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**Monday, March 02, 2015
5:30 PM**

CITY COUNCIL AGENDA

I. Call to Order

1. Roll Call
2. Pledge of Allegiance
3. Invocation

II. Approval of Minutes

Approval of February 17, 2015 City Council Meeting Minutes

III. Unfinished Business

IV. New Business

1. Proclamations and Recognitions
 - A. Proclamations
 - B. Mayor's Recognitions
2. Resolution Accepting the Bid and Authorizing the Execution of a Purchasing Order Furnishing Ammunition
3. Resolution Authorizing Agreement for Professional Services, DCC Marketing LLC, for Website Redesign
4. Resolution Accepting the Bid and Approving the Authorization of a Contract for Transfer House Structural Repairs, City Project 2013-27
5. Ordinance Amending City Code Chapter 41, Miscellaneous Street Regulations
6. Ordinance Amending City Code Chapter 28 Unlawful Discrimination
7. Consent Calendar: Items listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. If separate action is desired on any item, it will be removed from the Consent Calendar and considered separately.
 - A. Receiving and Filing of Minutes of Boards and Commissions
 - B. Resolution Authorizing Amendment to Lease - Dispatch Center

C. Resolution Authorizing Reciprocal Agreement on Exchange of Information between the City of Decatur and the State of Illinois Department of Revenue Regarding Sales Tax information

D. Resolution Authorizing Reciprocal Agreement on Exchange of Information between the City of Decatur and the State of Illinois Department of Revenue Regarding Telecommunications Tax information

8. Appearance of Citizens

Policy relative to Appearance of Citizens:

A 15 minute time period is provided for citizens to appear and express their views before the City Council. Each citizen who appears will be limited to 3 minutes. No immediate response will be given by City Council or City staff members.

9. Other Business

V. Recess to Study Session

Review of Neighborhood Improvement Fund Recommendations

Matter of a Local Option Motor Fuel Tax

VI. Recess to Closed Executive Session for the purpose of a discussion regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.

VI. Adjournment

CITY COUNCIL MINUTES
Tuesday, February 17, 2015

On Tuesday, February 17, 2015, the City Council of the City of Decatur, Illinois, met in Regular Meeting at 5:30 p.m., in the Council Chambers, One Gary K. Anderson Plaza, Decatur, Illinois. Mayor Michael T. McElroy presided; together with him being Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe and Dana M. Ray. Seven members were present. Mayor McElroy declared a quorum present.

Interim City Manager, Gregg Zientara, attended the meeting as well.

Mayor McElroy led the Pledge of Allegiance to the Flag.

The minutes of the meeting of February 2, 2015, were presented. Councilman Pat McDaniel moved the minutes be approved as written; seconded by Councilman Dana M. Ray, and on call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray and Mayor McElroy voted aye. The Mayor declared the motion carried.

This being the time set aside for unfinished business and there being no unfinished business, the Mayor proceeded to New Business. There were no Proclamations or Mayor's Recognitions. Sue Lawson, President of Coalition of Neighborhood Organizations, provided the following upcoming events: Cono Mayor and Council Candidate Forum February 24, 2015, meet and greet will begin at 5:30 p.m. with questions and answers at 6:00 p.m.; March 24, 2015, Cono Candidate Forum for Candidates Richland Community College and Decatur Park District meet and greet will begin at 5:30 p.m. with questions and answers at 6:00 p.m.; April Cono meeting will feature a representative from the Juvenile Justice Council and Ms. Lawson thanked the Mayor for the opportunity to address Council once a month during Council meetings.

R2015-12 Resolution Accepting the Bid of Dunn Company for the Purchase of Asphalt, was presented.

Councilman Larry W. Foster moved the Resolution do pass; seconded by Councilman Julie Moore-Wolfe. On call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

R2015-13 Resolution Accepting the Bid of Beelman Logistics LLC for the Purchase of Crushed Stone Aggregate, was presented.

Councilman Jerry J. Dawson moved the Resolution do pass; seconded by Councilman Patrick S. Laegeler. On call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

R2015-14 Resolution Accepting the Bid of Decatur Concrete Services, Inc., D/B/A Grohne Concrete, for the Purchase of Portland Cement Concrete, was presented.

Councilman Pat McDaniel moved the Resolution do pass; seconded by Councilman Jerry J. Dawson. On call of the roll, Councilmen Jerry J. Dawson, Larry W.

Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

R2015-15 Resolution Accepting the bid of Contractors Recycled Materials for the Purchase of Sand, was presented.

Councilman Jerry J. Dawson moved the Resolution do pass; seconded by Councilman Julie Moore-Wolfe. On call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

2015-05 Ordinance Vacating Public Right-of-Way 400 Block Ridge Avenue, was presented.

Councilman Dana M. Ray moved the Ordinance do pass; seconded by Councilman Julie Moore-Wolfe. On call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

Mayor Michael T. McElroy called for Consent Calendar Items A through B and asked if any Council member wished to have an item removed from Consent Calendar. Items A through B were approved by Omnibus Vote.

Councilman Pat McDaniel moved that Consent Calendar Items A through B be approved by Omnibus Vote; seconded by Councilman Jerry J. Dawson, and on call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor Michael T. McElroy voted aye. Mayor Michael T. McElroy declared the motion carried.

Receiving and Filing of Minutes of Boards and Commissions, and
R2015-16 Resolution Authorizing Action Regarding Unsafe Structures.

This being the time for Appearance of Citizens, the following appeared:

1. Paul W. McConnell II addressed Council regarding concerns and issues involving Administrative Court;
2. David Burkham thanked Council for withdrawal of pursuing an Advanced Life Support Ambulance through the Fire Department;
3. Russell Schulte expressed his appreciation to Councilman Larry Foster for the decisions he has made while on Council;
4. Floyd Wheeler addressed Council relating to an issue at the Mass Transit Center;
5. Josh Rohrscheib addressed Council regarding concerns and issues involving Administrative Court;
6. Jack Wilkerson addressed Council regarding City Code Chapter 56, Section 11 and a letter he received from the City's Neighborhood Service Inspector. His main concern involved the time period property owners have to comply by abating the violation and when letters are received by the property owner advising of a violation;
7. Tracy Sonner addressed Council regarding the process regarding Noise Ordinance violations; and

8. Sherry Procaroine expressed her appreciation for Council's withdrawal of pursuing the Advanced Life Support Service through the Decatur Fire Department.

Councilman Pat McDaniel moved to recess to study session for the Treasurer's Financial Report, a Review of the Neighborhood Improvement Fund, and an update on Minority Participation on Public Works Projects, City Employment and Purchasing; seconded by Councilman Larry W. Foster and on call of the roll, Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray and Mayor McElroy voted aye. The Mayor declared the motion carried.

Interim City Manager and Finance Department Director Gregg Zientara presented an overview of the Treasurer's Report.

There being no further business, Councilman Larry W. Foster moved the regular Council meeting be adjourned; seconded by Councilman Julie Moore-Wolfe, and on call of the roll Councilmen Jerry J. Dawson, Larry W. Foster, Patrick S. Laegeler, Pat McDaniel, Julie Moore-Wolfe, Dana M. Ray, and Mayor McElroy voted aye. The Mayor declared the Council meeting adjourned at 6:47 p.m.

Approved March ____, 2015
Linda M. Swartz
City Clerk

POLICE DEPARTMENT MEMORANDUM
Memorandum #15-08

To: Michael T. McElroy, Mayor
Gregg Zientara, Interim City Manager

From: Bradley L. Sweeney, Chief of Police

Subject: Ammunition Purchase

SUMMARY RECOMMENDATION: The purpose of this memorandum is to request the expenditure of funds to Kiesler Police Supply for ammunition pursuant to the attached bid summary.

BACKGROUND: The Decatur Police Department purchases firearm ammunition on an annual basis for routine handgun range training and qualification, patrol rifle range training and qualification, Emergency Response Team firearm training, recruit firearm training and for standard on-duty carry ammunition.

The purchase of ammunition is an annually budgeted expense. The actual delivery of ammunition which is ordered can be several months, depending on current supplies by the ammunition provider and national demand. Kiesler Police Supply was the lowest bidder for each specific ammunition type put out for bid. The TJ Conevera's Company provided an alternate ammunition brand, different from the bid specifications regarding the 5.56 MM 55gr FMJ, which was slightly lower in price per round. It is, however, not recommended by the Decatur Police Firearms Training Cadre to purchase the alternate brand of 5.56MM ammunition offered by TJ Conevera's Company. It is recommended to purchase all needed ammunition from Kiesler Police Supply, a total expended amount not to exceed \$45,000.00.

ATTACHMENTS: Bid Summary & Ammunition Order Specifics

POTENTIAL OBJECTIONS: None anticipated.

STAFF REFERENCE: Bradley L. Sweeney, Chief
424-2745, bsweeney@decaturil.gov

David T. Dickerson, Deputy Chief
424-2740, ddickerson@decaturil.gov

RESOLUTION NO. R2015 - _____

RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A PURCHASE ORDER
FURNISHING AMMUNITION
CITY PROJECT – 2015-04

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing ammunition, City Project 2015-04 presented herewith be, and it is hereby, received, and placed on file.

Section 2. That the bids of bidders shown in Exhibit A be accepted and purchase orders be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and the bidders for an amount not to exceed \$45,000.00.

PRESENTED AND ADOPTED THIS 2nd day of March, 2015.

Michael T. McElroy
MAYOR

ATTEST:

CITY CLERK

Project Name: Ammunition Project Number: 2015-04 Bid Date: February 5, 2015 Time: 4:00 p.m.					
	Description	QTY.	Unit	Unit Price	Total
	See Attached				
	No Bids:				
	Shore Galleries				

TOTAL

\$0.00

BID SUMMARY
Ammunition – February 5, 2015
2015-04

.45 auto 230 gr. FMJ

Kiesler Police Supply	.32/round
Ray O'Herron	.324/round
TJ Conevera's Inc.	.335/round

.40 auto 165 gr. FMJ

Kiesler Police Supply	.277/round
Ray O'Herron	.285/round
TJ Conevera's	No Bid

9mm Luger 115 gr. FMJ/Ball

Kiesler Police Supply	.213/round
Ray O'Herron	.258/round
TJ Conevera's	No Bid

5.56mm XM193, 55 gr., FMJ

TJ Conevera's	.314/round
Kiesler Police Supply	.346/round
Ray O'Herron	.352 round

.38 Cal +P 125 gr.

Kiesler Police Supply	.262/round
Ray O'Herron	.356/round
TJ Conevera's	No Bid

Remington .40 caliber 165 gr. Golden Saber Bonded

Kiesler Police Supply	.396/round
Ray O'Herron	No Bid
TJ Conevera's	No Bid

Exhibit A
Ammunition – 2015-04

Estimated No. of Rounds	Type	Vendor	Unit Price
55,000	.45 Auto 230 gr. FMJ	Kiesler Police Supply	\$.32/round
46,000	.40 Auto 165 gr. FMJ	Kiesler Police Supply	\$.277/round
2000	9mm Luger 115 gr. FMJ/Ball	Kiesler Police Supply	\$.213/round
30,000	5.56mm XM193, 55 gr. FMJ	Kiesler Police Supply	\$.346/round
2000	.38 Cal +P 125 gr.	Kiesler Police Supply	\$.262/round
4000	Remington .40 caliber 165 gr. Golden Saber Bonded	Kiesler Police Supply	\$.396/round

DEVELOPMENT SERVICES MEMORANDUM

No. 15-5

February 24, 2015

TO: Honorable Mayor Michael T. McElroy and City Council

FROM: Gregg Zientara, City Manager
Billy Tyus, Assistant City Manager

SUBJECT: Resolution Authorizing Agreement for Professional Services with DCC Marketing for web site redesign.

