VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

FINANCE & PUBLIC WORKS COMMITTEE

Monday, August 13, 2018 - 6:45 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Finance Minutes from July 9, 2018

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

DEPARTMENT REPORTS

2. Public Works Department Report
3. Treasurer Report, Sikich
4. Waste Water, Test

NEW BUSINESS

5. Discussion and possible recommendation to the Village Board on reviewing check disbursement report for payment of $324,395.18 (Roll Call)
6. Discussion and possible recommendation on pay request #1 from Rock Road Companies on the 2018 MFT Maintenance Program in the amount of $232,051.61 (Roll Call)
7. Review of IEPA 2018 Annual Evaluation of the water distribution for the Village of Poplar Grove
8. Discussion and possible recommendation on **Ordinance 18-19** to purchase real property located at 100 East Street from the Boone County Tax Trustee (Roll Call)

9. Discussion and possible recommendation on property for Well # 5 and Well #6 (Roll Call)

10. Discussion of Ordinance Title 1, Chapter 10, Purchase Policy & Procedures.

ADJOURNMENT (Voice Vote)

KJA 08/10/2018

Village of Poplar Grove
Committee of the Whole
Finance & Public works
Minutes of July 9, 2018

The Finance and Public Works Committee of the Whole was called to order by President Owen Costanza at 7:03 pm in the Village Hall.

Present:
Present by roll call were, Trustees Neeley Erickson, Eric Miller, Erin Walsh and Sophia Ramdass. Clerk Karri Anderberg, Attorney Roxanne Sosnowski, President Owen Costanza, Administrator Diana Dykstra,

Phone Participation
No phone participation
Agenda:
A motion was made by Walsh 2nd by Miller to approve the agenda as presented. Motion was carried by voice vote.
Minutes:
A motion was made by Walsh 2nd by Miller to approve the minutes as presented. Motion was carried by voice vote. Erickson noticed that the time that village board started there was a typo and that they're was a typo in the amount of bills
A motion was made by Erickson 2nd by Miller to approve the minutes with the corrections. Motion passed by voice vote.

Public Comment: No public comment.

Treasurer's Report: no questions for the treasurer

Public works department: Road project 90% done.

Test: No Questions for Test.

NEW BUSSINESS:

Check Disbursement Review:
A motion was made by Miller 2nd by Walsh to recommend to the Board for payment of $120,886.02
Motion was carried 4-0-2 by roll call vote with Erickson, Miller, Walsh, and Ramdass all Voting yes.

Discussion and possible recommendation to the Village Board to send up to (7) village board members and / or designated village staff members to the 2018 IML Training Conference in Chicago, Illinois September 20th through September 22nd at a maximum reimbursable cost per individual of $1,400.00

A motion was made by Walsh 2nd by Miller to recommend to the Village Board to send up to (7) village board members and / or designated village staff members to the 2018 IML Training Conference in Chicago, Illinois September 20th through September 22nd at a maximum reimbursable cost per individual of $1,400.00. Motion was carried 4-0-2 by roll call vote with Erickson, Miller, Walsh, and Ramdass all Voting yes
Some trustees feel that the Village should only send half the board to IML due to the cost.

An amended motion was made by Erickson 2nd by Walsh to recommend to the Village Board to send up to 4 village board members and/ or designated village staff member to the 2018 IML training conference in Chicago, Illinois September 20th through September 22nd at a maximum reimbursable cost per individual of $1,400.00. Motion was carried 4-0-2 by roll call vote with Erickson, Miller, Walsh, and Ramdass all Voting yes

Discussion on possible purchase of electronic devices for the Village Board room:

A motion was made by wash 2nd by Miller to discuss electronic devices for the village board room. Last month the board approved a meeting management system there will no longer be full paper packets. Village clerk is looking for some directions on what type of electronic devices the board would like to go with. The board feels that either a chrome book or an ipad type device would be best. The Clerk will look at what is out there and order them.

A motion was made by Walsh 2nd by Miller to adjourn the meeting. Motion to carried by Voice Vote. Meeting was adjourned at 7:22pm

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Karri Anderberg

VILLAGE OF POPLAR GROVE
"A Great Place to Call Home"
200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargrove.com

Public Works Monthly Report for July 2018

- Continued to mow and will spray as weather permitted
- Staff responded to utility work orders, Julie Locates, and resident concerns
- Read water meters, handle door notices and any water shut off requests.
- Worked with the HVAC contractor to review issues with our system; purchased a dehumidifier for Village Hall; will look into more permanent install for offices.
- Street Sweeping continued on an interim basis during the month. The contractor continued to have staff issues. Other options are being investigating for future sweeping since the project was not completed.
- Fire Extinguishers were serviced at all facilities. NWWTP had (2) replaced and (3) serviced. SWWTP had (4) recharged. Village Hall had (5) recharged, (2) serviced. Edson Shop were serviced.
- Shouldering/Reclaiming was contracted with Boone County for Orth, Whiting, and Quail Trap Roads.
- Painting of Crosswalks, and placement of caution pedestrian signs were completed by the end of the month.
- Installation of Sherman Oaks Park Equipment was completed, along with the landscaping. We will be ordering Children At Play signs to display around the area. A purple dinosaur spring was also installed.
- Village Hall Parking lot crack sealing quotes were received, and contact was made to move forward with the sealing of the parking lot for late August.
- Sherman Oaks Subdivision crack sealing of (4) blocks was completed by staff. Boone County provided equipment and low cost materials to complete. We will be doing a cost analysis to determine if this was more productive than outsourcing with the entire staff being consumed for the week.
- Part-time seasonal laborer leaves after August 10th.
- Knolls Arboretum was sprayed and cut

Submitted by: D.Dykstra

Work Order List

Monday, August 6, 2018

Work Order	Type Service Address	Status	Scheduled Date Customer Name	Completed Date Account #	Result
18-000469	FINAL READ 126 BOEING TRAIL	Completed	07/03/2018 DARREN ROWE	07/03/2018 0019027000	COMPLETED
18-000472	METER REPAIR 14021 ASHWIN LANE	Completed	07/03/2018 CASEY SCHWEBKE	07/03/2018 0014021000	COMPLETED
18-000473	TURN WATER ON 211 W EDSON STREET	Completed	07/05/2018 CHRIS BAATZ	07/05/2018 0011070900	COMPLETED
18-000474	FINAL READ 411 SPRINGMEADOW DRIVE	Completed	07/05/2018 THOMAS & SHERRY JOH	07/05/2018 0011811000	COMPLETED
18-000475	FINAL READ 229 N STATE STREET	Completed	07/05/2018 ROGER SWOPE	07/05/2018 0011283000	COMPLETED
18-000478	TURN WATER OFF 218 W EDSON STREET	Completed	07/11/2018 CORY NATHAN	07/11/2018 0011059700	COMPLETED
18-000479	TURN WATER ON 218 W EDSON STREET	Completed	07/13/2018 CORY NATHAN	07/13/2018 0011059700	COMPLETED
18-000477	METER REPAIR 204 SUMMIT STREET	Completed	07/13/2018 TODD FITCHIE	07/13/2018 0011268000	COMPLETED
18-000481	METER REPAIR 223 CRESS CREEK TRAIL	Completed	07/17/2018 COLIN MCBRIDE	07/17/2018 0019081400	COMPLETED
18-000480	FINAL READ 107.5 S STATE STREET	Completed	07/19/2018 COMPLETE REALTY & PR	07/19/2018 0011132B00	COMPLETED
18-000482	METER REPAIR 105 W GROVE STREET	Completed	07/20/2018 MILAN MORTIMER	07/20/2018 0011287000	COMPLETED
18-000483	FINAL READ 108 N STATE STREET	Completed	07/23/2018 BARBARA PETTIJOHN	07/23/2018 0011034000	COMPLETED
18-000485	FINAL READ 127 RAY STREET	Completed	07/24/2018 DANIEL & VICTORIA HE	07/23/2018 0011154000	COMPLETED
18-000484	FINAL READ 521 WACO WAY	Completed	07/25/2018 GARY ROGALSKI	07/25/2018 0012038100	COMPLETED
18-000487	FINAL READ 4158 CHANDAN BLVD	Completed	07/26/2018 AARON & SARA MARKUSO	07/26/2018 0014157200	COMPLETED
18-000486	FINAL READ 130 SHERMAN LANE	Completed	07/27/2018 RYAN GOODE	07/27/2018 0011417000	COMPLETED
18-000492	FINAL READ 407 BROOKE LINSEE PLACE	Completed	07/30/2018 DONALD & JANINA DARA	07/30/2018 0011660000	COMPLETED
18-000491	OTHER 220 RIDGESTONE TRAIL	Completed	07/30/2018 LARRY DURBIN	07/30/2018 0018081A00	COMPLETED
18-000489	FINAL READ 13549 ROUTE 76	Completed	07/30/2018 GENERATIONS DENTAL	07/30/2018 0013001100	COMPLETED
18-000490	RE-READ METER 428 SHERMAN LANE	Completed	07/30/2018 ROSA M. ELIZARRARAS	07/30/2018 0011760500	COMPLETED
18-000488	FINAL READ	Completed	07/30/2018	07/31/2018	COMPLETED

Work Order	Type Service Address	Status	Scheduled Date Customer Name	Completed Date Account #	Result
	13547 ROUTE 7.6		GENERATIONS DENTAL	0013001000	

Village of Poplar Grove

Accounting Services

Progress Report – August 6, 2018

The Sikich accounting services team will be visiting the Village generally one day a month and providing remote assistance, as needed. This is an update on current projects and projects for the future. Please let the Village Administrator know if there are any questions that you have and we will be happy to respond.

Recently Completed Items

- The Village bank accounts have been reconciled through July 2018. Financial statements have been issued to the board through July 2018.
- Payroll was processed for the August 3, 2018 pay date.
- Review FY19 budget information entered into BS&A.

Items for Sikich to Complete:

- Process August 17, 2018 & August 31, 2018 Payrolls.
- Assist the Village with August 2018 bank reconciliations.
- Review FY18 annual audit.

08/06/2018 CASH SUMMARY BY BANK
FROM 07/01/2018 TO 07/31/2018

Bank Code / GL Number	Description	Beginning Balance 07/01/2018	Total Debits	Total Credits	Ending Balance 07/31/2018
OPER COMMINGLED OPERATING ACCOUNT					
01-00-1020	CASH IN BANK	1,939,385.65	133,740.38	97,412.19	1,975,713.84
20-00-1020	MFT CASH IN BANK	425,856.50	9,741.19	288.46	435,309.23
31-00-1020	CASH IN BANK	227,044.61	152,752.94	70,290.21	309,507.34
32-00-1020	CASH IN BANK	194,214.25	0.00	0.00	194,214.25
90-00-1020	CASH IN BANK	192,589.03	35.30	17.65	192,606.68
	COMMINGLED OPERATING ACCOUNT	2,979,090.04	296,269.81	168,008.51	3,107,351.34
DCEO DCEO GRANT MONEY MARKET					
01-00-1030	DCEO GRANT BANK ACCOUNT	25,141.02	5.27	0.00	25,146.29
	DCEO GRANT MONEY MARKET	25,141.02	5.27	0.00	25,146.29
BNDMM DEBT SERVICE FUND MONEY MARKET					
32-00-1030	MONEY MARKET	27,307.43	5.72	0.00	27,313.15
	DEBT SERVICE FUND MONEY MARKET	27,307.43	5.72	0.00	27,313.15
MFTMM MFT MONEY MARKET					
20-00-1040	MFT MONEY MARKET	116,655.28	24.45	0.00	116,679.73
	MFT MONEY MARKET	116,655.28	24.45	0.00	116,679.73
	TOTAL - ALL FUNDS	3,148,193.77	296,305.25	168,008.51	3,276,490.51

August 2, 2018

TEST Inc.
2323 Fourth Street
P.O. Box 483
Peru, Illinois 61354
815-224-1650
800-659-4659
FAX 815-224-1688
www.testinc.com

Client: Village of Poplar Grove
Attn: Owen Costanza, Village President
200 Hill Street
P.O. Box 01
Poplar Grove, IL 61065

Plant Type: Wastewater Treatment Plants: North: Class II Sequential batch reactors (SBR).
South: Class I Sequential batch reactors (SBR).
Water Treatment Plants: Well Supply with Chemical Addition in all three locations

Enclosed you will find the daily inspection and monitoring reports for each water plant, the distribution system testing record.

Outlined below is the flow at each wastewater plant and the actions taken during the past month in Poplar Grove to improve the facilities equipment.

Wastewater flow information:

South Wastewater Plant Discharge Totals (June 2018)

Influent:	Total:	9.550	MG	**Effluent:**	Total:	8.819	MG
	Ave:	0.308	MGD		Ave:	0.284	MGD
	Max:	0.670	MGD		Max:	1.227	MGD
	Min:	0.171	MGD		Min:	0.115	MGD

North Wastewater Plant Discharge Totals (June 2018)

Influent:	Total:	20.464	MG	**Effluent:**	Total:	18.911	MG
	Ave:	0.660	MGD		Ave:	0.610	MGD
	Max:	1.905	MGD		Max:	2.145	MGD
	Min:	0.290	MGD		Min:	0.265	MGD

Improvements Completed July 2018

General:

- We have been moving forward and trending in the right direction with the operations of the plants.
- Our part time employee, Jim has been working out great, he is fully trained and up to speed.

- We have our hitch mouth crane put together and use it often. It is working out really nice.



Lift Stations:

- All pumps manually tested.
- Dry wells have been inspected.
- Inspected wet well areas & floats and cleaned as needed.
- All routine checks and tests performed for the month.
- Pulled pump at Waco lift station, found bad impeller, changed pump at Waco lift station. Have parts on order to replace bad impeller and wear ring.
- Fixed stuck check valve at Waco Lift station.
- Cleaned grease out of all lift stations for what we can without vacuum truck.
- Pump out ground water from all valve vaults.
- Tested all alarm functions on lift stations to insure there working as they should.
- Test ran all generators under load to insure they will work when needed.

North WWTP:

- Got spare Sam unit put back together and ready for install if needed. Will hook up and test run at the next available time to insure it will work without issue before install.



- Cleaned rags and build up out of inlet screen.
- Cleaned check valve at lift station with in plant.
- Pulled Sanitary pump for lift station within plant because upon cleaning of check valve we found it was not pumping properly, it has been sent out for repair.
- Cleaned sand filters.
- Decanted digesters.
- Trimmed out of control weed around tanks, building and equipment.
- Finished sludge barn cleaning.
- Exercised portable generators.
- All Required IEPA testing was completed for the month.

South WWTP:

- Decanted all 3 digesters.
- Pulled screen up change brushes to find out it was put together wrong the last time it was apart (Under MCO) we have ordered the right parts we need to get it back to 100% proper.
- Clean solids out of UV channel.
- Fixed air lines on decanter on both SBRs.(will be replacing them) They are old and brittle and keep braking.
- Transferred sludge from Digester 2 to 3.
- Ordered parts to fix both Chemical recirculating pumps that have seal failures.
- Trimmed out of control weeds around building and tanks.
- All Required IEPA testing was completed for the month.

Water System:

- All water plant numbers and chemicals were checked daily and adjusted if necessary.
- We had out IEPA inspection. Went well. Once we receive the written copy I will make sure everyone gets a copy and I will be happy to answer any questions.
- Pumped out and inspected interconnect, getting a quote to have inspected and tested to insure it is working properly.
- Test ran well 6 wasted out of the hydrant so the water didn't go in to the distribution system in case there was an issue), will be putting back online as a backup well (same way we use well 2). We collected samples and couldn't not find large amounts of sand.
- Enlarged Chemical line at well 4 (Countryside or west system) for a better Chlorine in the distribution system.
- All required IEPA testing was completed during the past month.

All operations and plant inspections have been performed by me or under my direct supervision. If you have any questions concerning the above, please do not hesitate to contact me.

Submitted by,
Total Environmental Service Technologies, Inc.

Ion Stear
Certified Operator

VILLAGE OF POPLAR GROVE - SOUTH
FOR THE MONTH OF JUNE 2018
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

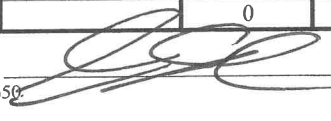
IL0070300
MONTHLY OPERATING REPORT

		Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator
Date	Time	Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	Initials
31	10:15	440698	143	1856	2.2	4755.10	0	160.00	1.0	0.49	105	7.00	0.98	463.60	2.00	WB
1	10:15	440841	69	1858.2	1.1	4755.10	0	159.00	1.0	1.31	98	6.00	0.94	461.60	1.00	WB
2	10:00	440910	68	1859.3	1.1	4755.10	0	158.00	1.0	2.00	92	2.00	1.35	460.60	1.00	MS
3	9:30	440978	143	1860.4	2.3	4755.10	0	157.00	1.0	2.00	90	8.00	1.57	459.60	2.20	MS
4	10:45	441121	106	1862.7	1.6	4755.10	0	156.00	1.0	2.07	82	5.00	1.07	457.40	0.80	WB
5	10:10	441227	116	1864.3	1.9	4755.10	0	155.00	1.0	0.42	77	6.00	0.95	456.60	0.60	WB
6	11:00	441343	81	1866.2	1.1	4755.10	0	154.00	1.0	1.87	71	4.00	1.34	456.00	0.40	WB
7	11:30	441424	131	1867.3	2.3	4755.10	0	153.00	1.0	1.56	67	7.00	1.54	455.60	0.40	WB
8	10:30	441555	68	1869.6	1	4755.10	0	152.00	0.0	1.02	60	2.00	1.16	455.20	0.40	WB
9	8:00	441623	67	1870.6	1.1	4755.10	0	152.00	1.0	0.29	58	8.00	0.99	454.80	0.20	MS
10	9:30	441690	69	1871.7	1.1	4755.10	0	151.00	0.0	0.79	50	1.00	1.19	454.60	0.60	MS
11	10:30	441759	62	1872.8	1	4755.10	0	151.00	0.0	1.34	49	3.00	1.63	454.00	0.60	WB
12	11:30	441821	70	1873.8	1.1	4755.10	0	151.00	1.0	1.80	46	3.00	1.66	453.40	0.40	JGS
13	11:15	441891	70	1874.9	1.1	4755.10	0	150.00	0.5	1.95	43	2.00	1.98	453.00	0.20	JGS
14	10:30	441961	134	1876	2.1	4755.10	0	149.50	0.5	2.07	41	9.00	1.51	452.80	0.60	JGS
15	11:00	442095	73	1878.1	1.2	4755.10	0.36	149.00	2.0	0.41	32/142	0.00	0.90	452.20	0.00	JGS
16	8:00	442168	72	1879.3	1.1	4755.46	0	147.00	1.0	0.90	142	2.00	0.87	452.20	0.40	JGS
17	7:37	442240	143	1880.4	2.3	4755.46	0	146.00	2.0	2.00	140	5.00	1.53	451.80	0.20	JGS
18	7:30	442383	82	1882.7	1.9	4755.46	0	144.00	5.0	1.49	135	3.00	0.92	451.60	0.00	JGS
19	8:32	442465	73	1884.6	0.5	4755.46	0	139.00	-3.0	1.00	132	6.00	0.36	451.60	0.80	JGS
20	10:20	442538	71	1885.1	1.1	4755.46	0	142.00	0.0	1.01	126	2.00	0.87	450.80	0.40	JGS
21	10:44	442609	73	1886.2	1.2	4755.46	0	142.00	1.0	0.56	124	4.00	0.76	450.40	0.40	JGS
22	10:14	442682	10	1887.4	0.1	4755.46	0	141.00	0.5	0.75	120	0.00	0.78	450.00	0.40	JGS
23	7:50	442692	144	1887.5	2.3	4755.46	0	140.50	1.5	0.58	120	4.00	0.76	449.60	2.60	JGS
24	11:50	442836	69	1889.8	1.1	4755.46	0	139.00	1.0	0.75	116	5.00	1.08	447.00	1.20	MS
25	11:10	442905	75	1890.9	1.2	4755.46	0	138.00	0.0	0.66	111	0.00	0.89	445.80	1.40	JGS
26	10:12	442980	76	1892.1	1.2	4755.46	0	138.00	2.0	0.49	111	2.00	0.50	444.40	1.40	JGS
27	10:30	443056	77	1893.3	1.2	4755.46	0	136.00	2.0	0.66	109	1.00	0.50	443.00	1.40	JGS
28	8:50	443133	81	1894.5	1.3	4755.46	0	134.00	0.0	0.67	108	4.00	0.58	441.60	1.40	JGS
29	9:55	443214	78	1895.8	1.3	4755.46	0	134.00	1.0	0.65	104	1.00	0.61	440.20	1.50	JGS
30	7:45	443292	140	1897.1	2.2	4755.46	0	133.00	1.0	1.26	103	4.00	0.80	438.70	2.30	JGS
1	07:15	443432		1899.3		4755.46		132.00		0.59	99		1.76	436.40		JGS
							0									
TOT			2734				0			35.41			34.33			
AVE			88				0			1.11			1.07			
MAX			144				0			2.07			1.98			
MIN			10				0			0.29			0.36			

SIGNATURE: Jon Stear
PHONE [redacted]-1650

VILLAGE OF POPLAR GROVE - WEST **IL0070350**
FOR THE MONTH OF JUNE 2018 **MONTHLY OPERATING REPORT**
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

