

CITY OF MORRISON ~ COUNCIL MEETING

Location: Morrison Community Room
307 S. Madison St.
Morrison IL 61270

Date: Monday, October 23, 2023
Time: 6:30 pm

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ELECTION MAYOR PRO-TEMPORE (Alderman Vern Tervelt)

DECLARATION OF INTENT TO RECORD

PUBLIC COMMENT

REPORT OF CITY OFFICERS, DEPARTMENT HEADS, AND/OR COMMITTEES

CONSENT AGENDA

1. Council Meeting Minutes for October 10, 2023 [1-3]
2. Bills Payable - \$268,963.51 [4-12]
3. Treasurer's Report – September [13]
4. Mayoral Appointments to Library Board of Trustees, Historic Preservation Commission, and Planning & Zoning Commission [14]

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

1. Items Removed from Consent Agenda
2. Ordinance 23-13 Agreement with IML – Minimum/Maximum Contribution [15-17]
3. Renewal of Illinois Municipal League Risk Management Program for 2024 [18-36]
4. Engineering Agreement Proposal – Water System Improvements Phase 4, \$132,000 [37-49]

ITEMS FOR DISCUSSION & INFORMATION

1. Strategic Plan – Proposal, NIU Center for Governmental Studies [50-64]
2. Capital Plan – Streets & Water Infrastructure [65-66]
3. Genesee Street & Lincolnway Intersection Improvement Plan

ADJOURNMENT

JOIN US ON ZOOM (ONLINE) AT:

<https://us06web.zoom.us/j/2633389566?pwd=a4jhrYyz0zGGGWebUqYQWaa53FFwC5.1>

Meeting ID: 263 338 9566

Passcode: Morrison23

CITY OF MORRISON ~ COUNCIL MEETING

Rules Pertaining to Recording Public Meetings & Public Comment

RECORDINGS: Pursuant to the Open Meetings Act, public meetings may be recorded and allows for the public body to regulate such recordings. Once announced by the Mayor to disclose, any person wishing to record a public meeting shall first announce to the City Council their intention to record and provide their full name. Any device used to record shall not impede, interfere or otherwise disrupt the normal process of a public meeting.

PUBLIC COMMENT: City Council meetings are legislative sessions of the corporate authorities held for the specific purpose of conducting the business of the City. City of Morrison Council meetings are not public forums for purposes of a person's First Amendment's Right to Free Speech.

Public comments shall be allowed according to meeting agendas and, by its rules, establishes the ability and limited purpose of addressing the Council with concerns or comments regarding City business. City business means those matters for which City Council has jurisdiction or the authority to act upon. Matters that do not pertain to City business will not be heard.

When addressing the City Council for Public Comment, the following rules shall be strictly adhered to:

- 1) Those wishing to address the City Council during the public section of the meeting shall sign in; providing name, address and the topic or concern being addressed.
- 2) No person shall speak for longer than five (5) minutes unless allowed permission from the Mayor. Public Comments shall be timed accordingly by the Mayor (or their designee).
- 3) The Mayor may terminate or suspend Public Comment at any time.
- 4) All Public Comments shall be addressed to the Council as a whole. No comments may be addressed to individual Council members, the City Administrator, members of City staff or other members of the public.
- 5) There shall be no debate on any issue raised during Public Comment.
- 6) Matters raised under Public Comment may be referred to City staff by the Mayor for review and future response. The City Council or City staff may not provide a response to the comment or concern at the time it is raised, as additional research may be required to appropriately respond to such comment or concern.
- 7) All members of the public addressing the City Council shall, at all times, maintain proper decorum.
 - a. No person shall speak until recognized by the Mayor.
 - b. All persons shall address the City Council by standing (unless physically unable to do so). Statements made from the audience shall be considered 'out of order.'
 - c. All comments shall be courteous, respectful and to the point.
 - d. Statements made shall not impugn motives, be contentious, slanderous, or boisterous.
 - e. No obscene or insulting statements shall be allowed.
 - f. Threats and personal attacks are prohibited.
- 8) Any person called 'out of order' by the Mayor shall immediately stop speaking and shall abide by the Mayor's direction.
- 9) Outbursts or disruptions by the public at City Council meetings are prohibited. Audience members are asked to keep their voices to a minimum so as not to disturb the business being conducted by the City Council.
- 10) Should hand-outs, literature or information be presented by the public at the meeting, a minimum of 15 copies shall be made available to the Mayor, Alderpersons, City Clerk, City Attorney and City staff.
- 11) In the event the City Council meets remotely, rules describing protocol for the Public Comment section of the meeting shall be disseminated in conjunction with posting of such meeting's agenda.
- 12) Any person who fails to abide by the rules of proper decorum, who interferes with the orderly conduct of business or who persists in disorderly, disruptive conduct may be removed from the meeting and may be subject to arrest.

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

October 10, 2023

The Morrison City Council met in Regular Session on Tuesday, October 10, 2023, at 6:30 p.m. in the Morrison Community Room, 307 South Madison Street, Morrison, Illinois. The meeting was called to order at 6:30 p.m. by Mayor Vandermyde. City Administrator Melton recorded the minutes.

Alderspersons present on roll call were Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Absent: Tervelt. Other city officials present were Police Chief Valladares, City Treasurer Jones and City Administrator Melton. City Clerk Hemmer was absent.

DECLARATION OF INTENT TO RECORD

Jerry Lindsey.

PUBLIC COMMENT

Several individuals spoke in opposition to the Genesee Street/Lincolnway intersection traffic signal being removed to include Daniel Exner, Vicki Eakle, Brian Bartoz, Kathy Schmidt, Wolfgang Schmidt, Richard Eichman and Jen Black. Two individuals spoke in support of the same topic to include Kayla Sipes and Carrie Melton.

REPORT OF CITY OFFICERS, DEPARTMENT HEADS AND/OR COMMITTEES

Recreational Services Director Jacobs provided a verbal report with event updates and projects.

Administrator Melton provided a verbal report with updates on the street, watermain and hydrant/catch basin projects. Quotes are being obtained from two contractors working on other projects for several areas of street patching.

Chief Valladares introduced Phil Nanni, Flock Safety. Mr. Nanni provided a brief presentation and update on Flock Safety, a camera/license plate recognition service for law enforcement/public safety. Some discussion on the system followed by the Council.

CONSENT AGENDA

Ald Zuidema moved to approve Council Meeting Minutes for September 25, 2023, Bills Payable - \$91,773.40, Street Closure Request and Parade Permit Request for Christmas Walk & Parade by the Chamber of Commerce, December 2, 2023; seconded by Ald Mahaffey. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed.

ITEMS REMOVED FROM CONSENT AGENDA

None.

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

Ald West moved to approve and publish bid notice/specifications for the Odell Public Library & Community Room HVAC Project with dates to be determined at the time of publishing, seconded by Ald Tichler. Discussion. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed.

Ald West moved to approve Ordinance 23-12 Agreement between City and Odell Public Library, seconded by Ald Bruckner. Discussion. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed.

Ald Zuidema moved to approve Pay Request No. 3 to Fischer Excavating, Inc. \$205,199.24, IL RT 78 Watermain Replacement Project. Discussion. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed.

Ald Bruckner moved to approved quote for Electric Service to New Storage Building at Sports Complex to Randy Nelson, \$5,430, seconded by Ald Zuidema. Discussion. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed.

Ald Kruse moved to approved Resolution No. 23-07 Directing the Mayor and City Administrator to Initiate the Process with the Illinois Department of Transportation to Remove the Traffic Signals at the Intersection of Genesee Street and Lincolnway (US RT 30), seconded by none. Motion failed due to a lack of a second.

Ald Mahaffey moved to discuss the Genesee Street and Lincolnway Intersection Improvement Plan, seconded by Ald West. Discussion. Ayes: Mahaffey, Kruse, Schlegel, Zuidema, West, Bruckner and Tichler. Nays: None. Absent: Tervelt. Motion passed. Discussion of plan occurred with no further action taken.

OTHER ITEMS FOR CONSIDERATION, DISCUSSION & INFORMATION

Mayor Vandermyde discussed remapping the city's voting wards and requested the Council to review the proposed wards and data supporting those changes for future consideration and action.

Administrator Melton discussed the city's Capital Plan – Streets & Utilities Infrastructure. The plan with some updated budgetary cost estimates was provided. Due to construction costs and revenues from Motor Fuel Tax and 1% Sales Tax, significant street projects may occur every other year or every few years depending on priorities/specific projects identified by the Council.

Administrator Melton discussed the replacement options for the Sports Complex Groomer that has failed and cannot be repaired. Additional information and quotes will be sought for the Council's future consideration and action.

ADJOURNMENT

Ald Zuidema moved to adjourn the meeting: seconded by Ald Kruse. The meeting adjourned at approximately 7:46 pm without objection.

Approved:

Scott Vandermyde
Mayor

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

Memo

To: Mayor and Council
From: Barb King
Date: 10/23/23
Re: Bills Payable

Please see the attached for the list of Bills Payable in the total amount of: **\$268,963.51**

Pre-Paid checks are #23007- #23014.

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

ACCOUNTS PAYABLE CHECK REGISTER

BANK# BANK NAME
CHECK# DATE

ACCOUNT# NAME

CHECK AMOUNT CLEARED MANUAL VOID REASON FOR VOID

1 TRIUMPH COMMUNITY BANK

23007	10/12/2023	1199 FRONTIER	530.24
23008	10/12/2023	1347 MEDIACOM	91.68
23009	10/12/2023	1381 MORRISON AUTO SUPPLY, INC.	5.99
23010	10/12/2023	1389 MORRISON COMMUNITY HOSPITAL	45.00
23011	10/12/2023	1392 MORRISON FIRE DEPARTMENT	14,461.73
23012	10/12/2023	1440 ODELL PUBLIC LIBRARY	4,433.46
23013	10/12/2023	1457 PETTY CASH - CITY	225.48
23014	10/12/2023	1571 SULLIVAN'S FOODS	85.70

* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:

OUTSTANDING	19,879.28
CLEARED	.00

BANK 1 TOTAL	19,879.28
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VOIDED	.00
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FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
01 GENERAL FUND	298.20	298.20	.00	.00
12 FIRE PROTECTION FUND	14,461.73	14,461.73	.00	.00
18 LIBRARY FUND	4,433.46	4,433.46	.00	.00
50 SEWER FUND	367.76	367.76	.00	.00
51 WATER FUND	318.13	318.13	.00	.00

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1 TRIUMPH COMMUNITY BANK										
23015	10/24/2023	1005	AC MCCARTNEY FARM EQUIP CO	47.02						
23016	10/24/2023	1011	AIRGAS USA, LLC	53.98						
23017	10/24/2023	1101	COM ED	192.14						
23018	10/24/2023	1805	CORE & MAIN LP	780.00						
23019	10/24/2023	1953	GREAT WESTERN SUPPLY CO	569.75						
23020	10/24/2023	1937	GWORKS	13,320.00						
23021	10/24/2023	9999999999	HELM SERVICE	148,746.40						
23022	10/24/2023	1245	HUNTER'S AUTO BODY	139.50						
23023	10/24/2023	9999999999	ICMA MEMBERSHIP RENEWALS	482.04						
23024	10/24/2023	1255	IFIBER	900.00						
23025	10/24/2023	1319	KONE INC.	420.60						
23026	10/24/2023	1322	KUNES AUTO GROUP	1,178.04						
23027	10/24/2023	1334	ELECTRONICS, INC	3,087.32						
23028	10/24/2023	2098	LEGACY DESIGNS INC	1,800.00						
23029	10/24/2023	1358	MID-WEST TRUCKERS ASSOC	765.00						
23030	10/24/2023	1405	MORRISON TRUE VALUE	1,129.76						
23031	10/24/2023	2043	MOTOROLA SOLUTIONS, INC	328.00						
23032	10/24/2023	1412	MT. PLEASANT TOWNSHIP SUPV	1,500.00						
23033	10/24/2023	2029	PACE ANALYTICAL SERVICES	15,424.00						
23034	10/24/2023	2044	PEPPERS ENTERPRISES LLC	240.00						
23035	10/24/2023	1763	PERFORMANCE FOOD GROUP	147.52						
23036	10/24/2023	1483	QUICKSCORES	56.00						
23037	10/24/2023	2080	REPUBLIC SERVICES	22,573.38						
23038	10/24/2023	1519	S.B.M., INC	106.32						
23039	10/24/2023	1539	SLOAN IMPLEMENT	1,690.00						
23040	10/24/2023	1570	SUBSURFACE SOLUTIONS	4,443.14						
23041	10/24/2023	1594	THE SHERWIN-WILLIAMS CO	1,200.00						
23042	10/24/2023	1630	USA BLUEBOOK	285.50						
23043	10/24/2023	1637	VERIZON	36.01						
23044	10/24/2023	1643	WARD, MURRAY, PACE, JOHNSON PC	1,694.00						
23045	10/24/2023	1648	WEETS & SON SEPTIC SERVICE	255.00						
23046	10/24/2023	1654	WESTRUM LEAK DETECTION, INC	1,175.00						
23047	10/24/2023	1656	WEX BANK	4,569.33						
23048	10/24/2023	1672	RYAN WIERSEMA	22.50						
23049	10/24/2023	1675	WILLETT, HOFMANN & ASSOC.	39,105.76						
23050	10/24/2023	1676	WILLIAM & MARY COMPUTER CENTER	500.50						

* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	268,963.51
CLEARED	.00

BANK 1 TOTAL	268,963.51
VOIDED	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
01 GENERAL FUND	19,705.29	19,705.29	.00	.00
14 REFUSE DISPOSAL FUND	22,573.38	22,573.38	.00	.00
15 MOTOR FUEL TAX FUND	192.14	192.14	.00	.00

BANK# CHECK#	BANK NAME DATE	ACCOUNT# NAME	CHECK AMOUNT	CLEARED	MANUAL VOID	REASON FOR VOID
50		SEWER FUND	26,086.19	26,086.19	.00	.00
51		WATER FUND	49,860.11	49,860.11	.00	.00
61		CAPITAL IMPROVEMENT FUND	150,546.40	150,546.40	.00	.00

ACCOUNTS PAYABLE CHECK REGISTER
*** CHECK SUMMARY ***

BANK#	BANK NAME	DESCRIPTION
CHECK#		

1 TRIUMPH COMMUNITY BANK

23015 Thru 23050 Accounts Payable Checks

CLAIMS BY VENDOR

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
STM100523	AC MCCARTNEY FARM EQUIP C MAINT SUPP - EQUIPMENT	01-43-6120	47.02	47.02	23015	10/24/23
5502315192	AIRGAS USA, LLC MAINT SUPP - EQUIPMENT	01-41-6120	53.98	53.98	23016	10/24/23
STM100523	COM ED ACCT. #1187086032	15-15-5720	118.05	118.05	23017	10/24/23
STM100523A	ACCT. #4168083069	15-15-5720	74.09	74.09	23017	10/24/23
T722216	CORE & MAIN MAINT SUPP - UTILITY SYSTEM	51-80-6151	780.00	780.00	23018	10/24/23
STM100623	FRONTIER ACCT. #8154009008	51-80-5520	115.89	115.89	23007	10/12/23
STM100623A	ACCT. #8157721111	50-81-5520	298.06	298.06	23007	10/12/23
STM100623B	ACCT. #8157723870	51-80-5520	116.29	116.29	23007	10/12/23
210471	GREAT WESTERN SUPPLY CO MAINT SUPP - BLDG	01-41-6110	569.75	569.75	23019	10/24/23
2019-19407	GWOKS SOFTWARE/HARDWARE SOFTWARE SUPPORT SOFTWARE/HARDWARE	01-11-5370 50-81-5370 51-80-5370	4,440.00 4,440.00 4,440.00	13,320.00	23020	10/24/23
FRE45689P	HELM SERVICE MISC EXPENSE - BLDG IMP	61-61-9280	138,746.40	138,746.40	23021	10/24/23
FRE45721P	MISC EXPENSE - BLDG IMP	61-61-9280	10,000.00	10,000.00	23021	10/24/23
58235	HUNTER'S AUTO BODY MAINT - VEHICLE	01-21-5130	139.50	139.50	23022	10/24/23
STM101623	ICMA MEMBERSHIP RENEWALS DUES	01-11-5610	482.04	482.04	23023	10/24/23
F-2304105	IFIBER INTERNET/EMAIL SERVICES	01-11-5350	900.00	900.00	23024	10/24/23
871167319	KONE INC. MAINT SERV - BLDG	01-11-5110	420.60	420.60	23025	10/24/23
91407	KUNES AUTO GROUP MAINT SERV - VEHICLE	01-41-5130	1,114.41	1,114.41	23026	10/24/23
91809	MAINT SERV - VEHICLE	01-41-5130	63.63	63.63	23026	10/24/23
77802	ELECTRONICS, INC MAINT SERV - BLDG	01-31-5110	20.70	20.70	23027	10/24/23

CLAIMS BY VENDOR

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
77958	ELECTRONICS, INC EQUIPMENT & VEHICLES	50-81-8920	3,066.62	3,066.62	23027	10/24/23
LDI2008795	LEGACY DESIGNS INC MISC EXPENSE - BLDG IMP	61-61-9280	1,800.00	1,800.00	23028	10/24/23
STM101023	MEDIACOM ACCT. #8384880210090324	01-11-5520	25.42			
	ACCT. #8384880210090324	51-80-5520	12.71			
	ACCT. #8384880210090324	50-81-5520	12.71			
	ACCT. #8384880210090324	01-31-5520	40.84			
				91.68	23008	10/12/23
27690	MID-WEST TRUCKERS ASSOC DRUG TESTING	50-81-5810	765.00	765.00	23029	10/24/23
STM100423	MORRISON AUTO SUPPLY, INC CUST. NO. 1820	50-81-6130	5.99	5.99	23009	10/12/23
10882672	MORRISON COMMUNITY HOSPIT DRUG TESTING	01-41-5810	45.00	45.00	23010	10/12/23
STM100323	MORRISON FIRE DEPARTMENT FOREIGN FIRE INS TAX	12-12-5481	14,461.73	14,461.73	23011	10/12/23
STM100423	MORRISON TRUE VALUE ACCT. #276576	50-81-6520	105.10	105.10	23030	10/24/23
STM100423A	ACCT. #276575	01-43-6520	48.47	48.47	23030	10/24/23
STM100423B	ACCT. #276573	01-42-6520	36.05	36.05	23030	10/24/23
STM100423C	ACCT. #276572	51-80-6520	234.56	234.56	23030	10/24/23
STM100423D	ACCT. #276571	01-41-6520	705.58	705.58	23030	10/24/23
7895320230901	MOTOROLA INC OTHER PROFESSIONAL SERVICES	01-21-5480	328.00	328.00	23031	10/24/23
STM100123	MT. PLEASANT TOWNSHIP SUP MISC EXPENSE	01-41-9280	500.00			
	MISC EXPENSE	51-80-9280	500.00			
	MISC EXPENSE	50-81-9280	500.00			
				1,500.00	23032	10/24/23
STM100523	ODELL PUBLIC LIBRARY PPRT DISTRIBUTION	18-18-5471	4,433.46	4,433.46	23012	10/12/23
I9570640	PACE ANALYTICAL SERVICES LAB FEES	51-80-5420	112.00	112.00	23033	10/24/23
I9571244	LAB FEES	51-80-5420	1,262.00	1,262.00	23033	10/24/23
I9571918	LAB FEES	51-80-5420	50.00	50.00	23033	10/24/23

CLAIMS BY VENDOR

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
I9571954	PACE ANALYTICAL SERVICES LAB FEES	51-80-5420	14,000.00	14,000.00	23033	10/24/23
1612	PEPPERS HAULING CO. 210 JOHNSON ST	01-21-5480	240.00	240.00	23034	10/24/23
7380214	PERFORMANCE FOOD SERVICE CONCESSION SUPPLIES	01-43-6538	147.52	147.52	23035	10/24/23
STM100423	PETTY CASH - CITY MAINT SUPP - BLDG MAINT SERV - VEHICLE CONCESSION SUPPLIES POSTAGE POSTAGE	01-42-6110 01-41-5130 01-43-6538 51-80-5510 50-81-5510	10.50 8.00 104.98 51.00 51.00	225.48	23013	10/12/23
232317	QUICKSCORES OPERATING SUPPLIES	01-43-6520	56.00	56.00	23036	10/24/23
0721-007724828	REPUBLIC SERVICES CONTRACTUAL WASTE HAULER	14-14-5730	22,573.38	22,573.38	23037	10/24/23
INV593301	SBM OFFICE SUPPLIES	01-11-6510	106.32	106.32	23038	10/24/23
INV101023	SLOAN IMPLEMENT MAINT SERV - EQUIPMENT	01-43-5120	1,690.00	1,690.00	23039	10/24/23
23068	SUBSURFACE SOLUTIONS GENERAL INSURANCE GENERAL INSURANCE	50-81-5920 51-80-5920	2,221.57 2,221.57	4,443.14	23040	10/24/23
STM101023	SULLIVAN'S FOODS ACCT. #253012 ACCT. #253012 ACCT. #253012	01-21-6520 01-43-6538 51-80-6520	30.36 33.10 22.24	85.70	23014	10/12/23
7878-7	THE SHERWIN-WILLIAMS CO MAINT SUPP - FIELDS	01-43-6570	1,200.00	1,200.00	23041	10/24/23
INV00146287	USA BLUEBOOK MAINT SUPP - FIELDS	01-43-6570	285.50	285.50	23042	10/24/23
9946232797	VERIZON WIRELESS - LERT B ACCT. #342565121-00001	51-80-5520	36.01	36.01	23043	10/24/23
252119	WARD, MURRAY, PACE, JOHNS LEGAL SERVICE	01-12-5330	1,694.00	1,694.00	23044	10/24/23
5333	WEETS & SON SEPTIC SERVIC FRENCH CREEK RESTROOM RENTAL WESTRUM LEAK DETECTION, I	01-43-5270	255.00	255.00	23045	10/24/23

CLAIMS BY VENDOR

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
5595	WESTRUM LEAK DETECTION, I WATER SYSTEM LEAK SURVEY	51-80-8825	1,175.00			
				1,175.00	23046	10/24/23
STM101023	WEX BANK AUTO FUEL/OIL	01-21-6550	1,997.25			
	AUTO FUEL/OIL	01-41-6550	1,879.58			
	AUTO FUEL/OIL	01-43-6550	261.89			
	AUTO FUEL/OIL	51-80-6550	215.28			
	AUTO FUEL/OIL	50-81-6550	215.33			
				4,569.33	23047	10/24/23
STM101023	WIERSEMA RYAN MAINT SERV - BLDG	01-31-5110	22.50			
				22.50	23048	10/24/23
34413	WILLETT, HOFMANN & ASSOC. ENGINEERING SERVICE	51-80-5320	9,848.38			
	ENGINEERING SERVICE	50-81-5320	14,772.57			
				24,620.95	23049	10/24/23
34476	ENGINEERING SERVICE	51-80-5320	14,484.81			
				14,484.81	23049	10/24/23
130358	WILLIAM & MARY COMPUTER C SOFTWARE/HARDWARE	51-80-5370	500.50			
				500.50	23050	10/24/23
	REPORT TOTAL			<u>288,842.79</u>		