RECOMMENDATION: City staff recommends approval of the attached professional services agreement to redesign the City's web site

BACKGROUND: As you know, a city's web site can serve as a portal into the community both for city residents and for individuals, businesses and others interested in your community. In many cases it represents the first impression that interested parties get when researching a city. The City's current web site hasn't been upgraded since it was originally designed in 2007-2008 so we recently sought requests for qualifications for that work in an effort to enhance the user experience, simplify content management and provide better information and customer service to users. We received 6 responses and DCC Marketing of Decatur was chosen by an internal panel to be recommended for your consideration, scoring highest in five of the eight categories ranked and 11% higher than the second highest scoring firm. The company (dccmarketing.com) has an extensive portfolio of both marketing work and website development for both local and national companies including the Decatur Park District, Logan County Tourism, , the Kansas City Royals minor league affiliates, Bizou restaurant in Decatur (bizoudecatur.com), the University of Illinois College of Media (in development) Crayola and Decatur Memorial Hospital. The agreement is for a fee not to exceed \$30,000, which is in line with the cost for the type of work being requested.

STAFF REFERENCE: Additional questions can be forwarded to Billy Tyus at 217-424-2727 or btyus@decaturil.gov.

BUDGET & TIME IMPLICATIONS: Fee not to exceed \$30,000.

RESOLUTION NO. R_____

**RESOLUTION AUTHORIZING AGREEMENT
FOR PROFESSIONAL SERVICES
DCC MARKETING, LLC**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That the Agreement presented to the City Council herewith between the City of Decatur and DCC Marketing, LLC, regarding the professional services of various marketing, advertising and design services, be, and the same is hereby, received, placed on file and approved.

Section 2. That the Mayor and City Clerk be, and they are hereby, authorized and directed to sign, seal and attest said Agreement on behalf of the City of Decatur in an amount not to exceed \$30,000.00.

PRESENTED and ADOPTED this 2nd day of March, 2015.

MICHAEL T. MC ELROY, MAYOR

ATTEST:

CITY CLERK



Interactive [marketing] Agency



CONTRACT

This letter will serve as confirmation of the terms of the engagement of DCC Marketing, LLC ("DCC" or "us"), by City of Decatur ("you") in connection with various marketing and advertising services and certain other services that may be requested by you from time to time. During the Term, you agree that you will not engage any other individual (other than as an employee) or entity to perform the services contemplated under this agreement.

You agree to pay DCC a project fee not to exceed \$30,000 ("fee") for retention of time on services performed for the project scope detailed within the proposal. You agree to pay DCC in two installments of \$15,000 with the initial payment due upon commencement and remaining due upon completion. Any fee for time on services performed by DCC which exceeds the project scope will be billed on the final project invoice at the hourly rate of \$125/hour for services rendered. If these items become necessary, the costs associated will be quoted separately and mutually agreed upon in writing prior to implementation. These rates will remain fixed for the duration of this Contract. The pricing above reflects services for the design and development of the website including; graphic design, site mapping, web programming, basic optimization, and project management of the site development. Other costs associated with the site development that are **not included** in this price include: photography, royalty free images, web hosting (provided as a separate fee) and domain name registration and ongoing SEO. If these items become necessary, the costs associated will be quoted separately and mutually agreed upon in writing prior to implementation. If the scope of the site changes and/or features is added to the functionality of the site, DCC will provide a revised bid reflecting these changes.

Upon payment in full, you will be deemed to have a royalty free, non-exclusive, perpetual license in any and all of such intellectual property, other than our internal work papers and documents and any of our preexisting intellectual property (except to the extent incorporated into finished product). Since our work is creative in nature, you understand that elements of our work for you may be incorporated into work for our other clients.

Statements are usually rendered monthly, and payment is due upon receipt of each statement. DCC may charge interest equal to 1½% per month on the amount of any invoice more than 60 days past due.

DCC understands that you may be providing us with confidential information. We agree to safe keep that information using the industry standard that we use to safe keep our own confidential information and to not disclose that confidential information to anyone other than those of our officers, directors, employees, contractors and agents who need to know such information or as otherwise required by law. You agree that any confidential information or intellectual property that you provide us does not infringe any other individuals or entity's rights and agree to indemnify (Contract continued) us against any liability resulting from any such infringement. We will perform our services to the highest standard of care applicable to those services. Under no circumstances will either you or we be liable to the other for any indirect, incidental, special, consequential or punitive damages, including, without limitation, lost profits. If this letter accurately sets forth our agreement, please sign the copy of this letter and return it to me at your earliest convenience. **Thank you for the opportunity. We look forward to working with you!**

Submitted by:

DCC Marketing
Kara Demirjian, President

Accepted by: City of Decatur

Name _____ Title _____

Signature _____ Date _____

Invoicing:

Please select your method of billing preference.

☐ Email, to _____

☐ Mail, Attn To _____ Street _____ City _____ State _____ Zip _____

**Public Works Memorandum
NO. 2015-08**

DATE: February 20, 2015

TO: Honorable Mayor McElroy and City Council

FROM: Gregg D. Zientara, Interim City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Resolution Accepting the Bid and Approving the Authorization of a Contract for Transfer House Structural Repairs
City Project 2013-27

SUMMARY RECOMMENDATION:

It is recommended that the City Council approve the attached resolution accepting the bid and awarding the contract for the Transfer House Structural Repairs project, City Project 2013-27, to 4MC Corporation, as the lowest, responsible bidder in the amount of \$63,575, and that the Mayor be authorized to execute the contract, and the City Clerk to attest.

PRIOR COUNCIL ACTION:

March 5, 2007 – Council approved Resolution R2007-30 authorizing a contract with Otto Baum Company, Inc. to perform the Transfer House Renovation Project, City Project 2007-04, for an amount not to exceed \$482,600. This project replaced the roof tiles of the Transfer House.

BACKGROUND:

Failing Roof Structure

In 2013, City staff discovered that the two structural truss beams supporting the Transfer House roof were sagging. The City obtained the services of the Farnsworth Group of Bloomington, IL to review the transfer house roof support structure and recommend repairs. The Farnsworth Group has structural engineers and architects with experience in the restoration of historic structures and experience with the Transfer House.

While the review and design process proceeded, the Public Works Department installed temporary support columns under the two failing roof trusses to prevent further sagging which could lead to significant damage to the roof of the building.

A structural engineer with the Farnsworth Group evaluated the condition of the roof trusses and confirmed their weakened condition. The truss failure is caused by the age of the wood in the lower chord of the truss which has dried and lost tensile strength. Without repair, a significant dynamic load such as high winds or a heavy snow load could cause catastrophic failure of the roof. The temporary support columns reduce this possibility but permanent repairs are necessary.

Project Description

The repair of the Transfer House roof trusses consists of removing and replacing the lower wooden chord with a steel I-beam. In order to make the repair, it will be necessary to remove the existing HVAC system, the remaining interior wall structure, and all lighting fixtures. Because it is located directly under a truss, the building's electric circuit breaker box will be relocated to the east wall near the north east corner. Since the existing HVAC system is over 20 years old, not in working condition and not energy efficient, it will not be reinstalled.

The new steel I-beam will be covered by a wood surface so it has the appearance of a wood beam. The existing fluorescent light fixtures will be reinstalled along the bottom of the beam to provide illumination as needed.

No other interior finishing work is included in the Transfer House Structural Repair project.

Bidding

The project plans and specifications were prepared by the Farnsworth Group, Inc. The project was advertised on Wednesday, January 28, 2015, and bids were opened on Friday, February 20, 2015. The results for the letting are as follows:

<u>Bidder</u>	<u>Bid Price</u>	<u>Compared to Engineer's Est. Over (-Under)</u>
4MC Corporation	\$63,575.00	(-29.36%)
Otto Baum Company, Inc.	\$83,800.00	(-6.89%)
Engineer's Estimate	\$90,000.00	-----

Recommended Award

The City does not have project experience with the 4MC Corporation. They are a general contractor located in Argenta, Illinois. Five recent construction references were provided and contacted by City staff. All references indicated that 4MC was an excellent firm capable of performing the project. Staff recommends that the City Council approve a contract with 4MC Corporation to perform the Transfer House Structural Repair project.

SCHEDULE

The project is scheduled to begin in March and will be completed in June.

BUDGET/TIME IMPLICATIONS:

Budget Impact: Funding for this project is allocated in the Bond Fund. The recommended low bid amount is \$63,575.

Staffing Impact: Staff time has been allocated in the Capital Improvement Plan.

POTENTIAL OBJECTION: There are no known objections to this resolution and bid award.

INPUT FROM OTHER SOURCES: None

STAFF REFERENCE: Richard Marley, Public Works Director, and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

This memorandum was prepared by Matt Newell, P.E., City Engineer.

Attach: 2

cc: John E. Bishop, Jr., Farnsworth Group, Inc.
4MC Corporation
Otto Baum Company, Inc.

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE BID AND AUTHORIZING
THE EXECUTION OF A CONTRACT FOR
TRANSFER HOUSE STRUCTURAL REPAIRS
CITY PROJECT 2013-27**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
DECATUR, ILLINOIS:**

Section 1. That the tabulation of bids received for City Project 2013-27, Transfer House Structural Repairs project, and presented to the Council herewith, be received and placed on file.

Section 2. That the bid of 4mc Corporation, in the amount of \$63,575 be, and it is hereby, accepted and a contract awarded, accordingly.

Section 3. That the Mayor and City Clerk be, and they are hereby, authorized and directed to execute a contract between the City of Decatur, Illinois, and 4mc Corporation, for said plan, for their bid price of \$63,575.

PRESENTED and ADOPTED this 2nd day of March, 2015.

Michael T. McElroy, Mayor

ATTEST:

Linda M. Swartz, City Clerk

Project Name: Transfer House Structural Repairs Project Number: 2013-27 Bid Date: Friday, February 20, 2015 Time: 10:00 A.M. Fund: 2010 Project Fund Organization Code: 43434305 Object Code: 469902				Engineer's Estimate FARNSWORTH GROUP, INC. John E. Bishop, Jr. AIA, Leed AP BD+C Architectural Manager 200 W College Ave Suite 301 Normal, IL 61761 <u>jbishop@F-W.com</u>		4mc Corporation 8040 Jordan Road Argenta, IL 62501 Kenneth Comp Construction Manager PH. 217-795-4416 FAX: 217-795-4423 <u>kennycomp@4mccorp.com</u>		Otto Baum Company, Inc. 1788 Hubbard Ave Decatur, IL 62526 Craig R. Baum PH. 217-876-1000 FAX: 217-876-1014 Don Allen, Secretary <u>donallen@ottobaum.com</u>	
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Item No.	Pay Item	QTY	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	BASE BID	1	LSUM	\$65,000.00	\$65,000.00	\$38,575.00	\$38,575.00	\$58,800.00	\$58,800.00
2	CONTINGENCY ALLOWANCE	1	LSUM	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
	TOTAL BIDS (AS CORRECTED)				\$90,000.00		\$63,575.00		\$83,800.00
	Percent Over Under ENGINEER'S ESTIMATE						-29.36%		-6.89%



 Matthew C. Newell, P.E., City Engineer

2-20-15

 Date

COUNCIL INFORMATION MEMORANDUM
2015 - 06

DATE: February 26, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager
Billy Tyus, Assistant City Manager for Development Services

SUBJECT: Ordinance Amending City Code Chapter 41, Honorary Street Signs

RECOMMENDATION: City staff recommends approval of the attached amendment to the city code amending the city's Honorary Street Naming Program.

