

# **Knox County Board Member Packet**

## **Regular Meeting of the Board August 28, 2024**



This packet contains the meeting's agenda, accompanying documentation, and minutes of recent standing committee meetings.

Compiled by Scott G. Erickson  
Knox County Clerk / Recorder

THE COUNTY OF KNOX  
STATE OF ILLINOIS

OFFICE OF THE COUNTY CLERK



SCOTT G. ERICKSON  
KNOX COUNTY CLERK

NICOLE BYERLY • MELANIE RICE  
CORY TEEL • GLORIA CLIFF

**PUBLIC NOTICE OF REGULAR MONTHLY MEETING  
OF THE KNOX COUNTY BOARD ON AUGUST 28, 2024**

In accordance with action taken at its July 24, 2024, regular meeting, the Knox County Board ordered that members of the Knox County Board will hereby meet in regular session at 6:00 p.m. on August 28, 2024, at the Knox County Courthouse, Galesburg, Illinois and via teleconference due to public gathering restrictions.

Along with this notice is the agenda of matters to be discussed at said meeting. The agenda can also be accessed through our web site at [www.KnoxClerk.org](http://www.KnoxClerk.org).

DATED: August 23, 2024

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Scott G. Erickson  
Knox County Clerk and  
Ex-Officio Clerk of the Board

**Please Note:**

There will be a closed session starting at 5:30PM for personnel, collective bargaining, security procedures, property, and pending litigation.



## Knox County Board

**Regular Monthly Meeting – August 2024**  
**Galesburg City Hall, Galesburg, Illinois**  
**And Via Teleconference for**  
**Public Viewing Access**  
**August 28, 2024**

### BOARD MEETING AGENDA

| Special Events         |              |   |
|------------------------|--------------|---|
| 5:30 p.m.              |              | Closed Session for Personnel, Collective Negotiations, Security Procedures, Property, and Pending Litigation. (5 ILCS 120/2c-1,2,8, & 11)             |
| Opening Ceremonies     |              |   |
| 6:00 p.m.              |              | Call to Order (Chairman)  |
|                        |              | Roll Call (Clerk)   |
|                        |              | Declaration of Quorum (Chairman)  |
|                        |              | Proclamation (Sheriff)  |
|                        |              | Pledge of Allegiance to the Flag of the United States of America (Chairman)   |
|                        |              | Moment of Silence. (In lieu of a formal Invocation).  |
|                        |              | Additions to the Agenda (for discussion only)   |
| Public Comment         |              |   |
| Consent Agenda (R/C)   |              |   |
| <a href="#">Item 1</a> | Approve      | Minutes of the Board Meeting on July 24, 2024.  |
| Item 2                 | Presentation | Sales tax and various taxes for month of May 2024 in the amounts of \$150,950.42 and \$32,981.81 and public safety tax in the amount of \$259,024.05. |
| Items for the Chairman |              |   |
| <a href="#">Item 3</a> | Approve R/C  | Approve Proclamation in Recognition of Workforce Development Month.   |
| <a href="#">Item 4</a> | Approve R/C  | Approve Proclamation in Recognition of September 11 <sup>th</sup> as National Patriots Day.   |
| <a href="#">Item 5</a> | Presentation | Appointments to Personnel Policy Review Ad Hoc Committee.   |
| <a href="#">Item 6</a> | Approve R/C  | Approve Appointment of State's Attorney.  |
|                        |              |   |
|                        |              |   |

| <b>Report – Committee on Ways and Means.</b>  |              |   |
|---|--------------|---|
| Item 7  | Presentation | Monthly Report from Committee.  |
|   |              |   |
| <b>Report – Committee on Public Safety and Justice.</b>   |              |   |
| Item 8  | Presentation | Monthly Report from Committee.  |
|   |              |   |
| <b>Report – Committee on Infrastructure</b>   |              |   |
| Item 9  | Presentation | Monthly Report from Committee.  |
| Item 10   | Approve R/C  | Approve Bid and Buy for County Fuel for Fiscal Year 2024-2025. (Landfill)   |
| Item 11   | Approve R/C  | Approve Engineering Services Agreement, County Highway 25, Section 20-00059-02-RS. (Highway)  |
| Item 12   | Approve R/C  | Approve Bid for Highway Office Storefront Replacement. (Highway)  |
|   |              |   |
| <b>Report – Committee on Health and Human Services</b>  |              |   |
| Item 13   | Presentation | Monthly Report from Committee.  |
|   |              |   |
| <b>Reports – External Committees Assigned to Board Members</b>  |              |   |
| Reports from these Committees will be placed on file in the County Clerk’s office. No presentations will be provided during the meeting. If you have specific questions, please direct them to the specific Board representative. |              |   |
| <a href="#">Knox County Board of Health (Bondi)</a>   |              |   |
| <a href="#">Galesburg Convention and Visitors Bureau (Pugh)</a>   |              |   |
| 9-1-1 Committee (Hawkinson)   |              |   |
| <a href="#">Knox County Area Partnership for Economic Development</a>   |              |   |
| Prairie Hills Resources Board (Smith)   |              |   |
| United Council of Counties (Bacon)  |              |   |
| Western Illinois Regional Council   |              |   |
| Knox County Mental Health 708 Board (Weiss)   |              |   |
| University of Illinois Extension Office (Boone)   |              |   |
| Knox County Civic Center Authority – Orpheum Board (Sandoval)   |              |   |
|   |              |   |
| <b>Claims Against the County – R/C</b>  |              |   |
| Item 14   | Approve R/C  | Approve Opening of Budget for Line Item Changes. (If Necessary)   |
| Item 15   | Presentation | Presentation of the Proposed Budget Line Item Changes   |
| Item 16   | Approve R/C  | Approval of Proposed Line Item Changes. (If Necessary)  |
| Item 17   | Presentation | Review of Manual Checks Issued for Current Cycle.   |
| Item 18   | Approve R/C  | Claims by Members for per diem and mileage for the Committee Meetings of August 2024, Board Meeting in June, and other claims for per diem from Meetings.   |
| Item 19   | Approve R/C  | Claims against Knox County, Illinois, for the period of July 25, 2024 through August 28, 2024 (ordering that invoices be accepted and approved and that the County Clerk and County Treasurer be authorized and directed to issue County Warrants in payment of the bills in the aggregate amount approved by the County Board) |
|   |              |   |
| <b>Announcements</b>  |              |   |
| Item 20   | Presentation | The next regular meeting will be held on <b>Wednesday, September 25, 2024</b> , 6:00 p.m., at Galesburg City Hall Council Chambers.   |