City of Morrison
TREASURER'S REPORT
CALENDAR 9/2023, FISCAL 5/2024

FUND#	TITLE	BEGINNING CASH & INVESTMENTS	MTD REVENUES	MTD EXPENSES	CHANGE IN LIABILITY	TRANSFER IN	TRANSFER OUT	ENDING BALANCE
01	GENERAL FUND	829,502.46	193,595.51	173,764.60	.00	.00	.00	849,333.37
02	AUDIT FUND	16,358.87	2,067.38	3,400.00	.00	.00	.00	15,026.25
03	STREET LIGHTING FUND	39,206.24	8,461.34	109.89	.00	.00	.00	47,557.69
04	LOCAL 1 % SALES TAX FUND	721,951.87	32,816.88	.00	.00	.00	.00	754,768.75
05	COMMUNITY LANDSCAPING	11,982.85	45.84	.00	.00	.00	.00	12,028.69
06	INSURANCE FUND	69,980.45	15,162.03	.00	.00	.00	.00	85,142.48
07	TOURISM & CONVENTION FUND	1,858.98	7.11	.00	.00	.00	.00	1,866.09
12	FIRE PROTECTION FUND	.00	22,016.67	.00	.00	.00	.00	22,016.67
14	REFUSE DISPOSAL FUND	7,055.29	23,623.77	22,573.38	.00	.00	.00	8,105.68
15	MOTOR FUEL TAX FUND	439,967.84	16,888.19	229.69	.00	.00	.00	456,626.34
16	IMRF FUND	319,493.38	27,972.44	6,777.31	.00	.00	.00	340,688.51
17	FICA FUND	156,520.56	25,413.67	10,418.20	.00	.00	.00	171,516.03
18	LIBRARY FUND	.00	35,477.74	10,161.58	.00	.00	.00	25,316.16
20	DRUG TRAFFIC PREVENTION	7,206.24	27.57	.00	.00	.00	.00	7,233.81
24	POL VEH & CAP EQUIP FUND	15,507.21	59.33	.00	.00	.00	.00	15,566.54
26	VEH & CAP EQUIP FUND	381,752.31	2,902.64	4,772.43	.00	.00	.00	379,882.52
35	REVOLVING LOAN FUND	.00	.00	.00	.00	.00	.00	.00
37	VETERAN'S MEMORIAL PARK	7,127.54	27.27	.00	.00	.00	.00	7,154.81
46	2016 G.O.	128,610.61	19,594.23	.00	.00	.00	.00	148,204.84
50	SEWER FUND	1,379,873.67	109,032.23	245,186.73	.00	.00	.00	1,243,719.17
51	WATER FUND	1,017,051.90	1,065,825.37	487,586.82	.00	.00	.00	1,595,290.45
52	W&S VEHICLE REPLACEMENT	16.68	.06	.00	.00	.00	.00	16.74
53	WATER/SEWER/PUBLIC WORKS	1,078.28	4.13	.00	.00	.00	.00	1,082.41
54	WASTEWATER TREATMENT PLAN	.00	.00	.00	.00	.00	.00	.00
61	CAPITAL IMPROVEMENT FUND	1,301,280.82	3,458.68	794,408.45	.00	.00	.00	510,331.05
74	GROVE HILL CEMETERY PERPE	339,447.98	1,340.69	.00	.00	.00	.00	340,788.67
77	HEALTH INSURANCE FUND	212,908.15	3,686.17	28,584.99	4,233.31	.00	.00	192,242.64
Report Total		7,405,740.18	1,609,506.94	1,787,974.07	4,233.31	.00	.00	7,231,506.36

City of MORRISON

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



Mayoral Appointments – October 23, 2023

Library Board of Trustees

Jesse Wroble	2026
Nora Wenzel	2026
Christine Vanderleest	2026

Historic Preservation Commission

Dr. John Tomasino	2026
Vacancy TBD	2026

Planning & Zoning Commission

Sherri Shirk	2028
Kevin Kuehl	2028
Vacancy TBD	2028

CITY OF MORRISON, ILLINOIS USA

ORDINANCE NO. 23-13

**ORDINANCE AUTHORIZING EXECUTION OF AN AGREEMENT WITH ILLINOIS
MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION FOR
MINIMUM / MAXIMUM CONTRIBUTION**

ADOPTED BY THE

COUNCIL

OF THE

CITY OF MORRISON

THIS 23rd DAY OF OCTOBER, 2023

Published in pamphlet form by authority of the Mayor and City Council of the City of Morrison,
this 23rd day of October, 2023.

ORDINANCE NO. 23-13

**ORDINANCE AUTHORIZING EXECUTION OF AN AGREEMENT WITH ILLINOIS
MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION FOR
MINIMUM / MAXIMUM CONTRIBUTION**

BE IT ORDAINED by the City Council of the City of Morrison, Illinois:

WHEREAS, the City of Morrison ("City"), a member in good standing of the Illinois Municipal League Risk Management Association ("RMA") and party to the RMA Intergovernmental Cooperation Contract, has been fully apprised of the RMA Minimum/Maximum Contribution Agreement which amends and supplements the RMA Declarations pages dated 01/01/2024 to 01/01/2025 and all endorsements thereto.

WHEREAS, the City finds it to be in the best interest of the municipality to make its RMA contribution in accordance with the RMA Minimum/Maximum Contribution Agreement.

NOW THEREFORE, be it ordained by the City Council of the City of Morrison that:

SECTION 1: That the execution of the RMA Minimum/Maximum Contribution Agreement for a one (1) year period beginning 01/01/2024 and ending 01/01/2025 is hereby authorized.

SECTION 2: That the Mayor and the Treasurer are hereby granted authority to execute the RMA Minimum/Maximum Contribution Agreement which amends and supplements the RMA Declarations pages dated 01/01/2024 to 01/01/2025 and all endorsements thereto.

SECTION 3: That this ordinance shall take effect immediately upon its passage and approval.

PASSED by the Mayor and City Council of the City of Morrison on the 23rd day of October, 2023.

Mayor

ATTEST:

City Clerk

Alderspersons voting:

	AYE	NAY	ABSTAIN	ABSENT
Gregory Kruse	☐	☐	☐	☐
Sidonna Mahaffey	☐	☐	☐	☐
Harvey Zuidema	☐	☐	☐	☐
Todd Schlegel	☐	☐	☐	☐
Josh West	☐	☐	☐	☐
Vernon Tervelt	☐	☐	☐	☐
Matthew Tichler	☐	☐	☐	☐
Kevin Bruckner Jr	☐	☐	☐	☐

INVOICE

PO Box 5180, Springfield, IL 62705-5180 | Ph: (217) 525-1220 | Fax: (217) 525-7438

Please return this form with payment after completing the information on the reverse side.

Date: October 2, 2023

Member: City of Morrison

Account #: 0382

Indicate Payment Option (from list below): _____

Amount Enclosed: \$ _____

MAKE CHECK PAYABLE TO RMA

BILLING DETAIL

2024 IML RISK MANAGEMENT ASSOCIATION ANNUAL CONTRIBUTION

Work Comp	\$35,014
Auto Liability & Comprehensive General Liability	\$28,845
Portable Equipment	\$1,979
Auto Physical Damage	\$2,877
Property	\$32,152
	\$100,867

2024 ILLINOIS MUNICIPAL LEAGUE MEMBERSHIP DUES*

INVOICE TOTAL **\$101,442**

PLEASE CHOOSE ONE OF THE FOLLOWING PAYMENT OPTIONS and enter it in the space provided above:

OPTION #1 - Pay Full Amount

Contribution Amount	\$100,867.00
Minus 1% Savings	\$1,008.67
	\$99,858.33
Illinois Municipal League Dues	\$ 575.00
Total due by 11/17/23	\$100,433.33

OPTION #2 - Pay Full Amount

Contribution Amount	\$100,867.00
Illinois Municipal League Dues	\$ 575.00
Total due by 12/15/23	\$101,442.00

OPTION #3 - Pay in two installments

Includes 1% installment fee

Contribution Amount	\$100,867.00
Plus 1% fee	\$1,008.67
	\$101,875.67
Illinois Municipal League dues	\$ 575.00
	\$102,450.67

\$61,225.34 Due by 12/15/23

\$51,225.33 Due by 5/17/24

*Membership with the Illinois Municipal League (IML) is a requirement to remain a member of the IML Risk Management Association.

On behalf of the municipality named above ("Member"), I hereby warrant that I have the authority to sign this agreement on the Member's behalf. (If choosing the installment option, I acknowledge and understand that it is afforded only as a benefit for budgeting purposes and is not meant to allow for mid-term withdrawal.) I acknowledge and understand that Article 5 of the Intergovernmental Cooperation Contract ("Contract") prohibits termination of the Intergovernmental Cooperation Contract no less than 120 days prior to the first day of January of any given year. Per Article 5, I warrant that the Member will adhere to the Contract and pay all contributions when due.

Municipal Official (please sign):

Title: _____

Date: _____

**INVOICE****2024 Min/Max Contribution**

The signed Min/Max Agreement
must be returned with your payment.

PO Box 5180, Springfield, IL 62705-5180 | Ph: (217) 525-1220 | Fax: (217) 525-7438

Please return this form with payment
after completing the information
on the reverse side.

Date: October 2, 2023

Member: City of Morrison

Account #: 0382

Indicate Payment Option (from list below): _____

Amount Enclosed: \$ _____

MAKE CHECK PAYABLE TO RMA

BILLING DETAIL**2024 IML RISK MANAGEMENT ASSOCIATION ANNUAL CONTRIBUTION**

Work Comp	\$31,259
Auto Liability & Comprehensive General Liability	\$25,751
Portable Equipment	\$1,767
Auto Physical Damage	\$2,568
Property	\$28,704
	<u>\$90,049</u>

2024 ILLINOIS MUNICIPAL LEAGUE MEMBERSHIP DUES*

\$ 575

INVOICE TOTAL

\$90,624

PLEASE CHOOSE ONE OF THE FOLLOWING
PAYMENT OPTIONS and enter it in the space
provided above:

OPTION #1 – Pay Full Amount

Contribution Amount	\$90,049.00
Minus 1% Savings	\$ 900.49
	<u>\$89,148.51</u>
Illinois Municipal League Dues	\$ 575.00
Total due by 11/17/23	\$89,723.51

OPTION #2 - Pay Full Amount

Contribution Amount	\$90,049.00
Illinois Municipal League Dues	\$ 575.00
Total due by 12/15/23	\$90,624.00

**OPTION #3 - Pay in two installments
Includes 1% installment fee**

Contribution Amount	\$90,049.00
Plus 1% fee	\$ 900.49
	<u>\$90,949.49</u>
Illinois Municipal League Dues	\$ 575.00
	<u>\$91,524.49</u>

\$45,762.25 Due by 12/13/23

\$45,762.24 Due by 5/17/24

**Membership with the Illinois Municipal League (IML) is a
requirement to remain a member of the IML Risk
Management Association.*

On behalf of the municipality named above ("Member"), I
hereby warrant that I have the authority to sign this agreement
on the Member's behalf. (If choosing the installment option, I
acknowledge and understand that it is afforded only as a benefit
for budgeting purposes and is not meant to allow for mid-term
withdrawal.) I acknowledge and understand that Article 5 of the
Intergovernmental Cooperation Contract ("Contract") prohibits
termination of the Intergovernmental Cooperation Contract no
less than 120 days prior to the first day of January of any given
year. Per Article 5, I warrant that the Member will adhere to the
Contract and pay all contributions when due.

Municipal Official (please sign):

Title: _____

Date: _____

MINIMUM – MAXIMUM OPTION

January 1, 2024 – January 1, 2025

Many of our members have found the Minimum - Maximum (Min-Max) program to be very successful and we are pleased to continue it in the year 2024. The Min-Max option provides an incentive for members to control and reduce losses through effective accident prevention and claims management efforts. If losses and claim costs are lower than anticipated, you may realize an overall savings. However, if losses and claim costs are greater than anticipated, you may be penalized and have to pay additional contributions. Please call us if you would like additional information about the program or to confirm if the Min-Max option meets your municipality's needs.

If your municipality wishes to participate in this optional program for this renewal period, the enclosed Minimum-Maximum Agreement **must** be signed and returned with your initial renewal payment. A final copy will be returned to your municipality. If the agreement has not been received by February 1, 2024 your municipality will be billed for the full 100% contribution and such contribution will be due upon receipt.

If you have any questions, please contact Julia Reynolds at (800) 252-5051.

Morrison

Minimum/Maximum Contribution Agreement

This Agreement is between the Illinois Municipal League Risk Management Association (RMA), an intergovernmental association formed pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the **CITY OF MORRISON**, a member of RMA. This Agreement amends and supplements the declarations pages dated January 01, 2024 to January 01, 2025 and all endorsements thereto.