BACKGROUND: We have been working for some time now to better define the city's Honorary Street Sign Program. The goal of the program should be to honor individuals organizations, entities, and events that either had a significant lineage to the City or had a significant cultural, historical, or humanitarian impact on the City. The thought was that the program as currently structured wasn't specific enough as to how those qualifications might apply to individuals seeking honorary designations and we also felt that a more defined review process was needed.

Based upon the aforementioned needs and research on programs from other cities, we have come up with a preliminarily designed program that we feel more adequately supports the purpose of the program. Basic program rules/requirements would be as follows:

- Individuals or groups wishing to propose honorary street name designation will complete an application form and submit it to a panel consisting of one member each from neighborhood organizations, the city's Department of Development Services, the Decatur City Council, the Decatur Police Department and the community at large. Individual letters of support would be encouraged and attached to the application. An applicant would require an affirmative panel recommendation to be formally considered by the Decatur City Council or said requests could be forwarded based on requests by a majority of the Decatur City Council.
- Applicants would be required to provide details as to the proposed honoree's cultural, historical, humanitarian impact on the city, community lineage and an explanation of the honorees relationship to the requested honorary street location.
- Current city employees would not be eligible for an honorary street designation.
- The City would cause letters to be sent to residents and/or businesses in the vicinity of the proposed honorary designation in advance notifying them that an honorary designation has been proposed for their area and that they should continue using the regular street name in all correspondence. The letters would also encourage said residents and/or business owners to contact the city with questions.

STAFF REFERENCE: Additional questions can be forwarded to Billy Tyus at 217-424-2727 or btyus@decaturil.gov.

BUDGET & TIME IMPLICATIONS: None

ORDINANCE NO. _____
ORDINANCE AMENDING CITY CODE
- CHAPTER 41

- Miscellaneous Street Regulations -

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That Section 19 of Chapter 41 of the City Code of the City of Decatur, Illinois, be, and the same is hereby, modified and amended. Section 19, as amended, shall provide as follows:

19. HONORARY STREET SIGN PROGRAM - As a means to honor individuals, organizations, entities and events that have had a significant lineage to the City or a significant cultural, historical, or humanitarian impact on the community, the City of Decatur shall establish an Honorary Street Naming Sign program as described below. All honorary street name signs shall comply with the guidelines of this program and honorary street name signs shall not have the effect of changing platted street names or official addresses.

A) **Application Process** - Honorary street name designations shall be limited to individuals, organizations, entities and events that have had a significant lineage to or a cultural, historical or humanitarian impact on the City as determined by the Decatur City Council. An honoree must have a geographical relationship to the requested sign location, having either lived or worked or performed other actions or activities in the area deemed to have been important to the City of Decatur. Applicants shall be required to submit an application form to the City of Decatur's Development Services Department providing details as to the proposed honoree's lineage or cultural, historical or humanitarian impact on the city and an explanation of the honoree's relationship to the requested honorary street sign location as part of the application process. Applications shall be reviewed by a five (5) member panel consisting of one (1) member of the Decatur City Council, one (1) member from the Department of Development Services, one (1) member from an authorized city neighborhood organization, one (1) member from the Decatur Police Department and one (1) member appointed from the community at large. Applications will be forwarded to the Mayor and Decatur City Council and scheduled for a vote only upon an affirmative panel recommendation or if a majority of the Decatur City Council calls for it. The request will be considered "denied" upon a negative panel recommendation or if majority of the Decatur City Council does not call for an application to be brought forward within 30 days of said panel recommendation being issued. Current city employees are not eligible for an honorary street naming designation.

B) **Number of Signs** - The Decatur City Council will designate a maximum of five (5) honorary streets per year. If there is a street, or portion of a street (except intersecting streets), that has been designated with an honorary street name, no other such name shall be given to the street or section of street. The

city shall also have the ultimate authority to determine how many signs shall be placed in an area and how much of the street will be designated with an honorary name.

C) Cost - The person (s) or organization making the request shall be responsible for the cost of creating and installing the sign.

D) Duration - The City replaces street name signs on an approximate ten (10) year cycle. Honorary street name designations will be reviewed and considered by the City Council for continuation as new street name signs are being placed in the area.

E) Notification - The City shall cause letters to be sent to residents and/or businesses in the vicinity of the proposed honorary designation in advance notifying them that an honorary designation has been proposed for their area and that they should continue using the regular street name in all correspondence. The letters would also encourage said residents and/or business owners to contact the city with questions.

Section 2. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this 3rd day of March, 2015.

MIKE MCELROY, MAYOR

ATTEST:

CITY CLERK

ADDITIONS AND DELETIONS

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 41 of the City Code of the City of Decatur, Illinois, be, and the same is hereby, modified and amended by adding a new Section 19 thereto, and renumbering the current Sections 19 through 20 to Sections 20 through 21. Said new Section 19, shall provide as follows:

19 HONORARY STREET SIGN PROGRAM - As a means to honor ~~Decatur residents, either past or present, who have made significant contributions to the city as determined by the Decatur City Council and/or city staff,~~ **individuals, organizations, entities and events that have had a significant lineage to the City or a significant cultural, historical, or humanitarian impact on the community,** the City of Decatur shall establish an Honorary Street Naming Sign program as described below. All honorary street name signs shall comply with the guidelines of this program and honorary street name signs shall not have the effect of changing platted street names or official addresses.

A) Application Process - Honorary street name designation shall be limited to individuals, organizations, entities and events ~~of local significance to the City of Decatur~~ that have had a significant lineage to or a cultural, historical or humanitarian impact on the City as determined by the Decatur City Council. An honoree must have a geographical relationship to the requested sign location, having either lived or worked or performed other actions or activities in the area deemed to have been important to the City of Decatur. Applicants shall be required to submit an application form to the City of Decatur's Development Services Department providing details as to the proposed honoree's lineage or cultural, historical or humanitarian impact on the city and an explanation of the honoree's relationship to the requested honorary street sign location as part of the application process. Applications shall be reviewed by a five (5) member panel consisting of one (1) member of the Decatur City Council, one (1) member from the Department of Development Services, one (1) member from an authorized city neighborhood organization, one (1) member from the Decatur Police Department and one (1) member appointed from the community at large. Applications will be forwarded to the Mayor and Decatur City Council and scheduled for a vote only upon an affirmative panel recommendation or if a majority of the Decatur City Council calls for it. The request will be considered "denied" upon a negative panel recommendation or if majority of the Decatur City Council does not call for an application to be brought forward within 30 days of said panel recommendation being issued. Current city employees are not eligible for an honorary street naming designation. ~~Petitions signed by no less than 75 residents shall accompany requests. Said requests would then be forwarded to the Mayor and City Council and scheduled for a vote if a majority of the Decatur City Council calls for it~~

~~either during the “other business” portion of a regular meeting or by contacting the city manager. The City Manager, mayor and/or two council members may also forward a request to the council in the absence of a petition and a majority of the council would have to call for the request to be voted upon for the issue to be considered. The request will be considered “denied” if a majority of the Decatur City Council does not call for it to be brought forward within 30 days of the submission of the request or if a majority of the council were to vote “no” when the request is brought forward for a vote.~~

FINANCIAL MANAGEMENT DEPARTMENT
#2015 - 03

DATE: February 24, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager

SUBJECT: Ordinance Approving City Code Addition in Chapter 28, Unlawful Discrimination, Addressing the Matter of Minority Participation Goals for Public Works Contracts

SUMMARY RECOMMENDATION:

It is recommended that the City Council approve the attached ordinance which shall create an addition to City Code Chapter 28, Unlawful Discrimination.

BACKGROUND:

This ordinance will establish City Policy to encourage a diverse workforce for all public projects, whereby the City will establish goals for participation by Minority Business Enterprises ("MBE") and minority workers for public works contracts.

The ordinance sets out the objectives of the minority participation goals to include:

- Ensuring non-discrimination in the award and administration of City public works contracts;
- Encourages a level playing field on which MBE and minority workers can compete fairly for public works contracts;
- Helping to remove barriers to the participation of MBE and minority workers in City public works contracts;
- Promotes the use of MBE and minority workers in City public works projects;
- Ensuring minority participation goals are narrowly tailored in accordance with applicable law;
- Providing appropriate flexibility to contractors in establishing and providing opportunities for MBE and minority workers

The ordinance further establishes definitions of "Minorities" and "Minority Business Enterprise, MBE) in accordance with and as defined in the Illinois Business Enterprise for Minorities, Female and Persons with Disabilities Act, 30 ILCS 575/2.

The ordinance further defines minority participation goals in public projects, including,

- Ten (10) percent of the total dollar amount of the contract should be performed by MBE if subcontracting opportunities are available, and
- Eighteen (18) percent of the total hours worked should be performed by minority workers

Contractors shall provide evidence of meeting the City's minority participation goals as directed and required by the Public Works Director or provide evidence that the contractor has made a good-faith effort to meet the goals. Good faith efforts are defined within the ordinance.

Administration of this ordinance shall rest with the Public Works Director, or designee, who shall administer and enforce this article, and monitor contractors over contract duration to ensure compliance with this article.

Penalties shall exist if a contractor fails to meet the City's minority participation goals and fails to provide evidence of a good faith effort to meet such goals.

The ordinance includes language to define requests for wavier of the City's minority participation goals, including evidence of good faith efforts to secure participation by MBE and minority workers.

POTENTIAL OBJECTION:

There are no known objections to this ordinance request.

INPUT FROM OTHER SOURCES:

No input from other sources.

STAFF REFERENCES:

Gregg D. Zientara, Interim City Manager
Ms. Wendy L. Morthland, Corporation Counsel

BUDGET/TIME IMPLICATIONS:

None

ORDINANCE NO. _____

**ORDINANCE AMENDING CITY CODE
- CHAPTER 28 –
- UNLAWFUL DISCRIMINATION –**

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That a new Article 10 of Chapter 28 of the City Code of the City of Decatur, Illinois, titled Minority Participation Goals for Public Works Contracts, shall provide as set forth on Exhibit A attached hereto and hereby made a part hereof.

Section 2. That the current Article 10 of said Chapter 28, titled General Provisions, be and is hereby renumbered Article 11.

Section 3. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this 2nd day of March, 2015.

MICHAEL T. McELROY, MAYOR

ATTEST:

CITY CLERK

PUBLISHED this _____ day of _____, 2015.

CITY CLERK

ARTICLE 10: MINORITY PARTICIPATION GOALS FOR PUBLIC WORKS CONTRACTS.

SECTION 10-1. POLICY: The City of Decatur encourages a diverse workforce for all public projects. Toward that end, the City establishes goals for participation by Minority Business Enterprises (MBE) and minority workers for public works contracts. The objectives of the minority participation goals include:

A. Ensuring non-discrimination in the award and administration of City public works contracts;

B. Encouraging a level playing field on which MBE and minority workers can compete fairly for City public works contracts;

C. Helping to remove barriers to the participation of MBE and minority workers in City public works contracts;

D. Promoting the use of MBE and minority workers in City public works projects;

E. Ensuring the minority participation goals are narrowly tailored in accordance with applicable law;

F. Providing appropriate flexibility to contractors in establishing and providing opportunities for MBE and minority workers;

SECTION 10-2. DEFINITIONS:

A. MINORITY: For purposes of this Article, the City hereby adopts and incorporates by reference “minority person” as defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2.

B. MINORITY BUSINESS ENTERPRISE (MBE): A business that is owned and controlled by minorities. There must be not less than 51 percent minority ownership of the business, and the minority ownership must control the management and daily operations of the business.

SECTION 10-3. MINORITY PARTICIPATION GOALS IN PUBLIC PROJECTS.

A. Contractors for City projects shall make a good faith effort to comply with the following minimum goals: (1) Ten (10) percent of the total dollar amount of the contract should be performed by Minority Business Enterprises if subcontracting opportunities are available; and (2) Eighteen (18) percent of the total hours worked should be performed by minority workers.