|                           |              |  |
|---------------------------|--------------|--|
|                           |              |  |
| <b>Closing Ceremonies</b> |              |  |
| Item 21                   | Presentation | <b>Adjournment</b> of meeting until next scheduled meeting of the Board. |

\* CONSENT AGENDA: All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Member or citizen so requests; in which event the item will be removed from the Consent Agenda and will be considered separately.

\*\* Action item to be used only if previous Motion to Remove from Table is approved.

**VOTING CHART:** R/C = Roll Call Vote; Voice = Voice Vote; 2/3 = 2/3rds Vote

**PLEASE NOTE:** Except for emergency personnel, please turn off all cellular telephones and paging devices during the meeting.

## PROCLAMATION OF WORKFORCE DEVELOPMENT MONTH IN KNOX COUNTY

**WHEREAS**, Investment in skilled training, education, and career advancement of Knox County's workforce is crucial to the ability of the county and state to compete in the global economy and to achieve economic equity; and

**WHEREAS**, Knox County employers require workers with in-demand skills to meet the needs of their businesses and communities; and

**WHEREAS**, welcoming all residents who need to become part of the workforce in a meaningful way is critical to the strength of the Knox County's employers and workers; and

**WHEREAS**, Workforce Programs and Services provided by Western Illinois Works and its partners in the workforce system help job seekers identify their interests and skills, and assist them in developing a strong job search strategy, leading to fulfilling employment; and

**WHEREAS**, aligning the workforce development system with employer needs and preparing job seekers to enter family-sustaining employment are among the strategies to address employment and economic disparities; and

**WHEREAS**, the Workforce Innovation Board of Western Illinois prioritizes collaboration among all members of the local workforce development system, including business partners, state workforce development agencies, educational institutions, labor unions, and community-based organizations, which is critical to system alignment and preparing a skilled workforce; and

**WHEREAS**, the workforce development system proactively engages customers, works to achieve equity, and focuses on flexibility to provide tailored resources to help meet the needs of all Knox County employers and residents seeking employment;

**NOW, THEREFORE**, I, Jared Hawkinson, Chair of the Knox County Board, Knox County, Illinois, do hereby proclaim the month of September 2024, as "Workforce Development Month" in Knox County.

Dated this 28<sup>th</sup> day of August, 2024.

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Hon. Jared Hawkinson  
County Board Chair

Attest:

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Scott G. Erickson, Knox County Clerk

## PROCLAMATION BY KNOX COUNTY BOARD OF SEPTEMBER 11, 2024 AS NATIONAL PATRIOT DAY

**WHEREAS**, the terrorist attack against the United States on September 11, 2001 has forever changed the world that we live in; and

**WHEREAS**, these events have had a lasting effect on every citizen and have changed the way we conduct our daily living; and

**WHEREAS**, the memories of those events are still fresh in the minds of those who serve as first responders, firefighters, police and other public servants; and

**WHEREAS**, every year that passes makes it harder to remember the heroic acts that were performed to save lives and to protect our way of life; and

**WHEREAS**, on this the 23<sup>rd</sup> anniversary of the September 11<sup>th</sup> events we take pause to remember those who lost their lives on that day and give thanks to those that pushed fear aside and charged directly into the danger to help their fellow citizens; and

**WHEREAS**, Knox County citizens should use this day of remembrance to thank those who put service to others above service to self and protect and defend our County, State, and Nation from those who want to do us harm.

**NOW THEREFORE**, I, Jared Hawkinson, Chair of the Knox County Board of Knox County Illinois, do hereby proclaim September 11, 2024 as

### National Patriot Day

in Knox County and urge all residents of Knox County to use this 23<sup>rd</sup> anniversary as a time to reflect on their own service to others and the sacrifices that have been made by many to protect the freedom that we hold so dear.

Dated this 28<sup>th</sup> day of August, 2024.

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Hon. Jared Hawkinson, County Board Chair

Attest:

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Scott G. Erickson, Knox County Clerk

**Board Letter**  
**County of Knox, Illinois**  
**August 28, 2024**

**Department:** *HIGHWAY*

**Agenda Item:** *Approve the Engineering Services Agreement for County Highway 25 CIR Project, Section 20-00059-02-RS*

**Background:** *This project on County Highway 25 is 4 miles long, starting at the intersection of County Highway 10 and proceeding south to Lake Bracken. The average daily traffic on County Highway 25 is 1,000 vehicles. The last maintenance activity of County Highway 24 was an ultra-thin surface course applied in 1999. The existing pavement has significant map cracking and other deficiencies. The cold-in-place recycling will pulverize the existing hot mix asphalt material, incorporate an engineered emulsion to the pulverized material and lay it back down for the new road base material. The engineered emulsion additive will increase the structural capacity of the materials. Once the road base is placed we will add a seal coat and micro-surfacing.*

*Hutchison Engineering will do all of the necessary surveys to complete the design and preparation of the plans, estimates and specifications required for a project letting.*

*Payment for all engineering services provided by Hutchison Engineering shall not exceed \$32,500.00.*

*The construction is estimated to cost \$1,500,000. It is scheduled in our Federal program for 2026.*

