

CITY OF MATTOON, ILLINOIS
CITY COUNCIL AGENDA
October 21, 2014
6:30 P.M.

6:30 PM BUSINESS MEETING

Pledge of Allegiance

Roll Call

Electronic Attendance

CONSENT AGENDA:

Items listed on the Consent Agenda are considered to be routine in nature and will be enacted by one motion. No separate discussion of these items will occur unless a Council Member requests the item to be removed from the Consent Agenda. If an item is removed from the Consent Agenda, it will be considered elsewhere on the agenda for this meeting. Prior to asking for a motion to approve the Consent Agenda, the Mayor will ask if anyone desires to remove an item from the Consent Agenda for public discussion.

1. Minutes of the Regular Meeting October 7, 2014
2. Bills and Payroll for the first half of October, 2014

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

This portion of the City Council meeting is reserved for persons who desire to address the Council. The Illinois Open Meetings Act mandates that the City Council may NOT take action on comments received on matters that have not been identified on this agenda, but the Council may direct staff to address the topic or refer the matter for action on the agenda for another meeting. Persons addressing the Council are requested to limit their presentations to three minutes and to avoid repetitious comments. We would ask you to state your name for the record as well as stand when speaking.

- Public comments/presentations and non-agenda items
- Open Bids for 1605, 1609, 1613 Wabash Avenue – Parking Lot D

NEW BUSINESS

1. Motion – Adopt Special Ordinance No. 2014-1568: Authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Don and Jane Freesmeier reimbursing up to \$14,893.20 annually from Mid-town TIF Revenues over a five-year period for roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades, an ADA entrance and parking upgrades to the building located at 1518 Broadway Avenue. (Owen)
2. Motion – Adopt Special Ordinance No. 2014-1569: Authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Don and Jane Freesmeier reimbursing up to \$14,125.00 annually from Mid-town TIF Revenues over a five-year period for roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades, an ADA entrance, and parking upgrades the building located at 1520 Broadway Avenue. (Owen)

3. **Motion – Adopt Special Ordinance No. 2014-1571: Authorizing a permanent easement along the south side of the southwest corner of 17th Street and Broadway Avenue to allow the burying of certain power lines for the Heritage Park Project. (Cox)**
4. **Motion – Adopt Special Ordinance No. 2014-1572: Authorizing a permanent easement along the south side of the southeast corner of 17th Street and Broadway Avenue also known as Progress Square Parking Lot to allow the burying of certain power lines for the Heritage Park Project. (Cox)**
5. **Motion – Approve Council Decision Request 2014-1551: Approving a \$5,500 grant by the Tourism Advisory Committee from hotel/motel tax funds to the EIU Club Softball for hosting the 4th Annual Fall Frenzy Tournament to be held on September 26-28, 2014; and authorizing the Mayor to sign the agreement. (Hall)**
6. **Motion – Approve Council Decision Request 2014-1552: Approving a \$5,000 grant by the Tourism Advisory Committee from hotel/motel tax funds to the Mattoon Santa Chase for hosting Mattoon Santa Chase Half Marathon and 5K race to be held on November 22, 2014; and authorizing the Mayor to sign the agreement. (Hall)**
7. **Motion – Approve Council Decision Request 2014-1553: Approving a \$4,200 grant by the Tourism Advisory Committee from hotel/motel tax funds to pay directly to the hotel for rooms costs associated with the Lake Land College Men’s Basketball Laker Classic to be held on October 31, November 1 & 2, 2014. (Hall)**
8. **Motion – Adopt Resolution No. 2014-2920: Approving an update to the City’s Equal Employment Opportunity Plan (EEO). (Gover)**
9. **Motion – Adopt Resolution No. 2014-2921: Adopting an amendment to the Personnel Policy Manual, eliminating longevity pay for new hires and amending the vacation schedule for non-union employees. (Gover)**
10. **Motion – Adopt Special Ordinance No. 2014-1573: Amending the lease agreement with Central States Tower Holding, LLC to extend the term of the agreement for a communications tower located north of Richmond on North First Street. (Cox)**

DEPARTMENT REPORTS:

**CITY ADMINISTRATOR/ COMMUNITY DEVELOPMENT
CITY ATTORNEY
CITY CLERK
FINANCE
PUBLIC WORKS
FIRE
POLICE
ARTS AND TOURISM**

COMMENTS BY THE COUNCIL

Adjourn

CONSENT AGENDA ITEMS:

UNAPPROVED MINUTES: Regular Meeting – October 7, 2014

The City Council of the City of Mattoon held a regular meeting in the City Hall Council Chambers on October 7, 2014.

Mayor Gover presided and called the meeting to order at 6:30 p.m.

Mayor Gover led the Pledge of Allegiance.

The following members of the Council answered roll call physically present: YEA Commissioner Dave Cox, YEA Commissioner Sandra Graven, YEA Commissioner Rick Hall, YEA Commissioner Preston Owen, and YEA Mayor Tim Gover.

Also physically present were City personnel: City Administrator Kyle Gill, City Attorney Janett Winter-Black, Finance Director/Treasurer Beth Wright, Public Works Director Dean Barber, Fire Chief Tony Nichols, Police Chief Jeff Branson, and City Clerk Susan O'Brien.

CONSENT AGENDA

Mayor Gover seconded by Commissioner Graven moved to approve the consent agenda consisting of minutes of the regular meeting September 16, 2014; bills and payroll for the last half of September, 2014.

Bills and Payroll for the last half of September, 2014

<u>General Fund</u>			
Payroll		\$	256,045.27
Bills		\$	78,634.09
	Total	\$	334,679.36
<u>Arts Council Fund</u>			
Bills		\$	250.00
	Total	\$	250.00
<u>Hotel Tax Administration</u>			
Payroll		\$	615.19
Bills		\$	615.19
	Total		
<u>Festival Mgt Fund</u>			
Bills		\$	685.70
	Total	\$	685.70
<u>Insurance & Tort Judgment</u>			
Bills		\$	47,168.47
	Total	\$	47,168.47
<u>Midtown TIF Fund</u>			
Bills		\$	44,335.00
	Total	\$	44,335.00

	<u>Capital Project Fund</u>		
Bills		\$	21,932.53
	Total	\$	21,932.53
	<u>Water Fund</u>		
Payroll		\$	32,848.08
Bills		\$	48,175.72
	Total	\$	81,023.80
	<u>Sewer Fund</u>		
Payroll		\$	29,611.58
Bills		\$	116,660.93
	Total	\$	138,076.75
	<u>Heath Insurance Fund</u>		
Bills		\$	235,184.88
	Total	\$	235,184.88
	<u>Motor Fuel Tax Fund</u>		
Bills		\$	162,307.50
	Total	\$	162,307.50

Mayor Gover opened the floor for comments/discussion which was followed with no response.

Mayor Gover declared the motion to approve the consent agenda carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

PRESENTATIONS, PETITIONS AND COMMUNICATIONS

Mayor Gover opened the floor for Public comments or questions with no response from the Public.

Director Barber provided an update on the Tub Grinder status by explaining the repair estimate of \$47,500; requesting a decision from Council on how to proceed, explaining the options of repairing the existing machine or purchasing a new machine; or using a rental unit; and recommended re-investing in existing machine. Director Barber requested feedback from Council. Council with Director Barber discussed re-investing in the existing 12-year-old machine. Director Barber explained the urgency of a decision and requested an answer by the end of the week. Mayor Gover called for objections with no response. Director Barber discussed repairing the equipment with insurance payment until Council could vote on additional repairs at the next meeting. Mayor Gover gave Director Barber the approval for the repairs.

NEW BUSINESS

Commissioner Graven seconded by Commissioner Hall moved to approve Council Decision Request 2014-1547, awarding the bid in the amount of \$83,349.89 to Howell Paving Inc. for the 17th Street Resurfacing Project.

Mayor Gover opened the floor for comments/discussion which was followed with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Cox seconded by Commissioner Graven moved to approve Council Decision Request 2014-1548, awarding the 2014/2015 Water Treatment Plant chemical bids to:

USALCO for Alum @ \$0.2248/pound,
Brenntag for Ammonium Sulfate @ \$0.3350/pound,
Continental Carbonic for Carbon Dioxide @ \$0.055/pound,
Polydyne for Cationic Polymer @ \$0.46/pound,
Brenntag for Chlorine @ \$0.19/pound,
Brenntag for Fluoride @ \$0.3675/pound,
Carus for Permanganate @ \$0.89/pound,
Carus for Phosphate Blend @ \$0.49/pound,
Cabot Norit for Powdered Activated Carbon @ \$0.62/pound.

Mayor Gover opened the floor for comments/questions. Commissioner Cox noted WTP Superintendent Dave Basham's work with the prices. Director Barber agreed, noted this was the first price increase in three years, and explained increase.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Cox seconded by Commissioner Owen moved to approve Council Decision Request 2014-1549, approving the proposed layout for the CSO Satellite Treatment Facility and to verify that the project is to be constructed with existing City Sewer Funds and funds anticipated to be received from the IEPA Revolving Loan Program.

Mayor Gover opened the floor for comments/discussion which was followed with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Cox seconded by Commissioner Hall moved to adopt Resolution No. 2014-2919, authorizing the Public Works Director to sign an Illinois Environmental Protection Agency (IEPA) loan application for funding of the Combined Sewer Overflow Satellite Treatment Facility in the Riley Creek Watershed.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2014-2919

SIGNATURE AUTHORIZATION FOR IEPA LOAN PROGRAM

WHEREAS, the City of Mattoon is in the process of designing a Satellite Treatment Facility to capture and treat the Combined Sewer Overflows (CSO's) in the Riley Creek Watershed; and

WHEREAS, the City of Mattoon intends to seek funding for said project from the IEPA Water Pollution Control Loan Program; and

WHEREAS, the application provisions for loans from the IEPA Water Pollution Control Loan Program require that the City of Mattoon authorize a representative to sign the loan application forms and supporting documents.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Mattoon, Coles County, Illinois, that the Public Works Director, Dean Barber, be authorized to sign all loan application forms and documents for project described herein.

Upon motion by Commissioner Cox, seconded by Commissioner Hall, adopted this 7th day of October, 2014, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Graven,
 Commissioner Hall, Commissioner Owen,
 Mayor Gover
NAYS (Names): None
ABSENT (Names): None
ABSTAIN (Names): None

Approved this 7th day of October, 2014.

/s/ Timothy D. Gover
Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

/s/ Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on October 7, 2014.

Mayor Gover opened the floor for comments/discussion which was followed with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Cox seconded by Commissioner Hall moved to approve Council Decision Request 2014-1550, approving the proposal in the amount of \$122,500 from WRD Environmental for the design of Heritage Park at the southwest corner of 17th Street and Broadway Avenue.

Mayor Gover opened the floor for comments/discussion which was followed with no response.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Commissioner Cox seconded by Commissioner Graven moved to adopt Special Ordinance No. 2014-1567, declaring personal property owned by the municipality surplus and authorizing the sale or disposal of the property.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE: 2014-1567

A SPECIAL ORDINANCE DECLARING THE PERSONAL PROPERTY OWNED BY THE MUNICIPALITY SURPLUS AND AUTHORIZING THE SALE OR DISPOSAL OF THE PROPERTY

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. Supplies and equipment identified on Exhibit A to this ordinance are no longer necessary or useful to, or for the best interest of, the City of Mattoon, and are hereby declared surplus to the needs of the City of Mattoon.

Section 2. The City of Mattoon, Illinois does not express any warranty or imply any statement of condition of this surplus property. The Department Heads are hereby authorized to administratively sell by the most advantageous means and to negotiate the conditions for the sale, recycle, or otherwise destroy the property without further formal consideration or approval by the City Council. The City of Mattoon shall reserve the right to accept or reject any and/or all offers for this property.

Section 3. The Mayor and City Clerk are authorized and directed to execute any documents necessary to affect the sale or disposal of the property.

Section 4. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 5. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Cox, seconded by Commissioner Graven, adopted this 7th day of October, 2014, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Graven,
Commissioner Hall, Commissioner Owen,
Mayor Gover

NAYS (Names): None

ABSENT (Names): None

Approved this 7th day of October, 2014.

/s/ Tim Gover
Tim Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Recorded in the Municipality's Records on October 7, 2014.

Mayor Gover opened the floor for comments/discussion. Mayor Gover noted most items were computer equipment. Administrator Gill stated computer equipment and one vehicle.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

Mayor Gover noted skipping the next two items on the agenda to be considered at the next meeting due to lack of additional information needed.

[Special Ordinance No. 2014-1568, authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Don and Jane Freesmeier reimbursing up to \$14,893.20 annually from Mid-town TIF Revenues over a five-year period for roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades, an ADA entrance and parking upgrades to the building located at 1518 Broadway Avenue.

Special Ordinance No. 2014-1569, authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Don and Jane Freesmeier reimbursing up to \$14,125.00 annually from Mid-town TIF Revenues over a five-year period for roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades, an ADA entrance, and parking upgrades the building located at 1520 Broadway Avenue.]

Commissioner Owen seconded by Commissioner Cox moved to adopt Special Ordinance No. 2014-1570, authorizing the Mayor to sign an outright grant agreement by and between the City of Mattoon and Randy Curry reimbursing up to \$77,425.00 from Mid-town TIF Revenues upon completion and approval of façade improvements to the west wall on the building located at 1632 Broadway Avenue.

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1570

AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND RANDALL CURRY, FOR 1632 BROADWAY, IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA

WHEREAS, Randall Curry (the “**Grantee**”), has submitted a proposal to the City of Mattoon, Illinois (the “**Municipality**”) for redevelopment of a part of the Municipality’s Mattoon Mid-town Redevelopment Project Area (the “**Redevelopment Project Area**”); and, thereafter, the Municipality and the Grantee has engaged in negotiations related to a Grant Agreement (including all exhibits and attachments in connection therewith, referred to as the “**Grant Agreement**”) concerning redevelopment incentives and assistance related to the preservation, development and redevelopment of a part of the Redevelopment Project Area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. The Grant Agreement, in substantially the form thereof presented before the meeting of the City Council at which this ordinance is adopted, shall be and is hereby ratified, confirmed and approved,

and the Mayor and City Clerk are authorized to execute and deliver the Grant Agreement for and on behalf of the Municipality; and upon the execution thereof by the Municipality and the Grantee, the appropriate officers, agents, attorneys and employees of the Municipality are authorized to take all supplemental actions, including the execution and delivery of related supplemental opinions, certificates, agreements and instruments not inconsistent with the Grant Agreement, desirable or necessary to implement and otherwise give full effect to the Grant Agreement. Upon full execution thereof, the Grant Agreement shall be attached to this ordinance as EXHIBIT "A".

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by Commissioner Owen, seconded by Commissioner Cox, adopted this 7th day of October, 2014, by a roll call vote, as follows:

AYES (Names): Commissioner Cox, Commissioner Graven,
 Commissioner Hall, Commissioner Owen,
 Mayor Gover
NAYS (Names): None
ABSENT (Names): None

Approved this 7th day of October, 2014.

/s/ Timothy D. Gover
Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

/s/Susan J. O'Brien
Susan J. O'Brien, City Clerk

/s/ Janett S. Winter-Black
Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on October 7, 2014.

Attachment (1) - EXHIBIT "A"

Mayor Gover opened the floor for comments/discussion. Mayor Gover noted the building is the former Thrifty Building east of the Depot and inquired whether there was to be a mural. Commissioner Owen inquired whether the improvements were to be completed this year. Administrator Gill stating yes to the completion of the improvements this year, and yes to the mural in the future.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, YEA Commissioner Owen, YEA Mayor Gover.

DEPARTMENT REPORTS:

CITY ADMINISTRATOR/ COMMUNITY DEVELOPMENT noted several meetings including attending Police negotiations and TIF meetings, finalizing amendments to cellular tower agreement, and preparing other ordinances for the next Council meeting. Mayor Gover opened the floor for questions with no response.

CITY ATTORNEY had nothing to report. Mayor Gover opened the floor for questions with no response.

CITY CLERK noted preparation of various reports, upcoming insurance meetings, and voting begins October 14th in the City Clerk's Office. Mayor Gover opened the floor for questions with no response.

FINANCE noted completion of the Annual Treasurer's Report, receipt of the third installment of property taxes, completion of TIF reports, and status of the audit presentation. Mayor Gover opened the floor for questions with no response.

PUBLIC WORKS – updated Council on active construction projects and explained the alley easements for next agenda. Mayor Gover opened the floor for questions with no response.

FIRE described Fire Prevention Week activities. Mayor Gover opened the floor for questions with no response.

POLICE noted initial installation of replacement windows and business as usual. Mayor Gover opened the floor for questions with no response.

COMMENTS BY THE COUNCIL

Commissioner Cox inquired as to the delay of the demolition of a house on 21st Street. Administrator Gill stated the owner has been served to appear in Court due to the lack of payment to the demolition contractor by the owner. Commissioners Graven, Hall and Owen had no further comments.

Commissioner Hall seconded by Commissioner Cox moved to adjourn at 7:05 p.m.

Mayor Gover declared the motion carried by the following vote: YEA Commissioner Cox, YEA Commissioner Graven, YEA Commissioner Hall, NAY Commissioner Owen, YEA Mayor Gover.

/s/ Susan J. O'Brien
City Clerk

BILLS & PAYROLL:

BILLS & PAYROLL BEGIN ON NEXT PAGE.

CITY OF MATTOON

10-10-14 PAYROLL

9-20-14/10-3-14

	G/L ACCOUNT	ACCOUNT NAME	AMOUNT
CITY COUNCIL	110 5110-111	SALARIES OF REG EMPLOYEES	\$ 1,476.91
CITY CLERK	110 5120-111	SALARIES OF REG EMPLOYEES	\$ 5,383.61
	110 5120-114	COMPENSATED ABSENCES	\$ 510.27
CITY ADMINISTRATOR	110 5130-111	SALARIES OF REG EMPLOYEES	\$ 1,035.39
	110 5130-114	COMPENSATED ABSENCES	\$ 165.04
FINANCIAL ADMINISTRATION	110 5150-111	SALARIES OF REG EMPLOYEES	\$ 1,218.67
	110 5150-114	COMPENSATED ABSENCES	\$ 210.12
COMPUTER INFO SYSTEMS	110 5170-111	SALARIES OF REG EMPLOYEES	\$ 3,803.63
	110 5170-114	COMPENSATED ABSENCES	\$ 721.46
POLICE ADMINISTRATION	110 5211-111	SALARIES OF REG EMPLOYEES	\$ 13,044.91
CRIMINAL INVESTIGATION	110 5212-111	SALARIES OF REG EMPLOYEES	\$ 9,012.66
	110 5212-113	OVERTIME	\$ 147.63
PATROL	110 5213-111	SALARIES OF REG EMPLOYEES	\$ 64,437.07
	110 5213-113	OVERTIME	\$ 6,208.92
K-9 SERVICE	110 5214-111	SALARIES OF REG EMPLOYEES	\$ 4,293.50
	110 5214-113	OVERTIME	\$ 446.81
SCHOOL RESOURCE PROGRAM	110 5227-111	SALARIES OF REG EMPLOYEES	\$ 2,799.63
FIRE PROTECTION ADMIN	110 5241-111	SALARIES OF REG EMPLOYEES	\$ 72,938.39
	110 5241-112	SALARIES OF PART-TIME EMPLOYEE	\$ 535.50
	110 5241-113	OVERTIME	\$ 5,135.11
	110 5241-114	COMPENSATED ABSENCES	\$ 7,655.85
CODE ENFORCEMENT ADMIN	110 5261-111	SALARIES OF REG EMPLOYEES	\$ 2,755.67
	110 5261-114	COMPENSATED ABSENCES	\$ 10.55
PUBLIC WORKS ADMIN	110 5310-111	SALARIES OF REG EMPLOYEES	\$ 5,296.13
	110 5310-113	OVERTIME	\$ 31.98
	110 5310-114	COMPENSATED ABSENCES	\$ 317.49
STREETS	110 5320-111	SALARIES OF REG EMPLOYEES	\$ 34,731.64
	110 5320-112	SALARIES OF TEMP EMPLOYEES	\$ 560.00
	110 5320-113	OVERTIME	\$ 744.22
	110 5320-114	COMPENSATED ABSENCES	\$ 2,332.54
CUSTODIAL SERVICES	110 5381-111	SALARIES OF REG EMPLOYEES	\$ 4,212.33
EQUIPMENT MAINTENANCE	110 5390-111	SALARIES OF REG EMPLOYEES	\$ 981.15
PARK ADMINISTRATION	110 5511-111	SALARIES OF REG EMPLOYEES	\$ 5,983.82
	110 5511-112	SALARIES OF TEMP EMPLOYEES	\$ 852.50
	110 5511-113	OVERTIME	\$ 1,439.65
	110 5511-114	COMPENSATED ABSENCES	\$ 192.79
LAKE ADMINISTRATION	110 5512-111	SALARIES OF REG EMPLOYEES	\$ 2,202.53
	110 5512-112	SALARIES OF TEMP EMPLOYEES	\$ 870.00
	110 5512-113	OVERTIME	\$ 573.07
CEMETERY	110 5570-111	SALARIES OF REG EMPLOYEES	\$ 3,257.34
	110 5570-112	SALARIES OF TEMP EMPLOYEES	\$ 1,825.00
		*** FUND 110 TOTALS ***	\$ 270,351.48

CITY OF MATTOON
 10-10-14 PAYROLL
 9-20-14/10-3-14

HOTEL TAX ADMINISTRATION	122 5653-111	SALARIES OF REG EMPLOYEES	\$ 1,865.24
	122 5653-112	SALARIES OF TEMP EMPLOYEES	\$ 375.00
		*** FUND 122 TOTALS ***	\$ 2,240.24
WATER TREATMENT PLANT	211 5353-111	SALARIES OF REG EMPLOYEES	\$ 13,396.29
	211 5353-113	OVERTIME	\$ 1,614.17
	211 5353-114	COMPENSATED ABSENCES	\$ 2,439.36
WATER DISTRIBUTION	211 5354-111	SALARIES OF REG EMPLOYEES	\$ 4,473.12
	211 5354-113	OVERTIME	\$ 191.86
	211 5354-114	COMPENSATED ABSENCES	\$ 837.15
ACCOUNTING & COLLECTION	211 5355-111	SALARIES OF REG EMPLOYEES	\$ 6,400.46
	211 5355-112	SALARIES OF TEMP EMPLOYEES	\$ 156.25
	211 5355-113	OVERTIME	\$ 35.51
	211 5355-114	COMPENSATED ABSENCES	\$ 592.70
ADMINISTRATIVE & GENERAL	211 5356-111	SALARIES OF REG EMPLOYEES	\$ 4,843.37
	211 5356-113	OVERTIME	\$ 31.04
	211 5356-114	COMPENSATED ABSENCES	\$ 298.55
		*** FUND 211 TOTALS ***	\$ 35,309.83
SANITARY SEWER MTCE & CLEAN	212 5342-111	SALARIES OF REG EMPLOYEES	\$ 4,204.89
	212 5342-113	OVERTIME	\$ 188.56
	212 5342-114	COMPENSATED ABSENCES	\$ 2,059.80
WASTEWATER TREATMENT PLANT	212 5344-111	SALARIES OF REG EMPLOYEES	\$ 17,804.76
	212 5344-114	COMPENSATED ABSENCES	\$ 1,096.40
ACCOUNTING & COLLECTION	212 5345-111	SALARIES OF REG EMPLOYEES	\$ 6,400.49
	212 5345-112	SALARIES OF TEMP EMPLOYEES	\$ 156.25
	212 5345-113	OVERTIME	\$ 35.52
	212 5345-114	COMPENSATED ABSENCES	\$ 592.70
ADMINISTRATIVE & GENERAL	212 5346-111	SALARIES OF REG EMPLOYEES	\$ 4,843.37
	212 5346-113	OVERTIME	\$ 31.04
	212 5346-114	COMPENSATED ABSENCES	\$ 298.55
		*** FUND 212 TOTALS ***	\$ 37,712.33
		*** GRAND TOTALS ***	\$ 345,613.88

CITY OF MATTOON
10-10-14 PAYROLL
9-20-14/10-3-14

*** PAY CODE TOTALS ***

PAY CODE	NO OF TIMES	HOURS	AMOUNT
REGULAR PAY	36	1,826.75	\$ 38,995.17
VACATION PAY	26	301	\$ 8,280.99
BACK PAY	36	36	\$ 21,869.53
SALARY PAY	121	9,882.35	\$ 246,615.61
HOLIDAY PAY-REGULAR	31	119	\$ 2,810.11
SICK PAY-AFSCME	12	121	\$ 2,864.81
OVERTIME PAY	36	434.5	\$ 16,934.23
SICK-FD UNION	4	108	\$ 2,580.07
PEHP	29	29	\$ 362.50
VACATION PAY	4	96	\$ 2,473.15
SICK-NON UNION	5	41.75	\$ 1,322.19
SHIFT PAY	6	256	\$ 153.60
SHIFT PAY	5	160	\$ 112.00
BURIAL PAY	1	2	\$ 134.00
COMP EARNED	4	21	\$ -
COMP PAID	1	4	\$ 105.92

VENDOR SET: 01 CITY OF MATTOON

BANK: ACBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 505 ARTS COUNCIL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002838	JENNY OSBORNE	I-201410158240	110 5505-540	ADVERTISING	: REIMBURSE POST CARDS	122355	47.81
VENDOR 01-002838 TOTALS							47.81
01-003314	BOBBY REYNOLDS	I-201410168263	110 5505-831	CHILDREN'S PR:	SUPPORT FOR EVENT	122356	200.00
VENDOR 01-003314 TOTALS							200.00
DEPARTMENT 505 ARTS COUNCIL						TOTAL:	247.81
VENDOR SET 110 GENERAL FUND						TOTAL:	247.81
REPORT GRAND TOTAL:							247.81

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2014-2015	110-5505-540	ADVERTISING	47.81	1,050	798.69		
	110-5505-831	CHILDREN'S PROGRAMMING	200.00	7,175	5,525.00		
		TOTAL:	247.81				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
110-505	ARTS COUNCIL	247.81

110 TOTAL	GENERAL FUND	247.81

	** TOTAL **	247.81

NO ERRORS

PACKET: 07462 Regular Payments

VENDOR SET: 01

BANK : APBNK GENERAL ACCOUNTS PAYABLE

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
017200	FIRE PENSION FUND I-201410038115	PROPERTY TAX DIST	R	10/03/2014		269,921.51CR	122299	269,921.51
030100	MATTOON PUBLIC LIBRARY I-201410038113	PROPERTY TAX DIST	R	10/03/2014		112,751.80CR	122300	112,751.80
038700	POLICE PENSION FUND I-201410038114	PROPERTY TAX DIST	R	10/03/2014		286,407.76CR	122301	286,407.76

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	669,081.07	669,081.07
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	3	0.00	669,081.07	669,081.07

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 07462 Regular Payments

VENDOR SET: 01

BANK : APBNK GENERAL ACCOUNTS PAYABLE

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
110	10/2014	669,081.07CR
=====		
ALL		669,081.07CR

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: N/A NON-DEPARTMENTAL

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002603	MIDWEST CREDIT & COLLE	I-201410178276	110 4436-010	AMBULANCE BIL:	AMBULANCE REFUND	122341	298.37
					VENDOR 01-002603 TOTALS		298.37
01-017200	FIRE PENSION FUND	I-201410108144	110 2172-001	DUE TO FIREFI:	OCTOBER PPRT	122304	40,358.68
					VENDOR 01-017200 TOTALS		40,358.68
01-030100	MATTOON PUBLIC LIBRARY	I-201410108146	110 2172-000	DUE TO LIBRAR:	OCTOBER PPRT	122307	6,937.22
					VENDOR 01-030100 TOTALS		6,937.22
01-038700	POLICE PENSION FUND	I-201410108145	110 2172-002	DUE TO POLICE:	OCTOBER PPRT	122308	40,358.69
					VENDOR 01-038700 TOTALS		40,358.69
				DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	87,952.96
01-001886	RICK HALL	I-201410148158	110 5110-533	CELLULAR PHON:	OCTOBER MOBILE	122418	50.00
					VENDOR 01-001886 TOTALS		50.00
01-002244	CHRIS RANKIN	I-200907140488	110 5110-533	CELLULAR PHON:	JULY 09 CELL PHONE	122343	50.00
					VENDOR 01-002244 TOTALS		50.00
01-003024	DAVID COX	I-201410148155	110 5110-533	CELLULAR PHON:	OCTOBER MOBILE	122396	50.00
					VENDOR 01-003024 TOTALS		50.00
01-037951	J. PRESTON OWEN	I-201410148156	110 5110-533	CELLULAR PHON:	OCTOBER MOBILE	122467	50.00
					VENDOR 01-037951 TOTALS		50.00
				DEPARTMENT 110	CITY COUNCIL	TOTAL:	200.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 120 CITY CLERK

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001598	INTERNATIONAL INSTITUT	I-201410148208	110 5120-519	OTHER PROFESS:	DUES-O'BRIEN	122433	155.00
					VENDOR 01-001598	TOTALS	155.00
01-024060	IL DEPT OF NATURAL RES	I-201410108123	110 5120-802	HUNTING/FISHI:	CITY CLERK 9-30/10-6 000000		25.00
					VENDOR 01-024060	TOTALS	25.00
01-024075	IL DEPT OF PUBLIC HEAL	I-201103316139	110 5120-801	VITAL RECORDS:	MARCH VR FEES	122340	762.00
					VENDOR 01-024075	TOTALS	762.00
01-049003	XEROX CORPORATION	I-076141440	110 5120-814	PRINT/COPY MA:	COPIER GBP-245099	122494	383.45
					VENDOR 01-049003	TOTALS	383.45
				DEPARTMENT 120	CITY CLERK	TOTAL:	1,325.45
01-002931	BETH WRIGHT	I-201410148148	110 5150-532	TELEPHONE	: OCTOBER MOBILE	122493	100.00
					VENDOR 01-002931	TOTALS	100.00
				DEPARTMENT 150	FINANCIAL ADMINISTRATION	TOTAL:	100.00
01-003225	LAW OFFICE OF J.C. BRO	I-1463	110 5160-515	LABOR RELATIO:	LEGAL SERVICES	122447	350.00
					VENDOR 01-003225	TOTALS	350.00
01-048404	LAW OFFICES OF	I-201410148159	110 5160-519	OTHER PROFESS:	OCTOBER LEGAL SERVIC	122448	3,330.00
					VENDOR 01-048404	TOTALS	3,330.00
				DEPARTMENT 160	LEGAL SERVICES	TOTAL:	3,680.00
01-001745	WINDOWS	I-64291061	110 5170-562	TRAVEL & TRAI:	IT NETWORK TRAINING	122491	338.00
					VENDOR 01-001745	TOTALS	338.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 170 COMPUTER INFO SYSTEMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002828	TROY WALKER	I-201410148149	110 5170-533	CELLULAR PHON:	OCTOBER MOBILE	122489	100.00
					VENDOR 01-002828	TOTALS	100.00
01-023800	CONSOLIDATED COMMUNICA	I-201410158246	110 5170-854	WIDE AREA NET:	101-0937	122392	88.60
					VENDOR 01-023800	TOTALS	88.60
01-028498	BRIAN JOHANPETER	I-201410168257	110 5170-562	TRAVEL & TRAI:	MEALS 10/5-6	122436	23.00
					VENDOR 01-028498	TOTALS	23.00
DEPARTMENT 170 COMPUTER INFO SYSTEMS						TOTAL:	549.60
01-000932	BRAD POEHLER	I-201211301943	110 5211-562	TRAVEL & TRAI:	MEALS 12/11-1	122342	59.00
					VENDOR 01-000932	TOTALS	59.00
01-001375	ADAM JENKINS	I-201410158217	110 5211-562	TRAVEL & TRAI:	MEALS	122435	105.50
					VENDOR 01-001375	TOTALS	105.50
01-001401	JEREMY CLARK	I-201410158218	110 5211-562	TRAVEL & TRAI:	MEALS	122386	105.50
					VENDOR 01-001401	TOTALS	105.50
01-001473	CENTRAL EAST ALCOHOLIS	I-201410148169	110 5211-519	OTHER PROFESS:	EVALUATION	122381	237.50
					VENDOR 01-001473	TOTALS	237.50
01-002019	BARBECK COMMUNICATIONS	I-231393	110 5211-535	RADIOS	: SQUAD REPAIRS	122369	135.00
01-002019	BARBECK COMMUNICATIONS	I-231397	110 5211-535	RADIOS	: SQUAD REPAIRS	122369	225.00
01-002019	BARBECK COMMUNICATIONS	I-231398	110 5211-535	RADIOS	: SQUAD REPAIRS	122369	45.00
					VENDOR 01-002019	TOTALS	405.00
01-003079	ADAMAX TACTICAL ACADEM	I-201410108122	110 5211-562	TRAVEL & TRAI:	CQB SWAT COURSE-JOHN	122302	400.00
					VENDOR 01-003079	TOTALS	400.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-004400	BURGER KING	I-201410158254	110 5211-319	MISCELLANEOUS:	SEPTEMBER PRISONER M	122377	13.90
					VENDOR 01-004400 TOTALS		13.90
01-017450	FIT TO A TEE	I-0012284	110 5211-315	UNIFORMS & CL:	T-SHIRTS	122412	48.00
					VENDOR 01-017450 TOTALS		48.00
01-020800	HAROLD'S CLEANERS	I-AO-202293	110 5211-573	LAUNDRY SERVI:	CLEAN BLANKETS	122419	20.00
01-020800	HAROLD'S CLEANERS	I-AO-202333	110 5211-573	LAUNDRY SERVI:	CLEAN BLANKETS	122419	20.00
01-020800	HAROLD'S CLEANERS	I-AO-202545	110 5211-573	LAUNDRY SERVI:	CLEAN BLANKETS	122419	40.00
					VENDOR 01-020800 TOTALS		80.00
01-020975	HEART TECHNOLOGIES INC	I-62942	110 5211-539	MISC COMMUNIC:	MPD SECURITY CAMERAS	122422	2,190.14
01-020975	HEART TECHNOLOGIES INC	I-62943	110 5211-539	MISC COMMUNIC:	MPD SECURITY CAMERAS	122422	2,190.14
01-020975	HEART TECHNOLOGIES INC	I-63130	110 5211-539	MISC COMMUNIC:	MPD SECURITY CAMERAS	122422	1,706.90
01-020975	HEART TECHNOLOGIES INC	I-63149	110 5211-539	MISC COMMUNIC:	MPD SECURITY CAMERAS	122422	1,590.44
					VENDOR 01-020975 TOTALS		7,677.62
01-024400	IL FIRE & POLICE COMM	I-201410148187	110 5211-571	DUE & MEMBERS:	2015 DUES	122425	187.50
					VENDOR 01-024400 TOTALS		187.50
01-037800	RAY O'HERRON CO	I-1455081-IN	110 5211-535	RADIOS	: RAY O'HERRON CO	122475	1,661.98
01-037800	RAY O'HERRON CO	I-1455938-IN	110 5211-535	RADIOS	: RAY O'HERRON CO	122475	365.00
01-037800	RAY O'HERRON CO	I-1456063-IN	110 5211-315	UNIFORMS & CL:	NAMEBARS	122475	32.12
01-037800	RAY O'HERRON CO	I-1456491-IN	110 5211-315	UNIFORMS & CL:	RAY O'HERRON CO	122475	125.00
					VENDOR 01-037800 TOTALS		2,184.10
01-038400	PITNEY BOWES INC	I-5502570650	110 5211-531	POSTAGE	: POSTAGE METER LEASE	122474	67.99
					VENDOR 01-038400 TOTALS		67.99
01-040463	SARAH BUSH LINCOLN HEA	I-201410158252	110 5211-519	OTHER PROFESS:	DRUG SCREEN	122478	35.00
					VENDOR 01-040463 TOTALS		35.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 211 POLICE ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-046715	WAVE GRAPHICS	I-18494	110 5211-319	MISCELLANEOUS: POLOS		122490	562.50
						VENDOR 01-046715 TOTALS	562.50
01-049003	XEROX CORPORATION	I-076141427	110 5211-814	PRINT/COPY MA: COPIER LBP-255479		122494	88.17
01-049003	XEROX CORPORATION	I-076141428	110 5211-814	PRINT/COPY MA: COPIER LBP-255481		122494	100.79
01-049003	XEROX CORPORATION	I-076141429	110 5211-814	PRINT/COPY MA: COPIER LBP-255476		122494	126.13
01-049003	XEROX CORPORATION	I-076141430	110 5211-814	PRINT/COPY MA: COPIER XKK-419145		122494	244.23
01-049003	XEROX CORPORATION	I-076141450	110 5211-814	PRINT/COPY MA: COPIER YHT-189182		122494	42.93
						VENDOR 01-049003 TOTALS	602.25
						DEPARTMENT 211 POLICE ADMINISTRATION TOTAL:	12,771.36
01-000610	LEXISNEXIS RISK DATA	I-1299801-20140930	110 5212-579	MISC OTHER PU: SEPTEMBER SEARCHES		122451	50.00
						VENDOR 01-000610 TOTALS	50.00
01-002813	LUCAS VOUDRIE	I-201203099367	110 5212-579	MISC OTHER PU: ALCOHOL COMPLIANCE C		122349	50.00
						VENDOR 01-002813 TOTALS	50.00
						DEPARTMENT 212 CRIMINAL INVESTIGATION TOTAL:	100.00
01-003309	BLACKSTONE KENNELS	I-201410158255	110 5214-319	MISCELLANEOUS: BOARDING 9/25-27		122375	72.00
						VENDOR 01-003309 TOTALS	72.00
						DEPARTMENT 214 K-9 SERVICE TOTAL:	72.00
01-002943	NEWBY AUTO BODY	I-12	110 5223-434	REPAIR OF VEH: TRIM MOULDING		122463	86.77
						VENDOR 01-002943 TOTALS	86.77
01-002958	BATTERY SPECIALISTS, I	I-125365	110 5223-319	MISCELLANEOUS: BATTERY SPECIALISTS,		122372	109.00
						VENDOR 01-002958 TOTALS	109.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 223 AUTOMOTIVE SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-009075	CUSD #2 TRANSPORTATION	I-201410158251	110 5223-326	FUEL	: POLICE DEPT 9/14 FUE	122397	6,697.08
VENDOR 01-009075 TOTALS							6,697.08
01-017000	FIRE EQUIPMENT SERVICE	I-222049	110 5223-316	TOOLS & EQUIP:	EXTINGUISHER MNTCE	122411	101.00
VENDOR 01-017000 TOTALS							101.00
01-034603	MEARS AUTOMOTIVE, INC.	I-14807	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	122456	180.52
01-034603	MEARS AUTOMOTIVE, INC.	I-14842	110 5223-434	REPAIR OF VEH:	SQUAD REPAIRS	122456	170.51
VENDOR 01-034603 TOTALS							351.03
01-039600	NEAL TIRE & AUTO SERVI	I-201410158256	110 5223-434	REPAIR OF VEH:	NEAL TIRE & AUTO SER	122462	1,252.77
VENDOR 01-039600 TOTALS							1,252.77
DEPARTMENT 223 AUTOMOTIVE SERVICES							TOTAL: 8,597.65
01-001070	AMEREN ILLINOIS	I-201410148170	110 5224-321	UTILITIES	: 1700 WABASH	122361	2,990.87
01-001070	AMEREN ILLINOIS	I-201410148210	110 5224-321	UTILITIES	: 620 S 12TH	122361	41.59
VENDOR 01-001070 TOTALS							3,032.46
01-001408	INDUSTRIAL MECHANICAL	I-7094	110 5224-432	REPAIR OF BUI:	PUMP REPAIR	122432	941.00
VENDOR 01-001408 TOTALS							941.00
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5224-321	UTILITIES	: 1700 WABASH	122427	2,949.30
VENDOR 01-002194 TOTALS							2,949.30
01-002250	COMMERCIAL REFRIGERATI	I-32687	110 5224-432	REPAIR OF BUI:	FABRICATE COVER FOR	122391	46.32
VENDOR 01-002250 TOTALS							46.32
01-008600	COLES MOULTRIE ELECTRI	I-201410158253	110 5224-321	UTILITIES	: PISTOL RANGE	122389	73.59
VENDOR 01-008600 TOTALS							73.59