B. Subcontracting is not required for a City project. If a subcontractor is used, the contractor shall make a good faith effort to meet the City's minority participation goals.

C. A contractor shall provide evidence of meeting the City's minority participation goals as directed and required by the Public Works Director or provide evidence that it made a good-faith effort to meet the goals.

D. A good faith effort means the contractor took reasonable and necessary steps to achieve the minority participation goals. Good faith means the contractor actively and aggressively sought participation by MBE or minority workers. The City shall consider the quality, quantity and intensity of efforts made by a contractor.

E. Evidence of a good-faith effort includes, but is not limited to, as appropriate:

(i) Soliciting through all reasonable and available means the interest of MBE and minority workers;

(ii) Outreach and recruitment efforts of MBE and minority workers;

(iii) Packaging requirements, when feasible, into tasks or quantities that permit maximum participation from MBE and minority workers;

(iv) Providing interested MBE and firms that employ minority workers with adequate information about the bidding process, adequate time to respond and assistance in responding to a solicitation;

(v) Negotiating in good faith with MBE and firms that employ minority workers;

(vi) Assisting interested MBE and firms that employ minority workers in obtaining bonding, lines of credit or insurance;

(vii) Assisting interested MBE and firms that employ minority workers in obtaining necessary equipment, supplies or materials;

(viii) Seeking services from available minority community organizations; minority contractors' groups, minority business assistance offices and other organizations, as appropriate, to provide assistance in recruiting MBE and minority workers;

(ix) If an MBE or a firm that employs minority workers is rejected, providing sound reasons for rejection based on a thorough investigation of the firm;

(x) Providing payroll records or other evidence showing the percentage of minority workers employed on the project or the percentage of project hours completed by minority workers;

(xi) All other good faith efforts or evidence of due diligence to meet the City's minority participation goals.

F. The minority participation goals shall be reviewed annually by the City Manager or his designee. Any changes of the goals shall require a majority vote by Decatur City Council.

SECTION 10-4. PROGRAM ADMINISTRATION:

A. The Public Works Director, or his designee, shall:

(i) Administer and enforce the provisions of this Article;

(ii) Monitor, track and report on contractors over the contract duration to ensure compliance with this Article.

SECTION 10-5. PENALTIES:

A. If a contractor fails to meet the City's minority participation goals and fails to provide evidence of a good faith effort to meet the goals, the Public Works Director or his designee may, as appropriate:

(i) Order immediate corrective action, as appropriate and practicable, to meet the minority participation goals or to show a good faith effort toward meeting the goals;

(ii) Assess a fine or penalty not to exceed \$2,000 for each offense, and each day on which a violation occurs or continues shall be considered a separate offense;

(iii) Withhold the fine or penalty assessed from the unpaid portion of the contract;

(iv) Order that the contractor will not be considered a responsive responsible bidder for future City projects until the contractor provides evidence of making a good faith effort toward meeting the City's minority participation goals.

SECTION 10-6. APPEALS: The penalty assessed by the Public Works Director or his designee shall be appealable to the City's Human Relations Commission.

SECTION 10-7. WAIVER:

A. If a contractor does not or cannot meet the City's minority participation goals for contracts, it may seek in writing a waiver. The waiver request shall include, as appropriate:

(i) Evidence of the contractor's good faith efforts to secure participation by MBE and minority workers;

(ii) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

B. The Public Works Director or his designee may, at his or her discretion, waive the minority participation goals upon finding:

(i) The project is essential for city operations;

(ii) Emergency circumstances require a waiver;

(iii) Evidence of a good faith effort by the contractor;

(iv) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

ADDITIONS AND DELETIONS

ARTICLE 10: MINORITY PARTICIPATION GOALS FOR PUBLIC WORKS CONTRACTS.

SECTION 10-1. POLICY: The City of Decatur encourages a diverse workforce for all public projects. Toward that end, the City establishes goals for participation by Minority Business Enterprises (MBE) and minority workers for public works contracts. The objectives of the minority participation goals include:

A. Ensuring non-discrimination in the award and administration of City public works contracts;

B. Encouraging a level playing field on which MBE and minority workers can compete fairly for City public works contracts;

C. Helping to remove barriers to the participation of MBE and minority workers in City public works contracts;

D. Promoting the use of MBE and minority workers in City public works projects;

E. Ensuring the minority participation goals are narrowly tailored in accordance with applicable law;

F. Providing appropriate flexibility to contractors in establishing and providing opportunities for MBE and minority workers;

SECTION 10-2. DEFINITIONS:

A. MINORITY: For purposes of this Article, the City hereby adopts and incorporates by reference “minority person” as defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2.

B. MINORITY BUSINESS ENTERPRISE (MBE): A business that is owned and controlled by minorities. There must be not less than 51 percent minority

ownership of the business, and the minority ownership must control the management and daily operations of the business.

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A. Contractors for City projects shall make a good faith effort to comply with the following minimum goals: (1) Ten (10) percent of the total dollar amount of the contract should be performed by Minority Business Enterprises if subcontracting opportunities are available; and (2) Eighteen (18) percent of the total hours worked should be performed by minority workers.

B. Subcontracting is not required for a City project. If a subcontractor is used, the contractor shall make a good faith effort to meet the City's minority participation goals.

C. A contractor shall provide evidence of meeting the City's minority participation goals as directed and required by the Public Works Director or provide evidence that it made a good-faith effort to meet the goals.

D. A good faith effort means the contractor took reasonable and necessary steps to achieve the minority participation goals. Good faith means the contractor actively and aggressively sought participation by MBE or minority workers. The City shall consider the quality, quantity and intensity of efforts made by a contractor.

E. Evidence of a good-faith effort includes, but is not limited to, as appropriate:

(i) Soliciting through all reasonable and available means the interest of MBE and minority workers;

(ii) Outreach and recruitment efforts of MBE and minority workers;

(iii) Packaging requirements, when feasible, into tasks or quantities that permit maximum participation from MBE and minority workers;

(iv) Providing interested MBE and firms that employ minority workers with adequate information about the bidding process, adequate time to respond and assistance in responding to a solicitation;

(v) Negotiating in good faith with MBE and firms that employ minority workers;

(vi) Assisting interested MBE and firms that employ minority workers in obtaining bonding, lines of credit or insurance;

(vii) Assisting interested MBE and firms that employ minority workers in obtaining necessary equipment, supplies or materials;

(viii) Seeking services from available minority community organizations; minority contractors' groups, minority business assistance offices and other organizations, as appropriate, to provide assistance in recruiting MBE and minority workers;

(ix) If an MBE or a firm that employs minority workers is rejected, providing sound reasons for rejection based on a thorough investigation of the firm;

(x) Providing payroll records or other evidence showing the percentage of minority workers employed on the project or the percentage of project hours completed by minority workers;

(xi) All other good faith efforts or evidence of due diligence to meet the City's minority participation goals.

F. The minority participation goals shall be reviewed annually by the City Manager or his designee. Any changes of the goals shall require a majority vote by Decatur City Council.

SECTION 10-4. PROGRAM ADMINISTRATION:

A. The Public Works Director, or his designee, shall:

(i) Administer and enforce the provisions of this Article;

(ii) Monitor, track and report on contractors over the contract duration to ensure compliance with this Article.

SECTION 10-5. PENALTIES:

A. If a contractor fails to meet the City's minority participation goals and fails to provide evidence of a good faith effort to meet the goals, the Public Works Director or his designee may, as appropriate:

(i) Order immediate corrective action, as appropriate and practicable, to meet the minority participation goals or to show a good faith effort toward meeting the goals;

(ii) Assess a fine or penalty not to exceed \$2,000 for each offense, and each day on which a violation occurs or continues shall be considered a separate offense;

(iii) Withhold the fine or penalty assessed from the unpaid portion of the contract;

(iv) Order that the contractor will not be considered a responsive responsible bidder for future City projects until the contractor provides evidence of making a good faith effort toward meeting the City's minority participation goals.

SECTION 10-6. APPEALS: The penalty assessed by the Public Works Director or his designee shall be appealable to the City's Human Relations Commission.

SECTION 10-7. WAIVER:

A. If a contractor does not or cannot meet the City's minority participation goals for contracts, it may seek in writing a waiver. The waiver request shall include, as appropriate:

(i) Evidence of the contractor's good faith efforts to secure participation by MBE and minority workers;

(ii) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

B. The Public Works Director or his designee may, at his or her discretion, waive the minority participation goals upon finding:

(i) The project is essential for city operations;

(ii) Emergency circumstances require a waiver;

(iii) Evidence of a good faith effort by the contractor;

(iv) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

ARTICLE 10 11. GENERAL PROVISIONS. ...

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
January, 06, 2015

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 12:08 P.M.

PRESENT: CHAIRMAN Robyn McCoy
VICE-CHAIRMAN Jerry Taylor
COMMISSIONER Lori Donley
SECRETARY French Wilson
PERSONNEL SPECIALIST Penny Frank
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: COMMISSIONER Tony Wilkins

The Minutes of the November 25, 2014 regular meeting were presented. Commissioner Donley moved that the November 25, 2014 minutes be approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Donley, McCoy, and Taylor voted aye. Secretary Wilson declared the motion carried.

Commissioner Taylor moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Donley, and upon call of the roll, Commissioners McCoy, Donley, and Taylor voted aye. Secretary Wilson declared the motion carried.

Commissioner Taylor moved to recess to Open Session, seconded by Commissioner Donley, and upon call of the roll, Commissioners Donley, Taylor, and McCoy voted aye. Secretary Wilson declared the motion carried.

Commissioner McCoy called for Unfinished Business

Authorization Request to Approve Final Scores and Eligible Register for Service Worker, Commissioner Donley moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Donley, McCoy, and Taylor voted aye. Secretary Wilson declared the motion carried.

Authorization Request to Approve Final Scores and Promotional Register for Fire Inspector, Commissioner Taylor moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Donley, and upon call of the roll, Commissioners Taylor, Donley, and McCoy voted aye. Secretary Wilson declared the motion carried.

CIVIL SERVICE COMMISSION
OPEN SESSION MINUTES
January 6, 2015
Page 2

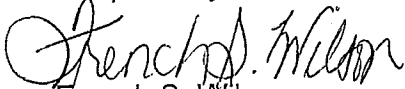
Commissioner McCoy called for New Business:

Personnel Actions

Commissioner Donley moved that the appointments, promotions, written reprimands, paid administrative leave, civil service status, leave of absence requests, resignations, and retirements be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners, McCoy, Donley, and Taylor voted aye. Secretary Wilson declared the motion carried.

There being no further business, Commissioner Taylor moved to adjourn the meeting, seconded by Commissioner Donley, and upon call of the roll, Commissioners Taylor, Donley, and McCoy voted aye. Acting Secretary Frank declared the meeting adjourned at 12:22 P.M.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "French S. Wilson".

French S. Wilson
Secretary

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
November 25, 2014

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 1:10 P.M.

PRESENT: CHAIRMAN Robyn McCoy
VICE-CHAIRMAN Jerry Taylor
COMMISSIONER Tony Wilkins
PERSONNEL SPECIALIST / ACTING SECRETARY Penny Frank
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: COMMISSIONER Lori Donley
SECRETARY French Wilson

The Minutes of the November 4, 2014 regular meeting were presented. Commissioner Taylor moved that the November 4, 2014 minutes be approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, McCoy, and Taylor voted aye. Acting Secretary Frank declared the motion carried.

Commissioner Wilkins moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Taylor, and upon call of the roll, Commissioners McCoy, Wilkins, and Taylor voted aye. Acting Secretary Frank declared the motion carried.