**Budget Impact:** *The engineering will be paid with Federal Aid Matching Funds (Line Item: Engineering 008-000-560400-30). The current line item balance is \$28,000 with \$75,000 proposed in the FY 24/25 budget.*

**Recommended Action:** *Approve the Engineering Services Agreement for County Highway 25 CIR Project, Section 20-00059-02-RS.*

**Supporting Documents:**

- 1. Engineering Services Agreement*
- 2. Location map*





Using Federal Funds?  Yes  No

Agreement Type

Original

**LOCAL PUBLIC AGENCY**

|                     |                 |                |                              |
|---------------------|-----------------|----------------|------------------------------|
| Local Public Agency | County          | Section Number | Job Number                   |
| Knox County         | Knox            | 20-00059-02-RS |                              |
| Project Number      | Contact Name    | Phone Number   | Email                        |
|                     | Duane Ratermann | (309) 289-2414 | dratermann@knowcountyiil.gov |

**SECTION PROVISIONS**

|                                |           |            |                  |
|--------------------------------|-----------|------------|------------------|
| Local Street/Road Name         | Key Route | Length     | Structure Number |
| CH 25                          |           | 4.46 miles | N/A              |
| Location Termini               |           |            | Add Location     |
| Galesburg City Limits to CH 26 |           |            | Remove Location  |

**Project Description**

The project consists of cold-in-place recycling, CAPE seal, aggregate shoulders, and other collateral work.

|                                  |   |   |   |   |
|----------------------------------|---|---|---|---|
| Engineering Funding              | <input type="checkbox"/> MFT/TBP            | <input type="checkbox"/> State              | <input checked="" type="checkbox"/> Other | Local                                     |
| Anticipated Construction Funding | <input checked="" type="checkbox"/> Federal | <input checked="" type="checkbox"/> MFT/TBP | <input type="checkbox"/> State            | <input checked="" type="checkbox"/> Other |
|                                  |   |   |   | Local                                     |

**AGREEMENT FOR**

Phase I - Preliminary Engineering  Phase II - Design Engineering

**CONSULTANT**

|                              |                 |                |                          |
|------------------------------|-----------------|----------------|--------------------------|
| Prime Consultant (Firm) Name | Contact Name    | Phone Number   | Email                    |
| Hutchison Engineering, Inc.  | W. Shane Larson | (309) 368-0689 | slarson@hutchisoneng.com |
| Address                      | City            | State          | Zip Code                 |
| 8305 N. Allen Road, Suite 4  | Peoria          | IL             | 61615                    |

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Resident Construction Supervisor Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT  
 In Responsible Charge A full time LPA employee authorized to administer inherently governmental PROJECT activities  
 Contractor Company or Companies to which the construction contract was awarded

**AGREEMENT EXHIBITS**

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514 )
- EXHIBIT \_\_\_ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**I. THE ENGINEER AGREES,**

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

**II. THE LPA AGREES,**

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

(1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.

(2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Percent

Lump Sum

Specific Rate

Cost plus Fixed Fee:      Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = ( 0.33 + R ) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

**III. IT IS MUTUALLY AGREED,**

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
5. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
6. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

7. Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
  - (3) Any available drug counseling, rehabilitation and employee assistance program; and
  - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
  - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
  - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

| Prime Consultant (Firm) Name | TIN/FEIN/SS Number | Agreement Amount |
|------------------------------|--------------------|------------------|
| Hutchison Engineering, Inc.  | 37-0960852         | \$32,500.00      |
|                              |                    |                  |
| Subconsultants               | TIN/FEIN/SS Number | Agreement Amount |
|                              |                    |                  |
| Subconsultant Total          |                    |                  |
| Prime Consultant Total       |                    | \$32,500.00      |
| Total for all work           |                    | \$32,500.00      |

**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The  Local Public Agency Type of  Local Public Agency

By (Signature & Date)

By (Signature & Date)

Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest:  Prime Consultant (Firm) Name

By (Signature & Date)

By (Signature & Date)

Title

Title

| Local Public Agency | Prime Consultant (Firm) Name | County | Section Number |
|---------------------|------------------------------|--------|----------------|
| Knox County         | Hutchison Engineering, Inc.  | Knox   | 20-00059-02-RS |

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached Scope of Services

Local Public Agency

Prime Consultant (Firm) Name

County

Section Number

Knox County

Hutchison Engineering, Inc.

Knox

20-00059-02-RS

**EXHIBIT B  
PROJECT SCHEDULE**

It is anticipated preliminary engineering will begin on August 1, 2024 and be completed by August 1, 2025 so the project can be placed on the November 2025 state letting.



|                     |                              |        |                |
|---------------------|------------------------------|--------|----------------|
| Local Public Agency | Prime Consultant (Firm) Name | County | Section Number |
| Knox County         | Hutchison Engineering, Inc.  | Knox   | 20-00059-02-RS |

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

|  |  | No                                  | Yes                                 |
|--|--|-------------------------------------|-------------------------------------|
| 1  | Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2  | Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3  | Was the scope of services for this project clearly defined?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4  | Was public notice given for this project?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5  | Do the written QBS policies and procedures cover conflicts of interest?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6  | Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7  | Do the written QBS policies and procedures discuss the methods of evaluation?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Project Criteria                                       |  | Weighting                           |                                     |
| 8  | Do the written QBS policies and procedures discuss the method of selection?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Selection committee (titles) for this project          |  |                                     |                                     |
|  |  |                                     |                                     |
| Top three consultants ranked for this project in order |  |                                     |                                     |
| 1  |  |                                     |                                     |
| 2  |  |                                     |                                     |
| 3  |  |                                     |                                     |
| 9  | Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10   | Were negotiations for this project performed in accordance with federal requirements.  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11   | Were acceptable costs for this project verified?   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 12   | Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13   | Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 14   | QBS according to State requirements used?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15   | Existing relationship used in lieu of QBS process?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16   | LPA is a home rule community (Exempt from QBS).  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## **EXHIBIT A - SCOPE OF SERVICES**

### **CH 25 COLD-IN-PLACE RECYCLING – GALESBURG CITY LIMITS TO CH 26**

**SERVICES:** Hutchison Engineering's scope of services will be limited to the following:

#### **PHASE I ENGINEERING**

##### **1.0 SCOPING**

- 1.1 The Project Manager and Project Engineer will make an initial site visit.
- 1.2 The design team will attend a kick-off/scoping meeting with Knox County.

