

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor

Rod Kleckler
815-380-5333

City Administrator

Robbin Blackert
815-564-1366



City Clerk

Pam Martinez
815-622-1100

City Treasurer

Kay Abner
815-622-1100

Joint Meeting of the Police Fire Committee Finance/Insurance/Investment Committee and Ordinance/License/Personnel/Safety Committee

December 16, 2021

5:30 p.m.

Council Chambers

603 W 10th Street

Rock Falls, IL 61071

AGENDA

1. Call to Order
2. Audience Requests
3. **Police Fire Committee:**
 - a. Approve Minutes of the October 21, 2021, Police Fire Committee Meeting
 - b. Resolution to accept donations for a K-9 Program
 - c. 2022 Patrol Vehicle Replacement Proposal
 - d. 2014 Ford Explorer - Needs repairs of approximately \$4,000.00 to \$7,000.00 - Discussion on repairing or selling
 - e. Committee Member Items
4. **Finance/Insurance/Investment Committee:**
 - a. Approve Minutes of the November 4, 2021, Finance/Insurance/Investment Committee Meeting
 - b. Review Audit RFP's for Fiscal Year 2022, 2023 and 2024 Professional Auditing Services
 - c. 2022 Patrol Vehicle Replacement Proposal
 - d. 2014 Ford Explorer - Needs repairs of approximately \$4,000.00 to \$7,000.00 - Discussion on repairing or selling
 - e. Committee Member Items
5. **Ordinance/License/Personnel/Safety Committee:**
 - a. Approve Minutes of the November 18, 2021, Ordinance/License/Personnel/Safety Committee Meeting
 - b. Class B Liquor License - Majority of food sales percentage for Restaurants
 - c. Class A-1 Liquor Licenses - Increase in Number Limited
 - d. Alcohol sales at the RB&W Park for summer 2022 events

- e. Department Safety Meeting Minutes Review
 - f. Committee Member Items
6. Adjournment

Next Meeting Dates:

Police Fire Committee - January 20, 2022

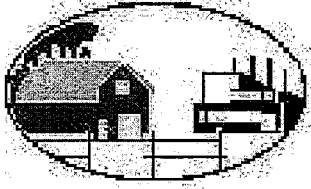
Finance/Insurance/Investment Committee - January 25, 2022

Ordinance/License/Personnel/Safety Committee - January 27, 2022

Posted: December 14, 2021

Michelle K. Conklin, Deputy City Clerk

The City of Rock Falls is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with Disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in the meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Mark Searing, ADA Coordinator, at 1-815-622-1108 promptly to allow the City of Rock Falls to make reasonable accommodations within 48 hours of the scheduled meeting.



City of Rock Falls

Police/Fire Committee Meeting Minutes

Date: 10/21/2021

Time Meeting Started: 5:30 p.m.

Time Meeting Ended: 6:28 p.m.

Members		Also Attended	
Chairman Wangelin	P	Mayor Kleckler	
Alderman Dowd	P	Administrator Blackert	
Alderman Babel	P	Deputy Chief Bouwens	
Alderwoman Devers	P	Chief Pilgrim	
X-Attended A-Absent			

Ordinance/Topic	Discussion	Plan of Action
Call to Order	<ul style="list-style-type: none"> Meeting was called to order at 5:30 p.m. by Chairman Wangelin 	
Audience Request	<ul style="list-style-type: none"> None 	
Approve Minutes	<ul style="list-style-type: none"> Committee reviewed minutes of the August 19, 2021 Police Fire Committee Meeting. Chairman Wangelin moved to approve the minutes of the August 19, 2021 meeting, second by Alderman Dowd, motion carried. 	Minutes Approved
New Business	<ul style="list-style-type: none"> A. Chief Pilgrim presented the committee with current grant being sought for \$19,263.06 from the Bureau of Justice to restart the K-9 Program. Chief Pilgrim informed the committee of all of the required expenditures that would necessary to restart the program. Administrator Blackert added that at such time that ANY financing became available that the full council would have to vote on restarting he K-9 Program. 	
Fire Chief Report	<ul style="list-style-type: none"> Deputy Chief Bouwens updated the committee on staffing and upcoming testing, status of the purchase of the two Tahoes, and recent structure fires in Rock Falls. 	
Police Chief Report	<ul style="list-style-type: none"> Chief Pilgrim informed the committee of recent activities and staffing levels of the Police Department 	
Committee member items	None	
Adjournment	<ul style="list-style-type: none"> A motion was made by Alderman Babel to adjourn, second by Chairman Wangelin, motion carried. Adjourned the meeting at 6:38 p.m. 	