		Flow Meter		Hour Meter Well 4		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator
Date	Time	Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	Initials
31	8:30	267752	55	5995.11	1.2	160.00	1.0	1.22	122	1.00	0.94	439.20	0.80	WB
1	8:50	267807	50	5996.31	1.1	159.00	1.0	1.32	121	1.00	1.06	438.40	0.20	WB
2	10:30	267857	54	5997.41	1.16	158.00	0.0	0.30	120	2.00	0.49	438.20	0.90	MS
3	10:00	267911	52	5998.57	1.15	158.00	0.5	0.84	118	4.00	1.29	437.30	0.50	MS
4	8:50	267963	53	5999.72	1.12	157.50	0.5	0.30	114	0.00	0.92	436.80	0.90	WB
5	8:30	268016	54	6000.84	1.2	157.00	1.0	1.06	114	2.00	1.07	435.90	0.60	WB
6	9:20	268070	51	6002.04	1.13	156.00	0.0	0.87	112	1.00	1.17	435.30	1.20	WB
7	9:40	268121	51	6003.17	1.13	156.00	0.5	0.73	111	1.00	1.37	434.10	0.50	WB
8	8:40	268172	52	6004.3	1.13	155.50	0.5	0.59	110	1.00	1.05	433.60	1.10	WB
9	9:00	268224	51	6005.43	1.11	155.00	1.0	0.73	109	1.00	1.18	432.50	0.80	MS
10	10:00	268275	53	6006.54	1.17	155.00	1.0		108	3.00	1.43	431.70	0.70	MS
11	8:40	268328	51	6007.71	1.1	154.00	0.0	0.69	105	3.00	1.14	431.00	0.80	WB
12	9:30	268379	51	6008.81	1.12	154.00	1.0	0.54	102	0.00	0.99	430.20	0.60	JGS
13	9:30	268430	53	6009.93	1.15	153.00	1.0	0.16	102	1.00	0.82	429.60	0.60	JGS
14	9:20	268483	52	6011.08	1.13	153.00	2.0	1.01	101	2.00	0.85	429.00	0.60	JGS
15	9:15	268535	0	6012.21	0	153.00	0.0	0.18	99	0.00	0.49	428.40	0.40	JGS
16	7:27	268535	54	6012.21	1.16	153.00	0.0	0.31	99	0.00	0.88	428.00	1.00	JGS
17	7:05	268589	103	6013.37	2.25	153.00	0.0	0.18	99	5.00	0.74	427.00	1.40	JGS
18	9:31	268692	51	6015.62	1.12	153.00	0.0	0.46	94	2.00	0.96	425.60	0.60	JGS
19	10:04	268743	1	6016.74	0.03	153.00	0.0	0.52	92	0.00	1.00	425.00	0.00	JGS
20	9:00	268744	52	6016.77	1.12	153.00	0.0	0.50	92	1.00	0.93	425.00	0.70	JGS
21	9:10	268796	49	6017.89	1.05	153.00	0.0	0.63	91	3.00	1.12	424.30	0.60	JGS
22	9:00	268845	52	6018.94	1.1	153.00	0.0	0.56	88	2.00	1.20	423.70	0.70	JGS
23	7:10	268897	51	6020.04	1.14	153.00	2.0	0.60	88	1.00	1.38	423.00	1.00	JGS
24	11:00	268948	50	6021.18	1.05	151.00	0.0	0.23	88	2.00	1.33	422.00	0.40	MS
25	8:50	268998	54	6022.23	1.16	151.00	0.0	0.47	86	4.00	1.33	421.60	0.90	JGS
26	8:50	269052	53	6023.39	1.14	151.00	0.0	0.48	82	-5.00	1.11	420.70	0.80	JGS
27	9:15	269105	53	6024.53	1.14	151.00	1.0	0.70	87	6.00	1.31	419.90	0.80	JGS
28	7:15	269158	53	6025.67	1.12	151.00	0.0	0.31	81	1.00	1.58	419.10	0.90	JGS
29	8:30	269211	51	6026.79	1.1	151.00	1.0	0.28	80	1.00	1.87	418.20	1.00	JGS
30	7:15	269262	52	6027.89	1.1	150.00	1.0	0.68	79	3.00	1.35	417.20	0.80	JGS
31														
1	7:50	269314		6028.99		149.00			76		1.15	416.40		JGS
TOT			1562					17.45			35.50			
AVE			50					0.58			1.11			
MAX			103					1.32			1.87			
MIN			0					0.16			0.49			

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VILLAGE OF POPLAR GROVE - NORTH
FOR THE MONTH OF JUNE 2018
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

IL0070150
MONTHLY OPERATING REPORT

		Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator
Date	Time	Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	Initials
31	8:15	148574535	116768	10050	0	19289.70	5.20	160.00	1.0	0.87	73	6.00	1.19	50.00	0.50	WB
1	8:15	148691303	139547	10050	0	19294.90	6.30	159.00	1.0	0.85	67	7.00	1.15	49.50	0.50	WB
2	10:58	148830850	138677	10050	0	19301.20	6.20	158.00	2.0	1.12	60	10.00	1.31	49.00	0.25	MS
3	10:30	148969527	111668	10050	0	19307.40	5.10	156.00	2.0	1.23	50	4.00	1.06	48.75	0.25	MS
4	8:30	149081195	134670	10050	0	19312.50	6.10	154.00	1.0	0.79	46	7.00	0.82	48.50	0.50	WB
5	8:15	149215865	123807	10050	0	19318.60	5.60	153.00	1.5	0.82	39	7.00	0.79	48.00	0.50	WB
6	9:00	149339672	115017	10050	0	19324.20	5.20	151.50	0.5	0.81	32	6.00	0.66	47.50	0.50	WB
7	9:20	149454689	129865	10050	0	19329.40	5.90	151.00	1.0	0.96	26	6.00	1.34	47.00	0.50	WB
8	8:20	149584554	121430	10050	0	19335.30	5.30	150.00	2.0	0.84	20/140	6.00	1.07	46.50	0.50	WB
9	9:20	149705984	129371	10050	0	19340.60	6.00	148.00	1.0	1.14	134	6.00	1.40	46.00	0.50	MS
10	10:45	149835355	115815	10050	0	19346.60	5.20	147.00	2.0	0.54	128	7.00	0.80	45.50	0.25	MS
11	8:15	149951170	112019	10050	0	19351.80	5.10	145.00	1.0	0.89	121	4.00	1.16	45.25	0.25	WB
12	8:30	150063189	113818	10050	10.9	19356.90	5.10	144.00	1.0	0.96	117	6.00	0.88	45.00	0.25	IS
13	8:30	150176987	117963	10060.9	0	19362.00	5.30	143.00	3.0	0.80	111	0.00	1.23	44.75	0.25	JGS
14	8:42	150194450	217143	10060.9	0	19367.30	5.20	140.00	0.0	0.70	111	13.00	1.12	44.50	0.50	JGS
15	8:15	150411593	131060	10060.9	0	19372.50	5.90	140.00	0.0	0.77	98	6.00	1.37	44.00	0.00	JGS
16	7:00	150542653	124716	10060.9	0	19378.40	3.50	140.00	2.0	0.93	92	7.00	1.11	44.00	0.50	JGS
17	6:45	150667369	134430	10060.9	0	19384.50	5.50	138.00	1.0	1.06	85	6.50	1.01	43.50	0.50	JGS
18	8:45	150801799	140378	10060.9	0	19390.00	6.20	137.00	2.0	0.86	78.5	11.50	1.19	43.00	0.50	JGS
19	10:37	150942177	98188	10060.9	0	19396.20	4.50	135.00	1.0	1.20	67	5.00	0.77	42.50	0.50	JGS
20	8:15	151040365	106905	10060.9	0	19400.70	4.80	134.00	2.0	0.98	62	5.00	1.16	42.00	0.00	JGS
21	8:30	151147270	105156	10060.9	0	19405.50	4.60	132.00	0.0	0.77	57	7.00	1.33	42.00	0.50	JGS
22	8:00	151252426	106979	10060.9	0	19410.10	4.50	132.00	1.0	0.93	50	7.00	1.02	41.50	0.00	JGS
23	6:50	151359405	123906	10060.9	0	19414.60	5.70	132.00	2.0	0.80	43/100	4.00	1.01	41.50	0.50	JGS
24		151483311	117855	10060.9	0	19420.30	5.30	130.00	1.5	1.08	96	7.00	0.75	41.00	0.50	MS
25	8:15	151601166	123138	10060.9	0	19425.60	5.40	128.50	1.5	1.20	89	7.00	1.15	40.50	0.50	JGS
26	8:15	151724304	110915	10060.9	0	19431.00	4.90	127.00	1.0	0.84	82	3.00	1.26	40.00	0.50	JGS
27	8:43	151835219	110559.4	10060.9	0	19435.90	4.90	126.00	1.0	0.59	79	8.00	1.15	39.50	0.50	JGS
28	9:20	151945778.4	114754.6	10060.9	0	19440.80	5.10	125.00	2.0	1.05	71	8.00	0.95	39.00	0.00	JGS
29	8:05	152060533	129038.2	10060.9	0	19445.90	5.50	123.00	0.0	0.75	65/100	6.00	0.88	39.00	0.50	JGS
30	9:00	152189571.2	123978	10060.9	0	19451.40	5.60	123.00	1.5	0.95	94	7.00	1.59	38.50	1.50	JGS
1	08:00	152313549.2		10060.9		19457.00		121.50		0.73	87		1.30	37.00		JGS
TOT			3839534				165			28.81			34.98			
AVE			123856				5			0.90			1.09			
MAX			217143				6			1.23			1.59			
MIN			98188				4			0.54			0.66			

SIGNATURE: Jon Stear
PHONE: 815-284-1650

VILLAGE OF POPLAR GROVE
FOR THE MONTH OF JUNE 2018
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

DAILY DISTRIBUTION MONITORING REPORT

	North System (Wells 2 & 3)				West System (Well 4)				South System (Wells 5 & 6)					Flouride Analysis				
Date	Site #	Free Cl_2	Total Cl_2	PO_4	Site #	Free Cl_2	Total Cl_2	PO_4	Site #	Free Cl_2	Total Cl_2	PO_4	Operator Initials	1.0 mg.L Standard	Well #2	Well #3	Well #4	Well#5-6
1	Fire Station	0.49		1.59	Tower	0.29		0.58	Tower	0.38		1.18	WB	1.00		0.74	0.58	0.95
2																0.56	0.47	2.70
3																0.61	0.71	3.10
4	Fire Station	0.56		1.56	Tower	0.24		0.54	Tower	0.52		1.24	WB	1.00		0.85	0.51	1.80
5	Village Hall	0.39		1.76	Tower	0.29		0.56	Tower	0.41		1.33	WB	1.00		0.80	0.63	0.26
6	Bullard St.	0.25		0.38	Tower	0.25		0.55	Tower	0.21		1.09	WB			0.87	0.67	0.88
7	School	0.47		1.63	Tower	0.17		0.57	Tower	0.25		1.09	WB	1.00		0.63	0.69	1.00
8	Village Hall	0.19		1.77	Garage	0.16		0.72	Tower	0.17		1.16	WB			0.71	0.74	0.49
9														1.00		0.74	0.83	0.28
10																0.42	0.89	0.49
11	Fire Station	0.78		1.37	Tower	0.16		0.63	Tower	0.17		1.18	WB			0.82	0.64	1.40
12	Village Hall	0.76		0.99	Garage	0.15		0.83	Tower	0.15		1.22	IS			0.55	0.78	1.70
13	Village Hall	0.23		1.81	Tower	0.1		0.45	Tower	0.25		1.37	JGS	1.00		0.60	0.61	2.00
14	Village Hall	0.18		1.71	Tower	0.2		0.65	Tower	0.3		1.08	JGS			0.48	1.20	1.90
15	Village Hall	0.19		2.04	Tower	0.18		0.8	Tower	0.12		1.27	JGS			0.63	0.49	0.27
16																0.67	0.62	0.47
17																1.10	0.61	0.58
18	Village Hall	0.19		1.88	Tower	1.4		0.72	Tower	0.57		1.25	JGS			0.85	0.58	0.47
19	Village Hall	0.1		1.9	Tower	0.08		0.72	Tower	0.52		1.28	JGS	1.00		0.63	0.82	0.18
20	Village Hall	0.15		1.76	Tower	0.12		0.65	Tower	0.4		1.22	JGS			0.87	0.64	0.18
21	Village Hall	0.1		1.9	Tower	0.1		0.66	Tower	0.53		1.21	JGS			0.81	0.75	0.18
22	Village Hall	0.11		1.97	Tower	0.14		0.7	Tower	0.27		1.03	JGS			0.90	0.92	0.21
23														1.00		0.57	0.65	0.24
24																1.10	0.61	0.49
25	Village Hall	0.1		2.05	Tower	0.1		0.5	Tower	0.48		2.15	JGS			0.46	0.55	0.36
26	Village Hall	0.34		2.47	Tower	0.1		0.48	Tower	0.35		0.94	JGS			0.56	0.67	0.14
27	Village Hall	0.6		1.82	Tower	0.08		0.62	Tower	0.44		0.94	JGS			0.54	0.92	0.18
28	Village Hall	0.45		1.85	Tower	0.1		0.67	Tower	0.44		0.96	JGS	1.00		0.56	1.10	0.33
29	Village Hall	0.18		2.04	Tower	0.08		0.85	Tower	0.62		0.94	JGS			0.76	0.87	0.26
30																0.83	0.84	0.52
31																		

17

Signature: Jon Stear

PHONE: 815-224-1650

DMR Copy of Record

Permit

Permit #:	IL0071447	Permittee:	POPLAR GROVE, VILLAGE OF	Facility:	POPLAR GROVE SOUTH STP, VILLAGE OF
Major:	Yes	Permittee Address:	200 HILL ST POPLAR GROVE, IL 61065	Facility Location:	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Permitted Feature:	INF Influent Structure	Discharge:	INF-L INFLUENT MONITORING		

Report Dates & Status

Monitoring Period:	From 06/01/18 to 06/30/18	DMR Due Date:	07/25/18	Status:	NetDMR Validated

Considerations for Form Completion

BOW ID: W0070150006

Principal Executive Officer

First Name:	Christopher	Title:	Certified Operator	Telephone:	815-224-1650
Last Name:	Perra				

No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI		Quantity or Loading Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Quality or Concentration Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	–	Sample						=	141.42					19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.							Req Mon MO AVG					19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
00530	Solids, total suspended	G - Raw Sewage Influent	0	–	Sample						=	229.5					19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.							Req Mon MO AVG					19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	–	Sample	=	0.308	=	0.67	03 - MGD									99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD								0	99/99 - Continuous	
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

POPLAR GROVE, VILLAGE OF

User:	ebumgarner
Name:	Elaine Bumgarner
E-Mail:	ebumgarner@testinc.com
Date/Time:	2018-07-24 14:13 (Time Zone: -05:00)

Report Last Signed By

User:	CHRISPERRA
Name:	Chris Perra
E-Mail:	cperra@testinc.com
Date/Time:	2018-07-25 07:43 (Time Zone: -05:00)

DMR Copy of Record

Permit

Permit #:	IL0071447	Permittee:	POPLAR GROVE, VILLAGE OF	Facility:	POPLAR GROVE SOUTH STP, VILLAGE OF
Major:	Yes	Permittee Address:	200 HILL ST POPLAR GROVE, IL 61065	Facility Location:	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Permitted Feature:	001 External Outfall	Discharge:	001-0 STP OUTFALL		

Report Dates & Status

Monitoring Period:	From 06/01/18 to 06/30/18	DMR Due Date:	07/25/18	Status:	NetDMR Validated

Considerations for Form Completion

BOW ID: W0070150006; DMF LOAD LIMITS DISPLAYED.

Principal Executive Officer

First Name:	Christopher	Title:	Certified Operator	Telephone:	815-224-1650
Last Name:	Perra				

No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI		Quantity or Loading Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Quality or Concentration Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
					Sample								=	8.01	=	7.49	19 - mg/L		03/DW - 3 Days Every Week	GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Permit Req.								>=	6.25 MN WK AV	>=	5 DAILY MN	19 - mg/L	0	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
					Sample						=	7.07			=	7.83	12 - SU		03/DW - 3 Days Every Week	GR - GRAB
00400	pH	1 - Effluent Gross	0	--	Permit Req.						>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU	0	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
					Sample	<	2.764	=	4.74	26 - lb/d			<	1.167	=	2	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00530	Solids, total suspended	1 - Effluent Gross	0	--	Permit Req.	<=	250 MO AVG	<=	500 DAILY MX	26 - lb/d			<=	12 MO AVG	<=	24 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
					Sample								=	18.357			19 - mg/L		01/30 - Monthly	CP - COMPOS
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Permit Req.									Req Mon MO AVG			19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Value NODI															
					Sample	=	0.183	=	0.386	26 - lb/d			=	0.0774	=	0.163	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	--	Permit Req.	<=	31 MO AVG	<=	113 DAILY MX	26 - lb/d			<=	1.5 MO AVG	<=	5.4 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
					Sample			=	0.253	26 - lb/d					=	0.107	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	8 - Other Treatment, Process Complete	0	--	Permit Req.			<=	79 WKLY AVG	26 - lb/d					<=	3.8 WKLY AVG	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
					Sample	=	0.925			26 - lb/d			=	0.3907			19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Permit Req.	<=	21 MO AVG			26 - lb/d			<=	1 MO AVG			19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
					Sample	=	0.284	=	1.227	03 - MGD									99/99 - Continuous	
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD								0	99/99 - Continuous	
					Value NODI															
					Sample										=	0	19 - mg/L		CL/OC - Chlorination/Occurances	GR - GRAB
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Permit Req.										<=	.05 DAILY MX	19 - mg/L	0	CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI															
					Sample										=	620	13 - #/100mL		03/DW - 3 Days Every Week	GR - GRAB
X 74055	Coliform, fecal general	1 - Effluent Gross	0	--	Permit Req.										<=	400 DAILY MX	13 - #/100mL	1	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
					Sample	<	3.157	=	7.106	26 - lb/d			<	1.333	=	3	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Permit Req.	<=	209 MO AVG	<=	417 DAILY MX	26 - lb/d			<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

Parameter Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledge
74055	Coliform, fecal general	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. (Error Code: 1)	Yes

Comments

Attachments

No attachments.

DMR Copy of Record

Permit

Permit #:	IL0071447	**Permittee:**	POPLAR GROVE, VILLAGE OF	**Facility:**	POPLAR GROVE SOUTH STP, VILLAGE OF
Major:	Yes	**Permittee Address:**	200 HILL ST POPLAR GROVE, IL 61065	**Facility Location:**	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Permitted Feature:	INF Influent Structure	**Discharge:**	INF-L INFLUENT MONITORING		

Report Dates & Status

Monitoring Period:	From 06/01/18 to 06/30/18	**DMR Due Date:**	07/25/18	**Status:**	NetDMR Validated

Considerations for Form Completion

BOW ID: W0070150006

Principal Executive Officer

First Name:	Christopher	**Title:**	Certified Operator	**Telephone:**	815-224-1650
Last Name:	Perra				

No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI		Quantity or Loading Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Quality or Concentration Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	--	Sample						=	141.42				19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.							Req Mon MO AVG				19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
00530	Solids, total suspended	G - Raw Sewage Influent	0	--	Sample						=	229.5				19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.							Req Mon MO AVG				19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	--	Sample	=	0.308	=	0.67	03 - MGD									99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD								0	99/99 - Continuous	
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

POPLAR GROVE, VILLAGE OF

User:	ebumgarner
Name:	Elaine Bumgarner
E-Mail:	ebumgarner@testinc.com
Date/Time:	2018-07-24 14:13 (Time Zone: -05:00)

Report Last Signed By

User:	CHRISPERRA
Name:	Chris Perra
E-Mail:	cperra@testinc.com
Date/Time:	2018-07-25 07:43 (Time Zone: -05:00)

DMR Copy of Record

Permit

Permit #:	IL0071447	**Permittee:**	POPLAR GROVE, VILLAGE OF	**Facility:**	POPLAR GROVE SOUTH STP, VILLAGE OF
Major:	Yes	**Permittee Address:**	200 HILL ST POPLAR GROVE, IL 61065	**Facility Location:**	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Permitted Feature:	001 External Outfall	**Discharge:**	001-0 STP OUTFALL		

Report Dates & Status

Monitoring Period:	**From 06/01/18 to 06/30/18**	**DMR Due Date:**	07/25/18	**Status:**	**NetDMR Validated**

Considerations for Form Completion

BOW ID: W0070150006; DMF LOAD LIMITS DISPLAYED.

