# AGENDA CITY OF ST. CHARLES GOVERNMENT OPERATIONS COMMITTEE ALD. TODD BANCROFT, CHAIR

# MONDAY, DECEMBER 18, 2017 IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

- 1. Call to Order
- 2. Roll Call

# 3. Omnibus Vote

- a. Budget Revisions November, 2017
- b. Recommendation to approve Funds Transfer Resolutions authorizing budgeted transfers in the aggregate amount of \$5,642,687.79 for debt service payments and miscellaneous transfers.

# 4. Police Department

- a. Recommendation to approve a proposal for a new Class A6 Liquor License for Anandappa Enterprises, Inc., dba St. Charles BP, LLC located at 1745 W. Main Street, St. Charles.
- b. Recommendation to approve an Ordinance Amending Title 5 Entitled, "Business Licenses and Regulations", Chapter 5.20, "Massage Establishments", Section 5.20.110, "Conditions and Restrictions of Licenses" of the St. Charles Municipal Code.

# 5. Human Resources

a. Recommendation to approve an Ordinance Adopting a Policy Prohibiting Sexual Harassment for the City of St. Charles.

# 6. Inventory Control Division

a. Recommendation to Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of a Mongoose 184 Trailer Sewer Cleaner to Sewer Equipment of Illinois and to Sell the Replaced Sewer Cleaner #1726.

# 7. Executive Session

- Personnel –5 ILCS 120/2(c)(1)
- Pending Litigation 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation 5 ILCS 120/2(c)(11)
- Property Acquisition 5 ILCS 120/2(c)(5)
- Collective Bargaining 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes 5 ILCS 120/2(c)(21)

# 8. Additional Items from Mayor, Council, Staff, or Citizens.

# 9. Adjournment

# ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at

<u>imcmahon@stcharlesil.gov</u>. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

JE TYPE	JE# BUD	GET#	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	89	100	1000	2018	7	11/02/2017	100603	54399	1,500.00	For BC&E Temp Help
Budget Transfer	89	100	1000	2018	7	11/02/2017		50100	•	For BC&E Temp Help
C	89 Total								-	· ·
Budget Transfer	90	100	1000	2018	7	11/03/2017	513600	56301	10,000.00	For City View Upgrade Project
Budget Transfer	90	100	1000	2018	7	11/03/2017	513220	56301	(10,000.00)	For City View Upgrade Project
	90 Total								-	
Budget Transfer	91	100	1000	2018	7	11/03/2017	100110	52001	30.00	For computer related supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	100110	52000	(30.00)	For computer related supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	100123	55203	200.00	For recording and filing fees
Budget Transfer	91	100	1000	2018	7	11/03/2017	100121	54690	(200.00)	For recording and filing fees
Budget Transfer	91	100	1000	2018	7	11/03/2017	100400	54500	200.00	For postage
Budget Transfer	91	100	1000	2018	7	11/03/2017	100400	54402	(200.00)	For postage
Budget Transfer	91	100	1000	2018	7	11/03/2017		55401	200.00	For inventory overhead
Budget Transfer	91	100	1000	2018	7	11/03/2017	100402	54000	(200.00)	For inventory overhead
Budget Transfer	91	100	1000	2018	7	11/03/2017	100600	55401	50.00	For inventory overhead
Budget Transfer	91	100	1000	2018	7	11/03/2017	100600	54530	(50.00)	For inventory overhead
Budget Transfer	91	100	1000	2018	7	11/03/2017		52100	100.00	For refreshment supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	220551	52101	(100.00)	For refreshment supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	220551	52701	900.00	For lab supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	220551	52314	(900.00)	For lab supplies
Budget Transfer	91	100	1000	2018	7	11/03/2017	220552	52700	1,000.00	For sewer line repair material
Budget Transfer	91	100	1000	2018	7	11/03/2017	220552	52805	(1,000.00)	For sewer line repair material
Budget Transfer	91	100	1000	2018	7	11/03/2017	800223	54513	900.00	For crane rental-transformer
Budget Transfer	91	100	1000	2018	7	11/03/2017	800223	54450	(900.00)	For crane rental-transformer
Budget Transfer	91	100	1000	2018	7	11/03/2017	801512	55150	12.00	For WC medical payment
udget Transfer	91	100	1000	2018	7	11/03/2017	801512	54300	(12.00)	For WC medical payment
	91 Total								-	
Budget Addition	92	100	1000	2018	7	11/08/2017	513501	56100	214,586.00	7th Ave Creek Land-CC App 11.6
Budget Addition	92	100	1000	2018	7	11/08/2017	513900	31199	(214,586.00)	7th Ave Creek Land-CC App 11.6
Budget Addition	92	100	1000	2018	7	11/08/2017	803400	54110	10,000.00	For Messner Liab Claim Legal
Budget Addition	92	100	1000	2018	7	11/08/2017	803900	31199	(10,000.00)	For Messner Liab Claim Legal
Budget Addition	92	100	1000	2018	7	11/08/2017	803110	54110	900.00	For liability claims legal
Budget Addition	92	100	1000	2018	7	11/08/2017	803900	31199	(900.00)	For liability claims legal
	92 Total								-	
Budget Transfer	93	100	1000	2018	8	11/08/2017		52100	200.00	For refreshment supplies
Budget Transfer	93	100	1000	2018	8	11/08/2017	100110	52101	(200.00)	For refreshment supplies
Budget Transfer	93	100	1000	2018	8	11/08/2017	100220	52001	200.00	For printer parts
Budget Transfer	93	100	1000	2018	8	11/08/2017	100220	52000	(200.00)	For printer parts
Budget Transfer	93	100	1000	2018	8	11/08/2017	100300	54353	900.00	For towing services
Budget Transfer	93	100	1000	2018	8	11/08/2017	100300	54305	(900.00)	For towing services
Budget Transfer	93	100	1000	2018	8	11/08/2017	100510	52401	500.00	Vehicle Fluids

JE TYPE	JE# BUI	OGET#	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	93	100	1000	2018	8	11/08/201	7 100510	52313	(500.00)	Vehicle Fluids
Budget Transfer	93	100	1000	2018	8	11/08/201	7 200522	55150	100.00	WC Medical payments
Budget Transfer	93	100	1000	2018	8	11/08/201	7 200522	54480	(100.00)	WC Medical payments
Budget Transfer	93	100	1000	2018	8	11/08/201	7 210540	52001	150.00	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 210540	54001	(150.00)	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220550	52001	150.00	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220550	54110	(150.00)	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220551	52001	100.00	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220551	52305	(100.00)	Refreshment Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220551	52701	900.00	Lab Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220551	52304	(900.00)	Lab Supplies
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220552	52306	400.00	Signage/Traffic Control Signs
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220552	52304	(400.00)	Signage/Traffic Control Signs
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220552	52700	900.00	Sewer Line Repair Materials
Budget Transfer	93	100	1000	2018	8	11/08/201	7 220552	52805	(900.00)	Sewer Line Repair Materials
	93 Total								-	
Budget Transfer	94	100	1000	2018	7	11/10/201	7 220552	56004	1,660.00	For ipads for Sewer Collection
Budget Transfer	94	100	1000	2018	7	11/10/201	7 220552	54465	(1,660.00)	For ipads for Sewer Collection
Budget Transfer	94	100	1000	2018	7	11/10/201	7 100601	51304	130.00	APA dues for Plan Commission
Budget Transfer	94	100	1000	2018	1	11/10/201	7 100601	51300	(130.00)	APA dues for Plan Commission
	94 Total								-	
Budget Transfer	95	100	1000	2018	7	11/14/201	7 100650	56004	416.00	Laptop upgrade for M O'Rourke
Budget Transfer	95	100	1000	2018	7	11/14/201	7 100650	54520	(416.00)	Laptop upgrade for M O'Rourke
	95 Total								-	
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100500	52001	50.00	For USB cable
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100500	52002	(50.00)	For USB cable
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100130	51103	100.00	For IMRF
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100130	50101	(100.00)	For IMRF
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100210	54402	100.00	For copier maintenance
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100210	54500	(100.00)	For copier maintenance
	96 Total								-	
Budget Addition	97	100	1000	2018	7	11/16/201	7 100210	54110	2,000.00	For HR Legal
Budget Addition	97	100	1000	2018	7	11/16/201	7 100900	31199	(2,000.00)	For HR Legal
	97 Total								-	
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100220	56004	875.00	For scanner
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100220	56003	(875.00)	For scanner
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100300	52300	100.00	For janitorial/kitchen supplie
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100300	52319	(100.00)	For janitorial/kitchen supplie
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100402	51500	300.00	For EMA new hire testing
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100402	50101	(300.00)	For EMA new hire testing
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100402	52000	40.00	For EMA office supplies
Budget Transfer	96	100	1000	2018	7	11/16/201	7 100402	52314	(40.00)	For EMA office supplies