Wm Wangelin

Chairman Wangelin

2022 Patrol Vehicle Replacement Proposal

Proposal:

The Police Department is proposing the approval of a 3-year lease for four (4) new patrol vehicle, fully outfitted. The purchase would be made through Kunes Ford. The lease contract would be obtained through Tax Exempt Leasing of Libertyville IL. The first payment on the contract would be due one year from the date the contract is signed.

Current Fleet:

The Police Department currently has a fleet of 7 marked patrol vehicles

#2 - 2014 Ford Police Interceptor Utility, more than 140,000 miles*

#3 - 2020 Ford Police Interceptor Utility hybrid, approx. 25,000 miles

#4 - 2014 Ford Police Interceptor Utility, more than 140,000 miles*

#5 - 2020 Ford Police Interceptor Utility hybrid, approx. 27,000 miles

#6 - 2017 Ford Police Interceptor Utility, approx. 85,000 miles*

#7 - 2017 Ford Police Interceptor Utility, approx. 96,000 miles*

#8 - 2020 Ford Police Interceptor Utility hybrid, approx. 22,000 miles

*Vehicles to be replaced/traded/reassigned

The marked units accumulate an approximate average of 1,500 miles per month, or 18,000 per year.

Staffing:

Fully staffed, the Police Department would have 4 officers (1 Sergeant, 3 Patrol Officers) for each shift. Due to recruiting and retention issues across the law enforcement industry, we are not at that level. Having 4 shifts of 3 officers (1 Sergeant, 2 Patrol Officers) with 1 'power shift' (2pm-2am) on each rotation to give coverage in the afternoon and evenings is a more realistic scenario. This would allow for a fleet of 6 squads at a minimum. The Police Department is also actively pursuing funding for a K-9 which would require the conversion of a squad for that use, or the additional purchase of a vehicle. Purchasing 4 vehicles with this proposal would allow the conversion of one of the vehicles to K-9 use.

Repair and Maintenance Costs:

The cost of maintaining the older vehicle has risen substantially as the mileage increases. We have used over 100% of the \$20,000 vehicle maintenance budget as of October 31, 2021 with the majority of those expenses being the result of major mechanical failures of the 2014 and 2017 squads.

Unmarked/Administrative vehicles

The Police Department has five unmarked Chevy Impalas which are assigned to the Administration and Detectives.

#11 – 2012 Chevy Impala, approx. 63,000 miles (Chief)

#12 – 2011 Chevy Impala, approx. 90,000 miles (Detective)

#13 – 2014 Chevy Impala, approx. 58,000 miles (Deputy Chief)

#14 – 2011 Chevy Impala, approx. 83,000 miles (Detective)

#15 – 2014 Chevy Impala, approx. 63,000 miles (Detective)

#12 has experience substantial repair costs and needs replaced within the next 2 years. If the City moves forward with the purchase of 4 marked squads, Car #6 (2017 Utility) could be retained and re-assigned to the Chief or Deputy Chief with the Impala assigned to them being reassigned to the Detective section, replacing car #12. The unmarked vehicles accumulate 200-500 miles per month depending on who they are assigned to. Vehicle assignments would also be reevaluated to better balance the mileage to extend the life of those vehicles.

Lifespan:

The recommended lifespan of a marked police vehicle is 80-100k miles and 4 years. After this point the reliability and maintenance costs become burdensome. Even with regular preventative maintenance, the major systems on the vehicle will start to fail. Keep in mind, these vehicles are not “regular” vehicles. They are operated on a sometimes-continuous basis under sometimes, extreme conditions. In addition to the mileage, the vehicles are running for more time than just the miles driven. Though steps have been taken to decrease the amount of time the vehicles are left idling, this cannot be avoided completely as the vehicle needs to be running to provide power to the emergency equipment and other systems in the vehicle.

Cost of Replacement Vehicles:

Based on a cost of \$45,000 per car for new cars x 4 vehicles = \$180,000 (see attached breakdown for cost of vehicle)

3-year lease - \$64,250/yr. (Paid in arrears, first payment due 1 year from date of delivery)

First payment - Summer 2023

Last payment - Summer 2026

The new vehicles would have to be outfitted with mostly new equipment due to changes in the interior dimensions which will not accommodate the current equipment. All efforts will be made to re-use as much of the equipment as possible to reduce costs. There is a strong possibility much, if not, most of the equipment from the 2017 squads would transfer to new the new cars.

