10.

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Conrad Sheet Metal Bid Document

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### **BACKGROUND**

Fire Station #2 is located at the corner of Gregory and Adelaide in north Normal. Currently, a portion of the station's HVAC ductwork is located below ground level. During periods of heavy rain, runoff from adjacent properties often collects around the building and at times begins to fill the HVAC ductwork. This problematic occurrence results in various maintenance problems. Additionally, the heavy moisture content in the HVAC ductwork can lead to health risks, such as the accumulation of mold.

The Facilities Management department worked this winter to identify solutions to the problem. The department ultimately decided it was best to elevate the portion of ductwork that is currently located below the ground level.

### **DISCUSSION/ANALYSIS**

The Town recently solicited bids for the elevation of ductwork at Fire Station #2. The bid opening took place on Thursday, February 19<sup>th</sup> at 10:00 a.m. The Town received two bids, as detailed below:

1. Conrad Sheet Metal: \$14,900
2. Du-Mont Company: \$21,500

After reviewing both proposals, staff recommends that Council approve the attached bid from Conrad Sheet Metal. Assuming Council approval of the bid, staff expects work to commence on the project later this month.

# PROPOSAL

## CONRAD SHEET METAL CO.

605 E. Bell St.

Bloomington, IL 61701

Phone: (309) 829-1006 • Fax: (309) 828-5910

COMMERCIAL AND INDUSTRIAL CONTRACTORS

HEATING • VENTILATING • AIR CONDITIONING

PROPOSAL SUBMITTED TO <b>Town of Normal</b>		PHONE <b>309-824-5477</b>	DATE <b>Feb. 19, 2009</b>
STREET <b>100 E Phoenix Ave</b>		JOB NAME <b>Fire Station #2</b>	
CITY, STATE and ZIP CODE <b>Normal Illinois 61761</b>		JOB LOCATION <b>604 N. Adelaide</b>	
ARCHITECT	DATE OF PLANS	<b>Attn: John Schoeburn</b>	JOB PHONE

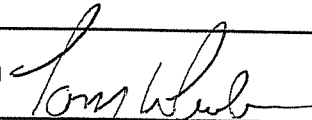
We are pleased to offer the proposal to re work the HVAC system from the RTU on the east side of the building .  
 Our scope of work : Disconnect the supply duct from the unit going to the existing under ground duct.  
 Install new duct through the east wall as high as possible, across the men's restroom into the weight room. Form this point we will tee off the main duct going north and south and install new duct and ceiling diffusers in the sleeping area and the living area. We will add a return duct in the weight room and the sleeping room. The supply registers in the weight room will be installed in the side of the supply duct.  
 We do not include the repairs that may need to be done in the men's restroom, however we will do what we can to let the ceiling in this area remain.  
 This work will be done during regular working hours in a neat and workmanlike manner for the total amount of:

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

Respectfully,  
Conrad Sheet Metal Co.

**We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:**  
**Fourteen Thousand Nine Hundred Dollars and 00/100**----- dollars (\$ **14,900.00** ).  
 Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature  Tom Wheeler

NOTE: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Motion to Accept the Low Bid and Award a Contract to Woodward Printing Services of Platteville, WI for the Printing of the Parks & Recreation Department's Fall/Winter/Spring and Summer Activity Guides in the Amount of \$22,712***

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**PREPARED BY:** Doug Wiggs, Asst. Director of Parks and Recreation

**REVIEWED BY:** Garry Little, Director of Parks and Recreation  
Pamela S. Reece, Assistant City Manager

**BUDGET IMPACT:** Funds in the amount of \$30,600 are included in line item 001-8510-451-30-25 of the FY 2009-10 budget for the Department. The brochures will be printed in FY 2009-10.

**STAFF RECOMMENDATION:** Approval

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### **BACKGROUND**

The Parks & Recreation Department publishes two activity guides annually. One publication covers the Fall/Winter/Spring program cycle and the other covers Summer programming. The activity guides are direct mailed to each home in Normal and are also made available at various locations throughout the community including the Children's Discovery Museum, Normal Public Library, Normal Parks & Recreation office and the Normal City Hall. The guides provide information on all programs and facilities under the direction of the Parks & Recreation Department. The activity guides are scheduled to be delivered to homes in April and September, respectively.

### **DISCUSSION/ANALYSIS**

These two publications are the primary means of marketing the many programs and facilities within the department. Those facilities include the Children's Discovery Museum, Ironwood Golf Course, Fairview Family Aquatic Center, Anderson Aquatic Center, Connie Link Amphitheatre, and the Normal Theater.

Annually, staff advertises and sends out bid packets for the printing of the activity guides. Bid information was publicized in the Normalite newspaper and bids were also mailed out to printing companies on the bidder's list. In addition to printing costs, there will be costs associated with the sorting and mailing of the guides. Additional funds of \$10,500 are available in line item 001-8510-451-30-25 to cover these expenses. Staff received 5 bids for printing the activity guides. This year's low bidding company was \$3,395 less than last year's low bid.

## *TOWN COUNCIL ACTION REPORT*

The breakdown of the bids submitted is as follows:

<b>Woodward Printing Services – Platteville, WI</b>	<b>\$22,712</b>
<b>AmPride - Champaign, IL</b>	<b>\$29,100</b>
<b>BOPI - Bloomington, IL</b>	<b>\$30,243</b>
<b>Illinois Graphics - Bloomington, IL</b>	<b>\$38,565</b>
<b>OSP - Bloomington, IL</b>	<b>\$40,250</b>

Staff has held several conversations with representatives from Woodward Printing after the bid opening to verify the company had not made an oversight on the specifications in terms of quantities, formatting and deadlines. After these conversations, staff feels comfortable that Woodward Printing has a clear understanding of the expectations for the printing needs for both the Summer and Fall/Winter/Spring Parks and Recreation activity guides.

Staff recommends accepting the low bid of \$22,712 for a one year contract from Woodward Printing Services of Platteville, WI for the printing of the Normal Parks and Recreation Department's Summer and Fall/Winter/Spring activity guides.



# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Motion Accepting a Proposal From Luckey LLC for the Maintenance of the Climber at the Children's Discovery Museum for an Amount Not to Exceed \$15,000 and Authorizing an Associated Budget Adjustment***

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**PREPARED BY:** Garry Little, Director of Parks and Recreation

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager

**BUDGET IMPACT:** Staff is requesting a budget amendment in the amount of \$15,000 for line item #001-8550-451.20-10.

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposal from Luckey LLC

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### **BACKGROUND**

Since the Children's Discovery Museum opened in 2004, over 500,000 individuals have visited the Museum in Uptown Normal. The original exhibits and attractions, including the centerpiece climber that stretches between all three floors, have provided those visitors with unique recreational and educational experiences.

The climber has provided many of our younger visitors with an opportunity to enjoy a one of a kind climbing experience that challenges both their physical and mental skills. Many adults have also experienced using the climber or have sat in the area within the climber to watch their children climb around them.

### **DISCUSSION/ANALYSIS**

Due to the extensive use of the climber by the visitors to the Museum, staff is currently replacing the carpet on the numerous pads within the climber. In addition to the carpet installation, staff would like to bring in the original firm that designed and installed the climber (Luckey LLC) to perform maintenance on the structure to ensure that it provides the same quality experience to our visitors for years to come. The maintenance will involve the re-tightening and adding of additional cables within the structure.

Staff is timing this maintenance along with the replacement of the carpet so that the climber will be ready for the large number of school trips that the Museum experiences in early April through May. The work will be accomplished in early March and will take an estimated 4 or 5 days to finish.

Staff is recommending approval of the agreement.



14 Vernon St  
East Haven CT 06512

February 23, 2009

Shari Buckellew  
Museum Manager  
101 E. Beaufort  
Normal, IL 61761

Proposal for the rehabilitation of climbing sculpture:

Day rate for 2 workers .....\$1,800.00  
price includes: all materials (cable, hog rings etc.), airfare, expences.  
Travel days billed at 1/2 day rate.

The intention is to perform maintenance on the climber mesh so that the climber meets or exceeds the safety standards of the museum, while maintaining the aesthetic integrity of the sculpture.

Work not to exceed \$15,000.00

Spencer Luckey

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Resolution Approving an Amended Capital Asset Policy for the Town of Normal***

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**PREPARED BY:** Ronald J. Hill, Director of Finance

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager

**BUDGET IMPACT:** N/A

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed Resolution, Proposed Capital Asset Policy

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### **BACKGROUND**

The Governmental Accounting Standards Board (GASB) is the policy making body that governs municipal financial reporting. This board not only establishes reporting standards to be followed, but also controls auditing procedures to be performed. In June of 1999, GASB approved Statement No. 34 that redefined basic reporting requirements to be contained in financial reports for all cities throughout the nation. The implementation date for the Town of Normal was March 31, 2004.