##### **2.0 DATA COLLECTION**

- 2.1 Design Guideline Determination
  - 2.1.1 HEI design team kick-off meeting
  - 2.1.2 Collect ADT & Functional Classification – Determine design guidelines
- 2.2 Geotechnical
  - 2.2.1 Collect pavement cores for every lane mile.
  - 2.2.2 Develop report with mix design recommendations

##### **3.0 PROJECT DEVELOPMENT REPORT**

- 3.1 Develop and submit BLR 19100 to IDOT for review and approval.

#### **PHASE II ENGINEERING**

##### **4.0 PLANS – The plans will include the following:**

- 4.1 Cover Sheet
- 4.2 General Notes
- 4.3 Summary of Quantities

## **EXHIBIT A - SCOPE OF SERVICES**

### **CH 25 COLD-IN-PLACE RECYCLING – GALESBURG CITY LIMITS TO CH 26**

#### **4.4 Schedules of Quantities**

**4.4.1 Identify pay items**

**4.4.2 Calculate quantities**

**4.4.3 Check quantities**

**4.4.4 Develop schedules**

#### **4.5 Typical Sections**

#### **4.6 Overall Plan Sheet**

#### **4.7 Traffic Control Plan**

#### **4.8 Highway Standards**

### **5.0 SPECIFICATIONS – The specifications will include the following:**

**5.1 Review Spec Usage sheet to determine appropriate specifications.**

**5.2 Supplemental Specifications**

**5.3 Recurring Specifications**

**5.4 Project Specific & IDOT – D4 Specifications**

**5.5 Local Roads Specifications**

**5.6 BDE Specifications**

### **6.0 ESTIMATES**

**6.1 Estimate of Time**

**6.2 Estimate of Cost**

## **EXHIBIT A - SCOPE OF SERVICES**

### **CH 25 COLD-IN-PLACE RECYCLING – GALESBURG CITY LIMITS TO CH 26**

#### **7.0 PLAN, SPECIFICATION, & ESTIMATES (PS&E)**

- 7.1 Submit Pre-Final PS&E to Knox County and IDOT for review.
- 7.2 Develop Disposition of Comments from review comments.
- 7.3 Revise PS&E as necessary.
- 7.4 Obtain Knox County signatures.
- 7.5 Submit Final PS&E to IDOT for bidding.
- 7.6 Answer contractor questions during bid process.

#### **8.0 COORDINATION MEETINGS**

- 8.1 Prepare for and attend coordination meetings with County as needed.
- 8.2 Prepare for and attend coordination meetings with IDOT as needed.

#### **9.0 QC/QA REVIEW**

- 9.1 Perform typical section review.
- 9.2 Perform Pre-Final and Final Plan, Specification, and Estimate Review.

#### **10.0 CONSTRUCTION SUPPORT**

- 10.1 Answer questions from Resident Engineer.

### **ADMINISTRATION**

#### **1.0 GENERAL PROJECT MANAGEMENT**

- 1.1 Scope, schedule, & budget monitoring
- 1.2 Design project team meetings.

