



MORRISON POLICE DEPARTMENT

Michael G. Moon, Chief of Police

City Council Report for May 27, 2025

Chief Kevin Soenksen resigned effective May 5th. Officer Corie Flack resigned effective May 12th. They both accepted positions with the Fulton Police Department. On May 19th, Officers William Lukehart and Skylar Abell were sworn in by Mayor Vandermyde. They will complete a 24 hour orientation. Officer Abell will then begin a 4-6 week FTO program. Officer Lukehart will begin patrol with close supervision. The Department is currently short one Officer after these hirings.

The Department provided traffic control for Memorial Day Parade on Main St. We had the Chevrolet 2024 Silverado truck marked with police decals with the assistance of the Water and Sewer Department. We have received several pieces of equipment that will be detailed in future reports when they are implemented.

Officer Curt Workman on May 23, 2025, did a career day presentation for a Kindergarten class at Northside School. On May 22, 2025, School Resource Officer Dan Simmons did a safe driving presentation to the Drivers Education Class at the High School.

Respectfully submitted,

Interim Chief Michael Moon

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

May 12, 2025

CALL TO ORDER

The Morrison City Council met in Regular Session on May 12, 2025, at 6:30 p.m. in the Morrison Community Room, 307 South Madison Street, Morrison, Illinois. The meeting was called to order by Mayor Scott Vandermyde. City Clerk Michael Hemmer recorded the minutes. Meeting was offered to the public via Zoom and video recording to be available at <https://www.youtube.com/@CityofMorrisonIL>

ROLL CALL

Alderspersons present on roll call were Kevin Bruckner, Seth Buckwalter, Sidonna Mahaffey, Todd Schlegel, Vernon Tervelt, and Matt Tichler. Absent: none. Vacancies: two. Other city officials present were City Administrator Brian Melton, Interim Police Chief Michael Moon, City Treasurer Margaret Jones and City Attorney Tim Zollinger.

PLEDGE OF ALLEGIANCE - Cited.

OATH OF OFFICE

The Honorable Magen Mertes, Associate Judge, 14th Judicial Circuit provided the Oath of Office to Mayor Vandermyde, City Clerk Hemmer, Alderman Bruckner and Alderman Buckwalter.

PUBLIC COMMENT

Former Alderman Mick Welding commended the three retiring aldermen for their service.

REPORT OF CITY OFFICERS, DEPARTMENT HEADS AND/OR COMMITTEES

Interim Police Chief Moon informed Council that Officer Flack's last day would be Sunday, May 18th. Starting next week, he has several interviews scheduled to find a replacement.

City Attorney Zollinger stated that he was in court today to deal with an ongoing property maintenance issue on behalf of the City.

CA Melton reminded Council that the Illinois Department of Transportation (IDOT) has scheduled a Public Hearing for July 16, 2025, between 1-6 p.m. in the Morrison Community Room to discuss the planning and design of Route 30 reconstruction.

Melton said the Sewer Lining Project is progressing as well and will be completed by the end of June. The South Genesee Street Project has been delayed one week due to catch basin structures availability.

Children's Art Preservation Association (CAPA) President Barb Bees informed the Mayor Vandermyde that the organization is working with the owners of Urban Eats to redo the mural on Cherry Street.

CA Melton informed Council that Veteran's Park is starting to show its age. Some maintenance work is being done before Memorial Day and additional work will be ongoing. The park is being cleaned and pressure-washed by Josh's Pressure Washing. Josh Updike, the owner, is providing his services at half the cost, due to what the park represents.