JE TYPE	JE# BUDGET#	COMPANY	FISCAL YEAR	PERIOD	DATE ACCT-	UNIT ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	96 100	1000	2018		• •		900.00	For 401A-Underbudgeted
Budget Transfer	96 100	1000	2018	7	11/16/2017 100510	50205	(900.00)	For 401A-Underbudgeted
Budget Transfer	96 100	1000	2018	7	11/16/2017 210540	52100	140.00	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 210540	52002	(140.00)	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 210541	L 54513	700.00	Equipment Rental
Budget Transfer	96 100	1000	2018	7	11/16/2017 210541	L 54456	(700.00)	Equipment Rental
Budget Transfer	96 100	1000	2018	7	11/16/2017 220550	52100	140.00	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220550	54110	(140.00)	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	I 52100	50.00	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	L 52304	(50.00)	For refreshment supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	L 52701	900.00	For lab supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	I 52314	(900.00)	For lab supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	L 54402	200.00	For copier maintenance
Budget Transfer	96 100	1000	2018	7	11/16/2017 220551	L 54467	(200.00)	For copier maintenance
Budget Transfer	96 100	1000	2018	7	11/16/2017 220552	52305	900.00	For safey supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 220552	52314	(900.00)	For safey supplies
Budget Transfer	96 100	1000	2018	7	11/16/2017 800223	52310	100.00	Small tools & equipment
Budget Transfer	96 100	1000	2018	7	11/16/2017 800223	52305	(100.00)	Small tools & equipment
	96 Total						-	
Budget Addition	97 100	1000	2018	7	11/16/2017 100400	51305	780.00	Tuition Reimbursement-Fire
Budget Addition	97 100	1000	2018	7	11/16/2017 100900	31199	(780.00)	Tuition Reimbursement-Fire
	97 Total						-	
Budget Transfer	98 100	1000	2018	7	11/20/2017 100220	56003	875.00	Correct Previous Transfer
Budget Transfer	98 100	1000	2018	7	11/20/2017 100222	54520	(875.00)	Correct Previous Transfer
	98 Total						-	
Budget Transfer	99 100	1000	2018	7	11/20/2017 200520	54142	120.00	For background checks
Budget Transfer	99 100	1000	2018	7	11/20/2017 200520	54189	(120.00)	For background checks
	99 Total						-	
Budget Addition	100 100	1000	2018	7	11/20/2017 804530	51205	5,388.00	Unemployment Invoice
Budget Addition	100 100	1000	2018	7	11/20/2017 804900	31199	(5,388.00)	Unemployment Invoice
Budget Addition	100 100	1000	2018	7	11/20/2017 100111	L 56004	454.00	Stand up Workstation-Lisa G
Budget Addition	100 100	1000	2018	7	11/20/2017 100900	31199	(454.00)	Stand up Workstation-Lisa G
Budget Addition	100 100	1000	2018	7	11/20/2017 210541	I 55150	90.00	For WC Medical
Budget Addition	100 100	1000	2018	7	11/20/2017 210900	36302	(90.00)	For WC Medical
Budget Addition	100 100	1000	2018	7	11/20/2017 210541	I 55180	28.00	For liability claims
Budget Addition	100 100	1000	2018	7	11/20/2017 210900	36302	(28.00)	For liability claims
Budget Addition	100 100	1000	2018	7	11/20/2017 210541	L 56001	4,505.00	Repl budget short
Budget Addition	100 100	1000	2018	7	11/20/2017 210900	36303	(4,505.00)	Repl budget short
Budget Addition	100 100	1000	2018	7	11/20/2017 800223	55150	597.00	For WC Medical
Budget Addition	100 100	1000	2018	7	11/20/2017 800900	36302	(597.00)	For WC Medical
Budget Addition	100 100	1000	2018	7	11/20/2017 800223	55221	1,901.00	Copier Repl Prg-Budget Moved
Budget Addition	100 100	1000	2018	7	11/20/2017 800900	31199	(1,901.00)	Copier Repl Prg-Budget Moved

JE TYPE	JE# B	UDGET#	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	100	100	1000	2018	7	11/20/2017	800223	56301	990.00	Office License-Repl Prgram
Budget Addition	100	100	1000	2018	7	11/20/2017	800900	36306	(990.00)	For WC Medical
Budget Addition	100	100	1000	2018	7	11/20/2017	801512	56301	739.00	Office License-Repl Prgram
Budget Addition	100	100	1000	2018	7	11/20/2017	801900	36306	(739.00)	Office License-Repl Prgram
Budget Addition	100	100	1000	2018	7	11/20/2017	801512	54110	1,313.00	WC Legal-CCMSI
Budget Addition	100	100	1000	2018	7	11/20/2017	801900	36302	(1,313.00)	WC Legal-CCMSI
Budget Addition	100	100	1000	2018	7	11/20/2017	801512	55150	3,109.00	WC Medical Payments
Budget Addition	100	100	1000	2018	7	11/20/2017	801900	36302	(3,109.00)	WC Medical Payments
	100 Tot	:al							-	
Budget Transfer	101	100	1000	2018	7	11/21/2017	210540	52002	900.00	For Water Dept manuals
Budget Transfer	101	100	1000	2018	7	11/21/2017	210540	54110	(900.00)	For Water Dept manuals
Budget Transfer	101	100	1000	2018	7	11/21/2017	100510	51401	120.00	For lodging J. Craft
Budget Transfer	101	100	1000	2018	7	11/21/2017	100510	51400		For lodging J. Craft
Budget Transfer	101	100	1000	2018	7	11/21/2017	100402	52314	100.00	For new red box for weather st
Budget Transfer	101	100	1000	2018	7	11/21/2017	100402	52305	(100.00)	For new red box for weather st
Budget Transfer	101	100	1000	2018	7	11/21/2017	800223	52310	200.00	For small tools & equipment
Budget Transfer	101	100	1000	2018	7	11/21/2017	800223	52100	(200.00)	For small tools & equipment
Budget Transfer	101	100	1000	2018	7	11/21/2017	800223	54513	900.00	For crane rental
Budget Transfer	101	100	1000	2018	7	11/21/2017	800223	54010	(900.00)	For crane rental
Budget Transfer	101	100	1000	2018	7	11/21/2017	100500	54402	200.00	For copier maint agreement
Budget Transfer	101	100	1000	2018	7	11/21/2017	100500	54310	(200.00)	For copier maint agreement
	101 Tot	:al							-	
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100600	54640	20,000.00	R/F PO 88382;Home Brew Facade
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100900	31198	(20,000.00)	R/F PO 88382;Home Brew Facade
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100210	54150	7,770.00	R/F PO 89071;Comp Study
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100900	31198	(7,770.00)	R/F PO 89071;Comp Study
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100600	54641	7,347.00	R/F PO 89615;Lundeens CIC Gran
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100900	31198	(7,347.00)	R/F PO 89615;Lundeens CIC Gran
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100650	54644	12,482.00	R/F PO 90815;Stanbridge BIP
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	100900	31198	(12,482.00)	R/F PO 90815;Stanbridge Ext Gr
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200521	56203	142,310.00	R/F 87273;Archon Civil Sub 9
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200900	31198	(142,310.00)	R/F 87273;Archon Civil Sub 9
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200521	56203	177,997.00	R/F 91289;Sub 9 Structure
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200900	31198	(177,997.00)	R/F 91289;Sub 9 Structure
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	210541	56209	7,950.00	R/F 91443;Well 8 VFD Retainage
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	210900	31198	(7,950.00)	R/F 91443;Well 8 VFD Retainage
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	220551	56150	50,558.00	R/F 87696;Trotter;Phosphorus
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		31198		R/F 87696;Trotter;Phosphorus
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	507663	54189	60,000.00	R/F 85833;1st St Env Remediati
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		31198	•	R/F 85833;1st St Env Remediati
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		54189		R/F 85833;1st St; Road Impact
Roll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		31198		R/F 85833;1st St; Road Impact