This proposal allows the City to spread the cost of replacing the fleet over a period of time and replaces the aging vehicles all at one time. Reassigning higher mileage, but still usable, vehicles from the patrol fleet to the Administration allows the more vital needs of Patrol and Investigations to be met without the need to make further vehicle purchases. I am committed to fiscal responsibility balanced with the need to ensure the officers are equipped with reliable safe vehicles to carry out their duties.

I am seeking approval of this purchase now to reduce the wait time and get the cars replaced sooner than later. The current lead time on the vehicles from the factory is 5-6 months, if not longer. Additional wait time of 1-2 months could be expected to get the cars upfitted with the equipment. With the lease payments being made in arrears, the first payment would be due one year from the delivery of the vehicles, which would put it due in the 2023-24 budget. The final payment of the current lease on the 2020 squads will be made in September or October of 2022. I have ensured there would be no overlap of the payments and only one payment would be due per fiscal year.

Respectfully submitted,



Chief Pilgrim

Cost Breakdown

Vehicle - 2022 Ford Police Interceptor Utility V6, AWD - \$34,275

Graphics – \$675

Emergency Lighting - \$1850

- Roof mounted lightbar - \$700
- 2 x LEDs in grille - \$200
- LEDs on rear lift gate - \$200
- LEDs inside rear liftgate lip - \$200
- LED rear side windows - \$200
- LED corner lights - \$300
- Flasher control - \$50

Interior Equipment- \$2700

- Computer mount base - \$100
- Weapon lock - \$600
- Partition - \$700
- Window guards - \$200
- Rear seat cover - \$1100

Electronics - \$1815

- Center Equipment Console- \$450
- Light/Siren Controller - \$680
- Siren speaker - \$160
- Power management system - \$525

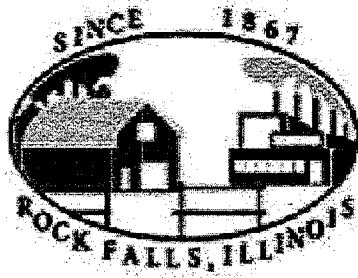
Upfitting cost (labor) - \$2800

- Transfer radio/radar/ camera system
- Install equipment

Delivery - \$250/car

License - \$225/car

TOTAL - \$44,590/vehicle



Finance/Insurance/Investment Committee Minutes
Date November 4, 2021

Members		Also Attended	
Chairwoman McKanna	P	Administrator Blackert	
Alderman Wangelin	P	Mayor Kleckler	
Alderman Doane	P	Alderman Dowd	
Alderman Devers	P	Alderwoman Sobottka	

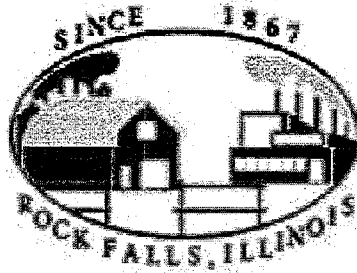
Note: P-Attended, A-Absent

Ordinance/Topic	Discussion	Plan of Action
Call to order	Meeting was called to order at 5:30 p.m. by Chairwoman McKanna	
Public Comment	None	
Approval of minutes	Committee reviewed minutes of the October 26, 2021 Finance Committee. Chairwoman McKanna moved to approve the October 26, 2021, second by Alderman Wangelin, Roll Call Vote - 4 aye, motion carried.	Minutes Approved
New Business	<p>Tax Levy FY 2022- was presented by Chairwoman McKanna three ways.</p> <ol style="list-style-type: none"> 1. Increase 4.83% on property taxes, below the 4.99% and truth and taxation hearing would not have to be held. The 4.83% will meet the pension agreement. 2. Increase 10.67% on property taxes would prevent a negative funding and will require a truth and taxation hearing. 3. Increase 11.34% on property taxes would fulfill pension fund and will require a truth and taxation hearing. 	Send to City Council for reading