Commissioner Taylor moved to recess to Open Session, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Taylor, and McCoy voted aye. Acting Secretary Frank declared the motion carried.

Commissioner McCoy called for Unfinished Business

Authorization Request to Approve Final Scores and Eligible Register for Police Patrol Officer, Commissioner Taylor moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, McCoy, and Taylor voted aye. Acting Secretary Frank declared the motion carried.

Commissioner McCoy called for New Business:

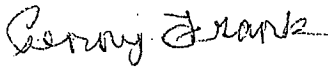
Authorization Request to Approve Job Announcement and Establish Eligible Register for Water Customer Service Representative, Commissioner Taylor moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Taylor, and McCoy voted aye. Acting Secretary Frank declared the motion carried.

Personnel Actions

Commissioner Wilkins moved that the appointment, oral reprimand, suspension, paid administrative leave, leave of absence requests, resignation, and retirement be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners, McCoy, Wilkins, and Taylor voted aye. Acting Secretary Frank declared the motion carried.

There being no further business, Commissioner Wilkins moved to adjourn the meeting, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Taylor, Wilkins, and McCoy voted aye. Acting Secretary Frank declared the meeting adjourned at 1:25 P.M.

Respectfully Submitted,



Penny Frank
Acting Secretary

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES

November 04, 2014

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 12:07 P.M.

PRESENT: VICE-CHAIRMAN Jerry Taylor
COMMISSIONERS Tony Wilkins and Lori Donley
SECRETARY French Wilson
PERSONNEL SPECIALIST Penny Frank
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: CHAIRMAN Robyn McCoy

The Minutes of the October 07, 2014 regular meeting were presented. Commissioner Taylor moved that the October 07, 2014 minutes be approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Donley, and Taylor voted aye. Secretary Wilson declared the motion carried.

Commissioner Wilkins moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Donley, Wilkins, and Taylor voted aye. Secretary Wilson declared the motion carried.

Commissioner Taylor moved to recess to Open Session, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Taylor, and Donley voted aye. Secretary Wilson declared the motion carried.

Commissioner Donley called for New Business:

Authorization Request to Approve Job Announcement and Establish Register for Service Worker, Commissioner Taylor moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Wilkins, Taylor, and Donley voted aye. Secretary Wilson declared the motion carried.

Authorization Request to Approve Job Announcement and Establish Register for Library Assistant Full-Time, Commissioner Wilkins moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Wilkins, Taylor, and Donley voted aye. Secretary Wilson declared the motion carried.

CIVIL SERVICE COMMISSION
OPEN SESSION MINUTES
November 04, 2014
Page 2

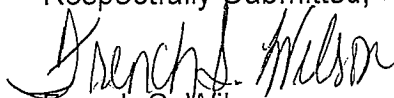
Authorization Request to Approve Job Announcement and Establish Register for Emergency Communications Specialist, Commissioner Wilkins moved that the Authorization Request be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners Wilkins, Donley, and Taylor voted aye. Secretary Wilson declared the motion carried.

Personnel Actions

Commissioner Wilkins moved that the appointments, written reprimands, civil service status requests, leave of absence requests, resignations, and retirements be received, placed on file, and approved, seconded by Commissioner Taylor, and upon call of the roll, Commissioners, Donley, Wilkins, and Taylor voted aye. Secretary Wilson declared the motion carried.

There being no further business, Commissioner Taylor moved to adjourn the meeting, seconded by Commissioner Wilkins, and upon call of the roll, Commissioners Taylor, Wilkins, and Donley voted aye. Secretary Wilson declared the meeting adjourned at 12:20 P.M.

Respectfully Submitted, .



French S. Wilson

Secretary

MEMORANDUM

TO: Michael T. McElroy, Mayor and City Council Members

FROM: Gregg Zientara, Interim City Manager

DATE: February 20, 2015

SUBJECT: Resolution Authorizing Amendment to Lease – Dispatch Center

It is recommended that the City Council approve the Resolution authorizing an amendment to the original Lease with the Decatur Public Building Commission regarding the lease of space occupied by the Dispatch Center in the Law Enforcement Center.

On April 21, 2014, Council approved a Lease with the Decatur Public Building Commission for said space occupied by the Dispatch Center. The Amendment to the Lease before Council redefines only the term of the Lease. The term set forth in the original Lease commenced June 7, 2014 and will terminate June 6, 2015. The Amended Lease will extend the term from June 7, 2015 through December 31, 2015. All other sections of the Lease dated April 21, 2014, remain the same.

RESOLUTION NO. R2015-_____

RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT TO LEASE
- DISPATCH CENTER -

BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That the Amendment to the Lease presented to the Council herewith between the City of Decatur and the Decatur Public Building Commission regarding the lease by the City of Decatur of the space occupied by the Dispatch Center in the Law Enforcement Center, be, and the same is hereby, received, placed on file and approved.

Section 2. That the Mayor and the City Clerk be, and they are hereby, authorized and directed to sign, seal and attest to said Amendment to Lease on behalf of the City.

PRESENTED AND ADOPTED THIS 2ND Day of March, 2015.

MICHAEL T. MCELROY, MAYOR

ATTEST:

CITY CLERK

AMENDMENT TO LEASE

The City of Decatur (City) and the Decatur Public Building Commission (Commission) amend their Lease for the Dispatch Center in the Law Enforcement Center so that Section B Term and Rent shall read as follows:

B. The term of this Lease began on June 7, 2014, and will end on December 31, 2015, with an annual rental of Thirty-one Thousand Seven Hundred Sixty-five Dollars (\$31,765.00) to be paid in monthly installments of Two Thousand Six Hundred Forty-seven and 08/100ths Dollars (\$2,647.08), with the first payment due on June 7, 2014 and the succeeding payments due on the first day of each month thereafter. Either City or Commission may terminate the lease by giving sixty (60) days notice prior to the termination date.

DECATUR PUBLIC BUILDING COMMISSION
MACON COUNTY, ILLINOIS

(SEAL)

ATTEST

Secretary

By

Chairman

CITY OF DECATUR, MACON COUNTY,
ILLINOIS

By

Mayor

ATTEST

City Clerk

LEASE

THIS LEASE AGREEMENT is made between the City of Decatur, Illinois (City) and the Decatur Public Building Commission (Commission).

SECTION A. Leased Premises

Commission leases to City that portion of the Law Enforcement Center, 333 South Franklin Street, Decatur, Illinois known as the Dispatch Center, consisting of Rooms 146, 147, 148 and 150.

SECTION B. Term and Rent

The term of this lease is one (1) year beginning June 7, 2014 and ending June 6, 2015, with an annual rental of Thirty-one Thousand Seven Hundred Sixty-five Dollars (\$31,765.00) to be paid in monthly installments of Two Thousand Six Hundred Forty-seven and 08/100ths Dollars (\$2,647.08), with the first payment due on June 7, 2014 and the succeeding payments due on the first day of each month thereafter. Either City or Commission may terminate the lease by giving sixty (60) days notice prior to the termination date.

SECTION C. Operation and Maintenance

The rent to be paid by the City includes amounts to cover maintenance and operation expenses which shall be deemed to include, but not to the exclusion of other items not herein specified, elevator service, lights, water, electricity, heat, air conditioning, janitor, caretaking and custodial service, and repairs to the interior or exterior, rather structural or non structural. However, any repairs necessitated by the carelessness, omission, neglect, or improper conduct of the City, their servants, employees or agents, shall be made at the expense of the City.

Except as provided in the paragraph immediately above, the City shall be responsible for the maintenance, operation, upkeep and safekeeping of the leased premises and shall undertake the cost of such maintenance, operation, upkeep and safekeeping, all at the expense of the City and without right of reimbursement from the Commission. The City shall not make any substantial structural improvements to the leased premises without the prior written consent of the Commission.

City shall indemnify, keep and save harmless the Commission, its agents, officials, and employees against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses which may in any way accrue against the Commission because of the acts or omissions of the City, its agents, officials, employees or invitees.

SECTION D. Assignment

Neither City nor Commission may assign its interest in this lease agreement without the prior written approval of the other party.

SECTION E. Miscellaneous

A. This Lease shall inure to the benefit of and be binding upon the respective parties hereto, their successors and assigns.

B. The Commission shall have access into, through and upon the leased premises at all reasonable times for the purpose of inspecting the premises, such inspection to be pursuant to reasonable notice and to be made at reasonable times so as to minimize any interference with the use being made by the City in its use of the leased premises.

C. Amendments hereof shall be made upon the written agreement of the City and the Commission.

D. This Lease may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement, and shall become binding when one or more counterparts have been signed by each of the parties and delivered to the other party.

E. Any notice necessary or proper to be given to any of the parties hereto may be served on the Commission by delivering such notice to the Chairman, Secretary or Manager of the Commission, and to the City by delivering such notice to the City Manager or the City Clerk by depositing a duly executed copy in the United States mail by registered or certified mail.

Service by such mailing shall be deemed sufficient if addressed to the Commission or the City at such address as the Commission or the City may have last furnished each other in writing until a different address shall be so furnished by mailing the same as aforesaid addressed as the case may be as follows:

Chairman, Decatur Public Building Commission
141 South Main Street
Decatur, Illinois 62523

City Manager, City of Decatur
#1 Gary K. Anderson Plaza
Decatur, Illinois 62523

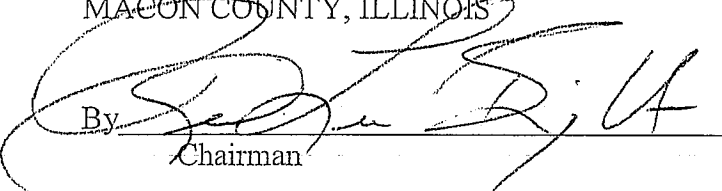
F. In the event any covenant or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant or provision shall in no way affect any other covenant or provision herein contained.

IN WITNESS WHEREOF, the Decatur Public Building Commission, Macon County, Illinois, by its Commissioners, has authorized that this Lease be signed in its name by its Chairman and be attested by the Secretary of the Commission, and the City,

by authority of its Council, has authorized that this Lease be signed in its name by the Mayor of the City and be attested by the City Clerk.

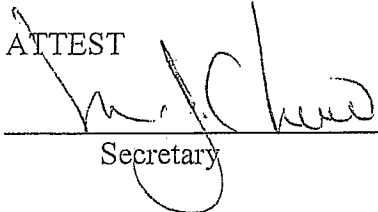
(SEAL)

DECATUR PUBLIC BUILDING COMMISSION
MACON COUNTY, ILLINOIS

By 
Chairman

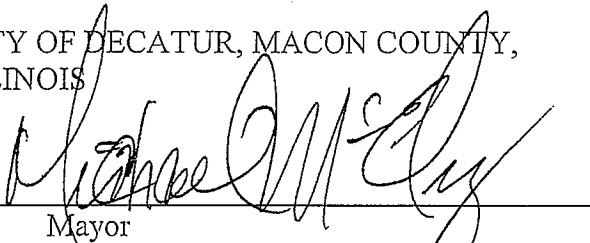
Dated: 11-19-2014

ATTEST


Secretary

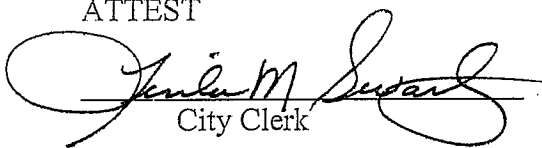
(SEAL)

CITY OF DECATUR, MACON COUNTY,
ILLINOIS

By 
Mayor

Dated: April 21, 2014

ATTEST


City Clerk

FINANCIAL MANAGEMENT DEPARTMENT
#2015 - 01

DATE: February 24, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager

SUBJECT: Reciprocal Agreement on Exchange of Information between the City of Decatur and the State of Illinois, Department of Revenue pursuant to Illinois Retailers' Occupation Tax Act, Service Occupation Tax Act, Use Tax Act and the Service Use Tax Act

SUMMARY RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the Mayor of the City of Decatur to enter into such agreement as required by the Department of Revenue to enable the City of Decatur to receive periodic information concerning sales tax and other tax disclosures as identified in the subject of this memorandum, for the purpose of informational sharing of tax revenues derived from City of Decatur sources.