CONSENT AGENDA

Ald Schlegel moved to approve the Consent Agenda consisting of City Council, Meeting Minutes, April 28, 2025; Bills Payable - \$331,587.92; Resolution 25-02 Honoring Alderman Zuidema; Resolution 25-03 Honoring Alderman West; Resolution 25-04 Honoring Alderman Kruse; Re-Appointment of Brian Melton, City Administrator; Re-Appointment of Margaret Jones, City Treasurer; Re-Appointment of Timothy Zollinger, City Attorney; Re-Appointment of Library Board of Trustees, 3-year terms ending April 30, 2028: Larry Jackson, Anne Mills & Judy Deter; Re-Appointment of Grove Hill Cemetery Board of Trustees, 2-year terms ending April 30, 2027: Andy Renkes, Hilary Blevins & Charla Olson; Appointment of Historic Preservation Commission members, 3-year terms ending April 30, 2028: Ned Nesti (Re-Appointment) & Greg Kruse; Re-Appointment of Planning & Zoning Commission member, 5-year term ending April 30, 2030: Charles Yost; and Pay Request No. 3, Daxon Construction Co. \$21,564.00 (Public Works Interior Renovation); seconded by Ald Bruckner. Ayes: Bruckner, Buckwalter, Mahaffey, Schlegel, Tervelt, and Tichler. Nays: None. Motion passed.

PRESENTATIONS

Retiring Aldermen Kruse, West and Zuidema were recognized for their involvement with Council and contributions to the City of Morrison.

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

Ald Tichler moved to approve Change Order No. 5, Daxon Construction Co. \$885 (Public Works Interior Renovation); seconded by Ald Schlegel. Ayes: Bruckner, Buckwalter, Mahaffey, Schlegel, Tervelt, and Tichler. Nays: None. Motion passed.

No update on the Cemetery Building – Design-Build Contract; Municipal Design-Build Authorization Act (65 ILCS 5/11-39.2-15 & 20)

CA Melton discussed allowing Sidewalk Cafes on Main Street. If this is going to be allowed, the City should consider an ordinance to establish guidelines that assist businesses, ensure the use of aesthetically pleasing outdoor furniture and protect the public's safety. Alderman Schlegel will be working with CA Melton on a draft ordinance for the council to consider soon.

ITEMS FOR DISCUSSION & INFORMATION - None.

ADJOURNMENT

Ald Tervelt moved to adjourn the meeting; seconded by Ald Schlegel. The meeting adjourned at approximately 6:49 pm without objection.

Approved:

Scott Vandermyde
Mayor

Michael Hemmer
City Clerk

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

May 20, 2025

CALL TO ORDER

The Morrison City Council met in Special Session on May 20, 2025, at 6:00 p.m. in the Morrison Community Room, 307 South Madison Street, Morrison, Illinois. The meeting was called to order by Mayor Scott Vandermyde. City Administrator Brian Melton, on behalf of City Clerk Michael Hemmer, recorded the minutes. Meeting was offered to the public via Zoom and video recording to be available at <https://www.youtube.com/@CityofMorrisonIL>

ROLL CALL

Alderspersons present on roll call were Kevin Bruckner, Seth Buckwalter, Sidonna Mahaffey, Todd Schlegel, Vernon Tervelt, and Matt Tichler. Absent: none. Vacancies: two.

PLEDGE OF ALLEGIANCE - Cited.

PUBLIC COMMENT – None.

ITEMS FOR CONSIDERATION, DISCUSSION & POSSIBLE ACTION

Alderman Schlegel moved to approve the additional work to replace a section of sidewalk along the west side of the 100 block of South Genesee Street, as presented and part of the South Genesee Street Project with Helm-Civil at a cost of \$51,405.40; seconded by Alderman Bruckner. Discussion by Council. Ayes: Bruckner, Schlegel, Tervelt, and Tichler. Nays: Mahaffey. Present: Buckwalter. Motion carried.

ADJOURNMENT

Ald Tervelt moved to adjourn the meeting; seconded by Ald Tichler. The meeting adjourned at approximately 6:17 pm without objection.