	<p>A motion was made by Chairwoman McKanna and second by Alderman Wangelin to approve 4.83% tax levy to be sent to City Council. Roll Call Vote - 3 ayes, 1 no, motion carried</p> <p>A motion was made by Chairwoman McKanna and second by Alderman Doane for approval to seek Requests for Proposals for Professional Auditing Services. Roll Call Vote - 4 ayes,</p>	
Old Business	<p>Rebuild Downtown & Main Streets Grant is revisited and \$240,000.00 needed for in-kind donation and matching cash contribution to be included in the Rebuild Downtown & Main Streets Grant application to DECO. In-kind of \$50,000.00 from the Electric Department, \$190,000.00 matching funds, TIF funding, Motor Fuel tax use. Mayor Kleckler brought up that there will be video gaming income available to use.</p> <p>Administrator Blackert stated that the language of the grant does not state you have to say certain dollars are coming from each area stated above.</p> <p>A motion was made by Chairwoman McKanna and second by Alderman Doane to approve sending to City Council, Roll Call Vote - 3 ayes, 1 no, motion carried.</p>	Send to City Council
Committee Member Items	None	
Adjournment	Alderman Doane moved to adjourn at 6:02 p.m. second by Chairwoman McKanna, motion carried	Adjourned at 6:02 p.m.
Next Meeting	Next Meeting will be December 15, 2021.	
Minutes respectfully submitted by: Pam Martinez, City Clerk		



 Finance Committee Chairman



Ordinance / License / Personnel / Safety Committee Minutes
Date November 18, 2021

Members		Also Attended	
Chairwoman Sobottka	P	Administrator Blackert	
Alderman Snow	P	Mayor Kleckler	
Alderman Doane	P	Alderman Wangelin	
Alderwoman McKanna	P	Alderman Babel	

Note: P-Attended, A-Absent

Ordinance/Topic	Discussion	Plan of Action
Call to order	Meeting was called to order at 5:30 p.m. by Chairwoman Sobottka	
Public Comment	<p>Mayor Kleckler read Article V. Public Comments at Meetings – Article V of the Rock Falls Municipal Code state that Public Comments at City council and committee meetings shall be limited to no more than five minutes per commenter and to no more than one hour, total, per meeting, unless either of said time limits is extended by majority vote of the members present.</p> <p>Renee Sotelo – Owner of The Cooler at 311 W. Second Street, Rock Falls – commented on the additional liquor license on the agenda. Mr. Sotelo stated that there are 15 gaming facilities within two miles of his establishment and 21 bars. His establishment has seen a great decrease in revenue since gaming facilities have been allowed in the City of Rock Falls. He asks to not allow any more A-1 Liquor License and to keep the amount at 20.</p>	

Approval of minutes	Committee reviewed minutes of the September 23, 2021 Ordinance/License/Personnel/Safety Committee. A motion was made by Alderman Snow and second by Alderman Doane, Roll Call Vote - 4 aye, motion carried.	Minutes Approved
New Business	<p>Garbage Rates: Mayor Kleckler had a conversation with Moring Disposal, as Rock Falls would like to return to curbside recycling program, stated that the recycling company will not return to the recycling program due to all of the non-recyclable material that is collected. Moring is under contract to have a recycling program. An educational document will need to go to all residence to help in the understanding of what is recyclable and what is not allowed.</p> <p>Chairwoman Sobottka moved this discussion to next month to be able to get the pricing from Moring about the recyclable program.</p> <p>Number of Class A-1 Liquor Licenses – An Increase from 20 to 22: Restaurant Licenses are unlimited in licensure, three properties being looked at for Liquor License. Discussions were had and asked to receive documentation on Illinois State cap on gaming license per city.</p> <p>A motion was made by Alderwoman McKanna and second by Alderman Doane to not increase number of licenses from 20 to 22. Roll Call Vote – 3 ayes, 1 abstained.</p>	<p>Garbage Rates: Hold until next meeting.</p> <p>Class A-1 Liquor License No action</p>
Old Business	<p>Alcohol sales at the RB&W Park for Summer 2022 Events: Modify 16-357 Ordinance to add a clause that an event held by Tourism at the RB&W Park that participants could bring their own alcohol beverages.</p> <p>If there was a sale of alcohol, there would have to be a A-1 Licensure to sell the alcohol at an event. Everyone that sells alcohol or serves alcohol has to be BASSET trained.</p>	Next meeting sample ordinance available.
Department meetings	Department Safety Meeting Minutes Review. A motion was made by Alderman Snow and second by Alderman Doane, all approved viva voice vote.	
Committee Member Items	None	

Adjournment	Alderman Snow moved to adjourn at 6:15 p.m. second by Alderman Doane, motion carried	Adjourned at 6:15 p.m.
Next Meeting	Next Meeting will be December 16, 2021 at 5:30pm.	
Minutes respectfully submitted by: Pam Martinez, City Clerk		



Chairwoman Sobottka

Sec. 16-354. - 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:

Alcoholic liquor means alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being. The provisions of this article shall not apply to alcohol used in the manufacture of denatured alcohol produced in accordance with Acts of Congress and regulations promulgated thereunder, nor to any liquid or solid containing one-half of one percent or less of alcohol by volume.