Principal Executive Officer

First Name:	Christopher	**Title:**	Certified Operator	**Telephone:**	815-224-1650
Last Name:	Perra				

No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI		Quantity or Loading Qualifier 1	Quantity or Loading Value 1	Quantity or Loading Qualifier 2	Quantity or Loading Value 2	Quantity or Loading Units	Quality or Concentration Qualifier 1	Quality or Concentration Value 1	Quality or Concentration Qualifier 2	Quality or Concentration Value 2	Quality or Concentration Qualifier 3	Quality or Concentration Value 3	Quality or Concentration Units	Std Ex	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample								=	8.01	=	7.49	19 - mg/L		03/DW - 3 Days Every Week	GR - GRAB
					Permit Req.								>=	6.25 MN WK AV	>=	5 DAILY MN	19 - mg/L	0	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
00400	pH	1 - Effluent Gross	0	--	Sample						=	7.07			=	7.83	12 - SU		03/DW - 3 Days Every Week	GR - GRAB
					Permit Req.						>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU	0	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample	<	2.764	=	4.74	26 - lb/d			<	1.167	=	2	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.	<=	250 MO AVG	<=	500 DAILY MX	26 - lb/d			<=	12 MO AVG	<=	24 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Sample								=	18.357			19 - mg/L		01/30 - Monthly	CP - COMPOS
					Permit Req.									Req Mon MO AVG			19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Value NODI															
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	--	Sample	=	0.183	=	0.386	26 - lb/d			=	0.0774	=	0.163	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.	<=	31 MO AVG	<=	113 DAILY MX	26 - lb/d			<=	1.5 MO AVG	<=	5.4 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
00610	Nitrogen, ammonia total [as N]	8 - Other Treatment, Process Complete	0	--	Sample			=	0.253	26 - lb/d					=	0.107	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.			<=	79 WKLY AVG	26 - lb/d					<=	3.8 WKLY AVG	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample	=	0.925			26 - lb/d			=	0.3907			19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.	<=	21 MO AVG			26 - lb/d			<=	1 MO AVG			19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	0.284	=	1.227	03 - MGD									99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD								0	99/99 - Continuous	
					Value NODI															
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample										=	0	19 - mg/L		CL/OC - Chlorination/Occurances	GR - GRAB
					Permit Req.										<=	.05 DAILY MX	19 - mg/L	0	CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI															
X 74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample										=	620	13 - #/100mL		03/DW - 3 Days Every Week	GR - GRAB
					Permit Req.										<=	400 DAILY MX	13 - #/100mL	1	03/DW - 3 Days Every Week	GR - GRAB
					Value NODI															
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample	<	3.157	=	7.106	26 - lb/d			<	1.333	=	3	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
					Permit Req.	<=	209 MO AVG	<=	417 DAILY MX	26 - lb/d			<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L	0	03/DW - 3 Days Every Week	CP - COMPOS
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

Parameter Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledge
74055	Coliform, fecal general	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. (Error Code: 1)	Yes

Comments

Attachments

No attachments.

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/06/2018	OPER	24380	T60001847533	ADVANCED DISPOSAL	ADD'L CONTAINERS NEIGHBORS NIGHT 6/	01-52-4224	10.40
08/06/2018	OPER	24381	114-8976058-3046666	AMAZON.COM	WHYNTER RPD95 PORTABLE DEHUMIDIFIER	01-50-4301	397.16
		24381	114-5330403-2758627		3 PKS OF 3 JACKSON SMOKE LENS SAFET	01-53-4302	40.20
		24381	114-3639191-3963420		3 PKS OF 3 JACKSON CLEAR LENS SAFET	01-53-4302	36.45
							473.81
08/06/2018	OPER	24382	68153	BOONE COUNTY SHOPPER	DISPLAY AD FOR PUBLIC WORKS DIRECTO	01-50-4209	91.20
08/06/2018	OPER	24383	I-PASS 7192018	CARD SERVICE CENTER ILLINOISTOLLWAY.COM	CONFERENCE TOLL FEE-CLERK	01-50-4205	1.10
		24383	IML 105TH CONF.	ILLINOIS MUNICIPAL LEAGUE	IML CONF. OWEN COSTANZA-PRESIDENT	01-50-4207	310.00
		24383	IML 105TH CONF.	ILLINOIS MUNICIPAL LEAGUE	IML CONF. ERIC MILLER-TRUSTEE	01-50-4207	310.00
		24383	2018-HANDBOOK	ILLINOIS MUNICIPAL LEAGUE	2018 ZONING HANDBOOKS X3	01-50-4209	80.00
		24383	7746-752018	ILLINOIS CITY/COUNTY MGMT. ASSOC.	ILCMA CORPORATE MANAGER MEMBERSHIP/	01-50-4217	257.25
		24383	980275	MUNICIPAL CLERKS OF ILLINOIS	REG. MCI INSTITUTE ONLINE COURSE-CL	01-50-4221	610.00
		24383	IML 105TH CONF.	ILLINOIS MUNICIPAL LEAGUE	IML CONF. KARRI ANDERBERG-CLERK	01-50-4221	310.00
		24383	256/NQ2	DOUBLE TREE BY HILTON	MCI CONF. CLERK 7/19-7/22/18	01-50-4221	243.60
		24383	07222018-9:36AM	CASEY'S GENERAL STORE #2226	GAS FOR PW TRUCK FOR CLERKS CONF.	01-53-4303	70.12
		24383	1017841	METAL SUPERMARKETS ROCKFORD	HOT ROLL SQUARE TUBING 2-20" L PIEC	31-75-4302	32.22
		24383	200033535-PO21157	ILLINOIS SECTION AMERICAN WATER	L/S MAINTENANCE TRAING FOR STAFF	31-75-4500	30.00
							2,254.29
08/06/2018	OPER	24384	1233092031JULY2018	COMED	COMMUNITY STREET LIGHTINGS 5/18-6/1	01-53-4230	3,735.81
		24384	1233092031JULY2018		DUSK 2 DAWN STREET LIGHTING 5/18-6/	01-53-4230	69.27
		24384	0507019070JULY18		RT 173 W/T & W#3 6/4-7/3/18	31-70-4204	666.35
		24384	1419002002JULY2018		228 BOEING TRL W/T 6/4-7/3/18	31-70-4204	56.69
		24384	1659118047JULY2018		100 S STATE ST. W#2 6/4-7/3/18	31-70-4204	63.03
		24384	5379007025JULY2018		4870 WOODSTOCK RD W#5&6 6/4-7/3/18	31-70-4204	1,025.81
		24384	5691014002JULY2018		4420 MENGE LN W#4 6/4-7/3/18	31-70-4204	575.76
		24384	0099144153JULY2018		502 WACO WAY L/S 6/4-7/3/18	31-75-4204	82.76
		24384	0699087057JULY2018		12305 RT 76 L/S 6/4-7/3/18	31-75-4204	37.22
		24384	0798466001JULY2018		105 BULLARD ST. L/S 6/4-7/3/18	31-75-4204	109.61
		24384	1923071033JULY2018		610 S STATE ST. NWWTP 6/4-7/3/18	31-75-4204	3,872.65
		24384	2151017026JULY2018		13505 HARVEST WAY L/S 6/4-7/3/18	31-75-4204	187.51
		24384	3291029012JULY2018		12211 RT 76 SWWTP 6/4-7/3/18	31-75-4204	6,822.56
		24384	3399123028JULY2018		1000 WACO WAY L/S 6/4-7/3/18	31-75-4204	534.06
		24384	4659084049JULY2018		203 BEAVER ST. L/S 6/4-7/3/18	31-75-4204	74.70
		24384	0027089050JULY2018		291 PRAIRIE KNOLL L/S 6/22-7/24/18	31-75-4204	237.22
							18,151.01
08/06/2018	OPER	24385	0582051009JULY2018	COMED	4194 DAWSON LK L/S 6/22-7/24/18	31-75-4204	133.03
		24385	2143026020JULY2018		5500 WHITING RD L/S 6/22-7/24/18	31-75-4204	88.89
							221.92

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/06/2018	OPER	24386	07022018	CULVEY ELECTRIC	WOMEN'S INSIDE RESTROOM REPLACED BA	01-50-4301	90.00
08/06/2018	OPER	24387	2170497024JULY2018	FRONTIER	SPECIAL ACCESS LINES 6/20-7/19/18	31-50-4202	81.86
		24387	2241590281JULY2018		3 L/S, W#5&6 DIALER LINES 6/20-7/19	31-50-4202	313.91
		24387	8155440520JULY2018		PRAIRIE KNOLL L/S 6/20-7/19/18	31-50-4202	45.06
		24387	8155477209JULY2018		12211 RT 76 SWWTP 6/20-7/19/18	31-50-4202	54.90
		24387	8157651914JULY2018		WHITING RD L/S 6/20-7/19/18	31-50-4202	59.77
		24387	8157652456JULY2018		NWWTP MAIN & FAX LINE 6/20-7/19/18	31-50-4202	106.57
		24387	8157659169JULY2018		COUNTRYSIDE DIALER W#4 6/20-7/19/18	31-50-4202	44.99
		24387	8157659391JULY2018		DAWSON LK L/S 6/20-7/19/18	31-50-4202	43.42
							750.48
08/06/2018	OPER	24388	0028532-IN	ILLINOIS MUNICIPAL LEAGUE	PW DIRECTOR CLASSIFIED 30DAY WEB AD	01-50-4209	35.00
08/06/2018	OPER	24389	072018	KARRI ANDERBERG	MCI SEMINAR MEALS 7/19-7/22/18	01-50-4221	80.88
08/06/2018	OPER	24390	07312018	KATIE JASTER	MILEAGE & MEAL-TRAINING LUNCH	01-50-4205	31.35
08/06/2018	OPER	24391	REFUND07062018	MA GUADALUPE GUITERREZ	REFUND $25 BLDG APP. FEE- WAS NOT N	01-00-3400	25.00
08/06/2018	OPER	24392	8384912250090060JY1	MEDIACOM	VH PHONE,INTERNET & EMAIL HOSTING 7	01-50-4202	520.86
08/06/2018	OPER	24393	CAHJ:07192018	MICHAEL S. DRELLA	CODE ADMIN. HEARING JUDGE 7/19/18	01-50-4201	150.00
08/06/2018	OPER	24394	07312018	MR. GOODWATER	COOLER-DRINKING WATER VH 7/2018	01-50-4302	29.70
		24394	07312018		DRINKI WATER PW SHOP 7/2018	01-53-4302	49.46
		24394	07312018		COOLER-DRINKING WATER WWTP 7/2018	31-75-4302	8.00
							87.16
08/06/2018	OPER	24395	MCI-JULY2018	MUNICIPAL CLERKS OF ILLINOIS	MCI SUMMER SEMINAR VILLAGE CLERK	01-50-4221	70.00
08/06/2018	OPER	24396	256359	NAPA AUTO PARTS	OIL CHANGE:250 1 TON SERVICE	01-53-4226	267.58
08/06/2018	OPER	24397	94988910009JULY18	NICOR GAS	211 W GROVE RT 173 W#3 6/14-7/16/18	31-70-4204	28.18
		24397	30139401027JULY18		4420 MENGE LN W#4 6/11-7/11/18	31-70-4204	28.14
		24397	31857320001JULY18		100 S STATE ST. W#2 6/11-7/11/18	31-70-4204	29.22
		24397	07465530330JULY2018		4870 WOODSTOCK RD W#5&6 6/19-7/18/1	31-70-4204	28.23
		24397	22409207747JULY18		12211 RT 76 SWWTP 6/11-7/11/18	31-75-4204	97.39
		24397	72878472371JULY18		610 S STATE ST. NWWTP 6/11-7/11/18	31-75-4204	28.14
		24397	22898582741JULY18		203 BEAVER DR. 6/11-7/11/18	31-75-4204	29.35
		24397	17034425508JULY18		13505 HARVEST WAY L/S 6/11-7/11/18	31-75-4204	94.83
		24397	12314476859JULY18		4194 DAWSON LK L/S 6/11-7/11/18	31-75-4204	29.22
		24397	77254215526JULY2018		287 PRAIRIE KNOLL L/S 6/19-7/18/18	31-75-4204	29.44
		24397	24868703307JULY2018		1001 WACO WAY C/L/S 6/18-7/18/18	31-75-4204	30.65
							452.79
08/06/2018	OPER	24398	24481	ROCKFORD IT	WD MY PASSPORT 2TB USB DRIVE	01-50-4300	90.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/06/2018	OPER	24399	659	SCHMIDT JANITORIAL	CUSTODIAL SERVICES 6/9&6/23/18	01-50-4219	230.00
08/06/2018	OPER	24400	19563	TWIN TOWERS INC.	ANNUAL PW SAFETY T-SHIRTS	01-53-4302	496.25
08/06/2018	OPER	24401	0260433568	U.S. CELLULAR	PW&WWTP CALL FWD & HOT SPOT 7/22-8/	01-53-4202	173.74
08/06/2018	OPER	24402	40607	UNITED SANITATION SERVICES, INC.	PORTA POTTY VET. MEM. PARK JUNE 201	01-52-4304	150.00
08/06/2018	OPER	24403	55132691	WEX BANK - MARATHON FLEET CARD	PUBLIC WORKS FUEL JULY 2018	01-53-4303	1,396.41
08/15/2018	OPER	24406	79272	A-FIRE EXTINGUISHER SALES & SERVICE	VILLAGE HALL FIRE EXTINGUISHERS SER	01-50-4301	233.50
		24406	79269		EDSON RD FIRE EXTINGUISHER SERVICED	01-53-4301	93.00
		24406	79270		SWWTP (4) FIRE EXTINGUISHERS SERVIC	31-75-4301	332.00
		24406	79271		3 FIRE EXTINGUISHERS SERVICED AT NW	31-75-4301	162.00
							820.50
08/15/2018	OPER	24407	5892	ABBY PEST ELIMINATION LLC	VILLAGE HALL PEST CONTROL 7/5/18	01-50-4301	45.00
		24407	6096		VILLAGE HALL PEST CONTROL 8/2018	01-50-4301	45.00
		24407	5895		EDSON SHOP PEST CONTROL 7/5/18	01-53-4301	65.00
		24407	6098		EDSON SHOP PEST CONTROL 8/2018	01-53-4301	65.00
		24407	5894		NWWTP PEST CONTROL 7/5/18	31-75-4301	160.00
		24407	6097		NWWTP PEST CONTROL 8/2018	31-75-4301	160.00
							540.00
08/15/2018	OPER	24408	10233	B&F CONSTRUCTION CODE SERVICE, INC.	BUILDING & REVIEW INSPECTIONS JUNE	01-50-4215	3,355.00
		24408	49820		BLDG PLAN REVIEW PETRY-YELLOWSTONE	01-50-4215	225.00
		24408	49821		BLDG PLAN REVIEW PETRY- ACADIA MODE	01-50-4215	225.00
		24408	49822		BLDG PLAN REVIEW PETRY-MODEL E	01-50-4215	225.00
		24408	49823		BLDG PLAN REVIEW PETRY-MODEL A	01-50-4215	225.00
		24408	49824		BLDG PLAN REVIEW PETRY-MODEL B	01-50-4215	225.00
		24408	49825		BLDG PLAN REVIEW PETRY-MODEL C	01-50-4215	225.00
		24408	10233		CODE ENFORCEMENT INSPECTIONS JUNE	01-50-4216	1,641.25
							6,346.25
08/15/2018	OPER	24409	1391	BLAIN'S FARM & FLEET	3-STEEL HAMMERS	01-53-4302	68.55
		24409	1391		2-BOXES NITRILE GLOVES 100CT EA.	01-53-4302	23.98
		24409	1391		3-2.5 GAL. DIESEL EXHAUST FLUID	01-53-4302	26.97
		24409	1391		8MM MINI BINERS	01-53-4302	1.79
		24409	9188		TOOLS FOR CRACK SEALING	01-53-4302	66.91
		24409	1117		TP FOR CRACK FILLING	01-53-4302	7.98
		24409	2105		4' SHOP LIGHT FOR SLUDGE BARN	31-75-4301	149.94
		24409	6713		TRAILER JACK,WD40,DEGREASERS,CHAIN&	31-75-4302	105.86

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		24409	5507		25' 6 GA. CABLE RED&BLACK STARTERS	31-75-4302	49.98
		24409	5507		LED FOGZ PLUS, 2PK BATTERY CLAMPS	31-75-4302	32.97
							534.93
08/15/2018	OPER	24410	388962	BLAKE OIL COMPANY	DIESEL FUEL 272 GAL.	01-53-4303	694.87
08/15/2018	OPER	24411	3876	BOONE COUNTY HIGHWAY DEPARTMENT	RETRIEVING OF 6 ROADS JULY 2018	01-53-4228	659.92
08/15/2018	OPER	24412	00021929	BOONE COUNTY JOURNAL	PUBLIC HEARING PG. SOLAR FARM 8/3/1	01-50-4209	190.00
08/15/2018	OPER	24413	118582	BS&A SOFTWARE	ANNUAL SUPPORT BSA ONLINE 8/1/18-8/	01-50-4214	1,500.00
08/15/2018	OPER	24414	19M108931	CINTAS LOC#19M	VH SANI-CLIPS WK#1 JULY 2018	01-50-4301	3.00
		24414	19M110225		VH SANI-CLIPS WK#2 JULY 2018	01-50-4301	3.00
		24414	19M111553		SOAP DISPENSERS&SANICLIPS WK3 7/201	01-50-4301	12.20
		24414	19M112857		SOAP DISPENSERS&SANICLIPS VH WK4 7/	01-50-4301	12.20
		24414	19M114171		SOAP & SANI-CLIPS @ VH WK#1 8/2018	01-50-4301	12.20
		24414	19M112857		SOAP DISPENSERS @ PARK WK4 7/2018	01-52-4304	4.60
		24414	19M114171		SOAP @ LIONS PARK WK#1 8/2018	01-52-4304	4.60
		24414	19M108931		UNIFORM/JEAN CLEANING WK#1 JULY 201	01-53-4107	21.08
		24414	19M110225		UNIFORM/JEAN CLEANING WK#2 JULY 201	01-53-4107	21.88
		24414	19M111553		UNIFORM/JEAN CLEANING WK#3 JULY 201	01-53-4107	21.84
		24414	19M112857		UNIFORM/JEAN CLEANING WK#4 JULY 201	01-53-4107	21.16
		24414	19M114171		UNIFORM/JEAN CLEANING WK#1 8/2018	01-53-4107	21.08
							158.84
08/15/2018	OPER	24415	07-2018	CITY OF BELVIDERE	PLANNING SERVICES JULY 2018	01-50-4237	113.75
08/15/2018	OPER	24416	13101-001-10232	CLARK BAIRD SMITH LLP	LEGAL-UNION LABOR JULY 2018	01-50-4213	777.50
08/15/2018	OPER	24417	33011142	CONSERV FS INC	SPEEDZONE 2X2.5 GAL QTY10	01-52-4225	771.90
		24417	33011142		WEED CONTROL 2X2.5 GAL QTY10	01-52-4225	666.90
		24417	33011142		ROUNDUP PROMAX 1.67 GAL QTY4	01-52-4225	270.00
		24417	33011164		2-STRAW BLANKET SHERMAN OAKS PARK	01-52-4225	232.66
							1,941.46
08/15/2018	OPER	24418	J134057	CORE & MAIN LP	1 GAL RED LIQUID DYE	31-70-4301	276.00
		24418	J134057		1 GAL BLUE LIQUID DYE	31-70-4301	125.00
		24418	J165447		3/4" IPERL METERS QTY8	31-70-4306	920.00
		24418	J173484		2-MAIN VALVE REPAIR KITS	31-70-4410	1,115.28
							2,436.28
08/15/2018	OPER	24419	83370	FEHR GRAHAM & ASSOCIATES LLC	ENGINEERING: NPDES NO EXPOSURE	31-75-4232	422.75
08/15/2018	OPER	24420	4319229	HAWKINS, INC.	CHEMICALS: AZONE15 928.3LB	31-70-4305	179.40
		24420	4319229		CHEMICALS: HYDROFLUOSILICIC ACID 15	31-70-4305	79.17

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		24420	4319229		CHEMICALS: LPC-AM 605.8LB	31-70-4305	554.91
		24420	4319226		ALUMN.SULFATE LIQUID@WWTP PHOSPHATE	31-75-4305	1,390.90
							2,204.38
08/15/2018	OPER	24421	1956-00001-48213	HOME DEPOT CREDIT SERVICES	CRACK SEAL FACE SHIELD	01-53-4302	30.25
08/15/2018	OPER	24422	163183 & 163255	JOE COOLING & SONS, INC.	TOP SOIL BACKFILL SHERMAN OAKS PARK	01-52-4225	136.00
08/15/2018	OPER	24423	275644	LINCOLN RENT-ALL & LAWN EQUIP SALES	250 CFM AIR COMPRESSOR RENTAL 7/23-	01-53-4301	475.71
		24423	275731		AIR WAND FOR COMPRESSOR 7/23-7/30/1	01-53-4301	32.10
							507.81
08/15/2018	OPER	24424	0701151	MCMAHON ASSOCIATES, INC.	ENGINEERING AS NEEDED JUNE 2018	01-50-4212	1,118.26
		24424	0701153		HAWTHORNE MEADOWS ENGINEERING JUNE	01-50-4212	381.00
		24424	0701152		MFT 2018 ENGINEERING JUNE 2018	20-00-4232	2,030.00
							3,529.26
08/15/2018	OPER	24425	91419	MENARDS	TREATED WOOD SHERMAN OAKS PLAYGROUN	01-52-4405	484.64
		24425	91419		MISC. MATERIALS SHERMAN OAKS PLAYGR	01-52-4405	286.14
		24425	91481		TREATED WOOD -SHERMAN OAKS PLAYGROU	01-52-4405	441.48
		24425	91583		MATERIAL FOR INLET REPAIRS	01-53-4301	171.71
		24425	92430		CRACK SEAL SAFETY GEAR:FACESHIELD,G	01-53-4302	47.93
		24425	92441		EPA SAFETY REQUIRED EQUIPMENT	31-70-4302	44.84
		24425	91620		SCREEN REPAIRS @ SWWTP	31-75-4301	37.43
		24425	93045		ELECTRICAL SUPPLIES FOR LIGHT IN SL	31-75-4301	53.14
							1,567.31
08/15/2018	OPER	24426	123191	POPLAR GROVE HARDWARE	PAINT ROLLER-CRACK SEALING, FLY STR	01-53-4302	22.25
		24426	122607		WELL#4 REPAIR BRASS FITTINGS	31-70-4301	4.56
		24426	122637		REPLACED BROKEN KEY	31-70-4302	2.49
		24426	123457		NWWTP- 4" SQ.RAISED CAP X3	31-75-4301	5.07
		24426	122845		SEWER-GATORBLADE FOR GENERAL USE	31-75-4302	9.36
							43.73
08/15/2018	OPER	24427	8500707	QUILL	OFFICE SUPPLIES: FRONT, PAYROLL, BL	01-50-4300	123.03
		24427	8711670		COMMERCIAL MOP & BUCKET FOR WWTP	31-75-4302	110.86
							233.89
08/15/2018	OPER	24428	P0013-7-17-00147:01	ROCK ROAD COMPANIES	2018 MFT MAINTENANCE PROGRAM PAY RE	20-00-4409	232,051.61
08/15/2018	OPER	24429	13520	ROCKFORD BUSINESS SYSTEMS	COPY MACHINE MAINTENANCE JUNE 2018	01-50-4214	257.06
08/15/2018	OPER	24430	3100	RUBBER SAFE PLAYGROUNDS	SHERMAN OAKS PK RUBBER MULCH 17 TON	01-52-4405	5,600.00
08/15/2018	OPER	24431	4957-6	SHERMAN WILLIAMS CO.	CROSSWALK PAINT/GLASS BEADS 7/27/18	01-53-4301	219.21