GASB 34 required the establishment of minimum capital asset values which would be reported on the balance sheet for all general fixed assets. On March 1, 2004 Council approved a general capital asset policy which established a minimum reporting threshold of \$5,000 for all assets with a useful life of at least one year. Many cities established threshold values in excess of \$5,000.

### **DISCUSSION/ANALYSIS**

Finance has studied the asset capitalization threshold and is recommending an increase from \$5,000 per item to \$10,000. This change will have no significant impact on the Town's financial position, and is being recommended to better utilize staff resources in the management of Town assets.

The change will have more of a direct impact on the water and sewer funds as a write-off of some assets (on their respective balance sheets) will have to occur. This will result in a small decrease in the equity reported.

This change has no impact on assets listed for insurance purposes. A separate inventory taken by the MICA organization on a periodic basis is used to establish insurable values. The change would have a positive impact upon staff efficiency.

## TOWN COUNCIL ACTION REPORT

Listed below is a more detailed summary of assets:

Town of Normal , Illinois  
Capital Assets Summary  
As of March 31, 2008

	Assets		Less Construction in Progress (CIP)		Totals Without CIP	
	# of Assets	Purchase Cost	# of Assets	Purchase Cost	# of Assets	Purchase Cost
General	1,899	\$143,626,787.82	111	\$26,254,183.39	1,788	\$117,372,604.43
Enterprise	406	\$48,081,190.06	43	\$8,565,419.73	363	\$39,515,770.33
Library	27	\$5,347,587.61	0	\$0.00	27	\$5,347,587.61
<b>Totals</b>	<b>2,332</b>	<b>\$197,055,565.49</b>	<b>154</b>	<b>\$34,819,603.12</b>	<b>2,178</b>	<b>\$162,235,962.37</b>

	Less Assets <= \$10,000		Adjusted Totals		Percentage of Changes	
	# of Assets	Purchase Cost	# of Assets	Purchase Cost	# of Assets	Purchase Cost
General	381	\$2,736,372.63	1,407	\$117,372,223.43	21.31%	2.33%
Enterprise	75	\$483,324.97	288	\$39,032,445.36	20.66%	1.22%
Library	0	\$0.00	27	\$5,347,587.61	0.00%	0.00%
<b>Totals</b>	<b>456</b>	<b>\$3,219,697.60</b>	<b>1,722</b>	<b>\$161,752,256.40</b>	<b>20.94%</b>	<b>1.98%</b>

As of March 31, 2008, there were 370 fully depreciated assets (\$19,956,843.46).

In addition to the above-mentioned asset change to the Council adopted Capital Asset Policy, staff is also recommending several cost assumption changes related to streets, curb, gutters and storm sewers as shown below:

- Cost assumption for Locals: 6 inches concrete thickness for paved area of locals increased from \$30 to \$36 per square yard.
- Cost assumption for Collectors: 6 inches concrete thickness for paved area of locals increased from \$30 to \$40 per square yard.
- Cost assumption for Minor Arterials: 8 inches concrete thickness for paved area of collectors and minor arterials increased from \$33 to \$40 per square yard.
- Cost assumption for Storm Sewers: increased from \$27 to \$32 per linear foot of the street
- Street Lights: increase in capitalization threshold from \$5,000 to \$10,000.
- Sidewalks: increase in average indexed cost per street threshold from \$5,000 to \$10,000

In conclusion, this policy is for accounting purposes and does not impact requirements for Council approval of purchases over \$10,000; nor does it affect the requirement for the City Manager to approve all purchases between \$1,000 and \$9,999. This change can simplify auditor asset field work and, therefore, permit the auditor to focus on more important financial areas. The change, as mentioned earlier, will also better utilize staff resources.

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

RESOLUTION APPROVING AN AMENDED CAPITAL ASSET POLICY FOR THE TOWN OF NORMAL

WHEREAS, the Town of Normal is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Town of Normal is required to file an annual financial report disclosing its financial condition; and

WHEREAS, the Government Accounting Standards Board is the policy making board that governs municipal financial reporting; and

WHEREAS, the Government Accounting Standards Board Statement No. 34 requires that all capital assets of the Town be valued and disclosed in financial reports; and

WHEREAS, the Finance Director is recommending that the asset capitalization threshold be increased from \$5,000.00 to \$10,000.00; and

WHEREAS, it is in the best interests of the health, safety and welfare of the citizens of Normal to approve an amended capital asset policy for the reporting of capital assets owned by the Town of Normal.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That the City Manager be and he is hereby authorized to implement a capital asset policy for the reporting and disclosure of capital assets owned by the Town of Normal. A copy of said policy is marked Exhibit A, attached hereto and incorporated herein by reference.

SECTION TWO: That the capital asset policy identified in Exhibit A be and the same is hereby approved.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED:

\_\_\_\_\_  
President of the Board of Trustees of the  
Town of Normal, Illinois

ATTEST:

\_\_\_\_\_  
Town Clerk  
(seal)

# Town of Normal, Illinois

## Capital Assets Policy

March 2, 2009

### Valuing Capital Assets

Property, plant, equipment, land, and infrastructure that have been purchased by the Town are stated at historical cost. Donated capital assets are stated at the fair value on the date donated. If a road project is considered maintenance – a recurring cost that does not extend the road’s original useful life or expand its capacity – the cost of the project will be expensed. An ”overlay” of a road will be considered maintenance whereas a “rebuild” of a road will be capitalized.

### Threshold

Assets are capitalized at the time when they are placed into service. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold of ~~\$5,000~~ \$10,000 and have a useful life of at least one year. This amount will be reviewed every few years. Department heads are responsible for maintaining the assets and updating the physical inventory.

### Depreciation Policy

The Town uses the straight-line method with no allowance for salvage value on depreciating a capital asset.

The estimated useful lives used to depreciate assets by class are as follows:

- Buildings 20-67 years
- Improvements 20-67 years
- Equipment 5-10 years
- Vehicles 3-20 years
- Water mains 5-40 years
- Sewer lines 5-40 years
- Infrastructure
  - Bridges/culverts 50 years
  - Streets 20 years
  - Traffic signals 20 years

**This section is for the purpose of GASB 34 implementation:**

**Street/Curb/Gutter**

The Engineering department compiled the street inventory using the Geographical Information System (GIS). Street inventory is listed from intersection to intersection (center to center).

There are three categories for type of streets: Local, Collector, and Minor Arterial. Engineering cost is 15% of the construction cost for each type of street.

**Locals**

Locals are roadways used primarily for direct access to residential, commercial, industrial, or other abutting property. They do not include roadways carrying through traffic. Long local roadways will generally be divided into short sections by collector roadway systems. (Source: Traffic Engineering Handbook 4<sup>th</sup> Edition pg 314)

The Locals' construction costs (measured in cost per square yard) were adapted and carried back from actual 2002 reconstruction costs for local streets using the price trends for federal-aid highway construction composite index.

The cost assumption is: 6 inches concrete thickness for paved area of locals @ ~~\$30.00~~ \$36.00 per square yard.

**Collectors**

Collectors are the distributor and collector roadways servicing traffic between major and local roadways. These roadways are used mainly for traffic movement within residential, commercial, and industrial areas.

The Collectors' construction costs (measured in cost per square yard) were adapted and carried back from actual 2002 reconstruction costs for collectors using the price trends for federal-aid highway construction composite index.

The cost assumption is: 6 inches concrete thickness for paved area of locals @ ~~\$30.00~~ \$40.00 per square yard.

**Minor Arterials**

Minor arterials are that part of the roadway system serving as the principal network for through traffic flow. The routes connect areas of principal traffic generation and collector roadway systems.

The Minor Arterials' construction costs (measured in cost per square yard) were adapted and carried back from actual 2002 reconstruction costs for minor arterials using the price trends for federal-aid highway construction composite index.

The cost assumption is: 8 inches concrete thickness for paved area of collectors and minor arterials @ ~~\$33.00~~ \$40.00 per square yard.

## **Storm Sewers**

There are two categories of storm sewers: those that drain on public right-of ways and those that drain on development properties by pump stations to the creek (the size of these assets are over 24” in diameter).

The storm sewers that drain on public right-of-ways will be included in the cost of the streets.

The cost assumption is ~~\$27~~ \$32.00 per linear foot of the street.

The construction costs of the storm sewers that are over 24” in diameter will be the actual cost.