City ability to have access to such information is necessary for City understanding of certain primary revenue sources funding City operations.

BACKGROUND:

The City of Decatur has received such informational disclosures from the State of Illinois Department of Revenue in the past. This agreement simply renews and affirms the previous arrangements between the City of Decatur and the State of Illinois Department of Revenue concerning the provision of such information.

This agreement allows the City of Decatur access to confidential State of Illinois information regarding sales and use tax information concerning those business enterprises subject to sales and use tax operating within the City of Decatur.

The agreement stipulates City requirements to the safeguarding of such information as confidential and proprietary.

POTENTIAL OBJECTION:

There are no known objections to this ordinance request.

INPUT FROM OTHER SOURCES:

No input from other sources.

STAFF REFERENCES:

Gregg D. Zientara, Interim City Manager

BUDGET/TIME IMPLICATIONS:

None

RESOLUTION NO. R2015-

**RESOLUTION AUTHORIZING MAYOR TO ENTER INTO RECIPROCAL
AGREEMENT BETWEEN THE CITY OF DECATUR AND THE STATE OF ILLINOIS
DEPARTMENT OF REVENUE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the agreement presented to the City Council herewith between the City of Decatur Illinois, and the State of Illinois Department of Revenue, be, and the same is hereby, received, placed on file, and approved.

Section 2. That the Mayor and the City Clerk be, and they are hereby, authorized and directed to sign said agreement in substantially the same form as presented on behalf of the City of Decatur, Illinois.

PRESENTED and ADOPTED this 2nd day of March, 2015.

MICHAEL T. MCELROY, MAYOR

ATTEST:

CITY CLERK

**RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION
BETWEEN THE City of Decatur, Illinois
AND THE
ILLINOIS DEPARTMENT OF REVENUE**

The Illinois Department of Revenue (the "Department"), in accordance with the statutes of the State of Illinois, agrees to share under the terms of this Reciprocal Agreement on Exchange of Information (the "Reciprocal Agreement") with the Town/City/Village of City of Decatur, Illinois (the "Municipality") return information obtained pursuant to the Illinois Retailers' Occupation Tax Act, the Service Occupation Tax Act, the Use Tax Act, and the Service Use Tax Act (the "Tax Acts").

It is further agreed that all information exchanged will be used only for the official purposes of the State and of the Municipality and shall be kept confidential in accordance with the Tax Acts. Each party agrees to take appropriate steps to protect from unauthorized disclosure the tax information obtained pursuant to the Reciprocal Agreement and to destroy it when no longer needed by shredding or other appropriate means.

The Municipality agrees to follow the procedures to protect the confidentiality of information provided in "Minimum Standards Required to Safeguard Information Given as a Result of a Reciprocal Agreement on the Exchange of Information," which is incorporated into the Reciprocal Agreement as Attachment A. Both parties understand and agree that the Department will not provide any information under the Reciprocal Agreement to the Municipality unless and until the Municipality signs Attachment A.

It is agreed that only the chief executive officer of the Municipality will initiate the Reciprocal Agreement on Exchange of Information with the Department. The chief executive officer of the Municipality will provide the Department with a list of names and official titles of municipal personnel designated by him or her as persons exclusively authorized to request return information, view return information, or receive related information on his or her behalf. This list shall be restricted to municipal personnel directly involved in the financial operations of the municipality and the financial information provided by the Department shall not be viewed by or shared with anyone who is not on the list. The Department agrees to provide the Municipality with a written list showing the names and official titles of Department personnel designated by it to request return information, view return information, or receive related information from the Municipality. Both parties agree to furnish additions to and deletions from the lists as they occur. It is agreed that no information provided under the Reciprocal Agreement will be provided by telephone or pursuant to a telephone request.

It is further agreed that either party for administrative reasons may refuse to share information.

The Reciprocal Agreement may be canceled by either party at any time and will be canceled in the event of any unauthorized use or disclosure of State tax return information obtained pursuant to the Reciprocal Agreement or failure to abide by the procedures set forth by the Department for safeguarding the confidentiality of such return information.

Illinois Department of Revenue

City of Decatur, Illinois
Municipality

Director

Chief Executive of the Municipality

Date

Clerk of the Municipality

Date

City of Decatur Authorized Personnel

Interim City Manager	Gregg Zientara
Finance Director	Gregg Zientara
Budget and Revenue Officer	Donna Cobillas
Comptroller	Melinda Hawbaker

ATTACHMENT A

MINIMUM STANDARDS REQUIRED TO SAFEGUARD INFORMATION GIVEN AS A RESULT OF A RECIPROCAL AGREEMENT ON THE EXCHANGE OF INFORMATION

1. All requests for information under the Reciprocal Agreement on the Exchange of Information (the “Reciprocal Agreement”) will be in writing, on letterhead of the municipality and addressed to the Local Tax Allocation Division at the Illinois Department of Revenue (the “Department”).
2. Information received under the Reciprocal Agreement will be kept in a locked storage facility, e.g., locked file cabinet, closet, or desk that is only accessible by persons authorized under the Reciprocal Agreement to receive information. Any information stored in an electronic format shall be password protected and restricted to only those persons on the authorized list provided by the chief executive officer.
3. Any Municipality that receives information under the Reciprocal Agreement will promptly notify the Department when a municipal employee, who has been authorized to receive information under the Reciprocal Agreement, leaves employment of the Municipality or otherwise is no longer authorized by statute or by the Municipality to receive the information.
4. Any Municipality that receives information under the Reciprocal Agreement will report immediately to the Department any possible or suspected breach of confidentiality of the information.
5. The proper method for destruction of information that is no longer needed is shredding or destruction of the CDs.
6. Any Municipality that receives information under the Reciprocal Agreement agrees to allow the Department to physically inspect its facilities to insure proper compliance with these standards.

7. Any person who divulges confidential taxpayer information in any manner, except in accordance with a proper judicial order or as otherwise provided by law, is guilty of a Class B misdemeanor with a fine not to exceed \$7,500.00. Confidential information includes any information collected by the Department from any return or investigation other than name and address of the taxpayer.

The Town/City/Village of City of Decatur, Illinois agrees to abide by the aforementioned standards in safeguarding the information that it receives pursuant to the Reciprocal Agreement on the Exchange of Information, which it has entered into with the Illinois Department of Revenue.

Signature

Title

Date

FINANCIAL MANAGEMENT DEPARTMENT
#2015 - 02

DATE: February 24, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager

SUBJECT: Reciprocal Agreement on Exchange of Information between the City of Decatur and the State of Illinois, Department of Revenue pursuant to Simplified Municipal Telecommunications Tax Act

SUMMARY RECOMMENDATION:

It is recommended that the City Council approve the attached resolution authorizing the Mayor of the City of Decatur to enter into such agreement as required by the Department of Revenue to enable the City of Decatur to receive periodic information concerning telecommunications tax and disclosures as identified in the subject of this memorandum, for the purpose of informational sharing of tax revenues derived from City of Decatur sources.

City ability to have access to such information is necessary for City understanding of certain primary revenue sources funding City operations.

BACKGROUND:

The City of Decatur has received such informational disclosures from the State of Illinois Department of Revenue in the past. This agreement simply renews and affirms the previous arrangements between the City of Decatur and the State of Illinois Department of Revenue concerning the provision of such information.

This agreement allows the City of Decatur access to confidential State of Illinois information regarding telecommunications tax information concerning those business enterprises subject to telecommunications tax operating within the City of Decatur.

The agreement stipulates City requirements to the safeguarding of such information as confidential and proprietary.

POTENTIAL OBJECTION:

There are no known objections to this ordinance request.

INPUT FROM OTHER SOURCES:

No input from other sources.

STAFF REFERENCES:

Gregg D. Zientara, Interim City Manager

BUDGET/TIME IMPLICATIONS:

None

RESOLUTION NO. R2015-

**RESOLUTION AUTHORIZING MAYOR TO ENTER INTO RECIPROCAL
AGREEMENT BETWEEN THE CITY OF DECATUR AND THE STATE OF ILLINOIS
DEPARTMENT OF REVENUE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:**

Section 1. That the agreement presented to the City Council herewith between the City of Decatur Illinois, and the State of Illinois Department of Revenue, be, and the same is hereby, received, placed on file, and approved.

Section 2. That the Mayor and the City Clerk be, and they are hereby, authorized and directed to sign said agreement in substantially the same form as presented on behalf of the City of Decatur, Illinois.

PRESENTED and ADOPTED this 2nd day of March, 2015.

MICHAEL T. MCELROY, MAYOR

ATTEST:

CITY CLERK

**RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION
BETWEEN THE CITY OF DECATUR
AND THE
ILLINOIS DEPARTMENT OF REVENUE**

The Illinois Department of Revenue (the "Department"), in accordance with the statutes of the State of Illinois, agrees to share under the terms of this Reciprocal Agreement on Exchange of Information (the "Reciprocal Agreement") with the City/Village of DECATUR (the "Municipality") returns and return information obtained pursuant to the Simplified Municipal Telecommunications Tax Act (the "Act").

The Municipality agrees to share with the Department tax returns and return information for the taxes that it imposes under the Act.

It is further agreed that all returns and return information exchanged will be used only for the official purposes of the State and of the Municipality and shall be kept confidential in accordance with the Act. Each party agrees to take appropriate steps to protect from unauthorized disclosure the tax information obtained pursuant to the Reciprocal Agreement and to destroy it when no longer needed by shredding or other appropriate means.

The Municipality agrees to follow the procedures to protect the confidentiality of information provided in "Minimum Standards Required to Safeguard Information Given as a Result of a Reciprocal Agreement on the Exchange of Information", which is incorporated into the Reciprocal Agreement as Attachment A. Both parties understand and agree that the Department will not provide any information under the Reciprocal Agreement to the Municipality unless and until the Municipality signs Attachment A.

It is agreed that only the chief executive of the Municipality may request information, inspect returns, or receive related information from the Department. The chief executive of the Municipality will provide the Department with a list of names and official titles of personnel designated by him or her to request information, inspect returns, or receive related information on his or her behalf. The Department agrees to provide the Municipality with a written list showing the names and official titles of personnel designated by it to request information, inspect returns, or receive related information from the Municipality. Both parties agree to furnish additions to and deletions from the lists as they occur. It is agreed that no information provided under the Reciprocal Agreement will be provided by telephone or pursuant to a telephone request.

It is further agreed that either party for administrative reasons may refuse to share information.

The Reciprocal Agreement may be cancelled by either party at any time and will be cancelled in the event of any unauthorized use or disclosure of State tax returns or return information obtained pursuant to the Reciprocal Agreement or failure to abide by the procedures set forth by the Department for safeguarding the confidentiality of such returns or return information.