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		24431	5092-1		CROSSWALK PAINT/GLASS BEADS 7/31/18	01-53-4301	219.21
		24431	5126-7		CROSSWALK PAINT/GLASS BEADS 8/1/18	01-53-4301	219.21
		24431	5119-2		YELLOW CURB PAINT 8/1/18	01-53-4301	207.30
							864.93
08/15/2018	OPER	24432	350087	SIKICH LLP - ACCOUNTING SERVICES	ACCOUNTING SERVICES JUNE 2018	01-50-4201	6,879.20
08/15/2018	OPER	24433	450002.0008-1646	SOSNOWSKI SZETO, LLP	LEGAL SRVCS: BURLED WOODS JULY 2018	01-50-4213	98.00
		24433	450002.0006-1644		LEGAL SRVCS: WESTERGREN JULY 2018	01-50-4213	70.00
		24433	450002.0004-1642		LEGAL SERVICES: EPI JULY 2018	01-50-4213	42.00
		24433	450002.0003-1641		LEGAL SERVICES: LABOR - JULY 2018	01-50-4213	690.00
		24433	450002.0000-1639		LEGAL SERVICES: GENERAL - JULY 2018	01-50-4213	6,836.99
							7,736.99
08/15/2018	OPER	24434	TA80912	TERRACON	MFT DENSITY TEST OF ASPHALT	20-00-4409	1,425.00
08/15/2018	OPER	24435	180600526	TEST INC.	DISINFECTION BY PRODUCTS IL0070150	31-70-4302	200.00
		24435	180700035		IL0070150,300,350 FLOURIDE TESTING	31-70-4305	46.50
		24435	180700336		FLUORIDE TOTAL @ IL0070300 SOUTH	31-70-4305	15.50
		24435	180700336		FLUORIDE TOTAL @ IL0070350 WEST	31-70-4305	15.50
		24435	180700336		FLUORIDE TOTAL @ IL0070150 NORTH	31-70-4305	15.50
		24435	180600789		IL0070150 TRIHALOMETHANES TEST	31-70-4310	80.00
		24435	180700556		NITRATE TESTING WELL 4-WEST	31-70-4310	15.00
		24435	180700564		COLIFORM TESTING X4 W#3-NORTH	31-70-4310	48.00
		24435	180700555		NITRATE TESTING W#3-NORTH	31-70-4310	15.00
		24435	180700567		COLIFORM TESTING X3 W#5&6-SOUTH	31-70-4310	36.00
		24435	180700565		COLIFORM TESTING X2 W#4-WEST	31-70-4310	24.00
		24435	1175231		WATER &SEWER CONTRACT LABOR AUGUST	31-75-4236	16,250.00
							16,761.00
08/15/2018	OPER	24436	40773	UNITED SANITATION SERVICES, INC.	PORT POTTY VET. MEM. PARK JULY 2018	01-52-4304	150.00
08/15/2018	OPER	24437	633793	USA BLUE BOOK	CHEMICAL PUMP REBUILD PARTS	31-70-4301	176.34
08/15/2018	OPER	24438	115273	WILLIAM CHARLES CONSTRUCTION, LLC	LIONS PARK STONE FOR PARKING AREA 7	01-52-4304	308.24
08/15/2018	OPER	24439	131XT428-201881	WIN-911 SOFTWARE	WWTP WIN-911 SOFTWARE RENEWAL 18-20	31-75-4214	495.00
				TOTAL - ALL FUNDS	TOTAL OF 58 CHECKS		324,395.18

--- GL TOTALS ---

01-00-3400	BUILDING PERMIT FEES	25.00
01-50-4201	CONTRACTED LABOR - OTHER	7,029.20
01-50-4202	TELEPHONE & INTERNET SERVICES	520.86
01-50-4205	TRAVEL REIMBURSEMENTS	32.45
01-50-4207	TRAINING	620.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
					PUBLICATION COST	01-50-4209	396.20
					ENGINEERING SERVICES	01-50-4212	1,499.26
					LEGAL SERVICES	01-50-4213	8,514.49
					OFFICE SYSTEM SUPPORT	01-50-4214	1,757.06
					CONTRACT INSPECTION SERVICES	01-50-4215	4,705.00
					CONTRACT CODE ENFORCEMENT	01-50-4216	1,641.25
					PROFESSIONAL DUES	01-50-4217	257.25
					CUSTODIAL SERVICES	01-50-4219	230.00
					VILLAGE CLERK ADMINISTRATION	01-50-4221	1,314.48
					PLANNING SERVICES	01-50-4237	113.75
					OFFICE SUPPLIES	01-50-4300	213.03
					MAINTENANCE SUPPLIES	01-50-4301	853.26
					OPERATING SUPPLIES	01-50-4302	29.70
					COMMUNITY EVENTS	01-52-4224	10.40
					LANDSCAPING PARKS	01-52-4225	2,077.46
					MAINTENANCE SUPPLIES	01-52-4304	617.44
					CAPITAL OUTLAY - PLAYGROUND CONSTRUCTION	01-52-4405	6,812.26
					UNIFORM CLEANING SERVICES	01-53-4107	107.04
					TELEPHONE & INTERNET SERVICES	01-53-4202	173.74
					VEHCLE MAINTENANCE	01-53-4226	267.58
					MAINTENANCE	01-53-4228	659.92
					STREET LIGHTING SERVICES	01-53-4230	3,805.08
					MAINTENANCE SUPPLIES	01-53-4301	1,767.45
					OPERATING SUPPLIES	01-53-4302	918.97
					GASOLINE AND OIL	01-53-4303	2,161.40
					MFT ENGINEERING SERVICES	20-00-4232	2,030.00
					ROAD CONSTRUCTION	20-00-4409	233,476.61
					TELEPHONE & INTERNET SERVICES	31-50-4202	750.48
					UTILITIES	31-70-4204	2,501.41
					MAINTENANCE SUPPLIES	31-70-4301	581.90
					OPERATING SUPPLIES	31-70-4302	247.33
					UTILITY SYSTEM CHEMICALS	31-70-4305	906.48
					METER & MXU PURCHASES	31-70-4306	920.00
					IEPA REQUIRED TESTING	31-70-4310	218.00
					EQUIPMENT	31-70-4410	1,115.28
					UTILITIES	31-75-4204	12,519.23
					OFFICE SYSTEM SUPPORT	31-75-4214	495.00
					ENGINEERING	31-75-4232	422.75
					WATER &SEWER CONTRACT LABOR	31-75-4236	16,250.00
					MAINTENANCE SUPPLIES	31-75-4301	1,059.58
					OPERATING SUPPLIES	31-75-4302	349.25
					UTILITY SYSTEM CHEMICALS	31-75-4305	1,390.90
					MISCELLANEOUS	31-75-4500	30.00
					TOTAL		324,395.18

McMAHON
ENGINEERS ARCHITECTS

July 27, 2018

Mr. Diana Dykstra
Village Administrator
Village of Poplar Grove
200 South Hill Street
Poplar Grove, IL 61065

Re: 2018 MFT Maintenance Program
Pay Application #1 and Final
McM Number P0013-7-17-00147

Dear Diana:

Please find the following attached to this letter.

1. One copy of BLR 13230 (Engineer's Payment Estimate) for the above captioned project.

Please review, and have the application executed by the Village. The application should then be kept on file at the Village.

At this time, I recommend payment in the amount of $232,051.61 to Rock Road Companies for work completed to date on the project. Motor Fuel Tax funds or Local Funds may be used to compensate the Contractor.

Please do not hesitate to contact me at (815) 636-9590 with any questions, or if I may provide additional assistance.

Yours very truly,

McMAHON

Christopher D. Dopkins, P.E.
Associate/Village Engineer

Cc: Mr. Owen Costanza, Village President
Ms. Miranda Moore, Rock Road Companies, Inc.
File

Illinois Department of Transportation

Route Various
County Boone
Local Agency Poplar Grove
Section 18 - 00000 - 00 - GM

Engineer's Payment Estimate

Estimate No. 1 From 5/1/2018 To 7/28/2018

Payable To: Name Rock Road Companies

Address PO Box 1818, Janesville WI 53547

Items	Awarded*		Added	Deducted	Completed		
	Quantity	Values	Quantity	Quantity	Quantity	Unit Price	Values
Totals carried forward from previous page							
Bit. Surf. Rem., 1.5" Butt Joint	454.00	2,270.00	81.00		535.00	5.00	2,675.00
Bit. Surf. Rem., 1.5" Mill C&G	640.00	3,200.00			640.00	5.00	3,200.00
Bit. Surf Rem., Manhole	16.00	4,000.00			16.00	250.00	4,000.00
Class D Patch, 1.5"	503.00	14,084.00	208.00		711.00	28.00	19,908.00
Class D Patch, 3.0"	28.00	1,400.00	7.00		35.00	50.00	1,750.00
Remove & Replace C&G	33.00	4,125.00	13.00		46.00	125.00	5,750.00
Adjust Manhole	6.00	8,400.00			6.00	1,400.00	8,400.00
Bituminous Materials (Prime)	2,281.00	5,360.35		860.00	1,421.00	2.35	3,339.35
Bit. Conc Lvl Bndr - Machine	265.00	16,695.00		102.45	162.55	63.00	10,240.65
Bit. Conc Lvl Bndr - Hand	17.50	1,925.00		17.50		110.00	
Bit. Conc. Surface Course, N50	3,085.00	177,387.50		135.02	2,949.98	57.50	169,623.85
Sign-Road Closed (R-11-2)	6.00	1,398.00		6.00		233.00	
Sign-End of Rdwy (OM4-1)	30.00	3,660.00		30.00		122.00	
Aggregrate Shoulders	65.00	1,950.00		65.00		30.00	
Traffic Control Complete	1.00	2,900.00		0.20	0.80	2,900.00	2,320.00
Total Awarded Values		$248,754.85			Total Completed Values		$231,206.85

* FOR DAY LABOR SECTIONS SHOW ESTIMATED QUANTITIES AND VALUES

Section Number: 18 - 00000 - 00 - GM

Total Brought Forward $231,206.85

Miscellaneous Extras and Credits	Values
Add Tuckpointing Inlet Interiors-Westergren Subdivision, 27 each @ $350.00/each	9,450.00
Add HMA Patching at Various Locations, 88 SY @ $41.00/SY	3,608.00

Total Miscellaneous Extras and Credits	13,058.00
Total Value of Completed Work	244,264.85
Deduct Retainage	12213.24
Balance Due on Completed Work	232,051.61

Miscellaneous Debits	Values

Total Miscellaneous Debits	
Net Amount Due	$232,051.61

Signed: _____ 7/27/18
Resident Engineer/Consultant — Date

_____
Local Agency

Approved: _____ _____
Local Agency — Date

_____
Title

VILLAGE OF POPLAR GROVE
"A Great Place to Call Home"
200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargrove.com

TO: **Village Board of Trustees**

FROM: **Diana Dykstra, Village Administrator**

DATE: **August 8, 2018**

2018 ANNUAL IEPA EVALUATION

Attached you will find the evaluations of the water distribution systems. The IEPA conducts an onsite evaluation every two years. It is not just for the Operator, the Village is required to participate and respond to any deficiencies, recommendations, or requests. Once they review our records, they follow the Operator around to inspect the facilities and observe them taking samples.

It is a very eye opening experience and my second one since I have been here.

First, to explain we have three separate water systems. **North system (IL0070150)** is the oldest system and for the most part includes everything north of Whiting Road. **South System (IL0070300)** is basically south of Concorde Crossing. **West System (IL0070350)** is the Countryside Mall area off Menge Lane. We did ask if there was a way to combine the reporting so we didn't have to go through three separate evaluations however, they confirmed, with three completely separate systems, we would not be able to unless we interconnect them all. However, it is possible to combine North and West since we have an inter-connect. We felt that wasn't worth exploring at this time.

Each system has a series of recommendations and possible deficiencies. The Village is then required to respond within 45 days as to their plan of action. The Village is required to send out a Cross Connection Control Survey to residents every (2) years, and update the emergency plan with the new officials and staff. The Cross Control Survey is completed and will be sent with the September billing. I have included a copy with this memo.

Recommendations For All Systems

The IEPA recommends the Village have a meter replacement program. They recommend meters be replaced at 10 year intervals. (I actually was unaware of this recommendation in the past) As you know, we were working to replace outdated meters in the north system, but I was not budgeting for a 10 year replacement program. Public Works will need to identify ages (estimate) of meters and they need to be reviewed for this recommended replacement program.

Distribution Valves need to be exercised and a hydrant flushing program should be clarified which tracks which hydrants are flushed, and documenting the program.

The IEPA notes we may be eligible for vulnerability waiver for some testing, however, it's my understanding that TEST prefers to conduct the lead tests and be proactive.

Each System has some specific recommendations and I have segregated them below:

North System (IL0070150)
Financial Capacity recommendations included the "unaccounted for" water loss. This is the finished treated water distributed to homes. This can be attributed to leaks, meter calibration, bulk water purchases, hydrant flushing, or Fire Department usage. The north system has 37% which means we need to do a thorough check of the system. I have reached out to Fehr Graham as our engineer for the water and wastewater to review as well. Additionally, the IEPA feels the change of meters will assist in this. I also know there was a leak in Westergren that had a loss of over 30,000 gals estimated per day that was fixed a few months back.

Technical Capacity recommendations include the planning of an additional elevated storage tank (Another water tower) so I will include this into a CIP project for next year to begin putting money aside for this.

None of the recommendations were considered deficiencies.

West System (IL0070350)
The west system at the time of inspection had insufficient chlorine residual. This was due to a chemical line and has since been completed, and residuals are at the minimum, as required by statute. This was considered a deficiency at the time, and requires a written response.

Additionally, they do recommend to reduce the humidity in the tower to protect the sensors and metal from corroding. I spoke with Ion and he has moved a commercial grade dehumidifier from the south plant to the facility.

South System (IL0070300)
The south system had an overflow screen that needed to be replaced. An elevated tank should be screened with a non-corrodible screen or mechanical device to keep animals and insects out. This has since been replaced. It is considered a deficiency, therefore it requires a written response

Financial recommendations also include the "unaccounted for" water loss. They calculate the unaccounted for water at 40%. This is also an urgent item we need to review. This can be attributed to leaks, meter calibration, bulk water purchases, or hydrant flushing. Our Operator and Engineer will be reviewing this with us.

Additionally, the south system has a technical recommendation we plan for a future well at a remote location. This should be placed in the capital improvement planning process also.

VILLAGE OF POPLAR GROVE
Residential Cross Connection Control Survey

In order to protect the water supply from being contaminated, we are conducting a survey to determine if there are any hazardous conditions that could affect our drinking water.

We appreciate you taking the time to complete this survey.

If you have any questions regarding this survey please contact:

ION STEAR (815) 765-3201

The information provided is an accurate and current description of your water system at this address.
Please print your information below and sign your name as confirmation of the person completing this survey.

Name: _____ Signature: _____

Account #: _____ Date: ____/____/_____

Address: _____ Phone #: (_____) _____-_____

1 What type of water service line do you have coming into your home? Service line before the water meter.
☐ Galvanized ☐ Copper ☐ Plastic ☐ Lead

2 Do you have any other sources of water, such as a private well, pond, lake, tank or reclaimed water that is connected to the water system?
☐ YES ☐ NO Mark all that apply: ☐ Well ☐ Pond ☐ Lake ☐ Tank ☐ Other

3 Are there any backflow prevention devices installed on the premises?
☐ YES ☐ NO Has the device been tested? ☐ YES ☐ NO

4 Do you have a permanent in-ground lawn irrigation system installed on your property?
☐ YES ☐ NO

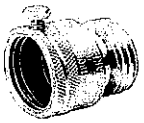
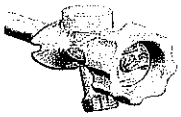
5 Do you have swimming pool?
☐ YES ☐ NO Is the pool filled by a permanent connection to the water supply? ☐ YES ☐ NO

6 Is your building heated by a boiler?
☐ YES ☐ NO

7 Do you have a sump pump?
☐ YES ☐ NO Is it connected to the sewer system ☐ YES ☐ NO

8 Do you have down spouts from the gutters connected to the sewer system?
☐ YES ☐ NO

The Illinois Department of Public Health Plumbing Code requires that vacuum breakers be installed on all outdoor faucets. These devices protect the water supply from being contaminated by any substance which might enter the water hose and flow back into the system (i.e. fertilizer, herbicides, soap, etc.) Hose vacuum breakers can be purchased at most hardware stores and home and garden centers.

 OR 

VILLAGE OF POPLAR GROVE

Mandatory Cross Connection Control Survey is enclosed

The Village of Poplar Grove water system is required by the EPA to have a Cross Connection Control Program in place. Part of the program is a mandatory Bi-Annual Cross Connection Control Survey to be filled out by all residents and businesses connected to the water system.

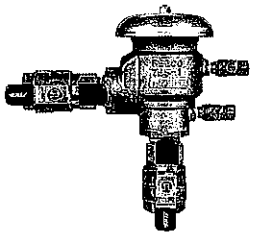
Cross Connection Control Ordinance

5-2-7: ELIMINATION OF CROSS-CONNECTIONS:

The director of public works is authorized and directed to discontinue, after reasonable notice to the occupant thereof, the water service to any property wherein any connection in violation of the provisions of this title is known to exist, and to take such other precautionary measures as he may deem necessary to eliminate any danger of contamination of the public water supply distribution mains. Water service to such property shall not be restored until such conditions have been eliminated or corrected in compliance with the the provisions of this section, and until a reconnection fee of fifty dollars ($50.00) is paid to the Village of Poplar Grove.

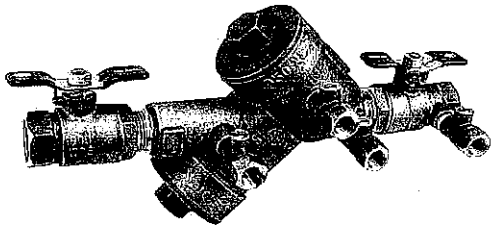
Please take the time to fill out this survey and return it with your water bill:

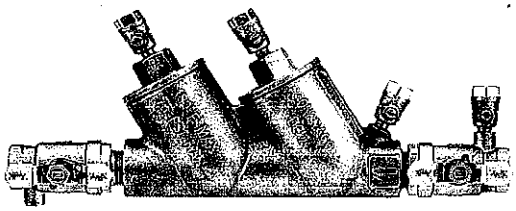
VILLAGE OF POPLAR GROVE
200 N HILL STREET
POPLAR GROVE, IL 61065

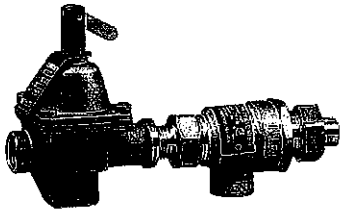


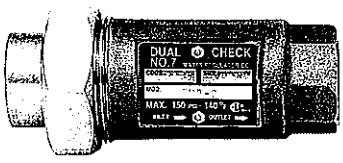
Examples of a Backflow Preventer are:

1 Atmospheric Vacuum Breaker
2 Pressure Vacuum Breaker
3 Double Check Valve Assembly
4 Double Check Detector Assembly









ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397
BRUCE RAUNER, GOVERNOR ALEC MESSINA, DIRECTOR

RECEIVED
JUL 30 2018
BY: .....

POPLAR GROVE - Boone County
Facility Number: 0070150

July 26, 2018

Owen Costanza, Village President
Village of Poplar Grove
200 Hill Street
Poplar Grove, IL 61065

Dear Mr. Costanza:

An engineering evaluation of the Poplar Grove (north) community water supply has been completed. Joy Bliton, Engineer, of this office, made a field inspection July 20, 2018. Diana Dykstra, Village Administrator, and Ion Stear, Certified Operator in Responsible Charge, were present.

The Environmental Protection Agency periodically conducts these evaluations to determine if your community water supply meets the requirements of the Illinois Pollution Control Board's public water supply rules, regulations, and related standards.

Based on our current evaluation, it appears that your water supply is in general compliance with regulatory requirements. No deficiencies were noted during the inspection, however, recommendations to improve the reliability of your water system are outlined on Attachment B.