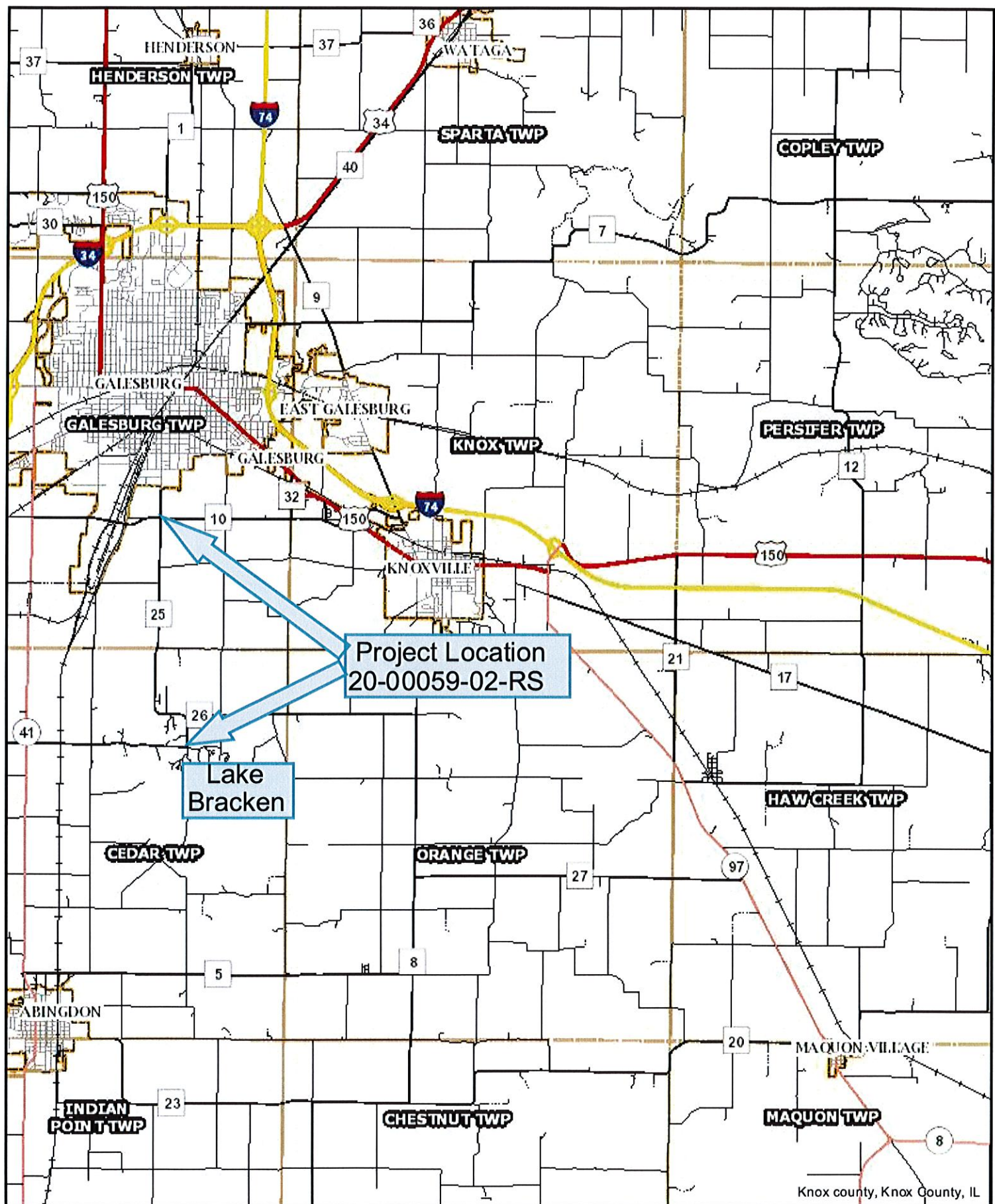
**EXHIBIT A - SCOPE OF SERVICES**

**CH 25 COLD-IN-PLACE RECYCLING – GALESBURG CITY LIMITS TO CH 26**

**2.0 GENERAL FIRM PROJECT ADMINISTRATION**

**2.1 Project Setup**

**2.2 Invoicing**



Knox county, Knox County, IL



### Knox County, IL

Prepared by the Knox County GIS Department. This map is not a legal survey and cannot be used to establish any type of legal boundary. It is for reference purposes only and is provided as a courtesy by the Knox County GIS Department. Knox County shall not be responsible or suffer any liability for any decisions or interpretations of any kind made by any party using this map or attribute data.

Printed: 8/16/2024



**Board Letter**  
**County of Knox, Illinois**  
**August 28, 2024**

**Department:** *HIGHWAY*

**Agenda Item:** *Approve the bid for highway office storefront replacement.*

**Background:** *In December 2021, Klingner & Assoc. began work on renovations to the highway department office building. The building was built in 1960, with some upgrades to the electrical and HVAC systems in 2011.*

*The renovations have to be completed in phases, due to the limited funding we have each year for building maintenance. The first phase will be replacing the storefront of the building. This is essentially the windows from floor to ceiling.*

*Klingner & Assoc. developed the bidding documents for the storefront project. Bids were opened by Scott Erickson, County Clerk, in the courthouse at 2 p.m. on Monday, August 19, 2024. There was one (1) bid submitted by First Glass of Galesburg. The base bid is \$105,000. We're going to eliminate 3 operable windows, or windows that can be opened, from the south and west walls. This will save us \$6,000, reducing the base bid to \$99,000. The architect's estimate for the storefront project was \$100,000.*

**Budget Impact:** *There is \$90,000 in the 2023/2024 Highway Fund Budget (Building Maint – 006-30.660.010-000) for this project. The remaining funds needed will be transferred from the Equipment Replacement line item, which has a current balance of \$45,000.*

**Recommended Action:** *Approve the bid for highway office storefront replacement.*

**Supporting Documents:**

1. *Bid tabulation*



QUINCY · GALESBURG · BURLINGTON · PELLA · DAVENPORT · HANNIBAL · COLUMBIA · DAVENPORT

**OWNER NAME:** Knox County **Bid Date:** Monday, August 19, 2024  
**PROJECT NAME:** Knox County Highway - Storefront Replacement **Bid Location:** Knox County Courthouse  
**Bid Time:** 2:00pm  
**Project No.:** 21-3080

**BID TABULATION**

|                                     |                 |        |        |        |
|-------------------------------------|-----------------|--------|--------|--------|
| Contractor                          | First Glass     |        |        |        |
| Bid Bond or Certified Check         | X               |        |        |        |
| <b>Addenda Acknowledged</b>         |                 |        |        |        |
| Addendum 1                          | X               |        |        |        |
| Base Bid                            | \$105,000.00    |        |        |        |
| Contingency (Amount)                | \$10,500.00     |        |        |        |
| Base Bid + Contingency              | \$115,500.00    | \$0.00 | \$0.00 | \$0.00 |
| Contractor Suggested Alternate #1   | \$4,000.00      |        |        |        |
| Contractor Suggested Alternate #2   | -\$1,000/window |        |        |        |
| <b>Total (Including Alternates)</b> | \$119,500.00    | \$0.00 | \$0.00 | \$0.00 |

Respectfully Submitted By:

**Cody N. Basham** August 19, 2024  
 Senior Architect Date

Klingner & Associates, PC





# DAVID M. HANSEN

KNOX COUNTY CHIEF PUBLIC DEFENDER

KNOX COUNTY COURTHOUSE

200 SOUTH CHERRY STREET, 2<sup>ND</sup> FLOOR

GALESBURG, IL 61401

EMAIL: DHANSEN@CO.KNOX.IL.US

(309) 345-3876 • (309) 341-1961 FAX



Court Date/Time:  
[www.9thjudicial.org](http://www.9thjudicial.org)

August 15, 2024

Robin E. Davis  
Knox County Treasurer  
200 South Cherry Street  
Galesburg, IL 61401

RE: Budget Line Items

Dear Ms. Davis:

Please move \$500.00 from the line item for computer hardware 001-075-750500-42 to the line item for court reporting 001-075-560175-42.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "David M. Hansen".