Approved:

Scott Vandermyde
Mayor

Brian Melton, for Michael Hemmer
City Administrator, for City Clerk

City of MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815.772.7657
Fax 815.772.4291
morrisonil.org



MEMORANDUM

To: Mayor & Council

From: Barb King

Date: 5/27/25

RE: Bills Payable

Please see the attached list of Bills Payable in the total amount of: **\$47,907.17.**

**Council Members having questions regarding bills should contact
Mayor Vandermyde OR City Administrator Melton
via phone, email or personal visit prior to the meeting.**

5/28/2025 THRU 5/28/2025

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
I217,216,215,208,264	815 PORTA POTTY PORTABLE RESTROOM RENTAL	01-43-5270	595.00	595.00	25267	5/28/25
5515928923	AIRGAS USA, LLC MAINT SUPP - EQUIPMENT	01-41-6120	64.00	64.00	25268	5/28/25
19006	ALVARADO'S PLUMBING INC. MAINT SERV - BLDG	01-43-5110	1,774.88	1,774.88	25269	5/28/25
1026-2025	BILL GREELEY TRUCKING MAINT SUPP - FIELDS	01-43-6570	151.55	151.55	25270	5/28/25
P33362	BIRKEY'S MAINT SUPP - EQUIPMENT	01-41-6120	60.93	60.93	25271	5/28/25
0221552-IN	BONNELL INDUSTRIES MAINT SUPP - VEHICLE	51-80-6130	342.65	342.65	25272	5/28/25
INV27708	CUSTOM PRODUCTS CORPORATN MAINT SUPP - STREETS	01-41-6140	703.06	703.06	25273	5/28/25
STM051325	DAXON CONSTRUCTION CO MISC EXPENSE - BLDG IMP	61-61-9280	21,564.00	21,564.00	25261	5/13/25
515591	DORNER MAINT SUPP - UTILITY SYSTEM	51-80-6151	3,012.00	3,012.00	25274	5/28/25
STM051425	ELAN OFFICE SUPPLIES OPERATING SUPPLIES MAINT SUPP - BLDG SMALL TOOLS MISC EXPENSE TOURNAMENT AWARDS CONCESSION SUPPLIES POSTAGE PUBLISHING MAINT SUPP - FIELDS OPERATING SUPPLIES MISC EXPENSE	01-11-6510 01-21-6520 01-31-6110 01-41-6530 01-41-9280 01-43-6542 01-43-6538 51-80-5510 01-11-5530 01-43-6570 01-43-6520 01-11-9280	128.91 314.11 857.70 217.88 394.51 72.50 547.71 33.27 100.00 142.78 219.98 119.38	3,148.73	25275	5/28/25
STM051225	FREDERICK KATHERINE COMMUNITY ROOM DEPOSIT REFUND	01-31-5200	100.00	100.00	25276	5/28/25
STM050925	FRONTIER ACCT NO 8154009008	51-80-5520	132.91	132.91	25277	5/28/25
STM050925A	ACCT NO 8157723870	51-80-5520	132.64	132.64	25277	5/28/25
STM050925B	ACCT NO 8157721111	50-81-5520	377.61	377.61	25277	5/28/25
70844	GREEN & CLEAN LAWN SERVIC CUST #5317	01-42-9280	125.00	125.00	25278	5/28/25