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 224 POLICE BUILDINGS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-011600	DEBUHR'S SEED STORE	I-31440	110 5224-316	TOOLS & EQUIP:	SPREADER	122403	45.99
						VENDOR 01-011600 TOTALS	45.99
01-030000	KULL LUMBER CO	I-201410158216	110 5224-312	CLEANING SUPP:	CABLE TIES,CAULK	122444	48.44
						VENDOR 01-030000 TOTALS	48.44
01-033800	MATTOON WATER DEPT	I-201410148182	110 5224-321	UTILITIES	: 221 S 17TH	000000	48.23
01-033800	MATTOON WATER DEPT	I-201410148183	110 5224-321	UTILITIES	: 1710 WABASH	000000	191.38
						VENDOR 01-033800 TOTALS	239.61
01-035600	KONE INC	I-221586711	110 5224-435	ELEVATOR SERV:	ELEV MNTCE 10/14	122443	747.56
						VENDOR 01-035600 TOTALS	747.56
DEPARTMENT 224 POLICE BUILDINGS						TOTAL:	8,124.27
01-000550	ALEXANDERS AUTO PARTS	I-201410148188	110 5241-434	REPAIR OF VEH:	SPARK PLUGS,BULBS,AN	122359	3.79
01-000550	ALEXANDERS AUTO PARTS	I-201410148188	110 5241-326	FUEL	: SPARK PLUGS,BULBS,AN	122359	25.16
01-000550	ALEXANDERS AUTO PARTS	I-201410148188	110 5241-318	VEHICLE PARTS:	SPARK PLUGS,BULBS,AN	122359	13.04
						VENDOR 01-000550 TOTALS	41.99
01-001070	AMEREN ILLINOIS	I-201410148167	110 5241-321	UTILITIES	: AMEREN ILLINOIS	122361	199.37
01-001070	AMEREN ILLINOIS	I-201410148179	110 5241-321	UTILITIES	: 2700 MARSHALL	122361	11.04
						VENDOR 01-001070 TOTALS	210.41
01-001343	DOUG COLE	I-200710262893	110 5241-562	TRAVEL & TRAI:	MEAL 10/19/07	122335	6.50
01-001343	DOUG COLE	I-201011094934	110 5241-562	TRAVEL & TRAI:	MEAL 11/3	122335	11.32
						VENDOR 01-001343 TOTALS	17.82
01-001399	FREDERICK REYNOLDS	I-200812108505	110 5241-562	TRAVEL & TRAI:	MEALS 11/15/08	122344	6.50
						VENDOR 01-001399 TOTALS	6.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001582	AUTO, TRUCK AND FARM R I-48192		110 5241-434	REPAIR OF VEH: 08 CHEVY REPAIRS		122366	222.49
01-001582	AUTO, TRUCK AND FARM R I-48236		110 5241-434	REPAIR OF VEH: AUTO, TRUCK AND FARM		122366	66.31
				VENDOR 01-001582	TOTALS		288.80
01-001984	BOUND TREE MEDICAL, LL I-81562009		110 5241-313	MEDICAL & SAF: MEDICAL SUPPLIES		122376	100.35
				VENDOR 01-001984	TOTALS		100.35
01-002167	APPLE TIME, INC.	I-19527	110 5241-827	FIRE PREVENTI: PENCIL TOPPERS,GOLF		122365	368.94
				VENDOR 01-002167	TOTALS		368.94
01-002194	IL POWER MARKETING DBA I-1461314091		110 5241-321	UTILITIES : 2700 MARSHALL		122427	171.08
01-002194	IL POWER MARKETING DBA I-1461314091		110 5241-321	UTILITIES : 1801 PRAIRIE		122427	43.62
				VENDOR 01-002194	TOTALS		214.70
01-002815	DUSTIN RHOADS	I-201207110513	110 5241-562	TRAVEL & TRAI: MEALS 6/20/12		122345	6.50
				VENDOR 01-002815	TOTALS		6.50
01-002876	DONALD SEIBERT	I-201305293450	110 5241-562	TRAVEL & TRAI: 5/6 MEAL		122346	6.50
				VENDOR 01-002876	TOTALS		6.50
01-002958	BATTERY SPECIALISTS, I I-125393		110 5241-316	TOOLS & EQUIP: BATTERY SPECIALISTS,		122372	24.00
				VENDOR 01-002958	TOTALS		24.00
01-003304	PAAP AUTO BODY	I-5751	110 5241-434	REPAIR OF VEH: R27 REPAIRS		122468	85.00
				VENDOR 01-003304	TOTALS		85.00
01-009075	CUSD #2 TRANSPORTATION I-201410158241		110 5241-326	FUEL : FIRE DEPT 9/14 FUEL		122397	2,589.87
				VENDOR 01-009075	TOTALS		2,589.87

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-020800	HAROLD'S CLEANERS	I-AO-202358	110 5241-573	LAUNDRY SERVI:	CLEAN UNIFORMS	122419	20.00
					VENDOR 01-020800 TOTALS		20.00
01-023800	CONSOLIDATED COMMUNICA	I-201410108137	110 5241-532	TELEPHONE	: 235-0924	122303	52.75
01-023800	CONSOLIDATED COMMUNICA	I-201410108138	110 5241-532	TELEPHONE	: 234-2442	122303	58.72
01-023800	CONSOLIDATED COMMUNICA	I-201410108139	110 5241-532	TELEPHONE	: 235-0931	122303	45.17
01-023800	CONSOLIDATED COMMUNICA	I-201410108140	110 5241-532	TELEPHONE	: 235-0947	122303	45.21
01-023800	CONSOLIDATED COMMUNICA	I-201410108141	110 5241-532	TELEPHONE	: 235-0933	122303	42.25
01-023800	CONSOLIDATED COMMUNICA	I-201410158245	110 5241-532	TELEPHONE	: 101-0987	122392	88.60
					VENDOR 01-023800 TOTALS		332.70
01-024400	IL FIRE & POLICE COMM	I-201410148187	110 5241-571	DUE & MEMBERS:	2015 DUES	122425	187.50
					VENDOR 01-024400 TOTALS		187.50
01-025600	ILMO PRODUCTS COMPANY	I-201410148180	110 5241-313	MEDICAL & SAF:	CYLINDER RENTAL, OXY	122430	302.15
					VENDOR 01-025600 TOTALS		302.15
01-028980	SEAN JUNGE	I-201410148157	110 5241-533	CELLULAR PHON:	OCTOBER MOBILE	122440	100.00
					VENDOR 01-028980 TOTALS		100.00
01-030000	KULL LUMBER CO	I-201410158219	110 5241-319	MISCELLANEOUS:	FURNACE FILTERS,HORN	122444	60.76
					VENDOR 01-030000 TOTALS		60.76
01-031000	LORENZ SUPPLY CO.	I-367089	110 5241-312	CLEANING SUPP:	TOWELS, TISSUE	122452	171.57
					VENDOR 01-031000 TOTALS		171.57
01-033800	MATTOON WATER DEPT	I-201410108125	110 5241-321	UTILITIES	: 1801 PRAIRIE	000000	49.17
					VENDOR 01-033800 TOTALS		49.17
01-037010	TONY NICHOLS	I-201410148162	110 5241-533	CELLULAR PHON:	OCTOBER MOBILE	122465	100.00
					VENDOR 01-037010 TOTALS		100.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 241 FIRE PROTECTION ADMIN.

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-037050	NIEMEYER REPAIR SERVIC	I-60919	110 5241-434	REPAIR OF VEH:	LAWN MOWER REPAIRS	122466	450.54
					VENDOR 01-037050 TOTALS		450.54
01-039600	NEAL TIRE & AUTO SERVI	I-201410158233	110 5241-434	REPAIR OF VEH:	TIRES	122462	376.40
					VENDOR 01-039600 TOTALS		376.40
01-040451	S & S SERVICE CO	I-58647	110 5241-434	REPAIR OF VEH:	ADJUST REAR BRAKES	122477	106.47
					VENDOR 01-040451 TOTALS		106.47
01-049003	XEROX CORPORATION	I-076141466	110 5241-814	PRINT/COPY MA:	COPIER VMA-559951	122494	69.36
					VENDOR 01-049003 TOTALS		69.36
DEPARTMENT 241 FIRE PROTECTION ADMIN.						TOTAL:	6,288.00
01-001381	MATT FREDERICK	I-201410148166	110 5261-533	CELLULAR PHON:	OCTOBER MOBILE	122413	50.00
					VENDOR 01-001381 TOTALS		50.00
01-002812	CHARLES LUKE EDWARDS	I-201410148150	110 5261-533	CELLULAR PHON:	OCTOBER MOBILE	122406	50.00
					VENDOR 01-002812 TOTALS		50.00
01-003213	DYLAN PHILPOTT	I-747123	110 5261-579	MISC OTHER PU:	SEPTEMBER MOWING	122473	435.00
					VENDOR 01-003213 TOTALS		435.00
01-003301	RAY HAMILTON	I-201410108126	110 5261-579	MISC OTHER PU:	SERVERS FEE	122305	40.00
					VENDOR 01-003301 TOTALS		40.00
01-003307	IL PLUMBING EDUCATION	I-201410148172	110 5261-571	DUE & MEMBERS:	MEMBERSHIP-EDWARDS	122426	35.00
					VENDOR 01-003307 TOTALS		35.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 261 COMMUNITY DEVELOPMENT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003308	ILLINOIS PHCC	I-201410148171	110 5261-340	BOOKS & PERIO:	PLUMBING CODE BOOK	122429	60.95
					VENDOR 01-003308	TOTALS	60.95
01-009075	CUSD #2 TRANSPORTATION	I-201410148190	110 5261-564	PRIVATE VEHIC:	CODE ENFORCEMENT 9/1	122397	154.46
					VENDOR 01-009075	TOTALS	154.46
01-018700	KYLE GILL	I-201410148163	110 5261-533	CELLULAR PHON:	OCTOBER MOBILE	122417	100.00
					VENDOR 01-018700	TOTALS	100.00
01-039600	NEAL TIRE & AUTO SERVI	I-201410158256	110 5261-562	TRAVEL & TRAI:	NEAL TIRE & AUTO SER	122462	20.90
					VENDOR 01-039600	TOTALS	20.90
01-049003	XEROX CORPORATION	I-076328392	110 5261-311	OFFICE SUPPLI:	COPIER LBP-251909	122494	65.95
01-049003	XEROX CORPORATION	I-076328393	110 5261-311	OFFICE SUPPLI:	COPIER LBP-251909	122494	19.96
					VENDOR 01-049003	TOTALS	85.91
DEPARTMENT 261 COMMUNITY DEVELOPMENT						TOTAL:	1,032.22
01-001293	BRAD STROHL	I-201410148207	110 5310-564	PRIVATE VEHIC:	MILEAGE 9/14	122483	5.88
					VENDOR 01-001293	TOTALS	5.88
01-001599	SIPRA MEMBERSHIP	I-201410148184	110 5310-562	TRAVEL & TRAI:	DUES-CREAN	122479	15.00
					VENDOR 01-001599	TOTALS	15.00
01-001663	ADVANCED DIGITAL SOLUT	I-26958	110 5310-311	OFFICE SUPPLI:	PW & TAD XEROX MNTCE	122358	14.77
					VENDOR 01-001663	TOTALS	14.77
01-002602	DEAN BARBER	I-201410148151	110 5310-533	CELLULAR PHON:	OCTOBER MOBILE	122370	33.33
					VENDOR 01-002602	TOTALS	33.33

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 310 PUBLIC WORKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-030000	KULL LUMBER CO	I-201410148202	110 5310-319	MISCELLANEOUS:	FLAGGING TAPE	122444	16.45
							16.45
VENDOR 01-030000 TOTALS							16.45
01-039210	ADVANCED DISPOSAL SERV	I-F50000395271	110 5310-421	DISPOSAL SERV:	CITY TRASH	122333	335.57
01-039210	ADVANCED DISPOSAL SERV	I-F50000395284	110 5310-421	DISPOSAL SERV:	CITY TRASH	122333	79.85
							415.42
VENDOR 01-039210 TOTALS							415.42
01-049003	XEROX CORPORATION	I-076141437	110 5310-814	PRINT/COPY MA:	COPIER GBP-243598	122494	287.82
							287.82
VENDOR 01-049003 TOTALS							287.82
DEPARTMENT 310 PUBLIC WORKS TOTAL:							788.67
01-000195	STEVE BALLINGER	I-201410158222	110 5320-562	TRAVEL & TRAI:	REIMBURSE CDL	122368	30.00
							30.00
VENDOR 01-000195 TOTALS							30.00
01-000550	ALEXANDERS AUTO PARTS	I-201410158221	110 5320-318	VEHICLE PARTS:	GASKETS,CAP,PIN PUNC	122359	19.58
01-000550	ALEXANDERS AUTO PARTS	I-201410158221	110 5320-316	TOOLS AND EQU:	GASKETS,CAP,PIN PUNC	122359	12.70
							32.28
VENDOR 01-000550 TOTALS							32.28
01-000755	ALTORFER	I-PC010074542	110 5320-318	VEHICLE PARTS:	ALTORFER	122360	30.18
							30.18
VENDOR 01-000755 TOTALS							30.18
01-000791	EJ EQUIPMENT	I-0065044	110 5320-318	VEHICLE PARTS:	EJ EQUIPMENT	122409	10.38
							10.38
VENDOR 01-000791 TOTALS							10.38
01-001001	NE-CO ASPHALT CO., INC	I-48587	110 5320-353	BITUMINOUS SU:	ASPHALT	122461	20,320.00
							20,320.00
VENDOR 01-001001 TOTALS							20,320.00
01-001070	AMEREN ILLINOIS	I-201410148167	110 5320-321	UTILITIES	: AMEREN ILLINOIS	122361	173.96

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201410148174	110 5320-321	UTILITIES	: 221 N 12TH	122361	94.23
					VENDOR 01-001070	TOTALS	268.19
01-001092	STAN KENTON	I-201410148160	110 5320-533	CELLULAR PHON:	OCTOBER MOBILE	122441	16.67
					VENDOR 01-001092	TOTALS	16.67
01-001199	CARTER WATERS	I-30055264	110 5320-316	TOOLS AND EQU:	CARTER WATERS	122380	313.55
					VENDOR 01-001199	TOTALS	313.55
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5320-321	UTILITIES	: 212 N 12TH	122427	6.70
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5320-321	UTILITIES	: 221 N 12TH	122427	223.83
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5320-321	UTILITIES	: 308 N 13TH	122427	0.15
					VENDOR 01-002194	TOTALS	230.68
01-003095	CARQUEST AUTO PARTS ST	I-201410148175	110 5320-562	TRAVEL & TRAI:	TRAINING,PARTS	122379	59.00
01-003095	CARQUEST AUTO PARTS ST	I-201410148175	110 5320-316	TOOLS AND EQU:	TRAINING,PARTS	122379	37.99
					VENDOR 01-003095	TOTALS	96.99
01-003302	JOHN MYERS	I-201410158237	110 5320-351	CONCRETE	: SDWLK 420 CRESTVIEW	122460	759.00
					VENDOR 01-003302	TOTALS	759.00
01-004800	TOM BUSHUR CONCRETE CO	I-201410148176	110 5320-351	CONCRETE	: SIDEWALK	122486	299.00
01-004800	TOM BUSHUR CONCRETE CO	I-201410148177	110 5320-351	CONCRETE	: SIDEWALK	122486	1,055.24
01-004800	TOM BUSHUR CONCRETE CO	I-201410148178	110 5320-351	CONCRETE	: SIDEWALK	122486	1,246.60
					VENDOR 01-004800	TOTALS	2,600.84
01-004910	BRIAN BUTLER	I-200803264841	110 5320-562	TRAVEL & TRAI:	MEAL 3/18	122334	6.50
					VENDOR 01-004910	TOTALS	6.50
01-009075	CUSD #2 TRANSPORTATION	I-201410148191	110 5320-326	FUEL	: PUBLIC WORKS 9/14 FU	122397	3,081.15
					VENDOR 01-009075	TOTALS	3,081.15

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-011005	TIM DAILY	I-201410148161	110 5320-533	CELLULAR PHON:	OCTOBER MOBILE	122399	16.67
					VENDOR 01-011005 TOTALS		16.67
01-011875	DENNING AUTOMOTIVE	I-201410158242	110 5320-434	REPAIR OF VEH:	#526 REPAIRS	122404	91.26
					VENDOR 01-011875 TOTALS		91.26
01-014405	EFFINGHAM TRUCK SALES	C-AI41345	110 5320-318	VEHICLE PARTS:	RETURN	122407	89.13-
01-014405	EFFINGHAM TRUCK SALES	I-AI40649	110 5320-318	VEHICLE PARTS:	PARTS	122407	186.81
01-014405	EFFINGHAM TRUCK SALES	I-AI40889	110 5320-318	VEHICLE PARTS:	SEAL,PIPE	122407	246.54
					VENDOR 01-014405 TOTALS		344.22
01-018100	GANO WELDING SUPPLIES	I-894942	110 5320-440	RENTALS :	CYLINDER RENTAL	122415	39.00
					VENDOR 01-018100 TOTALS		39.00
01-021560	MARK HIRSCH	I-201204259818	110 5320-562	TRAVEL & TRAI:	MEALS 4/11-12	122339	25.00
					VENDOR 01-021560 TOTALS		25.00
01-023800	CONSOLIDATED COMMUNICA	I-201410158244	110 5320-532	TELEPHONE :	101-0873	122392	88.60
					VENDOR 01-023800 TOTALS		88.60
01-025600	ILMO PRODUCTS COMPANY	I-201410158243	110 5320-440	RENTALS :	CYLINDER RENTAL	122430	15.21
					VENDOR 01-025600 TOTALS		15.21
01-030000	KULL LUMBER CO	I-201410158236	110 5320-316	TOOLS AND EQU:	BLADES,UTILITY KNIFE	122444	27.98
					VENDOR 01-030000 TOTALS		27.98
01-030083	LANMAN OIL CO INC	I-19076	110 5320-326	FUEL :	FUEL	122445	7.50
					VENDOR 01-030083 TOTALS		7.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 320 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-031000	LORENZ SUPPLY CO.	I-366718	110 5320-319	MISCELLANEOUS:	LINERS,GLOVES	122452	41.51
						VENDOR 01-031000 TOTALS	41.51
01-033800	MATTOON WATER DEPT	I-201410148205	110 5320-321	UTILITIES	: 420 N LOGAN	000000	33.82
01-033800	MATTOON WATER DEPT	I-201410158234	110 5320-321	UTILITIES	: 221 N 12TH	000000	87.47
01-033800	MATTOON WATER DEPT	I-201410158235	110 5320-321	UTILITIES	: 212 N 12TH	000000	9.50
						VENDOR 01-033800 TOTALS	130.79
01-038300	PERRY'S LOCKSMITH	I-62199	110 5320-316	TOOLS AND EQU:	PADLOCKS	122472	72.00
01-038300	PERRY'S LOCKSMITH	I-62270	110 5320-319	MISCELLANEOUS:	KEYS	122472	7.50
						VENDOR 01-038300 TOTALS	79.50
01-039600	NEAL TIRE & AUTO SERVI	I-201410158238	110 5320-433	REPAIR OF MAC:	TIRE REPAIRS	122462	205.94
01-039600	NEAL TIRE & AUTO SERVI	I-201410158238	110 5320-434	REPAIR OF VEH:	TIRE REPAIRS	122462	272.96
						VENDOR 01-039600 TOTALS	478.90
01-040253	RENTAL CENTER USA	I-335968	110 5320-440	RENTALS	: LOADER RENTAL	122476	72.00
						VENDOR 01-040253 TOTALS	72.00
01-045523	VERMEER SALES & SERVIC	I-P47522	110 5320-318	VEHICLE PARTS:	SCREENS	122488	3,327.66
						VENDOR 01-045523 TOTALS	3,327.66
						DEPARTMENT 320 STREETS TOTAL:	32,582.21
01-001070	AMEREN ILLINOIS	I-201410148167	110 5381-321	UTILITIES	: AMEREN ILLINOIS	122361	774.07
01-001070	AMEREN ILLINOIS	I-201410148203	110 5381-321	UTILITIES	: 1701 WABASH	122361	91.99
						VENDOR 01-001070 TOTALS	866.06
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5381-321	UTILITIES	: 1718 B'DWAY UNIT B	122427	56.97
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5381-321	UTILITIES	: CITY HALL	122427	1,063.94
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5381-321	UTILITIES	: 208 N 19TH	122427	6.39

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 381 CUSTODIAL SERVICES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5381-321	UTILITIES	: BURGESS	122427	117.00
						VENDOR 01-002194 TOTALS	1,244.30
01-002258	D & M ELECTRICAL	I-5100	110 5381-432	REPAIR OF BUI:	AMTRAK STATION	122398	224.82
01-002258	D & M ELECTRICAL	I-5418	110 5381-432	REPAIR OF BUI:	AMTRAK LIGHTS	122398	1,095.38
						VENDOR 01-002258 TOTALS	1,320.20
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5381-319	MISCELLANEOUS:	TRIMMER LINE, SEALANT	122306	40.94
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5381-319	MISCELLANEOUS:	ADAPTERS, TAPE, BUSHIN	122306	7.77
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5381-319	MISCELLANEOUS:	FERTILIZER	122306	11.99
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5381-319	MISCELLANEOUS:	WINDEX, MIRACLE-GRO	122306	41.45
						VENDOR 01-016000 TOTALS	102.15
01-031000	LORENZ SUPPLY CO.	I-366333	110 5381-312	CLEANING SUPP:	CUPS, TISSUE, TOWELS, L	122452	1,452.82
						VENDOR 01-031000 TOTALS	1,452.82
01-033800	MATTOON WATER DEPT	I-201410018072	110 5381-321	UTILITIES	: 208 N 19TH	000000	240.08
01-033800	MATTOON WATER DEPT	I-201410148204	110 5381-321	UTILITIES	: 1701 WABASH	000000	30.98
						VENDOR 01-033800 TOTALS	271.06
01-035600	KONE INC	I-221575597	110 5381-435	ELEVATOR SERV:	ELEV MNTCE 10/14	122443	219.97
01-035600	KONE INC	I-221575598	110 5381-435	ELEVATOR SERV:	ELEV MNTCE 10/14	122443	133.66
						VENDOR 01-035600 TOTALS	353.63
						DEPARTMENT 381 CUSTODIAL SERVICES TOTAL:	5,610.22
01-001070	AMEREN ILLINOIS	I-201410148167	110 5511-321	UTILITIES	: AMEREN ILLINOIS	122361	320.21
						VENDOR 01-001070 TOTALS	320.21
01-001135	BEACON ATHLETICS	I-0440276-IN	110 5511-825	TOURISM GRANT:	BEACON ATHLETICS	122373	758.64
						VENDOR 01-001135 TOTALS	758.64

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001602	3M	I-TP05788	110 5511-319	MISCELLANEOUS:	BARRICADE TAPE	122357	250.00
						VENDOR 01-001602 TOTALS	250.00
01-002194	IL POWER MARKETING DBA I-1461314091		110 5511-321	UTILITIES	: PETERSON PARK	122427	161.18
01-002194	IL POWER MARKETING DBA I-1461314091		110 5511-321	UTILITIES	: LAWSON PARK	122427	170.61
01-002194	IL POWER MARKETING DBA I-1461314091		110 5511-321	UTILITIES	: PETERSON PARK	122427	357.50
01-002194	IL POWER MARKETING DBA I-1461314091		110 5511-321	UTILITIES	: KINZEL FIELD	122427	15.33
01-002194	IL POWER MARKETING DBA I-1461314091		110 5511-321	UTILITIES	: PETERSON PARK	122427	4.06
						VENDOR 01-002194 TOTALS	708.68
01-002939	VALLEY VIEW INDUSTRIES I-41422		110 5511-825	TOURISM GRANT:	LIME	122487	1,666.00
						VENDOR 01-002939 TOTALS	1,666.00
01-003206	BIRKEYS	I-W13746	110 5511-433	REPAIR OF MAC:	REPAIRS	122374	435.44
01-003206	BIRKEYS	I-W13924	110 5511-433	REPAIR OF MAC:	MOWER REPAIRS	122374	353.67
						VENDOR 01-003206 TOTALS	789.11
01-009075	CUSD #2 TRANSPORTATION I-201410148185		110 5511-326	FUEL	: PARK 9/14 FUEL	122397	1,010.20
						VENDOR 01-009075 TOTALS	1,010.20
01-016000	JOHN DEERE FINANCIAL I-201410108124		110 5511-434	REPAIR OF VEH:	WIPER BLADES,CORD	122306	25.94
01-016000	JOHN DEERE FINANCIAL I-201410108124		110 5511-316	TOOLS & EQUIP:	SPRAYER	122306	14.99
						VENDOR 01-016000 TOTALS	40.93
01-020803	HARRELSON PLUMBING & H I-20010		110 5511-440	RENTALS	: POTTY RENTAL	122420	187.50
						VENDOR 01-020803 TOTALS	187.50
01-030000	KULL LUMBER CO I-201410148181		110 5511-319	MISCELLANEOUS:	LUMBER,CAULK,BOLTS	122444	37.84
01-030000	KULL LUMBER CO I-201410148181		110 5511-432	REPAIR OF BUI:	LUMBER,CAULK,BOLTS	122444	32.89
						VENDOR 01-030000 TOTALS	70.73

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 511 PARKS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-031000	LORENZ SUPPLY CO.	I-362659	110 5511-319	MISCELLANEOUS:	CLEANERS	122452	41.20
01-031000	LORENZ SUPPLY CO.	I-366028	110 5511-319	MISCELLANEOUS:	LINERS, PLATES	122452	273.52
						VENDOR 01-031000 TOTALS	314.72
01-031402	M & M PUMP SUPPLY INC	I-737791	110 5511-319	MISCELLANEOUS:	CAP, PIPE	122453	57.59
						VENDOR 01-031402 TOTALS	57.59
01-033800	MATTOON WATER DEPT	I-201410148194	110 5511-321	UTILITIES	: 418 RICHMOND	000000	93.73
01-033800	MATTOON WATER DEPT	I-201410148195	110 5511-321	UTILITIES	: 500 B'DWAY	000000	98.37
01-033800	MATTOON WATER DEPT	I-201410148196	110 5511-321	UTILITIES	: 500 B'DWAY	000000	80.49
01-033800	MATTOON WATER DEPT	I-201410148200	110 5511-321	UTILITIES	: 500 B'DWAY	000000	19.03
						VENDOR 01-033800 TOTALS	291.62
DEPARTMENT 511 PARKS						TOTAL:	6,465.93
01-000481	PANA WHOLESALE BAIT CO	I-2612385	110 5512-317	CONCESSION &	: CONCESSIONS	122470	232.40
01-000481	PANA WHOLESALE BAIT CO	I-2612511	110 5512-317	CONCESSION &	: CONCESSIONS	122470	173.00
						VENDOR 01-000481 TOTALS	405.40
01-003306	JOHN'S PETROLEUM	I-549823	110 5512-433	REPAIR OF MAC:	GAS PUMP	122439	510.00
						VENDOR 01-003306 TOTALS	510.00
01-003315	INYART TIRE & AUTO CEN	I-270655	110 5512-434	REPAIR OF VEH:	RAM REPAIRS	122434	546.04
						VENDOR 01-003315 TOTALS	546.04
01-009075	CUSD #2 TRANSPORTATION	I-201410148185	110 5512-326	FUEL	: PARK 9/14 FUEL	122397	124.00
						VENDOR 01-009075 TOTALS	124.00
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5512-319	MISCELLANEOUS:	OIL MIX, CLAMPS	122306	38.23
01-016000	JOHN DEERE FINANCIAL	I-201410108124	110 5512-319	MISCELLANEOUS:	BRAKE FLUID, ANTIFREE	122306	65.80
						VENDOR 01-016000 TOTALS	104.03

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 512 LAKE MATTOON

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-020534	FRONTIER	I-201410168273	110 5512-532	TELEPHONE	: 895-2922	122414	54.75
						VENDOR 01-020534 TOTALS	54.75
01-020803	HARRELSON PLUMBING & H	I-19954	110 5512-450	CONSTRUCTION	: PUMP TANK	122420	150.00
01-020803	HARRELSON PLUMBING & H	I-20012	110 5512-440	RENTALS	: POTTY RENTAL	122420	187.50
01-020803	HARRELSON PLUMBING & H	I-20024	110 5512-440	RENTALS	: POTTY RENTAL	122420	150.00
01-020803	HARRELSON PLUMBING & H	I-20037	110 5512-440	RENTALS	: POTTY RENTAL	122420	203.75
						VENDOR 01-020803 TOTALS	691.25
01-024060	IL DEPT OF NATURAL RES	I-201410108121	110 5512-802	HUNTING/FISHI:	LAKE 9-30/10-6 HUNT/ 000000		56.50
01-024060	IL DEPT OF NATURAL RES	I-201410178280	110 5512-802	HUNTING/FISHI:	CITY CLERK 10-7/14 H 000000		69.00
						VENDOR 01-024060 TOTALS	125.50
01-024101	IL DEPARTMENT OF REVEN	I-201410178277	110 5512-803	SALES TAX REM:	SEPTEMBER SALES TAX 000000		308.00
						VENDOR 01-024101 TOTALS	308.00
01-030000	KULL LUMBER CO	I-201410148181	110 5512-432	REPAIR OF BUI:	LUMBER,CAULK,BOLTS	122444	16.96
						VENDOR 01-030000 TOTALS	16.96
01-041755	SHELBY ELECTRIC COOPER	I-201410108127	110 5512-321	UTILITIES	: CAMPGROUND	122309	1,729.25
01-041755	SHELBY ELECTRIC COOPER	I-201410108128	110 5512-321	UTILITIES	: MARINA	122309	282.56
01-041755	SHELBY ELECTRIC COOPER	I-201410108129	110 5512-321	UTILITIES	: HUFFMANS	122309	833.01
01-041755	SHELBY ELECTRIC COOPER	I-201410108130	110 5512-321	UTILITIES	: CAUSEWAY	122309	20.77
01-041755	SHELBY ELECTRIC COOPER	I-201410108131	110 5512-321	UTILITIES	: RESTROOMS	122309	128.24
01-041755	SHELBY ELECTRIC COOPER	I-201410108132	110 5512-321	UTILITIES	: BEACH	122309	122.53
01-041755	SHELBY ELECTRIC COOPER	I-201410108133	110 5512-321	UTILITIES	: HUFFMANS	122309	349.17
01-041755	SHELBY ELECTRIC COOPER	I-201410108134	110 5512-321	UTILITIES	: NEW TRF	122309	492.72
						VENDOR 01-041755 TOTALS	3,958.25
01-043522	STAPLES CREDIT PLAN	I-201410168271	110 5512-311	OFFICE SUPPLI:	OFFICE SUPPLIES	122481	131.33
						VENDOR 01-043522 TOTALS	131.33
						DEPARTMENT 512 LAKE MATTOON TOTAL:	6,975.51