4302 N. Main St., Rockford, IL 61103 (815) 987-7760
9511 Harrison St., Des Plaines, IL 60016 (847) 294-4000
595 S. State, Elgin, IL 60123 (847) 608-3131
2125 S. First St., Champaign, IL 61820 (217) 278-5800
2009 Mall St., Collinsville, IL 62234 (618) 346-5120
412 SW Washington St., Suite D, Peoria, IL 61602 (309) 671-3022
2309 W. Main St., Suite 116, Marion, IL 62959 (618) 993-7200
100 W. Randolph, Suite 10-300, Chicago, IL 60601

PLEASE PRINT ON RECYCLED PAPER

We appreciate the cooperation and courtesy extended to us during this survey. If you have questions regarding the evaluation do not hesitate to advise this office located at 4302 North Main Street, Rockford, Illinois, phone 815/987-7760.

Sincerely,

ENVIRONMENTAL PROTECTION AGENCY

Segundo Nallatan, P.E.
Rockford Regional Manager
Illinois Environmental Protection Agency
Division of Public Water Supplies
847-608-3138
FAX: 847-608-3139
E-Mail: Segundo.nallatan@illinois.gov

SN/JB

Enclosures

cc: Village Clerk
Ion Stear, Operator
Diana Dykstra, Village Administrator
Illinois State Water Survey

ATTACHMENT B

POPLAR GROVE Inspection Date: July 20, 2018

REMINDERS AND/OR RECOMMENDED IMPROVEMENTS

MANAGERIAL CAPACITY

The following recommendations are made to enhance the managerial capacity of the system.

1. It is recommended that the Village continue a meter replacement program. It is expected that the replacement of the meters would enhance the accountability of the water and the financial condition of the water system. Meters for residential customers should be replaced at a 10-year interval. Meters for higher water demand users may require more frequent meter replacements.

2. Poplar Grove may be eligible for a Vulnerability Waiver from SOC and VOC monitoring for Wells #2 and #3. If the waiver is issued, the monitoring frequency will be reduced. The Agency recommends that Poplar Grove apply for a Vulnerability Waiver for Wells #2 and #3. Please contact the Agency Compliance Assurance Section at 217-785-0561 or Groundwater Section at 217-785-4787 for further information about the waiver.

FINANCIAL CAPACITY

The following recommendation is made to enhance the financial capacity of the system.

3. It is recommended that the amount of unaccounted water be determined by comparing the entry point water meter readings to the individual consumer meter readings on a quarterly or annual basis. Unaccounted water should be less than 15% of the water pumped to the distribution system. Unaccounted water is approximately 37%, therefore, it is recommended that a thorough check be made for distribution system leaks. It is expected that the calibration or replacement of consumer water meters would enhance the accountability of the water and the financial condition of the water system.

POPLAR GROVE Inspection Date: July 20, 2018

TECHNICAL CAPACITY

The following recommendation is made to enhance the technical capacity of the system.

FINISHED WATER STORAGE

4. The elevated storage capacity does not meet the average daily demand of the system. It is recommended that plans include the construction of additional elevated storage capacity. It is recommended that an engineering study be performed to determine the amount of additional elevated storage capacity needed. As a reminder, a construction permit must be obtained from the Agency's Permit Section prior to the construction of additional elevated storage.

FY 2019

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES
PUBLIC WATER SUPPLY DATA SHEET

County & Supply Boone County - POPLAR GROVE 0070150
Web page: http://www.villageofpoplargrove.com/

Date Inspected July 20, 2018 Plant Phone: 815-765-3201
e-mail: istear@testinc.com
Operator Ion Stear *C* COIRC Phone 815/560-7399
P.O. Box 483, Peru, IL 61354
Other Officials (Title) Owen Costanza, Vill. Pres. Phone 815/765-3201 (V.H.)

Diana Dykstra, Village Administrator Phone 815/765-3201 (V.H.)

Emergency Address Boone County Sheriff Dept. Phone 815/544-9322

Send Mail To Owen Costanza - Village President, Village Hall, 200 Hill St., Poplar Grove, IL 61065

Interviewed Owen Stear, Diana Dykstra

Brief Description of Supply: Water obtained from two drilled wells. Water from Wells 2 and 3 (TPs 02 and 03) is treated with phosphate, chlorine, fluoride; and discharged to distribution and elevated tank.
Poplar Grove and Poplar Grove West-Country side (IL 0070350) are interconnected. It is live (has pressure to it, all valves are on), but water only goes between the systems when pressure drops. Currently there is no flow indicator to show when the water is entering or leaving either system.Class *C* Supply

No. Of Services: Direct 705 - 100 % Metered

ADEQUACY OF SUPPLY: 2017 pumping data
Production Capacity is 976 % of the average daily pumpage.
Annual Pumpage 59,236,000 Gal. Production Capacity 1,584,000* Gal/Day
Av.Daily Pumpage 162,290 Gal. Max. Day Pumpage 310,000 Gal
Est. Population 2359 Av. Daily per Capita Consumption 69 Gal
Time Required to Produce Av Daily Consumption 2.5 Hrs
Time Required to Produce Max Av Daily Consumption 4.7 Hrs
Large Consumers None
Storage Capacity Elevated storage 150,000 gallons
Emergency Water & Power Sources: Portable generator for Well #2 and Well #3.
Quick connect at both sites with dedicated generator.

*Based on total well capacity.

WELLS AND WELLHEAD PROTECTION
Well #2 (ID 11314) and Well #3 (ID 00876) are the raw water sources at TP02 and TP03, respectively. Well #2 is undersized and runs.

Poplar Grove has a portable dedicated generator to operate the wells in the event of an outage.

Well #3 is the primary well and Well #2 is the backup well. They are switched manually. The accuracy of the meter at Well #2 is questionable.

By Special Exception Permit on October 14, 1992 and January 16, 1997, the Agency determined that Wells #2 and #3 are not Ground Water Under the Direct Influence of Surface Water.

A maximum setback zone ordinance has not been adopted for the wells. The Agency established a minimum setback zone of 200 feet for each well.

TREATMENT
At TP01, a chemical feed pump injects Hawkins LPC-AM blended polyphosphate from a 105 gallon bulk tank and 20 gallon day tank to the well discharge line. At TP02, there is just a day tank only. The polyphosphate sequesters iron and controls corrosion.

At both wellsites, a chemical feed pump injects undiluted 23% hydrofluosilicic acid from a solution tank to the well discharge.

At both wellsites, undiluted 12.5% NaOCl is injected to the well discharge line.

FINISHED WATER STORAGE
Storage consists of one 150,000 gallon elevated tank adjacent to Wellsite #3. The capacity of the tank does not meet the average daily demand.

DISTRIBUTION
The distribution system within the Village consists of four, six, and eight-inch diameter ductile iron watermains. PVC is used in new sections. Some cast-iron pumps are on Main St. The distribution system and dead ended watermains are flushed twice per year, or as needed. The distribution valves are now routinely exercised.

Watermain breaks, boil orders, and sampling requirements were reviewed during the inspection.

Poplar Grove is interconnected with Poplar Grove-Countryside West (IL 0070350).

All users are metered. Water billing is not divided up amongst the 3 different systems in Poplar Grove so they were unable to determine individual water accountability. Total 2017 annual pumpage was 59,236,000 gallons. Total billed was 37,138,090 gallons. Unaccounted water is approximately 37%. Meters are old and are being replaced with iPERL smart meters by Sensus. The water meters at the wellsite also need to be replaced.

CROSS-CONNECTION CONTROL

The Agency approved the Poplar Grove cross-connection control ordinance in 1991, effective for Poplar Grove multiple systems. A new ordinance was created in 2015. A cross-connection control program has been started. The system includes numerous users with RPZ backflow prevention devices. Annual PRZ backflow valves are inspected annually. The Village Clerk maintains cross-connection control records. A cross connection control survey will be conducted within 30 days according to the Village Administrator.

MONITORING AND REPORTING

Certified Operator: Ion Stear, Class C. is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency. An Agency approved operator contract is on file.

Operating Reports: Monthly operating reports are submitted regularly, as required. Monitoring includes amount of water pumped, routine fluoride tests, chlorine tests, and orthophosphate tests of the finished water. Distribution chlorine tests are also performed 5 days per week.

Bacteriological: TP02 and TP03 identify the existing treatment plants. Routine bacteriological sample results have been satisfactory.

With the population being proportionately divided amongst the 3 systems according to number of services, Poplar Grove (north) will have a change in their Coliform Sample Site Plan in that they will only need to collect two distribution samples, rather than three. Poplar Grove must submit a minimum of two raw (one from each active well) and two distribution samples for each bacteriological sampling period (monthly), based on a population size of 2,359. The sample site plan was reviewed and the operator is not wishing to request additional sample sites at this time. A new sample site plan will be issued due to the change in population.

D/DBP: TTHM collected on June 27, 2018, reported 14.8 ug/l. HAA5 sample collected on June 19, 2018, reported 4.1 ug/l. On-site chlorine residual from the distribution system for TP03 was 2.13 mg/l free. The sample collected from the distribution on the day of the inspection was 0.25 mg/l from Village Hall at 200 North Hill Street.

Nitrate/Nitrite: Nitrate samples collected between 2015 and 2018 for TP02 reported a range of 0 to 7.45 mg/l. Nitrate samples collected between 2015 and 2017 for TP03 reported a range of 3.58 to 8.78 mg/l. The nitrate/nitrite samples were within the MCL of 10 mg/l. Some nitrate concentrations have exceeded 50% of the MCL.

IOC: IOC sample sets were submitted for TP02 and TP03 on July 11, 2017. Reported concentrations were within the MCLs.

Fluoride Summary: Fluoride from the last IOC sample set was 1.14 mg/l at TP02 and 0.75 at TP03. Fluoride concentrations have been reported to be in a range of 0.43 mg/l to 0.86 mg/l.

VOC: VOC samples collected from TP02 and TP03 in 2015 reported no detections.

Past VOC samples have indicated detections of xylene and toluene. Detections at TP 02 and TP03 have not been reported since the previous inspection. No MCL violations have occurred.

SOC: SOC samples collected from TP02 and TP03 in 2018 indicated no detections.

Radiological: The Gross Alpha and Combined Radium 226/228 samples, collected on February 23, 2011 at TP02 and TP03, reported no detections.

Lead and Copper: The 10 samples collected in September 2015 did not exceed the lead or copper action level. Lead ranged from 0 mg/l to 10.6 mg/l. Copper ranged from 0 to 0.654 mg/l. There was a discussion of the lead results. Of the ten samples, all were no detection except for one at 2.9 ug/l and one at 10.6 ug/l (238 North State St.). Since the testing was done in 2015, I requested that they double check the water at the house that was 10.6 ug/l. We discussed who was living there, did they know how to take the sample, were they aware of the reading, and were they aware of ways to decrease their exposure to lead in their drinking water. The sample level wasn't over the action level of 15 ug/l, however, it could use some further follow-up.

Vulnerability Waiver: The Agency has not issued a Vulnerability Waiver from SOC and VOC monitoring for TP01. Poplar Grove has not applied for the waiver.

WATER SYSTEM MANAGEMENT/OWNERSHIP/STAFFING
John Neitzel is the Village President and Official Custodian of the water system. Ion Stear is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency.

EMERGENCY PLAN
The facility has an Emergency Management Plan, written in 2015. They just need to update personnel. A plan is kept at each wellhouse.

CAPACITY DEVELOPMENT
The Capacity Development Demonstration pre-screening survey was completed and returned at the evaluation.

PERMITS
Construction Permit activity reported for this period is as follows:

1. Project #2017-0046: Park Street Reconstruction – Not Completed

JB

WELL DATA

Well#	Capacity	TP#	Well ID#	GUI-SEP	Minimum Setback (ft)	Well Status	Backup	Vuln Wiaver
#1	Sealed	01	11313	N/A	200	ABANDONED	N/A	N/A
#2	350 gpm	02	11314	Yes	200	Active	No	No
#3	750 gpm	03	00876	Yes	200	Active	No	No

CCO2: interconnection with Poplar Grove West Countryside.

PLANT CAPACITIES

Total Well Capacity 1,584,000 gpd
Elevated Storage 150,000 gal

MAJOR CHANGES & IMPROVEMENTS SINCE OUR LAST INSPECTION (2015):
None

DEFICIENCIES NOTED IN LAST EVALUATION (2015):

1. A cross-connection control survey is required to be performed every two years. -Corrected
2. A copy of the Contractual Agreement between your certified operator and your water system must be submitted to the Agency for review and approval. -Corrected
3. The Village of Poplar Grove does not have an updated written Emergency Management Plan. -Corrected
4. Recent Coliform distribution samples have only been collected from the same sites. Suppliers shall collect total coliform samples at sites which are representative of water throughout the distribution system according to their written sample siting plan. -Corrected

RECOMMENDATIONS/REMINDERS NOTED IN PREVIOUS INSPECTION (2015):

1. Water system operations do not include a program to exercise valves, therefore, it is unknown whether the valves will operate when needed. -IMPLEMENTED
2. It is recommended that the Village continue a meter replacement program. -IMPLEMENTED
3. The Agency recommends that Poplar Grove apply for a Vulnerability Waiver for Wells #2 and #3. -NOT IMPLEMENTED

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397
BRUCE RAUNER, GOVERNOR ALEC MESSINA, DIRECTOR

RECEIVED
JUL 30 2018
BY:.....

POPLAR GROVE WEST-COUNTRYSIDE - Boone County
Facility Number: 0070350

July 26, 2018

Owen Costanza, Village President
Village of Poplar Grove
200 Hill Street
Poplar Grove, IL 61065

Dear Mr. Costanza:

An engineering evaluation of the Poplar Grove West Countryside community water supply has been completed. Joy Bliton, Engineer, of this office, made a field inspection July 20, 2018. Diana Dykstra, Village Administrator, and Ion Stear, Certified Operator in Responsible Charge, were present.

The Environmental Protection Agency periodically conducts these evaluations to determine if your community water supply meets the requirements of the Illinois Pollution Control Board's public water supply rules, regulations, and related standards. A deficiency was observed and is outlined in Attachment A.

This evaluation letter should be discussed at the next Village Board meeting. A written reply listing a specific date to correct the deficiency is required within 45 days. Your response should also include any corrections to the enclosed "Public Water Supply Data Sheet". Also, please review attachment B. This attachment presents reminders and recommended improvements.

PRINTED ON RECYCLED PAPER

The Village's response and questions regarding your water system should be directed to Joy Bliton, Illinois EPA-PWS, 4302 North Main St., Rockford, IL 61103.

This letter is a Noncompliance Advisory and is not a Violation Notice as specified in Section 31(a)(1) of the Act. If you do not adequately respond to the Noncompliance Advisory within 45 days, the Illinois EPA may issue a formal violation notice according to Section 31(a)(1) of the Act.

We appreciate the cooperation and courtesy extended to us during this survey. If you have questions regarding the evaluation do not hesitate to advise this office located at 4302 North Main Street, Rockford, Illinois, phone 815/987-7760.

Sincerely,

ENVIRONMENTAL PROTECTION AGENCY

Segundo Nallatan, P.E.
Rockford Regional Manager
Illinois Environmental Protection Agency
Division of Public Water Supplies
847-608-3138
FAX: 847-608-3139
E-Mail: Segundo.nallatan@illinois.gov

SN/JB

Enclosures

cc: Village Clerk
Ian Stear, Operator
Diana Dykstra, Village Administrator
Illinois State Water Survey

ATTACHMENT A

POPLAR GROVE WEST-COUNTRYSIDE Inspection Date: July 20, 2018

SUMMARY OF DEFICIENCIES

The current evaluation of your community water supply indicates that the following conditions appear to violate Title IV of the Illinois Environmental Protection Act 415 ILCS 5/1-57.17 (2018) (The Act), 35 Illinois Administrative Code (35 IAC), the Recommended Standards for Water Works (2012) (Standards) and related standards.

TECHNICAL CAPACITY:

Insufficient Chlorine Residual

1. At the time of the inspection, the chlorine residual in the distribution system was found to be insufficient. During periods of normal operation, a minimum free chlorine residual of 0.2 milligrams per liter (mg/l) or a combined chlorine residual of 0.5 milligrams per liter (mg/l) must be maintained in all active parts of the distribution system at all times. Assure that the required chlorine residual content is maintained above the required concentrations. (The Act, Section 18; and 35 IAC 653.604)

ATTACHMENT B

POPLAR GROVE WEST-COUNTRYSIDE Inspection Date: July 20, 2018

REMINDERS AND/OR RECOMMENDED IMPROVEMENTS

MANAGERIAL CAPACITY

The following recommendations are made to enhance the managerial capacity of the system.

1. It is recommended that the Village continue a meter replacement program. It is expected that the replacement of the meters will enhance the accountability of the water and the financial condition of the water system. Meters for residential customers should be replaced at a 10 year interval. Meters for higher water demand users may require more frequent meter replacements.

2. Poplar Grove West - Countryside may be eligible for a Vulnerability Waiver from SOC and VOC monitoring for Well #4. If the waiver is issued, the monitoring frequency will be reduced. The Agency recommends that Poplar Grove West - Countryside apply for a Vulnerability Waiver for Well #4. Please contact the Agency Compliance Assurance Section at 217-785-0561 or Groundwater Section at 217-785-4787 for further information about the waiver.

TECHNICAL CAPACITY

The following recommendations are made to enhance the technical capacity of the system.

3. To reduce the humidity in the tower and, thereby, protect the sensors and protect the metal from corroding, it is recommended to install a commercial grade dehumidifier.

FY 2019

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES
PUBLIC WATER SUPPLY DATA SHEET

County & Supply Boone County - POPLAR GROVE WEST COUNTRYSIDE 0070350
Web page: http://www.villageofpoplargrove.com/

Date Inspected July 20, 2018 Plant Phone: 815-765-3201
e-mail: istear@testinc.com
Operator Ion Stear *C* COIRC Phone 815/560-7399
P.O. Box 483, Peru, IL 61354
Other Officials (Title) Owen Costanza, Vill. Pres. Phone 815/765-3201 (V.H.)

Diana Dykstra, Village Administrator Phone 815/765-3201 (V.H.)

Emergency Address Boone County Sheriff Dept. Phone 815/544-9322

Send Mail To Owen Costanza - Village President, Village Hall, 200 Hill St., Poplar Grove, IL 61065

Interviewed Owen Stear, Diana Dykstra

Brief Description of Supply: Water obtained from one drilled Well #4 is treated with phosphate, chlorine, and fluoride and discharged to distribution and elevated tank.
Poplar Grove and Poplar Grove West-Country side are interconnected. It is live (has pressure to it, all valves are on), but water only goes between the systems when pressure drops. Currently there is no flow indicator to show when the water is entering or leaving either system.
Class *C* Supply

No. Of Services: Direct 235 - 100 % Metered

ADEQUACY OF SUPPLY: 2017
Production Capacity is 2097 % of the average daily pumpage.
Annual Pumpage 20,051,000 Gal. Production Capacity 1,152,000* Gal/Day
Av. Daily Pumpage 54,934 Gal. Max. Day Pumpage 203,000 Gal
Est. Population 786 Av. Daily per Capita Consumption 70 Gal
Time Required to Produce Av Daily Consumption 1.1 Hrs
Time Required to Produce Max Av Daily Consumption 4.2 Hrs
Large Consumers None
Storage Capacity Elevated storage 150,000 gallons

Emergency Water & Power Sources: Quick connect with dedicated generator.
Interconnection with Aqua Illinois-Candlewick (CC01)
Interconnection with Poplar Grove (CC02)
*Based on Well 4 at 800 gpm

WELLS AND WELLHEAD PROTECTION
Well #4 (ID Number 01420) at TP01 is the water source for the system. The pump is rated 800 gpm at 320 feet TDH. The well is sized to meet the maximum average day demand.

Poplar Grove West has a portable dedicated generator to operate Well #4 in the event of an outage. The system is interconnected with Aqua Illinois-Candlewick (CC01). It is also connected to Poplar Grove (CC02). It is live (has pressure to it, all valves are on), but water only goes between Poplar Grove and Poplar Grove West when pressure drops. Currently, there is no flow indicator to show when the water is entering or leaving either system.

As a condition of Construction Permit 2001-2258, the Agency determined that Well #4 is not Groundwater Under the Direct Influence of Surface Water.

A maximum setback zone ordinance has not been adopted for the wells. The Agency established a minimum setback zone of 200 feet for each well.

TREATMENT
A chemical feed pump injects Hawkins LPC-AM blended polyphosphate from a 105 gallon bulk tank and 20 gallon day tank to the well discharge line. The polyphosphate sequesters iron and controls corrosion.

A chemical feed pump injects undiluted 23% hydrofluosilicic acid from a solution tank to the well discharge.

Undiluted 12.5% NaOCl is injected to the well discharge line.

FINISHED WATER STORAGE
Storage consists of one 150,000 gallon elevated tank. There was a lot of mold on the inside walls below the water tank. The capacity of the tank exceeds the average daily demand.

DISTRIBUTION
The distribution system consists primarily of eight inch diameter PVC watermains. The distribution system and dead ended watermains are flushed twice per year, or as needed. The distribution valves are now routinely exercised.

Watermain breaks, boil orders, and sampling requirements were reviewed during the inspection.

Poplar Grove West is interconnected to Aqua Illinois - Candlewick Division (0075050). It is also interconnected to Poplar Grove (0070150).

All users are metered. Water billing is now divided up amongst the 3 different systems in Poplar Grove so they are able to determine individual water accountability. Total 2017 annual pumpage was 26,051,000 gallons. Total billed was 22,593,000 gallons. Unaccounted water is approximately 13%. Meters are old and are being replaced with iPERL smart meters by Sensus. The water meters at the wellsite also need to be replaced.