Banquet facility means a building used for the service of food and beverages to groups of persons attending for planned events or occasions, which building is not open for the general service of food and beverages to the public at large on a regular basis, and from which the service of food and beverages is to persons or groups who have a common, shared or affinitive relationship to the other members of the group for the planned event or occasion.

Beer means a beverage produced by the alcoholic fermentation of an infusion or concoction of barley or other grain, malt and hops in water, and includes, among other things, beer, ale, stout, lager beer, porter and the like.

Bowling alley means every establishment or building, or part of an establishment or building, as the case may be, wherein the game of bowling played with composition balls and ten wooden pins, is played, and consisting of at least eight full sized bowling lanes.

Campground means a parcel of land of at least ten acres upon which individual spaces are rented for short term periods (less than six months) to persons placing upon a rented individual space a motor home, camping trailer or tent for non-permanent use as a living unit, and to which the owner of the campground supplies electrical, water or sewage disposal connections for use by the renter of a space while occupying the space.

Club means a corporation organized under the laws of this state, not for pecuniary profit, solely for the promotion of some common object other than the sale or consumption of alcoholic liquors, kept, used and maintained by its members through the payment of annual dues, and owning, hiring or leasing a building or space in a building, or such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodation of its members and their guests and provided with suitable and adequate kitchen and dining room space and equipment and maintaining a sufficient number of servants and employees for cooking, preparing and serving food and meals for its members and their guests; provided that such club files with the local liquor control commissioner at the time of its application for a license under this Act and two copies of a list of names and residences of its members, and similarly files within ten days of the election of any additional member his name and address; and provided further, that its affairs and management are conducted by a board of directors, executive committee, or similar body

chosen by the members at their annual meeting and that no member or any officer, agent or employee of the club is paid, or directly or indirectly receives, in the form of salary or other compensation any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests introduced by members beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club.

Convenience store means a retail outlet or store from which the sale of groceries, food, beverage and other sundry items is conducted, and which generally occupies a parcel of land of less than 20,000 square feet, with building or sales area comprising less than 5,000 square feet, and which may also include the sale of motor vehicle fuels and other petroleum products.

Drug store means a retail establishment which, together with other items, is duly authorized to sell at retail prescription drugs and which employs a registered pharmacist full time on the premises for the dispensing of prescription drugs.

Grocery store means a retail outlet or store:

- (1) Whose principal business is the sale of groceries and food items for human consumption in packages for consumption off the premises; and
- (2) Which maintains total grocery retail display and sales floor area of at least 10,000 square feet.

Hotel means every building or other structure kept, used, maintained, advertised and held out to the public to be a place where food is actually served and consumed and sleeping accommodations are offered for adequate pay to travelers and guests, whether transient, permanent or residential, in which (25 or more rooms are used for the sleeping accommodations of such guests and having one or more public dining rooms where meals are served to such guest, such sleeping accommodations and dining rooms being conducted in the same building or buildings in connection therewith and such building or buildings, structure or structures being provided with adequate and sanitary kitchen and dining room equipment and capacity.

Keg means a container designed and capable of holding beer or other fermented alcoholic liquor in a quantity of five or more gallons from which the beverage is dispensed by and through a separate device or apparatus, typically referred to as a "tap" or "tapper," attached to or inserted into the container.

Licensee means any person, firm, corporation, partnership or club holding a license under the provisions of this article.

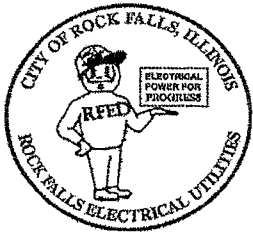
Original package means any bottle, flask, jug, can, barrel, keg, hogshead or other receptacle or container whatsoever, used, corked, or capped, sealed and labeled by the manufacturer of alcoholic liquor, to contain and convey any alcoholic liquor.