David M. Hansen  
Knox County Chief Public Defender

DMH/tae



# KNOX COUNTY SHERIFF'S OFFICE

Jack C Harlan, Jr

**SHERIFF**

152 S. Kellogg Street

Galesburg IL 6140

Office: (309) 345-373

Fax: (309) 345-372

[www.knoxcountysheriffil.com](http://www.knoxcountysheriffil.com)

8/12/2024

To: Robin Davis

From: Nacole Hawk

**Please take from**

Vehicle Maintenance

018-050-670000-20

Amount: \$200.00

New Budget Amount: \$14,040.32

**Please add to**

Mileage

018-050-510550-10

Amount: \$200.00

New Budget Amount: \$160.46

Approved by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "J. C. Harlan", written over a horizontal line.

|   |  |              |  |              |  |                        |
|---|--|--------------|--|--------------|--|------------------------|
| <b>August</b>                               |  |              |  |              |  |                        |
| Medical Services Expense 004-000-580900-55  |  | \$38,370.00  |  | \$10,000.00  |  | \$48,370.00 COMPLETED  |
| Contingencies 004-000-820000-55             |  | \$169,938.00 |  | -\$10,000.00 |  | \$159,938.00 COMPLETED |
| Building Repair 044-000-710000-55           |  | \$50,000.00  |  | \$30,000.00  |  | \$80,000.00            |
| Maint/Replace Equip 044-235-580400-55       |  | \$50,000.00  |  | -\$30,000.00 |  | \$20,000.00            |
| Building Equipment Repair 044-000-750000-55 |  | \$115,000.00 |  | \$25,000.00  |  | \$140,000.00           |
| Maint Equip Repair 044-235-660000-55        |  | \$30,000.00  |  | -\$25,000.00 |  | \$5,000.00             |
|   |  |              |  |              |  |                        |
|   |  |              |  |              |  |                        |

*Joe Minico*  
CMAA

**BUDGETARY LINE CHANGES FOR FISCAL YEAR 2023-2024  
AUGUST  
2024**

| APPROPRIATIONS   | ADOPTED<br>BUDGET<br>2023-2024 | PROPOSED<br>REVENUE<br>CHANGES<br>2023-2024 | PROPOSED<br>EXPENSE<br>CHANGES<br>2023-2024 | NEW<br>PROPOSED<br>REVENUE<br>BUDGET<br>2023-2024 | NEW<br>PROPOSED<br>EXPENSE<br>BUDGET<br>2023-2024 |
|--|--------------------------------|---|---|---|---|
| <b>BUDGETARY LINE ITEM CHANGES</b>   |                                |   |   |   |   |
| <b>SHERIFF - ABINGDON CONTRACT</b>   |                                |   |   |   |   |
| 001-144-510200-40 PERMANENT  | 233,538.00                     |   | 15,375.10                                   |   | 248,913.10  |
| 001-144-530100-40 FICA CO SHARE  | 20,777.04                      |   | (2,799.20)                                  |   | 17,977.84   |
| 001-144-530150-40 IMRF CO SHARE  | 29,790.94                      |   | (2,600.93)                                  |   | 27,190.01   |
| 001-144-530170-40 HEALTH & LIFE CO SHARE   | 32,574.00                      |   | (15,857.37)                                 |   | 16,716.63   |
| 001-144-530165-40 WORKMAN'S COMP   | 16,789.02                      |   | (2,301.00)                                  |   | 14,488.02   |
| 001-144-530160-40 UNEMPLOYMENT   | 1,005.00                       |   | 109.40                                      |   | 1,114.40  |
| 001-144-460906-40 ABINGDON TOWN CONTRACT   | 410,940.00                     | (8,074.00)                                  |   | 402,866.00  |   |
| These budget changes are for new Abingdon Contract effective Feb 1, 2024 after reclassifying personnel   |                                |   |   |   |   |
| <b>SHERIFF</b>   |                                |   |   |   |   |
| 001-100-510200-40 PERMANENT ADMINISTRATIVE   | 150,263.00                     |   | 17,500.00                                   |   | 167,763.00  |
| 001-100-510200-40 PERMANENT ADMINISTRATIVE   | 167,763.00                     |   | 44,942.00                                   |   | 212,705.00  |
| 001-000-820000-20 CONTINGENCIES  | 670,298.53                     |   | (62,442.00)                                 |   | 607,856.53  |
| These budget changes are for Chief Deputy/Jail Administrator wage increase and Asst Jail Administrator position. Jail Administrator position was budgeted in Contingency |                                |   |   |   |   |
| <b>LANDFILL</b>  |                                |   |   |   |   |
| 012-000-580650-45 PROPERTY INSURANCE   | 12,224.00                      |   | 553.00                                      |   | 12,777.00   |
| 012-000-820000-45 CONTINGENCIES  | 100,000.00                     |   | (553.00)                                    |   | 99,447.00   |