CROSS-CONNECTION CONTROL
The Agency approved the Poplar Grove West cross-connection control ordinance in 1991, effective for the three Poplar Grove systems. A new ordinance was created in 2015. A cross-connection control program has been started. The system includes numerous users with RPZ backflow prevention devices. Annual PRZ backflow valves are inspected annually. The Village Clerk maintains cross-connection control records at Village Hall. A cross connection control survey will be conducted within 30 days, according to the Village Administrator.

MONITORING AND REPORTING
Certified Operator: Ion Stear, Class C. is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency. An Agency approved operator contract is on file.

Operating Reports: Monthly operating reports are submitted regularly, as required. Monitoring includes routine fluoride tests, chlorine tests, and orthophosphate tests of the finished water. Daily distribution chlorine tests are also performed.

Bacteriological: TP01 identifies the existing treatment plantthere have been no recent positive coliform results nor violations during this period.

Poplar Grove West must submit a minimum of one raw and one distribution sample for each bacteriological sampling period (monthly). The sample site plan was reviewed and the operator is not wishing to request additional sample sites at this time.

D/DBP: TTHM and HAA5 samples collected on July 11, 2017, reported 5.26 ug/l and 2.88 ug/l, respectively. Source water chlorine residual at TP01 was 0.33 mg/l free. **On-site chlorine residual from the elevated tank was 0.13 mg/l free and 0.19 mg/l free at the auto garage at 4211 Mange Lane.**

Nitrate/Nitrite: Nitrate samples collected between March 2015 and January 2017 for TP01 reported no detections. The nitrate/nitrite MCL is 10 mg/l.

IOC: An IOC sample set was submitted for TP01 on 3-23-17. Reported concentrations were within the MCLs.

Fluoride Summary: Fluoride from the last IOC sample set showed 0.708 mg/l. Fluoride concentrations have been primarily reported within a 0.58 mg/l to 1.26 mg/l range.

VOC: VOC samples collected from TP01 on July 8, 2015, indicated no detections.

SOC: SOC samples collected from TP01 on 4-5-17 indicated no detections.

Radiological: The Gross Alpha and Combined Radium 226/228 samples, collected on May 13, 2015 at TP01, reported no detections.

Lead and Copper: The ten samples collected in August of 2015 did not exceed the lead or copper action level. Lead results were all no detections.

Vulnerability Waiver: The Agency has not issued a Vulnerability Waiver from SOC and VOC monitoring for TP01. Poplar Grove West has not applied for the waiver.

WATER SYSTEM MANAGEMENT/OWNERSHIP/STAFFING
John Neitzel is the Village President and Official Custodian of the water system. Ion Stear is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency.

EMERGENCY PLAN
The facility has an Emergency Management Plan, written in 2015. The personnel need to be updated. A plan is kept at the wellhouse.

CAPACITY DEVELOPMENT
The Capacity Development Demonstration pre-screening survey was completed and returned at the evaluation.

PERMITS
There was no permit activity during this period.

Supply: POPLAR GROVE WEST-COUNTRYSIDE - Boone County
Facility #: 0070350
Inspection Date: July 20, 2018

WELL DATA

WELL#	CAPACITY	TP	WELL ID	GUI-SEP	MINIMUM SETBACK	WELL STATUS	BACKUP	VULN. WAIVER
#4	800 gpm	01	01420	No	200ft	Active	No	No

CC01: interconnection with Aqua - IL Candlewick Lake PWS
CC02: interconnection with Poplar Grove PWS

PLANT CAPACITIES

Total Well Capacity 1,152,000 gpd Elevated Storage 150,000 gal

MAJOR CHANGES & IMPROVEMENTS SINCE OUR LAST INSPECTION (June 22, 2012):
Interconnected the north system (Poplar Grove PWS IL 0070150) to Poplar Grove West-Countryside.

DEFICIENCIES NOTED IN LAST EVALUATION (2015):

1. A cross-connection control survey is required to be performed every two years. **-Corrected**
2. A copy of the Contractual Agreement between your certified operator and your water system must be submitted to the Agency for review and approval. **-Corrected**
3. The Village of Poplar Grove does not have an updated written Emergency Management Plan. **-Corrected**
4. Recent Coliform distribution samples have only been collected from the same sites. Suppliers shall collect total coliform samples at sites which are representative of water throughout the distribution system according to their written sample siting plan. **-Corrected**

RECOMMENDATIONS/REMINDERS NOTED IN PREVIOUS INSPECTION (2015):

1. Water system operations do not include a program to exercise valves, therefore, it is unknown whether the valves will operate when needed. -IMPLEMENTED
2. It is recommended that the Village continue a meter replacement program. -IMPLEMENTED
3. The Agency recommends that Poplar Grove apply for a Vulnerability Waiver for Well #4 -NOT IMPLEMENTED
4. The chlorine levels, obtained from the samples taken during the evaluation, were on the low side of legal requirements. We suggest that you add enough chlorine to obtain a total chlorine reading of 1.0 mg/L. -NOT IMPLEMENTED
5. To reduce the humidity in the tower and, thereby, protect the sensors and protect the metal from corroding, it is recommended to install a commercial grade dehumidifier. -NOT IMPLEMENTED

JB

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397
BRUCE RAUNER, GOVERNOR ALEC MESSINA, DIRECTOR

RECEIVED
JUL 30 2018
BY: .....

POPLAR GROVE SOUTH - Boone County
Facility Number: 0070300

July 26, 2018

Owen Costanza, Village President
Village of Poplar Grove
200 Hill Street
Poplar Grove, IL 61065

Dear Mr. Costanza:

An engineering evaluation of the Poplar Grove South community water supply has been completed. Joy Bliton, Engineer, of this office, made a field inspection July 20, 2018. Diana Dykstra, Village Administrator, and Ion Stear, Certified Operator in Responsible Charge, were present.

The Environmental Protection Agency periodically conducts these evaluations to determine if your community water supply meets the requirements of the Illinois Pollution Control Board's public water supply rules, regulations, and related standards. A deficiency was observed and is outlined in Attachment A.

This evaluation letter should be discussed at the next Village Board meeting. A written reply listing a specific date to correct the deficiency is required within 45 days. Your response should also include any corrections to the enclosed "Public Water Supply Data Sheet". Also, please review attachment B. This attachment presents reminders and recommended improvements.

4302 N. Main St., Rockford, IL 61103 (815) 987-7760
9511 Harrison St., Des Plaines, IL 60016 (847) 294-4000
595 S. State, Elgin, IL 60123 (847) 608-3131
2125 S. First St., Champaign, IL 61820 (217) 278-5800
2009 Mall St., Collinsville, IL 62234 (618) 346-5120
412 SW Washington St., Suite D, Peoria, IL 61602 (309) 671-3022
2309 W. Main St., Suite 116, Marion, IL 62959 (618) 993-7200
100 W. Randolph, Suite 10-300, Chicago, IL 60601

The Village's response and questions regarding your water system should be directed to Joy Bliton, Illinois EPA-PWS, 4302 North Main St., Rockford, IL 61103.

This letter is a Noncompliance Advisory and is not a Violation Notice as specified in Section 31(a)(1) of the Act. If you do not adequately respond to the Noncompliance Advisory within 45 days, the Illinois EPA may issue a formal violation notice according to Section 31(a)(1) of the Act.

We appreciate the cooperation and courtesy extended to us during this survey. If you have questions regarding the evaluation do not hesitate to advise this office located at 4302 North Main Street, Rockford, Illinois, phone 815/987-7760.

Sincerely,

ENVIRONMENTAL PROTECTION AGENCY

Segundo Nallatan, P.E.
Rockford Regional Manager
Illinois Environmental Protection Agency
Division of Public Water Supplies
847-608-3138
FAX: 847-608-3139
E-Mail: Segundo.nallatan@illinois.gov

SN/JB

Enclosures

cc: Village Clerk
Jon Stear, Operator
Diana Dykstra, Village Administrator
Illinois State Water Survey

ATTACHMENT A

POPLAR GROVE South Inspection Date: July 20, 2018

SUMMARY OF DEFICIENCIES

The current evaluation of your community water supply indicates that the following conditions appear to violate Title IV of the Illinois Environmental Protection Act 415 ILCS 5/1-57.17 (2018) (The Act), 35 Illinois Administrative Code (35 IAC), the Recommended Standards for Water Works (2012) (Standards) and related standards.

ELEVATED TANK OVERFLOW SCREEN

1. The overflow for an elevated tank shall be screened with a 4-mesh, non-corrodible screen or mechanical device, such as a flap valve or duckbill valve, to keep out animals or insects. The overflow screen at the elevated storage tank has holes and needs to be replaced. (Standards 7.0.7)

ATTACHMENT B

POPLAR GROVE SOUTH - Boone Co. Inspection Date: July 20, 2018

REMINDERS AND/OR RECOMMENDED IMPROVEMENTS

MANAGERIAL CAPACITY

The following recommendations are made to enhance the managerial capacity of the system.

1. It is recommended that the Village continue a meter replacement program. It is expected that the replacement of the meters would enhance the accountability of the water and the financial condition of the water system. Meters for residential customers should be replaced at a 10 year interval. Meters for higher water demand users may require more frequent meter replacements.

2. Poplar Grove South may be eligible for a Vulnerability Waiver from SOC and VOC monitoring for Wells #5 and #6. If the waiver is issued, the monitoring frequency will be reduced. The Agency recommends that Poplar Grove South apply for a Vulnerability Waiver for Wells #5 and #6. Please contact the Agency Compliance Assurance Section at 217-785-0561 or Groundwater Section at 217-785-4787 for further information about the waiver.

3. It is recommended that the amount of unaccounted water be determined by comparing the entry point water meter readings to the individual consumer meter readings on a quarterly or annual basis. Unaccounted water should be less than 15% of the water pumped to the distribution system. Unaccounted water is approximately 40%, therefore, it is recommended that a thorough check be made for distribution system leaks. It is expected that the calibration or replacement of consumer water meters would enhance the accountability of the water and the financial condition of the water system.

POPLAR GROVE SOUTH - Boone Co. Inspection Date: July 20, 2018

TECHNICAL CAPACITY

The following recommendations are made to enhance the technical capacity of the system.

4. The Agency recommends that future plans include construction of an additional well at a remote location. The close proximity of the 2 current wells indicates that they are under the influence of each other. In an emergency, a drawdown may result in a shortage of water. As a reminder, a construction permit must be obtained from the Agency Permit Section prior to construction.

FY 2019

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES
PUBLIC WATER SUPPLY DATA SHEET

County & Supply Boone County - POPLAR GROVE SOUTH 0070300
Web page: http://www.villageofpoplargrove.com/

Date Inspected July 20, 2018 Plant Phone: 815-765-3201
e-mail: istear@testinc.com
Operator Ion Stear *C* COIRC Phone 815/560-7399
P.O. Box 483, Peru, IL 61354
Other Officials (Title) Owen Costanza, Vill. Pres. Phone 815/765-3201 (V.H.)

Diana Dykstra, Village Administrator Phone 815/765-3201 (V.H.)

Emergency Address Boone County Sheriff Dept. Phone 815/544-9322

Send Mail To Owen Costanza - Village President, Village Hall, 200 Hill St., Poplar Grove, IL 61065

Interviewed Owen Stear, Diana Dykstra
Brief Description of Supply: Water obtained from two drilled wells. Water from Wells 5 and 6 (TP01) is treated with phosphate, chlorine, fluoride and discharged to distribution and elevated tank.
Class *C* Supply

No. Of Services: Direct 561 - 100 % Metered

ADEQUACY OF SUPPLY: 2017 PUMPING DATA
Production Capacity is 2672 % of the average daily pumpage.
Annual Pumpage 28,526,000 Gal. Production Capacity 2,088,000* Gal/Day
Av. Daily Pumpage 78,153 Gal. Max. Day Pumpage 215,000 Gal
Est. Population 1877 Av. Daily per Capita Consumption 42 Gal
Time Required to Produce Av Daily Consumption 0.9 Hrs
Time Required to Produce Max Av Daily Consumption 2.5 Hrs
Large Consumers None
Storage Capacity Elevated storage 150,000 gallons
Emergency Water & Power Sources: Portable generator for Well #5 and Well #6. Quick connect with dedicated generator.

*Based on Well 5 at 1000 gpm and Well 6 at 450 gpm. The wells normally do not run together.

WELLS AND WELLHEAD PROTECTION

Wells #5 and #6 (Well ID Numbers 01505 and 01693) are the raw water sources at TP01. Well #5 produces 1000 gpm and Well #6 produces 450 gpm. Well #6 has been down for the last 2 months due to sucking in sand. Either well can meet the average and maximum daily demand of the system. The system has been provided with a quick connect to provide emergency standby power to the wellsite.

By Special Exception Permit in conjunction with the Construction Permit for each well, the Agency determined that Well #5 and Well #6 are not Ground Water Under the Direct Influence of Surface Water.

Poplar Grove has not adopted a maximum setback zone ordinance for Wells #5 and #6. The Agency established a minimum setback zone of 200 feet for each well.

TREATMENT

A chemical feed pump injects Hawkins LPC-AM blended polyphosphate from a bulk tank and day tank to the well discharge line. The polyphosphate sequesters iron and controls corrosion.

A chemical feed pump injects undiluted 23% hydrofluosilicic acid from a solution tank to the well discharge.

Undiluted 12.5% NaOCl is injected to the well discharge line.

FINISHED WATER STORAGE

Storage consists of one 150,000 gallon elevated tank. This capacity exceeds the average daily demand but is less than peak demand. **The overflow screen at the elevated storage tank has holes and needs to be replaced.**

DISTRIBUTION

The distribution system within the Village consists of six-inch diameter or greater PVC watermains. The distribution system and dead ended watermains are flushed twice per year, or as needed. The distribution valves are now exercised routinely.

Watermain breaks, boil orders, and sampling requirements were reviewed during the inspection.

All users are metered. Water billing is now divided up amongst the 3 different systems in Poplar Grove so they are able to determine individual water accountability. Total 2017 annual pumpage was 28,526,000 gallons. Total billed was 16,970,000 gallons. Unaccounted water is approximately 40%. Meters are old and are being replaced with iPERL smart meters by Sensus. The water meters at the wellsite also need to be replaced.

CROSS-CONNECTION CONTROL

The Agency approved the Poplar Grove South cross-connection control ordinance in 1991, effective for the three Poplar Grove systems. A new ordinance was created in 2015. A cross-connection control program has been started. The system includes numerous users with RPZ backflow prevention devices. The Village Clerk maintains cross-connection control records at Village Hall. A cross connection control survey will be conducted within 30 days according to the Village Administrator.

MONITORING AND REPORTING

Certified Operator: Ion Stear, Class C. is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency. An Agency approved operator contract is on file.

Operating Reports: Monthly operating reports are submitted regularly, as required. Monitoring includes amount of water pumped, routine fluoride tests, chlorine tests, and orthophosphate tests of the finished water. Distribution chlorine tests are also performed 5 days per week.

Bacteriological: TP01 identifies the existing treatment plant. Routine bacteriological sample results have been satisfactory. Coliform bacteria MCL or monitoring violations have not occurred since the previous inspection.

Poplar Grove South must submit a minimum of two raw (one from each active well) and two distribution samples for each bacteriological sampling period (monthly). The sample site plan was reviewed and the operator is not wishing to request additional sample sites at this time.

D/DBP: TTHM and HAA5 samples collected on July 10, 2017, reported 7.53 ug/l and 4.11 ug/l, respectively. Chlorine residual from the distribution system was 0.47 mg/l free, taken from the tower at 282 Boeing Trail. Source water chlorine residual at TP01 was 0.64 mg/l free.

Nitrate/Nitrite: Nitrate samples collected between June 2016 and May 2018 for TP01 reported no detections.

IOC: An IOC sample set was submitted for TP01 on 10-21-15. Reported concentrations were within the MCLs.

Fluoride Summary: Natural fluoride from the last IOC sample set showed 1.05 mg/l. Fluoride concentrations have been primarily reported within a 0.53 to 8.3 mg/l range.

VOC: VOC samples collected from TP01 on 5-25-17 indicated no detections.

SOC: SOC samples collected from TP01 on 1-26-17, indicated no detections.

Radiological: The Gross Alpha and Combined Radium 226/228 samples, collected on July 8, 2015 at TP01, reported 0 pCi/l and 0.75 pCi/l, respectively.

Lead and Copper: The ten samples collected in June of 2016 did not exceed the lead or copper action level. Lead results were no detection. Copper ranged from no detection to 0.339 mg/l.

Vulnerability Waiver: The Agency has not issued a Vulnerability Waiver from SOC and VOC monitoring for TP01. Poplar Grove South has not applied for the waiver.

WATER SYSTEM MANAGEMENT/OWNERSHIP/STAFFING
John Neitzel is the Village President and Official Custodian of the water system. Ion Stear is the Certified Operator in Responsible Charge (COIRC). A current NORP form is on file with the Agency.

EMERGENCY PLAN
The facility has an Emergency Management Plan, written in 2015. They just need to update personnel. A plan is kept at the wellhouse.

CAPACITY DEVELOPMENT
The Capacity Development Demonstration pre-screening survey was completed and returned at the evaluation.

PERMITS
No construction activity has been reported for this period.

WELL DATA

WELL#	CAPACITY	TP	WELL	GUI SEP	MINIMUM SETBACK	WELL STATUS	BACKUP	VULN WAIVER
#5	1000 gpm	01	01505	No	200 FT	Active	No	No
#6	450 gpm	01	01693	Yes	200 FT	Active	No	No

PLANT CAPACITIES

Total Well Capacity 2,088,000 gpd Elevated Storage 150,000 gal

MAJOR CHANGES & IMPROVEMENTS SINCE OUR LAST INSPECTION (2015):

None

DEFICIENCIES NOTED IN LAST EVALUATION (2015):

1. A cross-connection control survey is required to be performed every two years. -Corrected
2. A copy of the Contractual Agreement between your certified operator and your water system must be submitted to the Agency for review and approval. -Corrected
3. The Village of Poplar Grove does not have an updated written Emergency Management Plan. -Corrected
4. Recent Coliform distribution samples have only been collected from same sites. Suppliers shall collect total coliform samples at sites which are representative of water throughout the distribution system according to their written sample siting plan. -Corrected

RECOMMENDATIONS/REMINDERS NOTED IN PREVIOUS INSPECTION (2015):

1. Water system operations do not include a program to exercise valves, therefore, it is unknown whether the valves will operate when needed.-IMPLEMENTED
2. It is recommended that the Village continue a meter replacement program.-IMPLEMENTED
3. The Agency recommends that Poplar Grove apply for a Vulnerability Waiver for Wells #5 and #6. -NOT IMPLEMENTED
4. The Agency recommends that future plans include construction of an additional well at a remote location. -NOT IMPLEMENTED

RECOMMENDATIONS/REMINDERS NOTED IN PREVIOUS INSPECTION (June 22, 2012):

1. The Village of Poplar Grove owns and operates three separate community water supplies, Poplar Grove (0070150), Poplar Grove South (0070300), and Poplar Grove West - Countryside (0070350). It is strongly recommended that Poplar Grove develop a plan to interconnect these systems. **Corrected (Poplar Grove and Poplar Grove West-Countryside are interconnected)**

JB

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING AN AGREEMENT FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 100 EAST STREET, POPLAR GROVE, ILLINOIS BY THE VILLAGE

WHEREAS, the property commonly known as 100 East Street, Poplar Grove, IL and with PIN 04-19-153-011 (referred to herein as the "Property") is located within the Village of Poplar Grove ("Village"); and

WHEREAS, the Village desires to purchase said portion of the Property From the Boone County Tax Trustee (referred to herein as the "Owner") and demolish the existing structure on the lot; and

WHEREAS, the Village and the Owner of the Property have reached an accord as to the terms and conditions upon which said Property will be sold; and

WHEREAS, the Village and Owner have memorialized such terms and conditions in the Agreement attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to purchase said Property and enter into the Agreement with the Boone County Tax Trustee.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF POPLAR GROVE, ILLINOIS, AS FOLLOWS:

1. The Village Board finds and determines that all of the recitals contained in the preambles to this ordinance are true, correct and complete and incorporates them into this Ordinance by this reference.

2. By the adoption of this Ordinance, the Board of Trustees approves the Village of Poplar Grove entering into the Agreement attached hereto as Exhibit A, or one in substantially similar form, with regards to the property commonly known as 100 East Street, Poplar Grove, IL and with PIN 04-19-153-011 and authorizes the Village President to execute the same along with any other documents necessary to effectuate the acquisition contemplated herein.

3. The Village Clerk shall attest the same after the signature of the Village President.

4. Upon full approval and execution of this Ordinance, the Village Clerk is hereby directed to publish a copy of this ordinance at least twice within 30 days after its passage in a newspaper with general circulation within the Village.

5. If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any other provision of this ordinance.

6. All other ordinances of the Village shall remain in effect as previously enacted except that those ordinances, or parts thereof, in conflict are hereby repealed to the extent of such conflict.