## **Land**

A list of the Town-owned properties was gathered from GIS and the Town’s records.

Right-of-way widths assumptions:

Before 1995    Locals – 50 feet            Collectors – 66 feet    Minor Arterials – 80 feet

After 1996    Locals – 60 feet            Collectors – 80 feet    Minor Arterials – 96 feet

The following assumptions were based on the Town’s Cash/Lieu Ordinance, which covers the period from 1980 to present. A cost assumption was made that any land acquired after 1998 was worth \$35,000 per acre. The cost of land acquired from 1980 through 1997 was \$30,000 per acre.

## **Bridges and Culverts**

The cost for the bridges and culverts is stated at historical cost.

## **Traffic Signals**

The total cost of the traffic signals is stated at historical cost, if available. If historical cost is not available, then the engineering estimate will be used. The estimated cost to signalize a four-way street intersection is \$120,000. If the state paid for the traffic signal construction cost, the estimated cost will be 10% of \$120,000 or \$12,000.

## **Streetlights**

A streetlight costs \$1,000, which is lower than the capitalization threshold of ~~\$5,000~~ \$10,000. Therefore, the streetlights are excluded.

## **Sidewalks**

The current cost is estimated at \$5.00 per square foot per the engineering department for 2003. Therefore, sidewalks are excluded as its average indexed cost per street is below the ~~\$5,000~~ \$10,000 threshold.



# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

---

## ***A Resolution Accepting Dedication of Right-of-Way from BroMenn Healthcare (Apple Street)***

---

**PREPARED BY:** Mercy Davison, Town Planner

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager  
Steven D. Mahrt, Corporation Counsel

**BUDGET IMPACT:** N/A

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed Resolution

---

### **BACKGROUND**

In December 2007 the Town of Normal approved a conceptual campus master plan for BroMenn Healthcare (Res. No. 4136). The master plan called for the extension of Apple Street from Main Street east to the hospital emergency room. The Apple Street right-of-way had been vacated by the Town in 2002 (Ord. No. 4800) so that BroMenn could incorporate the space into a parking lot.

At this time BroMenn proposes to re-dedicate the Apple Street right-of-way to the Town of Normal so that the Apple Street extension may be built in accordance with the master plan. The right-of-way will accommodate sidewalks on both sides of the street.

### **DISCUSSION/ANALYSIS**

Because the Apple Street extension is part of the approved campus master plan, Town staff recommends approval of the dedication of right-of-way.

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

A RESOLUTION ACCEPTING DEDICATION OF APPLE STREET - BROMENN  
HEALTHCARE HOSPITALS

WHEREAS, the Town of Normal is a Home Rule Unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, BroMenn Healthcare Hospitals has executed a Warranty Deed dedicating Apple Street to the Town of Normal; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of Normal to accept said Warranty Deed dedicating Apple Street to the Town of Normal.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That the Town of Normal hereby accepts the Warranty Deed dedicating Apple Street as described in the attached Right-of-Way Plat, marked Exhibit "A" and incorporated herein by reference.

SECTION TWO: That the Town Clerk be and she is hereby authorized and directed record a certified copy of this Resolution with the McLean County Recorder of Deeds.

SECTION THREE: PIN: \_\_\_\_\_.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED:

---

President of the Board of Trustees of the Town of  
Normal, Illinois

ATTEST:

---

Town Clerk

(seal)

Prepared by: Steven D. Mahrt, Corporation Counsel, 100 East Phoenix Avenue, Normal,  
IL 61761

Return to: Clerk, Town of Normal, 100 East Phoenix Avenue, Normal, Illinois 61761

Document No. \_\_\_\_\_  
Filed and Recorded

at \_\_\_\_\_ o'clock \_\_\_\_ .M.

**WARRANTY DEED  
BY CORPORATION**

H. Lee Newcom, Recorder  
McLean County, IL

**THIS INDENTURE WITNESSETH**, That the Grantor, **BroMenn Healthcare Hospitals**, an Illinois not-for-profit corporation organized and existing under and by virtue of the Laws of the State of Illinois, having its principal office in Normal, Illinois, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, in hand paid, CONVEYS and WARRANTS to Grantee, **the Town of Normal, McLean County, Illinois, a municipality**, the following described real estate, to-wit:

Apple Street as vacated per Document No. 2002R21768 in the McLean County Recorder's Office, a part of the 20-foot wide vacated alley in Block 1 in Phoenix Addition to the Town of Normal per said Document No. 2002R21768, a part of Lots 1 through 7, inclusive, in said Block 1 and a part of Lots 19 and 22 in Block 2 in the Normal 25<sup>th</sup> Addition, all being in the Northwest Quarter of Section 33, Township 24 North, Range 2 East of the Third Principal Meridian in the Town of Normal, McLean County, Illinois, described as follows: Beginning at the Northeast Corner of said vacated Apple Street, said Northeast Corner also being the Southeast Corner of Lot 5 in Sunset Subdivision in the Town of Normal according to the plat recorded in Book 8 of Plats, page 143, in said Recorder's Office. From said Point of Beginning, thence west 387.38 feet along the North Line of said vacated Apple Street to a point on the South Line of Lot 22 in said Block 2 lying 28.42 feet east of the Southwest Corner thereof; thence northwest 25.09 feet along a line which forms an angle to the right of 225°-07'-21" with the last described course; thence northwest 21.82 feet along a line which forms an angle to the right of 195°-10'-53" with the last described course to a point on the West Line of said Lot 22 lying 36.73 feet north of the Southwest Corner of said Lot 22, said West Line also being the East Right-of-Way Line of Main Street in the Town of Normal; thence south 36.73 feet along the said West Line which forms an angle to the right of 29°-32'-47" with the last described course to said Southwest Corner; thence south 66.00 feet along the West Line of said vacated Apple Street which forms an angle to the right of 179°-56'-02" with the last described course to the Southwest Corner thereof, said Southwest Corner also being the Northwest Corner of Lot 6 in Block 1 of said Phoenix Addition; thence south 49.86 feet along the West Line of said Lot 6, also being the East Right-of-Way Line of said Main Street, which form an angle to the right of 180°-05'-00" with the last

described course to the Southwest Corner of said Lot 6; thence northeast 26.62 feet along a line which forms an angle to the right of 21°-07'-07" with the last described course; thence northeast 35.26 feet along a line which forms an angle to the right of 212°-27'-46" with the last described course to a point lying 4.00 feet normally distant south of the South Line of said vacated Apple Street; thence east 377.27 feet along a line which is parallel with the South Line of said vacated Apple Street and which forms an angle to the right of 216°-33'-04" with the last described course to a point on the East Line of Lot 1 in said Block 1 lying 4.00 feet south of the Northeast Corner thereof, said Point also being on the West Right-of-Way Line of University Street in the Town of Normal; thence north 4.00 feet along the East Line of said Lot 1 which forms an angle to the right of 90°-04'-17" with the last described course to said Northeast Corner; thence north 66.00 feet along a line which forms an angle to the right of 180°-11'-23" with the last described course to the Point of Beginning, containing 0.692 acre, more or less.

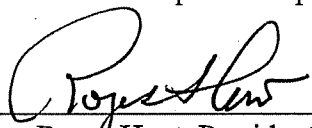
**Parcel No.:**

Buyer agrees to pay the 2008 and subsequent years' real estate taxes and to title is subject to such taxes and zoning ordinances, easements, restrictions and conditions of record.

This deed is made, executed and delivered pursuant to authority given by Board of Directors of said corporation at a regular meeting thereof.

IN TESTIMONY WHEREOF, **BroMenn Healthcare** has caused its corporate seal to be affixed and to be signed by the undersigned officers this 18<sup>th</sup> day of February, 2009.

BROMENN HEALTHCARE HOSPITALS,  
an Illinois not-for-profit corporation,

By:   
Roger Hunt, President / CEO

ATTEST:  
  
Its Secretary

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF McLEAN        )

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY that Roger Hunt, personally known to me to be the President and CEO of BroMenn Healthcare Hospitals, and Vivian Downing personally known to me to be the Secretary of said corporation, whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such President and Secretary they signed and delivered the said instrument as said officers of said Corporation, and caused the seal of said Corporation to be affixed thereto, pursuant to authority given by the Board of Directors of said Corporation as their free and voluntary act, and as the free and voluntary act and deed of said Corporation for the uses and purposes therein set forth.

Given under my hand and Notarial seal this 18<sup>th</sup> day of February, 2009.