1. DEFINITIONS

The following definitions shall apply for purposes of this Agreement:

- Loss Fund – Those dollars set aside for the payment of claims excluding reinsurance and excess premiums and administrative costs.
- Minimum Loss Fund – 85% of those dollars set aside for the payment of claims excluding reinsurance and excess premiums and administrative costs.
- Maximum Loss Fund – 130% of those dollars set aside for the payment of claims excluding reinsurance and excess premiums and administrative costs.
- Paid Claim Dollars – Those payments made by RMA on claims including defense costs against the **CITY OF MORRISON** minus recovery from subrogation, deductible or salvage credited against those claim payments.
- Minimum Contribution – Minimum Loss Fund including reinsurance and excess premiums and administrative costs.
- Maximum Contribution – Maximum Loss Fund including reinsurance and excess premiums and administrative costs.

2. MINIMUM/MAXIMUM CONTRIBUTION BREAKDOWN

The **CITY OF MORRISON** hereby agrees to the following schedule of contributions:

		<u>Minimum Contribution</u>		<u>Maximum Contribution</u>
Reinsurance and Excess				
Premiums and Administrative				
Costs		\$ 28,747		\$ 28,747
Loss Fund	@ 85%	<u>\$ 61,302</u>	@ 130%	<u>\$ 93,756</u>
Contribution		\$ 90,049		\$ 122,503

3. Based upon a comparison of paid claim dollars against the loss fund, RMA will determine whether additional contributions beyond the minimum contribution will be required up to the maximum contribution.
4. For purposes of determining paid claims, RMA will complete a semi-annual review of paid claim dollars.

5. **NOTICE**

RMA hereby agrees to send, through its agents, written notice when paid claim dollars are equal to or greater than 60% of the Minimum Loss Fund.

RMA agrees, through its agents, to send a second written notice when paid claim dollars equal or exceed 85% of the Minimum Loss Fund.

6. **BILLING/PAYMENT** – The parties to this Agreement hereby agree to the following terms:

When paid claim dollars reach or exceed 100 percent of the Minimum Loss Fund, billing will be instituted on a yearly basis for those paid claim dollars in excess of the Minimum Loss Fund and billing will continue on a yearly basis until the Maximum Loss Fund limit is attained or all claims initiated during the coverage period are closed. Billings will be completed in July of each year for paid claim dollars through June 30.

The **CITY OF MORRISON** hereby agrees to make payment within 30 days of its receipt of billing.

7. All other definitions, conditions and coverages of RMA remain the same under this Agreement, including the handling of all claims and member contribution payment schedules.
8. This Agreement is to be interpreted and construed in accordance with the laws of the State of Illinois.
9. If any one portion or portions of this Agreement is found to be invalid or unenforceable, the remainder shall remain valid and binding on the parties.

The undersigned hereby affirm that they are duly authorized as agents to bind the parties to this Agreement.

Mayor/Village President/Town President

Date

Treasurer/Comptroller/Risk Management Coordinator

Date

Reserved for RMA use only

RMA Managing Director

Date



ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOC.

Loss Run Summary Report

C C M S I

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

Printed: 10/16/2023 2:04:44 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2017 - 12/31/2017												
Coverage: GL												
17050F271746	Bland, Susan	GL	Inc	8/13/2017	Closed	5/10/2018	\$1,579.80	\$0.00	\$0.00	\$1,579.80	\$0.00	\$1,579.80
17050F42052	Silef, Daina	GL	Inc	12/1/2017	Closed	11/18/2019	\$1,018.87	\$0.00	\$0.00	\$1,018.87	\$0.00	\$1,018.87
17050F121999	Temple, Matthew	GL	Inc	5/17/2017	Closed	9/14/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17050F130821	Varzuden, Mike	GL	Inc	5/31/2017	Closed	8/10/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17050F313286	Vos, Darren	GL	Inc	9/26/2017	Closed	11/2/2017	\$2,851.50	\$0.00	\$0.00	\$2,851.50	\$0.00	\$2,851.50
17050G390598	Yarbrough, Robert	GL	Inc	1/12/2017	Closed	2/17/2017	\$12.30	\$0.00	\$0.00	\$12.30	\$0.00	\$12.30
17050F140495	Zukdena, Patricia	GL	Inc	4/4/2017	Closed	8/14/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GL Totals:												
# Claims: 7							\$5,462.47	\$0.00	\$0.00	\$5,462.47	\$0.00	\$5,462.47
Coverage: PD												
17050F046818	City of Morrison	PD	Inc	3/6/2017	Closed	3/24/2017	\$1,425.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00
PD Totals:												
# Claims: 1							\$1,425.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00
Coverage: WC												
17050F276034	Smith, Lonnie	WC	Med	8/18/2017	Closed	8/23/2018	\$594.27	\$0.00	\$0.00	\$594.27	\$0.00	\$594.27

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Report: LossRunSummary



Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

Printed: 10/16/2023 2:04:44 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2017 - 12/31/2017												
Coverage: WC												
bitten by dog on right ankle												
WC Totals:												
# Claims: 1												
\$594.27												
\$0.00												
\$594.27												
\$0.00												
\$7,481.74												
\$0.00												
\$7,481.74												
01/01/2017 - 12/31/2017 Totals:												
# Claims: 9												
\$7,481.74												
\$0.00												
\$7,481.74												

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Today's

Page 2 of 12



CCMSP

ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOC.

Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

Printed: 10/16/2023 2:04:44 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2018 - 12/31/2018												
Coverage: AL												
18050F690067	Pough, Dave	AL	Inc	7/24/2018	Closed	8/28/2018	\$538.72	\$0.00	\$0.00	\$538.72	\$0.00	\$538.72
tractor rolled down hill into 2008 Smart Car												
AL Totals: # Claims: 1												
Coverage: APD												
18050F801020	City of Morrison	APD	Inc	11/15/2018	Closed	6/10/2019	\$1,354.35	\$0.00	\$677.17	\$677.17	\$0.00	\$677.17
Vehicle turn in front of street sweeper												
APD Totals: # Claims: 1												
Coverage: GL												
18050F780742	Aviana, Dawn	GL	Inc	8/1/2018	Closed	12/12/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
headstone at Grove Hill Cemetery was moved												
18050F527837	McCoy, Janice	GL	Inc	2/5/2018	Closed	4/22/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer line backed up												
18050F721867	Nordt, Justin	GL	Inc	9/2/2018	Closed	10/5/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
sewer backup												
18050F690059	Workman, Jim	GL	Inc	7/24/2018	Closed	8/23/2018	\$655.98	\$0.00	\$0.00	\$655.98	\$0.00	\$655.98
tractor rolled down hill into 2017 Jeep Cherokee												
GL Totals: # Claims: 4												
Coverage: PD												
18050F810349	City of Morrison	PD	Inc	12/2/2018	Closed	2/7/2019	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Vehicle struck RR crossing delinators												
18050F539893	City of Morrison	PD	Inc	2/17/2018	Closed	3/26/2018	\$726.12	\$0.00	\$0.00	\$726.12	\$0.00	\$726.12
Quiet zone barriers damage												
PD Totals: # Claims: 2												
Totals: \$5,726.12 \$0.00 \$5,726.12 \$0.00 \$5,726.12												

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Report: LossRunSummary



ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOC.

Printed: 10/16/2023 2:04:44 PM

Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

C C M S I

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2018 - 12/31/2018												
Coverage: WC												
18050F686186	Wiersema, Ryan	WC	Med	7/19/2018	Closed	10/31/2018	\$173.95	\$0.00	\$0.00	\$173.95	\$0.00	\$173.95
Metal in eye while grinding mower blade.												
18050F714377	Workman, Curt	WC	Med	7/8/2018	Closed	10/22/2018	\$671.78	\$0.00	\$0.00	\$671.78	\$0.00	\$671.78
severe pain and rash throughout body from weeds												
WC Totals:												
# Claims: 2							\$845.73	\$0.00	\$0.00	\$845.73	\$0.00	\$845.73
01/01/2018 - 12/31/2018 Totals:												
# Claims: 10							\$9,120.90	\$0.00	\$677.18	\$8,443.72	\$0.00	\$8,443.72



C C M S I

ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOC.

Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

Printed: 10/16/2023 2:04:44 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2019 - 12/31/2019												
Coverage: APD												
19050F843588	City of Morrison	APD	Inc	1/8/2019	Closed	1/31/2019	\$1,432.11	\$0.00	\$0.00	\$1,432.11	\$0.00	\$1,432.11
tree limb fell onto 2017 Dodge Durango												
19050J075010	City of Morrison	APD	Inc	9/5/2019	Closed	10/14/2019	\$3,238.96	\$0.00	\$0.00	\$3,238.96	\$0.00	\$3,238.96
Pickup backed into flatbed trailer.												
19050F859839	City of Morrison	APD	Inc	5/2/2019	Closed	9/19/2019	\$2,978.98	\$0.00	\$2,903.98	\$75.00	\$0.00	\$75.00
squad car hit by other vehicle while siren was on												
APD Totals:												
# Claims: 3							\$7,650.05	\$0.00	\$2,903.98	\$4,746.07	\$0.00	\$4,746.07
Coverage: GL												
19050J362097	Cooper, Gary	GL	Inc	7/15/2019	Closed	2/15/2021	\$1,094.31	\$0.00	\$0.00	\$1,094.31	\$0.00	\$1,094.31
horse trailer stuck on train tracks and was struck												
19050J156340	Jansma, Calvin	GL	Inc	11/21/2019	Closed	3/12/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water damage												
19050F977598	Voss, David	GL	Inc	5/28/2019	Closed	8/12/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
tree limb fell onto roof												
GL Totals:												
# Claims: 3							\$1,094.31	\$0.00	\$0.00	\$1,094.31	\$0.00	\$1,094.31
Coverage: PD												
19050F910219	City of Morrison	PD	Inc	2/24/2019	Closed	10/21/2019	\$4,450.00	\$0.00	\$0.00	\$4,450.00	\$0.00	\$4,450.00
wind damage to fence												
19050J156152	City of Morrison	PD	Inc	10/16/2019	Closed	2/11/2020	\$2,354.57	\$0.00	\$0.00	\$2,354.57	\$0.00	\$2,354.57
Damaged water line												
PD Totals:												
# Claims: 2							\$6,804.57	\$0.00	\$0.00	\$6,804.57	\$0.00	\$6,804.57
Coverage: WC												
19050J135516	Anderson, Michael	WC	Med	11/12/2019	Closed	12/13/2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Slipped on ice patch												

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Report: LossRunSummary



ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOC.

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Loss Run Summary Report

All Claims Where Claim Status is Closed or Open As Of 10/16/2023, Date Of Loss is between 1/1/2017 and 10/16/2023 11:59 PM, Policy Holder is Morrison - 0500921, Numbers As of 10/16/2023 11:59 PM

Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2019 - 12/31/2019												
Coverage: WC												
19050F893405	Soenksen, Kevin	WC	Ind	2/7/2019	Closed	8/26/2019	\$1,364.91	\$0.00	\$0.00	\$1,364.91	\$0.00	\$1,364.91
slip and fall on icy sidewalk - L forearm and elbow												
19050J114788	Wiersema, Kaiti	WC	Ind	10/22/2019	Closed	7/1/2020	\$27,957.31	\$0.00	\$0.00	\$27,957.31	\$0.00	\$27,957.31
Glass cut and puncture wounds on right hand												
WC Totals:							\$29,322.22	\$0.00	\$0.00	\$29,322.22	\$0.00	\$29,322.22
# Claims: 3												
01/01/2019 - 12/31/2019 Totals:												
# Claims: 11							\$44,871.15	\$0.00	\$2,903.98	\$41,967.17	\$0.00	\$41,967.17