7. This Ordinance shall be in full force and effect from after its passage, approval, and publication as required by law and as set forth in Section 4 above.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2018

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 2018

ATTEST:

_____ _____

CLERK PRESIDENT

EXHIBIT A- AGREEMENT

2017-ORDINANCE NUMBER: 2017-11

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE 1 OF THE VILLAGE OF POPLAR GROVE CODE OF ORINANCES REGARDING PURCHASING POLICY CHAPTER 10 SECTIONS 1, 2, 3, AND 4

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has adopted a Code of Ordinances ("Code"); and

WHEREAS, Title 1 of the Code governs Administration; and

WHEREAS, Chapter 10 of Title 1 specifically relates to Village Purchasing Policies; and

WHEREAS, the Village now desires to amend Title 1, Chapter 10 Sections 1, 2, 3 and 4; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the Village President and the Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. That Chapter 10 of Title 1 of the Code is hereby amended which shall read as follows (new language in **bold**, language to be omitted shown as ~~strikethough~~):

1-10-1: PURCHASING AND BACKGROUND:

The purpose of this directive is to provide comprehensive purchasing policies and procedures as guidance in procuring equipment, materials, supplies and services for the operational requirements of the village and is created to ensure competitive and unbiased selection of qualified and cost-effective vendors and suppliers. This chapter is intended for use by village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

1-10-2: PURCHASING OBJECTIVES:

The objectives of this purchasing manual are as follows:

It is the philosophy of the village to conduct a purchasing process which will result in maximum value in the goods and services purchased for the tax dollar spent. It is the policy of the village that the purchasing process will achieve the following objectives:

A. Purchase goods and services at the lowest cost consistent with specified quality and service levels.

B. Promote full competition from vendors through a standardized formal bidding process.

C. Comply with all local, state and federal regulations regarding the purchase of municipal goods and services.

D. Maintain standards of quality in materials.

E. Avoid duplication, waste and obsolescence with respect to materials and equipment.

The policies and procedures in the section that follow are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the village should strive to maintain the objectives outlined in Section 1-10-3.

To enable the village to follow a purchasing procedure which promotes availability of material and services when needed, without creating excess inventory.

To provide adequate controls and oversight over village expenditures as required by the village's auditors and in compliance with local government accounting practices and principles.

Note: The following policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the village should strive to maintain the objectives outlined above.

1-10-3: GENERAL PURCHASING POLICIES:

This section describes Village purchasing policies which apply to all non-emergency purchases of material, equipment, supplies, and services.

PURCHASING CATEGORIES

Non-emergency purchases made by the village may be grouped under the following categories:

A. Purchases up to $2,500.

B. Purchases between $2,501 and state limit, as defined in ILCS Ch. 65, Act 5, § 8-9-1 and as amended, hereafter referred to as "state limit."

C. Purchases above the state limit.

All of these categories require a different level of organizational approval.

A. Purchases up to two thousand five hundred dollars ($2,500) can be made in the open market with approval of the department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the department's files.

B. Purchases between two thousand five hundred one dollars ($2,501) and the state limit require three (3) written quotes~~, where practical,~~ and the approval of the **Village Administrator,** Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the department's files. **Due diligence must be done to obtain three written quotes.**

If three written quotes are unable to be obtained, formal approval from the Village Administrator, Village Treasurer, and Village President must be obtained prior to purchase.

C. Purchases above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the **Village Administrator,** Village Treasurer, Village President, and Board of Trustees.

Emergency Purchases. In the event of enemy caused, other disaster, or other exigent circumstances, the Village President or his/her designee is authorized on behalf of the village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to village contracts or obligations, as authorized by the Village Code.

1-10-4: PURCHASING PROCEDURES:

PURCHASES UNDER $2,500. Purchases up to two thousand five hundred dollars ($2,500) can be made in the open market with approval of the department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the department's files.

PROCEDURE:

1. Staff evaluates need for service or item based on department and village objectives, and verifies that funds are appropriated and available.

2. Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.

3. Staff makes recommendation after review of quotes and department head gives final approval.

4. Village Board retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one (1) vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES BETWEEN $2,501 - state limit. Purchases of materials, equipment, services or supplies between two thousand five hundred and one dollars ($2,501) and the state limit are made by obtaining three written quotes where practical and the approvals of the **Village Administrator** Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the department's files **along with utilization of purchase order forms**.

PROCEDURE:

1. Staff evaluates need for service or item based on department and village objectives, and verifies that funds are appropriated and available.

2. Staff obtains three (3) written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations. **Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Administrator, Village Treasurer, and Village President must be obtained prior to purchase.**

3. Staff makes recommendation to Village **Administrator and Village** Treasurer after review of quotes. **Village Administrator and** Village Treasurer makes recommendation to Village President for final approval.

4. Village Board retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one (1) vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES ABOVE STATE LIMIT. Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the **Village Administrator** Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds (2/3) vote of the corporate authorities.

PROCEDURE:

1. Staff evaluates need for service or item based on department and village objectives, and verifies that funds are appropriated and available.

2. Notice of call for bids shall be published in a newspaper of general circulation throughout the village by at least one insertion which shall be at least ten (10) days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.

3. Formal bids are opened and read publicly at Village Hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.

4. Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the Village Board based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.

5. Final bid is awarded by the Village Board, and official contracts and/or agreements are signed by the Village President.

PETTY CASH PURCHASES. The petty cash fund should be used whenever immediate payment for goods is needed. Petty cash should be restricted to payments less than two hundred dollars ($200) where practicable. All petty cash payments must be supported with receipts. Use of petty cash should be avoided unless necessary. The Village Treasurer or his/her designee is responsible for the petty cash fund and are the only persons allowed to disburse money from the account.

3. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY Erickson.

SECONDED BY Walsh

BY ROLL CALL VOTE THIS 21st DAY OF June, 2017

AS FOLLOWS:

VOTING "AYE": Jeff Craing, Ron Quimby, Eric Miller, Sophia Ramdass, Erin Walsh, Neeley Erickson

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED June 21st, 2017

ATTEST:

VILLAGE CLERK

VILLAGE PRESIDENT

DIVISION 1. - GENERALLY

Sec. 12.5-11. - Intent; interpretation.

(a) The purpose of this article is to promote efficiency in the administrative functions of the City relating to the purchasing and disposition of personal property and the procurement of services and shall not be construed so as to create any obligations to or rights in any other person. Nothing contained in this article shall require the City to enter into a contract after receipt of bid, proposals, or quotations.

(b) Actions taken by the Council or actions authorized by the Council shall be construed as actions taken pursuant to its home rule authority even if such actions are not otherwise consistent with this article. The City Council may choose to deviate from the requirements of this article.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-12. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) *Administrative purchasing limit* shall be seventeen thousand five hundred dollars ($17,500.00), provided, however, that this limit may be adjusted annually by the City Council in the process of reviewing the annual budget. The Council may include a new figure for the administrative purchasing limit in its financial policies, budget approval Council Bill, or by other Council action.

(2) *Award* means the acceptance by the City of an offer to supply personal property or services, or a combination thereof.

(3) *Bid* means the offer of a person to supply personal property or services, or a combination thereof in response to a request for bids initiated by the City.

(4) *Competitive selection process* means the process of soliciting bids or proposals from vendors to provide goods and services or a combination thereof.

(5) *Change order* means a written contract amendment which:

a. Changes the amount of the work to be performed under the contract; or

b. Changes in the nature of the work to be performed under the contract; or

c. Changes the amount of money to be paid under the contract; or

d. Changes the time within which the contract must be performed; or

e. Waives a remedy or settles a contractual dispute.

(6) *City Manager* means the City Manager or his/her designee.

(7) *Department Head* means a Department Head or his/her designee.

(8) *County vendor* means a vendor with a business location within Champaign County and outside the City of Champaign with at least one permanent staff person working at that business location at the time the bid is tendered to the City.

(9) *City vendor* means a vendor with a business location within the City of Champaign with at least one permanent staff person working at that business location at the time the bid is tendered to the City.

(10) *Negotiated purchase* means: (i) a purchase for a publicly advertised price, available to all or a large class of purchasers, or (ii) the process of exchanging proposals in order to reach the price and terms of an agreement.

(11) *Professional services* means services provided by a person who has been specially trained in a profession to utilize a high degree of discretion in performing such service, usually licensed by the state or federal government.

(12) *Proposal* means an offer by a vendor to supply personal property or services or a combination thereof in response to a request for proposals issued by the City.

(13) *Purchase* means the contracting for, leasing or acquisition of personal property, services or a combination thereof for consideration.

(14) *Purchasing Agent* means the City Manager or such employee as is designated by the City Manager to exercise some or all of the powers, duties or functions assigned to the Purchasing Agent in this Article.

(15) *Request for bids* is a set of documents prepared by the City to solicit bids for the provision of specified personal property, services, or a combination thereof, when the principal determining award factor will be price.

(16) *Request for proposals* is a set of documents sent out by the City to prospective vendors requesting a proposal from a vendor which might vary from vendor to vendor due to the fact that the City's requirements will be met by an evaluation of the overall approach to the purchase set forth by the vendor and not by price alone.

(17) *Responsible vendor* means a person submitting a bid or proposal to the City who has the capability in all respects to perform the contract requirements fully and to the satisfaction of the City and has the integrity and reliability which will ensure good faith performance.

(18) *Successful vendor* means a vendor whose bid or proposal has been accepted by the City.

(19) *Surplus property* means personal property owned by the City that is no longer necessary or useful to the City because of obsolescence, wear, economic obsolescence, infeasibility of repair, or unsuitability for public use.

(20) *Vendor* means a person who is, or desires to be, under contract with the City to provide goods or services, or a combination thereof.

(C.B. No. 2003-081, § 1, 5-6-03; C.B. No. 2017-097 , § 1, 5-2-17)

Sec. 12.5-13. - Office of Purchasing Agent created.

The City Manager shall be the general Purchasing Agent of the City. The City Manager may designate in writing another employee or employees of the City to carry out all or a part of the functions and duties of the Purchasing Agent set forth in this article. Upon such designation, the designated employee is empowered to carry out such duties and has the authority ascribed in this article to the Purchasing Agent to the extent of such designation. The written delegation shall be filed with the City Clerk.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-14. - Duties and authority.

Subject to the requirements of this article, the Purchasing Agent is empowered to:

(1) Serve as the purchasing and contracting authority of the City.

(2) Execute binding contracts for the purchase of goods or services when such purchases are approved as provided by this article.

(3) Promulgate rules and procedures in relation to purchasing procedures and generally supervise all purchasing. Such rules and regulations shall be effective upon approval of the City Manager.

(4) Classify supplies, materials, equipment and services necessary for use by the various City departments, to adopt and promulgate standard specifications relating to the quality of supplies, materials, equipment and services consistent with the efficient operation of the City, and to review or rescind standard specifications when deemed necessary. All standard specifications shall be in writing and sufficiently definite so as to promote competition.

(5) Process all claims for loss, damage, breakage, or shortage, or claims for refund and adjustment as they concern purchases.

(6) Enter into agreements with other governmental entities for joint purchasing as provided for by the City Council.

(7) Solicit advantageous trade-in allowances for property.

(8) Exercise general supervision and control over all personal property belonging to the City, including the development of policies and procedures and the maintenance of records relating to such personal property, and to provide for the transfer between departments of surplus supplies, materials and equipment.

(9) Require insurance, bonding or other such mechanisms for the protection of the City for contracts that he or she is authorized to enter.

(10) Reject any and all bids or proposals that he or she is empowered to award.

(11) Terminate contracts for failure to submit required contract documents or breach of performance requirements.

(12) Make recommendations to the City Council concerning all purchases.

(13) Assess such penalties or damages as are provided for in contract documents.

(14) Draw on bid, proposal, or performance bonds.

(15) Perform other duties as the City Manager may direct when the City Manager has delegated duties to another.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-15. - Budgeting prerequisite to purchase.

No purchase shall be made unless the funds for such purchase have been provided for in the annual budget, except as otherwise provided by law.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-16. - Unauthorized purchases; personal liability.

(a) No person is authorized to commit or obligate the City for any purchase without compliance with the terms of this article. Purchases or agreements to purchase made without such compliance shall be voidable by the Purchasing Agent on behalf of the City.

(b) Each officer or employee of the City who shall make a purchase on the credit of the City in any manner other than is authorized by this article shall be liable for the amount of such purchase personally and on his/her bond.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-17. - Determining value or estimated cost.

For the purposes of this article, when the terms "estimated cost" or "value" is used, it is the intention of the City Council that authoritative and objective sources or methods be utilized when possible and that these sources or methods of determining value be documented, except where the Purchasing Agent determines such documentation is an inefficient use of City resources.

(C.B. No. 2003-081, § 1, 5-6-03)

Secs. 12.5-18—12.5-29. - Reserved.

DIVISION 2. - PURCHASING PROCESSES AND PROCEDURES

Sec. 12.5-30. - METCAD purchases.

For purposes of purchases made by the City using METCAD funds or using other funds ultimately repayable by METCAD members, the METCAD Policy Board shall be the acting body rather than the City Council, and in each case where the term "City Council" is used, it shall be deemed to mean the "METCAD Policy Board" for the purposes of METCAD purchases only.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-31. - Purchase approval.

The Purchasing Agent is hereby authorized to approve contracts for and make purchases or authorize purchases to be made whose total actual or estimated costs do not exceed the administrative purchasing limit; provided that such purchases are made in accordance with the rules and procedures provided for by this article. The City Council shall approve all other purchases.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-32. - Purchases requiring Council approval—Process.

(a) When the estimated cost is over the administrative purchasing limit, the purchase process shall be one (1) of the following:

(1) Competitive bids;

(2) Competitive proposals;

(3) Negotiated purchase;

(4) Process approved by the City Council.

(b) Unless authorized by the City Council, the following types of purchases, when the estimated cost is over the administrative purchasing limit, shall utilize the competitive bid process:

(1) Construction or other capital projects;

(2) Personal property when the specifications for the property are known and there is more than one (1) supplier of the property;

(3) Demolition projects.

(c) Unless otherwise authorized by the City Council, when the estimated cost is over the administrative purchasing limit, the following types of purchases shall utilize the competitive proposal process:

(1) Professional services, unless a negotiated purchase is permitted under (d)(6) below.

(2) Projects where the project objective can be met by a variety of goods or services or a combination thereof.

(d) The following types of purchases, when the estimated cost is over the administrative purchasing limit, may utilize a negotiated purchase process:

(1) Purchases that may only be made from a single source.

(2) Purchases for additions to or repairs and maintenance of personal property owned by the City which may be more efficiently added to, repaired or maintained by a specific person.

(3) Purchases of personal property which are compatible with the existing equipment or systems owned by the City.

(4) Purchases which can be made at a public auction, close-out sale, bankruptcy sale or other similar sale at a cost below the market cost in the community.

(5) Purchases where an emergency immediately affects the public health, safety or welfare if authorized by the City Manager; provided, however, that the City Manager shall declare the emergency in writing setting out the nature of the emergency, the date the emergency is to terminate, which emergency period may be extended or abridged in writing. Upon cessation of the emergency, the City Manager shall inform the City Council by a full written account of contracts entered into or purchases made pursuant to this subsection.

(6) Contracts for professional services which can be performed by only one (1) person due to the unique and specialized nature of the service to be performed and the unique skills of the vendor.

(7) Contracts for the printing of bonds, tax warrants and other evidences of indebtedness.

(8) Purchases of personal property which, because of their unique characteristics or the needs of the City, are not susceptible to competitive purchasing.

(e) When utilizing the negotiated purchase process, the purchasing agent shall consider and determine at least one (1) of the following:

(1) That there is only one (1) vendor who can practically supply the good or service;

(2) That the person or firm providing the service possesses unique skill or expertise, not reasonably available from others;

(3) That the cost of seeking competitive bids or proposals is outweighed by the small likelihood of producing a better price for the same quality of product or service;

(4) That an emergency exists such that delay in making the purchase would immediately affect the health or safety of persons, or result in an excessive cost to the City if not authorized.

(f) Subject to the standards set forth in this section, the Purchasing Agent shall determine which process shall apply to a particular purchase.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-33. - Authority to execute.

The Purchasing Agent is authorized to:

(1) Execute contracts for or otherwise authorize purchases where the cost of such purchases does not exceed the administrative purchasing limit;

(2) After Council approval, execute contracts for or authorize purchases where the cost of such purchase exceeds the administrative purchasing limit;

(3) Execute contracts for or otherwise authorize emergency purchases.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-34. - City and county vendor preference in contract awarded from bid.

(a) For all purchases awarded from bid: (1) if the lowest bidding County vendor is a responsible bidder; and (2) the lower responsible bidders are not City or County vendors; and (3) if the lowest bidding County vendor's bid is higher than the lower non-County or non-City vendor by no more than the amount listed below, then that County vendor should be considered the lowest responsible bidder.

(1) For purchases of $0 to $100,000.00, two (2) percent or two thousand dollars ($2,000.00), whichever is less.

(2) For purchases of $100,000.01 to $500,000.00, one and one-half (1.5) percent or two thousand dollars ($2,000.00), whichever is greater.

(3) For purchases of $500,000.01 to $1,000,000.00, one (1) percent or seven thousand five hundred dollars ($7,500.00), whichever is greater.

(4) For purchases of $1,000,000.01 or greater, one-half (0.5) percent or ten thousand dollars ($10,000.00), whichever is greater.

(b) For all purchases awarded from bid: (1) if the lowest bidding City vendor is a responsible bidder; and (2) the lower responsible bidders are not City vendors; and (3) if the lowest bidding City vendor's bid is higher than the lower non-City vendor's bid by no more than the amount listed below, then the City vendor should be considered the lowest responsible bidder:

(1) For purchases of $0 to $100,000.00, four (4) percent or four thousand dollars ($4,000.00), whichever is less.

(2) For purchases of $100,000.01 to $500,000.00, three (3) percent or four thousand dollars ($4,000.00), whichever is greater.

(3) For purchases of $500,000.01 to $1,000,000.00, two (2) percent or fifteen thousand dollars ($15,000.00), whichever is greater.

(4) For purchases of $1,000,000.01 or greater, one (1) percent or twenty thousand dollars ($20,000.00), whichever is greater.

(c) In case of a dispute about the application of this provision, the decision of the Purchasing Agent for purchases for which the Purchasing Agent is authorized to make, or the City Council if outside the scope of the Purchasing Agent's authority, shall be final. This provision shall not be applied to a contract if the funding source prohibits local preference through law, rule or regulation.

(C.B. No. 2003-081, § 1, 5-6-03; C.B. No. 2017-097 , § 1, 5-2-17)

Sec. 12.5-35. - Bids; proposal; notice.

(a) When a competitive bid or proposal is required by this article, notice of such prospective bid or proposal shall be provided in one (1) of the following ways:

(1) By advertisements published at least once in at least one (1) newspaper of general circulation in the City at least ten (10) days prior to the date announced for the receipt of bid or proposals. In computing the time for the required notice, the first day shall be the day of the publication of the notice, and the time shall run consecutively thereafter, including therein Saturdays, Sundays and legal holidays.

(2) The Purchasing Agent may solicit sealed bids or proposals from all responsible vendors whom the Purchasing Agent or departmental representatives know from experience or research or a pre-qualification process appear to be capable of providing the items to be purchased or performing the required service. Notice shall be by sending or providing the prospective vendors a notice as will acquaint them with the proposed purchase or sale.

(3) By utilizing the Internet, services that utilize the Internet, or their equivalent, if the Purchasing Agent determines that such site or service provides public notice to a sufficient number of prospective vendors.

(b) The notice provided by this section shall include at least the following information: (1) a general description of the articles to be purchased or sold or the work to be performed; (2) the location where blank bid or proposal forms and specifications may be secured; (3) the time by which bids or proposals must be submitted; (4) the location where the bids or proposals must be submitted, and (5) if a bid, the time and place for opening bids.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-36. - Submissions for the competitive selection process.

(a) Competitive bids shall be submitted in one (1) of the following ways:

(1) In a sealed opaque envelope to the City Clerk. Each submission shall be addressed to the City Clerk and shall bear on the face of the envelope:

a. The name of the proposed vendor;

b. A statement that it is a sealed bid to be opened on the day and hour mentioned in the public notice; and

c. A statement of the contract for which the bid is made.

Each bid shall be submitted on the printed form supplied by the City; or

(2) To the location and in the electronic format prescribed by the City in the notice.

(b) Competitive proposals shall be submitted in such a manner as is provided in the notice.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-37. - Public inspection; opening procedures.

(a) *Bids.*

(1) Bids shall be opened or otherwise announced by the City Clerk in public at the time and place specified in the public notice, in the presence of a representative of the department recommending the purchase.

(2) A tabulation of all bids received shall be made available for public inspection in the Office of the City Clerk within a reasonable period of time after opening of the bids.

(b) *Proposals.* Proposals shall be submitted directly to the department requesting the proposals and opened at any time after receipt, provided that such proposals shall not be open to public inspection until after the last time and date of receipt set forth in the request for proposals.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-38. - Award criteria.

(a) Purchases pursuant to the bid process shall be awarded to the lowest responsible bidder as determined at the sole discretion of the City Council, or the Purchasing Agent, whomever has authority to approve the contract.

(b) Purchases pursuant to the competitive proposal process shall be awarded to the vendor with the best and most favorable proposal as determined at the sole discretion of the City Council, or the Purchasing Agent, whomever has authority to approve the contract.

(c) In determining the lowest responsible bidder or the best and most favorable proposal, the City Council may consider the following, as well as other criteria:

(1) The ability, capacity and skill of the vendor to perform the proposed contract or provide the service required;

(2) The capacity of the vendor to perform the contract or provide the service promptly, or within the time specified, without delay or interference;

(3) The character, integrity, reputation, judgment, experience and efficiency of the vendor including, but not limited to: 1) past performance record; 2) default under previous contracts; 3) whether or not such contracts were with the City; 4) competency; and 5) failure to pay or satisfactorily settle all bills due for labor and material on former contracts;

(4) The quality of performance by the vendor of previous contracts;

(5) The previous and existing compliance by the vendor with laws and ordinances relating to the contract;

(6) The sufficiency of the financial resources and financial ability of the vendor to perform the contract;

(7) The quality, availability and adaptability of the supplies, machinery, plant or other equipment or contractual services to the particular use required;

(8) The ability of the vendor to provide future maintenance and service for the use of the subject of the contract, including guarantees;

(9) Whether the bidder is entitled to preference as a City or County vendor as set forth in this article.