Marjorie A. Young  
Notary Public

Send Tax Notice To:



This Instrument prepared by:  
Darrell L. Hartweg  
HARTWEG, TURNER & WOOD, P.C.  
207 W. Jefferson Street, Suite 400  
Post Office Box 397  
Bloomington, IL 61702-0397  
(309) 827-0044

Return recorded Deed to:

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**Exempt under the provisions of Paragraph b, 35 ILCS 200/31-45.**

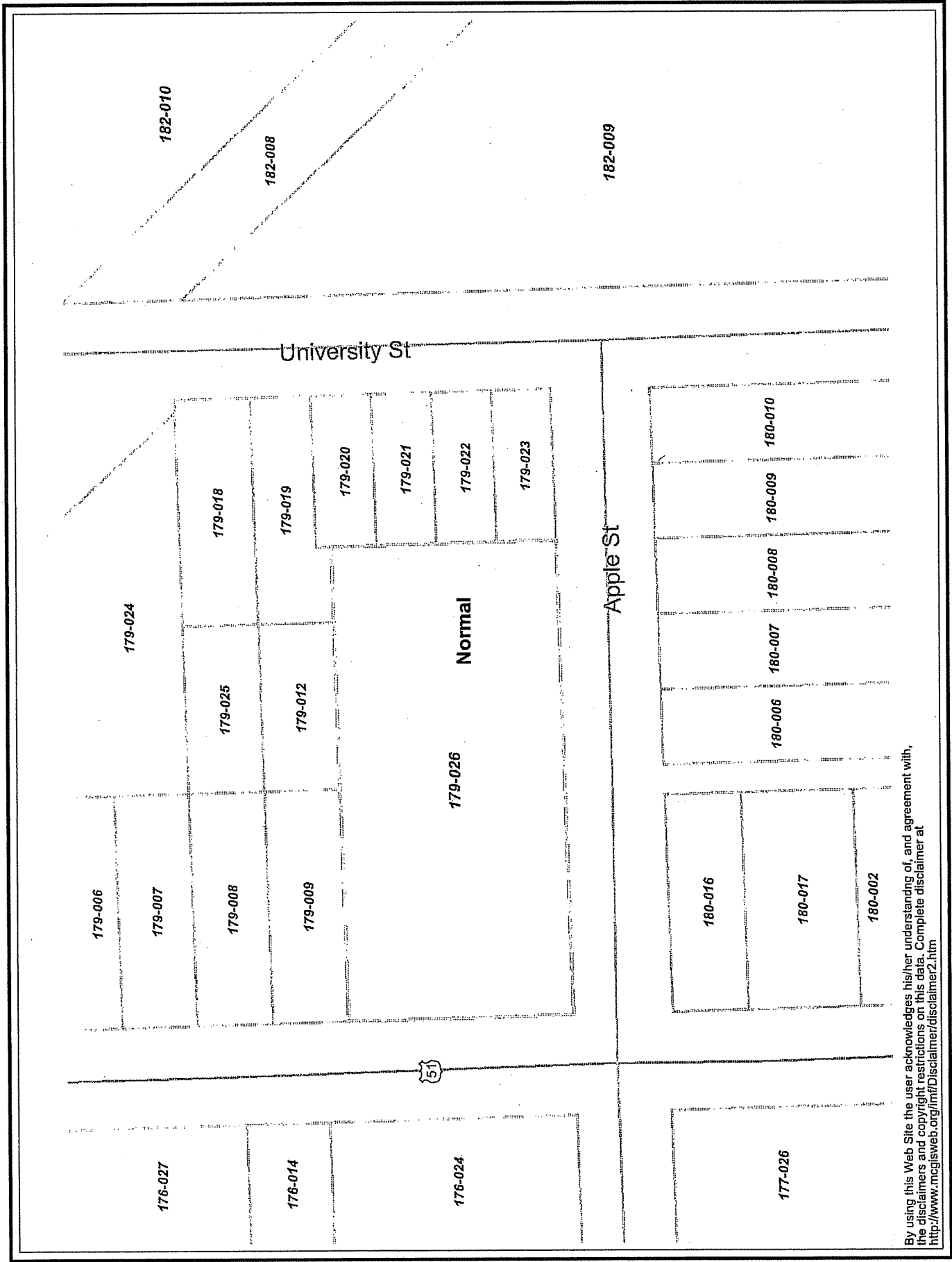
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**Dated**

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**Buyer, Seller or Representative**

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# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***An Ordinance Vacating a Utility Easement Lots 22 and 23 Petersen's Addition -- Willow Trails***

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**PREPARED BY:** Mercy Davison, Town Planner

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager  
Steven D. Mahrt, Corporation Counsel

**BUDGET IMPACT:** N/A

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed Ordinance

---

### **BACKGROUND**

On September 15, 2008, the Town Council approved a Preliminary Development Plan for the Willow Trails Apartments PUD (Res. No. 4271). The Willow Trails PUD, a student residential complex, will be developed on approximately 1.68 acres south of Willow, north of Locust, and east of the Constitution Trail. The Willow Trails development will include two 3-story buildings with 3- and 4-bedroom apartments totaling 33 units (120 beds). Combined with an existing 8-unit apartment building (24 bedrooms), the site in total will have 41 units and 144 bedrooms.

The Town Council approved the Final Development Plan for the Willow Trails PUD in October 2008 (Res. No. 4283) and a Final Plat in January 2009 (Res. No. 4313).

At this time the developer has submitted an Easement Vacation Plat for easements located on lots 22 and 23 of Petersen's Addition. (Lot 22 is an existing apartment building which will remain, while Lot 23 is a parking lot that will be redeveloped as a multifamily structure as part of the Willow Trails PUD.) These easements are no longer necessary because new easements were platted on the Willow Trails Final Plat.

### **DISCUSSION/ANALYSIS**

New easements on the approved Final Plat are adequate for utilities needed for this site. Therefore, Town staff recommends the Town Council approve the vacation of the easements shown on the Easement Vacation Plat for Lots 22 & 23 Petersen's Addition.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE VACATING A UTILITY EASEMENT LOTS 22 AND 23  
PETERSEN'S ADDITION – WILLOW TRAILS

WHEREAS, the Town of Normal is a Home Rule Unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Town of Normal has authority pursuant to the Illinois Municipal Code to vacate utility easements no longer useful for municipal purposes; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of Normal to vacate a utility easement in Lots 22 and 23 Petersen's Addition to the Town of Normal as set forth in Exhibit A.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That the utility easement depicted in Exhibit "A" is hereby vacated.

SECTION TWO: That the Town Clerk be and she is hereby directed and authorized to record a certified copy of this Ordinance in the Office of the Recorder of Deeds for McLean County, Illinois.

SECTION THREE: That the Town Clerk be and she is hereby directed and authorized to publish this Ordinance in pamphlet form as provided by law.

SECTION FOUR: That this Ordinance shall take effect ten days after the date of its publication.

SECTION FIVE: That this Ordinance is adopted pursuant to Home Rule Authority granted the Town of Normal by Article 7, Section 6, of the Illinois Constitution, 1970.

SECTION SIX: Parcel No. \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
 President of the Board of Trustees of the  
 Town of Normal, Illinois

ATTEST:

\_\_\_\_\_  
 Town Clerk

(SEAL)

The foregoing ordinance was voted upon and passed by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009, with \_\_\_\_\_ voting aye; \_\_\_\_\_ abstaining; \_\_\_\_\_ voting nay: and \_\_\_\_\_ absent.

	AYE	NAY	OTHER		AYE	NAY	OTHER
Councilwoman Reece				Councilman Chambers			
Councilman Nielsen				Councilwoman Gaines			
Councilman Fritzen				Mayor Koos			
Councilman Scott							

The foregoing ordinance was approved by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009.

The foregoing ordinance was published in pamphlet form on the \_\_\_\_ day of \_\_\_\_\_, 2009.

This document was prepared by Steven D. Mahrt, Corporation Counsel, Town of Normal, 100 East Phoenix, P. O. Box 589, Normal, IL 61761

Return this document to Town Clerk, Town of Normal, 100 East Phoenix, P. O. Box 589, Normal, IL 61761

## EXHIBIT "A"

A part of Lots 22 and 23 in Petersen's Addition to the Town of Normal according to the Plat thereof recorded as Document No. 78-11738 in the McLean County Recorder of Deeds Office, in the E ½ of the NE ¼ of Section 28, Township 24 North, Range 2 East of the Third Principal Meridian, Town of Normal, McLean County, Illinois, being the West 10 feet of Lot 23; the south 7.5 feet of Lot 23; the East 5 feet of Lot 23; the West 10 feet of Lot 22; the North 7.5 feet of Lot 22 and the East 5 feet of Lot 22.