5/28/2025 THRU 5/28/2025

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
001	JOSH'S PRESSURE WASHING MISC EXPENSE	01-42-9280	800.00	800.00	25279	5/28/25
1088	K & R GREENHOUSE MISC EXPENSE	01-41-9280	107.79	107.79	25280	5/28/25
1089	HANGING BASKETS	01-41-9280	3,316.50	3,316.50	25280	5/28/25
43340	KUNES AUTO GROUP MAINT - VEHICLE	01-21-5130	1,728.73	1,728.73	25281	5/28/25
STM051625	MEDIACOM ACCT NO 8384880210090316 ACCT NO 8384880210090316 ACCT NO 8384880210090316	01-11-5520 51-80-5520 50-81-5520	127.01 63.51 63.50	254.02	25282	5/28/25
35172	MOORE MONUMENT CO. MEMORIAL PARK EXPENSES	37-37-8961	140.00	140.00	25283	5/28/25
35211	MEMORIAL PARK EXPENSES	37-37-8961	525.00	525.00	25283	5/28/25
STM050825	MOTO MARK'S CARQUEST CUST NO 21820 CUST NO 21820	01-21-5130 01-42-5130	308.94 18.98	327.92	25284	5/28/25
STM052125	NICOR GAS ACCT NO 40023838523	01-41-5710	282.28	282.28	25285	5/28/25
7848511	PERFORMANCE FOOD SERVICE CUST NO 213527	01-43-6538	111.43	111.43	25286	5/28/25
STM051425	PETTY CASH - CITY TRAVEL/TRAINING	01-21-5620	35.99	35.99	25287	5/28/25
0112612	PUBLIC SAFETY INFORMATION PUBLICATIONS	01-21-5650	159.00	159.00	25288	5/28/25
INV2146	RTS TACTICAL MISC EXPENSE	01-21-9280	647.99	647.99	25289	5/28/25
STM050825	SAMANTHA MCCOMBS COMMUNITY ROOM DEPOSIT REFUND	01-31-5200	100.00	100.00	25290	5/28/25
INV633596	SBM OFFICE SUPPLIES	01-11-6510	60.88	60.88	25291	5/28/25
INV00694270	USA BLUEBOOK OPERATING SUPPLIES	51-80-6520	653.31	653.31	25292	5/28/25
INV00700434	OPERATING SUPPLIES	50-81-6520	408.43	408.43	25292	5/28/25
4242401	WARD, MURRAY, PACE, JOHNS LEGAL SERVICE	01-12-5330	446.50	446.50	25293	5/28/25

5/28/2025 THRU 5/28/2025

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
STM051225	WEX BANK AUTO FUEL/OIL	01-21-6550	1,503.99			
	AUTO FUEL/OIL	01-41-6550	1,421.63			
	AUTO FUEL/OIL	01-42-6550	451.94			
	AUTO FUEL/OIL	51-80-6550	502.74			
	AUTO FUEL/OIL	50-81-6550	659.39			
			4,539.69	25294	5/28/25	
STM051625	WHITESIDE CO RECORDER RECORD DEEDS	01-42-9230	60.00			
			60.00	25295	5/28/25	
133257	WILLIAM & MARY COMPUTER C COMPUTER SYSTEM MAINT & REPAIR	01-11-5392	258.95			
			258.95	25296	5/28/25	
0175685-IN	ZIMMER & FRANCESCON, INC. OPERATING SUPPLIES	51-80-6520	657.80			
			657.80	25297	5/28/25	
			=====			
	REPORT TOTAL		47,907.17			