(d) When the award is not recommended to be given to the lowest bidder, a statement of the reasons for such award recommendation shall be prepared by the Purchasing Agent.

(e) When two (2) or more responsible bidders submit the same low bid, the contract award shall be determined by drawing lots in public at a meeting of the City Council; unless one (1) bidder is a City or County bidder and one (1) is a non-City or non-County bidder, in which event the County bidder shall be awarded the contract over any non-County bidder and the City bidder shall be awarded the contract over any non-City bidder.

(f) When two (2) or more vendors submit otherwise equally good and favorable proposals in accordance with the specifications in the request for proposals and the award criteria in this section 12.5-38, and one (1) vendor is a City or County vendor and one (1) vendor is a non-City or a non-County vendor, the County vendor shall be awarded the contract over any non-County bidder, and the City bidder shall be awarded the contract over any non-City bidder.

(C.B. No. 2003-081, § 1, 5-6-03; C.B. No. 2017-097 , § 1, 5-2-17)

Sec. 12.5-39. - Rejection of bids or proposals.

(a) The entity authorized to approve a purchase, the City Council or Purchasing Agent, as the case may be, may: (i) reject any and all bids or proposals received; (ii) may waive any procedural informality in the bidding or proposal process if in the best interest of the City and may:

(1) Abandon the project;

(2) Readvertise;

(3) Provide for the contract to be negotiated in the open market;

(4) Find that the contract may be performed more reliably or more economically by City employees and determine that the contract shall be performed by City employees; or

(5) Determine that the contract may be performed by any combination of the above.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-40. - Advance disclosures.

No City officer or employee shall disclose information contained in any submitted bid or proposal documents in advance of the opening of bids, or the date due for the proposals unless such disclosure is necessary for the performance of the duties of an employee or officer. Any such disclosure shall, in the discretion of the Purchasing Agent, operate to void the bid or proposal in its entirety as to all bidders or proposers.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-41. - Document security and insurance requirements.

(a) The City Attorney shall approve the form of all contract documents, and shall develop standard contract documents for use in City contracts, where practical.

(b) The Purchasing Agent shall approve the amount of bid security and performance security and may require amounts of security not incompatible with this article.

(c) The City's Risk Manager shall approve the amounts and types of insurance required for all purchases.

(d) The following requirements shall be met in the manners indicated below:

(1) *Bid or proposal security, all purchases.*

a. *Bids or proposals for purchases over the administrative purchasing limit.* When the estimated cost for any purchase is over the administrative purchasing limit, all vendors shall submit a bond secured by a cashier's or certified check, letter of credit, or by an insurance company licensed to do business within the State, attached to the submitted documents in an amount equal to at least ten (10) percent of the bid or proposal, unless the Purchasing Agent determines that such bid security is excessive or unnecessary. The security will be held to ensure good faith on the part of the vendor and to be applied as liquidated damages should such vendor fail to execute and submit all required contract documents within the time required by this section, or within such other time required in the contract documents or attempt to withdraw the bid or proposal prior to the beginning date of the contract.

b. *Other purchases.* When the estimated cost for any purchase does not exceed the administrative purchasing limit; or the estimated cost for the purchase is computed from a bid not based on a fixed total contract sum or when the purchase is based on a request for proposals, the Purchasing Agent is empowered to fix a reasonable bid or proposal security amount to ensure good faith on the part of the bidder or proposer and to be applied as liquidated damages should the successful vendor fail to execute and submit all required contract documents within the time required by this section or attempt to withdraw the bid or proposal prior to the beginning date of the contract, or fail to negotiate in good faith.

c. *Return of security, all contracts.* All bid or proposal security, other than that submitted by the successful bidder or proposer, shall be returned to the respective bidders within a reasonable period of time after award of a contract or rejection of the bid. The bond of the successful vendor shall be held by the City Clerk until all required contract documents have been fully executed.

(2) *Affidavits, all purchases.* Each vendor shall submit, with other required contract documents, the following affidavits:

a. On all demolition and construction contracts, an affidavit indicating all incomplete work under contract and all pending contracts along with a schedule of expected completion of such contracts;

b. On all demolition and construction contracts, an affidavit that the bidder is familiar with and will comply with all applicable state, local and federal laws including but not limited to the Prevailing Wage Act and the Davis-Bacon Act;

c. On all contracts over the administrative purchasing limit, an affidavit indicating the following:

1. Business status:

i. *Corporation.* The name of the state in which the corporation is chartered; the name, address, e-mail address, fax number and telephone number of the local registered agent and office;

ii. *Partnership or limited liability corporation.* The name of all partners or members and the address and telephone number, e-mail address and fax number of the business office;

iii. *Sole proprietorship.* The name of the owner and the address and telephone number, e-mail address and fax number of the business office;

2. That the vendor has not colluded with any person in the bid for the contract;

3. That the vendor does not and will not engage in discriminatory employment practices and does not and will not engage in discrimination because of any of the areas protected under the City's Human Rights Ordinance in hiring or firing, and is in fact an equal opportunity employer.

4. That the vendor is in compliance with the Drug Free Workplace Act and other such requirements as from time to time are required by law.

(3) *Insurance, all construction and demolition contracts.*

a. The successful vendor in all construction and demolition contracts shall submit, along with other required contract documents, a certificate of general liability insurance, issued by an insurance company licensed to do business within the State, indicating the vendor as the insured and naming the City as an additional insured for the duration of the contract, in amounts required in the contract documents or as otherwise required by the City.

b. The successful vendor shall require the same amounts and coverages as from all subcontractors working on the project.

c. In all other purchases, the vendor shall supply such insurance coverage as the Risk Manager shall specify.

(4) *Performance bonds, all contracts.*

a. *Performance bond.* Construction and demolition contracts over the administrative purchasing limit. The successful vendor in all construction and demolition contracts whose estimated contract price exceeds the administrative purchasing limit, shall submit a performance and labor and material payment bond written for the duration of the contract. The performance bond shall be conditioned on the full completion of the contract according

to its terms and the payment for materials and labor used in such completion, in the amount of one hundred (100) percent on the contract price. The bond shall be secured by an insurance company licensed to do business in the state, cash or letter of credit. The successful vendor shall execute the performance bond on a form provided by the City Attorney or its equivalent and submit the bond with other required contract documents.

b. *Performance bond, all other contracts.* The successful vendor for all other contracts not covered by subsection 12.5-41(d)(4)a. shall, in the discretion of the Purchasing Agent, post the amount of the required bid bond or such other amount as the Purchasing Agent shall require to secure the performance bond to ensure full and faithful performance of the contract conditioned on the full completion of the contract according to its terms and the payment for materials and labors used in such completion or such other amount as the Purchasing Agent shall require. The vendor shall execute the performance bond on a form provided by the City Attorney, or its equivalent, and submit the bond with other required contract documents.

c. When no payment is due until after full performance of an agreement, the Purchasing Agent may waive the bond requirement in contracts not exceeding the administrative purchasing limit.

(5) *Prequalification, State motor fuel tax contracts.*

a. All bidders on any contract, which is funded from the State motor fuel tax in whole or in part, shall submit to the Director of Public Works or the City Engineer, when required by the State, a current certificate of eligibility indicating prequalification in at least the amount of the bid and areas of expertise required and issued by the State at or prior to the time and date set for bid opening.

b. Bids from bidders who have not submitted required certificates of eligibility as required by paragraph (a) of subsection 12.5-41(d)(5)a. above shall not be opened.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-42. - Submittal of required documents.

(a) No later than fourteen (14) days after award of the contract by the Purchasing Agent or the City Council, and prior to commencing work, the successful vendor shall submit the following required contract documents fully executed and bound, to the Purchasing Agent;

(1) All documents as required by section 12.5-41;

(2) Signed contract form provided by the City.

(b) Failure to tender the above documents as required shall, at the option of the Purchasing Agent, terminate the contract award and allow the City to draw upon the full amount of the bidder's bid bond or the proposer's proposal bond as liquidated damages.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-43. - False or misleading documents.

The submission of a document required by this article or in response to the City's request for bids or request for proposals which is in whole or in part false or misleading in any material statement shall be considered grounds for the City to declare a default under the contract. The City Manager is hereby empowered to immediately inform the vendor of the default pursuant to the provisions set out in the contract documents. The City Manager shall immediately take steps to institute the City's remedies available under the contract and at law, which shall include but not be limited to entering into a contract

with the next lowest responsible bidder, another proposer, or readvertising for the personal property or services sought.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-44. - Change orders.

(a) The City will be bound by and liable for only those change orders executed in accordance with the following provisions:

(1) The Purchasing Agent is hereby empowered to execute the following types of change orders without prior approval of the City Council:

a. Change orders which do not alter the scope or cost of the project;

b. Change orders which result in a reduction in cost, but do not alter the scope or quality of the project;

c. Change orders which provide for a substitution of services or goods of similar quality for services or goods specified in the contract.

(2) The Purchasing Agent is hereby empowered to execute the following types of change orders without prior approval by the City Council, provided, however, he or she shall report such change orders to the City Council:

a. Change orders which result from emergency situations, defined as:

1. Any clear and present danger or hazard to health, safety or welfare; or

2. Condition that would require the cessation of work on the project, if not immediately executed.

b. Change orders which result in an additional project cost not exceeding the greater of two thousand five hundred dollars ($2,500.00) or ten (10) percent of the original project cost; provided however, if the City Council approves a change order approving a new project cost, the ten (10) percent figure shall be measured from the latest contract cost approved by the City Council.

(b) All change orders not included in subsection (1) or (2) of this section shall be effective only after prior approval of the City Council. If such approval is given, the Purchasing Agent is hereby authorized to execute such change orders.

(c) For the purposes of this section, the following words shall have the meaning set forth below:

(1) "Scope" means the work specified in writing as part of the original request for bids or request for proposals, inclusive of any addendum or amendments which have been incorporated into the contract.

(2) "Cost" means the amount obligated to be paid by the City for goods or services or a combination thereof pursuant to a written agreement.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-45. - Contractually delegated authority.

Where the City Council or Purchasing Agent approves a contract, and the contract provides for approval by the City or a specified officer or employee of the City, that officer or employee, or in absence of a specified officer or employee, the City Manager is authorized to take such action or make such approval as is provided for in the contract documents.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-46. - Exclusions from this article.

This article shall not apply to:

(1) Any collective bargaining agreement or employment contract to which the City is a party;

(2) Any purchase, sale or lease of real property to which the City is a party;

(3) Contracts with or purchases from another governmental entity;

(4) Purchases made pursuant to any joint purchasing program sponsored by the State or the Federal General Services Administration; and

(5) Local improvements or special assessments.

(C.B. No. 2003-081, § 1, 5-6-03)

Secs. 12.5-47—12.5-50. - Reserved.

DIVISION 3. - DISPOSITION OF PERSONAL PROPERTY

Sec. 12.5-51. - Sale or disposition generally.

(a) *Property valued at two thousand five hundred dollars ($2,500.00) or less.* The Purchasing Agent is hereby empowered to authorize the sale or disposition of the City's personal property where the estimated value of such property is two thousand five hundred dollars ($2,500.00) or less. Prior to such sale or disposition, the City Manager shall declare in writing that the personal property is surplus and no longer necessary or useful to the City. The sale may be by negotiated sale, bid, trade, or by auction or in such a manner authorized by the City Manager as is in the best interest of the City. Disposition may be converting it into some other form which is useful to the City, to trade the personal property for other property, or to use it as a trade-in, a credit or part payment upon purchase of other personal property. The Purchasing Agent shall report periodically to the City Council upon such sales or dispositions.

(b) *Property valued at over two thousand five hundred dollars ($2,500.00).* Personal property valued at over two thousand five hundred dollars ($2,500.00) shall be sold or disposed of pursuant to the provisions of Paragraph 11-76-4 of the Illinois Municipal Code (65 ILCS 5/11-76-4), or in any other such manner as is authorized by the City Council.

(C.B. No. 2003-081, § 1, 5-6-03)

Sec. 12.5-52. - Custody, sale or disposition of property abandoned, lost or stolen property.

(a) *Custodian of abandoned, lost or stolen property.* The City Manager shall designate one (1) or more department heads to act as custodian of property acquired by or transferred to the City of Champaign under circumstances supporting a reasonable belief that such property was abandoned, lost, or stolen. A department head designated by the City Manager to act as custodian herein may, in turn, designate an employee of that person's department to act in said capacity. Any person designed to be the custodian of abandoned, lost or stolen property as provided herein shall hereinafter be referred to in this section as the "Custodian." Property acquired by or transferred to the City under the aforementioned circumstances shall hereinafter be referred to in this section as the "property."

(b) *Custodian to maintain records of property.* The custodian shall maintain records that identify specific items of property held by the custodian, the date and manner of disposition of said property, and the amount of proceeds from the sale of said property. Said records shall be maintained by the custodian a minimum of one (1) year after the date of disposition of the property.

(c) *Disposition of unclaimed property generally.* The custodian shall dispose of all property in compliance with the requirements of this section, provided that this section shall not apply to the following:

(1) Live animals;

(2) Property seized during a search, and retained and ultimately returned, destroyed or otherwise disposed of pursuant to a court order in accordance with Sections 108-11, 108-12, or 116-4 of the "Code of Criminal Procedure of 1963," (725 ILCS 5/108-11, 12, 116-4) or other law thereafter applicable to property thus retained;

(3) Property of which custody and disposition is prescribed by Article II of Chapter 4 of the Illinois Vehicle Code (625 ILCS 5/4-201 et seq.)

(4) Property that, because of the extent of damage to or deterioration of its condition, has no value beyond the scrap value of the materials comprising the property and/or can reasonably be assumed to have been abandoned by the rightful owner thereof.

(d) *Property to be held at least 60 days.* Except for emergency dispositions as provided herein, the custodian shall maintain possession of the property until said property is claimed by and released to its rightful owner, or for a minimum of sixty (60) days, whichever occurs first, before the custodian may dispose of said property in the manner provided herein.

(e) *Recovery of cost of storage.* Prior to returning an item of property to its rightful owner as is otherwise provided for herein, the custodian may charge said rightful owner the reasonable costs for storage of the property in question, provided that said charge is in accordance with a written schedule of charges that has been approved by the custodian.

(f) *Methods of property disposition.* Except for weapons as defined herein, or currency, the custodian shall dispose of unclaimed property in one (1) of the following ways:

(1) Sale at a public auction to the highest bidder. Said public auction shall include but not be limited to an auction where persons bidding on items appear in person, or an auction conducted over the internet.

(2) If a sale at public auction is deemed impractical by the custodian because of the cost of conducting said auction, then the property may be disposed of by one (1) of the following methods:

a. Donation to a not-for-profit organization located in Champaign County.

b. Delivery to a business that will recycle the property or part thereof, and otherwise dispose of any non-recycled material in accordance with all applicable state, federal and local laws.

c. Delivery to a commercial hauler licensed in accordance with Chapter 15 of this Code.

d. Delivery to a particular City department for use by the department, provided that the custodian documents the property will be used to facilitate the delivery of services to the public.

(3) Any other method approved of by the City Council.

(g) *Disposal of weapons.* None of the proceedings set forth in the preceding sections of this article shall apply to pistols, revolvers, bowie knives, dirks, slingshots, metallic knuckles or other deadly weapons of like character. All of such weapons except those that the Police Chief shall deem to be of use to the Police Department and retained for the use of the department shall, within six (6) months after their receipt, be destroyed by the custodian or sold as scrap as provided in (f)(2)b. herein.

(h) *Disposal of currency.* Any currency acquired by the custodian under circumstances described in paragraph (a) of this section that remains unclaimed by its rightful owner after sixty (60) days shall be transferred to a Police Department account to fund programs pertaining to crime prevention; drug education, awareness and enforcement; specialized police training, or such other program as approved by the Chief of Police, provided that any currency having a value higher than shown on its face by reason of the collector value or raw material value shall be sold at public auction in the manner otherwise provided for in this section.

(i) *Emergency sale or disposition.* If any property seized or taken possession of by the custodian shall be perishable or so bulky or of such nature as to make it dangerous or inadvisable to retain possession thereof for the length of time specified in paragraph "d" herein, the custodian, upon certifying in writing the presence of one (1) or more of said factors, may dispose of the property by any means specified in paragraph "f" above without waiting the period of time prescribed in paragraph "d".

(j) *Public notice of sale of property.* The custodian shall, a minimum of fifteen (15) days prior to any public auction conducted in accordance with this section, cause to be published in a newspaper having general circulation within the City, a notice of the date, time and location of said auction, or, in the case of an internet auction, the date, time, and the manner of participating in said auction on line. Said notice shall specifically identify the items that will be sold, or, in the alternative, shall identify the type of items that will be sold and identify a location and a time during which members of the public can view a list specifically identifying the items to be sold.

(k) *City employees prohibited from purchasing or acquiring property under this section.* No City employee shall bid on, purchase or otherwise acquire, either directly or indirectly, possession of any property acquired by the custodian under this section.

(l) *Disposition of proceeds of sale of property.* The proceeds of any sale of property conducted under this section, after deducting the cost of storage, advertising and selling, and other expenses incidental to the handling or selling of said property, shall be paid by the custodian to the Finance Director for deposit in the City's general fund.

(C.B. No. 2003-081, § 1, 5-6-03; C.B. No. 2007-189, § 1, 7-17-07)

Secs. 12.5-53—12.5-60. - Reserved.

DIVISION 2. - PURCHASING[18]

Footnotes:

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State Law reference— Purchasing and public works contracts in municipalities of less than $500,000.00, 65 ILCS 5/8-9-1 et seq.

Sec. 2-486. - Contracts less than $1,500.00.

(a) Purchases up to $500.00 can be made in the open market by the department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the department's files and given to the finance director. When purchases up to $500.00 are made, documentation must be given to the finance director citing the appropriate budget line item for the purchase.

(b) Purchases from $501.00 to $1,500.00 can be made in the open market with approval of the appropriate commissioner of department. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the department's files.

(c) Procedure.

(1) Staff evaluates need for service or item based on department and city objectives, and verifies that funds are appropriated and available.

(2) Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.

(3) Staff makes recommendation after review of quotes and commissioner of department gives final approval.

(4) City council retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

(Code 1972, § 2-251; Ord. No. 1787, § 1, 12-7-09; Ord. No. 1830, § 2, 9-6-2011; Ord. No. 1839, § 2, 10-17-2011)

State Law reference— Similar provisions, 65 ILCS 5/4-5-11.

Sec. 2-487. - Contracts of $1,501.00 to $20,000.00.

(a) Purchases between $1,501.00 and $20,000.00 require three written quotes, where practical, and the approval of the finance director, commissioner of department and mayor. Physical records regarding dates, contacts, and quotes received should be retained in the department's files.

(b) Procedure.

(1) Staff evaluates need for service or item based on department and city objectives, and verifies that funds are appropriated and available.

(2) Staff obtains three written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.

(3) Staff makes recommendation to the finance director and commissioner of department after review of quotes. Finance director and commissioner of department make recommendation to mayor for final approval.

(4) City council retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

(Code 1972, § 2-252; Ord. No. 1830, § 3, 9-6-2011)

Sec. 2-488. - Contracts exceeding $20,001.00.

(a) Purchases of materials, equipment, services or supplies above $20,001.00 must be competitively bid through formal public bid procedures, and in accordance with state law and city ordinances. Bid documents require written approval of the mayor, and final bid approval is made by the city council. Requires approval of the finance director, mayor, and city council. The mayor may waive the public bid requirement when procuring certain professional services as outlined in state statute. In these situations, the mayor may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a 2/3 vote of the corporate authorities.

(b) Procedure.

(1) Staff evaluates need for service or item based on department and city objectives, and verifies that funds are appropriated and available.

(2) Notice of call for bids shall be published in a newspaper of general circulation throughout the city by at least one insertion which shall be at least ten days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.

(3) Formal bids are opened and read publicly at city hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.

(4) Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the city council based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.

(5) Final bid is awarded by the city council, and official contracts and/or agreements are signed by the mayor.

(Code 1972, § 2-253; Ord. No. 1830, § 4, 9-6-2011)

Sec. 2-489. - Rejection of bids.

It is hereby expressly reserved that the council shall have the right to reject any and all bids received pursuant to this article, and it may republish or advertise for bids based upon the same or similar specifications is without incurring any liability by, through or under any prior bid received.

(Code 1972, § 2-254)

Sec. 2-490. - Responsible bidder of construction contracts defined.

Responsible bidder of construction contracts means a bidder who meets all of the job specifications, the following applicable criteria, and submits evidence of such compliance:

(1) All applicable laws prerequisite to doing business in Illinois.

(2) Evidence of compliance with:

(a) Federal Employer Tax Identification Number or Social Security Number (for individuals).

(b) Provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).

(3) Certificates of insurance indicating the following coverages: general, liability, workers' compensation, completed operations, automobile, hazardous occupation and product liability.

(4) Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.

(5) The bidder and all bidder's subcontractors must participate in active apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for each of the trades of work contemplated under the awarded contract.

(6) All contracts and subcontractors are required to turn in certified payrolls as specified in Illinois Public Act 94-0515.

(Ord. No. 1770, 11-3-2008)

Sec. 2-491. - Emergency purchases.

(1) In the event of enemy caused, other disaster, or other exigent circumstances, the mayor or his/her designee is authorized on behalf of the city to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to city contracts or obligations, as authorized by the City Code of Ordinances.

(Ord. No. 1830, § 5, 9-6-2011)

Secs. 2-492—2-510. - Reserved.