Package store means a retail establishment the principal business of which is the sale of alcoholic beverages in the original packages for consumption off the premises, and for which sales of other products is ancillary to the sale of alcoholic beverages.

Restaurant means any public place kept, used, maintained, advertised and held out to the public as a place where meals are served, and where meals are actually and regularly served, without sleeping accommodations, such space being provided with adequate and sanitary kitchen and dining room equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its guests.

Wine means an alcoholic beverage obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar, including such beverages when fortified by the addition of alcohol or spirits.

(Code 1977, § 5.06.010; Code 1990, § 8-256; Ord. No. 86-1435, § 5.06.010, 1-6-1986; Ord. No. 91-1577, 3-4-1991; Ord. No. 98-1855, § 1, 11-20-1998; Ord. No. 2005-2126A, § 1, 3-15-2005; Ord. No. 2010-2438, § 1, 1-4-2011; Ord. No. 2013-2122, § 1, 9-17-2013; Ord. No. 2017-2323, § 1, 6-20-2017)



ELECTRIC DEPARTMENT Safety Meeting Sign-In Sheet

Date: Oct. 26, 2021

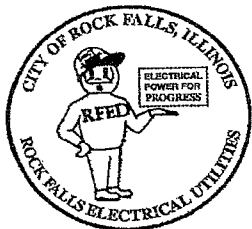
Time Meeting Started:

Time Meeting Ended:

Department Members Present			
Jeff Tupper	✓	Jeremiah Ludewig	
Don Cassidy	✓	Mason Rhodes	✓
Ron Sandroek	✓		
Bill Martin	✓	Tony Poci	
Nick Yates	✓	Larry Hanrahan	
Bailee Rosalez	✓		

Safety Topic/Issue/Concern	Discussion	Plan of Action and Timeline
Department Head Report		
Update on Previous Month's Action Items		
Review of Accidents, Near Miss Incidents And Injury Reports Since Last Meeting		
Unsafe Conditions Identified by Employees and Recommendations to Address Them		
Recommendations and Suggestions from Employees to Promote Safety		
Monthly Education Safety Training Topic	<i>Pole Top Rescue Bucket Rescue</i>	Annual
Other		

Larry Hanrahan – Operations Manager



ELECTRIC DEPARTMENT Safety Meeting Sign-In Sheet

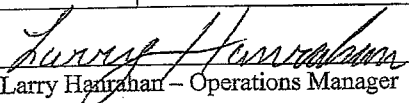
Date: November 16, 2021

Time Meeting Started:

Time Meeting Ended:

Department Members Present			
Jeff Tupper		Jeremiah Ludewig	<input checked="" type="checkbox"/>
Don Cassidy	<input checked="" type="checkbox"/>	Mason Rhodes	<input checked="" type="checkbox"/>
Ron Sandroek	<input checked="" type="checkbox"/>		
Bill Martin	<input checked="" type="checkbox"/>	Tony Poci	<input checked="" type="checkbox"/>
Nick Yates	<input checked="" type="checkbox"/>	Larry Hanrahan	<input checked="" type="checkbox"/>
Bailee Rosalez	<input checked="" type="checkbox"/>		

Safety Topic/Issue/Concern	Discussion	Plan of Action and Timeline
Department Head Report	<i>Xmas Decorations</i>	
Update on Previous Month's Action Items	<i>None</i>	
Review of Accidents, Near Miss Incidents And Injury Reports Since Last Meeting	<i>None</i>	
Unsafe Conditions Identified by Employees and Recommendations to Address Them	<i>None</i>	
Recommendations and Suggestions from Employees to Promote Safety	<i>None</i>	
Monthly Education Safety Training Topic	<i>Trenching + Shoring</i>	Annual
Other		


11-16-2021

Larry Hanrahan - Operations Manager



380 Sentry Parkway, Blue Bell, PA 19422 | T: 610.397.5000

December 7, 2021

Ms. Michelle Conklin
Business Office Superintendent
City of Rock Falls
603 W 10th Street
Rock Falls, IL 61071

SUBJECT: PMAMC Risk Control: Safety Training – December 7, 2021
Account # 0742882

Dear Ms. Conklin:

This letter will confirm my December 7, 2021 Safety Training for the Public Works Department. I conducted one (1) training sessions with a total of 13 attendees on the topic of General Shop & Workplace Safety and Housekeeping. I provided a copy of the roster sheet to Mr. Ted Padilla in a previous email for his records.