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## **Ordinance Amending Sec. 25.10-3 of the Municipal Code Effective May 1, 2009 - Use Tax**

---

**PREPARED BY:** Pamela S. Reece, Assistant City Manager

**REVIEWED BY:** Ronald J. Hill, Director of Finance

**BUDGET IMPACT:** The Proposed 2009-10 budget anticipates \$144,375 in new revenue to the General Fund from the ¼% increase in the Use Tax.

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed Ordinance

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### **BACKGROUND**

At the January 24, 2009 budget worksession, staff presented a variety of new and increased fees to generate revenue to the General Fund for fiscal year 2009-10. Included in that presentation was a proposal to increase the Use Tax from ½% to ¾%.

### **DISCUSSION/ANALYSIS**

The Illinois Tax Simplification Act of 1990 permitted municipalities to enact a tax on titled items. The Town and City of Bloomington adopted a ½% tax on the selling price of such items in 1990 and neither community has increased the use tax since its inception. The original rate of ½% was equivalent to the local sales tax rate at that time.

Proceeds from the Use Tax are paid by Normal and Bloomington residents. The Town receives all proceeds and forwards to Bloomington the amount collected from Bloomington residents.

Since the tax has not increased since 1990, staff evaluated the impact of a ¼% increase to the General Fund and recommended to Council at the January budget worksession that this tax increase be considered. A ¼% increase would generate approximately \$144,375 to the General Fund. Of course, if sales of vehicles and other titled items (such as boats) decline due to the economy, these revenue projections would require modification.

The City of Bloomington operates on a May 1 fiscal year. Since the Town bills and collects this tax on behalf of both communities, staff recommends that implementation of the 1/4% be delayed until May 1, 2009 in the event the City of Bloomington chooses to increase their Use Tax. If Bloomington remains at ½%, then the Town would be required to modify our billing structure to apply a ½% rate to Bloomington residents and a ¾% rate to Normal residents. A May 1 effective date would allow time to modify the billing system to accommodate two use tax rates if necessary. If both communities charge the same tax

## *TOWN COUNCIL ACTION REPORT*

rate of  $\frac{3}{4}\%$ , it would be appropriate to have an effective date of May 1 in order to correspond with Bloomington's fiscal year.

This proposed Use Tax increase from  $\frac{1}{2}\%$  to  $\frac{3}{4}\%$  has been incorporated in the FY2009-10 Operating Budget.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 25.10-3 OF THE MUNICIPAL CODE –  
USE TAX

WHEREAS, the Town of Normal is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Town of Normal in response to the Illinois Tax Simplification Act did in May 1990, enact a use tax on the use of certain tangible personal property within the Town of Normal; and

WHEREAS, the use tax as originally imposed and as currently exists is at the rate of one-half of one percent of the selling price of such item of tangible personal property; and

WHEREAS, the Town of Normal Home Rule Municipal Retailer and Service Occupation Tax has increased a quarter per cent since 1990; and

WHEREAS, the Town of Normal Home Rule Use Tax on certain tangible personal property has not increased since 1990; and

WHEREAS, it is in the best interests of health, safety and welfare of the citizens of Normal to adjust the Town of Normal Use Tax on tangible personal property as provided in Section 25.10-3 a quarter per cent, from one-half per cent to three-quarters per cent.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That Section 25.10-3 of the Municipal Code Town of Normal, Illinois, as amended, be and the same is hereby further amended to read as follows with strikeouts indicating deletions in text and underscores indicating additions to text:

SEC. 25.10-3 IMPOSITION OF TAX - COLLECTION BY SELLERS.

Imposition of tax: A tax is hereby imposed upon the privilege of using, in the Town, any item of tangible personal property which is purchased at retail from a retailer after August 31, 1990, and which is titled or registered to a purchaser residing within the Town of Normal with an agency of the State of Illinois, at a rate of ~~one-half~~ three-quarters of one percent (~~1/2~~3/4%) of the selling price of such tangible personal property.

The tax imposed hereunder and the obligation to pay the same is upon the purchaser. The tax imposed hereunder shall be collected from the purchaser by the tax collector, as defined in Section 25.10-2 hereof, and remitted to the Department as provided herein. The tax collector shall be liable to the Town for the amount of tax he is required to collect. Retailers shall collect the tax from purchasers by adding the tax to the selling price of tangible personal property, when sold for use, in the manner prescribed by the Department. Whenever possible, the tax imposed by this Division shall, when collected, be stated as a distinct item separate and apart from the selling price of the tangible personal property. The Department may adopt and promulgate reasonable rules and regulations for the adding of such tax by retailers to selling prices by prescribing bracket systems for the purpose of enabling such retailers to add and collect, as far as practicable, the amount of such tax. The tax hereby imposed and not paid to a retailer pursuant to this Section shall be paid to the Department directly by any person purchasing or using such property within the Town, pursuant to Section 25.10-8 hereof. If any Seller collects an amount (however designated) which purports to constitute taxes measured by receipts which are not subject to such tax, or if any seller, in collecting an amount (however designated) which purports to constitute taxes measured by receipts which are subject to tax under this Chapter, collects more from the purchaser than the actual tax liability on the transaction, the purchaser shall have a legal right to claim a refund of such amount from such seller. However, if such amount is not refunded to the purchaser for any reason, the seller is liable to pay such amount to the Department. This paragraph does not apply to an amount collected by the seller on receipts which are subject to tax under this Chapter as long as such collection is made in compliance with the tax collection brackets prescribed by the Department in its rules and regulations.

When the Town has entered into an intergovernmental agreement with any other municipality or county to collect such other governmental unit's use tax, the tax collector shall upon notice from the Department collect such tax for sales at retail within the Town.

Affidavit of Exemption: Each purchaser at retail claiming an exemption from the tax imposed by this division shall complete at the time of purchase an Affidavit of Exemption on forms provided by the Department. It shall be a violation of this division to supply false or misleading information on such affidavit. The tax collector shall provide such affidavit to the purchaser and submit any completed affidavit to the Department along with the appropriate tax return information.

SECTION TWO: That the Municipal Code, Town of Normal, Illinois, as previously amended and as amended herein shall remain in full force and effect.

SECTION THREE: That the Town Clerk be and she is hereby directed and authorized to publish this ordinance in pamphlet form as provided by law.

SECTION FOUR: That this ordinance shall take effect May 1, 2009.

SECTION FIVE: That this Ordinance is adopted pursuant to Home Rule Authority granted the Town of Normal by Article 7, Section 6, of the Illinois Constitution, 1970.

APPROVED:

\_\_\_\_\_  
 President of the Board of Trustees of  
 The Town of Normal, Illinois

ATTEST:

\_\_\_\_\_  
 Town Clerk

(seal)

The foregoing ordinance was voted upon and passed by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009, with \_\_\_\_\_ voting aye; \_\_\_\_\_ abstaining; \_\_\_\_\_ voting nay: and \_\_\_\_\_ absent.

	AYE	NAY	OTHER		AYE	NAY	OTHER
Councilwoman Reece				Councilman Chambers			
Councilman Nielsen				Councilwoman Gaines			
Councilman Fritzen				Mayor Koos			
Councilman Scott							

The foregoing ordinance was approved by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009.

The foregoing ordinance was published in pamphlet form on the \_\_\_ day of \_\_\_\_\_, 2009.



# General Orders

# TOWN COUNCIL ACTION REPORT

February 19, 2009

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## ***Ordinance Approving Various New Fines and Fees Increases Effective April 1, 2009***

---

**PREPARED BY:** Pamela S. Reece, Assistant City Manager

**REVIEWED BY:** Mark R. Peterson, City Manager

**BUDGET IMPACT:** The Proposed 2009-10 budget includes anticipated revenue to the General Fund from these fines and fee increases in the amount of \$284,000.

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed Ordinance

---

### **BACKGROUND**

At the January 24, 2009 budget worksession, staff presented a variety of new and increased fines and fees to generate revenue to the General Fund for fiscal year 2009-10. The proposed revenues have been incorporated into the 2009-10 Operating Budget.

### **DISCUSSION/ANALYSIS**

The proposed fines and fees are summarized as follows:

Vehicle Reclaim Fees: Total anticipated annual revenue of \$194,500 to the General Fund. The fee would be refunded in circumstances whereby the arrestee was acquitted of the alleged offenses.