JE TYPE	JE# BUI	DGET#	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
oll Forward of Budget for Enc	102	100	1000	2018	7			54256		R/F 90572;MAD Security
oll Forward of Budget for Enc	102	100	1000	2018	7			31198	•	R/F 90572;MAD Security
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		56150		R/F 91318; FGM; Police Bldg DE
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	521900	31198		R/F 91318; FGM; Police Bldg DE
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	804530	56301		R/F 89748; DTN; Software
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017		31198		R/F 89748; DTN; Software
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200521	56200	8,250.00	R/F 91176;Fire Alarm Equip
oll Forward of Budget for Enc	102	100	1000	2018	7	11/22/2017	200900	31198	(8,250.00)	R/F 91176;Fire Alarm Equip
G	102 Total	l							-	
udget Addition	103	100	1000	2018	7	11/22/2017	100600	55203	102.00	Recording plat-Culvers-Reimbur
udget Addition	103	100	1000	2018	7	11/22/2017	100999	45100		Recording plat-Culvers-Reimbur
-	103 Total	l							-	
udget Transfer	104	100	1000	2018	7	11/22/2017	100603	54399	1,825.00	B&CE Temp Help
udget Transfer	104	100	1000	2018	7	11/22/2017	100603	50100	(1,825.00)	B&CE Temp Help
	104 Total	l							-	
udget Transfer	105	100	1000	2018	7	11/29/2017	100300	54402	900.00	For copier maintenance
udget Transfer	105	100	1000	2018	7	11/29/2017	100300	54480	(900.00)	For copier maintenance
udget Transfer	105	100	1000	2018	7	11/29/2017	100222	52001	864.00	For new headsets for UB staff
udget Transfer	105	100	1000	2018	7	11/29/2017	100222	54520	(864.00)	For new headsets for UB staff
udget Transfer	105	100	1000	2018	7	11/29/2017	100603	50200	900.00	For B&CE Overtime
udget Transfer	105	100	1000	2018	7	11/29/2017	100603	50100	(900.00)	For B&CE Overtime
udget Transfer	105	100	1000	2018	7	11/29/2017	801512	51105	500.00	401A Underbudgeted for Fleet
udget Transfer	105	100	1000	2018	7	11/29/2017	801512	50205	(500.00)	401A Underbudgeted for Fleet
udget Transfer	105	100	1000	2018	7	11/29/2017	801512	52401	900.00	Fleet vehicle fluids
udget Transfer	105	100	1000	2018	7	11/29/2017	801512	52402	(900.00)	Fleet vehicle fluids
	105 Total	l							-	
udget Transfer	106	100	1000	2018	7	11/29/2017	100401	52904	2,500.00	For CPR Supplies
udget Transfer	106	100	1000	2018	7	11/29/2017	100400	54160	(2,500.00)	For CPR Supplies
udget Transfer	106	100	1000	2018	7	11/29/2017	100123	55203	1,000.00	Recording & filing fees-Clerk
udget Transfer	106	100	1000	2018	7	11/29/2017	100123	54530	(1,000.00)	Recording & filing fees-Clerk
udget Transfer	106	100	1000	2018	7	11/29/2017	800223	50200	1,500.00	OT-Inventory Yard Paving Prep
udget Transfer	106	100	1000	2018	7	11/29/2017	800223	50101	(1,500.00)	OT-Inventory Yard Paving Prep
udget Transfer	106	100	1000	2018	7	11/29/2017	803110	54171	2,618.00	Risk Ins Broker Services
udget Transfer	106	100	1000	2018	7	11/29/2017	803300	54110	(2,618.00)	Risk Ins Broker Services
udget Transfer	106	100	1000	2018	7	11/29/2017		55151	6,600.00	WC TTD Payments-Public Svcs
udget Transfer	106	100	1000	2018	7	11/29/2017	803500	55150	(6,600.00)	WC TTD Payments-Public Svcs
udget Transfer	106	100	1000	2018	7	11/29/2017	803500	55180	8,000.00	General Liab Claims
udget Transfer	106	100	1000	2018	7	11/29/2017	803500	55150	(8,000.00)	General Liab Claims
udget Transfer	106	100	1000	2018	7	11/29/2017	804530	54405	5,000.00	Reallocate Radio Maint/Repairs
udget Transfer	106	100	1000	2018	7	11/29/2017	804530	54455	(5,000.00)	Reallocate Radio Maint/Repairs
	106 Total	l							-	
udget Addition	107	100	1000	2018	7	11/30/2017	220551	56200	7,441,379.00	Frm FY19 budget for Phos/Diges

	JE# BU	DGET#	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	107	100	1000	2018	7	11/30/2017	220999	48300	(7,441,379.00)	Frm FY19 budget for Phos/Diges
	107 Tota	I							-	
Roll Forward Budget for Non PO	108	100	1000	2018	7	11/30/2017		56160	8,750.00	Wildrose Siphon CE WW6040
Roll Forward Budget for Non PO	108	100	1000	2018	7	11/30/2017	220552	59999	(8,750.00)	Wildrose Siphon CE WW6040
Roll Forward Budget for Non PO	108	100	1000	2018	7	11/30/2017	220552	56101	72,930.00	Wildrose Siphon Const WW6040
Roll Forward Budget for Non PO	108	100	1000	2018	7	11/30/2017	220552	59999	(72,930.00)	Wildrose Siphon Const WW6040
	108 Tota	I							-	
Roll Forward Budget for Non PO	109	100	1000	2018	7	11/30/2017		56150	11,300.00	R/F Wildrose Siphon DE WW6040
Roll Forward Budget for Non PO	109	100	1000	2018	7	11/30/2017	220552	59999	(11,300.00)	R/F Wildrose Siphon DE WW6040
	109 Tota								-	
	Grand To	otal							-	
	Chairma	n Covo	rnmont One	arations Com	mittoo		Dato			
	Chairma	in, Gove	rnment Ope	erations Comi	mittee		Date			
		•	·	erations Comi		e	Date Date			
		airman,	Governmen			e				
	Vice Cha	nirman,	Governmen			e	Date			
	Vice Cha	nirman,	Governmen			e	Date			
	Vice Cha	nirman,	Governmen			e	Date			

	AGEND	A ITI	EM EXECUTIVE SUMMARY	Agen	da Item number: 3b			
Approve Funds Transfer Resolutions authorizing budge transfers in the aggregate amount of \$5,642,687.79 for service payments and miscellaneous transfers								
S I N C E 1 8 3 4	Presenter:	Christopher Minick, Director of Finance						
Meeting: Government Operations Committee Date: December 18, 2017								
Proposed Cost: \$	Not Budgeted:							
<b>Executive Summa</b>	<b>ry</b> (if not bu	dgeted	l please explain) <b>:</b>					
	service paym		recorded into the General Fund and subsidize the activities of other fun		*			
2008C, 2009 GO R 2011C GO Refund GO Refunding bon	Refunding boing bond, 20 ad, 2013B, 20	nd, 20 11D C )15A,	nd interest payments for General Color GO Refunding bond, 2011A, GO Refunding bond, 2012A, 2012B, 2016A, 2016B GO Refunding Borond (100) to the Refuse Fund (230) to the Capital Projects Fund (513)	2011B 3 GO F nd. ) for R	GO Refunding bond, Refunding bond, 2013A			

# Attachments (please list):

Funds Transfer Resolution Sheet

# **Recommendation/Suggested Action** (briefly explain):

Approve Funds Transfer Resolutions authorizing budgeted transfers in the aggregate amount of \$5,642,687.79 for debt service payments and miscellaneous transfers

# **Funds Transfer Resolution**

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the following transfers during FY 17/18 and as shown in the budget during that year:

Amount	<u>From Fund</u>	<u>To Fund</u>	<u>Purpose</u>
\$ 127,500.00	305-TIF 4 (First Street)	713-TIF 4 (First Street)	2008A GO debt payment
	Special Revenue Fund	Debt Service Fund	
\$ 560,336.00	100-General Fund	720-2008C GO	2008C GO debt payment
		Debt Service Fund	
\$ 333,125.00	320-TIF 2 (Moline)	709-TIF 2 (Moline)	2009 GO refunding debt
	Special Revenue Fund	Debt Service Fund	payment
\$ 195,225.00	100-General Fund	705-TIF 3 (Mall)	2010C GO refunding debt
		Debt Service Fund	payment
\$ 197,522.26	100-General Fund	723-2011A GO	2011A GO debt payment
		Debt Service Fund	
\$ 17,011.97	200-Electric Fund	723-2011A GO	2011A GO debt payment
		Debt Service Fund	
\$ 11,341.31	210-Water Fund	723-2011A GO	2011A GO debt payment
		Debt Service Fund	
\$ 11,341.31	220-Sewer Fund	723-2011A GO	2011A GO debt payment
		Debt Service Fund	
\$ 25,942.68	100-General Fund	725-2011B GO Refunding	2011B GO refunding debt
		Debt Service Fund	payment
\$ 52,662.50	100-General Fund	726-2011C GO Refunding	2011C GO refunding debt
		Debt Service Fund	payment
\$ 126,824.87	100-General Fund	710-TIF 5 (STC Mfg)	2011D GO refunding debt
		Debt Service Fund	payment
\$ 155,012.63	306-TIF 5 (STC Mfg)	710-TIF 5 (STC Mfg)	2011D GO refunding debt
	Special Revenue Fund	Debt Service Fund	payment
\$ 273,100.00	100-General Fund	721-2012A GO	2012A GO debt payment
		Debt Service Fund (EAB Project)	-
\$ 288,395.64	501-Capital Improvement	721-2012A GO	2012A GO debt payment
	Levy Fund	Debt Service Fund (RG Bridge)	
\$ 702,025.35	100-General Fund	727-2012B GO Refunding	2012B GO refunding debt
		Debt Service Fund	
\$ 328,693.95	200-Electric Fund	727-2012B GO Refunding	2012B GO refunding debt
		Debt Service Fund	

	Amount	From Fund	To Fund	<u>Purpose</u>
\$	110,917.30	210-Water Fund	727-2012B GO Refunding	2012B GO refunding debt
			Debt Service Fund	
\$	211,013.40	220-Sewer Fund	727-2012B GO Refunding	2012B GO refunding debt
			Debt Service Fund	
\$	18,612.84	100-General Fund	713-TIF 4 (First Street)	2013A GO refunding debt
			Debt Service Fund	
\$	268,854.16	305-TIF 4 (First Street)	713-TIF 4 (First Street)	2013A GO refunding debt
		Special Revenue Fund	Debt Service Fund	
\$	159,633.00	308-TIF 7 (Central Downtown)	713-TIF 4 (First Street)	2013A GO refunding debt
		Special Revenue Fund	Debt Service Fund	
\$	21,056.63	100-General Fund	728-2013B GO	2013B GO debt payment
			Debt Service Fund (Capital Projects)	
\$	189,509.68	501-Capital Improvement	728-2013B GO	2013B GO debt payment
		Levy Fund	Debt Service Fund (Capital Projects)	
\$	81,332.01	100-General Fund	729-2015A GO	2015A GO debt payment
			Debt Service Fund (Capital Improv)	
\$	192,658.50	100-General Fund	730-2016A GO	2016A GO debt payment
			Debt Service Fund (Capital Improv)	
\$	42,725.00	100-General Fund	713-TIF 4 (First Street)	2016B GO refunding debt
			Debt Service Fund	payment
\$	124,545.22	100-General Fund	731-2016B GO Refunding	2016B GO refunding debt
			Debt Service Fund	payment
\$	80,000.00	100-General Fund	230-Refuse Fund	For refuse services
\$	54,039.37	100-General Fund	513-Capital Projects Fund	For Police range projects
\$	681,730.21	100-General Fund	501-Capital Improvement	Transfer levy funds
			Levy Fund	collected
	TOTAL:			
\$5	,642,687.79			

\*\*\*\*\*

THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION <b>w</b>	as adopted by the
City Council of the City of St. Charles, Illinois, at the meeting held on the, 2017.	day of
Charles Amenta, City Clerk	

ST. CHARLES SINGE 1834  Prohibiting Sexual Harassmer  Presenter: Jennifer McMahon, Director									
Prohibiting Sexual Harassmer  ST. CHARLES SINCE 1834  Presenter: Jennifer McMahon, Director  Meeting: Government Operations Committee  Date	MARY Agenda Item number: 5a								
Meeting: Government Operations Committee Date	ove an Ordinance Adopting a Police ent for the City of St. Charles								
	nter: Jennifer McMahon, Director of Human Resources								
Proposed Cost: \$0 Budgeted Amount: N/A	Meeting: Government Operations Committee Date: December 18, 2017								
	A Not Budgeted:								
Executive Summary (if not budgeted please explain):									
On November 16, 2017, Public Act 100-0554 became effective and Employees Ethics Act mandating that all governmental uneffective date - an ordinance establishing a policy that prohibit backup material is an ordinance based on the model ordinance. This ordinance adopts a policy prohibiting sexual harassment been reviewed and updated per Public Act 100-0554 by the Cartesian Attachments (please list):	nits adopt - within 60 days after the its sexual harassment. Included in the e drafted by the Illinois Municipal League at the City of St. Charles. This policy has								

Ordinance adopting a Policy Prohibiting Sexual Harassment for the City of St. Charles.

Recommendation/Suggested Action (briefly explain):
Recommendation to approve an Ordinance Adopting a Policy Prohibiting Sexual Harassment for the City of St. Charles

# AN ORDINANCE ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT FOR THE CITY OF ST. CHARLES

**WHEREAS,** the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017;

**WHEREAS,** pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

**WHEREAS,** all prior existing sexual harassment policies of the City of St. Charles shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

**WHEREAS,** should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

**NOW, THEREFORE,** be it ordained by the corporate authorities of the City of St. Charles the following:

Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 2. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles. This ordinance shall be effective as of January 15, 2018.

PRESENTED to the City Council of the city of St. Charles, Illinois, this\_\_\_\_\_\_day January, 2018.

**PASSED** by the City Council of the city of St. Charles, Illinois, this \_\_\_\_\_ day of January, 2018.

APPROVED by the Mayor of the	e city of St. Charles, Illinois, this	day of
January, 2018.		
	Mayor	
	Mayor	
ATTEST:		
City Clerk		
COUNCIL VOTE:		
Ayes:		
Nays:		
Absent:		
APPROVED AS TO FORM:		
City Attorney	_	
Date:		

Exhibit A

### **ANTI-HARASSMENT**

The City of St. Charles strives to create a healthy work environment in which all employees are treated with dignity and respect. Also, any form of discrimination or harassment will not be tolerated. Harassment in the workplace is unacceptable conduct and will not be tolerated by anyone, including any employee, supervisor, elected official, vendor, customer, or any other third party. It is the responsibility of each individual employee to refrain from harassment or discrimination of other employees. It is the right of each individual employee to work in an environment free from harassment.

## **Prohibited Conduct**

This policy prohibits harassment or other workplace discrimination based on an employee's protected status under state and federal law.

Harassment is defined as unwelcome conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sex, sexual orientation, age, color, religious affiliation, national origin, physical or mental disability, ancestry, marital status, military status, unfavorable discharge from military service, order of protected status, or other legally protected status. The City will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment. Consensual sexual relationships between co-workers are strongly discouraged. Consensual sexual relationships between supervisors and their subordinate employees are strongly discouraged.

The conduct forbidden by this policy specifically includes, but is not limited to:

- 1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
- 2. Jokes, kidding, teasing, or practical jokes directed at a person based on his or her protected status.
- 3. Written or graphic material circulated, available on the City's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.
- 4. Any employee mocking or belittling any other employee.
- 5. The City discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

## **Sexual Harassment**

Sexual harassment is a serious offense and is often misunderstood. Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether

the individual engaged in harassment and the individual being harassed are of the same or different genders.

Unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term of employment,
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or
- The conduct has the purpose or effect of substantially interfering with an individual's work
  performance or creating an intimidating, hostile, or offensive working environment.
  This policy forbids harassment based on gender regardless of whether it rises to the level of a
  legal violation.

The City considers the following conduct to represent, but are not limited to, some of the types of acts that violate this harassment policy:

- 1. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, hugging, kissing, etc.
- 2. Physical assaults of a sexual nature, including, but not limited to, coerced sexual intercourse, sexual battery, sexual assault, or rape.
- 3. Unwanted sexual advances, propositions or other sexual comments, including, but not limited to, sexually oriented gestures, noises, leering, remarks, innuendo, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct.
- 4. Sexual or discriminatory displays or publications anywhere in the City workplace by City employees, including, but not limited to, pictures, posters, calendars, graffiti, objects, reading materials, computers, or other materials that are suggestive, demeaning, or pornographic.

# **Subtle Forms of Sexual Harassment**

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation.

# **Employee Responsibility**

Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees should immediately report observed conduct that is unwelcome, offensive, inappropriate, or in poor taste. The employee should notify his or her supervisor or the Director of Human Resources with complaints about alleged problems or violations of this policy at any time. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has

observed an alleged violation of the policy is required to report such conduct. An individual employee who harasses a fellow worker is liable for his/her individual conduct.