Illinois Department of Revenue

CITY OF DECATUR
Municipality

Director, Illinois Department of Revenue

Chief Executive of the Municipality

Date

Clerk of the Municipality

Date

City of Decatur Authorized Personnel

Interim City Manager

Gregg Zientara

Finance Director

Gregg Zientara

Budget and Revenue Officer

Donna Cobillas

Comptroller

Melinda Hawbaker

ATTACHMENT A

MINIMUM STANDARDS REQUIRED TO SAFEGUARD INFORMATION GIVEN AS A RESULT OF A RECIPROCAL AGREEMENT ON THE EXCHANGE OF INFORMATION

1. All requests for information under the Reciprocal Agreement on the Exchange of Information (the "Reciprocal Agreement") will be in writing and addressed to the appropriate contact person at the Illinois Department of Revenue (the "Department").
2. Information received under the Reciprocal Agreement will be kept in a locked storage facility, e.g., locked file cabinet, closet, desk, etc., that is only accessible by persons authorized under the Reciprocal Agreement to receive information.
3. Any municipality that receives information under the Reciprocal Agreement will promptly notify the Department when an employee, who has been authorized to receive information under the Reciprocal Agreement, leaves employment of the municipality or otherwise is no longer authorized by statute or by the municipality to receive the information.
4. Any municipality that receives information under the Reciprocal Agreement will report immediately to the Department any possible or suspected breach of confidentiality of the information.
5. The proper method for destruction of information that is no longer needed is shredding.
6. Any municipality that receives information under the Reciprocal Agreement agrees to allow the Department to physically view its facilities to insure proper compliance with these standards.

The City/Village of _____ agrees to abide by the aforementioned standards in safeguarding the information that it receives pursuant to the Reciprocal Agreement on the Exchange of Information, which it has entered into with the Illinois Department of Revenue.

Chief Executive of the Municipality

Date

COUNCIL INFORMATION MEMORANDUM
2015 - 07

DATE: February 26, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager
Billy Tyus, Assistant City Manager for Development Services

On Monday during a study session plans are for city staff to present information as to the possibility of both a community cleanup program and neighborhood grant program as per direction given at the last meeting of the Decatur City council. We have had discussions with other entities in the community and researched other cities and plan to present information as to how such programs could be structured.

FINANCIAL MANAGEMENT DEPARTMENT
#2015 - 04

DATE: February 24, 2015

TO: Honorable Mayor McElroy and City Council Members

FROM: Gregg D. Zientara, Interim City Manager

SUBJECT: Council Study Session in the Matter of a Local Option Motor Fuel Tax

BACKGROUND

At the January 20, 2015 meeting of the City Council, Council Members raised the question for City Staff study of a local option motor fuel tax in the City of Decatur. Such study was requested by Council to ascertain ideas, concepts, and potential recommendations for consideration by the Council.

City Staff presented a Study Session discussion at the February 2, 2015 Council meeting which included City update of the Pavement Master Plan and Condition Report and a discussion paper outlining certain matters of question requiring input from the Council for consideration in the matter of the potential local option motor fuel tax.

Council requested City Staff to further study the matter and to bring to a subsequent Council meeting certain ideas, concepts and potential recommendations, for Council discussion.

CONCEPTS FOR COUNCIL CONSIDERATION

City Staff has identified two potential scenarios, which can be considered individually or collectively. The two scenarios are as follows:

- Imposition of a local option motor fuel tax
- Potential of Bond Financing, where proceeds would be used to perform local street and road repair and maintenance with debt service provided by:
 - a) State distributed motor fuel tax revenue, or
 - b) local option motor fuel tax, or
 - c) a combination of both.

Local Option Motor Fuel Tax

City Staff have studied the potential of the imposition of a local option motor fuel tax. This is a complicated matter ranging from the potential imposition of a tax on consumers and bulk users of fuel as well as the administrative aspects of the creation of such as system.

Potential scenarios include:

- Tax imposed at retail point of sale
 - Advantage: Well established procedures (by other cities)
 - Disadvantage: Bulk users not taxed

- Tax imposed at point of delivery.
Advantage: Captures tax on retail and bulk usage (fleets)
Disadvantage: Method not tested

Debt Financing Matter

Public Works has previously defined through study that the backlog investment required to bring local street and road conditions to a current and manageable position is on the order of \$21 million. The City does not possess the financial resources to accomplish this investment in a one-time investment in the near term future.

However, it is possible to begin to affect the required investment in a manageable fashion by jump starting the initiative with a debt financing program. The decision to use debt financing is independent of the decision to implement a local motor fuel tax. However, without the local motor fuel tax, obligating 50% of State motor fuel tax severely limits the City's ability to respond to urgent short term maintenance needs that may arise.

STAFF REFERENCES:

Gregg D. Zientara, Interim City Manager
Rick Marley, Director of Public Works

DEPARTMENT OF WATER MANAGEMENT
Memorandum No. 2015-04

February 23, 2015

TO: Mayor Michael T. McElroy and City Council

FROM: Gregg D. Zientara, Interim City Manager
Keith D. Alexander, Director of Water Management

SUBJECT: Agricultural Watershed Institute Progress Report

The City currently provides the Agricultural Watershed Institute with up to \$62,500 annually for watershed research and education services.

Attached is the Institute's November – December 2014 Progress Report.

Attachment

cc: Stephen John, AWI Executive Director
Randy Miller, Water Services Manager
Don Giger, Water Production Operations Supervisor
Joe Nihiser, Lake Maintenance Supervisor



Progress Report to City of Decatur

Period Covered: November – December 2014

This report summarizes activities and progress during this period under the agreement between the Agricultural Watershed Institute (AWI) and the City of Decatur for financial support of watershed research and educational activities.

Sediment and nutrient reduction / TMDL implementation plan project:

In addition to the general agreement for watershed activities, AWI and the City had a separate agreement under which the City provided matching funds a TMDL implementation plan project mainly funded by the Illinois Environmental Protection Agency. TMDL (Total Maximum Daily Load) plans are intended to meet water quality standards, especially by reducing nonpoint source pollution including agricultural run-off. The TMDL plans were completed and submitted in September 2014, prior to the start of this reporting period. IEPA has approved these plans. The plans cover nutrient and sediment reduction in two subwatersheds of the Lake Decatur watershed: the Big Creek/Long Creek watershed located east of Decatur in Macon County and the Big Ditch watershed near Rantoul in Champaign County. A unique aspect of these plans is the inclusion of perennial biomass crops to reduce sediment and nutrient loss. Now that the plans have been completed and approved, they will guide activities by AWI and partners, notably including the Macon County Soil & Water Conservation District, to reduce sediment and nutrient loads impacting Lake Decatur.

As described in the previous AWI progress report, AWI collaborated with Macon County SWCD and other partners to prepare an application for funding through USDA's Regional Conservation Partnership Program (RCPP). This new program will provide federal conservation dollars for on-farm conservation practices, with additional funding coming from a variety of partners. During this current reporting period, we received informal word that our application will be approved and we began discussion with the RCPP project partners about Best Management Practices (BMPs) that AWI will be involved with for our part of the project. These include denitrifying bioreactors, saturated buffers, and drainage water management systems. Tim McMahon of AWI continued to collect water samples as part of monitoring of the saturated buffer installed by the Agricultural Drainage Management Coalition near Cisco (Piatt County).

Water resources planning and management:

As ongoing activities, AWI participates in watershed stakeholder groups including:

- The Heart of the Sangamon Ecosystem Partnership
- Oakley Township Sediment Basin Advisory Committee (Tim McMahon)
- Macon County Community Environmental Council board (Steve John)

AWI continues to assist the City on the **Corley landfill “mud-to-parks” project**. Activities this period included monitoring the cover crop (cereal rye) planted during the previous reporting period; removal of teasel, an invasive weed, from the project site; and making preliminary arrangements to plant prairie grasses and forbs next spring.

Perennial biomass crops for renewable energy, forage, and water quality:

Major effort during this period was devoted to organizing and hosting the 2014 Green Lands Blue Water (GLBW) conference, **Bioenergy and Sustainable Agriculture: Perennial Biomass Crops for Multiple Benefits**. This conference was held at Richland Community College in conjunction with AWI’s annual Sangamon Watershed Celebration. The conference dates were November 19-20, with pre-conference field tours on November 18. Following the conference, we worked with the GLBW staff to archive speaker presentations on the GLBW website at <http://greenlandsbluewaters.net/2014-conference>. About 65 people attended the conference, including participants from 11 states and Washington DC.

The Sangamon Watershed Celebration was held the evening of November 19. **Dr. Nancy Rabalais**, executive director of the Louisiana Universities Marine Consortium, gave the keynote presentation about impacts of nutrients on Gulf hypoxia (often called the “dead zone”). Local watershed stakeholders joined the conference attendees for AWI’s annual watershed celebration. Total attendance was about 110. The celebration also featured a Cajun-style meal and music by a Louisiana-based band.

The conference program was designed in part to help build the Midwestern network of scientists, nonprofit organizations, farmers, government agencies, and businesses working collaboratively on perennial biomass crops, especially prairie grasses, grown for renewable energy, water quality, wildlife habitat, and greenhouse gas reduction. Steve John gave a presentation titled “Perennial biomass for a new agricultural paradigm” that used local efforts in the Lake Decatur watershed as a case study. The conference agenda, including the field trip schedule, is attached.

Selected highlights from the field tours and conference breakout sessions are:



Figure 1. Eric Rund hosts a field tour at his farm in Champaign County. Group is pictured in front of a small Miscanthus plot. Eric is a leader in promoting Miscanthus production for energy and conservation. Kristen Johnson (far left), of the U.S. Department of Energy’s Bioenergy Technologies Office, spoke about sustainable bioenergy landscapes at the conference. As noted in this progress report, AWI is a partner in a proposal headed by Argonne National Laboratory for DOE grant funding to demonstrate landscape design.



Figure 2. Jack Erisman (far right) hosts a tour of his certified organic farm in Christian County. Participants saw specialty food-grade corn, cover crops, and pasture for cow-calf grazing. The tour group is pictured in a field of Kernza Intermediate Wheatgrass, a perennial wheat variety developed by The Land Institute in Salina, Kansas. Dr. Lee DeHaan (third from right), the agronomist leading the R&D on Kernza, spoke at the conference. The 9-acres of Kernza on the Erisman farm is the first on-farm plot in Illinois. This new perennial crop is beginning to move from research sites to working farms. GLBW is assisting in this transition.

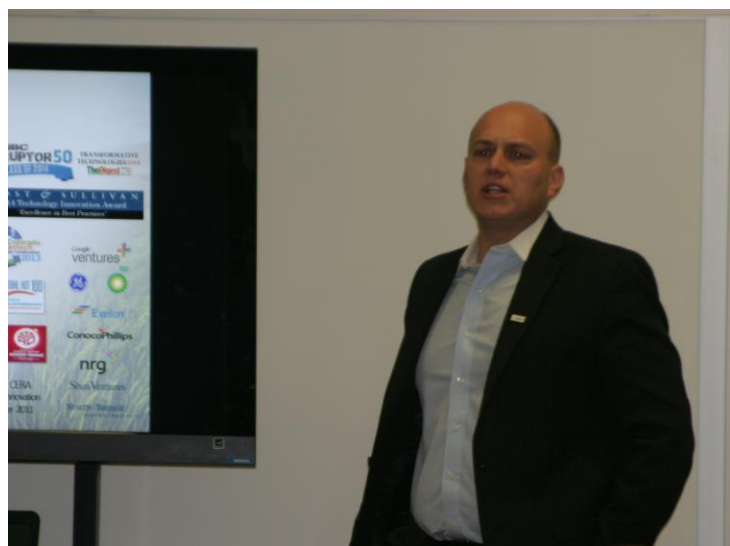


Figure 3. Wes Bolsen discusses the Cool Planet Energy Systems technology and business model in the Technologies and Markets breakout session. The California-based company plans to build many “micro-refineries” to produce biofuels and biochar from cellulosic feedstocks. The first full scale facilities, now under construction in Louisiana, will use woody feedstock. Future facilities located in the Corn Belt may use corn stalks or perennial grasses as feedstock. AWI arranged for Mr. Bolsen to talk with local and state economic development officials during his trip to speak at the conference.