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 551 SPORTS FACILITIES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201410148186	110 5551-321	UTILITIES	: 1 S 22ND ST	122361	23.86
					VENDOR 01-001070 TOTALS		23.86
01-001744	HELENA CHEMICAL COMPAN	I-87895924	110 5551-424	LAWN CARE	: FERTILIZER & GRUB CO	122423	1,298.25
					VENDOR 01-001744 TOTALS		1,298.25
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5551-321	UTILITIES	: T-BALL COMPLEX	122427	46.97
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5551-321	UTILITIES	: JFL COMPLEX	122427	316.88
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5551-321	UTILITIES	: BOYS COMPLEX	122427	146.24
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5551-321	UTILITIES	: GIRLS COMPLEX	122427	207.18
					VENDOR 01-002194 TOTALS		717.27
01-006300	CHARLESTON STONE CO	I-1003210	110 5551-352	AGGREGATE SUR:	AG LIME	122382	1,571.79
					VENDOR 01-006300 TOTALS		1,571.79
01-020803	HARRELSON PLUMBING & H	I-20022	110 5551-440	RENTALS	: POTTY RENTAL	122420	825.00
01-020803	HARRELSON PLUMBING & H	I-20023	110 5551-440	RENTALS	: POTTY RENTAL	122420	187.50
01-020803	HARRELSON PLUMBING & H	I-20039	110 5551-440	RENTALS	: POTTY RENTAL	122420	187.50
					VENDOR 01-020803 TOTALS		1,200.00
01-030000	KULL LUMBER CO	I-201410148181	110 5551-432	REPAIR OF STR:	LUMBER, CAULK, BOLTS	122444	95.56
01-030000	KULL LUMBER CO	I-201410148181	110 5551-319	MISCELLANEOUS:	LUMBER, CAULK, BOLTS	122444	55.96
					VENDOR 01-030000 TOTALS		151.52
01-033800	MATTOON WATER DEPT	I-201410148192	110 5551-321	UTILITIES	: 801 SHELBY	000000	764.99
01-033800	MATTOON WATER DEPT	I-201410148193	110 5551-321	UTILITIES	: 713 SHELBY	000000	515.52
01-033800	MATTOON WATER DEPT	I-201410148197	110 5551-321	UTILITIES	: 301 RICHMOND	000000	21.44
01-033800	MATTOON WATER DEPT	I-201410148198	110 5551-321	UTILITIES	: 307 RICHMOND	000000	169.37
01-033800	MATTOON WATER DEPT	I-201410148199	110 5551-321	UTILITIES	: 305 RICHMOND	000000	18.27
01-033800	MATTOON WATER DEPT	I-201410148201	110 5551-321	UTILITIES	: 421 SHELBY	000000	159.64
					VENDOR 01-033800 TOTALS		1,649.23
DEPARTMENT 551 SPORTS FACILITIES						TOTAL:	6,611.92

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 570 DODGE GROVE CEMETERY

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000550	ALEXANDERS AUTO PARTS	I-201410148209	110 5570-311	SUPPLIES	: OIL,GREASE	122359	162.00
					VENDOR 01-000550	TOTALS	162.00
01-001070	AMEREN ILLINOIS	I-201410158249	110 5570-321	UTILITIES	: 917 N 22ND	122364	161.71
					VENDOR 01-001070	TOTALS	161.71
01-001582	AUTO, TRUCK AND FARM R	I-47648	110 5570-433	REPAIR OF MAC:	TIRES	122366	554.52
					VENDOR 01-001582	TOTALS	554.52
01-002194	IL POWER MARKETING DBA	I-1461314091	110 5570-321	UTILITIES	: CEMETERY	122427	89.02
					VENDOR 01-002194	TOTALS	89.02
01-002360	E-K PETROLEUM	I-52034	110 5570-326	FUEL	: FUEL	122405	366.33
01-002360	E-K PETROLEUM	I-52125	110 5570-326	FUEL	: DIESEL	122405	631.60
01-002360	E-K PETROLEUM	I-52126	110 5570-326	FUEL	: FUEL	122405	431.58
					VENDOR 01-002360	TOTALS	1,429.51
01-002682	DEANGELO BROTHERS INC	I-1229439	110 5570-424	LAWN CARE	: SPRAYING WEEDS	122402	2,330.00
					VENDOR 01-002682	TOTALS	2,330.00
01-003206	BIRKEYS	I-P69695	110 5570-433	REPAIR OF MAC:	BELT	122374	116.26
					VENDOR 01-003206	TOTALS	116.26
01-016000	JOHN DEERE FINANCIAL	I-201410158250	110 5570-311	SUPPLIES	: JOHN DEERE FINANCIAL	122437	34.99
					VENDOR 01-016000	TOTALS	34.99
01-023800	CONSOLIDATED COMMUNICA	I-201410108136	110 5570-321	UTILITIES	: 234-2055	122303	123.13
					VENDOR 01-023800	TOTALS	123.13

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 110 GENERAL FUND

DEPARTMENT: 570 DODGE GROVE CEMETERY

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-033800	MATTOON WATER DEPT	I-201410018060	110 5570-321	UTILITIES	: N 19TH	000000	123.29
01-033800	MATTOON WATER DEPT	I-201410018061	110 5570-321	UTILITIES	: 917 N 22ND	000000	46.58
						VENDOR 01-033800 TOTALS	169.87
01-037050	NIEMEYER REPAIR SERVIC	I-60281	110 5570-433	REPAIR OF MAC:	GASKET, SOLENOID, CAP	122466	167.15
01-037050	NIEMEYER REPAIR SERVIC	I-60282	110 5570-433	REPAIR OF MAC:	OILPAN DRAIN GASKET	122466	2.81
01-037050	NIEMEYER REPAIR SERVIC	I-60540	110 5570-433	REPAIR OF MAC:	PULLEY	122466	39.92
01-037050	NIEMEYER REPAIR SERVIC	I-60896	110 5570-433	REPAIR OF MAC:	MOWER REPAIRS	122466	70.90
						VENDOR 01-037050 TOTALS	280.78
						DEPARTMENT 570 DODGE GROVE CEMETERY TOTAL:	5,451.79
01-008801	COLES TOGETHER	I-201410148147	110 5651-571	DUES & MEMBER:	OCTOBER PLEDGE	122390	4,166.67
						VENDOR 01-008801 TOTALS	4,166.67
						DEPARTMENT 651 ECONOMIC DEVELOPMENT TOTAL:	4,166.67
						VENDOR SET 110 GENERAL FUND TOTAL:	199,446.43

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 122 HOTEL TAX FUND

DEPARTMENT: 653 HOTEL TAX ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001070	AMEREN ILLINOIS	I-201410168259	122 5653-321	NATURAL GAS &	1718 B'DWAY UNIT C	122364	33.96
VENDOR 01-001070 TOTALS							33.96
01-001235	ANGELIA D BURGETT	I-201410148165	122 5653-533	CELLULAR PHON:	OCTOBER MOBILE	122378	100.00
01-001235	ANGELIA D BURGETT	I-201410168264	122 5653-562	TRAVEL & TRAI:	MILEAGE 9/23-24	122378	23.05
01-001235	ANGELIA D BURGETT	I-201410168265	122 5653-562	TRAVEL & TRAI:	MILEAGE 10/16-17	122378	217.31
VENDOR 01-001235 TOTALS							340.36
01-001663	ADVANCED DIGITAL SOLUT	I-26958	122 5653-814	PRINTING & CO:	PW & TAD XEROX MNTCE	122358	25.94
VENDOR 01-001663 TOTALS							25.94
01-002194	IL POWER MARKETING DBA	I-1461314091	122 5653-321	NATURAL GAS &	1718 B'DWAY UNIT C	122427	24.52
01-002194	IL POWER MARKETING DBA	I-1461314091	122 5653-321	NATURAL GAS &	4219 DEWITT	122427	4.82
VENDOR 01-002194 TOTALS							29.34
01-002754	TABLE TALK MARKETING	I-201410168258	122 5653-540	ADVERTISING :	ADVERTISING	122484	125.00
VENDOR 01-002754 TOTALS							125.00
01-002928	EIU CLUB SOFTBALL	I-201410168266	122 5653-825	TOURISM GRANT:	TOURISM GRANT	122408	5,500.00
VENDOR 01-002928 TOTALS							5,500.00
01-003313	MATTOON SANTA CHASE	I-201410168267	122 5653-825	TOURISM GRANT:	TOURISM GRANT	122454	5,000.00
VENDOR 01-003313 TOTALS							5,000.00
01-021348	LEE ENTERPRISES-CENTRA	I-201410168261	122 5653-540	ADVERTISING :	ARTS COUNCIL COORDIN	122450	109.00
01-021348	LEE ENTERPRISES-CENTRA	I-201410168262	122 5653-540	ADVERTISING :	ADVERTISING	122450	8,935.04
VENDOR 01-021348 TOTALS							9,044.04
01-045603	WMCI,WWGO,WCBH	I-201410168260	122 5653-540	ADVERTISING :	ADVERTISING	122492	45.37
VENDOR 01-045603 TOTALS							45.37

DEPARTMENT 653 HOTEL TAX ADMINISTRATION TOTAL: 20,144.01

VENDOR SET 122 HOTEL TAX FUND TOTAL: 20,144.01

VENDOR SET: 01 CITY OF MATTOON
 FUND : 123 FESTIVAL MGMT FUND
 DEPARTMENT: 584 BAGELFEST
 INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
 PAY DATE RANGE: 10/08/2014 THRU 10/21/2014
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001324	STEPHANEE GRIFFITH	I-200707311538	123 5584-833	QUEEN PAGEANT:	BAGELFEST SUPPLIES	122338	17.84
						VENDOR 01-001324 TOTALS	17.84
01-002889	DANCELIFE STUDIOS	I-201207180672	123 5584-834	ENTERTAINMENT:	BAGELFEST ENTERTAINM	122337	150.00
						VENDOR 01-002889 TOTALS	150.00
						DEPARTMENT 584 BAGELFEST TOTAL:	167.84
01-002042	CLINTON JOURNAL	I-73183	123 5586-540	ADVERTISING :	ADVERTISING	122387	325.00
						VENDOR 01-002042 TOTALS	325.00
						DEPARTMENT 586 LIGHTWORKS TOTAL:	325.00
						VENDOR SET 123 FESTIVAL MGMT FUND TOTAL:	492.84

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 125 INSURANCE & TORT JDGMNT

DEPARTMENT: 150 FINANCIAL ADMINISTRATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001888	IL PUBLIC RISK FUND	I-22516	125 5150-250	WORKERS' COMP:	NOVEMBER WORKERS COM	122428	39,945.00
						VENDOR 01-001888 TOTALS	39,945.00
01-002776	PALS ELECTRIC INC.	I-3506	125 5150-527	SELF INSURED :	MARION & LAKELAND	122469	6,101.59
						VENDOR 01-002776 TOTALS	6,101.59
01-012500	IL DIR OF EMPLOYMENT S	I-201410158220	125 5150-240	UNEMPLOYMENT :	3RD QTR UNEMPLOYMENT	122424	2,685.31
						VENDOR 01-012500 TOTALS	2,685.31
						DEPARTMENT 150 FINANCIAL ADMINISTRATION TOTAL:	48,731.90
						VENDOR SET 125 INSURANCE & TORT JDGMNT TOTAL:	48,731.90

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 128 MIDTOWN TIF FUND

DEPARTMENT: 604 MIDTOWN TIF DISTRICT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003238	COUNTRY ARBORS NURSERY	I-9968	128 5604-908	PARKING LOTS	: LANDSCAPING	122394	317.50
						VENDOR 01-003238 TOTALS	317.50

DEPARTMENT 604 MIDTOWN TIF DISTRICT TOTAL: 317.50

VENDOR SET 128 MIDTOWN TIF FUND TOTAL: 317.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 130 CAPITAL PROJECT FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-021348	LEE ENTERPRISES-CENTRA	I-20668909	130 5321-730	IMPROVEMENTS	: 17TH STREET RESURFAC	122450	42.52
	PROJ: 247-000	17TH ST RESURFACE		EXPENSES			
						VENDOR 01-021348 TOTALS	42.52
DEPARTMENT 321 STREETS						TOTAL:	42.52
01-001679	CHRIS OVERTON EXCAVATI	I-3820	130 5385-720	CULTURE AND R:	TOP SOIL	122383	1,200.00
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-001679 TOTALS	1,200.00
01-002707	STILLWATER ENTERPRISES	I-14-1382	130 5385-720	CULTURE AND R:	PLAYGROUND SURFACING	122482	1,940.00
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-002707 TOTALS	1,940.00
01-006300	CHARLESTON STONE CO	I-1003162	130 5385-720	CULTURE AND R:	ROAD PACK	122382	150.36
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-006300 TOTALS	150.36
01-030000	KULL LUMBER CO	I-201410148181	130 5385-720	CULTURE AND R:	LUMBER, CAULK, BOLTS	122444	206.72
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-030000 TOTALS	206.72
01-034250	MCFARLAND STEEL SUPPLY	I-201410158232	130 5385-720	CULTURE AND R:	REBAR	122455	22.25
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-034250 TOTALS	22.25
01-035154	MID-ILLINOIS CONCRETE	I-149552	130 5385-720	CULTURE AND R:	PLAYGROUND SIDEWALK	122458	1,404.50
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
01-035154	MID-ILLINOIS CONCRETE	I-149674	130 5385-720	CULTURE AND R:	MID-ILLINOIS CONCRET	122458	477.00
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-035154 TOTALS	1,881.50

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 130 CAPITAL PROJECT FUND

DEPARTMENT: 385 CULTURE & RECREATION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-040253	RENTAL CENTER USA	I-335897	130 5385-720	CULTURE AND R:	RENTAL	122476	65.00
	PROJ: 238-000	PETERSON PLAYGROUND		EXPENSES			
						VENDOR 01-040253 TOTALS	65.00
						DEPARTMENT 385 CULTURE & RECREATION TOTAL:	5,465.83
01-002257	THE BANK OF NEW YORK M I-201410158211		130 5719-817	GENERAL OBLIG:	MATTOON GO ARS SER 0 122485		250,000.00
						VENDOR 01-002257 TOTALS	250,000.00
						DEPARTMENT 719 GO BONDS TOTAL:	250,000.00
01-002257	THE BANK OF NEW YORK M I-201410158211		130 5795-817	INTEREST EXPE:	MATTOON GO ARS SER 0 122485		99,310.01
						VENDOR 01-002257 TOTALS	99,310.01
						DEPARTMENT 795 INTEREST EXPENSE TOTAL:	99,310.01
						VENDOR SET 130 CAPITAL PROJECT FUND TOTAL:	354,818.36

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 154 BROADWAY EAST BUS DIST

DEPARTMENT: 604 BROADWAY EAST BUSINESS DI

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002962	LARSON ENTERPRISES	I-201410148189	154 5604-825	BUSINESS DIST:	AUGUST SALES TAX REB	122446	3,281.23
VENDOR 01-002962 TOTALS							3,281.23
DEPARTMENT 604 BROADWAY EAST BUSINESS DI TOTAL:							3,281.23
01-002257	THE BANK OF NEW YORK M I-201410158212		154 5719-817	BD ALTERNATE :	MATTOON TAX GO ARS S	122485	150,000.00
VENDOR 01-002257 TOTALS							150,000.00
DEPARTMENT 719 GO BONDS TOTAL:							150,000.00
01-002257	THE BANK OF NEW YORK M I-201410158212		154 5795-817	INTEREST EXPE:	MATTOON TAX GO ARS S	122485	90,956.25
VENDOR 01-002257 TOTALS							90,956.25
DEPARTMENT 795 INTEREST EXPENSE TOTAL:							90,956.25
VENDOR SET 154 BROADWAY EAST BUS DIST TOTAL:							244,237.48

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 351 RESERVOIRS & WTR SOURCES

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000550	ALEXANDERS AUTO PARTS	I-201410158231	211 5351-318	VEHICLE PARTS:	ALEXANDERS AUTO PART	122359	29.58
					VENDOR 01-000550 TOTALS		29.58
01-001070	AMEREN ILLINOIS	I-201410158213	211 5351-321	NATURAL GAS &:	12TH ST STORAGE	122362	38.47
					VENDOR 01-001070 TOTALS		38.47
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5351-321	NATURAL GAS &:	LAKE PARADISE SHED	122427	0.35
					VENDOR 01-002194 TOTALS		0.35
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5351-319	MISCELLANEOUS:	SPREADER, STRAW	122438	78.94
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5351-319	MISCELLANEOUS:	STRAW	122438	27.96
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5351-319	MISCELLANEOUS:	STRAW MULCH, WIRE TIE	122438	31.60
					VENDOR 01-016000 TOTALS		138.50
DEPARTMENT 351 RESERVOIRS & WTR SOURCES TOTAL:							206.90
01-000189	BALLINGER AUTO COMPANY	I-201410158215	211 5353-460	OTHER PROPERT:	LIME HAULING	122367	1,402.50
					VENDOR 01-000189 TOTALS		1,402.50
01-001070	AMEREN ILLINOIS	I-201410158213	211 5353-321	NATURAL GAS &:	LAKE MATTOON PUMP	122362	1,438.57
01-001070	AMEREN ILLINOIS	I-201410158213	211 5353-321	NATURAL GAS &:	WATER TREATMENT PLAN	122362	74.35
					VENDOR 01-001070 TOTALS		1,512.92
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5353-321	NATURAL GAS &:	LAKE MATTOON PUMP	122427	4,263.75
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5353-321	NATURAL GAS &:	E LAKE PUMP HOUSE	122427	1,299.97
					VENDOR 01-002194 TOTALS		5,563.72
01-002411	DAVE BASHAM	I-201410148153	211 5353-533	CELLULAR PHON:	OCTOBER MOBILE	122371	50.00
					VENDOR 01-002411 TOTALS		50.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-002434	HAWKINS, INC.	I-3655870	211 5353-314	CHEMICALS	: CHEMICALS	122421	1,145.43
						VENDOR 01-002434 TOTALS	1,145.43
01-002638	ROB LECRONE	I-201410148164	211 5353-533	CELLULAR PHON:	OCTOBER MOBILE	122449	50.00
						VENDOR 01-002638 TOTALS	50.00
01-003097	CINTAS CORPORATION #37	I-370841589	211 5353-439	OTHER REPAIR :	MOPS,TOWELS,MATS	122384	44.40
						VENDOR 01-003097 TOTALS	44.40
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-318	VEHICLE PARTS:	SAND PAPER,CALIPER	122438	22.49
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-319	MISCELLANEOUS:	STRAPS,BATTERIES	122438	18.97
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-311	OFFICE SUPPLI:	COFFEE	122438	11.98
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-318	VEHICLE PARTS:	FISH TAPE	122438	12.99
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-378	PLANT MTCE & :	TUBIN,ADAPTERS,OIL	122438	78.07
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-311	OFFICE SUPPLI:	COFFEE	122438	11.98
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-378	PLANT MTCE & :	JOHN DEERE FINANCIAL	122438	339.98
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-316	TOOLS & EQUIP:	NOZZLE,TIPS,	122438	229.96
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-378	PLANT MTCE & :	STAPS,HOSE REPAIR KI	122438	98.44
01-016000	JOHN DEERE FINANCIAL	I-201410168270	211 5353-318	VEHICLE PARTS:	ANTI FREEZE	122438	11.99
						VENDOR 01-016000 TOTALS	836.85
01-023800	CONSOLIDATED COMMUNICA	I-201410178279	211 5353-532	TELEPHONE	: 234-2454	122336	169.14
						VENDOR 01-023800 TOTALS	169.14
01-031000	LORENZ SUPPLY CO.	I-367095	211 5353-312	CLEANING SUPP:	TOWELS	122452	66.85
						VENDOR 01-031000 TOTALS	66.85
01-035600	KONE INC	I-221586588	211 5353-435	ELEVATOR SERV:	ELEV MNTCE 10/14	122443	271.83
						VENDOR 01-035600 TOTALS	271.83
01-037976	PDC LABORATORIES	I-781779	211 5353-519	OTHER PROFESS:	PDC LABORATORIES	122471	305.25
01-037976	PDC LABORATORIES	I-781780	211 5353-519	OTHER PROFESS:	PDC LABORATORIES	122471	32.00
						VENDOR 01-037976 TOTALS	337.25

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 353 WATER TREATMENT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-045155	UNITED PARCEL SERVICE	I-8Y610394	211 5353-531	POSTAGE	: SHIPPING	122347	12.28
					VENDOR 01-045155	TOTALS	12.28
01-049003	XEROX CORPORATION	I-076141449	211 5353-814	PRINTING & CO:	COPIER XL3-564138	122494	38.74
					VENDOR 01-049003	TOTALS	38.74
DEPARTMENT 353 WATER TREATMENT PLANT						TOTAL:	11,501.91
01-001070	AMEREN ILLINOIS	I-201410148167	211 5354-321	NATURAL GAS &:	AMEREN ILLINOIS	122361	63.77
01-001070	AMEREN ILLINOIS	I-201410158213	211 5354-321	NATURAL GAS &:	12TH ST POWER	122362	65.23
01-001070	AMEREN ILLINOIS	I-201410158213	211 5354-321	NATURAL GAS &:	W 121 WATER TOWER	122362	26.05
01-001070	AMEREN ILLINOIS	I-201410158213	211 5354-321	NATURAL GAS &:	EAST WATER TOWER	122362	25.83
01-001070	AMEREN ILLINOIS	I-201410158214	211 5354-321	NATURAL GAS &:	1201 MARSHALL	122362	39.00
01-001070	AMEREN ILLINOIS	I-201410158247	211 5354-321	NATURAL GAS &:	1201 MARSHALL	122363	26.70
01-001070	AMEREN ILLINOIS	I-201410158248	211 5354-321	NATURAL GAS &:	621 S 12TH	122363	24.19
					VENDOR 01-001070	TOTALS	270.77
01-001092	STAN KENTON	I-201410148160	211 5354-533	CELL PHONES	: OCTOBER MOBILE	122441	16.67
					VENDOR 01-001092	TOTALS	16.67
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5354-321	NATURAL GAS &:	12TH ST PUMP	122427	4.32
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5354-321	NATURAL GAS &:	WEST TOWER	122427	3.09
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5354-321	NATURAL GAS &:	SWORDS STANDPIPE	122427	49.97
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5354-321	NATURAL GAS &:	EAST TOWER DIVISION	122427	2.69
					VENDOR 01-002194	TOTALS	60.07
01-003152	COUNTY WELDING AND MAC	I-1023	211 5354-316	TOOLS & EQUIP:	COUNTY WELDING AND M	122395	231.15
					VENDOR 01-003152	TOTALS	231.15
01-011005	TIM DAILY	I-201410148161	211 5354-533	CELL PHONES	: OCTOBER MOBILE	122399	16.67
					VENDOR 01-011005	TOTALS	16.67

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 354 WATER DISTRIBUTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-011875	DENNING AUTOMOTIVE	I-201410158242	211 5354-434	REPAIR OF VEH: #526 REPAIRS		122404	91.26
					VENDOR 01-011875 TOTALS		91.26
01-014405	EFFINGHAM TRUCK SALES	I-AI40649	211 5354-318	VEHICLE PARTS: PARTS		122407	186.82
					VENDOR 01-014405 TOTALS		186.82
01-025682	IMCO UTILITY SUPPLY	I-1065506-00	211 5354-374	SERVICE LINE : IMCO UTILITY SUPPLY		122431	94.13
01-025682	IMCO UTILITY SUPPLY	I-3017512-00	211 5354-374	SERVICE LINE : IMCO UTILITY SUPPLY		122431	220.00
					VENDOR 01-025682 TOTALS		314.13
01-030000	KULL LUMBER CO	I-201410158236	211 5354-316	TOOLS & EQUIP: BLADES,UTILITY KNIFE		122444	39.98
					VENDOR 01-030000 TOTALS		39.98
01-031000	LORENZ SUPPLY CO.	I-366718	211 5354-319	MISCELLANEOUS: LINERS,GLOVES		122452	41.51
					VENDOR 01-031000 TOTALS		41.51
01-039600	NEAL TIRE & AUTO SERVI	I-201410158238	211 5354-434	REPAIR OF VEH: TIRE REPAIRS		122462	173.76
					VENDOR 01-039600 TOTALS		173.76
01-040253	RENTAL CENTER USA	I-335968	211 5354-440	RENTALS : LOADER RENTAL		122476	72.00
					VENDOR 01-040253 TOTALS		72.00
DEPARTMENT 354 WATER DISTRIBUTION						TOTAL:	1,514.79
01-000124	DATA FLOW	I-15553	211 5355-311	OFFICE SUPPLI: UTILITY BILLS		122401	428.85
					VENDOR 01-000124 TOTALS		428.85
01-002603	MIDWEST CREDIT & COLLE	I-010009241409300000	211 5355-579	COLLECTION FE: WATER/SEWER COLLECTI		122459	101.81
					VENDOR 01-002603 TOTALS		101.81

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 211 WATER FUND

DEPARTMENT: 355 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-003270	DARRIN'S TIRE AND AUTO	I-581	211 5355-434	REPAIR OF VEH:	OIL CHANGE	122400	13.32
					VENDOR 01-003270	TOTALS	13.32
01-009075	CUSD #2 TRANSPORTATION	I-201410148191	211 5355-326	FUEL	: PUBLIC WORKS 9/14 FU	122397	3,081.16
					VENDOR 01-009075	TOTALS	3,081.16
01-049003	XEROX CORPORATION	I-076141421	211 5355-814	PRINTING/COPY:	COPIER AE9-877490	122494	72.70
					VENDOR 01-049003	TOTALS	72.70
DEPARTMENT 355 ACCOUNTING & COLLECTION TOTAL:							3,697.84
01-001663	ADVANCED DIGITAL SOLUT	I-26958	211 5356-311	OFFICE SUPPLI:	PW & TAD XEROX MNTCE	122358	14.75
					VENDOR 01-001663	TOTALS	14.75
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5356-321	NATURAL GAS &:	1201 MARSHALL	122427	58.49
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5356-321	NATURAL GAS &:	620 S 12TH	122427	18.74
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5356-321	NATURAL GAS &:	621 S 12TH	122427	0.11
01-002194	IL POWER MARKETING DBA	I-1461314091	211 5356-321	NATURAL GAS &:	12TH ST LIGHTING	122427	20.67
					VENDOR 01-002194	TOTALS	98.01
01-002602	DEAN BARBER	I-201410148151	211 5356-533	CELLULAR PHON:	OCTOBER MOBILE	122370	33.33
					VENDOR 01-002602	TOTALS	33.33
DEPARTMENT 356 ADMINISTRATIVE & GENERAL TOTAL:							146.09
VENDOR SET 211 WATER FUND						TOTAL:	17,067.53

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-001092	STAN KENTON	I-201410148160	212 5342-533	CELL PHONES	: OCTOBER MOBILE	122441	16.66
					VENDOR 01-001092 TOTALS		16.66
01-002958	BATTERY SPECIALISTS, I	I-125177	212 5342-318	VEHICLE PARTS:	BATTERY SPECIALISTS, 122372		650.00
					VENDOR 01-002958 TOTALS		650.00
01-003095	CARQUEST AUTO PARTS ST	I-201410148175	212 5342-318	VEHICLE PARTS:	TRAINING, PARTS 122379		27.37
					VENDOR 01-003095 TOTALS		27.37
01-003305	CITIZENS ABSTRACT COMP	I-201410148206	212 5342-730	IMPROVEMENTS :	CSO SATELLITE TRMT F 122385		50.00
	PROJ: 203-000	CSO-LT OVERFLOW CMB		JOB EXPENSES			
					VENDOR 01-003305 TOTALS		50.00
01-007820	COE EQUIPMENT INC	I-57721	212 5342-318	VEHICLE PARTS:	ROOT CUTTER KIT 122388		1,813.16
					VENDOR 01-007820 TOTALS		1,813.16
01-011005	TIM DAILY	I-201410148161	212 5342-533	CELL PHONES	: OCTOBER MOBILE 122399		16.66
					VENDOR 01-011005 TOTALS		16.66
01-011875	DENNING AUTOMOTIVE	I-201410158242	212 5342-434	REPAIR OF VEH:	#526 REPAIRS 122404		91.26
					VENDOR 01-011875 TOTALS		91.26
01-014405	EFFINGHAM TRUCK SALES	I-AI40649	212 5342-318	VEHICLE PARTS:	PARTS 122407		186.82
					VENDOR 01-014405 TOTALS		186.82
01-030000	KULL LUMBER CO	I-201410158236	212 5342-319	MISCELLANEOUS:	BLADES, UTILITY KNIFE 122444		116.85
					VENDOR 01-030000 TOTALS		116.85

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 342 SEWER COLLECTION SYSTEM

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-031000	LORENZ SUPPLY CO.	I-366718	212 5342-319	MISCELLANEOUS:	LINERS,GLOVES	122452	41.52
						VENDOR 01-031000 TOTALS	41.52
01-039600	NEAL TIRE & AUTO SERVI	I-201410158238	212 5342-434	REPAIR OF VEH:	TIRE REPAIRS	122462	173.76
						VENDOR 01-039600 TOTALS	173.76
01-040253	RENTAL CENTER USA	I-335968	212 5342-440	RENTALS	: LOADER RENTAL	122476	72.00
						VENDOR 01-040253 TOTALS	72.00

DEPARTMENT 342 SEWER COLLECTION SYSTEM TOTAL: 3,256.06

01-001070	AMEREN ILLINOIS	I-201410158224	212 5343-321	NATURAL GAS &:	4220 DEWITT LIFT STA	122362	31.00
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	N 45 LIFT STA	122364	55.03
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	RILEY CREEK SEWAGE	122364	1,150.73
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	LOGAN/SHELBY SEWAGE	122364	28.98
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	WILLOWSHIRE SEWGE	122364	40.88
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	28TH LIFT STA	122364	50.47
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	FAIRFIELD LIFT STA	122364	29.81
01-001070	AMEREN ILLINOIS	I-201410168269	212 5343-321	NATURAL GAS &:	N 19TH LIFT STA	122364	28.39
						VENDOR 01-001070 TOTALS	1,415.29
01-001620	VERIZON WIRELESS	I-9732496420	212 5343-533	CELLULAR PHON:	MOBILES	122348	142.45
						VENDOR 01-001620 TOTALS	142.45

01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	11669 US HWY 45	122427	44.08
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	4220 DEWITT	122427	8.94
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	2521 N 6TH	122427	584.38
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	3601 OAK	122427	24.07
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	1801 PRAIRIE	122427	37.63
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	206 MCFALL RD	122427	8.43
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5343-321	NATURAL GAS &:	1503 N 19TH	122427	6.39
						VENDOR 01-002194 TOTALS	713.92

DEPARTMENT 343 SEWER LIFT STATIONS TOTAL: 2,271.66

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000845	KIRBY RISK CORPORATION	I-S107715182.001	212 5344-730	IMPROVEMENTS :	WWTP SCADA UPGRADES	122442	8,919.33
	PROJ: 203-000	CSO-LT OVERFLOW CMB		JOB EXPENSES			
						VENDOR 01-000845 TOTALS	8,919.33
01-001070	AMEREN ILLINOIS	I-201410158223	212 5344-321	NATURAL GAS & :	S 12TH ST	122362	23.86
01-001070	AMEREN ILLINOIS	I-201410158225	212 5344-321	NATURAL GAS & :	820 S 5TH PLACE	122362	78.18
01-001070	AMEREN ILLINOIS	I-201410158226	212 5344-321	NATURAL GAS & :	820 S 5TH PLACE	122362	92.04
01-001070	AMEREN ILLINOIS	I-201410158227	212 5344-321	NATURAL GAS & :	820 S 5TH GRIT BLDG	122363	82.05
01-001070	AMEREN ILLINOIS	I-201410158228	212 5344-321	NATURAL GAS & :	820 S 5TH SLUDGE BLD	122363	78.18
01-001070	AMEREN ILLINOIS	I-201410158229	212 5344-321	NATURAL GAS & :	820 S 5TH PLACE DIGE	122363	602.55
01-001070	AMEREN ILLINOIS	I-201410158230	212 5344-321	NATURAL GAS & :	S 9TH ST	122363	23.86
01-001070	AMEREN ILLINOIS	I-201410168269	212 5344-321	NATURAL GAS & :	WASTEWATER PLANT	122364	3,567.88
01-001070	AMEREN ILLINOIS	I-201410168269	212 5344-321	NATURAL GAS & :	SAND FILTER BLDG	122364	50.09
01-001070	AMEREN ILLINOIS	I-201410168269	212 5344-321	NATURAL GAS & :	SEWER PLANT OFC/LAB	122364	86.14
01-001070	AMEREN ILLINOIS	I-201410168269	212 5344-321	NATURAL GAS & :	SEWER PLANT SHOP	122364	74.35
						VENDOR 01-001070 TOTALS	4,759.18
01-001236	GLEN SLOAN	I-201410148152	212 5344-533	CELLULAR PHON:	OCTOBER MOBILE	122480	50.00
						VENDOR 01-001236 TOTALS	50.00
01-001237	MIKE NICHOLS	I-201410148154	212 5344-533	CELLULAR PHON:	OCTOBER MOBILE	122464	50.00
						VENDOR 01-001237 TOTALS	50.00
01-002194	IL POWER MARKETING DBA	I-1461314091	212 5344-321	NATURAL GAS & :	820 S 5TH PLACE	122427	10,624.10
						VENDOR 01-002194 TOTALS	10,624.10
01-002958	BATTERY SPECIALISTS, I	I-123962	212 5344-366	PLANT MTCE & :	BATTERY SPECIALISTS,	122372	3.95
01-002958	BATTERY SPECIALISTS, I	I-124460	212 5344-366	PLANT MTCE & :	BATTERY SPECIALISTS,	122372	5.00
						VENDOR 01-002958 TOTALS	8.95
01-003303	EVOQUA WATER TECHNOLOG	I-901865427	212 5344-366	PLANT MTCE & :	EVOQUA WATER TECHNOL	122410	640.00
						VENDOR 01-003303 TOTALS	640.00

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 344 WASTEWATER TREATMNT PLANT