I will continue to work with Mr. Padilla on additional safety training topics for him and his staff. The City of Rock Falls as a remaining balance of 34 Risk Control hours to use between now and the end of April 2022. Please let me know if there are any topics, other departments, or any programs that you or the city would like to discuss or work on.



OLD REPUBLIC INSURANCE GROUP

Thank you for the time and courtesy afforded during my visit. I look forward to continuing to provide the high level of risk control services, which The City of Rock Falls has come to expect from PMA Companies. In the meantime, if you have any questions or require further assistance, please call me at 815-721-9871 or email me at darin_longanecker@pmagroup.com

Sincerely,



Darin Longanecker
Sr. Risk Control Consultant
PMA Management Corp.

C:

Mr. Mike Nugent, Consultant, Nugent Consulting LLC
Mr. Alan Gordon, Sr. Account Executive, PMA Management Corp.
Ms. Ann Bostic, CSM, PMA Management Corp.

PMA Companies conducts surveys on a voluntary basis for the purpose of obtaining underwriting information for its benefit and does not imply under any circumstance that coverage exists under an insurance policy. This report is provided to aid your organization in its safety program. It concerns only such conditions and practices as were evaluated at the time of our visit. PMA Companies makes no warranties or representations of any kind. Specifically, we do not undertake to warrant all hazards are adequately controlled, or that property, operations, workplaces, machinery or equipment are safe or in compliance with any law, rule or regulation.

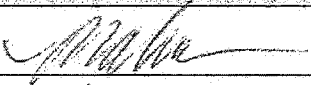

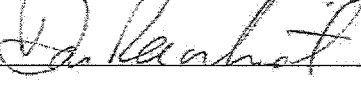




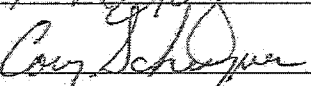
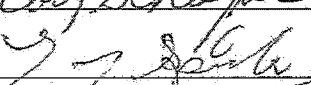


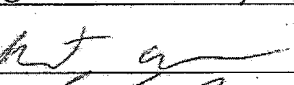
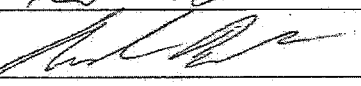
Sign-In Sheet

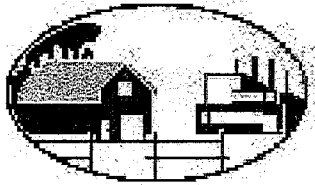
Date: December 7, 2021

Trainer(s): Darin Longanecker

Public Entity: City of Rock Falls PW

Subject(s): Shop & Workplace Safety

PRINTED NAME	SIGNATURE	LOCATION/EMAIL
1. MARTIN L PLURM		SEWER
2. Sha Smith		Sewer
3. DAN REINHOLDT		Sewer
4. Allan BRIGGS		Sewer
5. JAY KING		Street
6. Paul Lawyer		Street
7. Mike Leaf		street
8. CORY SCHRYVER		street
9. LARRY SPINKA		Street
10. Andrew Tribbley		Water
11. Isaiah Venema		Water
12. KUST ANDERSON		water
13. Andrew Behrens		Water
14.		
15.		
16.		
17.		
18.		



City of Rock Falls Safety Meeting Minutes

Date: December 9, 2021

Time Meeting Started: 1:00 Time Meeting Ended: 1:30

Members		Also Attended	
Ted Padilla	X	Isaiah Venema	X
Kurt Anderson	X	Keith Stouffer	X
Andrew Tribley	X	Andrew Behrens	X

Safety/Topic	Discussion	Plan of Action
Department head report	<ul style="list-style-type: none"> Com Ed project from Mcneil to E 2nd st Replace 1991 valves filter room Tremble stopbox thru out city 	Year 2022 finish In progress In progress
Update on previous month's action Items	<ul style="list-style-type: none"> None 	
Review of accidents and injury reports since last meeting	<ul style="list-style-type: none"> None 	
Unsafe conditions identified by employee's recommendation to address	<ul style="list-style-type: none"> 	
Recommendation and suggestion from employees to promote safety	<ul style="list-style-type: none"> None 	
Monthly education safety training topic	House keeping with the PMA Rep.	Completed
other	Keith Stouffer off until shoulder surgery complete	
	Clean reservoir and remove iron bacteria	2022 Completed