**BUDGETARY LINE CHANGES FOR FISCAL YEAR 2023-2024  
AUGUST  
2024**

|  |                   |                  |                   |                   |
|--|-------------------|------------------|-------------------|-------------------|
| <b>These budget changes are to add the new compactor to insurance policy</b> |                   |                  |                   |                   |
| <u><b>TORT</b></u>   |                   |                  |                   |                   |
| <b>036-000-580650-35 PROPERTY INSURANCE</b>                                  | <b>35,227.00</b>  |                  | <b>1,667.00</b>   | <b>36,894.00</b>  |
| <b>036-000-820000-35 CONTINGENCIES</b>                                       | <b>76,000.00</b>  |                  | <b>(1,667.00)</b> | <b>74,333.00</b>  |
| <b>These budget changes are to add 50 East Main to insurance policy</b>      |                   |                  |                   |                   |
| <u><b>CAC-DCFS</b></u>   |                   |                  |                   |                   |
| <b>178-072-510175-20 DIRECTOR</b>  | <b>33,600.00</b>  |                  | <b>9,720.00</b>   | <b>43,320.00</b>  |
| <b>178-072-510200-20 PERMANENT SALARIES</b>                                  | <b>27,278.00</b>  |                  | <b>1,112.00</b>   | <b>28,390.00</b>  |
| <b>178-072-530100-20 FICA CONTRIBUTION-CO SHARE</b>                          | <b>4,683.00</b>   |                  | <b>803.00</b>     | <b>5,486.00</b>   |
| <b>178-072-530150-20 IMRF PENSION</b>  | <b>1,784.00</b>   |                  | <b>669.00</b>     | <b>2,453.00</b>   |
| <b>178-072-530160-20 UNEMPLOYMENT CO SHARE</b>                               | <b>570.00</b>     |                  | <b>(212.00)</b>   | <b>358.00</b>     |
| <b>178-072-530170-20 HEALTH/LIFE INS-CO SHARE</b>                            | <b>6,772.00</b>   |                  | <b>2,821.00</b>   | <b>9,593.00</b>   |
| <b>178-072-560000-20 CONTRACTUAL SERVICES</b>                                | <b>2,268.00</b>   |                  | <b>567.00</b>     | <b>2,835.00</b>   |
| <b>178-072-570500-20 UTILITIES</b>   | <b>7,238.00</b>   |                  | <b>(1,313.00)</b> | <b>5,925.00</b>   |
| <b>178-072-580000-20 TELEPHONE</b>   | <b>3,540.00</b>   |                  | <b>660.00</b>     | <b>4,200.00</b>   |
| <b>178-072-580560-20 TRAINING</b>  | <b>4,100.00</b>   |                  | <b>2,182.00</b>   | <b>6,282.00</b>   |
| <b>178-072-580600-20 TRAVEL</b>  | <b>1,884.00</b>   |                  | <b>1,625.00</b>   | <b>3,509.00</b>   |
| <b>178-072-675000-20 OFFICE SUPPLIES</b>                                     | <b>4,733.00</b>   |                  | <b>(733.00)</b>   | <b>4,000.00</b>   |
| <b>178-072-840000-20 LEASE PURCHASE</b>                                      | <b>13,739.00</b>  |                  | <b>1,141.00</b>   | <b>14,880.00</b>  |
| <b>178-072-440300-20 DCFS GRANT</b>  | <b>112,009.00</b> | <b>19,222.00</b> | <b>19,042.00</b>  | <b>150,273.00</b> |
| <b>These budget changes are for the DCFS grant effective July 1, 2024</b>    |                   |                  |                   |                   |

**BUDGETARY LINE CHANGES FOR FISCAL YEAR 2023-2024  
AUGUST  
2024**

| <u>CAC-VCVA (VIOLENT CRIMES)</u>                                   |           |  |            |           |
|--|-----------|--|------------|-----------|
| 178-174-510175-20 DIRECTOR   | 3,360.00  |  | (460.00)   | 2,900.00  |
| 178-174-510200-20 PERMANENT SALARIES                               | 19,611.00 |  | 5,557.00   | 25,168.00 |
| 178-174-530100-20 FICA CONTRIBUTION-CO SHARE                       | 1,758.00  |  | 387.00     | 2,145.00  |
| 178-174-530150-20 IMRF PENSION                                     | 646.00    |  | 394.00     | 1,040.00  |
| 178-174-530160-20 UNEMPLOYMENT CO SHARE                            | 126.00    |  | 27.00      | 153.00    |
| 178-174-530170-20 HEALTH/LIFE INS-CO SHARE                         | 883.00    |  | 4,556.00   | 5,439.00  |
| 178-174-560000-20 CONTRACTUAL SERVICES                             | 1,500.00  |  | (1,500.00) | 0.00      |
| 178-174-560500-20 PRINTING   | 2,500.00  |  | (1,500.00) | 1,000.00  |
| 178-174-580560-20 TRAINING   | 1,665.00  |  | (1,665.00) | 0.00      |
| 178-174-580600-20 TRAVEL   | 2,207.00  |  | (2,207.00) | 0.00      |
| 178-174-675000-20 OFFICE SUPPLIES                                  | 4,209.00  |  | (2,054.00) | 2,155.00  |
| 178-174-685000-20 PROGRAM SUPPLIES                                 | 3,200.00  |  | (3,200.00) | 0.00      |
| These budget changes are for the VCVA grant effective July 1, 2024 |           |  |            |           |
| <u>CAC-VOCA</u>  |           |  |            |           |
| 178-176-510175-20 DIRECTOR   | 19,040.00 |  | (5,240.00) | 13,800.00 |
| 178-176-510200-20 PERMANENT SALARIES                               | 38,811.00 |  | 8,303.00   | 47,114.00 |
| 178-176-530100-20 FICA CONTRIBUTION-CO SHARE                       | 4,423.00  |  | 236.00     | 4,659.00  |
| 178-176-530150-20 IMRF PENSION                                     | 1,626.00  |  | 458.00     | 2,084.00  |
| 178-176-530160-20 UNEMPLOYMENT CO SHARE                            | 286.00    |  | 38.00      | 324.00    |
| 178-176-530170-20 HEALTH/LIFE INS-CO SHARE                         | 9,552.00  |  | 1,143.00   | 10,695.00 |
| 178-176-560000-20 CONTRACTUAL SERVICES                             | 1,396.00  |  | 999.00     | 2,395.00  |