- **DUI Arrests** – This fee would be collected anytime a DUI arrest is made and a vehicle is towed and reclaimed by the owner. This fee would be the responsibility of the owner when reclaiming their vehicle as opposed to the driver who was charged with DUI. The reason for this fee is similar to the argument Bloomington Police made when instituting the same fee a few years ago. DUI arrests are the most time consuming arrest for a police officer in regard to paperwork processing. It is not uncommon to spend 2-3 hours per arrest, which means time off the street.
- **Criminal Arrests** - This fee is similar to the DUI reclaim fee mentioned above but applies to criminal arrests. If a suspect is in a vehicle when arrested and it is necessary to tow the vehicle as a result of the arrest, then the reclaim fee would apply. This fee would apply to the owner of the vehicle as opposed to the driver when the arrest was made.

## **TOWN COUNCIL ACTION REPORT**

Miscellaneous Fees: The total anticipated annual revenue is \$19,000 to the General Fund.

- Public Address Permits – The proposed fee for a PA permit is \$25. Approximately 75 permits per year are expected, resulting in \$1,500 to the General Fund.
- Mass Gathering Permits – The proposed fee is \$50 per permit. With approximately 15 permits issued annually, \$750 in revenue is budgeted in the General Fund.
- Solicitor Permits – The proposed fee is \$20 per permit with a maximum fee of \$200 per permitting entity per event. Therefore, if numerous people are canvassing the community to solicit on behalf of one corporation or not-for-profit entity, the permit fees would be capped at \$200 for that particular event.
- Police Officer Employment Application Fee - This proposed revenue represents approximately \$8,750 to the General Fund. It is a fee that is collected when Police Officer employment applications are received. This is similar to a fee that is collected by the Bloomington Police Department and it is becoming more common among law enforcement agencies. The proposed fee helps recover some of the administrative costs associated with paperwork processing by both Human Resources and Police Departments during the pre-employment testing process.

False Alarm Fee: The current fee structure for false alarms is a tiered approach, with higher charges applying based on the number of false alarms calls responded to by the Police and Fire Departments. The proposed fee structure would allow one free false alarm call per year with all subsequent false alarms being a flat \$75. The majority of our false alarms are user error. Those false alarm calls that are weather related or out of the owners control would be waived. The budgeted revenue to the General Fund is approximately \$68,000.

Ordinance Violations for Minor Arrests: Officers currently utilize criminal arrests for minor offenses where an ordinance violation may be more appropriate. Having many of these minor offenses in ordinance form will provide the officer an option that will not only save a considerable amount of time, but also significantly reduce paperwork. In most cases, this option would only apply to first time offenders. Offenses include: criminal trespass to property, minor theft cases, fighting, criminal damage to property, all alcohol related offenses. This proposed change provides police officers with the discretion to either issue an ordinance violation or to arrest someone with criminal charges, depending on the circumstances of the situation. The 2009-10 budget anticipates revenue from these new ordinance violations in the amount of \$150,000.

Liquor License Installment Fee: Liquor license holders are permitted to pay their liquor license fee in installments with no additional charges imposed. The City Clerk's office devotes significant staff time to tracking and processing liquor license fees when payment is made in installments. We propose an installment fee of \$100 in order to recognize the additional administrative costs associated with making liquor license payments in installments. The proposed revenue annually would be \$1,700 to the General Fund.

These proposed fines and fees will generate revenue to the General Fund. All have been incorporated in the FY2009-10 Operating Budget.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE IMPOSING AND MODIFYING CERTAIN FEES AND AMENDING THE TOWN OF NORMAL MUNICIPAL CODE

WHEREAS, the Town of Normal is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, the Town of Normal desire to impose certain new fees as set forth herein and modify certain existing fees set forth in the Municipal Code Town of Normal, Illinois, as amended; and

WHEREAS, it is in the best interests of the health, safety and welfare of the citizens of Normal to amend the Town of Normal Municipal Code as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That Section 22.12-3 of the Municipal Code Town of Normal, as amended, be and the same is hereby further amended to read as follows with strikeouts indicating deletions to text and underscores indicating additions to text:

SEC. 22.12-3 EXCESSIVE FALSE ALARMS AND FEE ASSESSMENT

A. If any alarm system produces ~~four (4)~~ a false alarms in any calendar year, the chief of the involved department shall provide written notice of the fact, which shall be given by certified mail or delivery to the subscriber asking the subscriber to take corrective action in regard to false alarms and informing subscriber of the false alarm fee schedule provided herein.

B. Subscribers installing a new system or making substantial modifications to an existing system shall be entitled to a grace period during which alarms generated by such system shall be deemed non-false alarms. The grace period shall cease thirty (30) days after installation of or modification to an alarm system.

C. Upon any alarm system producing a ~~fifth (5<sup>th</sup>), sixth (6<sup>th</sup>), or seventh (7<sup>th</sup>)~~ more than one false alarm in a calendar year, a fee of ~~twenty-seventy-five~~ twenty dollars (\$~~275.00~~) per false alarm shall be charged to the subscriber. ~~The following fee schedule shall be used for each additional false alarms.~~

~~1. Eighth (8th) and ninth (9th) false alarms in a calendar year, a fee of fifty dollars (\$50.00) per false alarm shall be assessed.~~

~~2. Ten (10) or more false alarms in a calendar year, a fee of one hundred dollars (\$100.00) per false alarm shall be assessed.~~

All fees assessed must be paid to Town Finance Department or a written appeal must be submitted to the City Manager within three (3) days of fee assessment.

SECTION TWO: That Section 25.16-2 of the Municipal Code Town of Normal, Illinois, as amended, be and the same is hereby further amended by adding a new subsection P. to read as follows:

P. Fee to pay liquor license fee in installments \$100.00 due on or before the last working day in February.

SECTION THREE: That Section 25.16-5 of the Municipal Code Town of Normal, Illinois, as amended, be and the same is hereby further amended to read as follows and the existing Section 25.16-5 be and the same is hereby renumbered to Section 25.16-6:

SEC. 25.16-5 FEES HEREBY IMPOSED BY THE TOWN:

- A. Fee to reclaim a vehicle towed in connection with an arrest for any of the offenses identified in Chapter 17, Division 10 of this Code, subject, however, to a refund based on proof of any defense provided in said Division 10 of Chapter 17 \$500.00
- B. Fee for a Mass Gathering Permit. \$ 50.00
- C. Fee for a Solicitor Permit (except as prohibited by the United States Constitution) \$ 20.00, but not to exceed \$200.00 per year per organization.
- D. Fee for Sound Amplification Permit \$ 20.00
- E. Fee to apply for employment as Town Police Officer \$ 25.00

SECTION FOUR: That the Municipal Code, Town of Normal, Illinois, as previously amended and as amended herein shall remain in full force and effect.

SECTION FIVE: That the Town Clerk be and she is hereby directed and authorized to publish this ordinance in pamphlet form as provided by law.

SECTION SIX: That this ordinance shall take effect April 1, 2009.

SECTION SEVEN: That this Ordinance is adopted pursuant to Home Rule Authority granted the Town of Normal by Article 7, Section 6, of the Illinois Constitution, 1970.

APPROVED:

\_\_\_\_\_  
President of the Board of Trustees of  
The Town of Normal, Illinois

ATTEST:

\_\_\_\_\_  
Town Clerk  
(seal)

The foregoing ordinance was voted upon and passed by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009, with \_\_\_\_ voting aye; \_\_\_\_ abstaining; \_\_\_\_ voting nay; and \_\_\_\_ absent.

	AYE	NAY	OTHER		AYE	NAY	OTHER
Councilwoman Reece				Councilman Chambers			
Councilman Nielsen				Councilwoman Gaines			
Councilman Fritzen				Mayor Koos			
Councilman Scott							

The foregoing ordinance was approved by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009.

The foregoing ordinance was published in pamphlet form on the \_\_\_\_ day of \_\_\_\_\_, 2009.

# TOWN COUNCIL ACTION REPORT

February 25, 2009

## ***Ordinance Adopting the Operating and Capital Investment Budget for the Town of Normal for Fiscal Year 2009-10.***

**PREPARED BY:** Ronald J. Hill, Director of Finance

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager

**BUDGET IMPACT:** Fiscal year 2009-10 Budget reflects total expenditures (excluding transfers) of \$97,015,270

**STAFF RECOMMENDATION:** Approval

**ATTACHMENTS:** Proposed ordinance, Worksheet of budget changes

### **BACKGROUND**

The public hearing for the fiscal year 2009-2010 budget was held earlier this evening. This budget document includes the recommendations made during the budget review session held on January 24, 2009 as well as some additional adjustments.

### **DISCUSSION/ANALYSIS**

The proposed ordinance, if approved, will adopt the operating and capital investment budget for fiscal year 2009-10 as presented.