City of Morrison
TREASURER'S REPORT
CALENDAR 4/2025, FISCAL 12/2025

ND#	TITLE	BEGINNING CASH & INVESTMENTS	MTD REVENUES	MTD EXPENSES	CHANGE IN LIABILTY	TRANSFER IN	TRANSFER OUT	ENDING BALANCE
	GENERAL FUND	822,803.09	213,474.98	224,799.51	.00	.00	40,000.00	811,478.56
	AUDIT FUND	13,707.48	46.08	.00	.00	.00	.00	13,753.56
	STREET LIGHTING FUND	44,484.49	149.80	.00	.00	.00	.00	44,634.29
	LOCAL 1 % SALES TAX FUND	927,582.19	33,763.35	.00	.00	.00	.00	961,345.54
	COMMUNITY LANDSCAPING	11,789.13	39.70	.00	.00	.00	.00	11,828.83
	INSURANCE FUND	35,564.34	119.76	.00	.00	.00	.00	35,684.10
	TOURISM & CONVENTION FUND	7,416.90	24.98	.00	.00	.00	.00	7,441.88
	ECONOMIC DEVELOPMENT FUND	.00	40,067.33	.00	.00	40,000.00	.00	40,067.33
	FIRE PROTECTION FUND	.00	.00	.00	.00	.00	.00	.00
	REFUSE DISPOSAL FUND	19,580.77	23,115.01	23,477.61	.00	.00	.00	19,218.17
	MOTOR FUEL TAX FUND	233,077.86	14,792.41	12,758.93	.00	.00	.00	235,111.34
	IMRF FUND	413,684.20	3,927.39	5,968.50	.00	.00	.00	411,643.09
	FICA FUND	137,320.85	1,407.40	7,351.44	.00	.00	.00	131,376.81
	LIBRARY FUND	4,105.08-	15,218.04	11,437.26	.00	.00	.00	324.30-
	DRUG TRAFFIC PREVENTION	7,584.41	25.54	.00	.00	.00	.00	7,609.95
	POL VEH & CAP EQUIP FUND	66,724.37	15,937.10	.00	.00	.00	.00	82,661.47
	VEH & CAP EQUIP FUND	200,812.19	1,352.44	.00	.00	.00	.00	202,164.63
	REVOLVING LOAN FUND	.00	.00	.00	.00	.00	.00	.00
	VETERAN'S MEMORIAL PARK	7,336.96	124.88	.00	.00	.00	.00	7,461.84
	2016 G.O.	159,657.22	23,627.66	.00	.00	.00	.00	183,284.88
	SEWER FUND	1,303,048.34	99,799.00	96,734.89	.00	.00	.00	1,306,112.45
	WATER FUND	1,404,433.84	70,424.19	252,943.33	.00	.00	.00	1,221,914.70
	W&S VEHICLE REPLACEMENT	.00	.00	.00	.00	.00	.00	.00
	WATER/SEWER/PUBLIC WORKS	.00	.00	.00	.00	.00	.00	.00
	WASTEWATER TREATMENT PLAN	.00	.00	.00	.00	.00	.00	.00
	CAPITAL IMPROVEMENT FUND	370,752.22	1,176.60	42,690.05	.00	.00	.00	329,238.77
	GROVE HILL CEMETERY PERPE	373,439.44	1,220.27	.00	.00	.00	.00	374,659.71
	HEALTH INSURANCE FUND	108,584.25	330.72	24,551.55	3,808.62	.00	.00	88,172.04
	Report Total	6,665,279.46	560,164.63	702,713.07	3,808.62	40,000.00	40,000.00	6,526,539.64


Maggie Jones (May 21, 2025 09:32 CDT)

May 21, 2025

**CITY OF MORRISON
REQUEST FOR PARADE PERMIT**

Name of Organization: MORRISON AMERICAN LEGION POST 328

Contact Person: JIM PROMBO

Address: 525 E. MAIN ST Phone: 815 519-8380

1. EVENT FOR WHICH PERMIT IS REQUESTED: MEMORIAL DAY PARADE

2. PARADE ROUTE: EAST MAIN & MADISON, WEST ON MAIN ST. TO
GENESEE ST., NORTH TO GROVE HILL CEMETERY.

3. DATE OF EVENT: MAY 26, 2025

4. PARADE LINE UP TIME: 10:00 A.M 5. PARADE START TIME: 10:30 AM

6. SUPPORT SERVICE(S) REQUESTED (i.e. Police, barricades, street sweeping, etc.):

POLICE CAR TO LEAD PARADE.

TRAFFIC STOP ON RT. 30 AT GENESEE ST.

The undersigned agrees to release, hold harmless, and defend the City of Morrison, its officers and agents against any and all claims for loss, damage, personal injury, or death occurring as a result of the event for which this permit is requested. Proof of insurance is required. Insurance must name the City of Morrison as an additional insured.

MAY 13, 2025
Date

James R. Prombo
Authorized Agent Signature

Authorized Agent Title

PARADE PERMIT

Subject to the information contained in this REQUEST FOR PARADE PERMIT, permission to conduct a parade is hereby granted.

Date approved by Council: _____

Special Conditions: _____

Date

City Clerk

City of Morrison, Illinois

200 West Main Street, Morrison IL USA 61270

Permit No.: _____

STREET CLOSURE

& OTHER CITY SERVICES REQUEST

Name of Organization: Department of Fun
Contact Person/Address: Bradley Yaklich
Email: brayaklich@gmail.com Phone: 815 535 7818
Event: Wine Walk
Street(s) to be Closed: Genesee (from Main to Hwy 30)
Date(s) of Event: 6/25/25
Times of Closure: 4:00 pm To 8:00 pm

Additional City Services

- ☐ Electric Service on Genesee Street ☐ Electric Service on Base Street
☐ Picnic Tables – How many? _____ ☒ Main Street Audio System/Music/Microphone
☐ Refuse Receptacles – How many? _____ ☐ Water – Location(s)? _____

☐ Police Services

☒ Other/Specify: ALLOW OPEN ALCOHOL ALONG SIDEWALKS - NO GLASS.