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CCMSI

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Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2020 - 12/31/2020												
Coverage: GL												
20050J465772	Allen, Tara	GL	Inc	11/25/2020	Closed	3/1/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer backup												
20050J357326	Slatzer, Todd	GL	Inc	8/10/2020	Closed	10/6/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
City tree branch fell on dmts fence												
20050J336193	Zuidema, David	GL	Inc	4/9/2020	Closed	1/22/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall injury to elbow												
GL Totals:												
# Claims: 3							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Coverage: PD												
20050J489724	City of Morrison	PD	Inc	6/25/2020	Closed	1/26/2021	\$1,520.85	\$0.00	\$0.00	\$1,520.85	\$0.00	\$1,520.85
oversized semi-tractor made wide turn struck fence												
20050J352732	City of Morrison	PD	Inc	8/10/2020	Closed	11/13/2020	\$28,451.79	\$0.00	\$0.00	\$28,451.79	\$0.00	\$28,451.79
Storm damage to roof												
20050J828980	City of Morrison	PD	Inc	7/25/2020	Closed	4/13/2022	\$7,300.00	\$0.00	\$7,300.00	\$0.00	\$0.00	\$0.00
Vehicular impact to guardrail, significant damage.												
PD Totals:												
# Claims: 3							\$37,272.64	\$0.00	\$7,300.00	\$29,972.64	\$0.00	\$29,972.64
Coverage: WC												
20050J524958	Howard, Madison	WC	Med	12/26/2020	Closed	3/23/2021	\$377.50	\$0.00	\$0.00	\$377.50	\$0.00	\$377.50
Slipped on slippery flight of stairs												
20050J527140	Sitzmore, Mason	WC	Med	8/12/2020	Closed	5/3/2021	\$915.31	\$0.00	\$0.00	\$915.31	\$0.00	\$915.31
Sprayed by pepper spray during training												
WC Totals:												
# Claims: 2							\$1,292.81	\$0.00	\$0.00	\$1,292.81	\$0.00	\$1,292.81
01/01/2020 - 12/31/2020 Totals:												
# Claims: 8							\$38,565.45	\$0.00	\$7,300.00	\$31,265.45	\$0.00	\$31,265.45

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Loss Run Summary Report

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Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserve	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Policy Period: 01/01/2021 - 12/31/2021												
Coverage: GL												
21050K292578	Conduff, Chad	GL	Inc	6/15/2021	Closed	6/14/2022	\$210.00	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00
water leak												
21050J504840	Frederick, Kathy	GL	Inc	1/23/2021	Closed	4/23/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water damage throughout the whole house												
21050J586497	Linka, Gus	GL	Inc	4/26/2021	Closed	8/25/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer back up												
21050J978260	Polson, Kevin and Kathleen	GL	Inc	12/18/2021	Closed	3/6/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wind caused sign to fall over and scrape OV												
21050J507974	Seachette, Stephanie	GL	Inc	1/25/2021	Closed	4/1/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Piece of ice struck bumper												
21050J908816	Stillings, Beth	GL	Inc	10/8/2021	Closed	11/3/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water leak												
21050J901038	Straw, Craig	GL	Inc	9/26/2021	Closed	11/29/2021	\$235.86	\$0.00	\$0.00	\$235.86	\$0.00	\$235.86
Stop sign blew over and scratched vehicle.												
21050K029581	TBK Bank	GL	Inc	11/18/2021	Closed	3/30/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
awning damage from local construction												
21050J553959	Vanderleest, Cynthia	GL	Inc	4/2/2021	Closed	7/7/2021	\$12.30	\$0.00	\$0.00	\$12.30	\$0.00	\$12.30
Tripped on cracked sidewalk												
GL Totals:												
# Claims: 9							\$458.16	\$0.00	\$0.00	\$458.16	\$0.00	\$458.16
Coverage: PD												
21050J618556	City of Morrison	PD	Inc	5/25/2021	Closed	6/30/2021	\$1,060.00	\$0.00	\$0.00	\$1,060.00	\$0.00	\$1,060.00
Wind caused a tree limb to fall on library roof.												
21050J833634	City of Morrison	PD	Inc	7/15/2021	Closed	9/29/2021	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Hydrant broke off water line from unknown cause.												
PD Totals:												
# Claims: 2							\$6,060.00	\$0.00	\$0.00	\$6,060.00	\$0.00	\$6,060.00
01/01/2021 - 12/31/2021 Totals:												
# Claims: 11							\$6,518.16	\$0.00	\$0.00	\$6,518.16	\$0.00	\$6,518.16

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Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Accident Description												

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Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Net Incurred
Accident Description												
Policy Period: 01/01/2022 - 12/31/2022												
Coverage: GL												
22050K317634	Frigs, Jessica	GL	Inc	6/5/2022	Closed	7/8/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pothole damaged tire												
22050K239678	Heusinkveld, Mark	GL	Inc	4/11/2022	Closed	7/1/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer backup												
22050K317340	Hubbard, Kirby	GL	Inc	6/18/2022	Closed	9/20/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spray paint on claimants vehicle												
22050K438811	Hurley, Jess	GL	Inc	9/23/2022	Closed	12/16/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
claimant alleges she stopped in a hole												
22050K016486	Reed, Steve	GL	Inc	1/18/2022	Closed	3/3/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer backup												
22050K341691	Wilkins, Jeff	GL	Inc	7/28/2022	Closed	9/20/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paint overspray from line paint job												
GL Totals:												
# Claims: 6							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/01/2022 - 12/31/2022 Totals:												
# Claims: 6							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Claim Number	Claimant	Covg	Claim Type	Date of Loss	Status	Date Closed	Total Paid	Outstanding Reserves	Third Party Recovery	Total Incurred	Carrier Reimbursement	Not Incurred
Policy Period: 01/01/2023 - 12/31/2023												
Coverage: AL												
23050K853279	Moon, Becky	AL	Inc	9/1/2023	Closed	9/18/2023	\$2,217.79	\$0.00	\$0.00	\$2,217.79	\$0.00	\$2,217.79
Squad car backed into OV												
AL Totals: # Claims: 1												
Coverage: APD												
23050K567280	City of Morrison	APD	Inc	2/5/2023	Closed	4/19/2023	\$3,578.60	\$0.00	\$0.00	\$3,578.60	\$0.00	\$3,578.60
Squad car struck a pole												
23050K815188	City of Morrison	APD	Inc	7/23/2023	Closed	8/18/2023	\$4,298.30	\$0.00	\$0.00	\$4,298.30	\$0.00	\$4,298.30
IV backed into OV												
23050K852737	City of Morrison	APD	Inc	8/21/2023	Closed	9/8/2023	\$479.80	\$0.00	\$0.00	\$479.80	\$0.00	\$479.80
backing out of driveway squad car struck OV												
APD Totals: # Claims: 3												
Coverage: WC												
23050K837678	Soerensen, Kevin	WC	Med	3/26/2023	Closed	5/31/2023	\$368.99	\$0.00	\$0.00	\$368.99	\$0.00	\$368.99
arrested got violent causing EE to get injured												
23050K699816	Workman, Curt	WC	Med	6/8/2023	Closed	9/21/2023	\$672.51	\$0.00	\$0.00	\$672.51	\$0.00	\$672.51
Assisting w/putting inmate in cell EE got injured												
WC Totals: # Claims: 2												
01/01/2023 - 12/31/2023 Totals:												
# Claims: 6												
Report Totals:												
# Claims: 61												
\$118,173.39												
\$107,292.23												
\$107,292.23												

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CITY OF MORRISON

MINIMUM / MAXIMUM COMPARISON							
#1	#2	#3	#4	#5	#6	#7	#8
				CONTRIBUTION			
YEAR	NORMAL ANNUAL CONTRIBUTION	EXCESS & ADMINISTRATION COSTS (28.5% of normal annual contribution)	NORMAL CLAIM LOSS FUND (#2 minus #3)	MINIMUM CONTRIBUTION (85% of normal loss fund plus excess & admin costs)	MAXIMUM CONTRIBUTION (130% of normal loss fund plus excess & admin costs)	POSSIBLE SAVINGS (#2 minus #5)	POSSIBLE ADDITIONAL COST (#6 minus #2)
2017	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2018	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2019	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2020	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2021	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2022	100,867	28,747	72,120	90,049	122,503	10,818	21,636
2023	100,867	28,747	72,120	90,049	122,503	10,818	21,636

The following claims history shows the status of the City of Morrison's Min/Max experience as of 10/16/2023

CLAIMS HISTORY

YEAR	# CLAIMS	PAID CLAIMS	OUTSTANDING RESERVES	TOTAL EXPERIENCE	MINIMUM LOSS FUND	MAXIMUM LOSS FUND	EST. SAVINGS or (ADDITIONAL COST)
2017	9	7,482	0	7,482	61,302	93,756	\$10,818
2018	10	8,444	0	8,444	61,302	93,756	\$10,818
2019	11	41,967	0	41,967	61,302	93,756	\$10,818
2020	8	31,265	0	31,265	61,302	93,756	\$10,818
2021	11	6,518	0	6,518	61,302	93,756	\$10,818
2022	0	0	0	0	61,302	93,756	\$10,818
2023*	6	11,616	0	11,616	61,302	93,756	\$10,818
		\$95,676	\$0	\$95,676			

*2023 data not complete at this time

Overall 7 Years Savings =

\$75,726



October 13, 2023

Mr. Brian Melton, City Administrator
City of Morrison
200 W. Main Street
Morrison, Illinois 61270

Re: Water System Improvements Phase 4
Engineering Agreement

Dear Brian:

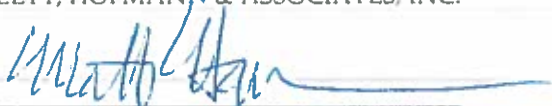
Enclosed are two (2) copies of the Engineering Agreement for the Water System Improvements Phase 4 project. The Phase 4 project includes the installation of the spray aeration system and mixer in the elevated water storage tank and the standby emergency generator for Well #4.

Please have the agreements approved by the City Council and then have all copies of the agreements signed. Return one (1) copy for our records and keep the other copy for the City's records.

Should you have any questions, please feel free to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY 

Matt Hansen, P.E.

MH:dt

Encl.

cc: File

809 East 2nd Street Dixon, IL 61021-0367 T: (815) 284-3381 F: (815) 284-3385

WillettHofmann.com

ENGINEERING AGREEMENT

FOR

CITY OF MORRISON, ILLINOIS WATER SYSTEM IMPROVEMENTS PHASE 4

**Elevated Water Storage Tank Modifications and
Emergency Generator For Well #4
2023**



**WILLETTS HOFMANN
ASSOCIATES INC.**

ENGINEERING ARCHITECTURE LANDSCAPE ARCHITECTURE

309 EAST 2ND STREET, DIXON, IL 61021-0367
P 815-284-3381 DESIGN FIRM: #184-000918

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SECTION 1 – IDENTIFICATION OF THE PARTIES

THIS AGREEMENT made by and between the City of Morrison, Whiteside County, Illinois (hereinafter called the OWNER) and WILLETT, HOFMANN & ASSOCIATES, INC., CONSULTING ENGINEERS, 809 East 2nd Street, Dixon, Illinois, (hereinafter called the ENGINEER).

SECTION 2 – PROJECT SCOPE

- 2.1. Construct a spray aeration and mixing system in the elevated water storage tank including a new fill line into the tank from Well #4.
- 2.2. Construct emergency generator and automatic transfer switch at the Well #4 building.

SECTION 3 - SERVICES OF THE ENGINEER

3.1 General

3.1.1. The ENGINEER agrees to perform professional services in connection with the Project as hereinafter stated.

3.1.2. The ENGINEER will serve as the OWNER's professional representative in all phases of the Project and will give consultation and advice to the OWNER during the performance of his services.

3.2 Design Phase

During the design phase the ENGINEER will:

- 3.2.1. Provide the necessary engineering topographic surveys of the project sites.
- 3.2.2. Prepare detailed engineering construction drawings for the water system improvements.
- 3.2.3. Prepare the Project Manual which will include the bidding and contract documents, the general and technical specifications, and the IEPA loan program requirements.
- 3.2.4. Prepare an opinion of probable cost estimate for the Project based on the completed drawings and specifications.
- 3.2.5. Prepare the IEPA Public Water Supply construction permit application forms.
- 3.2.6. Conduct two (2) design meetings with the OWNER to review the construction drawings, specifications, and project cost estimate prior to advertising the project for bids.
- 3.2.7. Furnish five (5) copies and an electronic pdf format of the Project Manual and construction drawings.

3.3 Construction Phase

During the construction phase the ENGINEER will:

3.3.1. Advertise the project for bids in a daily newspaper. Cost of bid advertisement will be invoiced as additional services.