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT	
01-009100	CONTINENTAL RESEARCH C	I-410175-CRC-1	212 5344-316	TOOLS & EQUIP:	CONTINENTAL RESEARCH	122393	436.89	
					VENDOR 01-009100	TOTALS	436.89	
01-012925	MICKEY'S LINEN	I-201410168268	212 5344-439	OTHER REPAIR :	CLEANING	122457	120.24	
					VENDOR 01-012925	TOTALS	120.24	
01-018125	GASVODA & ASSOCIATES I	I-14IPTS0492	212 5344-366	PLANT MTCE & :	GASVODA & ASSOCIATES	122416	1,470.48	
					VENDOR 01-018125	TOTALS	1,470.48	
01-023800	CONSOLIDATED COMMUNICA	I-201410108142	212 5344-532	TELEPHONE	: 234-2737	122303	42.25	
01-023800	CONSOLIDATED COMMUNICA	I-201410108143	212 5344-532	TELEPHONE	: 234-6828	122303	65.48	
01-023800	CONSOLIDATED COMMUNICA	I-201410178281	212 5344-532	TELEPHONE	: 234-3016	122336	104.79	
					VENDOR 01-023800	TOTALS	212.52	
01-039210	ADVANCED DISPOSAL SERV	I-F50000392706	212 5344-439	OTHER REPAIR :	SLUDGE DISPOSAL	122333	847.37	
					VENDOR 01-039210	TOTALS	847.37	
01-049003	XEROX CORPORATION	I-076141457	212 5344-439	OTHER REPAIR :	COPIER LBP-271558	122494	65.83	
					VENDOR 01-049003	TOTALS	65.83	
DEPARTMENT 344 WASTEWATER TREATMNT PLANT							TOTAL:	28,204.89
01-000124	DATA FLOW	I-15553	212 5345-311	OFFICE SUPPLI:	UTILITY BILLS	122401	428.85	
					VENDOR 01-000124	TOTALS	428.85	
01-003270	DARRIN'S TIRE AND AUTO	I-581	212 5345-434	REPAIR OF VEH:	OIL CHANGE	122400	13.31	
					VENDOR 01-003270	TOTALS	13.31	
01-009075	CUSD #2 TRANSPORTATION	I-201410148191	212 5345-326	FUEL	: PUBLIC WORKS 9/14 FU	122397	3,081.16	
					VENDOR 01-009075	TOTALS	3,081.16	

VENDOR SET: 01 CITY OF MATTOON

BANK: APBNK

FUND : 212 SEWER FUND

DEPARTMENT: 345 ACCOUNTING & COLLECTION

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-049003	XEROX CORPORATION	I-076141421	212 5345-814	PRINT COPY MA:	COPIER AE9-877490	122494	72.70
						VENDOR 01-049003 TOTALS	72.70
						DEPARTMENT 345 ACCOUNTING & COLLECTION TOTAL:	3,596.02
01-001663	ADVANCED DIGITAL SOLUT	I-26958	212 5346-311	OFFICE SUPPLI:	PW & TAD XEROX MNTCE	122358	14.75
						VENDOR 01-001663 TOTALS	14.75
01-002602	DEAN BARBER	I-201410148151	212 5346-533	CELLULAR PHON:	OCTOBER MOBILE	122370	33.34
						VENDOR 01-002602 TOTALS	33.34
						DEPARTMENT 346 ADMINISTRATIVE & GENERAL TOTAL:	48.09
						VENDOR SET 212 SEWER FUND TOTAL:	37,376.72
						REPORT GRAND TOTAL:	922,632.77

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
PRIOR	110-5110-533	CELLULAR PHONE	50.00				
	110-5120-801	VITAL RECORDS FEE REMITTAN	762.00				
	110-5211-562	TRAVEL & TRAINING	59.00				
	110-5212-579	MISC OTHER PURCHASED SERVI	50.00				
	110-5241-562	TRAVEL & TRAINING	37.32				
	110-5320-562	TRAVEL & TRAINING	31.50				
	123-5584-833	QUEEN PAGEANT	17.84				
	123-5584-834	ENTERTAINMENT	150.00				
	** PRIOR YEAR TOTALS **		1,157.66				
2014-2015	110-2172-000	DUE TO LIBRARY FUND	6,937.22				
	110-2172-001	DUE TO FIREFIGHTERS PENSIO	40,358.68				
	110-2172-002	DUE TO POLICE PENSION FUND	40,358.69				
	110-4436-010	AMBULANCE BILLI*NON-EXPENS	298.37	446,550-	212,860.34-		
	110-5110-533	CELLULAR PHONE	150.00	1,800	900.00		
	110-5120-519	OTHER PROFESSIONAL SERVICE	155.00	13,310	12,377.00		
	110-5120-802	HUNTING/FISHING LIC. FEE R	25.00	1,000	527.75		
	110-5120-814	PRINT/COPY MACH. LEASE & M	383.45	5,620	3,582.49		
	110-5150-532	TELEPHONE	100.00	1,860	922.22		
	110-5160-515	LABOR RELATIONS COUNSEL	350.00	0	350.00-	Y	
	110-5160-519	OTHER PROFESSIONAL SERVICE	3,330.00	54,960	33,619.15		
	110-5170-533	CELLULAR PHONE	100.00	2,400	1,423.60		
	110-5170-562	TRAVEL & TRAINING	361.00	5,000	2,738.61		
	110-5170-854	WIDE AREA NETWORK WIRING A	88.60	2,200	1,226.20		
	110-5211-315	UNIFORMS & CLOTHING	205.12	3,000	1,573.11		
	110-5211-319	MISCELLANEOUS SUPPLIES	576.40	5,000	483.83		
	110-5211-519	OTHER PROFESSIONAL SERVICE	272.50	8,000	7,924.58-	Y	
	110-5211-531	POSTAGE	67.99	2,500	1,207.62		
	110-5211-535	RADIOS	2,431.98	21,000	7,353.07		
	110-5211-539	MISC COMMUNICATION CHGS	7,677.62	8,000	322.38		
	110-5211-562	TRAVEL & TRAINING	611.00	25,000	11,424.13		
	110-5211-571	DUE & MEMBERSHIPS	187.50	2,400	706.50		
	110-5211-573	LAUNDRY SERVICE	80.00	400	80.00		
	110-5211-814	PRINT/COPY MACH LEASE & MA	602.25	7,500	5,016.60		
	110-5212-579	MISC OTHER PURCHASED SERVI	50.00	1,500	800.25		
	110-5214-319	MISCELLANEOUS SUPPLIES	72.00	600	408.00		
	110-5223-316	TOOLS & EQUIPMENT	101.00	400	272.00		
	110-5223-319	MISCELLANEOUS SUPPLIES	109.00	2,500	1,691.59		
	110-5223-326	FUEL	6,697.08	95,000	59,649.48		
	110-5223-434	REPAIR OF VEHICLES	1,690.57	30,000	14,602.34		
	110-5224-312	CLEANING SUPPLIES	48.44	3,500	2,274.68		
	110-5224-316	TOOLS & EQUIPMENT	45.99	1,000	824.10		
	110-5224-321	UTILITIES	6,294.96	63,000	34,998.36		
	110-5224-432	REPAIR OF BUILDINGS	987.32	15,000	10,351.94		
	110-5224-435	ELEVATOR SERVICE AGREEMEN	747.56	10,000	5,514.64		
	110-5241-312	CLEANING SUPPLIES	171.57	5,300	3,594.40		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	110-5241-313	MEDICAL & SAFETY SUPPLIES	402.50	18,995	12,749.00		
	110-5241-316	TOOLS & EQUIPMENT	24.00	9,500	9,019.49		
	110-5241-318	VEHICLE PARTS	13.04	8,220	7,896.63		
	110-5241-319	MISCELLANEOUS SUPPLIES	60.76	6,620	1,598.51		
	110-5241-321	UTILITIES	474.28	9,500	7,012.85		
	110-5241-326	FUEL	2,615.03	29,200	13,167.07		
	110-5241-434	REPAIR OF VEHICLES	1,311.00	20,570	8,815.57		
	110-5241-532	TELEPHONE	332.70	7,880	4,322.73		
	110-5241-533	CELLULAR PHONE	200.00	2,400	1,198.02		
	110-5241-571	DUE & MEMBERSHIPS	187.50	1,695	508.50		
	110-5241-573	LAUNDRY SERVICES	20.00	800	629.75		
	110-5241-814	PRINT/COPY MACH LEASE & MA	69.36	800	457.26		
	110-5241-827	FIRE PREVENTION EXP.	368.94	2,000	1,311.17		
	110-5261-311	OFFICE SUPPLIES	85.91	1,000	749.40		
	110-5261-340	BOOKS & PERIODICALS	60.95	350	289.05		
	110-5261-533	CELLULAR PHONE	200.00	1,200	0.00		
	110-5261-562	TRAVEL & TRAINING	20.90	3,000	2,979.10		
	110-5261-564	PRIVATE VEHICLE EXP REIMB	154.46	3,000	2,198.27		
	110-5261-571	DUE & MEMBERSHIPS	35.00	700	463.00		
	110-5261-579	MISC OTHER PURCHASED SERVI	475.00	10,000	6,575.00		
	110-5310-311	OFFICE SUPPLIES	14.77	1,200	598.13		
	110-5310-319	MISCELLANEOUS SUPPLIES	16.45	1,500	1,053.95		
	110-5310-421	DISPOSAL SERVICES	415.42	19,000	10,350.96		
	110-5310-533	CELLULAR PHONE	33.33	900	533.65		
	110-5310-562	TRAVEL & TRAINING	15.00	500	345.22		
	110-5310-564	PRIVATE VEHICLE EXP REIMB	5.88	200	166.85		
	110-5310-814	PRINT/COPY MACH LEASE & MA	287.82	3,500	2,072.65		
	110-5320-316	TOOLS AND EQUIPMENT	464.22	8,000	3,034.46		
	110-5320-318	VEHICLE PARTS	3,732.02	28,000	18,808.39		
	110-5320-319	MISCELLANEOUS SUPPLIES	49.01	10,000	6,417.25		
	110-5320-321	UTILITIES	629.66	18,000	14,088.67		
	110-5320-326	FUEL	3,088.65	49,000	29,443.02		
	110-5320-351	CONCRETE	3,359.84	25,000	16,269.96		
	110-5320-353	BITUMINOUS SUPPLIES	20,320.00	30,000	31,744.00- Y		
	110-5320-433	REPAIR OF MACHINERY	205.94	40,000	30,209.29		
	110-5320-434	REPAIR OF VEHICLES	364.22	14,000	11,024.83		
	110-5320-440	RENTALS	126.21	5,000	3,603.17		
	110-5320-532	TELEPHONE	88.60	5,000	2,627.65		
	110-5320-533	CELLULAR PHONE	33.34	500	282.72		
	110-5320-562	TRAVEL & TRAINING	89.00	1,500	995.00		
	110-5381-312	CLEANING SUPPLIES	1,452.82	5,000	655.96		
	110-5381-319	MISCELLANEOUS SUPPLIES	102.15	3,000	2,186.20		
	110-5381-321	UTILITIES	2,381.42	56,000	37,541.25		
	110-5381-432	REPAIR OF BUILDINGS	1,320.20	20,000	14,032.40		
	110-5381-435	ELEVATOR SERVICE AGREEMEN	353.63	6,000	3,245.59		
	110-5511-316	TOOLS & EQUIPMENT	14.99	4,000	348.37- Y		
	110-5511-319	MISCELLANEOUS SUPPLIES	660.15	15,000	8,316.61		
	110-5511-321	UTILITIES	1,320.51	31,000	21,148.23		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	110-5511-326	FUEL	1,010.20	16,000	9,016.93		
	110-5511-432	REPAIR OF BUILDINGS	32.89	9,000	8,084.68		
	110-5511-433	REPAIR OF MACHINERY	789.11	12,000	6,206.01		
	110-5511-434	REPAIR OF VEHICLES	25.94	6,000	3,824.45		
	110-5511-440	RENTALS	187.50	3,000	1,931.25		
	110-5511-825	TOURISM GRANT EXPENDITURES	2,424.64	20,000	7,768.36		
	110-5512-311	OFFICE SUPPLIES	131.33	600	150.60		
	110-5512-317	CONCESSION & SOUVENIR SUPP	405.40	24,000	3,855.69		
	110-5512-319	MISCELLANEOUS SUPPLIES	104.03	10,000	4,682.65		
	110-5512-321	UTILITIES	3,958.25	40,000	15,192.96		
	110-5512-326	FUEL	124.00	5,000	3,522.13		
	110-5512-432	REPAIR OF BUILDINGS	16.96	5,000	2,826.69		
	110-5512-433	REPAIR OF MACHINERY	510.00	3,000	271.91		
	110-5512-434	REPAIR OF VEHICLES	546.04	2,000	479.37		
	110-5512-440	RENTALS	541.25	3,000	1,200.50		
	110-5512-450	CONSTRUCTION SERVICES	150.00	10,000	895.42		
	110-5512-532	TELEPHONE	54.75	600	271.65		
	110-5512-802	HUNTING/FISHING REMITTANCE	125.50	10,000	3,299.75		
	110-5512-803	SALES TAX REMITTANCE	308.00	3,500	921.68		
	110-5551-319	MISCELLANEOUS SUPPLIES	55.96	13,000	4,625.19-	Y	
	110-5551-321	UTILITIES	2,390.36	32,000	6,912.69		
	110-5551-352	AGGREGATE SURFACE COAT	1,571.79	4,000	203.28		
	110-5551-424	LAWN CARE	1,298.25	13,000	3,033.25-	Y	
	110-5551-432	REPAIR OF STRUCTURES	95.56	500	192.18-	Y	
	110-5551-440	RENTALS	1,200.00	3,500	1.40-	Y	
	110-5570-311	SUPPLIES	196.99	3,000	1,954.24		
	110-5570-321	UTILITIES	543.73	5,000	2,448.23		
	110-5570-326	FUEL	1,429.51	5,000	1,859.86		
	110-5570-424	LAWN CARE	2,330.00	7,000	1,210.00		
	110-5570-433	REPAIR OF MACHINERY	951.56	9,000	7,345.81		
	110-5651-571	DUES & MEMBERSHIPS	4,166.67	50,000	24,999.98		
	122-5653-321	NATURAL GAS & ELECTRIC (CI	63.30	1,500	571.58		
	122-5653-533	CELLULAR PHONE	100.00	1,200	600.00		
	122-5653-540	ADVERTISING	9,214.41	20,000	1,592.12		
	122-5653-562	TRAVEL & TRAINING	240.36	5,000	1,718.24		
	122-5653-814	PRINTING & COPY MACHINE MA	25.94	599	476.68		
	122-5653-825	TOURISM GRANTS	10,500.00	100,000	27,525.00		
	123-5586-540	ADVERTISING	325.00	3,000	2,675.00		
	125-5150-240	UNEMPLOYMENT COMP.	2,685.31	57,192	51,855.92		
	125-5150-250	WORKERS' COMPENSATION	39,945.00	461,625	218,260.00		
	125-5150-527	SELF INSURED RETENTION/DED	6,101.59	6,594	6,770.09-	Y	
	128-5604-908	PARKING LOTS	317.50	5,000	42.31		
	130-5321-730	IMPROVEMENTS OTHER THAN BL	42.52	710,000	654,832.81		
	130-5385-720	CULTURE AND RECREATION	5,465.83	90,000	80,848.79		
	130-5719-817	GENERAL OBLIGATION BONDS	250,000.00	250,000	0.00		
	130-5795-817	INTEREST EXPENSE	99,310.01	198,620	0.02-	Y	
	154-5604-825	BUSINESS DISTRICT GRANTS	3,281.23	30,000	20,227.65		
	154-5719-817	BD ALTERNATE REVENUE SOURC	150,000.00	150,000	0.00		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	154-5795-817	INTEREST EXPENSE	90,956.25	181,913	0.50		
	211-5351-318	VEHICLE PARTS	29.58	200	127.37-	Y	
	211-5351-319	MISCELLANEOUS SUPPLIES	138.50	1,500	274.11		
	211-5351-321	NATURAL GAS & ELECTRIC	38.82	2,000	1,325.85		
	211-5353-311	OFFICE SUPPLIES	23.96	700	552.37		
	211-5353-312	CLEANING SUPPLIES	66.85	800	637.24		
	211-5353-314	CHEMICALS	1,145.43	200,000	133,693.36		
	211-5353-316	TOOLS & EQUIPMENT	229.96	1,500	1,102.19		
	211-5353-318	VEHICLE PARTS	47.47	600	119.56		
	211-5353-319	MISCELLANEOUS SUPPLIES	18.97	16,000	8,038.48		
	211-5353-321	NATURAL GAS & ELECTRIC	7,076.64	65,000	46,778.23		
	211-5353-378	PLANT MTCE & REPAIR	516.49	10,000	6,172.29		
	211-5353-435	ELEVATOR SERVICE AGREEMENT	271.83	3,500	1,869.02		
	211-5353-439	OTHER REPAIR & MAINT. SERV	44.40	3,000	2,373.41		
	211-5353-460	OTHER PROPERTY MAINT. SERV	1,402.50	40,000	25,427.50		
	211-5353-519	OTHER PROFESSIONAL SERVICE	337.25	10,000	5,355.89		
	211-5353-531	POSTAGE	12.28	100	32.64		
	211-5353-532	TELEPHONE	169.14	2,000	1,000.74		
	211-5353-533	CELLULAR PHONE	100.00	1,700	279.96		
	211-5353-814	PRINTING & COPY MACHINE LE	38.74	500	190.13		
	211-5354-316	TOOLS & EQUIPMENT	271.13	7,000	5,314.41		
	211-5354-318	VEHICLE PARTS	186.82	7,000	5,910.46		
	211-5354-319	MISCELLANEOUS SUPPLIES	41.51	3,000	1,104.20		
	211-5354-321	NATURAL GAS & ELECTRIC	330.84	10,000	6,378.90		
	211-5354-374	SERVICE LINE MATERIALS	314.13	12,000	2,131.90		
	211-5354-434	REPAIR OF VEHICLES	265.02	10,000	6,475.89		
	211-5354-440	RENTALS	72.00	1,000	104.67		
	211-5354-533	CELL PHONES	33.34	500	299.96		
	211-5355-311	OFFICE SUPPLIES	428.85	4,500	2,319.94		
	211-5355-326	FUEL	3,081.16	50,000	30,556.95		
	211-5355-434	REPAIR OF VEHICLES	13.32	1,000	931.70		
	211-5355-579	COLLECTION FEES	101.81	2,000	583.69		
	211-5355-814	PRINTING/COPY MACH LEASE/M	72.70	2,000	1,549.05		
	211-5356-311	OFFICE SUPPLIES	14.75	700	109.64		
	211-5356-321	NATURAL GAS & ELECTRIC	98.01	1,500	962.19		
	211-5356-533	CELLULAR PHONE	33.33	900	533.64		
	212-5342-318	VEHICLE PARTS	2,677.35	6,500	709.80		
	212-5342-319	MISCELLANEOUS SUPPLIES	158.37	3,000	1,609.72		
	212-5342-434	REPAIR OF VEHICLES	265.02	10,000	7,070.59		
	212-5342-440	RENTALS	72.00	2,500	1,604.65		
	212-5342-533	CELL PHONES	33.32	500	300.08		
	212-5342-730	IMPROVEMENTS OTHER THAN BL	50.00	865,000	321,122.10		
	212-5343-321	NATURAL GAS & ELECTRIC (AM	2,129.21	31,000	21,561.50		
	212-5343-533	CELLULAR PHONE	142.45	1,500	809.22		
	212-5344-316	TOOLS & EQUIPMENT	436.89	3,000	1,157.00		
	212-5344-321	NATURAL GAS & ELECTRIC (AM	15,383.28	250,000	174,312.47		
	212-5344-366	PLANT MTCE & REPAIR MATERI	2,119.43	24,000	17,098.92		
	212-5344-439	OTHER REPAIR & MNTCE SERVI	1,033.44	15,000	11,151.48		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	212-5344-532	TELEPHONE	212.52	3,500	1,772.71		
	212-5344-533	CELLULAR PHONE	100.00	1,400	796.06		
	212-5344-730	IMPROVEMENTS OTHER THAN BL	8,919.33	120,000	105,885.67		
	212-5345-311	OFFICE SUPPLIES	428.85	4,500	2,319.92		
	212-5345-326	FUEL	3,081.16	50,000	30,576.27		
	212-5345-434	REPAIR OF VEHICLES	13.31	1,000	931.72		
	212-5345-814	PRINT COPY MACHINE LEASE &	72.70	2,000	1,549.05		
	212-5346-311	OFFICE SUPPLIES	14.75	700	109.61		
	212-5346-533	CELLULAR PHONE	33.34	900	533.60		
		TOTAL:	921,475.11				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
110	NON-DEPARTMENTAL	87,952.96
110-110	CITY COUNCIL	200.00
110-120	CITY CLERK	1,325.45
110-150	FINANCIAL ADMINISTRATION	100.00
110-160	LEGAL SERVICES	3,680.00
110-170	COMPUTER INFO SYSTEMS	549.60
110-211	POLICE ADMINISTRATION	12,771.36
110-212	CRIMINAL INVESTIGATION	100.00
110-214	K-9 SERVICE	72.00
110-223	AUTOMOTIVE SERVICES	8,597.65
110-224	POLICE BUILDINGS	8,124.27
110-241	FIRE PROTECTION ADMIN.	6,288.00
110-261	COMMUNITY DEVELOPMENT	1,032.22
110-310	PUBLIC WORKS	788.67
110-320	STREETS	32,582.21
110-381	CUSTODIAL SERVICES	5,610.22
110-511	PARKS	6,465.93
110-512	LAKE MATTOON	6,975.51
110-551	SPORTS FACILITIES	6,611.92
110-570	DODGE GROVE CEMETERY	5,451.79
110-651	ECONOMIC DEVELOPMENT	4,166.67
110 TOTAL	GENERAL FUND	199,446.43
122-653	HOTEL TAX ADMINISTRATION	20,144.01
122 TOTAL	HOTEL TAX FUND	20,144.01
123-584	BAGELFEST	167.84

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
123-586	LIGHTWORKS	325.00

123 TOTAL	FESTIVAL MGMT FUND	492.84
125-150	FINANCIAL ADMINISTRATION	48,731.90

125 TOTAL	INSURANCE & TORT JDMNT	48,731.90
128-604	MIDTOWN TIF DISTRICT	317.50

128 TOTAL	MIDTOWN TIF FUND	317.50
130-321	STREETS	42.52
130-385	CULTURE & RECREATION	5,465.83
130-719	GO BONDS	250,000.00
130-795	INTEREST EXPENSE	99,310.01

130 TOTAL	CAPITAL PROJECT FUND	354,818.36
154-604	BROADWAY EAST BUSINESS DI	3,281.23
154-719	GO BONDS	150,000.00
154-795	INTEREST EXPENSE	90,956.25

154 TOTAL	BROADWAY EAST BUS DIST	244,237.48
211-351	RESERVOIRS & WTR SOURCES	206.90
211-353	WATER TREATMENT PLANT	11,501.91
211-354	WATER DISTRIBUTION	1,514.79
211-355	ACCOUNTING & COLLECTION	3,697.84
211-356	ADMINISTRATIVE & GENERAL	146.09

211 TOTAL	WATER FUND	17,067.53
212-342	SEWER COLLECTION SYSTEM	3,256.06
212-343	SEWER LIFT STATIONS	2,271.66
212-344	WASTEWATER TREATMNT PLANT	28,204.89
212-345	ACCOUNTING & COLLECTION	3,596.02
212-346	ADMINISTRATIVE & GENERAL	48.09

212 TOTAL	SEWER FUND	37,376.72

** TOTAL **		922,632.77

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
203 CSO-LT OVERFLOW CMB	000 JOB EXPENSES	8,969.33
	** PROJECT 203 TOTAL **	8,969.33
238 PETERSON PLAYGROUND	000 EXPENSES	5,465.83
	** PROJECT 238 TOTAL **	5,465.83
247 17TH ST RESURFACE	000 EXPENSES	42.52
	** PROJECT 247 TOTAL **	42.52

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: MFTBK

FUND : 121 MOTOR FUEL TAX FUND

DEPARTMENT: 321 STREETS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-022400	HOWELL ASPHALT CO	I-10725MB	121 5321-353	COLD MIX ASPH:	COLD MIX	122497	268.60
01-022400	HOWELL ASPHALT CO	I-10726MB	121 5321-353	COLD MIX ASPH:	HOWELL ASPHALT CO	122497	699.66
01-022400	HOWELL ASPHALT CO	I-10739MB	121 5321-353	COLD MIX ASPH:	HOWELL ASPHALT CO	122497	1,258.14
						VENDOR 01-022400 TOTALS	2,226.40

DEPARTMENT 321 STREETS TOTAL: 2,226.40

01-001070	AMEREN ILLINOIS	I-201410148168	121 5326-321	NATURAL GAS &:	AMEREN ILLINOIS	122496	859.19
01-001070	AMEREN ILLINOIS	I-201410148173	121 5326-321	NATURAL GAS &:	STREET LIGHTING	122496	6,334.89
01-001070	AMEREN ILLINOIS	I-201410158239	121 5326-321	NATURAL GAS &:	6TH & CHARLESTON	122496	29.96
						VENDOR 01-001070 TOTALS	7,224.04

01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	9TH & CHARLESTON	122498	9.14
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	19TH & RICHMOND	122498	8.54
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	7TH & CHARLESTON	122498	7.16
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	14TH & CHARLESTON	122498	6.81
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	LOGAN & CHARLESTON	122498	7.11
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	15TH & CHARLESTON	122498	7.22
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	18TH & MARSHALL	122498	12.75
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	18TH & CHARLESTON	122498	7.42
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	19TH & WESTERN	122498	49.56
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	6TH & CHARLESTON	122498	8.07
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	CHARLESTON & SWORDS	122498	9.50
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	1721 B'DWAY	122498	25.74
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	B'DWAY & CHARLESTON	122498	169.45
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	19TH & CHARLESTON	122498	7.51
01-002194	IL POWER MARKETING DBA	I-1461314091*	121 5326-321	NATURAL GAS &:	CHARLESTON & CRESTVI	122498	10.11
						VENDOR 01-002194 TOTALS	346.09

DEPARTMENT 326 STREET LIGHTING TOTAL: 7,570.13

VENDOR SET 121 MOTOR FUEL TAX FUND TOTAL: 9,796.53

REPORT GRAND TOTAL: 9,796.53

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2014-2015	121-5321-353	COLD MIX ASPHALT	2,226.40	20,000	21,106.19-	Y	
	121-5326-321	NATURAL GAS & ELECTRIC	7,570.13	150,000	112,001.80		
		TOTAL:	9,796.53				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
121-321	STREETS	2,226.40
121-326	STREET LIGHTING	7,570.13

121 TOTAL	MOTOR FUEL TAX FUND	9,796.53

	** TOTAL **	9,796.53

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: EHBK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 413 MEDICAL CLAIMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000236	COVENTRY HEALTH CARE	I-201410178274	221 5413-211	MEDICAL CLAIM:	COVENTRY HEALTH CARE	000000	18,786.85
01-000236	COVENTRY HEALTH CARE	I-201410178275	221 5413-211	MEDICAL CLAIM:	COVENTRY HEALTH CARE	000000	63,185.32
						VENDOR 01-000236 TOTALS	81,972.17
						DEPARTMENT 413 MEDICAL CLAIMS	TOTAL: 81,972.17
01-000236	COVENTRY HEALTH CARE	I-201410178274	221 5414-211	RX CLAIMS	: COVENTRY HEALTH CARE	000000	21,563.59
01-000236	COVENTRY HEALTH CARE	I-201410178275	221 5414-211	RX CLAIMS	: COVENTRY HEALTH CARE	000000	17,258.10
						VENDOR 01-000236 TOTALS	38,821.69
						DEPARTMENT 414 RX CLAIMS	TOTAL: 38,821.69
01-002761	OPTUM HEALTH	I-224579	221 5418-212	SECTION 125 B:	SEPTEMBER FSA	122495	100.00
						VENDOR 01-002761 TOTALS	100.00
						DEPARTMENT 418 SECTION 125 PLAN	TOTAL: 100.00
						VENDOR SET 221 HEALTH INSURANCE FUND	TOTAL: 120,893.86
						REPORT GRAND TOTAL:	120,893.86

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2014-2015	221-5413-211	MEDICAL CLAIMS	81,972.17	2,790,543	1,930,395.29		
	221-5414-211	RX CLAIMS	38,821.69	858,628	533,709.41		
	221-5418-212	SECTION 125 BENEFIT PLAN A	100.00	1,200	800.00		
		TOTAL:	120,893.86				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
221-413	MEDICAL CLAIMS	81,972.17
221-414	RX CLAIMS	38,821.69
221-418	SECTION 125 PLAN	100.00

221 TOTAL	HEALTH INSURANCE FUND	120,893.86

	** TOTAL **	120,893.86

NO ERRORS

VENDOR SET: 01 CITY OF MATTOON

BANK: DDBNK

FUND : 221 HEALTH INSURANCE FUND

DEPARTMENT: 415 DENTAL CLAIMS

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/08/2014 THRU 10/21/2014

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-000276	DELTA DENTAL-ASC	I-201410108120	221 5415-211	DENTAL CLAIMS: DELTA DENTAL-ASC		000000	1,695.36
01-000276	DELTA DENTAL-ASC	I-201410178278	221 5415-211	DENTAL CLAIMS: DELTA DENTAL-ASC		000000	1,515.60
						VENDOR 01-000276 TOTALS	3,210.96

DEPARTMENT 415 DENTAL CLAIMS TOTAL: 3,210.96

VENDOR SET 221 HEALTH INSURANCE FUND TOTAL: 3,210.96

REPORT GRAND TOTAL: 3,210.96

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2014-2015	221-5415-211	DENTAL CLAIMS	3,210.96	115,000	76,007.22		
		TOTAL:	3,210.96				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
221-415	DENTAL CLAIMS	3,210.96

221 TOTAL	HEALTH INSURANCE FUND	3,210.96

	** TOTAL **	3,210.96

NO ERRORS

							-----DEPOSIT-----		
---ACCOUNT---	-----NAME-----	--DATE--	----TYPE----	-CK #-	----AMOUNT----	CODE	-RECEIPT--	--AMOUNT--	----MESSAGE----
10-14500-04	SCHAFFER, ROBERT T	10/17/14	FINAL BILL	122350	46.30CR	100	37711	60.00CR	
11-03300-09	MICHAEL, HALEY K	10/17/14	FINAL BILL	122351	33.92CR	100	39431	60.00CR	
12-00700-06	CARRELL, MARCIA L	10/17/14	FINAL BILL	122352	37.94CR	100	39515	60.00CR	
14-20110-13	NATION, MATTHEW E	10/17/14	FINAL BILL	122353	21.75CR	100	36995	60.00CR	
16-09800-02	TINGLEY, BRYANT	10/17/14	FINAL BILL	122354	43.85CR	100	34590	60.00CR	

ACCOUNT	NAME	DATE	TYPE	CK #	AMOUNT	DEPOSIT			MESSAGE
						CODE	RECEIPT	AMOUNT	
01-09400-05	RARDIN, VERNON W	10/10/14	FINAL BILL	122310	52.55CR	100	38812	60.00CR	
01-11100-05	GEROULD, HEATHER C	10/10/14	FINAL BILL	122311	2.49CR	100	37308	60.00CR	
02-00900-09	KING, CHRISTIAN L	10/10/14	FINAL BILL	122312	7.73CR	100	39322	60.00CR	
02-10700-06	BIRCH, GERALD L	10/10/14	FINAL BILL	122313	54.45CR	100	40377	60.00CR	
02-17010-14	MEANS, KEAIRE K	10/10/14	FINAL BILL	122314	14.52CR	100	39681	60.00CR	
02-17310-10	HASLETT, JON P	10/10/14	FINAL BILL	122315	22.04CR	100	37747	60.00CR	
04-04500-12	HATFILL, CHERRYLL D	10/10/14	FINAL BILL	122316	10.42CR	100	38960	60.00CR	
05-06610-14	BUTLER, ASHLEY N	10/10/14	FINAL BILL	122317	44.19CR	100	39986	60.00CR	
06-20710-19	LUMPP, DORA A	10/10/14	FINAL BILL	122318	38.37CR	100	40355	60.00CR	
06-29510-12	THOMAS, VICKY L	10/10/14	FINAL BILL	122319	52.75CR	100	39551	60.00CR	
08-20900-02	RUSSELL, BRYAN E	10/10/14	FINAL BILL	122320	29.22CR	100	36155	60.00CR	

NEW BUSINESS:

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1568

AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND DON AND JANE FREESMEIER, FOR 1518 BROADWAY, IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA

WHEREAS, Don and Jane Freesmeier (the “**Grantees**”), have submitted a proposal to the City of Mattoon, Illinois (the “**Municipality**”) for redevelopment of a part of the Municipality’s Mattoon Mid-town Redevelopment Project Area (the “**Redevelopment Project Area**”); and, thereafter, the Municipality and the Grantees have engaged in negotiations related to a Grant Agreement (including all exhibits and attachments in connection therewith, referred to as the “**Grant Agreement**”) concerning redevelopment incentives and assistance related to the preservation, development and redevelopment of a part of the Redevelopment Project Area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. The Grant Agreement, in substantially the form thereof presented before the meeting of the City Council at which this ordinance is adopted, shall be and is hereby ratified, confirmed and approved, and the Mayor and City Clerk are authorized to execute and deliver the Grant Agreement for and on behalf of the Municipality; and upon the execution thereof by the Municipality and the Grantees, the appropriate officers, agents, attorneys and employees of the Municipality are authorized to take all supplemental actions, including the execution and delivery of related supplemental opinions, certificates, agreements and instruments not inconsistent with the Grant Agreement, desirable or necessary to implement and otherwise give full effect to the Grant Agreement. Upon full execution thereof, the Grant Agreement shall be attached to this ordinance as EXHIBIT “A”.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

Attachment (1) - EXHIBIT "A"

EXHIBIT "A"

GRANT AGREEMENT

This Grant Agreement is made this _____ day of _____, 2014, by and between the CITY OF MATTOON, Coles County, Illinois, a municipal corporation (hereinafter the "Grantor"), and DON and JANE FREESMEIER, owners of a building located at 1518 Broadway Avenue, Mattoon, Coles County, Illinois, (hereinafter together referred to as the "Grantees"), as follows:

1. Grantor does grant unto Grantees up to the sum of Seventy-Four Thousand Four Hundred Sixty Six Dollars (\$74,466.00) to be disbursed as hereinafter described, subject to the following terms and conditions:

A. It is agreed and understood that the grant shall be for the sole purpose of roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1518 Broadway Avenue, Mattoon, Coles County, Illinois. Said restorations shall be pursuant to a design which first must be acceptable to the City of Mattoon. The authorized agent acting on behalf of the City is the City Administrator or such other official the City Council may designate. Said restorations must include, but is not necessarily limited to a list of specifications such as material type, colors, and construction methods. Since this is a historical restoration project, the City of Mattoon reserves the right to demand a high level of detail concerning design, materials, colors and other construction aspects, and, further, demands strict adherence to said restoration. This grant is specifically contingent upon the undersigned first receiving initial design approval from the City. The undersigned acknowledges that the primary consideration for the grant herein from the City of Mattoon unto the undersigned is to achieve a historical restoration program for the City, and, as such, the undersigned acknowledges this consideration and agrees to abide by the rules and regulations and oversight of the City of Mattoon for implementation and/or construction of said restorations including, but not necessarily limited to: completion of said roof repairs and upgrades pursuant to the design specifications; prior consent from the City of Mattoon before any alterations or changes to the design; oversight authority

on the part of the City of Mattoon during the construction of said renovations if reasonably necessary to ensure said design and specifications are being complied with. Further, as additional consideration herein, the undersigned covenants that once completed, said City-approved restoration work shall remain the same and not be substantially changed without prior written consent of the City within 15 years of completion of the same, which covenant shall survive the payment of the grant and remain obligatory unto the parties herein whether or not they retain control of the property or transfer the same to a third party within said 15 years. Should the undersigned sell or convey all or a part of said property, it guarantees and promises unto the City of Mattoon that it shall include in the deed of conveyance a restriction on changing said repairs/alteration work for said 15-year period. Said prohibition upon a substantial alteration does not prohibit the undersigned from periodic and regular maintenance of the same, which maintenance shall include, but not necessarily be limited to, cleaning, painting and material replacement if warranted. The undersigned agrees to commence the restoration within 60 days of initial design approval from the City, and to proceed diligently to the completion of the same, but in no event to be completed in not less than 12 months from the date hereof. During said construction, the City, at any time, can issue a written notice to the undersigned that it is in violation of the agreed upon design and specifications heretofore approved by the City. The undersigned will have thirty (30) days from receipt of written notice of noncompliance with design to correct the same to the City's satisfaction or otherwise reach a mutually agreeable resolution of the same. If correction or a mutual resolution is not completed within said thirty (30) day response time, then in that event, the City may consider this grant to be in default, to cease all future payments due hereunder, and shall rescind the grant. Though the City of Mattoon retains approval authority and oversight responsibility for the design and restoration program discussed herein, it is not responsible for the construction of the same nor for the payment of the same. Accordingly, the undersigned hereby agrees to assume all responsibility for any damages or claims for damages as a result of any injuries or claims from injuries for said facade restoration construction, and, further, agrees to indemnify and hold the City of Mattoon free and harmless in association with any damages or claims for damages by the undersigned, or other third parties.