# **Supervisor Responsibility**

Each supervisor is responsible for maintaining a workplace free from all forms of harassment and set an example for your employees. This is accomplished by promoting a professional environment and by dealing with harassment like any other form of employee misconduct.

Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the City. Supervisors should inform their staff that such behavior is unacceptable. Supervisors are responsible for ensuring that all of their employees know and understand the law, the harassment policy, and grievance procedures.

Specifically, a supervisor must immediately address an observed incident of harassment or a complaint with seriousness, appropriate disciplinary action, and observe strict confidentiality. Additionally, each supervisor must immediately report to the Director of Human Resources any complaint or observation of conduct which may violate this policy. This also applies to cases where an employee tells the supervisor about behavior considered harassment but does not want to make a formal complaint. A supervisor's failure to make such a report may constitute a violation of this policy.

Supervisors must ensure that no retaliation will result against an employee making a harassment complaint.

# **Complaints of Harassment**

If an employee experiences or witnesses any conduct that he/she believes is inconsistent with this policy, they should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to a supervisor, the Director of Human Resources, and the offending employee. This may be done in writing or orally. Each supervisor must immediately report to Human Resources any complaint or observation of conduct which may violate this policy. The following options are available to employees for making a complaint about harassment:

### **Direct Communication**

If there is harassing behavior in the workplace, the harassed employee should directly and clearly express his/her objection, that the conduct is unwelcome, and request the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing.

# Contact with Supervisory Personnel

At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by this situation, the problem must be promptly reported to a supervisor or to the Director of Human Resources. If the alleged harasser is the immediate

supervisor, the problem should be reported to the next level of supervision or the Director of Human Resources.

# Formal Complaint

An employee may also report incidents of harassment directly to the Director of Human Resources. The Director of Human Resources will counsel the reporting employee and be available to assist with filing a formal complaint. The City will fully investigate the complaint and advise the complainant and alleged harasser of the results of the investigation.

# **Confidentiality**

The City will protect confidentiality by every means legally possible, but confidentiality cannot be completely guaranteed.

# **City Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred. The City might also conclude, depending on the circumstances, that no violation of the policy occurred or that the City cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigation reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the City, then the City will take whatever corrective action is reasonable and appropriate under the circumstances.

After the investigation is finalized, the Department Director or their designee and the Director Human Resources will meet with the complainant and respondent separately to explain the City's findings and any mitigation to stop and prevent future harassment, if applicable.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. The City's policy provides for immediate notice of problems to the City employees and officials, so that problems may be addressed and resolved.

# **Policy Against Retaliation**

The City forbids that any employee treat any other employee or former employee or applicant adversely for making a good-faith complaint of harassment; assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency;

filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above. No one will be retaliated against, even if a complaint made in good faith is not substantiated.

# **False Complaints**

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. False charges refer to cases where the accuser files a sexual harassment complaint that can be proven false. Given the seriousness of the consequence for the accused, a false charge is a severe offense that can itself result in disciplinary action. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

	AGEND	AGENDA ITEM EXECUTIVE SUMMARY Agenda Item number: 4a			
ST. CHARLES SINCE 1834	Title:	Recommendation to approve a proposal for a new Class A6 Liquor License for Anandappa Enterprises, Inc., dba St. Charles BP, LLC located at 1745 W. Main Street, St. Charles.			
	Presenter:	James Keegan, Ch	ief of Police		
Meeting: Govern	ment Operation	ons Committee	Date: Decemb	ber 18, 2017	
Proposed Cost: \$		Budgeted Ar	nount: \$	Not Budgeted:	
This is a request for a new Class A6 liquor license for Anandappa Enterprises, Inc., dba St. Charles BP, LLC located at 1745 W Main St., St. Charles. St. Charles BP, LLC is a gas station/convenience store currently operating in St. Charles.  Pursuant to this item being presented at the Government Operations Committee meeting on December 18, 2017 to seek approval; it will be brought before the Liquor Control Commission meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council meeting scheduled on January 8, 2018 for final approval.					
Attachments (please list): Background Check Liquor License Application Site Plan					

Recommendation/Suggested Action (*briefly explain*):
Recommendation to approve a proposal for a new Class A6 Liquor License for Anandappa Enterprises, Inc., dba St. Charles BP, LLC located at 1745 W. Main Street, St. Charles.

# Police Department

# Memo



Date: 11/21/2017

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-St. Charles BP Gas Station/1745 W. Main Street (A-6)

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

As you are aware, City Council recently modified our city code allowing alcohol sales inside gas station mini-marts as follows (A-6 Class A-6 licenses shall authorize the retail sale of alcoholic liquors in original packages only, and not for consumption on the premises, in gas stations containing convenience stores where the retail sale of packaged alcoholic liquor is secondary to the sale of gasoline products and/or miscellaneous convenience store items and the square footage devoted to the retail sale of alcoholic liquor is ten percent (10%) or less of the gross square footage).

Sales can only occur between 7:00am and 10:00pm daily.

The site location/floor plans and the corresponding application materials were reviewed by my staff. Both Detective Bauwens and I also conducted separate site visits. Dram Shop insurance, alcohol education training and their remaining paperwork was in order. One manager does have a criminal conviction from arrest stemming from a 6-year old case unrelated to alcohol sales.

I recommend alcohol sales subject to City Council approval.

Thank you in advance for your consideration in this matter.

# LIQUOR APPLICANT BACKGROUND CHECK LIST



APPLICANT(S): Eugene Anandappa		
BUSINESS: St. Charles BP		
ADDRESS: 1745 E Main St.		
	REQUESTED	COMPLETED
APPLICATION		X
BUSINESS PLAN/FLOOR PLAN/MENU		X
LEASE (OR LETTER OF INTENT)		X
BASSET CERTIFICATE(S)		X
FINGERPRINTS (ALL MANAGERS)		X
DRAM SHOP (CERTIFICATE OF INSURANCE)		X
TLO		X
I-CLEAR		X
CERTIFICATE OF NATURALIZATION (IF APPLICABLE)	X	Yes a second
POLICE RECORDS CHECK		X
APPLICANT'S HOMETOWN RESIDENCY LETTER		X
ILLINOIS LIQUOR COMMISSION		X
SITE VISIT		X
* COMMENTS:		
INVESTIGATOR ASSIGNED: Detective Eric Bauwe	ens #316	13170
SUPERVISOR REVIEW:	#3.46	

# Police Department

# Memo



To: Commander E. Mahan #346

From: Detective E. Bauwens #316

Re: Liquor License Background, Anandappa Enterprises, INC. dba St. Charles BP, LLC

The purpose of this memo is to document the background investigation for a Liquor License Application. This investigation was done based on the application submitted for an A-6 license for the St. Charles BP, located at 1745 E. Main St.

# Applicant (Owner/Manager)

Eugene C. Anandappa



River Forest, IL 60305

# Manager

Luis Lozano



Aurora, IL 60504

The applicant is the current owner and manager of Anandappa Enterprises, Inc. dba St. Charles BP, LLC at 1745 E. Main St. He is making application to add package sales to his current retail business.

# Site Visit

On 11/16/17 I visited the business location at 1745 E. Main St. I met with the manager, Luis Lozano. Luis advised me they will be using a total of 3 coolers, which are located on *Service, Courage, Professionalism, Dedication* 



the south wall and will be the closest coolers to the cash registers. They will also be using a shelf for alcohol sales. This shelf is located in front of the cash registers and is approximately 11 feet long by 3 feet wide. There will also be a shelf behind the sales counter where spirits will be held for sale. They will be maintaining their current business hours of 0500 hours through 2200 hours. He is aware that no sales will be permitted before 0700 hours. He is also aware the displayed sales area cannot exceed 10 percent of the total sales area. They intend on remaining a gas station with convenient sales and do not intend on becoming a full liquor store. Luis understood the importance of responsible alcohol sales and advised all employees selling alcohol will be Basset certified.

# Records Check

# Eugene Anandappa –

- ➤ I advised Eugene he needed to be fingerprinted. He came to the St. Charles Police Department on 11/16/17 to be fingerprinted. I have not received any response as of this time in regards to the fingerprint inquiry.
- ➤ Eugene is BASSET certified. He completed his training on 10/11/17 through 360trainnig.com dba Learn2Serve.
- ➤ I checked with the Illinois Liquor Commission and was unable to locate a current liquor license and there was no history of revocations.
- ➤ I checked New World and Aegis for contacts with Eugene. All contacts were in regards to his business. These incidents did not cause concern. I also sent a memo to River Forest PD requesting information on any contacts with Eugene.
- ➤ A check of TLOxp (Law Enforcement Database) showed the information concerning his identity to be accurate and no areas of concern were noted.
- Eugene has had no contacts with his Hometown Police Department, River Forest PD.
- ➤ I provided Eugene with a copy of the City of St. Charles Liquor Ordinance.