3.3.2. Conduct a pre-bid meeting with the OWNER and bidders.

3.3.3. Conduct the public bid opening with the OWNER.

3.3.4. Prepare a bid tabulation of all the bids received and prepare a bid award letter for the OWNER.

3.3.5. Prepare the contract documents for the execution by the Contractor.

3.3.6. Prepare IEPA Signage Requirements Certificate of Completion Form.

3.3.7. Conduct a pre-construction meeting with the OWNER and Contractor prior to the start of the construction.

3.3.8. Spend as much time and provide as many inspectors as the ENGINEER deems necessary to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents; he will not be responsible for the techniques and sequences of construction or the safety precautions incident thereto; and during such visits and on the basis of his on-site observations as an experienced and qualified design professional, he will keep the OWNER informed of the progress of the work, will endeavor to guard the OWNER against defects and deficiencies in the work of the Contractor, and may disapprove work as failing to conform to the Contract Documents.

The ENGINEER is not responsible for testing or inspection of materials other than that which may be required at the site of the work. We have budgeted approximately 320 hours of on-site construction observation.

3.3.9. Set construction stakes to establish line and grade of the work to such extent as to control and reference the construction.

3.3.10. Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections and other data which the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents; and assemble maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection as required by the Contract Documents.

3.3.11. Consult and advise with the OWNER; act as the OWNER's representative; issue all instructions of the OWNER to the Contractor; prepare routine change orders as required; whenever he considers it necessary or advisable to insure the proper carrying out of the intent of the Contract Documents, he may, as the OWNER's representative, direct the Contractor to stop the work or require special examination or testing of the work (whether or not fabricated, installed or completed); he will act as interpreter of the terms and conditions of the Contract Documents and judge of the performance thereunder.

3.3.12. Based on his on-site observations as an experienced and qualified design professional and on his review of the Contractor's applications for payment, and supporting data determine the amount owed to the Contractor and approve in writing payment to the Contractor in such amounts; such approvals of payment to constitute a representation to the OWNER, based on such observations and review, that the work has progressed to the point indicated and that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents, subject to the results of any subsequent test called for in the Contract Documents and any qualifications stated in his approval.

3.3.13. Prepare monthly IEPA Disbursement Request form.

3.3.14. Prepare the monthly Illinois Works Apprenticeship Initiative Periodic Report form on a monthly basis for the IEPA.

3.3.15. Conduct, in the company with the OWNER, a final inspection of the Project for conformance with the design concept of the Project and compliance with the information given by the Contract Documents and approve in writing the final payment to the Contractor.

3.3.16. Revise the contract drawings to reflect the changes made during construction as furnished to the ENGINEER and to represent graphically the locations of the improvements and although the drawings are not warranted as to their accuracy, the location of the improvements shown can be found within reasonable tolerance.

3.3.17. Prepare the IEPA Bills Paid and Release from Liabilities Certification form.

3.3.18. Prepare the IEPA O & M Certificate form.

3.3.19. Through the on-site observations of the work in progress and field checks of materials and equipment the ENGINEER will endeavor to provide protection for the OWNER against defects and deficiencies in the work, but the furnishing of such resident project representation shall not make the ENGINEER responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents.

3.4 IEPA Loan Application Documents

3.4.1. Prepare the IEPA Public Water Supply Revolving Fund loan application documents for the OWNER's execution and submission to the IEPA. The IEPA loan application documents are listed below.

- Engineering or Professional Services Certification form
- Tax Certificate form
- Federal Reporting Requirements form
- Loan Application Form Packet
- Water System Budget Projections and Water Rate Structure Analysis
- Plans-Specs Checklist form
- Bidding Review Certification and Checklist for Construction Contracts

SECTION 4 - ADDITIONAL SERVICES OF THE ENGINEER

4.1. General

If authorized in writing by the OWNER, the ENGINEER will furnish or obtain from others additional services of the following types which will be paid for by the OWNER as indicated in subsection 5.1.

4.1.1. Furnishing of core borings, probings or subsurface explorations; hydrographic surveys; laboratory testing and inspection of samples or materials; and other special consultation if required.

4.1.2. Additional services due to significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, or character of construction.

4.1.3. Revising previously approved studies, reports, design documents, drawings, or specifications.

4.1.4. Preparing documents for alternate bids requested by the OWNER for work which is not executed.

4.1.5. Preparing detailed renderings, exhibits or scale models for the Project.

4.1.6. Investigations involving detailed consideration of operations, maintenance, and overhead expenses; and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals, and valuations; detailed quantity surveys of material and labor; and material audits or inventories required for certification of force account construction performed by OWNER.

4.1.7. Preparing special change orders requested by the OWNER.

4.1.8. Making an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contract.

4.1.9. Additional or extended services during construction made necessary by: (1) work damaged by fire or other cause during construction; (2) prolongation of the construction contract time by more than 25%; (3) acceleration of the work schedule involving services beyond normal working hours; and (4) contract default due to delinquency or insolvency.

4.1.10. Extensive assistance in the initial start-up and test operation of equipment or systems and the preparation of manuals of operation and maintenance.

4.1.11. Additional services and costs necessitated by out-of-town travel required of the ENGINEER other than visits to the Project as required by Section 1.

4.1.12. Serving as an expert witness for the OWNER in any litigation or other proceeding involving the Project.

4.1.13. Additional services in connection with the Project not otherwise provided for in this Agreement.

SECTION 5 - THE OWNER'S RESPONSIBILITIES

The OWNER will:

- 5.1. Provide full information as to his requirements for the Project.
- 5.2. Assist the ENGINEER by placing at his disposal all available information pertinent to the site of the Project including previous reports and any other data relative to design and construction of the Project.
- 5.3. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this Agreement.
- 5.4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the ENGINEER and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the ENGINEER.
- 5.5. Advertise for Proposals from bidders, open the proposals at the appointed time and place, and pay for all costs incident thereto.
- 5.6. Provide such legal, accounting and insurance counseling services as may be required for the Project.
- 5.7. Designate in writing a person to act as OWNER's representative with respect to the work to be performed under this Agreement, and such person shall have complete authority to transmit instructions, receive information, interpret, and define OWNER's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.
- 5.8. Give prompt written notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the Project.
- 5.9. Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.
- 5.10. Furnish, or direct the ENGINEER to provide, at the OWNER's expense, necessary additional services as stipulated in Section 4 of this Agreement, or other services as required.
- 5.11. Furnish the ENGINEER with a description of and the names of owners and lien holders of property adjacent to the proposed improvement, where such data is needed for the preparation of plans and/or right of way or easement plats.

SECTION 6 - PERIOD OF SERVICE

- 6.1. Unless sooner terminated as provided in subsection 6.1, this Agreement shall remain in force for period of sixty (60) days after the final contractor pay request and closeout documents have been approved by the OWNER.

SECTION 7 - PAYMENTS TO THE ENGINEER

7.1. The OWNER will pay the ENGINEER for the services performed as follows:

7.1.1. For all work under the Design Phase, the OWNER shall pay the ENGINEER a lump sum fee of \$63,000.00. Such basic fee shall be due and payable as follows:

Monthly during the design phase of the ENGINEER's work, he shall be paid an amount computed by multiplying the percentage of work performed by the lump sum fee. From the partial payments thus computed each month, there shall be deducted all previous partial fee payments made to the ENGINEER.

7.1.2. For all work under the Construction Phase of the Project, the OWNER shall pay the ENGINEER an amount equal to the established billing rates of the ENGINEER – Billing Rate being defined herein as payroll, social security, retirement deductions, unemployment tax, insurance overhead and profit. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names. The Construction Phase fee budget amount is \$61,000.00.

7.1.3. For all work under the IEPA Loan Application Documents, the OWNER shall pay the ENGINEER a lump sum fee of \$ 8,000.00. Such basic fee shall be due and payable as follows:

Monthly during the design phase of the ENGINEER's work, he shall be paid an amount computed by multiplying the percentage of work performed by the lump sum fee. From the partial payments thus computed each month, there shall be deducted all previous partial fee payments made to the ENGINEER.

7.1.4. For "Additional Services" performed:

7.1.4.1. By personnel assigned to the regularly established office of the ENGINEER, an amount equal to the established billing rates of the ENGINEER as defined in subsection 7.1.2 above.

7.1.4.2. In connection with administering sub-contracts for services by others described in 7.1.4.1. ante, an amount equal to the actual costs billed to the ENGINEER, plus 5% to cover overhead and handling.

7.1.4.3. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names.

7.1.5. As per Section 1, the OWNER authorizes the ENGINEER to perform the work as detailed below. The authorized work is estimated to be \$132,000.00, and work will not be performed in excess of this amount without prior authorization by the OWNER. The estimated cost breakdown is as follows:

Design Phase	\$ 63,000.00
Construction Phase	\$ 61,000.00
IEPA Loan Application Documents	<u>\$ 8,000.00</u>
TOTAL	<u>\$132,000.00</u>

7.2 General

7.2.1. If any portion of the Project is not bid or put under contract for a period of 6 months after completion of the design phase, the ENGINEER's compensation shall be in accordance with subsection 7.1.2.

7.2.2. If this Agreement is terminated upon completion of any phase of the ENGINEER's services, the progress payments to be made in accordance with subsection 7.1 on account of that and all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work, the ENGINEER shall be paid for services performed during such phase on the basis of his reasonable estimate of the portion of such phase completed prior to termination. In the event of any termination, the ENGINEER shall be paid all terminal expenses resulting therefrom plus payment for additional services then due.

7.2.3. If, prior to termination of this Agreement, any work designed or specified by the ENGINEER during any phase of the work is suspended in whole or in part for more than three months, or abandoned, after written notice from the OWNER, the ENGINEER shall be paid for services performed on account of it prior to receipt of such notice from the OWNER as provided in subsection 7.2.2 for termination during any phase of the work.

SECTION 8 - GENERAL CONSIDERATIONS

8.1 Termination

This agreement may be terminated by either party by seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is so terminated, the ENGINEER shall be paid as provided in subsection 7.2.2.

8.2 Ownership of Documents

All documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the ENGINEER as instruments of service. The OWNER may, at his expense, obtain a set of reproducible record prints of drawings and copies of other documents, in consideration of which the OWNER will use them solely in connection with the Project, and not for the purpose of making subsequent extensions or enlargements thereto and he will not sell, publish or display them publicly. Re-use for extensions of the Project, or for new projects, shall require written permission of the ENGINEER and shall entitle him to further compensation at a rate to be agreed upon by OWNER and ENGINEER.

8.3 Estimates

Since the ENGINEER has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the ENGINEER does not guarantee the accuracy of such estimates as compared to the contractor's bids or the Project construction cost.

8.4 Insurance

The ENGINEER shall secure and maintain such insurance as will protect him from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this agreement.

8.5 Successors and Assigns

The OWNER and the ENGINEER each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the OWNER nor the ENGINEER shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

SECTION 9 – IEPA PUBLIC WATER SUPPLY LOAN PROGRAM ENGINEERING REQUIREMENTS

9.1 Audit and Access to Records

9.1.1. The ENGINEER agrees to include subsections 6.6.2 through 6.6.5 below in all his contracts and all subcontracts directly related to project performance which are in excess of \$25,000.

9.1.2. The ENGINEER shall maintain books, records, documents and other evidence directly pertinent to performance of Agency grant work under this agreement consistent with generally accepted accounting standards in accordance with the American Institute of Certified Public Accountants Professional Standards (666 Fifth Avenue, New York, New York 10019; June 1, 1987). The local agency shall have access to such books, records, documents and other evidence for the purpose of inspection, audit and copying. The ENGINEER will provide facilities for such access and inspection.

9.1.3. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.

9.1.4. The ENGINEER agrees to the disclosure of all information and reports resulting from access to records pursuant to subsection 6.6.2 above, to the Agency. Where the audit concerns the ENGINEER, the auditing agency will afford the ENGINEER an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.

9.1.5. Records under subsection 6.6.2 above shall be maintained and made available during performance on Agency loan work under this agreement and until three years from date of final Agency loan audit for the project. In addition, those records which relate to any "dispute" appeal under an Agency loan agreement, or litigation, or the settlement of claims arising out of such performance, costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such appeal, litigation, claim or exception.