#### **Budget Information**

Below is a summary schedule of the total revenue and expenditures for all Town funds and a break out of major funds by fund type for FY2009-10

<b>Final Budget - All Funds</b>	<b>FY 2009 - 10</b>	<b>FY 2010 - 11</b>	<b>FY 2011 - 12</b>	<b>FY 2012 - 13</b>	<b>FY 2013 - 14</b>
Beginning Fund Balance	71,632,692	70,355,406	69,115,060	70,613,886	70,461,035
Total Revenue and Transfers	124,686,187	108,204,099	101,607,063	104,060,789	104,623,149
Total Expense and Transfers	125,963,473	109,444,445	100,108,237	104,213,640	102,272,356
Net Change	(1,277,286)	(1,240,346)	1,498,826	(152,851)	2,350,793
Ending Fund Balance	70,355,406	69,115,060	70,613,886	70,461,035	72,811,828

<b>General Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	4,092,084
Total Revenue and Transfers	48,699,898
Total Expense and Transfers	48,690,991
Net Change	8,907
Ending Fund Balance	4,100,991

## *TOWN COUNCIL ACTION REPORT*

### **Major Special Revenue Funds**

<b>Library</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	557,055
Total Revenue and Transfers	3,203,829
Total Expense and Transfers	3,317,062
Net Change	(113,233)
Ending Fund Balance	443,822

<b>Debt Service Project Reserve</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	3,588,392
Total Revenue and Transfers	3,005,270
Total Expense and Transfers	3,931,451
Net Change	(926,181)
Ending Fund Balance	2,662,211

### **Major Capital Project Funds**

<b>Capital Investment Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	1,100,238
Total Revenue and Transfers	2,656,321
Total Expense and Transfers	3,756,540
Net Change	(1,100,219)
Ending Fund Balance	19

<b>Motor Fuel Tax Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	1,666,871
Total Revenue and Transfers	2,952,400
Total Expense and Transfers	4,374,747
Net Change	(1,422,347)
Ending Fund Balance	244,524

<b>Junction Center Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	558,904
Total Revenue and Transfers	14,145,733
Total Expense and Transfers	14,704,637
Net Change	(558,904)
Ending Fund Balance	0

### **Major Enterprise and Internal Service Funds**

<b>Water Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	281,111
Total Revenue and Transfers	6,986,305
Total Expense and Transfers	7,070,403
Net Change	(84,098)
Ending Fund Balance	197,013

<b>Health and Dental Fund</b>	<b>FY 2009 - 10</b>
Beginning Fund Balance	1,697,982
Total Revenue and Transfers	3,710,606
Total Expense and Transfers	3,590,285
Net Change	120,321
Ending Fund Balance	1,818,303



## *TOWN COUNCIL ACTION REPORT*

### Changes to Final Budget

This schedule illustrates the changes between the proposed and final budget (all funds), with some detail explaining the change. For complete detail of all changes by fund and line item see the attached worksheet.

<b>Proposed and Final Changes</b>	<b>FY 2009 - 10</b>	<b>FY 2010 - 11</b>	<b>FY 2011 - 12</b>	<b>FY 2012 - 13</b>	<b>FY 2013 - 14</b>
Total Revenue and Transfers	<b>204,234</b>	71,854	41,959	29,825	27,872
Total Expense and Transfers	<b>320,673</b>	5,498	6,151	(45,666)	12,785
Net Change	(116,439)	66,356	35,808	75,491	15,087

<b>Summary of Changes</b>	<b>Amount</b>	<b>Comments</b>
	199,000	Funding transfer for a Water Capital Project Moved From FY2008-09 to FY2009-10
	5,234	All Other Changes
<b>Total Revenue Changes</b>	<b>204,234</b>	
	200,000	Water Fund project moved (exp) from FY2008-09 to FY2009-10
	199,000	Funding transfer for the above expenditure
	(75,663)	Uptown Roads Expense Moved to FY2008-09 from planned exp in FY2009-10
	(2,664)	All Other Changes
<b>Total Expenditure Changes</b>	<b>320,673</b>	

### General Fund Changes (FY2009-10)

As directed by Council in the January 24<sup>th</sup> work session, staff has removed the proposed vehicle unlock fee and business license fee and extended the false alarm fee to include the fire department.

Additionally, there were some minor cost changes that primarily included an increase in the vehicle and equipment reserve funding for the Fire Department (\$23,371) and shifting a \$50,000 debt service transfer from FY2009-10 to FY2010-11.

### Other Information

The Town's capital investment program totals \$26,341,719 for FY2009-10. This spending is primarily related to the Uptown redevelopment project, road projects and the Town's Parks and Recreation program (Fairview Park). Over the 5-year budget the Town plans to spend a total of \$60,371,547 on the communities capital needs.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADOPTING THE BUDGET FOR FISCAL YEAR 2009-2010

WHEREAS, the Town of Normal, pursuant to its home rule authority and pursuant to statutory authorization, has adopted a modified budget system as provided in the Illinois Municipal Code, (65 ILCS 5/8-2-9.1 *et seq.*); and

WHEREAS, the tentative budget has been made available to the public through a work session held by the President and Board of Trustees, and further by distribution of the proposed budget to members of the local media, and further by filing a copy of the proposed budget in the Town Clerk's office for public inspection; and

WHEREAS, a public hearing has been held on the proposed budget. Said public hearing not less than one (1) week after distribution of the tentative annual budget; and

WHEREAS, notice of the public hearing having been given in the manner provided by law at least one (1) week prior to the time of the hearing; and

WHEREAS, it is in the best interests of the health, safety and welfare of the citizens of Normal to adopt an annual budget;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL, ILLINOIS:

SECTION ONE: That the annual budget for fiscal year 2009-2010, beginning April 1, 2009, and terminating March 31, 2010, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference, and the same is hereby approved.

SECTION TWO: That the Town Clerk be and she is hereby directed and authorized to file a certified copy of this approving ordinance and the attached budget document with the County Clerk for McLean County, Illinois, within twenty (20) days after adopting of this ordinance.

SECTION THREE: That the Budget Officer is hereby directed and authorized to file with the County Clerk along with the certified copy of this ordinance, an estimate of

revenues by source anticipated to be received by the Town of Normal during the 2009-2010 fiscal year covered by the approved budget.

SECTION FOUR: That the Town Clerk be, and she is hereby directed and authorized to publish this ordinance in pamphlet form as provided by law.

SECTION FIVE: That this ordinance shall take effect ten days after the date of its publication.

SECTION SIX: That this ordinance is adopted pursuant to Home Rule Authority granted the Town of Normal by Article 7, Section 6, of the Illinois Constitution, 1970.

APPROVED:

\_\_\_\_\_  
 President of the Board of Trustees of the  
 Town of Normal, Illinois

ATTEST:

\_\_\_\_\_  
 Town Clerk

(SEAL)

The foregoing ordinance was voted upon and passed by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009, with \_\_\_\_\_ voting aye; \_\_\_\_\_ abstaining; \_\_\_\_\_ voting nay; and \_\_\_\_\_ absent.

	AYE	NAY	OTHER		AYE	NAY	OTHER
Councilwoman Reece				Councilmen Chambers			
Councilman Nielsen				Councilwoman Gaines			
Councilman Fritzen				Mayor Koos			
Councilman Scott							

The foregoing ordinance was approved by the President and Board of Trustees of the Town of Normal on the \_\_\_\_ day of \_\_\_\_\_, 2009.

The foregoing ordinance was published in pamphlet form on the \_\_\_ day of \_\_\_\_\_, 2009.