B. It is agreed and understood that the grant shall be for the purpose of roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1518 Broadway Avenue, Mattoon, Coles County, Illinois.

C. It is agreed and understood that there is dollar limit flexibility between the elements of construction cost as more fully set forth hereinabove. Said grant proceeds shall be based upon the actual construction cost of work, but not to exceed Seventy-Four Thousand Four Hundred Sixty Six Dollars (\$74,466.00) as determined by the City's authorized agent.

D. Said grant is to be used solely for the following described real estate, commonly known as 1518 Broadway Avenue, Mattoon, Illinois, but more specifically described as:

The West 20.7 Feet of Lot 4, Block 118 of the Original Town, now the City of Mattoon, Coles County, Illinois - PIN 07-1-03833-000

E. Grantees shall secure the necessary building permits from Grantor, and shall indemnify and hold the Grantor harmless from any and all claims, damages, and injuries associated with or resulting from the rehabilitation and improvement of said real estate.

F. It is agreed and understood that improvement of said real estate shall also include roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1518 Broadway Avenue. Grantees warrant that the total value of the improvements at 1518 Broadway Avenue shall not be less than One Hundred and Four Thousand Four Hundred Forty Nine Dollars (\$104,449.00), including the grant authorized by this agreement.

G. Any and all work performed under this grant shall be at the prevailing wage in Coles County and as adopted by the City of Mattoon from time to time. Grantees hereby agree to abide by all the Illinois Prevailing Wage Act, 820 ILCS 130 et.seq.

2. Grantor shall disburse the grant funds to Grantees in Five (5) annual payments. These payments shall begin on September 30, in the year following the completion of all the restoration/renovation work. The amount of these payments shall be no more than Fourteen Thousand Eight Hundred Ninety Three and 20/100 Dollars (\$14,893.20) or one fifth of the actual construction cost for the work authorized within the scope of this grant, whichever is less, as certified by the City's authorized agent. The payments shall only be made if this grant is valid and in full force at the time the payments are to be made.

3. This Grant is expressly contingent upon the execution of this grant agreement by Grantees and Grantor and upon presentation to Grantor of vouchers or other sufficient proof of work authorized and approved and within the scope of this grant in amounts which exceed the grant money provided herein.

4. Grantees do hereby guarantee and covenant that it will apply the grant money only for the uses intended as set forth herein pursuant to the terms and conditions set forth herein.

5. Grantor's grant as made herein is made contingent upon Grantees performing all of the covenants and conditions by it to be performed.

6. This is an outright grant and is not repayable to Grantor unless Grantees fail to perform one or more of the covenants and conditions herein by it to be performed, and in that event, Grantor shall send written notice of said breach to Grantees and afford it an opportunity to correct the same within 30 days. Should Grantees fail to correct the breach within 30 days of said written notice, then in that event, Grantor shall rescind the grant, and shall be entitled to recover from Grantees any and all grant moneys heretofore delivered to Grantees, which grant money Grantees agrees to repay unto Grantor.

7. This grant made herein is duly adopted by the City Council of the City of Mattoon meeting in regular session on October 7, 2014.

8. Grantees covenant unto Grantor that they intend to retain ownership of the buildings for the operation of a restaurant or office/general business use, and that it is not their intention to use the grant money herein to remodel the building and then resell the same to a third party. To secure this covenant, Grantor and Grantees agree that if the building is sold to a third party, then there shall be a rebate of the grant based upon the following schedule: if sold within one year of the date of the grant, there shall be a 75% rebate of the grant amount already paid; if sold after one year from the date of this grant but within two years of the date of this grant, then there shall be a 50% rebate of the grant amount already paid; and if sold after two years from the date of this grant but within three years of the date of this grant, then there shall be a 25% rebate of the grant amount already paid. Further, Grantor and Grantees agree that if the business operation ceases for a period in excess of thirty days, and within five years from the date of this grant, then Grantor's obligation to make continuing payments from the grant shall cease immediately and this agreement shall be null and void and of no further force and effect, and there shall be a rebate of the grant money heretofore paid based upon the timeline and percent established herein for the sale of the business, being 75% within one year of the date of this grant, 50% after one year but within two years from the date of this grant, and 25% after two years but within three years of the date of this grant.

9. Grantees shall provide (or cause to be provided) written notice to the City prior to taking any action contesting the assessed value of any or all the property located at 1518 Broadway Avenue.

10. This grant is subject to the availability of Mid-town TIF District Funds.

11. Grantor reserves to itself the right to seek reimbursement for the amount expended under this grant from revenues of the Mattoon Mid-town Tax Increment Financing District.

Executed at Mattoon, Illinois, on the day and year first above written.

GRANTOR

Timothy D. Gover, Mayor

Susan J. O'Brien, City Clerk

GRANTEES

DON FREESMEIER

JANE FREESMEIER

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1569

AN ORDINANCE APPROVING A GRANT AGREEMENT BY AND BETWEEN THE CITY OF MATTOON, ILLINOIS AND DON AND JANE FREESMEIER, FOR 1520 BROADWAY, IN CONNECTION WITH THE MATTOON MID-TOWN REDEVELOPMENT PROJECT AREA

WHEREAS, Don and Jane Freesmeier (the “**Grantees**”), have submitted a proposal to the City of Mattoon, Illinois (the “**Municipality**”) for redevelopment of a part of the Municipality’s Mattoon Mid-town Redevelopment Project Area (the “**Redevelopment Project Area**”); and, thereafter, the Municipality and the Grantees have engaged in negotiations related to a Grant Agreement (including all exhibits and attachments in connection therewith, referred to as the “**Grant Agreement**”) concerning redevelopment incentives and assistance related to the preservation, development and redevelopment of a part of the Redevelopment Project Area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. The Grant Agreement, in substantially the form thereof presented before the meeting of the City Council at which this ordinance is adopted, shall be and is hereby ratified, confirmed and approved, and the Mayor and City Clerk are authorized to execute and deliver the Grant Agreement for and on behalf of the Municipality; and upon the execution thereof by the Municipality and the Grantees, the appropriate officers, agents, attorneys and employees of the Municipality are authorized to take all supplemental actions, including the execution and delivery of related supplemental opinions, certificates, agreements and instruments not inconsistent with the Grant Agreement, desirable or necessary to implement and otherwise give full effect to the Grant Agreement. Upon full execution thereof, the Grant Agreement shall be attached to this ordinance as EXHIBIT “A”.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

Attachment (1) - EXHIBIT "A"

EXHIBIT "A"

GRANT AGREEMENT

This Grant Agreement is made this _____ day of _____, 2014, by and between the CITY OF MATTOON, Coles County, Illinois, a municipal corporation (hereinafter the "Grantor"), and DON and JANE FREESMEIER, owners of a building located at 1520 Broadway Avenue, Mattoon, Coles County, Illinois, (hereinafter together referred to as the "Grantees"), as follows:

1. Grantor does grant unto Grantees up to the sum of Seventy Thousand Six Hundred Twenty-Five Dollars (\$70,625.00) to be disbursed as hereinafter described, subject to the following terms and conditions:

A. It is agreed and understood that the grant shall be for the sole purpose of roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1520 Broadway Avenue, Mattoon, Coles County, Illinois. Said restorations shall be pursuant to a design which first must be acceptable to the City of Mattoon. The authorized agent acting on behalf of the City is the City Administrator or such other official the City Council may designate. Said restorations must include, but is not necessarily limited to a list of specifications such as material type, colors, and construction methods. Since this is a historical restoration project, the City of Mattoon reserves the right to demand a high level of detail concerning design, materials, colors and other construction aspects, and, further, demands strict adherence to said restoration. This grant is specifically contingent upon the undersigned first receiving initial design approval from the City. The undersigned acknowledges that the primary consideration for the grant herein from the City of Mattoon unto the undersigned is to achieve a historical restoration program for the City, and, as such, the undersigned acknowledges this consideration and agrees to abide by the rules and regulations and oversight of the City of Mattoon for implementation and/or construction of said restorations including, but not necessarily limited to: completion of said roof repairs and upgrades pursuant to the design specifications; prior consent from the City of Mattoon before any alterations or changes to the design; oversight authority

on the part of the City of Mattoon during the construction of said renovations if reasonably necessary to ensure said design and specifications are being complied with. Further, as additional consideration herein, the undersigned covenants that once completed, said City-approved restoration work shall remain the same and not be substantially changed without prior written consent of the City within 15 years of completion of the same, which covenant shall survive the payment of the grant and remain obligatory unto the parties herein whether or not they retain control of the property or transfer the same to a third party within said 15 years. Should the undersigned sell or convey all or a part of said property, it guarantees and promises unto the City of Mattoon that it shall include in the deed of conveyance a restriction on changing said repairs/alteration work for said 15-year period. Said prohibition upon a substantial alteration does not prohibit the undersigned from periodic and regular maintenance of the same, which maintenance shall include, but not necessarily be limited to, cleaning, painting and material replacement if warranted. The undersigned agrees to commence the restoration within 60 days of initial design approval from the City, and to proceed diligently to the completion of the same, but in no event to be completed in not less than 12 months from the date hereof. During said construction, the City, at any time, can issue a written notice to the undersigned that it is in violation of the agreed upon design and specifications heretofore approved by the City. The undersigned will have thirty (30) days from receipt of written notice of noncompliance with design to correct the same to the City's satisfaction or otherwise reach a mutually agreeable resolution of the same. If correction or a mutual resolution is not completed within said thirty (30) day response time, then in that event, the City may consider this grant to be in default, to cease all future payments due hereunder, and shall rescind the grant. Though the City of Mattoon retains approval authority and oversight responsibility for the design and restoration program discussed herein, it is not responsible for the construction of the same nor for the payment of the same. Accordingly, the undersigned hereby agrees to assume all responsibility for any damages or claims for damages as a result of any injuries or claims from injuries for said facade restoration construction, and, further, agrees to indemnify and hold the City of Mattoon free and harmless in association with any damages or claims for damages by the undersigned, or other third parties.

B. It is agreed and understood that the grant shall be for the purpose of roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1520 Broadway Avenue, Mattoon, Coles County, Illinois.

C. It is agreed and understood that there is dollar limit flexibility between the elements of construction cost as more fully set forth hereinabove. Said grant proceeds shall be based upon the actual construction cost of work, but not to exceed Seventy Thousand Six Hundred Twenty Five Dollars (\$70,625.00) as determined by the City's authorized agent.

D. Said grant is to be used solely for the following described real estate, commonly known as 1520 Broadway Avenue, Mattoon, Illinois, but more specifically described as:

The East ½ of Lot 5, Block 118 of the Original Town, now the
City of Mattoon, Coles County, Illinois – PIN 07-1-03833-000.

E. Grantees shall secure the necessary building permits from Grantor, and shall indemnify and hold the Grantor harmless from any and all claims, damages, and injuries associated with or resulting from the rehabilitation and improvement of said real estate.

F. It is agreed and understood that improvement of said real estate shall also include roof replacement; architecture fees, tuck-pointing, window replacement, electrical code upgrades and ADA entrance and parking upgrades located at 1520 Broadway Avenue. Grantees warrant that the total value of the improvements at 1520 Broadway Avenue shall not be less than Ninety Three Thousand One Hundred Dollars (\$93,100.00), including the grant authorized by this agreement.

G. Any and all work performed under this grant shall be at the prevailing wage in Coles County and as adopted by the City of Mattoon from time to time. Grantees hereby agree to abide by all the Illinois Prevailing Wage Act, 820 ILCS 130 et.seq.

2. Grantor shall disburse the grant funds to Grantees in Five (5) annual payments. These payments shall begin on September 30, in the year following the completion of all the restoration/renovation work. The amount of these payments shall be no more than Fourteen Thousand One Hundred Twenty Five and 00/100 Dollars (\$14,125.00) or one fifth of the actual construction cost for the work authorized within the scope of this grant, whichever is less, as certified by the City's authorized agent. The payments shall only be made if this grant is valid and in full force at the time the payments are to be made.

3. This Grant is expressly contingent upon the execution of this grant agreement by Grantees and Grantor and upon presentation to Grantor of vouchers or other sufficient proof of work authorized and approved and within the scope of this grant in amounts which exceed the grant money provided herein.

4. Grantees do hereby guarantee and covenant that it will apply the grant money only for the uses intended as set forth herein pursuant to the terms and conditions set forth herein.

5. Grantor's grant as made herein is made contingent upon Grantees performing all of the covenants and conditions by it to be performed.

6. This is an outright grant and is not repayable to Grantor unless Grantees fail to perform one or more of the covenants and conditions herein by it to be performed, and in that event, Grantor shall send written notice of said breach to Grantees and afford it an opportunity to correct the same within 30 days. Should Grantees fail to correct the breach within 30 days of said written notice, then in that event, Grantor shall rescind the grant, and shall be entitled to recover from Grantees any and all grant moneys heretofore delivered to Grantees, which grant money Grantees agrees to repay unto Grantor.

7. This grant made herein is duly adopted by the City Council of the City of Mattoon meeting in regular session on October 7, 2014.

8. Grantees covenant unto Grantor that they intend to retain ownership of the buildings for the operation of a restaurant or office/general business use, and that it is not their intention to use the grant money herein to remodel the building and then resell the same to a third party. To secure this covenant, Grantor and Grantees agree that if the building is sold to a third party, then there shall be a rebate of the grant based upon the following schedule: if sold within one year of the date of the grant, there shall be a 75% rebate of the grant amount already paid; if sold after one year from the date of this grant but within two years of the date of this grant, then there shall be a 50% rebate of the grant amount already paid; and if sold after two years from the date of this grant but within three years of the date of this grant, then there shall be a 25% rebate of the grant amount already paid. Further, Grantor and Grantees agree that if the business operation ceases for a period in excess of thirty days, and within five years from the date of this grant, then Grantor's obligation to make continuing payments from the grant shall cease immediately and this agreement shall be null and void and of no further force and effect, and there shall be a rebate of the grant money heretofore paid based upon the timeline and percent established herein for the sale of the business, being 75% within one year of the date of this grant, 50% after one year but within two years from the date of this grant, and 25% after two years but within three years of the date of this grant.

9. Grantees shall provide (or cause to be provided) written notice to the City prior to taking any action contesting the assessed value of any or all the property located at 1520 Broadway Avenue.

10. This grant is subject to the availability of Mid-town TIF District Funds.

11. Grantor reserves to itself the right to seek reimbursement for the amount expended under this grant from revenues of the Mattoon Mid-town Tax Increment Financing District.

Executed at Mattoon, Illinois, on the day and year first above written.

GRANTOR

Timothy D. Gover, Mayor

Susan J. O'Brien, City Clerk

GRANTEES

DON FREESMEIER

JANE FREESMEIER

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1571

A SPECIAL ORDINANCE AUTHORIZING A PERMANENT EASEMENT

WHEREAS, the City of Mattoon owns certain real estate at the southwest corner of 17th Street and Broadway Avenue, also known as the future site of the Heritage Park Project, also known as Lots 1, 2, 3, & 4 of Block 141 of the Original Town of Mattoon; and

WHEREAS, the City of Mattoon is in the process of burying certain power lines along the south side of said property as part of the Heritage Park Project; and

WHEREAS, Ameren Illinois has requested a Permanent Easement prior to completing the work, said easement being attached as Exhibit 'A'.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mattoon as follows:

Section 1. That the City Council hereby approves the Permanent Easement attached as Exhibit 'A'.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

Underground Electric Easement (IL Corporation)

EASEMENT
(Underground Electric)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2014, that THE CITY OF MATTOON, an Illinois Municipal Corporation, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS, an Illinois corporation, its successors, assigns, licensees, agents, lessees, contractors, sub-contractors and tenants (hereinafter "Grantee"), the perpetual right and easement to install, rebuild, use, operate, and maintain underground electric and communication line or lines only for the use of Grantee, upon, over, across and under the following described land, in Section 13, Township 12 North, Range 7 East, of the 3rd P.M., Coles County, Illinois, to-wit:

Property Description:

Lots One (1), Two (2), Three (3), and Four (4) in Block 141 in the Original Town, now City of Mattoon, Coles County, Illinois being a part of the Southwest Quarter of Section 13, Township 12 North, Range 7 East of the Third Principal Meridian, Coles County, Illinois.

The Southerly 10 feet of even width of the above described property.

together with all rights reasonably implied by and incidental to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress to and over the above described easement area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and other obstructions upon, over and under the surface of said easement area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of, said facilities; and the right to license, permit or otherwise agree to the use or occupancy of said easement or any portion thereof or of said facilities by any other person, association or corporation, for the purpose hereinabove set out; and with the further right to remove at any time and from time to time any or all of the said line or lines, and appurtenances thereto located upon, over, across and under said land by virtue hereof.

Grantee shall be responsible for actual damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the owner thereof for such loss or damages. Grantee shall not be responsible for any indirect, consequential or punitive damages.

Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the above described land and has full right and authority validly to grant this easement, (2) that Grantee may quietly enjoy the premises for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed.

IN WITNESS WHEREOF, THE CITY OF MATTOON has caused these presents to be signed by its _____ President.

THE CITY OF MATTOON

By: _____
Name: _____
Title: _____

STATE OF ILLINOIS }
COUNTY OF _____ } SS

I, _____, a notary public in and for said County and State, do hereby certify that _____, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she is _____ President of _____, and that he/she signed and delivered the said instrument in behalf of said corporation by authority of its Board of Directors, and acknowledged said instrument to be the free act and deed of said corporation.

Given under my hand and official seal this _____ day of _____, A. D. 2014.

Notary Public

Prepared by: Deborah Love

Return to: Deborah Love, Ameren Illinois, 1800 Ford Avenue, Effingham, IL 62401

DAL
WR# 2HER277052

10/17/14

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1572

A SPECIAL ORDINANCE AUTHORIZING A PERMANENT EASEMENT

WHEREAS, the City of Mattoon owns certain real estate at the southeast corner of 17th Street and Broadway Avenue, also known as Progress Square Parking Lot, also known as Lots 5 & 6 and the West 1/2 (25') of Lot 4 of Block 140 of the Original Town of Mattoon; and

WHEREAS, the City of Mattoon is in the process of burying certain power lines along the south side of said property as part of the Heritage Park Project; and

WHEREAS, Ameren Illinois has requested a Permanent Easement prior to completing the work, said easement being attached as Exhibit 'A'.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mattoon as follows:

Section 1. That the City Council hereby approves the Permanent Easement attached as Exhibit 'A'.

Section 2. This ordinance shall be deemed published as of the day of its adoption and approval by the City Council.

Section 3. This ordinance shall be effective upon its approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____
ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

EASEMENT
(Underground Electric)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2014, that CITY OF MATTOON, ILLINOIS, a Municipal Corporation, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS, an Illinois corporation, its successors, assigns, licensees, agents, lessees, contractors, sub-contractors and tenants (hereinafter "Grantee"), the perpetual right and easement to install, rebuild, use, operate, and maintain underground electric and communication line or lines only for Grantee use, upon, over, across and under the following described land, in Section 13, Township 12 North, Range 7 East, of the 3rd P.M., Coles County, Illinois, to-wit:

Property Description:

Tract I: Lot 5 and the West 2 feet of Lot 4 and the East 4 feet of Lot 6; and the East 23 feet of the West Half of Lot 4; and Beginning at a point 23 feet East of the Northwest corner of Lot 6, thence South 90 feet, thence East 23 feet, thence North to a point 23 feet East of the place of beginning, thence West to the place of beginning; All in Block 140, in the Original Town of Mattoon, Coles County, Illinois;

Tract II: Beginning at the Northwest corner of Lot 6 in Block 140 in the Original Town of Mattoon; thence East 23 feet; thence South 90 feet; thence East 23 feet; thence South 50 feet to the North line of the alley; thence West on the line of the alley 46 feet to the Southwest corner of said Lot; thence North 140 feet to the place of beginning, situated in Coles County, Illinois.

Easement Description:

The Southerly 10 feet of even width of the above described property.

together with all rights reasonably implied by and incidental to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress to and over the above described easement area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and

other obstructions upon, over and under the surface of said easement area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of, said facilities; and the right to license, permit or otherwise agree to the use or occupancy of said easement or any portion thereof or of said facilities by any other person, association or corporation, for the purpose hereinabove set out; and with the further right to remove at any time and from time to time any or all of the said line or lines, and appurtenances thereto located upon, over, across and under said land by virtue hereof.

Grantee shall be responsible for actual damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the owner thereof for such loss or damages. Grantee shall not be responsible for any indirect, consequential or punitive damages.

Grantor, for itself, its successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the above described land and has full right and authority validly to grant this easement, (2) that Grantee may quietly enjoy the premises for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed.

IN WITNESS WHEREOF, CITY OF MATTOON, ILLINOIS has caused these presents to be signed by its _____ President.

CITY OF MATTOON, ILLINOIS

By: _____
Name: _____
Title: _____

STATE OF ILLINOIS
COUNTY OF _____ } SS

I, _____, a notary public in and for said County and State, do hereby certify that _____, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she is _____ President of _____, and that he/she signed and delivered the said instrument in behalf of said corporation by authority of its Board of Directors, and acknowledged said instrument to be the free act and deed of said corporation.

Given under my hand and official seal this _____ day of _____, A. D. 2014.

Notary Public

Prepared by: Deborah Love

Return to: Deborah Love, Ameren Illinois, 1800 Ford Avenue, Effingham, IL 62401
DAL
WR# 2HER277052

10/17/14

Tourism Grant Application

Name of Organization: EIU Club Softball

Contact Person: Ashley Pettinger

Address: 204 W Grant #3 Charleston, IL 61920 Telephone: (224)545-2527

Date of Event: Sept. 26-28, 2014 Name of Event: 4th Annual Fall Frenzy Tournament

How Event Promotes Tourism in Mattoon

How does your event promote tourism, conventions, and other events within the city?

Our organization will be bringing in 12 or more college club softball teams to the community, almost all of which will be staying overnight in hotels for multiple nights, eating out at local restaurants, and spending money at local places such as the mall and gas stations for 3 days.

How does your event attract non-residents?

This event will bring in TONS of people from all over the Midwest. In the past couple years the EIU Fall Frenzy has been the biggest, most smoothly run, and widely known club tournament in the area. We have many returning and new teams that continue to participate in this tournament every year. We have 10 teams committed already and as the school year starts we plan on having more commit when they get their teams together. But we have had teams from Michigan, Missouri, Kansas, Kentucky, Nebraska, and Wisconsin. And have recently gone to the NCSA World Series and have gotten contacts with several other teams. Not only will approx. 15 girls be coming with each team, but many parents and family members attend large tournaments as well. Average 30 people per team will be staying in Mattoon area for the weekend. This tournament will bring in approximately 550 extra people to Mattoon for this tournament.

If your application were accepted, how would the tourism funds granted be used?

If our team was granted funds, there would be many things we'd be able to use it for. We plan to get advertising for our tournament put on local radio stations and the newspaper to promote a larger fan base. With funding, we could also greatly reduce the tournament entry fee for teams attending, causing them to want to come back again in years to come. We also plan to have medical personnel and/or trainers on site at the tournament. This is a luxury that we were not able to have our first year hosting the tournament because we could not come up with the funding. Teams who attended the tournament in the Fall Frenzy's inaugural year were disappointed not to have a trainer for the safety of their players. We would also use the funds to help teams with hotels and traveling costs, and pay for insurance for the tournament through the National Club Softball Association.

Financial Statement (See Attached)

Statement of Assurances

Any funds received under this grant will be used for the purposes described in this application. The figures, facts, and representations in this application are true and correct to the best of my knowledge.

Name (Please Print): Ashley Pettinger

Signature: *Ashley Pettinger*

Date: 07/05/14 Title or Office Held: EIU Club Softball Co-President

Tourism Grant Application

Detailed Budget

Event: 4th Annual Fall Frenzy Tournament

Date of Event: Sept. 26-28, 2013 Date of Application: 07/05/2014

Sponsor: EIU Club Softball

Income (Estimated)	Actual Last Year 2013 OR First Annual Budget	Estimated Present Year 2014
	13 teams	15 teams
13 Teams		
Entry Fees/ Gate Receipts	4200	5,600
Donations/ Sponsorships	0	0
T-Shirts and Souvenirs	2,001	2,000
Food and Drinks, Etc.	620	620
Mattoon Tourism Grant Other: (Explain)	5,000	5,500
	0	0
Total Income	\$11,820.56	\$13,720
Expenses (Itemized)		
Advertising	450	450
T-Shirts and Souvenirs	2,000	2,500
Food, Drinks, Etc.	50	75
Concession Workers	200	300
Reward	175	175
Supplies and Balls	400	600
Trophies and MVP shirts	801	900
Rentals	200	200
Insurance	75	75
Umpires	4,000	5,000
Medical Trainers	500	500
Helping other teams w/ hotels & travel	800 (with waived entry fee)	800
Umpire ICC	150	155
Umpire Hotels	200	200
Total Expenditures	\$10,001	\$11,930
Estimate Value of In-Kind Services (Explain)		
Field Maintenance	\$ 300	\$300

Agreement

This Agreement made this _____ day of _____, _____
by and between the City of Mattoon, Coles County, Illinois (hereinafter, "City") and EIU
Club Softball, Charleston, IL (hereinafter "Grantee").

Witnesseth:

WHEREAS. City has agreed to provide a grant of money in the amount of Five thousand and five hundred dollars (\$5,500.00) for the purposes set forth in the Tourism Grant Application (appended hereto, marked as Exhibit A, and fully incorporated herein by reference); and ,

WHEREAS, Grantee, as a condition of the grant, has agreed to fully disclose its financial standing to prove that the grant was used as represented on Exhibit A.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. As a condition of the grant (Exhibit A), Grantee shall make available to City, or any of its designated representatives, any or all of its financial records, including but not limited to: checking accounts, savings accounts, bank accounts, financial institution accounts, books of account, general ledgers, and all other financial records and business records, such records request shall be satisfied within seven (7) business days of written request to Grantee.
2. City agrees to fund the grant (Exhibit A) consistent with the terms of Exhibit A.

3. City may conduct an audit of Grantee's financial records at any time within fourteen (14) months of the date of Exhibit A. City may also conduct an audit within sixty (60) days of receipt of written notice as set forth in the next paragraph, hereof.
4. Grantee shall provide a written notice to the City Clerk of the City of Mattoon within sixty (60) days of the conclusion of the grant program (Exhibit C). Grantee will comply with all other requirements set forth in "General Information Sheet" appended hereto and marked as Exhibit B which are not expressly contradicted by this agreement.
5. The audit referred to in this agreement shall include the unrestricted access to all financial records of Grantee as provided in this Agreement.
6. Grantee shall, upon written request by City, give written direction to all financial institutions, with which it has any account, to disclose any information with respect to such account(s) and, by this Agreement, waives any privilege or right of confidentiality which it may have to any financial records possessed by it or possessed by any financial institution.
7. Financial institution, as used in this Agreement, includes any bank, savings and loan, securities house, or any other institution having the purpose of holding or investing funds for clients or customers of such financial institution.
8. In the event of noncompliance with this Agreement, Grantee shall refund all monies paid to it pursuant to Exhibit A within thirty (30) days upon written demand to it by City because of such noncompliance. City will not demand

refund until reasonable efforts have been made to obtain compliance with this Agreement.

9. Grantee agrees that all funds paid to it pursuant to Exhibit A shall be used solely and only for the purposes represented on Exhibit A.

Mayor

Attest:

City Clerk

Grantee

Tourism Grant Application

Name of Organization: Mattoon Santa Chase
Contact Person: Jeff Collings
Address: 73 Lafayette Telephone: 217-234-2374
Date of Event: 11/22/2014 Name of Event: Mattoon Santa Chase Half Marathon and 5K Race

How Event Promotes Tourism in Mattoon

How does your event promote tourism, conventions, and other events within the city?
Various sites and events within the community are being incorporated within the race.

(ie. Train Depot, Holiday Parade, Sarah Bush festival of trees Mattoon Lightworks and downtown Mattoon merchants..)

How does your event attract non-residents?

The race is being advertised on racing web sites and race information is being given at various
races throughout the state. We also have our own website and facebook page.

If your application were accepted, how would the tourism funds granted be used?

Funds will help make the race a memorable experience for the runners and will encourage return
participation for future races.

Financial Statement (See Attached)

Statement of Assurances

Any funds received under this grant will be used for the purposes described in this application. The figures, facts, and representations in this application are true and correct to the best of my knowledge.

Name (Please Print): Jeff Collings

Signature: Jeff K. Collings

Date: 9/9/2014 Title or Office Held: Race Director

Tourism Grant Application

Detailed Budget

Event: Mattoon Santa Chase Half Marathon and 5K Race

Date of Event: 11/22/2014 Date of Application: 9/9/2014

Sponsor: Mattoon Santa Chase

Income (Estimated)	Actual Last Year 20__ OR First Annual Budget	Estimated Present Year 20__
	\$	\$
Rental of Booths	4,960.00	5,500.00
Entry Fees/ Gate Receipts		1000.00
Donations/ Sponsorships		
T-Shirts and Souvenirs		
Food and Drinks, Etc.		
Mattoon Tourism Grant	5,000.00	5,000.00
Other: (Explain)		

Total Income	\$ 9,960.00	\$ 11,500.00
Expenses (Itemized)		
Advertising	500.00	500.00
T-Shirts and Souvenirs	2,881.70	3,000.00
Food, Drinks, Etc.	325.00	325.00
Labor Costs	1,500.00	1,500.00
Entertainment		
Supplies	500.00	500.00
Postage	50.00	50.00
Rentals	1,500.00	1,500.00
Insurance	500.00	1000.00
Other (Explain)		
<small>Donation, Cops for Kids, Kiwanis Club, Lincoln Fire</small>	2000.00	1000.00

Total Expenditures	\$ 9756.70	\$ 9,375.00
Estimate Value of In-Kind Services (Explain)	\$2000.00	\$ 2000.00
<small>Volunteers day of the race</small>		

Tourism Grant Application

Summary of Event

Agreement

This Agreement made this _____ day of _____, _____
by and between the City of Mattoon, Coles County, Illinois (hereinafter, "City") and
Mattoon Santa Chase, Mattoon, IL (hereinafter "Grantee").

Witnesseth:

WHEREAS. City has agreed to provide a grant of money in the amount of Five thousand dollars (\$5,000.00) for the purposes set forth in the Tourism Grant Application (appended hereto, marked as Exhibit A, and fully incorporated herein by reference); and ,

WHEREAS, Grantee, as a condition of the grant, has agreed to fully disclose its financial standing to prove that the grant was used as represented on Exhibit A.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. As a condition of the grant (Exhibit A), Grantee shall make available to City, or any of its designated representatives, any or all of its financial records, including but not limited to: checking accounts, savings accounts, bank accounts, financial institution accounts, books of account, general ledgers, and all other financial records and business records, such records request shall be satisfied within seven (7) business days of written request to Grantee.
2. City agrees to fund the grant (Exhibit A) consistent with the terms of Exhibit A.

3. City may conduct an audit of Grantee's financial records at any time within fourteen (14) months of the date of Exhibit A. City may also conduct an audit within sixty (60) days of receipt of written notice as set forth in the next paragraph, hereof.
4. Grantee shall provide a written notice to the City Clerk of the City of Mattoon within sixty (60) days of the conclusion of the grant program (Exhibit C). Grantee will comply with all other requirements set forth in "General Information Sheet" appended hereto and marked as Exhibit B which are not expressly contradicted by this agreement.
5. The audit referred to in this agreement shall include the unrestricted access to all financial records of Grantee as provided in this Agreement.
6. Grantee shall, upon written request by City, give written direction to all financial institutions, with which it has any account, to disclose any information with respect to such account(s) and, by this Agreement, waives any privilege or right of confidentiality which it may have to any financial records possessed by it or possessed by any financial institution.
7. Financial institution, as used in this Agreement, includes any bank, savings and loan, securities house, or any other institution having the purpose of holding or investing funds for clients or customers of such financial institution.
8. In the event of noncompliance with this Agreement, Grantee shall refund all monies paid to it pursuant to Exhibit A within thirty (30) days upon written demand to it by City because of such noncompliance. City will not demand

refund until reasonable efforts have been made to obtain compliance with this Agreement.

9. Grantee agrees that all funds paid to it pursuant to Exhibit A shall be used solely and only for the purposes represented on Exhibit A.

Mayor

Attest:

City Clerk

Grantee



MATTOON, ILLINOIS: *Working Together to Build the Future*

Tourism Grant Application

General Information Sheet

Tourism Funds

On September 17, 1991, the Mattoon City Council established a Tourism Committee to make recommendations to the City Council relative to the disposition and allocations of tourism funds generated by a Hotel-Motel Tax. Funds generated by this tax are to be **expended by the municipality for the promotion of tourism and conventions within the City of Mattoon or otherwise attract overnight non-residents.** The Committee consists of seven members appointed by the Mayor with the advice and consent of the City Council. A City Council member serves as an ex-officio member.

How To Apply

1. Obtain an application from the City Clerk's office or the Tourism Office at City Hall.
2. Fully complete the application along with any other pertinent documents plus twelve (12) copies (13 in all) to the Tourism Office located at 208 North 19th Street, Mattoon, Illinois 61938.
3. Carefully address the evaluation criteria.
4. The Committee should receive the application **ninety (90) days prior-to** the planned event date when possible. Any application received later than 90 days may be tabled until the next meeting. It is mutually advantageous to have the application acted upon up to six (6) months prior to the planned event date.
5. Application **MUST** be typed. Any handwritten applications will not be reviewed.
6. A representative from the sponsoring group applying for the funds **MUST** attend the application review process by the Mattoon Tourism Committee.
7. Submit evidence seeking additional funding sources, such as foundations, matching grant programs, Department of Commerce and Community Affairs, Illinois Bureau of Tourism, etc.
8. Applicants must make an appointment with the Tourism Director prior to submitting the application for evaluation of the application. Applicants can expect this to be a 10-15 minute meeting.