Figure 4. Macon County farmer Andrew Clarkson (standing) participates in a design charrette led by U of I Assistant Professor Sarah Taylor Lovell, (standing in background) during the Watershed and Landscapes breakout session. Dr. Lovell has a USDA grant to work with Lake Decatur watershed landowners to demonstrate multifunctional perennial cropping systems that can provide agricultural crops plus environmental benefits including erosion reduction, enhanced water quality, and wildlife habitat. The Clarkson farm in Oakley Township was used as a case study for this exercise.

After the conference adjourned on November 20, a group of about 12 people from GLBW and the Midwest Conservation Biomass Alliance met to discuss challenges and opportunities for perennial biomass crops for bioenergy, animal feed, water quality, wildlife, greenhouse gas reduction, and other benefits. Input from this session will be used in developing ideas for a GLBW-sponsored Perennial Biomass Initiative.

During this reporting period, AWI staff also worked on

- updating a report about biomass densification and heating equipment and
- collaborating with Argonne National Laboratory and other organizations on a grant proposal for DOE's "Landscape Design for Sustainable Bioenergy Systems" program.

The DOE proposal effort included an initial concept paper submitted in November. The Argonne team and another team that also includes AWI were invited to submit a full proposal. Work on the full proposal continued through December. The proposals were submitted in January. It is expected that DOE will only award a few grants nationally, with no more than two grants going to teams from the Corn Belt states. Competition will be intense. Project teams generally consist of scientists from universities or federal research laboratories, nonprofit organizations (such as AWI), and companies interested in processing or using biomass. If either of the proposals that include AWI is successful, the Lake Decatur watershed will be used for on-farm demonstrations and outreach about perennial crops grown for feed, fuel, and environmental benefits. This is similar to work already done by AWI with City and Walton Family Foundation funding. DOE funding would expand the scope of targeted plantings on local farms and bring national attention to the Lake Decatur watershed as a model of Sustainable Bioenergy Landscapes.

Attachment:

- 1) AWI/GLBW conference, **Bioenergy and Sustainable Agriculture: Perennial Biomass Crops for Multiple Benefits**, pre-conference field tours and conference agenda (3 pages)

Bioenergy and Sustainable Agriculture: Perennial Biomass Crops for Multiple Benefits

Pre-conference field tours – Tuesday, November 18

A menu of pre-conference tours has been arranged to showcase a variety of Continuous Living Cover (CLC) types. There is no additional fee for conference registrants to attend these field tours. Participants will drive themselves or carpool from Decatur to the tour sites. AWI will help arrange carpools for participants traveling by air. Tour times shown are for the tours themselves and do not include driving time to the tour location. Maps and directions will be provided.

- **Decatur area tour – Demonstration plots and on-farm warm season grasses**

Hosts: AWI staff and cooperating producers CLC types: Biomass & Forage

The AWI—Caterpillar Prairie for Bioenergy site includes farm scale (5 to 30 acre) plots of native warm season grasses and forbs grown for forage and bioenergy and single species demo plots (1/4 to 1 acre). AWI and the University of Illinois have small plots of bioenergy grasses on the grounds of Progress City, Illinois site of the Farm Progress Show (alternating with a site in Boone, Iowa). Also visit on-farm plots with prairie grasses grown as organic field borders and small-scale densification and heating equipment.

This tour starts and ends at the conference site

Tour: 10:00 to 11:30 am

Participants on this tour will have time to drive to one of the afternoon tours: Goldmine Farm, U of I, or EIU.

- **Rund Farm – near Pesotum**

Host: Eric Rund

CLC types: Biomass (Miscanthus)

Learn how Miscanthus fits in to his operation, including the economics. A prairie grass buffer between a stream and the miscanthus provides wildlife habitat. Observe the results of inter-planting corn into a new or weak miscanthus stand.

Driving time from Decatur: 1 hour

Tour: 11:00 to 12:30

Participants on this tour will have a box lunch at the Rund Farm and will have time to drive to either the U of I or EIU tour.

- **Goldmine Farm – near Pana**

Host: Jack Erisman

CLC types: Forage/Grazing, Cover Crops, Perennial Grain

Jack Erisman's Goldmine Farm is over 2,000 acres and 100% certified organic. He has developed a long rotation that features high value specialty food grade corn, pastures for his cow/calf herd, and cover crops. He also has the first on-farm planting of Kernza intermediate wheatgrass in Illinois. Agronomist Lee DeHaan of The Land Institute, the developer of Kernza, will be on hand.

Driving time from Decatur to farm: 40 minutes

Goldmine Farm tour: Between 1:00 and 4:00 PM

- **University of Illinois – Energy Biosciences Institute Energy Farm & Woody Perennial Polyculture Site – Urbana**

Hosts: Tim Mies, Energy Farm; Kevin Wolz, WPP Research Site

CLC types: Biomass and Agroforestry

The 320-acre EBI Energy Farm features bioenergy-crop research and production plantings, including sustainable perennial grasses and broadleaved plants, woody feedstocks, and state-of-the-art environmental monitoring equipment. The structure of the Woody Perennial Polyculture system put in place at the research site is the Midwestern Oak Savanna. This structure entails an herbaceous understory, scattered canopy trees, and a variety of shrub layers scattered throughout.

Driving time from Decatur to U of I: 50 minutes

Tours: Energy farm, 1:00 to 3:00 – WPP Research Site, 3:00 to 4:00

- **Eastern Illinois University – Renewable Energy Center, Bioenergy Plots, and Lumpkin Farm – Charleston**

Host: Tom Canam, Eastern Illinois University

CLC types: Biomass, including a biomass-fueled steam plant

EIU replaced its old coal-fired steam plant with a Renewable Energy Center (REC) that houses four boilers. Two boilers burn biomass, initially wood chips but they may burn grass in the future; the others burn natural gas with a fuel oil backup. EIU professors have established grass and tree bioenergy plots on campus plus a 100-acre research / production plot on the Lumpkin Family Farm located a few miles from campus. EIU conducts wildlife studies on its plots and the Lumpkin and Rund farms. **NOTE: The REC tour will be capped at 10 participants.**

Driving time from Decatur to EIU: 1 hour, 15 minutes

Tour: REC, 1:00 to 2:30 – Plots, 2:30 to 4:00

2014 Green Lands Blue Waters Conference

Bioenergy and Sustainable Agriculture: Perennial Biomass Crops for Multiple Benefits

Agenda

Wednesday, November 19

Morning plenary session: Registration/continental breakfast 8-9 AM

- 9:00 – 9:20 **GLBW vision and strategies**
Richard Warner, Green Lands Blue Waters, University of Minnesota
- 9:20 – 9:40 **Kernza: Perennial grains are coming to farms and tables**
Lee DeHaan, The Land Institute
- 9:40 – 10:10 **Perennial biomass for a new agricultural paradigm**
Steve John, Agricultural Watershed Institute
- 10:10 – 10:45 **An Illinois farmer's experience promoting energy grass in the Corn Belt**
Eric Rund, Rund Farms – Green Flame Energy
- 10:45 – 11:00 **Break**
- 11:00 – 11:30 **DOE Perspective on Sustainable Bioenergy Landscapes**
Kristen Johnson, US Department of Energy, Bioenergy Technologies Office
- 11:30 – 11:45 **Introduction to the Watersheds and Landscapes session**
George Boody, Land Stewardship Project
- 11:45 – 12:00 **Introduction to the Technologies and Markets session**
Fred Iutzi, Illinois Institute for Rural Affairs, Western Illinois University
- 12:00–1:00 **Networking lunch – Exhibits open**

Afternoon Concurrent Session A: Watersheds and Landscapes – Moderator: George Boody

- 1:00 – 2:30 **GLBW watershed presentations and discussion:**
Chad Ingels, Iowa State University Extension & Outreach: **Watershed Management): Farmer-led watershed councils**
Linda Meschke, Rural Advantage: **Adoption of multifunctional landscapes in South Central Minnesota watersheds**
George Boody, Land Stewardship Project): **Chippewa 10% Project: Engaging farmers and landowners about profitable Continuous Living Cover systems and community conservation**
- 2:30 – 3:00 **Networking break – Exhibits open**
- 3:00 – 4:30 **Multifunctional Perennial Cropping Systems Design Charette**
Charette leader: Sarah Taylor Lovell, University of Illinois at Urbana-Champaign

Afternoon Concurrent Session B: Technologies and Markets – Moderator: Fred Iutzi

- 1:00 – 1:30 **Home—farm—school heating with grass biomass**
Bob Thomas, Hudson Valley Grass Energy
- 1:30 – 2:00 **Modular Biomass Pre-processing/Densification Facility**
Paul Wever, Chip Energy LLC
- 2:00 – 2:30 **The University of Iowa Biomass Fuel Project**
Benjamin Anderson, University of Iowa

Afternoon Concurrent Session B: Technologies and Markets – (cont'd)

- 2:30 – 3:00 **Networking break – Exhibits open**
- 3:00 – 3:30 **Processing Methods to improve the Feed Value of Perennial Grasses**
Michael Cecava, Archer Daniels Midland Company
- 3:30 – 4:00 **Micro-refineries for Drop-in fuel and CoolTerra™ production**
Wes Bolsen, Cool Planet Energy Systems
- 4:00 – 4:30 **Anaerobic digestion of grass & manure**
Chris Roach, Roeslein Alternative Energy

November 19 evening program – Sangamon Watershed Celebration

- 5:30 pm **Reception – Exhibits open**
- 6:30 **Cajun-theme dinner**
- 7:00 **Keynote presentation: Louisiana Shrimp and Corn Soup**
Dr. Nancy Rabalais, Executive Director and Professor, Louisiana Universities Marine Consortium
- 8:00 **Concert by Tee Chaoui Social Club featuring Alan Lafleur**

Thursday, November 20

- 7:30 – 8:30 am **Continental breakfast**
- 8:30 – 8:45 **Recap of Watersheds and Landscapes session – George Boody**
- 8:45 – 9:00 **Recap of Technologies and Markets session – Fred Iutzi**
- 9:00 – 9:30 **Case Studies of Grass Biomass for Institutional Heating plus Wildlife**
Tom Schwartz, FDC Enterprises, and Tom Canam, Eastern Illinois University
- 9:30 – 10:15 **Native Warm Season Grasses for Forage and Bioenergy**
Laura Paine, Southwest Badger RC&D, and Roger Staff, NRCS
- 10:15 – 10:30 **Break**
- 10:30 – 11:00 **Nutrient and Sediment Loss Reduction by Perennial & Cover Crops**
Greg McIsaac, AWI
- 11:00 – 11:30 **Bioenergy Landscapes for Water Quality and Greenhouse Gas Reduction**
M. Cristina Negri, Argonne National Laboratory
- 11:30 – 12:00 **Wildlife and Conservation Biomass: The MCBA Vision**
Carol Williams, University of Wisconsin, and Susan Rupp, Enviroscapes Ecological Consulting
- 12:00 – 1:00 **Lunch – Presentation: Transforming Midwestern Agriculture with Continuous Living Cover**
Richard Cruse, Professor of Agronomy and Director of the Iowa Water Center, Iowa State University
- 1:00 – 1:15 **Closing Comments – Conference Adjourns**

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- 1:30 – 4:00 **Post-conference roundtable discussion / strategic planning session**

After the conference adjourns, the GLBW Perennial Biomass Working Group and the Midwest Conservation Biomass Alliance will host a structured discussion of challenges and opportunities for scaling up production of, and markets for, perennial biomass crops. Conference attendees are welcome to participate in this session.

Hosted by the Agricultural Watershed Institute, Decatur, Illinois