The undersigned agrees to release, hold harmless, and defend the City of Morrison, its officers and agents against any and all claims for loss, damage, personal injury, or death occurring as a result of the event for which this permit is requested. **Proof of insurance is required. Insurance must name the City of Morrison as an additional insured.**

R2 _____ 5/15/2025
Authorized Signature Title Date

STREET CLOSURE PERMIT

- ☐ Subject to the information contained in this Application, a permit is approved and thereby issued.
☐ Receipt of \$25.00 PERMIT FEE and/or the \$50.00 ELECTRICAL HOOK-UP CHARGE is hereby acknowledged. Fees are waived for non-profit organizations.

Date

City Clerk

Fund Transfers Summary

FY26 Fund Transfers - Pursuant to FY26 Budget Plan (04-28-25)

Transfer From		Transfer To		Amount	
General Fund (Admin)	01-91-9990	Tort Ins Fund	06-91-3990	3,000	
General Fund (Admin)	01-91-9990	Health Ins Fund	77-91-3990	22,000	190,000
General Fund (Police)	01-91-9990	Health Ins Fund	77-91-3990	84,000	
General Fund (Streets)	01-91-9990	Health Ins Fund	77-91-3990	37,000	
General Fund (Cemetery)	01-91-9990	Health Ins Fund	77-91-3990	31,000	
General Fund (P / R)	01-91-9990	Health Ins Fund	77-91-3990	16,000	
Street Lighting Fund	03-91-9990	Local 1% Sales Tax Fund	04-91-3990	26,000	
2016 GO Bond Fund	46-91-9990	Police Capital Fund	24-91-3990	24,000	
2016 GO Bond Fund	46-91-9990	PW Capital Fund	26-91-3990	37,000	
Sewer Fund	50-91-9990	Health Ins Fund	77-91-3990	80,000	
Water Fund	51-91-9990	Health Ins Fund	77-91-3990	65,000	

City of Morrison, Illinois USA

Request for Proposal (RFP)

Design-Build Project

Project Title: Grove Hill Cemetery Building

Date Issued: Monday, June 9, 2025

Proposal Due Date: Friday, July 11, 2025

1. Introduction

In Illinois, municipalities have the authority to utilize design-build contracts for public works projects, streamlining the process by combining design and construction services under a single contract. This approach is governed by the Illinois Municipal Code, specifically Division 39.2, which was added by Senate Bill 1570 (P.A. 103-491) in May 2023 (also known as the Municipal Design-Build Authorization Act 65 ILCS 5/11-39.2).

The City of Morrison, Illinois is soliciting proposals from qualified contractors to provide complete services for the design and construction of a new building for Grove Hill Cemetery.

Grove Hill Cemetery is a property of and a public service by the City of Morrison. This building will provide a facility for city staff to administer services to the public and to operate and maintain such cemetery. The new building will be replacing another building at a different site within the cemetery.

2. Project Overview

- **Location:** 400 East High Street, Morrison, Illinois
(Aerial view of building site part of this RFP)
 - **Estimated Budget:** \$325,000
 - **Anticipated Start Date:** To be determined with awarded contractor
 - **Anticipated Completion Date:** To be determined with awarded contractor
 - **Project Goal:** To design and construct a building of sufficient size for the operation of public services for the Grove Hill Cemetery in a cost-effective manner.
-

3. Scope of Services

The selected contractor will be responsible for:

- Preliminary design and development
 - Architectural and engineering services
 - Construction and project management
 - Quality control and assurance
 - Obtaining all required permits
 - Cost estimating
 - Post-construction services, including warranty and close-out
-