Evaluation Criteria

Grant application for Mattoon Tourism Fund shall be evaluated primarily on the following terms:

1. Overnight hotel stays give events a greater weight
2. The event compliments the best interest of the Mattoon Community.
3. The event or some portion of the event must occur within the city limits of Mattoon or otherwise attract overnight non-residents.
4. Provides economic opportunities for Mattoon Businesses.
5. Be proposed by an organization (or individuals) that has/have an established history of successful accomplishments.
6. Be innovative in the promotion of the Greater Mattoon Community.
7. Enhances the visual environment that results in lasting positive impressions of the community.
8. One or more of the following is included:
 - a. A repeat of an event that has been successful in past years. This should not be interpreted however, as an on going means of funding an event. The ideal scenario is lending more funds to "new" or "young" events and gradually

decreasing the amount as the event moves toward becoming self-supporting and profit making.

- b. An event that meets a need for greater attention, in the total spectrum of Mattoon attractions.
9. Note: Lower funding priority will be given to the application that enhances the reputation of an individual or business over the reputation of the community.
10. Eligible Uses for Mattoon Tourism Funds
- a. Advertising
 - b. Entry Fees/Entertainment
 - c. Hotel Rooms
 - d. Transportation Expense
 - e. Insurance
 - f. Capitol Improvements/City Facilities that encourage/enhance tourism
11. Ineligible uses
- a. Concessions
 - b. Souvenirs
 - c. Equipment/Balls
 - d. Officials
 - e. City Labor Costs

Crediting City/Tourism Board For Funding Project

The following statement will be incorporated on all printed material and/or television/radio marketing:
“Funding provided in part by Mattoon, Illinois Tourism”. The official logo of Mattoon Tourism shall also be used on printed materials. Failure to include statement or logo will result in a total cost disallowance for the portion of the grant project.

A follow-up report of any monies from the Mattoon Tourism Committee MUST be received within sixty (60) days after the event. The follow-up summary is attached. Said report will consist of actual financial statements, samples of promotional materials, event statistics and/or the usage of Tourism money to promote tourism in the Mattoon Community

Tourism Grant Application

Name of Organization: Lake Land College Men's Basketball

Contact Person: Nathan Courtney

Address: 5001 Lakeland Blvd., Mattoon, IL 61938 Telephone: 217-234-5333

Date of Event: October 31, November 1 & 2, 2014 Name of Event: Laker Classic

How Event Promotes Tourism in Mattoon

How does your event promote tourism, conventions, and other events within the city?

Will bring other community college and universities and their fans to Mattoon for a 72 hour period to not only watch and participate in one of the premier junior college tournaments in the country, but also spend money locally on housing, food, gas, and shopping.

How does your event attract non-residents?

Scouts, recruiters, and families will come to watch the three-day tournament.

If your application were accepted, how would the tourism funds granted be used?

Primarily for the cost to host the tournament teams for housing, food, and guarantees.

Financial Statement (See Attached)

Statement of Assurances

Any funds received under this grant will be used for the purposes described in this application. The figures, facts, and representations in this application are true and correct to the best of my knowledge.

Name (Please Print): Nathan Courtney

Signature: _____

Date: _____ Title or Office Held: Men's Basketball Head Coach

Tourism Grant Application

Detailed Budget

Event: Lake Land College Laker Classic

Date of Event: October 31, November 1 & 2, 2014 Date of Application: August 29, 2014

Sponsor: Lake Land College Athletic Department

Income (Estimated)	Actual Last Year 2013 OR First Annual Budget	Estimated Present Year 2014
Rental of Booths	\$0	\$0
Entry Fees/ Gate Receipts	2,800.00	1,404.00
Donations/ Sponsorships	0	0
T-Shirts and Souvenirs	0	0
Food and Drinks, Etc.	1,000.00	1,000.00
Mattoon Tourism Grant	10,000.00	10,000.00
Other: (Explain)		(\$4,200.-)
<hr/>		
Total Income	\$13,800.00	12,404.00
Expenses (Itemized)		
Advertising	0	0
T-Shirts and Souvenirs	1,440.00	1,440.00
Food, Drinks, Etc.	1,400.00	1,400.00
Labor Costs	2,900.00	2,900.00
Entertainment	0	0
Supplies	700.00	700.00
Postage	0	0
Rentals-Hotel Rooms 50 rooms-\$80 each	9,020.00	4,200.00
Insurance	0	0
Other (Explain)	10,785.00	5,925.00
Labor 2014		
Refs-9 games \$4320.00		
Table-9 games-\$1080.00		
Gate/Sec/Cons, etc-3 days @ 175=525		
Total Expenditures	\$26,245.00	\$16,565.00
Estimate Value of In-Kind Services (Explain)	\$2,400.00	\$1,200.00
Pre-Tourney brunch, gifts, hospitality room		

Tourism Grant Application

Summary of Event

Name of Organization: Lake Land College Men's Basketball

Contact Person: Nathan Courtney Phone: 217-234-5294

Address: 5001 Lakeland Blvd., Mattoon, IL Date of Event: Oct. 31, Nov. 1 & 2, 2014

Amount of Award: _____ Date Granted: _____

Summary of Event

Attendance: _____ Mattoon Hotel/Motel Rooms Used: _____

Average Stay (# of nights): _____

If Mattoon motels sold out, list other accommodations that attracted overnight visitors:

Comments: _____

Describe the general impact this event had on the Mattoon Community:

Describe the Success of this event:

Profit and Loss Summary of Event

Income (Estimated)	Estimated Present Year 2014
Rental of Booths	0
Entry Fees/ Gate Receipts	1,790.00
Donations/ Sponsorships	0
T-Shirts and Souvenirs	0
Food and Drinks, Etc.	621.00
Mattoon Tourism Grant	10,000.00
Other: (Explain)	

Total Income	\$
Expenses (Itemized)	
Advertising	0
T-Shirts and Souvenirs	1,140.00
Food, Drinks, Etc.	1,080.00
Labor Costs	2,610.00
Entertainment	0
Supplies	490.00
Postage	0
Rentals	6,230.00
Insurance	0
Other (Explain)	7,400.00
Labor: Officials, score bench, gate, concessions, security, trainer	

Total Expenditures	\$18,950.00

Estimate Value of In-Kind Services (Explain)	\$2,200.00

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2014-2920

A RESOLUTION APPROVING AN UPDATE TO THE CITY'S EQUAL EMPLOYMENT OPPORTUNITY PLAN

WHEREAS, the purpose of an Equal Employment Opportunity Plan is to insure full and equal participation of men and women regardless of race or national origin in the workforce of an agency that receives federal grant funds; and

WHEREAS, it is now necessary for the City Council to update its Equal Employment Opportunity Plan to maintain continued eligibility for federal grants.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS that the Mayor is authorized to sign a document indicating the Council's approval of an update to the City of Mattoon's "Equal Employment Opportunity Plan", a copy of which is attached hereto and incorporated by reference.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

CITY OF MATTOON, ILLINOIS
EQUAL EMPLOYMENT OPPORTUNITY PLAN

SECTION 1: INTRODUCTORY INFORMATION

Policy Statement

It is the continuing policy of the City of Mattoon to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, age, disability, sexual orientation, nature of discharge from the armed services, or national origin and to conform to applicable laws and regulations that prohibit discrimination in its programs and activities (“Discrimination Factors”). Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, educational, social, and recreational programs. Additionally, it is the policy of Mattoon to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the City who fails to comply with this policy is subject to appropriate disciplinary action.

Tim Gover

Mayor City of Mattoon, Coles County, Illinois

Date of Update: October 21, 2014

Expiration Date: December 31, 2015

Equal Employment Opportunity Plan

The purpose of the City of Mattoon Equal Employment Opportunity Plan (“EEOP”) is to ensure full and equal participation of men and women regardless of Discrimination Factors in the Mattoon workforce that receives federal grant funds. An EEOP is a comprehensive document that analyzes the Mattoon's workforce in comparison to its relevant labor market data and all employment practices to determine their impact on the Discrimination Factors. The EEOP includes a written analysis that:

- Provides a statistical profile of the internal workforce by race, sex, and national origin;
- Presents a breakdown of the available workforce in the community by race, sex, national origin, and job category;
- Compares these breakdowns to identify under use of minorities and women in the workforce, if any;
- Gives notice of specific objectives to address any findings of under use;
- Identifies problems in employment practices and procedures;
- Identifies specific corrective actions;
- Forms the basis of ongoing evaluation; and
- Discloses how the plan will be disseminated to all employees and to the general public.

The City of Mattoon, Illinois (“City”) receives grant funds from a variety of federal sources, including the Federal Emergency Management Agency, the U.S. Department of Justice, the U.S., Department of Treasury, the U.S. Department of Housing and Urban Development, the U.S. Department of Homeland Security, the U.S. Environmental Protection Agency, and the U.S. Department of Transportation.

The City is regarded as a “recipient agency” required to maintain an EEOP because it is a local unit of government, which has 50 or more employees, has received a total of \$25,000 or more in grants or sub-grants and has more than 3 percent minorities in its service area population. The City’s minority population was 5.6% as of the date of the Year 2010 Census. Since the City has received \$135,025 from

the U.S. Department of Housing and Urban Development, U.S. Department of Justice, the U.S. Department of Homeland Security, the U.S. Department of Transportation, and the U.S. Department of Treasury, it's expected that a current EEOP will be required for review by grantor agencies with applications for new federal grants.

This EEOP is current with workforce data as of June 30, 2013, which was submitted to the Equal Employment Opportunity Commission (EEOC) on August 7, 2013. The City is required to update its EEOP every two years. It will be scheduled for an update with workforce data as of June 30, 2015 that will be submitted to the EEOC not later than December 31, 2015.

Civil Rights Requirements

ALL FEDERAL GRANT RECIPIENTS, REGARDLESS OF THE TYPE OF ENTITY OR THE AMOUNT AWARDED, ARE SUBJECT TO THE PROHIBITIONS AGAINST DISCRIMINATION IN ANY **PROGRAM OR ACTIVITY** AND MAY BE REQUIRED BY A GRANTOR AGENCY, THROUGH SELECTED COMPLIANCE REVIEWS, TO SUBMIT DATA TO ENSURE THEIR SERVICES ARE DELIVERED IN AN EQUITABLE MANNER TO ALL SEGMENTS OF THE SERVICE POPULATION AND THEIR EMPLOYMENT PRACTICES COMPLY WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS. 28 CFR §42.207 AND §42.301 ET SEQ.

Regulatory Definition: **Recipient** means any state or local unit of government or agency thereof, and any private entity, institution or organization to which Federal financial assistance is extended directly or through such government or agency (i.e., sub-grantee or contractor of the recipient agency). 28 CFR § 42.202(n)

In circumstances when Mattoon is the named recipient of a federal grant and will be passing through the financial assistance to a sub-grantee or contractor, it may be necessary for the sub-grantee or contractor to submit another EEOP with a specific focus upon the workforce of the sub-grantee or contractor.

Profile of the Local Government

The City of Mattoon, incorporated in 1857 is located in Coles County in east central Illinois on Interstate 57, 183 miles south of Chicago. It lies 27 miles north of Interstate 70, about midway between Saint Louis and Indianapolis. The City presently occupies a land area of approximately 10 square miles. The City's population at the 2010 Census was 18,555 persons. The City is a non-home rule municipality, which may adopt local ordinances to govern its affairs and provide services, but only if authorized by an enabling state statute. The City provides an extensive array of municipal services including public safety, public works, community development, health, welfare, cemetery, cultural and recreational services, a water and sewer utility, as well as internal management of support functions. The City is financially accountable for a Public Library, Policemen's and Firemen's Pension Funds, which are reported separately within the City's financial statements. The City operates under a commission form of local government. The city council, which has policymaking and legislative authority, consists of a mayor and four commissioners. The council members are elected on a nonpartisan "at large" basis every four years to a four-year term. The city council, among other things, is responsible for passing ordinances, resolutions and adopting the annual municipal budget. The council appoints persons to boards, advisory commissions, a City Administrator, and departmental directors.

In addition to their legislative functions, the mayor and commissioners have individual executive powers and duties. The mayor is the chief executive officer of the municipality and responsible for police protection, economic development, technology, and public affairs. One commissioner is responsible for finance, another commissioner is responsible for public works and public improvements, another commissioner is responsible for fire protection, public health and safety, and tourism development. A

fourth commissioner is responsible for the municipal water and sewer utilities, public property, cemetery, and parks.

In 2001, the city council established a city administrator position by local ordinance. Departmental operations have been placed under the line management of a city administrator, who functions in a staff capacity and is equally responsible to the mayor and commissioners. The city administrator is responsible for carrying out the ordinances and policies of the city council, preparing and implementing the annual budget, and personnel administration. Operating departments are organized in a manner that ensures a line of command answerable to the supervision of responsible elected commissioners, who are assisted by the city administrator and departmental directors in managing day-to-day operations of the municipality.

The city clerk has been delegate responsibility for personnel management as it pertains to record administration. The Board of Fire and Police Commissioners is responsible for the appointment, promotion, and discipline of Firefighters and Police Officers. Age and physical condition standards apply to these positions.

The following is an identification of current city officials and departmental directors, who may be responsible for federal grant management depending upon the functional character of the grant program or project.

CITY MAYOR & COMMISSIONERS

- Tim Gover, MayorPolice, Technology
- Rick HallFire Protection, Public Health and Safety, & Tourism Development
- Sandra Graven.....Public Works & Public Improvements
- Dave CoxPublic Property & Recreation and Cemetery
- Preston OwenFinance

CITY ADMINISTRATOR

Kyle Gill

CITY ATTORNEY

Janett Winter-Black

CITY CLERK

Susan J. O'Brien

DEPARTMENT DIRECTORS

- City Treasurer & Finance DirectorBeth Wright
- Public Works DirectorDean Barber
- Police Chief.....Jeff Branson
- Fire ChiefAnthony Nichols
- Public Works SuperintendentTim Daily
- Parks & Recreation DirectorKurt Stretch
- Tourism & Arts Director.....Angelia Burgett
- Library DirectorRyan Franklin

The official name of the local government is “City of Mattoon, Coles County, Illinois, a municipal corporation”. Its mailing address is 208 North 19th Street, Mattoon, Illinois 61938. Its main phone number is that of the City Clerk’s Office, (217) 235-5654.

The annual independent audit of the financial statements of the City does not include a federally mandated “Single Audit”.

The schedule of expenditures of federal grant awards for the City’s fiscal year that ended April 30, 2014 were as follows:

U.S. Department of Justice	\$94,479
U.S. Department of Transportation.....	9,571
U.S. Department of the Treasury	3,308
U.S. Department of Housing and Urban Development.....	22,471
U.S. Department of Homeland Security.....	5,197
Total Federal Awards.....	\$135,025

Personnel Management & Operations Overview

The previous EEOP articulated an objective of the City to employ a workforce that reasonably reflects the composition of the population within the boundaries of the municipality. Another objective is providing equal employment opportunity to all people regardless of the Discrimination Factors.

The job level inventory for women compared to the workforce analysis in this EEOP compared to the previous EEOP shows no increase (nor reduction in the number of women) -35.2% in the officials/administrators job classification. There also remains an under use of female employees in the category where women have historically not applied for positions, such as laborers, machine operators, police officers, and firefighters. This EEOP continues to show an under use of minorities as well. However, the minority population in the area from where city employees are hired is low (4.34% total).

The current administration of the municipality is not aware of any findings of discrimination by a federal or state court or administrative agencies against the City, its sub-grantees, or contractors. It has been difficult to improve the use of women and minorities in the workforce over the last two years due to the slow economic recovery. Coles County has seen stabilization in jobs with small increases in our manufacturing facilities. As a result, residents have not seen an increase in disposable income and the City has seen a insignificant changes in sales tax and state shared revenues.

Since the incumbent City Council assumed office in May of 2013, one person has been appointed to a management position in the officials/administrators job category, who is a woman.

SECTION 2: THE CITY’S WORKFORCE

This section presents a statistical breakdown of the City’s current workforce for each job category broken down by gender within each racial, color, and national origin group. It includes full and part-time employees. Blanks are counted as zero. This workforce data is as of June 30, 2013, which was submitted to the Equal Employment Opportunity Commission on August 7, 2013.

KEY

W – White • B-Black • H – Hispanic • A/PI – Asian or Pacific Islander
 AI/AN – American Indian or Alaska Native (includes F/T & P/T employees)

Job Category	Total	MEN (Number & %)					WOMEN (Number & %)				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials & Administrators	18 100%	15 83%					3 17%				
Professionals	18 100%	17 95%					1 5%				
Technicians	7 100%	6 86%					1 14%				
Protective Service	44 100%	42 95%					2 5%				
Para-Professionals	5 100%	1 20%	1 20%				3 60%				
Admin Support	13 100%						13 100%				
Skilled Craft	15 100%	15 100%									
Service Maintenance	21 100%	21 100%									
Totals	141 100%	117 83%					23 17%				

SECTION 3: COMMUNITY POPULATION STATISTICS

Agencies are instructed to provide statistical representations (similar to that presented above) of the available community workforce for each job category illustrated by gender within each racial, color, and national origin group.

The 2010 census labor data details of the eight EEO job groups required for EEOP preparation is available. 2010 census data shows Mattoon’s population segregated by sex and race, and will continued to be used for this update to the EEOP.

2010 Census Data – City of Mattoon, Coles County, Illinois

Subject	Number	Percent
Sex:		
Male	8,876	47.8%
Female	9,679	52.2%

Race:	Number	Percent
White	17,528	94.5%
Black	449	2.4%
Hispanic	331	1.8%
Two or more races	318	1.7%
Asian & Pacific Islander	127	0.7%
Some Other Race	94	0.5%
American Indian & Alaska Native	39	0.2%

SECTION 4A: WORKFORCE USE ANALYSIS

The following chart compares the City’s workforce with that of the community population to determine if, and in what job categories, women and minorities (cross-classified by gender) are under-represented in the City’s workforce.

Job Category	MEN (%)					WOMEN (%)				
	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators	83.0	0.0	0.0	0.0	0.0	17.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	35.2	-2.4	-1.8	-0.7	-0.2	-35.2	-2.4	-1.8	-0.7	-0.2
Professionals	95.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	47.2	-2.4	-1.8	-0.7	-0.2	-47.2	-2.4	-1.8	-0.7	-0.2
Technicians	86.0	0.0	0.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	38.2	-2.4	-1.8	-0.7	-0.2	-38.2	-2.4	-1.8	-0.7	-0.2
Protective Service	95.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	47.2	-2.4	-1.8	-0.7	-0.2	-47.2	-2.4	-1.8	-0.7	-0.2
Para-Professional	20.0	20.0	0.0	0.0	0.0	60.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	-27.8	17.6	-1.8	-0.7	-0.2	7.8	-2.4	-1.8	-0.7	-0.2
Admin Support	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	-47.8	-2.4	-1.8	-0.7	-0.2	47.8	-2.4	-1.8	-0.7	-0.2
Skilled Craft	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	52.2	-2.4	-1.8	-0.7	-0.2	-52.2	-2.4	-1.8	-0.7	-0.2
Service/Maintenance	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	52.2	-2.4	-1.8	-0.7	-0.2	-52.2	-2.4	-1.8	-0.7	-0.2

This workforce analysis forms the basis for updating the EEO plan and is obtained by comparing the information presented in Section 2 with that in Section 3. The format is presented in terms of percentages. Use figures are determined by subtracting the percentages obtained in Section 3 from those obtained in Section 2. In other words as shown in the foregoing workforce use analysis chart, white females comprise 17% of administrator employees. White females make up 52.2% of the population. 52.2% is subtracted from 17% with the resulting figure, -35.2%, is placed in the block on the use analysis for female administrators. This process is repeated for all categories of the EEO job categories. The higher the negative number in the rows titled “Use”, the higher the under-representation of women and minorities in the City’s workforce in that particular job category.

SECTION 4B: USE REVIEW NARRATIVE

Community population statistics show that minority populations are very small in Mattoon:

- The African-American population is 2.4;
- The Hispanic population is 1.8;
- The Asian/Pacific Islander and American Indian/Alaskan Native populations combined are .9%.

The number and percentage of minority employees in the City's workforce is nearly non-existent. Minorities are under used in all job categories of the workforce.

Women, however, are under utilized in every job category of the City's workforce except para-professionals and administrative support positions.

Where minorities are less than 3% of the population of the service area of a local government, an EEOP must still be prepared, but the focus must be upon employment practices affecting women in the workforce. The City, however, will still attempt to increase the representation of all underutilized ethnic groups.

SECTION 5: OBJECTIVES

The City is committed to making its workforce profiles more closely reflect the community population. The primary objective of this EEOP is to increase the number of minorities and women in the workforce. Particular emphasis will be given to positions in the professional, technician, protective service, skilled craft, and maintenance worker job categories of the workforce; where under-representation of women is more than 40%.

Since promotions are generally governed by collective bargaining agreements where preference is given for promotions to seniority and proficiencies of existing employees, for the period of this EEOP the focus will be upon recruitment practices for entry-level positions to ensure that women and members of all minority groups (regardless of sex) are receiving equal opportunity to apply, test, and obtain employment.

SECTION 6: STRATEGIES TO ACHIEVE OBJECTIVES

1. Provide training to members of the City Council, the Board of Fire & Police Commissioners, and Departmental Directors on this Equal Employment Opportunity Plan and the consequences of failure to achieve its objectives.
2. Review job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny equal employment opportunity to women and minorities in all job categories.
3. Use teams of existing women employees to establish a mentoring program to assist in the recruitment for women and minority hires and the further development of their job related knowledge and skills if such persons are hired.
4. Participate at job fairs, which target women and minorities.
5. Encourage women currently in the workforce to take advantage of reimbursement for training expense that will increase job-related knowledge, skills and abilities.
6. Monitor progress toward the achievement of EEO objectives with another analysis of the workforce compared to the local labor market as of December 31 of each year.

SECTION 7: DISSEMINATION

External

- Continue to include the statement “The City of Mattoon is an Equal Opportunity Employer” on all job applications and postings.
- Post this update to the EEOP on the City’s web page.

Internal

- conspicuously post this EEOP on departmental bulletin boards throughout the City.
- periodically brief Commissioners and Departmental Directors to ensure they are familiar with the City’s EEO objectives.

CITY OF MATTOON, ILLINOIS

RESOLUTION NO. 2014-2921

**A RESOLUTION APPROVING AN AMENDED
PERSONNEL POLICY AND APPENDICES**

WHEREAS, the Personnel Policy of the City of Mattoon (the “City”) was last updated in 2012; and,

WHEREAS, Illinois statutes and city policies have changed in in the last 2 years; and,

WHEREAS, the City wishes to adopt an amended Personnel Policy to reflect those changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF MATTOON, COLES COUNTY, ILLINOIS, as follows:

Section 1. The amended Personnel Policy and Appendices is attached hereto and by this reference incorporated herein made and a part hereof, and is hereby adopted, authorized and approved in all respects.

Section 2. All resolutions or motions in conflict herewith are hereby superseded to the extent of such conflict, and that this Resolution shall be in full force and effect forthwith upon its adoption.

Section 3. The city clerk is directed to publish a copy of this resolution in pamphlet form at the first opportunity following its adoption and approval by the City Council.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014.

Timothy D. Gover, Mayor
City of Mattoon, Coles County, Illinois

ATTEST:

APPROVED AS TO FORM:

Susan J. O’Brien, City Clerk

Janett S. Winter-Black, City Attorney

Recorded in the Municipality’s Records on _____, 2014.

Personnel Policy Manual

**For the City of
Mattoon, Illinois**

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Section 1: Introduction

1.1 - Purpose of the Manual

The policies and procedures in this manual are intended to provide guidance and suggestions to employees and management as a method of assisting employees in the performance of their job duties and responsibilities. The manual is not designed to cover every aspect of City operations. The contents of this manual are not contractual commitments and no policy guarantees the continuity of an employee's benefits or rights. The City of Mattoon reserves the right to remove, edit, or supplement the contents of this manual, or completely discontinue its use, at any time, with or without notice. Any violation of the City of Mattoon's policies may result in discipline, up to and including termination, regardless of the date of discovery.

1.2 - Regarding Collective Bargaining Agreements

The City of Mattoon negotiates collective bargaining agreements with approved unions to ensure appropriate salary, benefits, and other conditions of employment for all employees who are in a represented unit. When the policies or procedures in this manual differ from those in an existing collective bargaining agreement, the collective bargaining agreement shall take precedence over this manual, but only in the areas where conflicting policies and procedures are present.

Those employees not covered by a collective bargaining agreement are considered at-will employees.

Section 2: Terms and Conditions of Employment

2.1 - Equal Employment Opportunity

The City of Mattoon provides equal employment opportunity to all applicants based solely on their demonstrated abilities, experience, education, and training. The City strictly adheres to the guidelines set forth by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Therefore, no employee of the City will discriminate against an applicant or a fellow employee on the basis of race, creed, color, religion, sex, gender, national origin, ancestry, age, marital status, political affiliation, sexual preference, or any physical or mental disability.

This policy applies to all employment practices and personnel procedures including, but not limited to, advertising, recruitment, testing, screening, hiring, training, promotion, transfer, layoff, recall from layoffs, discipline, rates of pay, and other forms of compensation.

To further the commitment to equal employment opportunity, the City has also adopted an affirmative action policy. This policy allows the City to aggressively recruit, hire, develop, and promote qualified members of protected classes. These classes are generally defined as racial minorities, women, physically or mentally disabled, disabled veterans, and individuals' age forty (40) or over.

The City is committed to support and uphold furthering this principle and is strengthened by making a good faith effort to seek out, employ, train, and promote under-represented protected group members within and into the City's workforce and by completing an EEOP (Equal Employment Opportunity Plan).

The City of Mattoon complies with all Federal Wage and Hour Regulations, the Civil Rights Act of 1964 and all other regulations and rules pertaining to civil rights, the Fair Labor Standards Act, the Age Discrimination in Employment Act, the U.S. Department of Health and Human Services Regulations (45 CFR PART 84), The Rehabilitation Act of 1973 as amended (29 U.S.C. 794) and the Americans with Disabilities Act.

2.2 - Reasonable Accommodation Policy

In accordance with the Americans with Disabilities Act of 1990, it is the policy of the City of Mattoon to provide reasonable accommodation for qualified persons with disabilities who are either applicants or current employees, unless the accommodation would create an undue hardship for the City. "Reasonable accommodation" is the term for adjusting the structure of a job or the work environment in a manner that will enable an individual with a disability to perform the essential functions of the job.

For the purposes of this policy, a "disability" includes any physical or mental impairment that substantially limits one or more major life activities including, but not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working on a regular basis.

2.3 - Employee Recruitment and Selection

The City recruits both internal and external candidates for vacant positions in an effort to fill these positions with the most qualified applicants, based solely on the applicant's demonstrated and potential ability to perform the essential job functions of the desired position. Applicants for certain City positions may be subject to specific testing requirements as determined by the respective department.

Selection of a new employee from a pool of applicants is based on factors including, but not limited to, relevant experience, education, training, test results, reference and background checks, and other traits that make the applicant more qualified for the position than other applicants.

2.4 - Employee Personnel Files

The City Clerk's Office maintains a personnel file on every City employee, which is to keep your records confidential. Your personnel records will only be available to your supervisor, the Department Head, the City Clerk, and the City Administrator.

You may schedule an appointment with the City Clerk to examine your personnel file. The personnel file is a part of your permanent record and may not be removed from the Office of the City Clerk.

All personnel records are subject to the provisions of the Illinois Freedom of Information Act. Under the Act, personnel records are not "public records" and should not be disclosed to any person outside of the City organization without prior approval of the City Attorney.

Personnel records are retained five (5) years after termination of employment and then disposed in a confidential manner. Contracts, individual work histories and evaluations are retained permanently.

2.5 - Background Investigations / Reference Checks

A background check shall be completed on every new, regular employee prior to employment. This may include inquiries into employment references, educational references, and personal references for all applicants.

A background investigation may also be required for newly hired employees. An investigation may include checking criminal records and driving records that are relevant to the desired position.

Employment with the City of Mattoon may not continue until the background investigation (if applicable) and the reference check has been completed. These inquiries are necessary in order to ensure that the appropriate person for the position is being hired.

2.6 - Employment Classifications

The City of Mattoon classifies employees in the following categories:

- **Probationary employee** – An employee is “probationary” for the first six (6) months of employment. The City may discharge the employee with or without cause during this probationary period.
- **Regular Full-Time employee** – An employee working the regularly scheduled number of hours, or approximately 2080 hours (or 2672 hours for regular Fire Department employees) annually. As a regular full-time employee, one becomes eligible for all benefits provided by the City.
- **Regular Part-Time employee** – An employee working under IMRF guidelines may not exceed 1000 hours annually.
- **Temporary employee** – An individual employed for a period of less than six (6) consecutive months. Temporary employees may work full-time or part-time. IMRF requires all employees working over 1000 hours per year to receive retirement benefits. Therefore, by City policy, temporary employees shall not be retained for more than 1000 hours in any 12 month period.
- **Volunteer** – An individual who performs duties exclusively by choice, not by request or legal obligation. A volunteer is not promised remuneration for services and is exempt from receiving benefits.

Provisions in the Fair Labor Standards Act of 1938 divide employees into separate categories with respect to eligibility for overtime payment:

- **Exempt** – Employees who are not eligible to receive payment for overtime. Exempt status often accompanies positions of a managerial, administrative, or professional nature.
- **Non-exempt** – Employees who are eligible to receive payment for overtime. Non-exempt status often accompanies positions of a clerical, technical, or service nature.

2.7 - Layoffs & Recalls

Employment may be terminated with City Council approval due to a lack of funds causing a reduction in staff or by elimination of the position and the best interest of the citizens of Mattoon.

In the case of personnel reduction, the employee with the least seniority in the classification of the appropriate Department shall be laid off first. Employees shall be recalled, conditioned upon the ability to perform the work available, in the order of their seniority. No new employees shall be hired until all laid off employees have been given ample opportunity to return to work and have returned to work with thirty (30) days of written notice. In the event of any rule, regulation, statute or interpretation of law, which shall control the Board of Fire and Police Commissioners, then such rule, regulation, statute or interpretation shall control.

2.8 - Performance Reviews

Employee performance reviews are to be completed by an employee's Supervisor or Departmental Director at the end of the six (6) month probationary period, then annually (on or about the employee's anniversary date unless otherwise noted). The purposes of a performance review are:

- To evaluate an employee's job performance on a periodic basis, while offering praise, guidelines for improvement, and other feedback.
- To set goals for the employee being evaluated to ensure improved work performance and a more cohesive work environment.
- To provide an opportunity to discuss an employee's future development.
- To provide an opportunity for open communication between employees and their Supervisors on a regular basis.

2.9 - Code of Conduct

Employees of the City of Mattoon must act in a manner that stands up to the closest public scrutiny. Each employee has responsibilities to various groups, which include:

- The public.
- Elected officials who represent the public
- Appointed authorities and those in supervisory roles.
- Fellow employees.
- Representatives of other agencies or organizations.

These responsibilities require each employee to act with honor, integrity, loyalty, and fairness in the performance of City business, while also reporting improper, unethical, or unlawful behaviors as they occur. Employees must comply with all applicable laws and regulations at all times. Engaging in illegal or unethical behavior during the performance of an employee's job duties will not be tolerated and the employee may be subject to disciplinary or legal action.

The City of Mattoon has adopted a Disclosure of Wrongful Conduct and Protection from Reprisal Policy. Please see Appendix C for details.

2.10 - Disciplinary Action

The City believes in the philosophy of progressive, corrective discipline. The methods of disciplinary action shall include only the following:

- **Oral warning** – An oral warning consists of a conference between the employee and the employee’s Supervisor or other City official issuing the warning. The purpose of the conference is to express disapproval of misconduct or poor work performance, to clarify applicable rules or standards of performance, policies, and procedures, and to warn that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Records of oral warnings will be maintained in the employee’s personnel file indefinitely (unless prohibited by Collective Bargaining Agreements).
- **Written warning** – A written warning consists of a conference between the employee and their Supervisor or other City official who issued the discipline, accompanied by a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies, and procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Written warnings may be used for repeated misconduct of a minor nature or for more serious misconduct that does not warrant suspension or discharge from employment.

The employee will be given an opportunity to review the written disciplinary letter and respond to it.

The employee will receive a copy of the disciplinary notice and copies of the notice shall be maintained in the employee’s personnel file.

Records of written warnings will be maintained in the employee’s personnel file (unless prohibited by Collective Bargaining Agreements) indefinitely.

- **Suspension** – A suspension is a temporary removal from employment, accompanied by a temporary loss of the privileges of employment, including, but not limited to, wages or salary. Suspensions may be used to discipline employees for serious misconduct and performance issues or for repeated misconduct or performance issues of a less severe nature. Suspensions may be imposed for not less than one (1) but no more than ten (10) days.

Employees may be suspended without pay. The immediate Supervisor or Departmental Director shall give written notification of the suspension to the employee, specifying the reason, duration, and effective date. The written notice may be given to the employee after the fact, as in the case of an immediate suspension by a Supervisor. Copies of the written notice of suspension shall be maintained in the employee’s personnel file indefinitely (unless prohibited by Collective Bargaining Agreement).

Suspended employees shall not be allowed to use any paid leave, including vacation leave, sick leave, personal leave, or compensatory time during the suspension.

In the event that any order of suspension is reversed or reduced, the employee shall be paid any lost wages, salary, or benefits and such a reversal or reduction shall be documented in the employee’s personnel file.

- **Discharge** – Discharge, or termination of employment, is the permanent removal from employment and the permanent loss of all privileges of employment with the City. Employees may be discharged for any improper or inappropriate conduct without ever having received an oral warning, written warning, or suspension.

An employee may be discharged by the Departmental Director, with the approval of the City Administrator and/or City Council when necessary. Written documentation of the discharge shall be maintained in the employee's personnel file indefinitely.

Disciplinary action may be imposed on an employee only for a just, reasonable cause. Examples of such causes include, but are not limited to:

- Incompetent, inefficient, negligent, or unsatisfactory performance of assigned work.
- Being absent without proper notification to the City. Excessive, unreported, or unexcused absences from work. Abuse of sick leave privileges.
- Excessive tardiness or early departures from work.
- Insubordination or refusal of a direct work order or assignment or other breaches of conduct.
- Bribery.
- Failing to report to work at any time when so directed, including during emergencies.
- Leaving the assigned place of work during work hours without authorization.
- Sleeping, loitering, or loafing on duty.
- Improper dress while at work.
- Failure to report on-the-job injury.
- Misconduct away from the job, which adversely affects the City.
- Any act which endangers the safety, health, or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or City operations.
- Disruptive attitude or abusive language, which is detrimental to the services, programs, and operations of the City.
- Violating the Equal Employment Opportunity policy, Americans with Disabilities Act, Age Discrimination in Employment Act, or other employment policies.
- Violating the City's alcohol and substance abuse policy, smoking policy, sexual harassment policy, or workplace violence policy.
- Violating any of the provisions of the ethics standards.
- Creating or contributing to an unsafe condition on City premises or failing to adhere to safe operating practices. Failure to report an accident involving City personnel or equipment.
- Sexual misconduct or immorality.
- Engaging in fighting, horseplay, or reckless conduct on City premises or while on City business.
- Using vile, intemperate, offensive, or abusive language or acting in a disrespectful manner towards any resident, citizen, municipal officer, fellow employee, or member of the general public.

- Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal officer, fellow employee, or member of the general public.
- Unauthorized possession of a weapon of any kind on City premises or while on City business. This does not apply to sworn officers carrying weapons pursuant to Police Department policies.
- Falsifying or altering of time sheets, personnel records, employment applications, attendance, or any other City records or documents.
- Providing false information or information the employee should have known to be false to a Departmental Director, Supervisor, City Administrator, or any other City representative.
- Refusing to cooperate with the City during an investigation of a City or employment-related incident.
- Removing from City premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tools, material, or other property or using such property of a resident, business, City official, or fellow employee without authorization.
- Destroying, damaging, defacing, abusing, wasting, or misusing City property, equipment, supplies, or materials or such property owned by a resident, business, City official, or fellow employee.
- Allowing the political affiliation of the employee or a resident or member of the general public to affect or influence whether a resident or member of the general public receives City services or in any way affect the type or quality of City services available or provided to the resident or member of the general public.
- Assaulting or threatening an elected official.
- Revealing confidential City information without proper authorization.
- Outside employment which adversely affects the City.
- Other violations of City policies or procedures.

The City reserves the right to initiate progressive discipline at the level that is determined to be the most commensurate with the severity of the offense. Discipline shall be imposed as soon as possible after the City becomes aware of the event or action that has warranted a disciplinary decision and after the City has a reasonable period of time to investigate the matter. If the City has reason to discipline an employee, all efforts shall be made to issue the discipline in a manner that will not embarrass the employee in the presence of other employees or members of the public.

2.11 - Non-Union Grievance Procedure

Every employee shall have the right and privilege to present a grievance using the following steps, free from interference, coercion, restraint, discrimination, penalty or reprisal. The following steps are to be used for any cause of dissatisfaction or anything related to employment that is wrong in the employee's opinion.

Employees must present the grievance orally and in writing on a Grievance Form to the immediate supervisor or the City Administrator within ten working days of the incident. The supervisor or City Administrator shall carefully review the grievance and schedule a mutually convenient time, generally within five working days to discuss the complaint with the employee. The supervisor or City Administrator shall write a report of the review findings (which may include a plan of action) and submit it to the City Administrator and to the employee, generally within ten working days.

If the employee is dissatisfied with the review findings, the employee may request in writing that the City Administrator further review the grievance. This request shall be made within ten working days after receipt of the supervisor's written review. The City Administrator shall:

- a. Review prior written material
- b. Schedule a hearing at a mutually convenient time, generally within five working days to discuss the grievance with the employee.
- c. Write a review of his/her findings, generally within ten working days of the hearing. The written findings shall set forth the issue, state the principle and relevant facts brought out at the hearing, state applicable provisions in policy and/or law and state the reasoning that led to the final decision.

If the employee is not satisfied with the City Administrator's findings, the employee may petition the Mayor or Commissioner thereof for a hearing. This petition shall be made within ten working days of the City Administrator's review. The employee shall be notified when the Mayor schedules the employee's grievance for review. This review shall take place generally no later than fifteen working days from the date of the petition. A written report of the review finding (which may include a plan of action) shall be submitted to the employee, generally within ten working days of the hearing.

2.12 - Attendance

City employees are expected to arrive at work at their scheduled times on their scheduled work days. Excessive absenteeism, tardiness, or early departure from work may result in disciplinary action, up to and including discharge from employment. Employees that will be late or absent from work due to an illness or emergency must notify their immediate Supervisor no less than one (1) hour before their scheduled start time. A leave of absence or time off with or without pay, may be approved and granted by a Supervisor or Departmental Director if necessary. Absences consisting of three days or more must be excused with documentation by a certified physician (unless otherwise stated in a Collective Bargaining Agreement).

2.13 - Appearance Standards

The City is a professional organization and must represent the public in a professional manner. Therefore, a professional image should be reflected in employee dress and mannerisms. Good grooming habits and proper, tasteful attire are both essential in projecting this image. Styles, appearances, habits, or other practices that are considered distracting or offensive to others should be avoided. A Supervisor should be consulted if there are any questions or concerns regarding appropriate dress and behavior. Departmental Directors and Supervisors have the discretion to create and change a list of appropriate attire list based on the work environment and job duties performed.

2.14 - Residency Requirements

City employees shall reside within twenty (20) miles of the corporate boundaries of the City of Mattoon unless otherwise provided for in employment agreements and Collective Bargaining Agreements.

2.15 - Outside Employment

“Outside employment” is defined as employment in addition to a regular full-time position with the City. The City will not permit any kind of outside employment if:

- It physically or mentally restricts an employee’s ability to perform the job required by the City.
- It reflects negatively upon employees of the City.
- It conflicts with their position as an employee of the City.

The City Administrator with consultation of each Departmental Director reserves the right to prohibit any outside employment that is deemed detrimental to the best interest of the City. In such cases, an employee shall be given an appropriate warning and must make a decision, within a reasonable period of time, regarding their future employment with the City.

2.16 - Substance Abuse Policy

The City of Mattoon is a drug and alcohol-free workplace. The City recognizes that substances such as alcohol or illegal drugs can severely impair an individual’s physical and mental capabilities. When an employee consumes these substances and they are impaired during the performance of their job, they pose a major health and safety risk to themselves, other employees, and members of the public. Therefore, the City deems all of its properties and work areas drug and alcohol-free zones unless during appropriately sanctioned events.

The City prohibits the following:

- The consumption, possession (unless in accordance with duty requirements), or being under the influence of alcohol or illegal drugs at any time during the workday or anywhere on City premises or job sites, including all City buildings, properties, and vehicles, or while engaged in City business.
- Selling, purchasing, or delivering any illegal drug during the workday or on any City properties.
- Using prescribed or over-the-counter medications, where such medications may interfere with job performance or pose a safety risk to the employee or others (unless first reporting to a Supervisor that the medication is being used).

In order to support its goal of a drug and alcohol-free workplace, the City has implemented a drug and alcohol testing program intended to help reduce accidents and casualties, to help discourage substance abuse, and to help reduce absenteeism, health care costs, and other drug and alcohol related problems. This program is also designed to enhance the safety and health of the employees, while also increasing employee morale and productivity and commitment to the public.

The City may conduct drug and alcohol screenings for the following reasons:

- As a condition of pre-employment.
- At random times.
- As a requirement following an accident if the accident or citation occurred during working hours.
- As a matter of reasonable suspicion if an employee is believed to be under the influence of drugs or alcohol during the course of the workday.

Positive tests may lead to suspension or discharge from employment based on the severity of the circumstances surrounding the reason for testing and the test results.

The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with employment at City of Mattoon. The City offers an Employee Assistance Program (EAP) (see Section 3.12) to every employee and their immediate family members.

2.17 - Safety Policy

The City will follow all State and Federal safety regulations and attempt to correct all existing or potential hazards in order to provide a safe and healthy workplace for all City employees. In order to ensure a safe and healthy work environment, a Safety Committee with representation from each Department of the City will meet on a quarterly basis for the purpose of identifying and correcting unsafe or unhealthy working conditions.

The Committee shall:

- Review and approve written policies and procedures for each of the written programs required by OSHA.
- Conduct safety audits, review accident reports, formulate accident prevention recommendations, and otherwise critique the City's safety and risk management program.
- Make personal inspections, participate in government inspections, and investigate complaints concerning allegations of unsafe or unhealthy working conditions.
- Promote education programs, which will ultimately motivate employees to adopt safe working habits.

Employees are responsible for reporting any unsafe condition or practice and for properly using and caring for the tools and equipment supplied by the City. Employees should reference the City's Safety Manual for further information or inquiries.

2.18 - Worker's Compensation

All personnel working at City are covered for work related injuries. This insurance provides medical coverage and compensation for accidents occurring on the job. Any job related injuries must be reported IMMEDIATELY to the employee's supervisor or to the person on call, within the work schedule that the injury was received. The City will provide a designated physician for treatment of the injury. The treating physician may differ depending on the type of injury sustained.

Failure to report the accident or injury within the work schedule that the injury was received, or treatment by a non-City-assigned physician, may result in limited or eliminated coverage under the Worker's Compensation Law which could result in the employee becoming responsible for any charges incurred during treatment.

Personal items damaged during a Worker's Comp injury will be replaced as part of a Worker's Comp claim (eye glasses or clothing damaged during a behavior incident will be replaced by City according to the procedure).

2.19 - Injury / Accident Reporting

All job-related accidents involving injuries or occupational illness must be reported to an immediate Supervisor within twenty-four (24) hours of the accident so that the preparation and distribution of the required accident report forms can be completed. Additionally, accidents resulting only in property damage and accidents of a "near miss" nature must be reported to an immediate Supervisor within forty-eight (48) hours of the incident.

It is the responsibility of every employee, Supervisor, and Departmental Director to report all information concerning an accident, or “near miss” accident, within the required time frame.

Every employee injured on the job shall receive prompt medical attention, which may range from first aid treatment to hospitalization, depending on the extent of the injury or illness.

All employees shall notify their supervisor, when they have incurred or as soon as reasonably possible, an off-duty injury that could affect the performance of their duties. Notification shall occur at the beginning of the first shift after the off-duty injury occurs. The City has the right to choose whether to make “light duty” assignments and/or to require a statement from a physician indicating that the employee can return to work, before allowing an injured employee to return to work.

2.20 - Harassment Policy

All employees of the City of Mattoon are expected to treat others with dignity and respect. Consequently, harassment based on race, color, national origin, ancestry, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, genetic information, or retaliation for participation in a complaint of or an investigation of discrimination or harassment is prohibited and will not be tolerated. Harassment involving others encountered in the workplace, such as vendors, clients, or customers, is also prohibited.

Examples of harassment may include, but are not limited to:

- Verbal harassment, including derogatory remarks, comments, slurs, or jokes.
- The showing, displaying, or distribution of pictures, posters, cartoons, drawings, e-mails, text messages, writings, objects, or other materials which may be derogatory or offensive to others or those which may be sexually explicit, suggestive, or offensive.
- Pranks or physical interference with normal work or movement.
- Unwelcome or offensive sexual advances, requests or demands for sexual favors, or conduct of a sexual nature including touching, pushing, back rubs, grabbing, kissing, pinching, brushing up against, or other physical contact of a sexual nature. This conduct is strictly prohibited, whether it is directed towards employees or other individuals of the same sex or the opposite sex.
- Any combination of the above offenses which, as a whole, may constitute a “hostile work environment.”

Employees who are being harassed or employees who observe or are made aware of the harassment of another individual should report the matter to an immediate Supervisor or Departmental Director immediately and, if possible, on the first occasion. The employee should not wait for the harassment to become severe or pervasive.

The City will not retaliate against any individual who makes a report of sexual or other harassment nor permit any Department Head, Supervisor, Official or employee to do so. Retaliation is considered a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against any employee who makes a report or is found to have retaliated against anyone participating in the investigation of a complaint of sexual harassment or other harassment, which is strictly prohibited, may subject the offender to immediate termination or other appropriate action.

Management will take prompt remedial measures to immediately end the offending misconduct and will protect as much as possible all victims and witnesses. Individuals found to have been engaged in misconduct constituting sexual or other harassment shall be disciplined up to and including discharge depending upon the seriousness of the offense in the judgment of management.

All management, including the elected officials of the City and all supervisory personnel are accountable for maintaining a work environment that is free of harassment. This accountability includes communicating this policy to all subordinates and insuring that no employee is subject to harassment.

2.21 - Workplace Violence Policy

It is the policy of the City of Mattoon that violence in the workplace, work-related violence, or threats of violence will not be tolerated, regardless of when or where it occurs, both on and off duty. Accordingly, City employees are prohibited from engaging in violence or threats of violence against any person in the workplace, or outside of the workplace if the violence is work-related. Employees who violate the policy will be subject to disciplinary action, up to and including discharge from employment and legal action. Acts of self-defense against criminal assault are not prohibited by the policy.

Acts of violence shall include, but are not limited to:

- Physically threatening or hostile behaviors.
- Bodily injury or harm.
- Verbal or written threats of violence.
- Physical assault.
- Acts of vandalism, arson, or sabotage.
- Unauthorized possession or use of a lethal weapon or poisonous substance.

Acts or threats of violence, or severe disagreements or disputes that could lead to violence, should be reported to an immediate Supervisor or Departmental Director at the first opportunity so that a thorough investigation may be conducted immediately.

2.22 - Gift Policy

The City of Mattoon adheres to the provisions of the State of Illinois Gift Ban Act. In accordance with the Act, all employees, as well as all City Departments, are prohibited from soliciting or accepting gifts, gratuities, or other related donations from any individual, vendors, businesses, or other entities with whom they may come into contact during the course of their official duties that might be reasonably inferred to be for the purpose of influencing the employee in the normal exercise of their duties.

Exceptions to the gift ban restrictions include:

- Opportunities, benefits, and services that are available on the same conditions as for the general public.
- Anything for which the employee pays the market value.
- Any contribution that is lawfully made or activities associated with a fundraising event in support of a political organization or candidate.
- Educational materials and missions.
- Travel expenses for a meeting to discuss City business.
- A gift from those people who are related to the employee.
- Anything provided by an individual on the basis of a personal friendship, unless the gift was offered because of the official position or employment of the employee who receives it.
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, but only if the food or refreshments are delivered to the worksite or consumed on the premises from which they were purchased.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities of the employee or their spouse, but only if the benefits have not been offered or enhanced because of the official position or employment of the employee and if the benefits are customarily provided to others in similar circumstances.
- Gifts given to an employee of a City department by a member of the same City or by a member of another City, State agency, federal agency, or any governmental entity.
- Bequests, inheritances, and other transfers upon death.
- Any item or items from any one prohibited source having a cumulative total value of less than \$100 during any calendar year.

2.23 - Use of City Property Policy

The City provides employees with a variety of resources that are essential in the efficient and effective performance of their jobs. Accordingly, these resources (including, but not limited to, telephones, cell phones, smart phones, tablets, notebook computers, tools, automobiles, GPS navigation units, pagers, copiers, fax machines, e-mail, and Internet access) should be used solely for job-related purposes. While in the performance of job-related functions, these resources shall be used responsibly and professionally and shall not be used for any unlawful purpose.

2.24 - Technology Resources Policy

The City provides various information technology resources to its employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, users must put more effort to maintaining the accuracy, security and control of data. Each user must ensure that use of City information technology resources is appropriate and professional. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control.

Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for the City and its employees.

In light of these concerns, the City has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate corporate purposes and in compliance with all City policies and procedures. Employees (and other authorized persons) who do not comply with this policy are subject to the revocation of their access to City information technology resources and disciplinary action up to and including termination.

a. Proper Use

Other than occasional personal use of e-mail and Internet access, City-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with City business, the performance of the user's duties or the availability of technology resources. To the extent possible such use shall be restricted to meal periods and breaks. All use of City technology resources -- including all personal use -- is subject to this policy.

Examples of appropriate Internet usage include:

- Communicating with fellow employees, supervisors, customers, vendors, and the public regarding business matters.
- Researching topics that are relevant to specific job requirements or City projects.
- Conducting other work-related activities.

Examples of inappropriate Internet usage includes, but is not limited to:

- Visiting sites or transferring information that is considered obscene.
- Using e-mail or other communications as a form of harassment.
- Visiting social networking sites, dating sites, or any other site that is not related to the job being performed for an inordinate amount of time.

- Fund raising or political activities.
- Personal for-profit or commercial activities.
- Storing, viewing, or printing multimedia files (such as games, movie files, animations, pictures, graphics or other files) that are not directly related to an employee's job or business activity of the City.

b. Data Ownership

All data created, entered, received, stored, accessed, viewed or transmitted via City technology resources are City property, where permissible by law. The City has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Business-related data may neither be used for any purpose unrelated to City business nor sold, transmitted, conveyed or communicated in any way to anyone outside of the City without the City's express authorization.

c. No Privacy

Users have no expectation of privacy in connection with the use of City technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data.

d. Monitoring

As with all other City property, the City will search, monitor, inspect, intercept, review, access and/or disclose all City technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice by persons designated by or acting at the direction of the City, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. For example, authorized persons will inspect the City's technology resources to investigate theft, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, and to assess Internet use. The City will attempt to ensure that monitoring and inspections are conducted professionally. In this regard, no employee may monitor or intercept any data without the authorization of the City Administrator or Mayor, or persons designated by them or acting at their direction or at the direction of the Corporate Authorities.

e. Harassment

Users are absolutely forbidden from using the City's technology resources in any way that may be construed to violate the City's harassment-free workplace policy. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law.

Users are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

f. Improper Use

City technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international civil or criminal law. Users likewise may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, City technology resources may not be used to job-search outside of the City or run or solicit outside business ventures.

g. Prohibited Software

Software purchased and licensed for personal use may not be installed on City computers. The City periodically may, at any time, conduct an audit or interrogation of computers for installed software and related printed material that is not included on a then-current inventory of City-authorized software. All unauthorized software will be removed and destroyed.

h. Proprietary Rights

City technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a City-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the appropriate City office so that the City may conduct accurate audits (and respond to external audits). All software must be approved by the IT Director prior to downloading.

i. Confidential Information and use of Intellectual Property

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary City information to any unauthorized City employee or anyone outside of the City by any means, at any time or for any reason.

j. Passwords and Security

All passwords and security used in connection with City technology resources, including voice mail access codes, are City property and must be made available to the City upon request. Users must understand that their use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized City personnel. The City also may unilaterally assign and/or change passwords and personal codes. The security of City's technology resources is a serious matter and is every user's responsibility.

Users are expected to follow any password and security complexity procedures provided by the City's IT Director. Users shall make every effort to secure their passwords and security codes and not share this information with other people, including fellow employees with the exception of City authorities as stated above.

k. E-Mail Retention

The City retains and archives every e-mail message sent or received by those with a City-issued e-mail account.

l. Viruses

Users may not knowingly upload, post, e-mail or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment.

m. Misrepresentation of Identity or Data

Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords is strictly prohibited. For example, users are prohibited from accessing other users' files or communications without any legitimate business purpose (e.g., to satisfy idle curiosity or to "snoop"), regardless of the security designation assigned to a particular file or communication.

n. General Matters

City technology resources may not be used to transmit junk mail or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to the City) or pyramid schemes of any kind, or to download or execute games. The City will not be responsible for any damages, direct or indirect, arising out of the use of its technology resources. The City may amend, revise or depart from this policy at any time, with or without notice. This policy does not constitute, and shall not be construed as an express or implied contract of employment.

o. Acknowledgment

All employees who are authorized to use City technology resources must sign the attached Acknowledgment and Statement of Agreement. The City Clerk will retain the Acknowledgments in users' personnel files.

p. Termination of Access at Separation

Before each user's last day of employment, the employee shall return or otherwise surrender possession of all City technology resources (including computers, software programs, computer peripherals, electronically stored data (including all client confidences and/or attorney work product), data storage devices, keys, and written passwords) in his or her possession, custody or control. Upon separation of employment, the City will terminate user access to City technology resources.

q. Social Media

Social Media is defined as a media outlet that allows users to generate their own content and share content while networking with other users. Social Media is not strictly limited to the Internet; however, Internet-based Social Media sites present the best opportunity to reach a critical mass of residents and businesses.

Generally, the only cost for the most basic Social Media programs is limited to the manpower needed to start and maintain them.

Objective of the City of Mattoon Social Networking Program:

"To deliver City of Mattoon information to residents and businesses in a timely and engaging manner via relevant social networking tools."

Information includes:

Public event information – dates, times, locations

City meeting information and updates

Photos from public events

"Did you know ..." information, services available, tools on the City website

Links to relevant pages of the City website or in the traditional media

Social Media will NOT be used to share personal opinions, subjective information, political campaign information or political stands. The IT Staff reserves the right to delete or remove inappropriate and/or offensive comments

Posting Updates:

The purpose of posting updates is to communicate useful, factual information regarding public events and information. The tone of updates on Social Media sites will strive to appropriately convey a feeling of excitement for upcoming events and general announcements. Public meeting updates will maintain a neutral, objective tone. Minimally, updates will be posted on a regular basis during the work week. Posting will be under user names that may include "Mattoon," "City of Mattoon," or "#cityofmattoon," et al.

Posting Update Requests:

Requests for posting updates on Social Media sites will be sent to the IT Department from the appropriate Department Director or their deputy or assistant or from the City Administrator.

Requests will include relevant information (event name, date, time, location) and any photos, artwork, or logos associated with the request. Requests may also include a preferred number of announcements and timing (i.e., two weeks prior to the event, a week prior to the event, and the day of the event).

Events will be posted on the City's website and relevant social channels throughout the week to avoid releasing information all at one time, and to keep information fresh.

Fostering a Dialogue:

Considering the information posted on each of the sites is informational in nature and will not take on a political bias or tone, it is recommended comments be enabled unless conditions warrant that the comment feature be disabled. Municipalities with similar "fan pages" on Facebook have limited comments on their sites, and the comments are generally positive or neutral responses to event information. The City of Mattoon reserves the right to remove any comments received through social media channels that are found to be spam, obscene, malicious, threatening, hostile, overtly negative or destructive to the dialogue.

Disclaimers:

The Facebook, Flickr, and Twitter user names will have disclaimers included that will direct individuals with questions to the City website and individuals with emergencies to 9-1-1. The disclaimer will be incorporated into the Facebook "fan page" and the Flickr account profile. Followers of the Twitter feed will receive a direct message with the disclaimer.

r. Policy Violations

Access to and use of City technology resources is a privilege, not a right. Users who do not comply with this policy are subject to denial of access to City technology resources and disciplinary action up to and including termination.

2.25 - City Credit Card Policy

Credit cards may be provided to City employees for the purpose of acquiring the necessary materials and services to complete their duties in a more convenient and efficient manner. A Supervisor or Departmental Director may submit a request for an employee to become a cardholder. If the request is granted, the approved employee must review this policy and shall be required to sign a City Cardholder Agreement to indicate an understanding and acceptance of the rights and responsibilities of a cardholder.

The credit card provided by the City may be used for official use only. Unauthorized or private use of City-owned credit cards is strictly prohibited. Also, no other individual is authorized to use the card except for the approved cardholder. An employee who makes unauthorized purchases or carelessly uses the credit card will be liable to the City of Mattoon for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. In addition, inappropriate or negligent use of the City-owned credit card will result in disciplinary and possible legal action.

Unauthorized uses of the City-owned credit card include, but are not limited to:

- Personal purchases or for personal identification.
- A single purchase that exceeds the cardholder's predetermined single purchase limit.
- Cash advances.
- Personal cell phone or other monthly service payments.
- Alcoholic beverages.

The cardholder is responsible for maintaining receipts of all card transactions. Receipts are required for all purchases made with the card and they must be submitted as soon as possible, but no more than 30 days after purchase, to the employee's Supervisor or Departmental Director or Finance Office. If the cardholder does not have documentation of a transaction listed on the monthly statement, the employee must attach an explanation that includes a description of the items or services purchased, the date of purchase, the vendor's name, and the reason for the lack of supporting documentation. In the event that a cardholder displays a pattern of undocumented or unauthorized purchases, the employee's credit card privileges may be revoked and disciplinary action may be administered. Also, the cardholder will be responsible for all charges not adequately documented as well as charges that were not made for legitimate City business.

Cardholders are expected to obtain the best prices available when purchasing goods and services. Purchasing items at above market prices where the vendor gives the employee any form of gift, bonus, or premium in exchange for making the purchase is considered an illegal kickback and may result in discharge from employment and prosecution.

If a credit card is lost or stolen, the cardholder must immediately notify the Supervisor or Departmental Director so that the card can be deactivated for further use. Once the deactivation process is complete, a new card can be issued to the cardholder.

In the event that a cardholder ceases to be employed by the City, the card must be returned. If an employee leaves their position voluntarily, they must surrender the credit card and any undocumented receipts to their Departmental Director prior to the separation date.

If an employee leaves their position involuntarily, the Departmental Director or City Administrator should collect the credit card and any undocumented receipts at the time of the employee's discharge.

2.26 - City Vehicle Policy

The City of Mattoon may provide vehicles that are to be used only to conduct City business. Only permitted City employees, as well as elected and appointed City officials, shall be allowed to drive City-owned vehicles. Authorized users are responsible for the care, conservation, and the correct and safe usage of City vehicles. When operating City-owned vehicles, authorized users shall obey the laws of the City of Mattoon and the State of Illinois and will take every precaution to safeguard the condition of the vehicle and members of the public. When not in use, City vehicles and equipment shall be locked in an effort to avoid theft or destruction.

Smoking is prohibited in all City vehicles as is the transportation of alcohol.

Authorized users must be at least eighteen (18) years of age and must possess a valid driver's license of proper classification in order to operate a City vehicle. In the event an authorized user's driver's license is suspended or revoked, the user must immediately notify their Supervisor or Departmental Director. Failure to do so will be cause for disciplinary action.

When operating the City's vehicles or equipment, authorized users should keep in mind that they are representatives of the City and their conduct is a direct reflection on the entire organization. It is essential that authorized users exhibit courteous and safe operation on the road, while also abiding by all City, State, and other applicable laws and regulations.

City vehicles are not to be taken home by the employee, unless authorized by the employee's Supervisor or Departmental Director. Vehicles that are authorized to be taken home must be available for City business at all times. Also, no passengers shall be transported in City vehicles other than those who are involved in City business, unless otherwise approved by the operator's Supervisor or Departmental Director.

An employee of the City must immediately notify their Supervisor or Departmental Director of all damaged, lost, or stolen property. If an authorized user experiences an accident, equipment loss or theft, or damage to the vehicle caused by the negligence of the employee, then the employee may face disciplinary action and may be responsible for the replacement of the damaged, lost, or stolen items.

All employees of the City must report any moving traffic violations or accidents in which they are involved while on duty, or while using City vehicles, to their Supervisor or Departmental Director. Under these circumstances, the employee must pay any fines for violations incurred in full.

If an authorized user is involved in an accident while on duty, the employee must submit an accident report using the designated forms as soon as possible after the accident occurs. Failure to notify a Supervisor about an accident or failure to submit a report may be cause for disciplinary action, up to and including discharge.

Employees may, with Departmental Director approval, use their private vehicles for City business. In these instances, the City will reimburse the Employee at the set IRS mileage rate for any mileage used for City business. Mileage reimbursement will not be given for trips made to/from employee's residence and main work location.

2.27 - Cell Phone / GPS Use Policy

Employees are expected to use discretion when using City phones or personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and can be distracting to others. Employees are asked to make personal calls on non-work time where possible and to make friends and family aware of this policy.

Employees whose jobs require regular or occasional driving and who use a cell phone or GPS navigation unit for business or personal use are expected to use good judgment when using these devices while driving. Personal and public safety must come before all other concerns.

Employees are discouraged from using a cell phone while driving. It is strongly recommended that the employee pull over to the side of the road and park the vehicle before placing or accepting a call. If pulling over is not an option, using hands-free equipment or keeping the call short is encouraged. Where job responsibilities require regular driving and phone usage, hands-free equipment may be provided for the employee's convenience at the Department Head or Supervisor's discretion.

Employees must adhere to all State regulations involving cell phone usage. It is against the law in the State of Illinois to compose, send, or read a text message, e-mail, instant message, or other notification on an electronic device while operating a vehicle. Also, it is prohibited to use a cell phone while in a school speed zone or a construction zone, unless using hands-free equipment.

When using a GPS navigation system, the destination should be entered before the vehicle is in motion in order to reduce distraction and lower the risk of an accident. Also, the GPS unit should be placed in a position that does not hinder the driver's view of the road.

Employees who are charged with traffic violations or who are involved in accidents resulting from the use of their cell phones or GPS units while driving will be responsible for all liabilities that result from such actions.

Employees whose responsibilities do not specifically include driving as an essential function, but who are issued a cell phone or GPS unit for business use, are also expected to follow all provisions of this policy. Violations of the policy by any employee will lead to disciplinary action, up to and including discharge from employment.

2.28 – Cell phone Allowance

1) Policy: Employees and City Council members whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive such an allowance. The City shall maintain a limited number of cell phones assigned to a specific department or piece of equipment. These phones are intended to be used only during work hours and personal use of these phones is strictly prohibited.

2) Allowance:

- a) **Eligibility:** Employees eligible for a cell phone allowance generally include department heads, supervisors, council members and full-time employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. Department heads shall recommend which employees within their departments qualify for a cell phone allowance. The City Administrator shall give final approval on all cell phone allowances.
 - b) **Allowance Amount:** The standard monthly cell phone allowance amount shall be \$50.00. However, based upon the recommendation of a department head and with approval of the City Administrator, a monthly allowance of \$100 may be provided to any employee whose necessary City business use of a cell phone justifies the need for a data plan. No further reimbursement for cell phone costs is available to employees who receive an allowance.
 - c) **Allowance Payment:** The approved cell phone allowance will be paid monthly. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- 3) Employee Responsibilities:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their department head and the City's IT Department with their current cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for City business.

Employees may choose the cellular service provider and plan design of their choice. If available from the City's contracted cellular service provider, employees may be able to take advantage of discounts for their personal service plans if they utilize the same provider as the City.

Because the employee owns the cell phone personally, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

4) Department Assigned Cell Phones: City-owned cell phones assigned to departments shall be used by multiple employees on an as-needed basis during the work day and are intended solely for city business use. Personal use of such phones for anything other than a personal emergency may subject the employee to disciplinary action and require appropriate reimbursement to the City. Such phones will not be assigned to an individual and shall not be taken home by employees except periodically when an employee is assigned by the department to be "on call" after normal work hours.

2.29 - Training, Travel and Tuition Reimbursement

a. Training

The City recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities. Requests by employees to attend seminars, conferences, workshops, conventions and the like should be submitted through their supervisor for review and approval by the respective department head subject to budgetary and scheduling parameters.

Employees attending a conference, meeting, class, seminar, convention or similar occasion as a representative of the City of Mattoon are expected to conduct themselves in a professional manner. Any improper conduct will be treated as if it occurred during regular working hours and the employee may be subject to disciplinary action for such improper conduct, up to and including termination of employment.

b. Travel

Subject to the conditions set forth below, the City of Mattoon will reimburse employees for reasonable business travel expenses incurred while on professional business away from the normal work location. Business travel must be approved in advance by the department head.

Abuse of the travel regulations, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

2.30 - Smoking Policy

The City of Mattoon honors the Illinois ban on smoking in public places. In doing so, the City reinforces the importance of a safe and healthy workplace.

Smoking is not permitted:

- Inside City buildings or within any work area.
- Within any City-owned vehicle.
- Within fifteen (15) feet outside of any City building.

Section 3: Employee Compensation and Benefits

3.1 - Wages & Longevity Pay

a. Wages

Employees shall be compensated in accordance with the current wage schedule. All employees are required to be enrolled in the City's Direct Deposit Program. Direct Deposit forms are available in the Finance Department or City Clerk's Office.

Employees are paid on a bi-weekly basis (twenty-six periods per year). Payroll receipts are issued on Friday of a pay week. In the event the regular payday is a legal holiday, the preceding day shall become the payday.

All employees paid on an hourly basis are required to document time in and out for their hours worked. All times must be recorded on the appropriate time sheet, if provided by the respective department. The employee and their supervisor in those departments must sign all time sheets. Prior permission of the immediate supervisor must

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be obtained for any change in schedule or overtime hours. Employees are required to check out when not on duty. The supervisor must authorize make up time.

Falsification of time records is a serious offense and is grounds for disciplinary action, including discharge.

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In accordance with the Equal Pay Act of 1963, the City of Mattoon will not pay wages or salaries to any employee at a rate less than the City pays employees of the opposite sex for work that is substantially equivalent and requires comparable skills.

Wages are reviewed on an annual basis during budget preparation and then adopted by the City Council with recommendations from the City Administrator, who takes into consideration budgetary constraints as well as collective bargaining agreements, as part of the overall compensation plan.

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b. Longevity Pay

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Regular full time employees not represented by a collective bargaining agreement and receiving compensation for length of service (longevity pay) on October 21, 2014 shall continue to receive said compensation in accordance to the following:

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4 years of service – 2% of salary

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Longevity pay shall increase by 1% for every two years subsequent to the fourth year of continuous service, up to and including 28 years of service.

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Longevity pay will be based on the employee's base salary as of their anniversary date.

Regular full time employees hired on or after October 22, 2014 shall not eligible to receive compensation for length of service (longevity pay).

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3.2 - Change of Personal Status

Any changes in name, address, tax exemptions or marital status should be reported to the City Clerk. Requests for changes in health coverage must also be made through the City Clerk.

3.3 - Scheduling

The workday shall vary by department. Departmental Directors may change normal hours based on operational needs.

The workweek is defined as one hundred and sixty-eight (168) hours beginning at 12 A.M. on Sunday and ending at 11:59 P.M. the following Saturday. For payroll purposes, the workweek will end at the close of the employee's regular shift on Friday on the week preceding payday.

3.4 - Overtime

In accordance with the Fair Labor Standards Act of 1938, all non-exempt employees working in excess of forty (40) hours in any workweek shall be paid at a rate of one and one-half (1.5) times the employee's straight time hourly rate. Departmental Directors are responsible for approving all overtime.

Leave time shall not be used in a manner that causes overtime to be accrued unless required and/or allowed by the Department Head.

3.5 - Compensatory Time

Employees, not subject to collective bargaining agreements, may elect to accrue compensatory time off as an alternative to overtime compensation at a rate of one and one-half (1.5) hours for each hour of employment that exceeds forty (40) hours in a workweek.

Employees may accrue no more than sixteen (16) hours of compensatory time leave per calendar month and it must be used or paid out at the end of each month. The choice whether to accrue compensatory time or to accept overtime payment is solely at the option of the employee.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the department head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not unduly disrupt the operations of the City or create an overly burdensome overtime situation. In such cases where the use of compensatory time is denied, the City will allow the use of such time as closely thereafter as is practicable.

3.6 - Vacation

Regular full-time employees – The policy of the City of Mattoon is to provide paid vacation hours for employees to have time away from work for their own health and wellbeing.

Scheduling and using vacation hours requires a request from the employee and authorization from the supervisor. Vacation hours are granted based on the needs of the department to which the employee is assigned. All full-time employees not covered by a collective bargaining agreement shall receive paid vacation hours according to the following schedule.