# Luis Lozano -

Luis advised me he has already been fingerprinted. He was fingerprinted on 10/31/17. We have not received a response from ISP in regards to this submission.

- ➤ I checked New World and found no contacts with Luis. In checking Aegis, I located an arrest by Elgin PD for Unlawful use of sound recording, a class 4 felony. His booking photo was attached and I was able to confirm it was in fact Luis. I checked the Kane County Circuit Clerks web site. On 03/15/12, Luis pled guilty to one count of Unlawful use of sound recording, a Class 4 felony. I did not see any other cases in Kane County.
- ➤ I checked with the Illinois Liquor Commission and was unable to locate a current liquor license and there was no history of revocations.
- ➤ A check of TLOxp (Law Enforcement Database) showed the information concerning his identity to be accurate and no areas of concern were noted.
- ➤ I did check with the Aurora Police Department in regards to any contacts with Luis. I have yet to receive a response from Aurora PD.
- ➤ Luis is BASSET certified. He completed his training on 10/01/17 through 360trainnig.com dba Learn2Serve.

This concludes this Background investigation

ni Summer 316

Respectfully Submitted,

Detective Eric Bauwens # 316

# City of St. Charles, Illinois Liquor Control Commissioner CITY RETAIL LIQUOR DEALER LICENSE APPLICATION

CITY RETAIL LIQUOR DEALER LICENSE APPLICATION  APPLICATION FEE IS NON-REFUNDABLE		AN			
Incomplete applications will not be accepted.  Completed applications may be submitted to:  Two East Main Street, St. Charles, IL 60174-1984					
Date Application Received: New Application Renewal App  Business Name: ST. CHARUS B?	lication License Class:				
APPLICATION CHECKLIST					
Check items to confirm all are attached to this application	Applicant	Office Use Only			
Application Fee					
Completed Application for all questions applicable to your business.	×				
Copy of Lease/Proof of Ownership	×				
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote	. 🗶				
Copy of Articles of Corporation, if applicable.	×				
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled our for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager. It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	' ×				
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	×				
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects, such as pool tables, bar stools, vending/amusement machines; as well as all exits.	×				
Copy of Business Plan, to include:  Hours of Operation Copy of Menu Whether or not live music will be played at this establishment Will there be outdoor seating and/or outdoor designated smoking area Do not include a marketing or financial plan with this business plan					
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary for this business.	NIA				
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	Ø,				
OFFICIAL USE ONLY					
☐ Approved* ☐ Denied Date Approved/Denied:	Customer Number:				
Signature of Mayor, Liquor Control Commissioner Date I	ssued				

\*ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.

APPLICANT INFORMATION					
A. Type of Business: Individual Partnership Corporation Other (explain):					
B. Business Name:	B. Business Name: ANANDAPPA ENTER RISES, INC. ALG. St. CHARLES BP, LLC				
C. Business Addres	5:1745 MAIN ST.	ST. CHARLES,	1L. 60174		
D. II. Tax ID Numbe	E. Business Pho	ne: F. Business	E-mail: Com G. I	Business Website:	
Eawandofter	Eugene ANANAA Dhotmail. com		NAGER	hone No :	
K. If Corporation, C	orporation Name:	JAPPA ENTER	PRISES INC		
	ress (city, state, zip code			REST, 12.60305	
BUSINESS ESTAB	LISHMENT LOCATION IN	NFORMATION			
	A Package □B Restau	rant C Tavern □D	Hotel/Banquet/Arcada/Q-C	enter/Entertainment/Club	
street address):	B. Address applying for liquor license (exact   C. Number of   D. Outside Dining s.f.   E. Holding Bar s.f. [5.08.010-F]:				
F. Total Building s.f	G. Total Number of Seats:	H. Number of Bar Seats:	I. Sale Counter s.f.:	J. Live Entertainment Area s.f. [5.08.010-H]:	
K. Kitchen L. Coo s.f.: s.f.:	s.f.:	N. Seating Area s.f.:	O. Retail/public Area s.f.:	P. Service Bar s.f. [5.08.010-0]:	
Q. Brief Business Plan description based on type of establishment listed above:  We wish to sell packaged liquer including beer, wine and spirit  Are correspont.  MANAGER INFORMATION					
		E C ANAMAA	APA Title: MANA	BOR	
Birthdate irthplace: SRI Lanka Driver's License#: Home Phone:					
Home Address: RNER FORESt. 1L. 60305					
Full Name, include middle initial: LUIS LOZANO Title: MANAGOR					
Birthdat irthplace: Pelo Driver's License#: Home Phone:					
Home Address: Avenue IL 60504					
Full Name, include middle initial: Title:					
Birthdate:	Birthplace:	Driver's License#:	Home I	Phone:	
Home Address:					

# PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY

Mandatory: attach to this application a floorplan or layout of the proposed facility to include the following:

### **CLASS B LICENSES**

- Every application for a Class B license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following (check off once complete):
  - a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;
  - b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);
  - c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.\*\*
- The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner
  may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing
  or as provided on the face of the license.
- 3. A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
- It shall be unlawful for any Class B licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

## **CLASS C LICENSES**

- Every application for a Class C license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale, showing the following (check off once complete):
  - a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;
  - b. The designated use of each room or segregated area (e.g. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas, where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided;
  - c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.\*\*
- The site drawing is subject to the approval of the Local Liquor Commissioner. The Local Liquor Commissioner may
  impose such restrictions as he deems appropriate on any licensee by noting the same on the approved site drawing or
  as provided on the face of the license.
- 3. A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
- It shall be unlawful for any Class C licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

\*\*THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.

COF	RPORATION / PREMISES QUESTIONS				
	If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? Yes 🗆 No				
	Is any individual a naturalized citizen?				
1.	If yes, print name(s), date(s), and place(s) of naturalization:  EUGENE .C. ANANDAPPA 10/30/1990 Chicago.				
2.	List the type of business of the applicant (5.08.070-3):  List the type of business of the applicant (5.08.070-3):				
3.	Number of years of experience for the above listed type of business (5.08.070-4): 35 ys.				
4.	Amount of merchandise that normally will be in inventory when in operation (5.08.070-5): \$				
5.	Location/address and description of business to be operated under this applied for license (5.08.070-6):  1745 E. MAIN ST., ST. CHARLES  Relail sale of packaged lighter.				
6.	Is the premises owned or leased (5.08.070-6A)? 🗵 Owned 🗆 Leased				
7.	If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):				
	Name of Building Owner:				
	Address of Building Owner:				
	Mailing Address of Building Owner (if different):				
	Phone Number: E-mail Address:				
	Name of Building Owner:				
	Address of Building Owner:				
	Mailing Address of Building Owner (if different):				
	Phone Number: E-mail Address:				
	Name of Building Owner:				
	Address of Building Owner:				
	Mailing Address of Building Owner (if different):				
	Phone Number: E-mail Address:				
8.	Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license?  Yes  No  If yes, please list the business name(s) and address(es):				

9.	Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant?   Yes  No  If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued.
10.	Are any improvements planned for the building and/or site that will require a building permit?   Yes  No  If yes, has a building permit been applied for?  Yes  No  If yes, date building permit was applied for with Building & Code Enforcement:
11.	Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)?
12.	Has applicant (and all persons listed on page 1 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)?  Is applicant (and all persons listed on page 1 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances?  Yes  No
13.	List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.  DOES NOT APPLY.  Government Unit:  Date: Location, City/State:  Special Explanations:  Government Unit:  Date: Location, City/State:  Special Explanations:
14.	Have any liquor licenses possessed ever been revoked (5.08.070-9)?

15.	Complete ONLY if yes was answered to the questions above (14):				
	Name: Name of Business:				
	Position with the Business:				
	Date(s) of Denial:				
	Reason(s) for Denial of License:				
16.	Date of Incorporation (Illinois Corporations) (5.08.070-10): $6/26/2002$				
	Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation):				
17.	Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business(5.08.070-11)?  Yes No  Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? Yes No  Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? Yes No  Have you ever been convicted of a gambling offense? Yes No (If a partnership or corporation, include all partners and the local manager(s).)  Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?  Yes No				
18.	Mandatory: All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).  Has this been done?   Yes  No  If yes, date(s):				
19.	Mandatory: Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? Yes No If already furnished, date of delivery:  NOTE: Insurance must be issued from May 1, 20XX – April 30, 20XX in accordance with City code 5.08.060. Request a prorated rate from your insurance company if you are applying for a new license during this timeframe.				