9.2 Covenant Against Contingent Fees

9.2.1 The ENGINEER warrants that no person or sealing agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

9.3 USEPA Nondiscrimination Clause

9.3.1 The ENGINEER shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements.

Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

9.4 USEPA Fair Share Percentage Clause

9.4.1. Evidence that affirmative steps have been taken, such as, but not limited to, a copy of the advertisement(s) and the record of negotiation in accordance with federal Executive Order 11625 and 12138, to assure that Disadvantaged Business Enterprises are used when possible as sources of supplies, equipment, construction, and services.

9.4.2. The ENGINEER agrees to take affirmative steps to assure that Disadvantaged Business Enterprises are utilized when possible as sources of supplies, equipment, construction, and services in accordance with the Public Water Supply Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with IEPA, the ENGINEER acknowledges that the fair share percentages are 5% for MBE's and 12% for WBE's.

SECTION 10 - SPECIAL PROVISIONS

The OWNER and the ENGINEER mutually agree that this Agreement shall be subject to the following special provisions, which together with the provisions hereof and the exhibits hereto represent the entire Agreement between the OWNER and the ENGINEER; they may only be altered, amended or repealed by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement below.

OWNER:

CITY OF MORRISON, ILLINOIS

BY: _____

Title: MAYOR

Date: _____

ATTEST:

BY: _____

Title: CITY CLERK

(SEAL)

ENGINEER:

WILLETT, HOFMANN & ASSOCIATES, INC.

BY: 

Title: VICE PRESIDENT

ATTEST:

BY: 

Title: SECRETARY

(SEAL)



Strategic Planning and Goal Identification Proposal for Morrison, Illinois



Prepared by:
NIU Center for Governmental Studies
DeKalb, Illinois

October 2023



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development



Mel Henriksen
Assistant Director
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www.cgs.niu.edu

*Building stronger regions
through innovation and
collaboration.*

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

October 6, 2023

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

RE: Proposal to provide strategic planning services

Dear Mr. Melton:

In response to recent conversations and the city's request for a proposal to facilitate a multi-year strategic planning process, the following outline and approach is offered for your consideration. The approach that follows addresses the needs identified in the RFP:

- Identifying a long-term vision, setting organizational priorities, and shaping the city's strategic direction;
- Providing a scanning analysis of the governing and community environment;
- Facilitating a strategic planning workshop with the city's elected officials and senior leadership team to establish clear priorities and trackable short- and long-term strategic goals;
- Launching action planning of the consensus goals; and
- Providing a communicative summary document/final report for use by the council, staff, and broader community.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of municipalities and local governments across Illinois.

Thank you for the opportunity to be considered to assist the City of Morrison with this important undertaking. We would be pleased to meet further with the city's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Melissa Henriksen', written over a horizontal line.

Melissa "Mel" Henriksen
Assistant Director
Strategic Management, Policy, and
Community Development
NIU Center for Governmental Studies

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Center for
Governmental Studies

public & government and regional development

City of Morrison

Strategic Planning and Goal Identification Proposal

October 2023

direct questions to

Melissa “Mel” Henriksen

Assistant Director

Northern Illinois University Center for Governmental Studies

Strategic Planning

*“The art of progress is to preserve order amid change,
and change amid order” - A.N. Whitehead*

Strategic planning, at its core, is leadership’s expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following proposal has been prepared as a follow-up to conversations with the city’s leadership to initiate a comprehensive strategic planning process for the City of Morrison. In response to the desires expressed by the city, the Northern Illinois University Center for Governmental Studies (NIU-CGS) is recommending a participative format that will enable the city’s elected officials and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational dynamics generating an updated consensus view of the city’s future. The result of the process will be a thorough discussion of policy and administrative leaders’ views of the city’s most critical goals, objectives, and organizational arrangements for both the short and long term.

INTRODUCTION

As the city’s leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges and choices that you face in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago—even one year ago. Like many organizations in the area and across the country, the city’s population and economic dynamics continue to evolve and change and the services, programs, and policy actions necessary to meet its mission will continue to evolve. Consider some of the trends within and beyond your borders: health care trends, the global pandemic, changing demographics, value shifts, growth, economic contraction, development, changing attitudes, tax limitations, demands for service, funded and unfunded mandates, economies of scale, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why of operating and providing services in today’s civic environment.



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“Institutional Engagement and Organizational Transformation”

Although the word 'planning' appears in the description, it must be emphasized that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among council members and senior staff leading to an evaluation of the current strategic plan components, including a viable review of identified and prioritized goals that incorporate the overall vision for the city's short- and long-term future.

STRATEGIC PLANNING PROCESS OVERVIEW

The proposed framework presented traces the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the city's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also to foster a sense of ownership and boost the overall effectiveness in setting the course for the city in partnership with the community.

Strategic Planning Cycle: Scanning, Planning, and Action

Taken as a whole, the strategic planning process that is envisioned can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the city's progress. An illustration of the strategic planning cycle described is presented below:



* Model generally represents the steps that are taken for this type of initiative



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1100 North 1st Avenue, Suite 100, Fort Collins, CO 80521

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A: Pre-Workshop–Strategic Planning Readiness

Kick-off Meeting

As part of initiating actions and launching the project, the facilitator(s) will convene a project review meeting with the city administrator and other project staff designated or desired by the city to: (1) confirm expected outcomes; (2) review status of current mission, vision, and values to determine the need or desire for any development and/or updating; and (3) review status of prior goals/initiatives, if applicable, and discuss how to best share progress at workshop(s). This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

Component B: Pre-Workshop–Environmental Scanning

Stakeholder and Background Information Gathering

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving stakeholders to gain the input and perspective of organization members and others beyond the city government include interviews, focus groups, and an **optional** statistically significant community survey. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the city as a whole. The extent to which the listening component will be utilized will translate into the depth of data gathered, the time it will take to gather it, the analysis, and the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

Interviews are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a one on one or one on two level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input. A list of five to six key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the City of Morrison from each stakeholder’s unique vantage point.

Focus groups are also an interactive approach that assures broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on five to six discussion questions that highlight key areas of insight for the process. The advantages of focus groups are the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Like the interview approach, the aim of the



focus group sessions will be to gain a balanced and informed view of the city from each stakeholder's unique perspective. The ideal size for focus groups is approximately 12–15 participants, with sessions lasting 60-90 minutes.

Background Interviews and Focus Group Suggestions

Virtual and in-person options are available

➤ City Senior Staff and Leadership

Tier I: Organization Views

- City Administrator (one interview, 45-60 minutes)
- Mayor (one interview, 45-60 minutes)
- Aldermen (four interviews by Ward, 30-45 minutes each)
- Front-line and Mid-line Staff (*optional*, one focus group)

➤ Community Stakeholder Input

Tier II: Community Views and Perspectives

- Civic and Intergovernmental Institutions (e.g., secular community, non-profits, school district, etc.) (one focus group)
- Business Community (one focus group consisting of small, large, businesses, diversity of sectors)
- Invitational Resident (assisted by staff to include cross section of residents including age, gender, race, geography, residential tenure, etc.) (one focus group)

➤ Data Analysis and Thematic Summarization of Stakeholder Input

- Provide summary of themes and key issues/desires as expressed by stakeholder focus groups

(Optional) Random Sample/Statistically Significant Community Survey Assessment

This type of survey is the empirical gold standard for gathering quantitative views and data from key stakeholders. Cities experience changing expectations when it comes to gathering accurate input, feedback, and public opinions. The CGS survey research team's overall approach for conducting a community-wide survey includes questionnaire development, sample selection, pretest, data collection (including assistance with social media promotion of survey), data analysis, and a final report and presentation.

Community survey data and results will be provided in a separate summary report prior to the workshop to be added to the environmental scanning component of the process. Please note that while many project elements would be done simultaneously, a community survey component would add additional months to the overall timeline of the project, given the nature of survey research design, field work, data collection, and analysis. Approximate costs are provided in the budget section and a full proposal will be provided if this component is selected.

Component C: Strategic Planning Leadership Workshop(s)

Senior Staff and City Council Leadership Workshop Agenda

Six to seven contact hours needed, on average

- Mission Affirmation and Vision Review
 - Affirmation: what is our raison d'être or mission?
 - Review, affirm, or adjustments: what is our vision of the future for the city, the community?
 - Imagine the city five, 10, 15 years from now...
- Environmental Scanning—Strengths, Weaknesses, Opportunities, and Challenges (S.W.O.C.)
 - Presentation of summary of themes identified by stakeholder focus groups and interviews
 - Part 1: Small group S.W.O.C. warm-up exercise
 - Part 2: Large group S.W.O.C. analysis
 - Identify internal strengths and weaknesses
 - Identify external opportunities and challenges
- Group Goal Development
 - Presentation of prior goals' status or progress from prior planning initiatives by city staff (if applicable)
 - Short- and long-term goal development and discussion
 - Group goal classification

Agenda example options include:

- ✓ One weeknight (3:00 p.m.–9:00 p.m.)
- ✓ One weekday (9:00 a.m.–3:00 p.m.)
- ✓ Two weeknights (6:00 p.m.–9:00 p.m. each night), OR
- ✓ Saturday option (9:00 a.m.–3:00 p.m.)

Component D: Post-Workshop Follow Up

Elected Official Prioritization

- Goal refinement and consolidation as needed and development of strategic priority areas with city staff and the CGS project team
- Elected officials' goal prioritization process (via online ranking exercise)
 - Goal prioritization can also be done with all workshop participants if preferred
- Goal ranking survey results prepared and sorted by classification

Elected Official Goal Prioritization Process Overview

Following the classification exercise, the elected officials will be asked, through a post-workshop online exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each classification. The resulting consensus ranking of short- and long-term goals will be the outcome of this phase of the process.

Component E: Post-Workshop Implementation Review

Action Planning Launch

- Presentation of tools and techniques: implementation launch in the organization
- Operationalizing the goals–clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form and presented in person to the city council.

ESTIMATED RANGE OF COSTS

The base project cost, including all project components (A-E) is estimated to be between \$15,400-16,900. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel) for all phases of the base project, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop facilitation by a team of facilitators, and all related project expenses. The base cost does not include optional elements listed or added services requested by the city that would change the scope of services as described.

Project Phase/Element	Project Budget
• Component A: Pre-Workshop–Strategic Planning Readiness • Component B: Environmental Scanning /Community Input • Component C: Strategic Planning Workshop(s) • Component D: Post-Workshop Follow Up • Component E: Post-Workshop Action Planning Launch	
Total Base Cost	\$15,400 - \$16,900
OPTIONAL Statistically Significant Community Survey	\$5,500

*Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour, for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.

The city will be responsible for securing and reviewing meeting sites or coordinating online invites if virtual meetings are required with the NIU-CGS project team. The city will coordinate with NIU-CGS all

notices, invitations, postings, room setups, and refreshments for all workshops and project sessions. **The city should check with its legal counsel to make sure all meeting postings are consistent with any Open Meetings Act procedures.** The city will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals, supplies, and/or other ancillary logistical items.

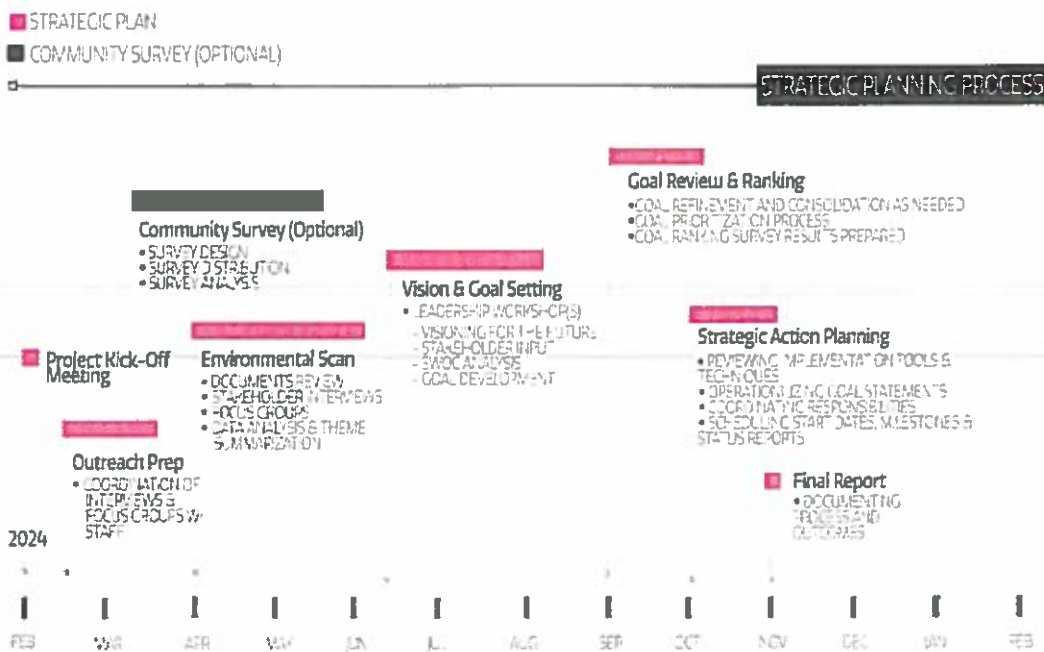
PROPOSED TIMELINE

The workshops and meetings for the 2024 strategic plan will be held on dates that are mutually convenient for both the city's participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is early 2024.