<u>Consecutive Years</u>	<u>Annual Accrual</u>	<u>Pay Period Accrual</u>	<u>Maximum Accrued Balance</u>
<u>Date of Hire to Completion —</u>			
<u>—of 7 years</u>	<u>80.08 hours</u>	<u>3.08 hours</u>	<u>160.16 hours</u>
<u>8 to 20 Completed Years</u>	<u>120.12 hours</u>	<u>4.62 hours</u>	<u>240.24 hours</u>
<u>During 21st Year</u>	<u>160.16 hours</u>	<u>6.16 hours</u>	<u>320.32 hours</u>
<u>During 22nd Year</u>	<u>168.22 hours</u>	<u>6.47 hours</u>	<u>336.44 hours</u>
<u>During 23rd Year</u>	<u>176.02 hours</u>	<u>6.77 hours</u>	<u>352.04 hours</u>
<u>During 24th Year</u>	<u>184.08 hours</u>	<u>7.08 hours</u>	<u>368.16 hours</u>
<u>During 25th Year</u>	<u>192.14 hours</u>	<u>7.39 hours</u>	<u>384.28 hours</u>
<u>After 25 Completed Years</u>	<u>200.20 hours</u>	<u>7.70 hours</u>	<u>400.40 hours</u>

Date of Hire to Completion

<u>of 6 years</u>	<u>80.08 hours</u>	<u>3.08 hours</u>	<u>160.16 hours</u>
<u>7 to 13 Completed Years</u>	<u>120.12 hours</u>	<u>4.62 hours</u>	<u>240.24 hours</u>
<u>14 to 19 Completed Years</u>	<u>160.16 hours</u>	<u>6.16 hours</u>	<u>320.32 hours</u>
<u>20 + Years</u>	<u>200.20 hours</u>	<u>7.70 hours</u>	<u>400.40 hours</u>

Employees may carry over accrued vacation time from one year to the next, but are limited to a maximum accrued balance of two times their annual accrual. All vacation leave accrued in excess of two times the employees' annual accrual is forfeited.

Regular part-time employees shall receive vacation benefits at one-half (1/2) the rate accrued by regular full-time employees. Regular part-time employees shall accrue 1.54 hours of vacation time during each two week pay period.

Vacation is accrued every two weeks and is available to be used after accrual. The use of vacation time during the first year of full-time employment is at the discretion of each department head.

No more than two (2) weeks' vacation shall be taken at any one time. Any deviation from this Section shall first have the approval of the Department Head and Commissioner in charge of the department.

Consecutive years of service shall mean without interruption, other than interruptions caused by military service, sickness, or other leaves of absence granted by the City.

All vacations will be scheduled by seniority as soon as practicable after January 1 of each year. After all vacations have been scheduled and there appear to be no conflicts, the vacation schedule will stand without further change. If there are conflicts that cannot be resolved otherwise, then vacation time of those affected by the conflicts, and those only, will be determined by the Department Head and the Commissioner in charge on the basis of seniority.

3.7 - Holidays

Paid time-off is granted to most full-time employees for the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

Also, every full-time employee will be allowed to take a day off for his or her birthday. Employees must get approval from a Supervisor and schedule the day to be taken within seven (7) calendar days before or after their actual birthday.

For employees who are scheduled to work on holidays, the employees shall be paid eight (8) hours holiday pay at straight time rates and time and one-half (1.5) for all hours worked. When a holiday falls on an employee's regularly scheduled workday during the employee's vacation period, the employee will be charged for the holiday and retain the vacation day.

3.8 - Rest / Meal Periods

Rest periods – There shall be two (2) rest periods of fifteen (15) minutes each during each regular shift, one during the first half of the shift and one during the second half of the shift. All rest periods shall be taken in the work place in the case of office employees and at the job site in the case of field employees.

Rest periods shall be taken at the time designated by the supervisor. Missed rest periods do not constitute overtime or a reduction in working hours.

Meal periods – Work schedules shall provide for the workday to be split at approximately the mid point by an uninterrupted, unpaid meal period of no less than thirty (30) minutes and no more than one (1) hour.

Meal periods shall be taken at the time designated by the supervisor. Missed meal periods do not constitute overtime or a reduction in working hours.

3.9 - Benefits / Payroll Deductions

Automatic deductions are taken from all City employees' pay, including State and Federal withholdings, Medicare (where applicable), Social Security (where applicable), and the Illinois Municipal Retirement Fund, Fire Pension Fund and Police Pension Fund (where applicable). The City also provides the opportunity for voluntary payroll deductions, in which the employee can subtract a chosen amount of their pay to contribute to benefits or other fees.

Examples of voluntary payroll deductions include, but are not limited to:

- Union membership dues or fees.
- Health insurance – The City offers health insurance which calls for employees' premium contributions to be automatically deducted from their pay, with an option of before taxes.
- Deferred compensation – The City offers a Section 457 Deferred Compensation Plan, which is a tax-deferred retirement plan that is funded exclusively by an employee's contributions. This plan allows employees to set aside a portion of their pay on a pre-tax basis to supplement their Social Security and other retirement plans.
- Flexible spending account – This financial account allows an employee through payroll deductions, non-taxed, to set money aside for reimbursement of qualified health care covered expenses which are not paid by insurances (deductibles, co-pays, vision care, etc.), as well as dependent care covered expenses (day-care centers, babysitters, adult day care for dependent adults living in your home).

While many benefits offered by the City require an employee contribution, the City does provide life insurance coverage to all full-time employees. The City agrees to provide a minimum of ten thousand (\$10,000) dollars of life insurance for each employee and ten thousand (\$10,000) dollars of life insurance for each dependent until the employee retires.

3.10 - Health/Dental Insurance

The City of Mattoon is self-insured and uses a third-party administrator to process claims for health insurance and dental insurance. Currently, rates are determined from all expenses associated with coverage and allocated between single and family coverages; and are reviewed and approved by Council for a May 1st effective date. For a complete

version of the City of Mattoon's Health and Dental Plan, please visit the City's website www.mattoon.illinois.gov (For Employees, HR Files).

3.11 - Personal Benefits

Other types of insurances (accident, cancer, disability, intensive care, life, long-term care, sickness, etc.) may be purchased through payroll deduction. Costs and policies vary depending upon desired insurances.

457(b) PLANS – The City also offers additional voluntary retirement plans through deferred compensation payroll deductions. You do not pay federal or state taxes on the payroll deductions. You are contributing to your retirement. Deferral amounts are determined each year by the IRS. Additional deferrals may be made if you qualify. You can withdraw assets from these accounts under the following conditions according to IRS guidelines:

- 1.) Termination of employment
- 2.) Retirement
- 3.) Unforeseeable emergencies (subject to strict IRS guidelines)
- 4.) Small accounts distributions (also subject to strict IRS guidelines).

For a list of providers and further information, please refer to Appendix A for further details.

3.12 - Employee Assistance Programs

The City recognizes the value of counseling and assistance programs to those employees who have personal issues that interfere with their efficient and productive performance of job duties and responsibilities. Therefore, the City provides Employee Assistance Programs to every employee and immediate family members in need of support with life's stressors. There is no cost to the employee for the services. The City is not privy to which employee uses the service.

These services include, but are not limited to:

- Substance abuse counseling.
- Psychological counseling.
- Family or Marriage conflict.
- Financial / legal counseling.
- Elder / child care
- Stress management
- Anger management
- Grief Recovery

3.13 - Wage Garnishment

If the City receives a wage garnishment notice on any employee, it will be processed the next pay period in accordance with the law. Also, whenever the City is served with an order to withhold income from an employee, pursuant to any statute, the City has the right to charge the applicable statutory administrative fee from the employee's income.

3.14 - Employee-Incurred Expenses / Reimbursement

The City will pay most actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. A Supervisor or Departmental Director must approve all qualifying expenses in advance. A receipt, or other evidence of purchase, must accompany expenditures and all necessary expense reports must be completed and submitted in order to receive reimbursement.

Examples of expenses that may be reimbursed include, but are not limited to:

- Mileage.
- Travel (air, rental car, lodging, meals, etc.).
- Professional conferences or meetings.
- Educational expenses.

Section 4: Employee Leaves of Absence

4.1 - Sick Leave

The purpose of sick leave is to provide income protection for absences.

Sick leave may be used for:

- Illness, disability, or injury of an employee.
- Appointments with a doctor, dentist, or other professional medical practitioner.
- Events of illness, disability, or injury of a member of an employee's immediate family or household. (Immediate family can include, but is not limited to, spouse/partner, children including step-children and parents).

Regular full-time employees accrue eighty (80) hours of sick leave per year to a maximum of 150 days (unless otherwise stated in a CBA). Employees leaving the service of the City shall be paid 40% of their accumulated sick leave calculated at their final rate of pay provided that the employee has not less than ten (10) consecutive years of service with the City.

A Department Head may direct an employee who appears ill to leave work to protect the health of other employees. Employees who are ill more than two days will provide a doctor's excuse for additional time. Employees who are unable to return to work upon expiration of the accrued sick leave must request a leave of absence without pay. Prior to returning from a sick leave over one (1) month long, the employee must submit a statement from a physician indicating the employee can return to work and perform the essential duties of the job with reasonable accommodation.

Family and Medical Leave may also be available for serious health conditions of the employee or certain family members (see Family & Medical Leave Section 4.3). Sick leave usage will be counted toward Family and Medical Leave, if applicable.

4.2 - Light Duty

The best interests of the City and its employees are served when injured or ill employees return to work as soon as they are able. Light duty work is work which requires only a minimum of physical exertion, and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. When employees are on leave of absence for an injury or illness, the department head may recommend and the City Administrator may approve a light duty assignment in accordance with the procedures identified below. There is no guarantee of a light duty assignment. Light duty assignments will be considered on a case-by-case basis and shall be at the discretion of the Department Head or based on the operational needs of the City.

Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the City and to the extent that light duty assignments cease to serve the operational needs of the City, light duty assignments will be terminated.

- 1) An employee may be required, or may volunteer, to work in an available revised duty assignment, whether the injury was sustained on-duty or off-duty. The number of light duty assignments available is limited. Therefore, on-duty injuries have priority over off duty injuries in the selection of duty assignments, and are at the discretion of the Department Head.
- 2) The work the employee performs must be within the physical limitations prescribed by the employee's and/or City-designated physician.
- 3) The work the employee performs must have existed within the department before the illness or injury occurred.

- 4) No employee will be moved from his regular job in order to make a light duty situation available to another employee.
- 5) The performance of light duty work shall not otherwise disrupt the functioning of the department within which the light duty is being performed.
- 6) Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned. In most cases, light duty assignments will not be allowed for more than 90 days.
- 7) It is recognized that the nature of the injury and the skills of the employee will determine what assignments are made. The nature of the injury and the skills of the individual must be balanced against the needs of the department (e.g. an administrative or clerical employee with a broken arm may be able to perform office work that a utility person or mechanic with the same type of injury is unable to do).
- 8) The City is the employer, not the department. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work may be sought in other departments.
- 9) An employee who is authorized and assigned light duty work shall continue in his status as an employee of the City, with the same wage and benefits that were assigned to his regular position.
- 10) The City may require the employee to submit to an examination by another physician at the City's expense in order to determine the employee's fitness for duty, even light duty. The determination of the City's physician will govern in the case of a dispute between the City's physician and the employee's physician. The City also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
- 11) The decision of the City Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
- 12) If an employee is granted light duty, the light duty assignment generally shall not exceed 90 days. If at the end of that time, the employee is still not medically released to perform full duties as defined by the employee's official job description, he shall either: (1) be reclassified or reassigned; or (2) be placed on a leave of absence with or without compensation; or (3) apply for a disability pension; or (4) be subject to commencement of the termination process. Such decision shall be made by the City Administrator and department head based on the circumstances of each specific case and in accordance with applicable laws.

- 13) The City will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the City-designated physician will be reviewed to determine if light duty assignments are available consistent with the employee's prenatal restrictions.
- 14) Failure to report for or to carry out the assignments of the limited duty work status may result in disciplinary action, up to and including termination of employment.
- 15) No light duty assignments shall result in overtime.
- 16) This policy will be interpreted and applied consistent with all of the City's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws. Exemptions will be made only as necessary to comply with those laws and as approved by the City Administrator.

Nothing herein shall be construed to require the City to create a light duty assignment for an employee. Employees will only be assigned light duty assignments when the City determines that the need exists, and only as long as such need exists.

4.3 - Family and Medical Leave

This Policy complies with the Family and Medical Leave Act of 1993 ("FMLA") and updates due to the National Defense Authorization Act for FY 2008 and 2009 Military update.

For further information, please refer to Appendix B.

4.4 - Bereavement Leave

In the event of a death in an employee's immediate or extended family, an employee may be granted bereavement leave. For the death of immediate family member, an employee may receive three (3) days leave of absence with pay. Requests may be made for an authorization of leave involving the deaths of individuals who are not part of the employee's immediate or extended family and leave may be granted at the discretion of a Supervisor or Departmental Director. An additional one (1) day for travel may be granted if distance is more than 250 miles one way. Bereavement leave shall not affect any other leave.

4.5 - VESSA Leave

In accordance with the Victim's Economic Security and Safety Act, the City will provide an unpaid leave of up to twelve (12) weeks per year for an employee who is the

victim of domestic or sexual violence or who has a family member or household member who is a victim of such violence.

4.6 - Educational Leave

Supervisors may grant City employees leave for educational purposes to attend conferences, seminars, briefings, or actual classes that are designed to improve, maintain, or upgrade an employee's certifications, skills, and professional ability. While on leave, the employee will receive their regular daily wage for each day they would have worked.

4.7 - Discretionary Leave

Departmental Directors may grant leaves of absence, without pay or salary, to employees for job-related reasons, such as further training or study, which will enable employees to perform their usual and customary duties with greater efficiency and expertise, or for other valid reasons, such as a prolonged illness in the family or child birth. Departmental Directors shall assure employees that the position, or a similar position, will be restored at the conclusion of the leave, unless the position or job was eliminated by the City Council or State / Federal legislation.

4.8 - Jury Duty

Leave with pay shall be granted to all full-time City employees for time spent in jury and grand jury service or when subpoenaed to give depositions or appear in court on job-related cases. To receive full pay, employees shall endorse or turn over to their supervisor any payment received (less mileage, if applicable) for such jury or witness duty, such as jury pay vouchers and checks, or other forms of compensation for witness fees.

4.9 - School Visitation Rights Act Leave

The School Visitation Rights Act leave affords employees an unpaid leave of up to 24 hours during any school year, no more than 4 hours of which may be taken on any given day to attend school conferences or classroom activities related to the employee's child if those activities cannot be scheduled during non-work hours. No leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with his supervisor or department head to schedule the leave so as to not disrupt unduly the operations of the employer.

4.10 - Inclement Weather

City of Mattoon generally continues operations during inclement weather. Whenever inclement weather or any other emergency situation makes it necessary for the City to cancel work for all or certain employees, the affected employees shall not be compensated for their regularly scheduled hours of work during the work cancellation period, except to the extent that they elect to use accumulated leave time. Employees are encouraged to use caution when weather conditions make travel hazardous. If it is necessary to delay arrival or to leave work early, employees are required to seek approval from their supervisor.

ARTICLE 5. RESIGNATION, TERMINATION OR RETIREMENT

5.1 - Resignation

Letter of Resignation – A letter of resignation shall be given to the Department Head at least two (2) weeks before the employee's last working day. The letter should state the reason for resignation and the date of the last working day. No favorable job recommendation will be given if an employee fails to give two (2) working weeks' notice.

Department Head Resignations – Department Head Resignations shall be as established by ordinance or contract.

Payroll Department Notified – The Department Head shall notify the City Council and City Clerk's Office of all resignations.

Exit Interview – Prior to the last working day, the employee must schedule an exit interview with the Department Head or designee and must complete any necessary resignation/termination/retirement forms at the City Clerk's Office.

Regardless of the separation reason, an employee must schedule an exit interview with the City Clerk. The interview will be conducted to discuss the circumstances regarding separation of employment and continuation of insurance policies (COBRA).

Employees are expected to return all City of Mattoon property at the time of the exit interview. The cost of replacing any City of Mattoon property in the employee's possession that has been lost or damaged will be deducted from the employee's final paycheck.

5.2 - Termination

Resignation or Termination Benefits – Upon resignation or termination (including dismissal or reduction in force), an employee is entitled to all of unused vacation time, applicable sick time, and compensatory time not to exceed the limits established in Sections 3.6 and 4.1.

Disability Retirement – Qualified employees may retire from the service of the City if they are disabled as “disabled” is defined by the Illinois Municipal Retirement Fund or the Illinois State Statutes covering Firefighters and Police Officers.

Sworn Fire and Police personnel shall be regulated by the Fire and Police Board and/or State Statute.

5.3 - Retirement

Retirement – Any employee may retire from the service of the City if they have accumulated full-time service with the City as outlined by the Illinois Municipal Retirement Fund or the Illinois State Statutes covering Firefighters and Police Officers.

5.4 - Final Paycheck

Final paychecks will be issued on the regular payday of the period in which employment is terminated. Arrangements will be made during the exit interview for mailing of final paychecks.

Payout of accrued vacation time, applicable sick time, and any unused compensatory time minus any appropriate deductions will be issued on the next regularly scheduled payday following termination of employment.

Receipt of Policy Manual Form

I have received my copy of the Personnel Policy Manual for the City of Mattoon, Illinois. I understand that this manual outlines and summarizes the policies, practices, and benefit guidelines of the City. I have read and I understand all of the information contained in the manual.

Since the information in this manual is subject to change as situations warrant, I understand that changes in the manual may override, revise, or eliminate existing policies or practices currently contained in this manual. I understand these changes will be communicated to me by a Supervisor or through official notices and I accept responsibility for keeping informed of these changes and following them.

I further acknowledge my understanding that my employment with the City of Mattoon is "at will" and may be terminated at any time, with or without cause.

I understand this manual replaces all previous handbooks, policies and procedures, but does not supersede any current collective bargaining agreements.

Employee Name (print)

Employee Signature

Date

Receipt of City Property
Upon Employee Departure

_____, the departing employee's Department Head, does hereby certify that the following items belonging to the City of Mattoon were returned to the City in acceptable condition from departing employee _____.

___ Cell phone

___ Computer/Laptop

___ Keys

___ City Credit Card(s)

___ Other electronic equipment _____
(Description)

Department Head

Date

CITY OF MATTOON, ILLINOIS

SPECIAL ORDINANCE NO. 2014-1573

A SPECIAL ORDINANCE AMENDING THE LEASE AGREEMENT WITH CENTRAL STATES TOWER HOLDING, LLC

WHEREAS, New Cingular Wireless PCS, LLC, a Delaware limited liability company constructed and installed a 180 feet tower consistent with the Option and Lease Agreement; and,

WHEREAS, the City of Mattoon consented to the assignment of all rights and obligations of New Cingular Wireless PCS, LLC to Central States Tower Holdings, LLC dated March 2, 2007; and,

WHEREAS, the City of Mattoon has leased or subleased a portion of land to Central States Tower Holdings, LLC, under the Option and Lease Agreement; and,

WHEREAS, the City of Mattoon and Central States Tower Holding, LLC desire to enter into an amendment of the Lease in order to extend the term thereof and to further amend the Lease as more particularly set forth in the Amendment attached hereto as Exhibit "I".

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Mattoon, Coles County, Illinois as follows:

1. That "The First Amendment to Option and Lease Agreement" (Exhibit "I", attached) be and is hereby approved.
2. That the Mayor and City Clerk be and are hereby authorized to execute Exhibit "I" and any and all other documents necessary to give effect thereto.

BE IT FURTHER ORDAINED that this Special Ordinance shall take effect from and after its passage and approval as provided by law.

Upon motion by _____, seconded by _____, adopted this _____ day of _____, 2014, by a roll call vote, as follows:

AYES (Names): _____

NAYS (Names): _____

ABSENT (Names): _____

Approved this _____ day of _____, 2014

Tim Gover, Mayor

ATTEST:

APPROVED AS TO FORM:

Susan J. O'Brien, City Clerk

Janett Winter-Black, City Attorney

Recorded in the Municipality's Records on _____, 2014.

THE FIRST AMENDMENT TO OPTION AND LEASE AGREEMENT

This First Amendment to Option and Lease Agreement (this "**Amendment**") is made effective as of the latter signature date hereof (the "**Effective Date**") by and between **City of Mattoon Illinois**, an Illinois municipal corporation ("**Landlord**") and **Central States Tower Holdings, LLC**, a Delaware limited liability company ("**Tenant**") (Landlord and Tenant being collectively referred to herein as the "**Parties**").

RECITALS

WHEREAS, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"); and

WHEREAS, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Option and Lease Agreement dated September 14, 2006 (as the same may have been amended, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such leasehold and easement rights and interests, collectively, the "**Leased Premises**"), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease to extend the term thereof and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **One-Time Payment.** Tenant shall pay to Landlord a one-time payment in the amount of Ten Thousand and No/100 Dollars (\$10,000.00), payable within thirty (30) days of the Effective Date and subject to the following conditions precedent: (a) Tenant's receipt of this Amendment executed by Landlord, on or before ~~September 26, 2014~~ ^{October 31,} 2014; (b) Tenant's confirmation that Landlord's statements as further set forth in this Amendment are true, accurate, and complete, including verification of Landlord's ownership; (c) Tenant's receipt of any documents and other items reasonably requested by Tenant in order to effectuate the transaction and payment contemplated herein; and (d) receipt by Tenant of an original Memorandum (as defined herein) executed by Landlord.
2. **Lease Term Extended.** Notwithstanding anything to the contrary contained in this Amendment or in the Lease, the Parties agree that the Lease originally commenced on May 1, 2007. Tenant shall have the option to extend the Lease for each of six (6) additional five (5) year renewal terms (each a "**New Renewal Term**" and, collectively, the "**New Renewal Terms**"). The first New Renewal Term shall commence simultaneously with the expiration of the Lease, taking into account all existing renewal term(s) (each an "**Existing Renewal Term**" and, collectively, the "**Existing Renewal Terms**") available under the Lease. Notwithstanding anything to the contrary contained in the Lease, (a) all Existing Renewal Terms and New Renewal Terms shall automatically renew unless Tenant notifies Landlord that Tenant elects not to renew the Lease not less than sixty (60) days prior to the expiration of the then current term and (b) Landlord shall be able to terminate this Lease only in the event of a material default by Tenant, which default is not cured within sixty (60) days of Tenant's receipt of written notice thereof, provided, however, in the event that Tenant has diligently commenced to cure a material default within sixty (60) days of Tenant's actual receipt of notice thereof and reasonably requires additional time beyond the 60-day cure period described herein to effect such cure, Tenant shall have such additional time as is necessary (beyond the 60-day cure period) to effect the cure. References in this Amendment to "**Renewal Term**" shall refer, collectively, to the Existing Renewal Term(s) and the New Renewal Term(s). The Landlord hereby agrees to execute and return to Tenant an original Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof

(the "**Memorandum**") executed by Landlord, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.

3. **Rent and Escalation.** The Parties hereby acknowledge and agree that all applicable increases and escalations to the rental payments under the Lease (the "**Rent**") shall continue in full force and effect through the New Renewal Term(s). Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid by Tenant to Landlord under the Lease and this Amendment shall be paid to **City of Mattoon Illinois**.
4. **Landlord and Tenant Acknowledgments.** Except as modified herein, the Lease and all provisions contained therein remain in full force and effect and are hereby ratified and affirmed. The parties hereby agree that no defaults exist under the Lease. To the extent Tenant needed consent and/or approval from Landlord for any of Tenant's activities at and uses of the site prior to the Effective Date, Landlord's execution of this Amendment is and shall be considered consent to and approval of all such activities and uses. Landlord hereby acknowledges and agrees that Tenant shall not need consent and/or approval from Landlord for any future activities at or uses of the Leased Premises, including, without limitation, subleasing and licensing to additional customers, installing, modifying, repairing, or replacing improvements within the Leased Premises, and/or assigning all or any portion of Tenant's interest in this Lease, as modified by this Amendment. Tenant and Tenant's sublessees and customers shall have vehicular (specifically including truck) and pedestrian access to the Leased Premises from a public right of way on a 24 hours per day, 7 days per week basis, together with utilities services to the Leased Premises from a public right of way. Upon request by Tenant and at Tenant's sole cost and expense, Landlord hereby agrees to promptly execute and return to Tenant building permits, zoning applications and other forms and documents, including a memorandum of lease, as required for the use of the Leased Premises by Tenant and/or Tenant's customers, licensees, and sublessees. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.
5. **Limited Right of First Refusal.** Notwithstanding anything to the contrary contained herein, this paragraph shall not apply to any fee simple sale of the Parent Parcel from Landlord to any prospective purchaser that is not a Third Party Competitor (as herein defined). If Landlord receives an offer or desires to offer to: (i) sell or convey any interest (including, but not limited to, leaseholds or easements) in any real property of which the Leased Premises is a part to any person or entity directly or indirectly engaged in the business of owning, acquiring, operating, managing, investing in or leasing wireless telecommunications infrastructure (any such person or entity, a "**Third Party Competitor**") or (ii) assign all or any portion of Landlord's interest in the Lease to a Third Party Competitor (any such offer, the "**Offer**"), Tenant shall have the right, exercisable in Tenant's sole and absolute discretion, of first refusal to purchase the real property or other interest being offered by Landlord in connection with the Offer on the same terms and conditions. If Tenant elects, in its sole and absolute discretion, to exercise its right of first refusal as provided herein, Tenant must provide Landlord with notice of its election not later than forty-five (45) days after Tenant receives written notice from Landlord of the Offer. If Tenant elects not to exercise Tenant's right of first refusal with respect to an Offer as provided herein, Landlord may complete the transaction contemplated in the Offer with the Third Party Competitor on the stated terms and price but with the express condition that such sale is made subject to the terms of the Lease, as modified by this Amendment. Landlord hereby acknowledges and agrees that any sale or conveyance by Landlord in violation of this Section is and shall be deemed to be null and void and of no force and effect. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.

6. **Landlord Statements.** Landlord hereby represents and warrants to Tenant that: (i) to the extent applicable, Landlord is duly organized, validly existing, and in good standing in the jurisdiction in which Landlord was organized, formed, or incorporated, as applicable, and is otherwise in good standing and authorized to transact business in each other jurisdiction in which such qualifications are required; (ii) Landlord has the full power and authority to enter into and perform its obligations under this Amendment, and, to the extent applicable, the person(s) executing this Amendment on behalf of Landlord, have the authority to enter into and deliver this Amendment on behalf of Landlord; (iii) no consent, authorization, order, or approval of, or filing or registration with, any governmental authority or other person or entity is required for the execution and delivery by Landlord of this Amendment; (iv) Landlord is the sole owner of the Leased Premises and all other portions of the Parent Parcel; and (v) there are no agreements, liens, encumbrances, claims, claims of lien, proceedings, or other matters (whether filed or recorded in the applicable public records or not) related to, encumbering, asserted against, threatened against, and/or pending with respect to the Leased Premises or any other portion of the Parent Parcel which do or could (now or any time in the future) adversely impact, limit, and/or impair Tenant's rights under the Lease, as amended and modified by this Amendment. The representations and warranties of Landlord made in this Section shall survive the execution and delivery of this Amendment. Landlord hereby does and agrees to indemnify Tenant for any damages, losses, costs, fees, expenses, or charges of any kind sustained or incurred by Tenant as a result of the breach of the representations and warranties made herein or if any of the representations and warranties made herein prove to be untrue. The aforementioned indemnification shall survive the execution and delivery of this Amendment.
7. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: 208 North 19th Street, Mattoon, IL 61938; To Tenant at: Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Amendment may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Amendment by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Amendment by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Amendment by all Parties to the same extent as an original signature.
9. **Governing Law.** Notwithstanding anything to the contrary contained in the Lease and in this Amendment, the Lease and this Amendment shall be governed by and construed in all respects in accordance with the laws of the State or Commonwealth in which the Leased Premises is situated, without regard to the conflicts of laws provisions of such State or Commonwealth.
10. **Waiver.** Notwithstanding anything to the contrary contained herein, in no event shall Landlord or Tenant be liable to the other for, and Landlord and Tenant hereby waive, to the fullest extent permitted under applicable law, the right to recover incidental, consequential (including, without limitation, lost profits, loss of use or loss of business opportunity), punitive, exemplary and similar damages.

LANDLORD:

City of Mattoon Illinois,
an Illinois municipal corporation

Signature: _____

Print Name: _____

Title: _____

Date: _____

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT:

Central States Tower Holdings, LLC

a Delaware limited liability company

Signature: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

Legal Description for Parent Parcel

LOT 11 IN BLOCK 2, IN THE URBAN HEIGHTS SUBDIVISION, BEING A PLAT OF A SUBDIVISION OF PART OF SECTION 18 TOWNSHIP 12 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL IN COLES COUNTY, ILLINOIS.

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The Square footage of the Leased Premises shall be the greater of: (i) 3600 square feet; (ii) Tenant's existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

Legal Description for Lease Site

**BEING PART OF LOT 11 IN BLOCK 2, IN THE URBAN HEIGHTS SUBDIVISION, BEING A PLAT OF A SUBDIVISION OF PART OF SECTION 18 TOWNSHIP 12 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL IN COLES COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 11; THENCE NORTH 81 DEGREES 59 MINUTES 11 SECONDS EAST, 154.23 FEET ALONG THE NORTH LINE OF SAID LOT 11; THENCE SOUTH 00 DEGREES 00 MINUTES 41 SECONDS EAST, 21.45 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 19 SECONDS EAST, 36.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 02 MINUTES 41 SECONDS EAST, 60.00 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 19 SECONDS WEST, 60.00 FEET; THENCE NORTH 00 DEGREES 02 MINUTES 41 SECONDS WEST, 60.00 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 19 SECONDS EAST, 60.00 FEET TO THE POINT OF BEGINNING, ALL IN COLES COUNTY, ILLINOIS.**

ACCESS AND UTILITIES

The Access and Utilities Easements include all easements of record as well as existing access and utilities currently servicing the Leased Premises to and from a public right of way.

Legal Description for 12' Access Easement

BEING PART OF LOT 11 IN BLOCK 2, IN THE URBAN HEIGHTS SUBDIVISION, BEING A PLAT OF A SUBDIVISION OF PART OF SECTION 18 TOWNSHIP 12 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL IN COLES COUNTY, ILLINOIS. DESCRIBED AS FOLLOWS:
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Legal Description for 8' Utility Easement

BEING PART OF LOT 11 IN BLOCK 2, IN THE URBAN HEIGHTS SUBDIVISION, BEING A PLAT OF A SUBDIVISION OF PART OF SECTION 18 TOWNSHIP 12 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL IN COLES COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 11; THENCE NORTH 81 DEGREES 59 MINUTES 11 SECONDS EAST, 166.23 FEET ALONG THE NORTH LINE OF SAID LOT 11 TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 81 DEGREES 59 MINUTES 11 SECONDS EAST 8.08 FEET ALONG SAID NORTH LINE; THENCE SOUTH 00 DEGREES 02 MINUTES 41 SECONDS WEST 24.28 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 19 SECONDS WEST 8.00 FEET; THENCE NORTH 00 DEGREES 02 MINUTES 41 SECONDS EAST 23.15 FEET TO SAID NORTH LINE SAID POINT ALSO BEING THE POINT OF BEGINNING, ALL IN COLES COUNTY, ILLINOIS.

EXHIBIT B

FORM OF MEMORANDUM OF LEASE

Prepared by and Return to:

American Tower

10 Presidential Way

Woburn, MA 01801

Attn: Land Management/Gaille Gregoire, Esq.

ATC Site No: 311151

ATC Site Name: Mattoon East IL

Assessor's Parcel No(s): 06-0-03920-000

State of Illinois

County of Coles

MEMORANDUM OF LEASE

This Memorandum of Lease (the "**Memorandum**") is entered into on the _____ day of _____, 201____ by and between **City of Mattoon Illinois**, an Illinois municipal corporation ("**Landlord**") and **Central States Tower Holdings, LLC**, a Delaware limited liability company ("**Tenant**").

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Landlord is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Option and Lease Agreement dated September 14, 2006 (as the same may have been amended, renewed, extended, restated, and/or modified from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such leasehold and easement rights and interests, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be April 30, 2062. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any option to renew the term of the Lease.
3. **Leased Premises Description.** Tenant shall have the right, exercisable by Tenant at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Tenant's request, Landlord shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.
4. **Right of First Refusal.** There is a right of first refusal in the Lease.

Site No: 311151

Site Name: Mattoon East IL

5. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
6. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: 208 North 19th Street, Mattoon, IL 61938, To Tenant at: Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
7. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.
8. **Governing Law.** This Memorandum shall be governed by and construed in all respects in accordance with the laws of the State or Commonwealth in which the Leased Premises is situated, without regard to the conflicts of laws provisions of such State or Commonwealth.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, Landlord and Tenant have each executed this Memorandum as of the day first above written.

LANDLORD

2 WITNESSES

City of Mattoon Illinois,
an Illinois municipal corporation

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 201____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT

WITNESS

Central States Tower Holdings, LLC
a Delaware limited liability company

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 201____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below

PARENT PARCEL

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Legal Description for Parent Parcel

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Legal Description for Lease Site

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Legal Description for 12' Access Easement

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Legal Description for 8' Utility Easement

BEING PART OF LOT 11 IN BLOCK 2, IN THE URBAN HEIGHTS SUBDIVISION, BEING A PLAT OF A SUBDIVISION OF PART OF SECTION 18 TOWNSHIP 12 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL IN COLES COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:
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Prepared by and Return to:

American Tower
10 Presidential Way
Woburn, MA 01801
Attn: Land Management/Gaille Gregoire, Esq.
ATC Site No: 311151
ATC Site Name: Mattoon East IL
Assessor's Parcel No(s): 06-0-03920-000

RESOLUTION AND CONSENT AFFIDAVIT

City of Mattoon Illinois, an Illinois municipal corporation

Be it known that, under the pains and penalties of perjury, the undersigned Members, Partners, Directors, Shareholders, Officers or Trustees, as applicable (collectively, the "**Affiants**") of the above referenced entity (the "**Landlord**"), hereby declare and resolve the following:

1. Landlord (or its predecessor-in-interest) has leased or subleased a portion of land to Central States Tower Holdings, LLC, a Delaware limited liability company (the "**Tenant**") under Option and Lease Agreement dated September 14, 2006 (as the same may have been amended, renewed, extended, restated or otherwise modified, collectively, the "**Lease**").
2. Landlord and Tenant desire to enter into an amendment of the Lease (the "**Amendment**") in order to extend the term thereof and to further amend the Lease as more particularly set forth in the Amendment, a copy of which is attached hereto as **Exhibit A** and by this reference made a part hereof.
3. Landlord is duly organized, validly existing, and in good standing in the jurisdiction of its formation, organization, and/or incorporation, as applicable, and is otherwise authorized to transact business and in good standing in any other jurisdictions where such qualifications are required. Landlord has full power and authority to enter into and perform Landlord's obligations under the Amendment and the other Transaction Documents (as hereinafter defined), and the Amendment and the other Transaction Documents have been duly executed and delivered by Landlord. The Affiants listed below are the only legal and equitable owners of Landlord and are the only members, partners, directors, shareholders, officers and/or trustees, as applicable, of Landlord.
4. The Affiants hereby approve of the Transaction Documents and all of the terms and provisions contained therein and declare, resolve and/or affirm, as applicable, that Landlord is hereby authorized to enter into the Transaction Documents with Tenant and effect the transactions contemplated therein. The Affiants hereby declare and affirm that any other corporate and shareholder, member, partner, and/or trustee actions required to effectuate the transactions

Site No: 311151
Site Name: Mattoon East IL

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 1

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 201____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

Nothing follows