20.	Mandatory: Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?			
	□ Yes ⋈ No			
COM		DITIONAL INFORMATION		
		OR LATE NIGHT PERMIT TO LIQUOR LICENSE FOR CLASS E	3/C	
To: St	t. Charles Li	quor Control Commission	Da	re:
Inow	possess or	have applied for a liquor license	Class	
Applic	cant's Name	2:		
Name	of Business	s:		
Busine	ess Address	8		to the second of
Busin	ess Phone:			
		PERMIT APPLIED FOR	ha Airea Aha ara-	and the forward
		Night Permit fee is required at to		int is issued.
	2:00 a.m. La	ate Night Permit – fee of \$2,300.	00	
	Class E - Outdoor	mits that may be available upon i - Special Event License (1 to 3-da r Dining Permit (Contact Commu	y event @ \$100	
SIGNA	TURES			
1	Applica	ant Signature	10/30/2017 Date	

	I to have B.A.S.S.E.T training on this page take alcoholic liquor sales. Include copies , if needed.		
Name: (First) Luis	(Last) LOZAVO	(Middle)	Manager
Home Street Address: 189	3 CATTAIL CR.		
City, State, Zip:	DEA 11 60504		
Date of Course: (0) 01	2017 Place Course was Taken.	: Online Jean 2.	Serve
Birthdate: 10 101 11968	Certificate Granted:	Expiration:	0502/10/01
Name: Engene (Mrst)	anandeppa (Last) 6 Franklin Ave	(Middle)	Manager
City, State, Zip: Kives For	rest, 11. 60305	1 . (	7
Date of Course: 10/11/201	7 Place Course was Taken:	Online Learn &	erre
Birthdate: 1/4/1943	Certificate Granted:	Expiration:	10 11 2020
Name: Mary (First)	Bielinski (Last)	(Middle)	Manager
Home Street Address:			
City, State, Zip:		. /	
Date of Course: 10/29/20	Place Course was Taken:	On line Leara 2	Serve
Birthdate:	Certificate Granted: 10/29/2017	Expiration:	
Name: (First)	(Last)	(Middle)	Manager
Home Street Address:			
City, State, Zip:			-
Date of Course:	Place Course was Taken:		
Birthdate:	Certificate Granted:	Expiration:	

# **NEW MANAGEMENT REQUIREMENTS**

B.A.S.S.E.T. TRAINING

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.

It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

Business Name: ST. CHARES BP, LLC.	
SIGNATURES	
Applicant's Signature	Notary & Data "OFFICIAL SEAL"  Seal: MARY ELLEN THIS LEMANN Hotary Public, State of Illinois My Commission Expires 01/11/19
☐ Liquor Commissioner hereby directs City Clerk to issu	ue permit indicated above.
Liquor Commissioner's Signature	Date

AD	DENDUM TO RETAIL LIQUOR LICENSE APPLICATION
To	be completed by the City of St. Charles Police Department
Da	te: Name of Applicant:
	11/16/17 EUGENE ANANDAPPA
Na	me of Business:
	ST. CHARLOS BP
Ad	dress of Business: Ward Number:
	1745 E. MAIN ST.
То	Liquor Control Commissioner, City of St. Charles, Illinois
	suant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in
effe	ct for the investigation of an applicant for a Retail Dealer's Liquor License:
1.	Date on which applicant will begin selling retail alcoholic liquors at this location:
2.	Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their
2.	•
	wives/husbands or children; or any military or naval station?
3.	If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a
3.	regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal
	17
	business?
	If you are word to and a
	If yes, answer a, b and c:  a. State the kind of such business:
	b. Give date on which applicant began the kind of business named at this location:
	c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934,
	and carried on continuously since such time by either the applicant or any other person?
	☐ Yes ☐ No
	2 163 2 110
4.	If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been
	licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? $\Box$ Yes $\Box$ No $\sqrt{A}$
	incensed for the sale of alcoholic liquor at retail prior to the establishment of such church?
	If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original
	alcoholic liquor license was issued therefore?
5.	Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes?
J.	
	□ Yes 🖈 No
•	
6.	Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such
	other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.)
	□ Yes    No
7.	If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of
	Alcoholic Liquor, state the kind and nature of such business: A Yes No GAS STATION TO RACE

8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural
	light or artificial white light so that all parts of the interior shall be clearly visible?
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision
	thereof, such as county, city, etc.?   Yes No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are
	minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for
	such minors?
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training
	completion for each manager. All certificates for managers have been submitted:
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions?
	G Yes □ No
	If no, state exceptions:
	Have all persons named in this application been fingerprinted?   ✓ Yes □ No
13.	
13.	Fingerprinted by: E. Burnen 316 Date: 11/16/17
14.	Other necessary data:
SIGN	IATURES
	ORSEMENTS AND APPROVALS
INVE	STIGATING OFFICER
/	in Samon 316 DOTECTIVE
Cr	Investigating Officer Signature Badge Number & Rank
END	ORSEMENT OF THE CHIEF OF POLICE
Recor	mmend Issuink Liquor License: Yes No
	Jan 16 11-21-17
	Signature Of Chief of Police Date

**REVISION NUMBER:** 

TIFFANY1CKC



COVERAGES

# CERTIFICATE OF LIABILITY INSURANCE

10/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT Tiffany Leal				
Cooper & Allison Insurance Agency, LLC 100 Tower Dr. Ste 129	PHONE (A/C, No, Ext): (630) 908-4200	FAX (A/C, No):			
Burr Ridge, IL 60527	ADDRESS: tleal@cooper-ins.com				
	INSURER(S) AFFORDING CO	NAIC#			
	INSURER A : Allied Property & Casualt	y Insurance Company	42579		
INSURED	INSURER B : Lloyds of London		085202		
Anandappa Enterprise, Inc. dba: St. Charles BP LLC 1745 E. Main St.	INSURER C:				
	INSURER D:				
Saint Charles, IL 60174	INSURER E :				
	INSURER F:				

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD

**CERTIFICATE NUMBER:** 

NSR LTR	TYPE OF INSURANCE		ADDL SUBR	POLICY NUMBER	POLICY NUMBER POLICY EFF	POLICY EXP	LIMITS				
A	X	COMMERCIAL GENER	AL LIABILITY					EACH OCCURRE	NCE	s	1,000,000
		CLAIMS-MADE	X OCCUR		ACPBPAL3008407296	09/01/2017	09/01/2018	DAMAGE TO REM PREMISES (Ea oc	(TED	\$	300,000
								MED EXP (Any on		3	5,00
								PERSONAL & AD			1,000,000
	CE	N'L AGGREGATE LIMIT A	DDI IEC DED					GENERAL AGGR	S. 162 (109 (100 (100 (100 (100 (100 (100 (100		2,000,000
	X	POLICY PRO-	LOC					PRODUCTS - CO	No. of the last of	\$	2,000,000
		OTHER								\$	
Α	AUI	TOMOBILE LIABILITY						COMBINED SING (Ea accident)	LE LIMIT	\$	1,000,000
	ANY AUTO				ACPBAPC3008407296 09/01/2017	09/01/2017	09/01/2018	BODILY INJURY	Per person)	\$	
		OWNED AUTOS ONLY	SCHEDULED					BODILY INJURY	Per accident)	\$	
	X	HIRED X	NON-SWINED					PROPERTY DAM/ (Per accident)	AGE	\$	
										\$	
A	X	UMBRELLA LIAB	X OCCUR					EACH OCCURRE	NCE	s	2,000,000
		EXCESS LIAB CLAIMS-MADE		ACPCAA3008407296	09/01/2017	09/01/2018	AGGREGATE		\$	2,000,000	
		DED RETENTIO	N S							\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER EXECUTIVE				1	09/01/2018	PER	OTH- ER	×		
			EXECUTIVE T/N		ACPWCD3008407296 09/01/2017 0		E L EACH ACCID	ENT	\$	1,000,000	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	D3	N/A				E.L. DISEASE - EA	A EMPLOYEE	s	1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - POLICY LIMIT		\$	1,000,000	
В		uor Liability			LIQ/226922	11/01/2017	11/01/2018	Com. Single	Limit		1,000,000

CERTIFICATE HOLDER	CANCELLATION
City of St. Charles 2 E. Main Street	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Saint Charles, IL 60174	AUTHORIZED REPRESENTATIVE

RAIN ST.