4. Proposal Requirements

Please include the following in your proposal:

- **Cover Letter**
 - **Company Profile**
 - **Relevant Experience** - Past projects of similar size and scope
 - **Approach to Design-Build Delivery** - Collaboration process and communication methods
 - **Preliminary Schedule** - Proposed timeline and work schedule
 - **Detailed Preliminary Cost Estimates** – Labor, materials, and additional charges
 - **Design Concept**
 - **References**
-

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Qualifications and experience of the contractor (30%)
 - Approach to the project and design-build methodology (25%)
 - Proposed schedule (15%)
 - Budget and cost control plan (15%)
 - Innovation and value-added ideas (10%)
 - References and past performance (5%)
-

6. Submission Instructions

- **Deadline:** Friday, July 11, 2025 at 4:00 pm

City Council will review and award proposal on Monday, July 14, 2025 at 6:30 pm

- **Submission Format:** PDF via email or Hard Copy
- **Contact Person:**

Brian Melton, City Administrator
City of Morrison
200 West Main Street
Morrison IL 61270

Phone: 815-772-7657

Email: bmelton@morrisonil.org

7. Project Specifications – These are general specifications to meet the needs of Grove Hill Cemetery in the design and build of a new structure. Specific design details are part of the requested scope of services within the RFP.

Building Size:

- Total 2,400 sq ft
- Shop area is 48'W x 40'D x 12'H / 1,920 sq ft
- Office area is 12'W x 32'D x 9'H / 384 sq ft
- Covered Porch area is 12'W x 8'D x 9'H / 96 sq ft

*Draft/sketch of building diagram offered as part of this RFP

Roof Pitch/Gable: 4'/12'

Overhangs: 18"

Foundation & Flooring: Concrete with frost walls and footings, standard heights and thickness

Structure:

- Wood frame with steel roof and siding
- Fully insulated
- Color scheme will be finalized with awarded contractor
- Shop area interior walls and ceiling finished with steel sheeting
- Office area interior walls and ceiling finished with sheetrock and drywalling

Building Components:

- Three (3) garage doors, 12'W x 10'H, insulated, panel of windows, and openers
 - Three (3) exterior doors, standard size
 - Two (2) interior doors, standard size
 - All door locks keyed alike
 - Six (6) insulated windows
 - Plumbing and fixtures for restroom (one sink, one toilet), office sink, shop sink, water heater and water spigots. Floor drain and separator for shop floor
 - Electric services throughout with exposed conduit on interior walls to include fixtures
 - Cabinets in office and bathroom areas and other basic furnishings
 - HVAC to be a hanging heater in shop area and mini split unit in office area for heat and air conditioning, of sufficient sizes.
-

8. Additional Information

- **Work Hours** - No restrictions on work hours, but power equipment should not be run before 7:30 am or after 9:00 pm.
 - **Site Visit** - A site visit can be conducted at the interested bidder's discretion but only during weekdays, between 8:00 am and 4:00 pm. Contact Brian Melton (contact information above) to schedule if necessary.
 - **Water & Sewer Services** - The City will install/provide water and sewer services to the site.
-

9. Legal and Contractual Terms

The City of Morrison reserves the right to reject any or all proposals. All work must comply with local regulations and building codes. A formal contract upon selection will be executed/ signed by the awarded contractor. Payment on the project, to the contractor awarded the Bid, shall be 10% upon approval by the City and execution of a Contract with the balance upon completion and acceptance of work by the City.

Prevailing Wage Status - This is a prevailing wage job and the contractor awarded the bid shall be responsible to maintain compliance with all applicable provisions of the Illinois Prevailing Wage Act.

Construction Bond Act (Performance/Surety Bond) - Any contract, with a successful bidder, shall require compliance with the terms of the Public Construction Bond Act where applicable.

Warranty Information – Contractor shall provide warranty information for materials and workmanship

Sales Tax-Exempt - City of Morrison is a sales tax-exempt municipality (certificate will be provided)

>END RFP<