The completion date will be dependent on the scope of services selected, the timing and sequence of the various planning components, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion session(s), a six- to seven-hour strategic planning workshop(s), and a two-hour follow up session with the city administrator and staff or other leaders are included in the planned base project meeting activities.

CITY OF MORRISON PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



****Estimated duration**—dates are to be determined and are subject to the facilitator(s) and the city's project team's availability, progress of exercises, and return of requested data or decisions from the city. The timeline may vary based on optional and/or any additional components selected.



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1001 W. 10th St., Suite 100, Chicago, IL 60607-4400

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the City of Morrison, with a final scope of services, proposed fees, expenses, and terms will be prepared upon city approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

- | | |
|-------------------------------|-----------------------------------|
| 1. City of Rochelle, IL | 5. Village of North Aurora, IL |
| 2. Village of Elburn, IL | 6. Village of LaGrange, IL |
| 3. Hanover Township, IL | 7. Village of Western Springs, IL |
| 4. Village of Lincolnwood, IL | 8. City of Elmhurst, IL |

Contacts

- Jeff Fiegenschuh, City Manager, City of Rochelle, 815-562-2073, jfiegenschuh@rochelleil.us
- John Nevenhoven, Village Administrator, Village of Elburn, 630-365-5062, jnevenhoven@elburn.il.us
- James Barr, Township Administrator, Hanover Township, 630-837-0301, JBarr@hanover-township.org
- Anne Marie Gaura, Village Manager, Village of Lincolnwood, 847-745-4717, agaura@lwd.org
- Steve Bosco, Village Administrator, Village of North Aurora, 630-897-8228, sbosco@vil.north-aurora.il.us
- Andri Peterson, former Village Manager, Village of LaGrange, apeterson@villageofhinsdale.org, 708-789-7005
- Ellen Baer, Village Manager, Village of Western Springs, 708-246-1800 x128, ebaer@wsprings.com
- Jim Grabowski, City Manager, City of Elmhurst, 630-530-3010, james.grabowski@elmhurst.org

Additional strategic planning projects in Illinois led by Mel Henriksen, Dr. Kuhn or undertaken by CGS include the Villages of Libertyville, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of Rochelle, DeKalb, Dixon, Des Plaines, Geneva and St. Charles, and Streator in Illinois and Oak Creek, Monroe and Mequon, Wisconsin. Other organizations include IRMA, ILCMA, ILGFOA, IPELRA, the Naperville Park District, the DeKalb Park District, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., McHenry County, Winnebago County, Lake County, Livingston County, Peoria County, Dist. 99 Downers Grove H.S., Hanover Township, Schaumburg Township, Ela Township, as well as many other communities and units of government or governmental agencies.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 53 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM–FACILITATORS AND ANALYSTS

Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Assistant to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a master's degree in Public Policy, both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College, including strategic performance management and American government.

Jim Norris, Senior Public Management and Local Government Specialist. Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Master of Public Policy program at Northwestern University and the Master of Public Affairs program at Park College.

Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

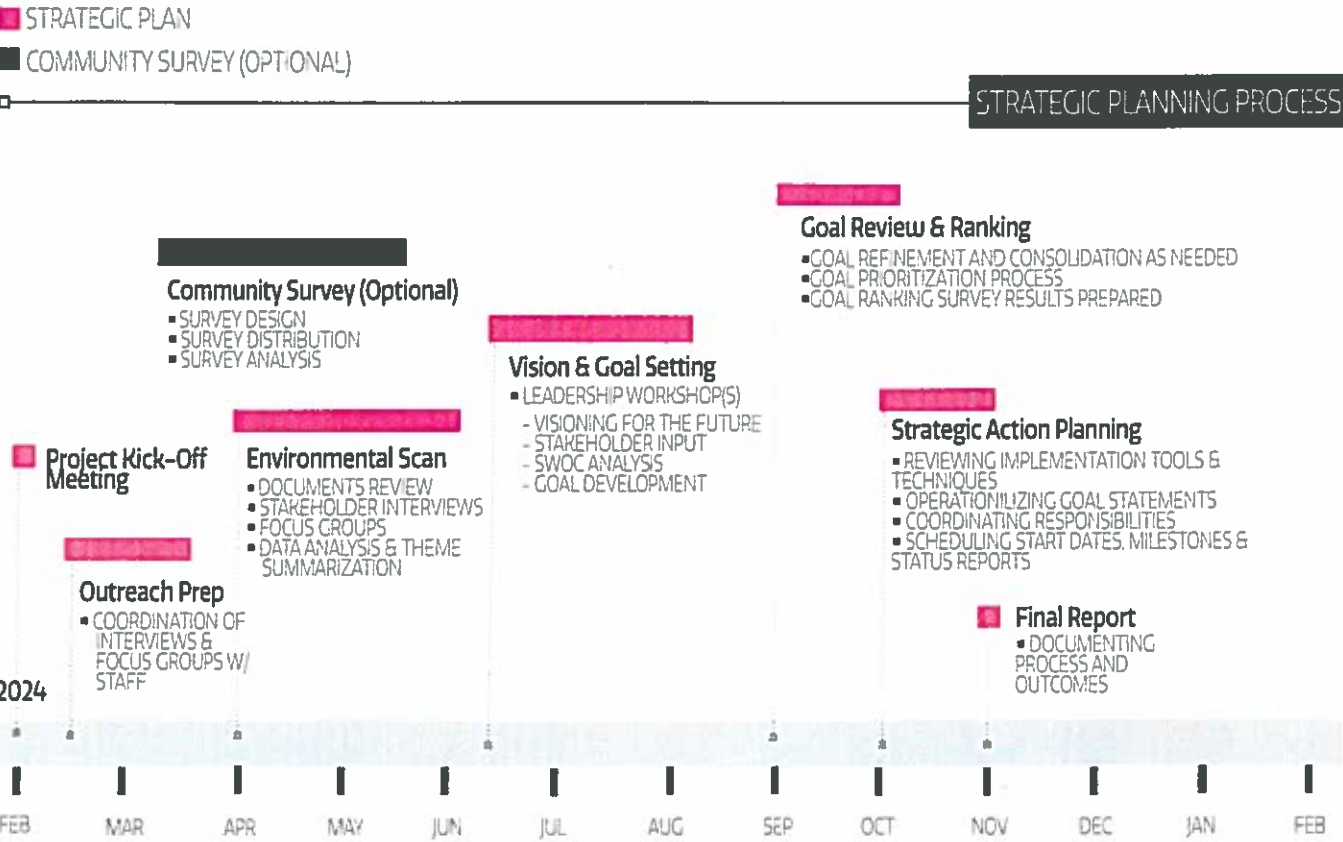
At CGS, Alli also works with the Associations Management team, serving as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). Alli also works with the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), and the American Planning Association's Illinois Chapter (APA-IL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics and strategic planning.

Other Project Staff and Support

Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

CITY OF MORRISON PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



**City of Morrison, Illinois
Project Planning**

STREETS

Updated: October 5, 2023

Street	Location	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027->	Funding Source
North Orange	North of Prospect	\$50,000								1% Sales Tax
Hazel	City Limits	\$50,000								1% Sales Tax
French Creek & Tech Dr			\$40,000							1% Sales Tax
Ash & Cedar	Along Curb/Apron w/ Repairs		\$100,000							MFT
Elm	& S Jackson Cut-De-Sac			\$200,000						MFT
Main - Downtown Project	Clinton to Orange				\$3,973,491					GO Bond 2021 & 1% Cemetery Tax
Grove Hill Cemetery Roads	Portions w/ High St Entry				\$115,000					1% Sales Tax
Badger/Klimstra/Greenwood					\$30,200					Rebuild IL Funds / MFT
South Cherry*	Wall to Winfield									Rebuild IL Funds / MFT
North Heaton*	30 to RR					\$379,400				Rebuild IL Funds / MFT
North Jackson*	30 to RR									Rebuild IL Funds / MFT
Genesee & Lincolnway	Intersection					TBD				1% Sales Tax / MFT
South Orange	Wall to Winfield							\$250,000		1% Sales Tax / MFT
South Genesee	Wall to Winfield							\$250,000		1% Sales Tax / MFT
North Jackson	30 to Hazel							\$250,000		1% Sales Tax / MFT
South Jackson	RR to Elm							\$300,000		1% Sales Tax / MFT
East Main (w/ Phase V)	Clinton to Jackson/Bartlett - Full Reconstruction							\$1,350,700		1% Sales Tax / MFT
West Main (w/ watermain)	Orange to Heaton - Full Reconstruction							\$1,093,000		1% Sales Tax / MFT
West Wall	Hall to Heaton/Northside Parking - Full Reconstruction							\$560,500		1% Sales Tax / MFT
Glenwood	All of							\$350,000		1% Sales Tax / MFT
Diamond Court	All of							\$150,000		1% Sales Tax / MFT
Winfield	Orange to Fairway Dr							\$250,000		1% Sales Tax / MFT
Crocker Bridge	Genesee Ct - Rock Creek							\$300,000		1% Sales Tax
French Creek to Sawyer	w/ Sawyer Rd Bridge								\$1,500,000	Shared (County)
South Heaton	RR to Wall (one block)								\$50,000	

* Street improvements for 2023. Priority established at Council Mtg on 11-28-22

City of Morrison, Illinois

Project Planning

WATER INFRASTRUCTURE

Updated: October 5, 2023

Phase	Project	Year	Cost	Description & Notes	Funding Source
I	Main St - Water Main	2021	\$1,154,744	A component of the Main Street Improvement Project. Also see Streets Worksheet - Main - Downtown Project	EPA Loan Loan# L173473
II	Water Meter Repl. & 30 to Wall Loop	2022	\$1,079,772	Upgrades water meters to eliminate the practice of collecting meter readings and allow City Hall to collect data with a wireless network. Also connects water main from Milnes Drive to West Wall Street.	EPA Loan 400k Forgiveness Loan# L173474
III	IL RT 78 - Water Main & Loops	2023	\$1,456,000	Water main infrastructure in coordination with IDOT's project to reconstruct IL RT 78 South. Water loops include Carolyn Dr to Jackson, Randall to Hilltop and Prairie View Ct to Genesee Ave.	EPA Loan 50% Forgiveness Loan# L173475
IV	Water Tower Well 4 & Loop Watermain - Larch	2024	\$1,772,000	Adds aeration to water tower, some work to fill pipe and adds a generator. Includes a water loop on Elm to Maple, which the City will complete. Watermain and loop Larch Street to Morris and Wall (ARPA Funds)	TBD ARPA Funds
V	East Main & Loop	2025	\$900,000	Completes and connects the 10" water main from new line at Main/Clinton to Jackson. Includes water loop for North Orange (Prospect) to North Genesee. Repairs/replaces the valves at Prospect & Orange.	TBD
	Solar Energy Infrastructure		TBD	Renewable energy options for city infrastructure. Energy Efficiency Study conducted 12-08-22	TBD
	West Main		\$605,000	Watermain connects Orange to Heaton with 8" line	TBD