**BUDGETARY LINE CHANGES FOR FISCAL YEAR 2023-2024  
AUGUST  
2024**

|  |           |  |             |           |
|--|-----------|--|-------------|-----------|
| 178-176-570500-20 UTILITIES  | 1,271.00  |  | 704.00      | 1,975.00  |
| 178-176-580000-20 TELEPHONE  | 2,726.00  |  | (1,994.00)  | 732.00    |
| 178-176-580560-20 TRAINING   | 500.00    |  | (500.00)    | 0.00      |
| 178-176-580600-20 TRAVEL   | 1,630.00  |  | (1,075.00)  | 555.00    |
| 178-176-675000-20 OFFICE SUPPLIES                                  | 5,820.00  |  | (5,320.00)  | 500.00    |
| 178-176-685000-20 PROGRAM SUPPLIES                                 | 0.00      |  | 285.00      | 285.00    |
| 178-176-840000-20 LEASE PURCHASE                                   | 1,146.00  |  | (1,146.00)  | 0.00      |
| 178-176-820000-20 CONTINGENCIES                                    | 11,000.00 |  | (11,000.00) | 0.00      |
| These budget changes are for the VOCA grant effective July 1, 2024 |           |  |             |           |
| <u>CAC</u>   |           |  |             |           |
| 178-178-530170-20 HEALTH/LIFE INS-CO SHARE                         | 690.00    |  | 1,098.00    | 1,788.00  |
| 178-178-560000-20 PROFESSIONAL SERVICES                            | 2,140.00  |  | (160.00)    | 1,980.00  |
| 178-178-560005-20 CONTRACTUAL SERVICES                             | 12,976.00 |  | 4,286.00    | 17,262.00 |
| 178-178-560500-20 PRINTING & ADVERTISING                           | 502.00    |  | (12.00)     | 490.00    |
| 178-178-570000-20 POSTAGE AND SHIPPING                             | 100.00    |  | (100.00)    | 0.00      |
| 178-178-580000-20 TELEPHONE  | 74.00     |  | (74.00)     | 0.00      |
| 178-178-580560-20 TRAINING   | 1,847.00  |  | (217.00)    | 1,630.00  |
| 178-178-580600-20 TRAVEL   | 4,393.00  |  | (3,833.00)  | 560.00    |
| 178-178-640000-20 FOOD EXPENSE                                     | 1,480.00  |  | (980.00)    | 500.00    |
| 178-178-675000-20 OFFICE SUPPLIES                                  | 4,088.00  |  | (2,638.00)  | 1,450.00  |
| 178-178-685000-20 PROGRAM SUPPLIES                                 | 3,310.00  |  | 3,276.00    | 6,586.00  |

**BUDGETARY LINE CHANGES FOR FISCAL YEAR 2023-2024  
AUGUST  
2024**

|   |                   |  |                    |                   |
|---|-------------------|--|--------------------|-------------------|
| <b>178-178-820000-20 CONTINGENCIES</b>  | <b>0.00</b>       |  | <b>15,308.00</b>   | <b>15,308.00</b>  |
| <b>These budget changes are for the changes due to the grants that are effective July 1, 2024</b>                   |                   |  |                    |                   |
| <b><u>50 EAST MAIN</u></b>  |                   |  |                    |                   |
| <b>001-001-660010-20 BLDG MAINT &amp; MATERIAL</b>  | <b>0.00</b>       |  | <b>20,000.00</b>   | <b>20,000.00</b>  |
| <b>001-000-820000-20 CONTINGENCIES</b>  | <b>607,856.53</b> |  | <b>(20,000.00)</b> | <b>587,856.53</b> |
| <b>These budget changes are for expenses associated with new property 50 East Main approved by Board Resolution</b> |                   |  |                    |                   |



# AP Checks by Date

Knox County

From Date: 8/1/2024

To Date: 8/20/2024

From Amt: 0.00

To Amt: 9999999.99

Bank: 1

Bank Acct: 622849

From Check:

To Check:

Vendor:

| Check Date | Check # | Bank | Acct No | Vend ID | Vendor Name                           | Status | Amount      |
|------------|---------|------|---------|---------|---------------------------------------|--------|-------------|
| 8/9/2024   | 258016  | 1    | 622849  | 10150   | ALLEGRA PRINT & IMAGING               | O      | \$124.63    |
| 8/15/2024  | 258017  | 1    | 622849  | 40073   | DEV NET, INC                          | O      | \$4,274.92  |
| 8/15/2024  | 258018  | 1    | 622849  | 140286  | MCDONOUGH COUNTY CLERK                | O      | \$60,893.08 |
| 8/15/2024  | 258019  | 1    | 622849  | 2001743 | MIDWEST BANK                          | O      | \$13,338.35 |
| 8/15/2024  | 258020  | 1    | 622849  | 160081  | OFFICE SPECIALISTS, INC               | O      | \$2,116.00  |
| 8/15/2024  | 258021  | 1    | 622849  | 190074  | PITNEY BOWES BANK INC RESERVE ACCOUNT | O      | \$4,000.00  |

**Outstanding and Redeemed Total : \$84,746.98**

**Void Total : \$0.00**

**Grand Total : \$84,746.98**



## Knox County Board and Committee Meetings Calendar

### August 2024

The following is a list of the meetings of the standing Committees for the Knox County Board for the above referenced month.

Public Safety and Justice Committee

August 19, 2024 at Annex conference room at 6:00 PM

Infrastructure Committee

August 20, 2024 at Annex conference room. Starting at 6:00PM

Health and Human Services Committee

August 21, 2024 at Annex conference room. Starting at 6:00 PM

Ways and Means Committee

August 22, 2024 at Annex conference room. Starting at 6:00 PM.

Executive Committee

August 22, 2024 at Annex conference room. Starting at 5:00PM

IT Department Meeting

August 13, 2024 via teleconference. Starting at 9:30 AM.

Knox County Board Meeting – Regular Meeting

August 28, 2024 at Galesburg City Hall. Starting at 6:00 PM.

Zoom Meeting ID = 729 532 7867

**Zoom option will be available to the viewing public only. Any public comment statements should be made in person at meeting.**