Town of Normal Fund Budget Changes For Final Document

Fund Name	FY 2009 - 10 Proposed	FY 2010 - 11 Proposed	FY 2011 - 12 Proposed	FY 2012 - 13 Proposed	FY 2013 - 14 Proposed	Description
<b>Revenue Adjustments</b>						
001-0000-344.10-00 Parking Space Rental		50,000	50,000	50,000	50,000	Heartland Stadium parking revenue
001-0000-323.40-00 Business Licenses	(23,750)	(23,750)	(23,750)	(23,750)	(23,750)	Remove Business License fee
001-0000-323.50-00 Misc. Police Fees	(39,560)	(39,560)	(39,560)	(39,560)	(39,560)	Remove Vehicle Unlock fee
001-0000-371.60-00 False Alarms	33,750	33,750	33,750	33,750	33,750	Add Fire False Alarms
<b>*** TOTAL GENERAL FUND REV. ADJ.</b>	<b>(29,560)</b>	<b>20,440</b>	<b>20,440</b>	<b>20,440</b>	<b>20,440</b>	
<b>Expenditure Adjustments</b>						
001-0510-411.20-50 Entertainment		(25,000)	(25,000)	(25,000)	(25,000)	Correct Posting Error
001-1030-413.30-90 Other Expense		25,000	25,000	25,000	25,000	Contingency from above entry
001-0510-411.10-10 Salaries & Wages	(150)					Adjustment of cost estimate
001-1030-413.30-40 Other Purchased Services		(50,000)				Airport pd in 08-09 - earlier than expected
001-1030-413.30-40 Special Programs	2,000					Additional Wellness Programming
001-6510-422.97-33 Transfer to Gen. Veh. R. Fund	23,371	(1,744)	(1,744)	6,040	3,877	Adj. Fire Dept. Equipment cost estimates
001-3010-415.20-10 Contractual Services	332	895	1,136	1,327	1,547	Adj. for Council Approved Audit Proposal
001-1030-413.92-40 Transfer to Debt Service	(50,000)	50,000				Adjust transfer between years
<b>*** TOTAL GENERAL FUND ABOVE</b>	<b>(24,447)</b>	<b>(849)</b>	<b>(608)</b>	<b>7,367</b>	<b>5,424</b>	
<b>NET CHANGE IN GENERAL FUND BALANCE &gt;</b>	<b>(5,113)</b>	<b>21,289</b>	<b>21,048</b>	<b>13,073</b>	<b>15,016</b>	
( ) means a reduction in fund balance						
<b>Other Fund Revenue Adjustments</b>						
733-0000-391.90-01 Transfer from General Fund	23,371	(1,744)	(1,744)	6,040	3,877	Adj. Fire Dept. Equipment cost estimates
505-0000-391.95-21 Transfer from Cap Proj. Fund	(22,684)					Moved transfer to prior year
505-0000-391.95-02 Transfer from Water Fund	199,000					Project moved from 08-09 to 09-10
502-0000-343.10-00 Water User Fees			20,000			Adjust estimated revenue
339-0000-391.93-64 Transfer from 2009 Bond Fund	41,961					Parking Deck footing cost increase
364-0000-393.20-00 Bond Proceeds	41,961					Parking Deck footing cost increase
474-0000-391.92-40 Transfer from Fund 240		2,872	2,871	2,872	2,872	Increased transfer for 2009 bond issue
224-0000-331.10-00 Community Development Rev.	185	286	392	473	683	Adjust HUD revenue
240-0000-391.90-01 Transfer from General Fund	(50,000)	50,000				Adjust transfer between years
<b>*** TOTAL REVENUE OTHER FUNDS</b>	<b>233,794</b>	<b>51,414</b>	<b>21,519</b>	<b>9,385</b>	<b>7,432</b>	
<b>Other Fund Expenditure Adjustments</b>						
505-8040-434.26-10 Equip. Maintenance	200,000					Water Filter Rehab - From 2008-09
505-8040-434.62-80 Uptown Water Lines	(22,683)					Expense moved to prior year
502-8040-434.95-05 Transfer to Water Capital	199,000					Expense moved from 08-09 to 09-10
502-8010-434.20-10 Contractual Services	274	417	562	658	774	Adj. for Council Approved Audit Proposal
332-9835-466.53-30 Junction Center Roads	(50,126)					Expense moved to prior year

<b>Fund Name</b>	<b>FY 2009 - 10 Proposed</b>	<b>FY 2010 - 11 Proposed</b>	<b>FY 2011 - 12 Proposed</b>	<b>FY 2012 - 13 Proposed</b>	<b>FY 2013 - 14 Proposed</b>	<b>Description</b>
521-8050-434.95-05 Transfer to Fund 505	(22,684)					Moved transfer to prior year
364-9820-466.93-39 Transfer to Fund 339	41,961					Increase transfer to hotel fund (339)
474-3010-415.81-10 Principal Payments		2,300	2,268	2,235	2,199	Parking Deck footing cost increase
474-3010-415.82-10 Interest Expense		572	603	637	673	Parking Deck footing cost increase
240-3010-415.94.74 Transfer to 2009 Bond Fund		2,872	2,871	2,872	2,872	Parking Deck footing cost increase
332-9550-466.53-30 Junction Center Roads	(25,537)					Expense moved to prior year
507-7510-434.20-10 Contractual Services	(293)	(173)	(54)	17	110	Adj. for Council Approved Audit Proposal
709-6070-415.20-10 Contractual Services	(240)	(265)	(296)	(361)	(422)	Adj. for Council Approved Audit Proposal
714-6550-415.20-10 Contractual Services	75	65	51	5	(39)	Adj. for Council Approved Audit Proposal
224-5010-463.20-10 Contractual Services	185	286	392	473	683	Adj. for Council Approved Audit Proposal
245-3055-413.20-10 Contractual Services	41	69	98	121	148	Adj. for Council Approved Audit Proposal
245-3055-413.40-30 Contract Payments	(41)	(69)	(98)	(121)	(148)	Adjust Bloomington expenditure estimate
221-9010-455.20-10 Contractual Services	188	273	362	431	511	Adj. for Council Approved Audit Proposal
733-4010-415.7545 I.T. Equipment				(60,000)		Reduced cost estimate
733-6510-422.70-10 Automobile - Fire	25,000					Increased cost estimate
<b>*** TOTAL EXP. OTHER FUNDS</b>	<b>345,120</b>	<b>6,347</b>	<b>6,759</b>	<b>(53,033)</b>	<b>7,361</b>	
<b>NET CHANGE OTHER FUNDS</b>	<b>(111,326)</b>	<b>45,067</b>	<b>14,760</b>	<b>62,418</b>	<b>71</b>	
<b>NET CHANGE FOR ALL ABOVE</b>	<b>(116,439)</b>	<b>66,356</b>	<b>35,808</b>	<b>75,491</b>	<b>15,087</b>	
( ) means a reduction in fund balance						
<b>Proposed Budget - (including transfers)</b>						
Total Revenue	124,481,953	108,132,245	101,565,104	104,030,964	104,595,277	
Total Expense	125,642,800	109,438,947	100,102,086	104,259,306	102,259,571	
Net Change	(1,160,847)	(1,306,702)	1,463,018	(228,342)	2,335,706	
<b>Final Budget - (including transfers)</b>						
Total Revenue	124,686,187	108,204,099	101,607,063	104,060,789	104,623,149	
Total Expense	125,963,473	109,444,445	100,108,237	104,213,640	102,272,356	
Net Change	(1,277,286)	(1,240,346)	1,498,826	(152,851)	2,350,793	
<b>Net Change Between the 2</b>						
Total Revenue	204,234	71,854	41,959	29,825	27,872	
Total Expense	320,673	5,498	6,151	(45,666)	12,785	
<b>Net Change</b>	<b>(116,439)</b>	<b>66,356</b>	<b>35,808</b>	<b>75,491</b>	<b>15,087</b>	
( ) means a reduction in fund balance						

# New Business

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Presentation by Representatives of Economics Research Associates on the Findings of the Soccer Feasibility Study***

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**PREPARED BY:** Garry Little, Director of Parks and Recreation

**REVIEWED BY:** Pamela S. Reece, Assistant City Manager

**BUDGET IMPACT:** N/A

**STAFF  
RECOMMENDATION:** Approval

**ATTACHMENTS:** Soccer feasibility Study is attached separately.

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### **BACKGROUND**

During the fall of 2008, the Town Council had authorized a feasibility study for a possible soccer complex to be located within the Normal and Bloomington area. Council authorized staff to enter into an agreement with Economic Research Associates (ERA) to undertake the study, which was accomplished in cooperation with the Bloomington/Normal Area Convention and Visitor's Bureau. The CVB paid for one-half of the cost of the study.

### **DISCUSSION/ANALYSIS**

Representatives from Economics Research Associates will be at the meeting to provide an overview of the report to Council. Staff recommends the report be received and placed on file.

# **TOWN COUNCIL ACTION REPORT**

February 25, 2009

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## ***Motion to Approve Reappointments to Various Boards, Commissions and Committees***

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**PREPARED BY:** Geoff Fruin, Assistant to the City Manager

**REVIEWED BY:** Mark R. Peterson, City Manager

**BUDGET IMPACT:** N/A

**STAFF  
RECOMMENDATION:** Approval

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### **BACKGROUND**

Under separate cover, Council received an Executive Memorandum from Mayor Koos recommending multiple reappointments to various Town boards, commissions and committees. If any member of the Council wishes to discuss the proposed reappointments, it would be appropriate to adjourn to Executive Session for that discussion.