# Illinois BASSET SELLER / SERVER CERTIFICATION

Trainee Name: Mary Bielinski

Date of Completion: 10/29/2017

**School Name:** 

360training.com dba Learn2Serve

certify that the above named person successfully completed an approved Learn2Serve Seller/Server course.

This course provides necessary knowledge and techniques for the responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



# Corporate Headquarters

13801 Burnet Rd., Suite 100 Austin, Texas 78727 P: 877.881,2235

# Illinois BASSET SELLER / SERVER CERTIFICATION

Trainee Name: Eugene Anandappa

Date of Completion: 10/11/2017

**School Name:** 

360training.com dba Learn2Serve

I,\_\_\_\_\_\_
certify that the above named person successfully completed an approved

Learn2Serve Seller/Server course.

This course provides necessary knowledge and techniques for the responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to <a href="mailto:support@360training.com">support@360training.com</a>.



Corporate Headquarters

13801 Burnet Rd., Suite 100 Austin, Texas 78727 P: 877.881.2235

# Illinois BASSET SELLER / SERVER CERTIFICATION

Trainee Name: Luis Lozano

Date of Completion: 10/01/2017

**School Name:** 

360training.com dba Learn2Serve

certify that the above named person successfully completed an approved Learn2Serve Seller/Server course.

This course provides necessary knowledge and techniques for the responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



Corporate Headquarters

13801 Burnet Rd., Suite 100 Austin, Texas 78727 P: 877.881.2235

	AGEND	A IT	EM EXECUTIVE SUMMARY	Agen	da Item number:	6a	
ST. CHARLES SINCE 1834	Title:	the (	Recommendation to Approve a Resolution Authorizing the Mayor and he City Clerk of the City of St. Charles to Approve the Award of a Mongoose 184 Trailer Sewer Cleaner to Sewer Equipment of Illinois nd to Sell the Replaced Sewer Cleaner #1726.				
Presenter: Michael Shortall, Purchasing and Inventory Control Division Manager							
Meeting: Government	nent Operation	ns Co	ommittee Date: Decemb	er 18,	2017		
Proposed Cost: \$ 5	50,091.30		Budgeted Amount: \$ 70,000		Not Budgeted:		
<b>Executive Summa</b>	ry (if not bu	dgete	d please explain):				
of Illinois for this year. Public Services staff has found this is the most user friendly machine and best option for their needs. In addition, Environmental Services presently runs a much larger version of this machine and has had good results. We are also requesting approval to sell the replaced sewer cleaner, #1726. The replacement trailer was approved by the City Fleet Committee and also through the FY 17-18 budget.							

# **Attachments** (please list):

Detailed list of bid obtained from NJPA vendor.

Resolution

# **Recommendation/Suggested Action** (briefly explain):

Recommendation to Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of a Mongoose 184 Trailer Sewer Cleaner to Sewer Equipment of Illinois and to Sell the Replaced Sewer Cleaner #1726.

City of St.	Charles,	Illinois
Resolution	No	

A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Approve the Award of a Mongoose 184 Trailer Sewer Cleaner to Sewer Equipment of Illinois and to Sell the Replaced Sewer Cleaner #1726.

	nd to Sell the Replaced Sewer Cleaner 41726.
Presented of	& Passed by the
City Council o	on, 2017
·	
PRESENTED to the City Council of December, 2017	of the City of St. Charles, Illinois, thisday
PASSED by the City Council of the December, 2017	e City of St. Charles, Illinois thisday of
APPROVED by the Mayor of the O December, 2017	City of St. Charles, Illinois, thisday of
	Raymond P. Rogina, Mayor
ATTEST:	
City Clerk	
COUNCIL VOTE:	
Ayes:	
Nays: Absent:	
AUSCIII.	

Abstain:



Sewer Equipment of Illinois

4405 Roberts Rd ~ Island Lake, IL 6004

Phone: 847-865-3390 Fax: (815) 801-4405

www.sewerequipmentofillinois.com

Sales: Roberto Fausto 815-440-9043

Date: 08/07/17

Company: St Charles
Address: 200 Devereaux Way

City-State-Zip: St. Charles, IL 60085

Contact: Tony Bellafiore Phone: 630-377-4462

Email: tbellafiore@stcharlesil.gov

MIPA AVVAN

Contract # 022014-SCA

# MONGOOSE 184 ~ Trailer Mounted High Pressure Sewer Cleaner



### **ENGINE & PUMP FEATURES:**

2.5L FORD ENGINE W/ FULL SHROUD
UDOR 18 GPM @ 4000 PSI RUN DRY WATER PUMP
NEMA 4 CONTROL PANEL

**HOUR METER** 

AUTO SHUTDOWN - FOR HIGH ENGINE TEMP & LOW OIL PRESSURE

RECIRCULATION SYSTEM

**GAUGE PACKAGE** 

BYPASS / FLOW CONTROL VALVE

**PULSATION SYSTEM** 

### **HOSE REEL & HOSE OPTIONS:**

ROTATING HOSE REEL w/ INDUSTRIAL SWIVEL BEARING (7.5 degree locking points)

500' of 1/2" SEWER HOSE, 4000 PSI RATING

AIR PURGE SYSTEM

FOOTAGE METER

ADDITIONAL 100' OF 1/2" SEWER HOSE

AIR PURGE SYSTEM

WASHDOWN SYSTEM W/GUN AND 25' OF HOSE

## **WATER TANK & FILL OPTIONS:**

300 GALLON BLACK POLY WATER TANK
2.5" FILL SYSTEM W/ 25' FILL HOSE, ADAPTER AND STORAGE RACK

# **LIGHTING OPTIONS**

LED FLOOD LIGHT
LED STROBE LIGHT

## **TRAILER**

SINGLE AXLE FRAME, 6000# GVWR with ELECTRIC BRAKES & 2-5/16" BALL HITCH D.O.T. TRAILER LIGHTING PACKAGE with SIDE MARKERS
(1) TOP OPENING STEEL TOOLBOX
ELECTRIC BRAKES 2 5/16 BALL HITCH

### **ADDITIONAL UPGRADES & ACCESSORIES**

10' LEADER HOSE

**BB HOSE GUIDE** 

FINNED NOZZLE EXTENSION

**CLEANING NOZZLE** 

PENETRATOR NOZZLE

WARTHOG WS NOZZLE ~ WITH SERVICE KIT

**NOZZLE RACK** 

USB OPERATOR / OWNER MANUAL

WIRELESS REMOTE PENDANT CONTROL

(2) UPGRADE TO FRONT OPENING ALUMINUM TOOLBOX

\* SPECIAL PAINT- PAINTED ALL BLACK INCLUDING ENGINE SHROUD AND HOSE REEL



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NEW, equipped as above: \$ 55,657

NJPA 10% DISCOUNT (\$-5565.70)

**ESTIMATED TOTAL** 

\$50,091.30





Demo Model shown with Optional Features

# **TERMS & CONDITIONS:**

- \* Quote is valid for 30 days
- \* Quote is net of any/all applicable Sales Tax
- \* Freight not included

CUSTOMER APPROVAL:		Required Section:		
		NJPA Member Number		
Company Name		Purchase Order Number		
Delivery Address:		City / State / Zip		
Name	Title	Date		
		ind return by email to @DOHENYS.COM		

or fax to (815) 801-4405

# Shortall, Mike

From:

Bellafiore, Tony

Sent:

Friday, November 10, 2017 8:16 AM

To:

Shortall, Mike

Cc:

Reineking, AJ

Subject:

**Public Services Trailer Jetter for Council** 

# Mike,

Attached is the information on the trailer jetter that we would like to purchase this year. As we discussed, This vendor has been awarded the NJPA Bid this year. Our salesman, Robert Fausto has assured me that he will hold the price for the Mongoose 184 Trailer. Operationally, we have found that this is the most user friendly machine and best option for our needs. Environmental Services also presently runs a much larger version of this machine and has had good results. We have budgeted \$70,000 for this replacement from 801510/56001-0/MV5705. Please let me know when we can take this to Council so I can follow-up with Robert and get this trailer in assembly.

Thank you, Tony Bellafiore

**Tony Bellafiore** | Public Works Division Manager 2 E. Main Street, St. Charles, IL 60174-1984

phone: 630.377.4462 | fax: 630.513.7442 | www.stcharlesil.gov

tbellafiore@stcharlesil.gov

CITY OF ST CHARLES, ILLINOIS