

REGULAR CITY COUNCIL MEETING
105 S MAIN ST
FARMER CITY, ILLINOIS
MONDAY, APRIL 3, 2023
6:00 P.M.
AGENDA

PRELIMINARY MATTERS

1. Call to order
2. Roll call
3. Pledge of allegiance to the flag
4. Proclamations/presentations/recognitions -
5. Public Comment –

CONSENT AGENDA

The following items will be adopted on a single motion without discussion unless a council member requests separate consideration:

- A. Approval of the minutes of the March 6, 2023 council minutes
- B. Fund Warrant List

UNFINISHED BUSINESS--Ordinances or resolutions previously tabled.

NEW BUSINESS--Ordinances and resolutions for initial consideration

- A. Discussion regarding partial closing of Main St for filming.
- B. Resolution 2023-79 Resolution authorizing the execution of a contract for mowing between the City of Farmer City, Illinois and Camo's Lawn & Landscape.
- C. Approval to issue an RFP for auditing services.
- D. Approval of the bid from Building Systems of Illinois for \$758,900 for the construction of the street garage.
- E. FY 24 budget discussion.

EXECUTIVE SESSION

5 ILCS 120/2 (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

OTHER ITEMS

1. City manager report
2. Non-agenda items and other business

ADJOURNMENT

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at (309) 928-2842, 48 hours before the meeting. Staff will be pleased to make the necessary arrangements.

MINUTES OF THE FARMER CITY, ILLINOIS
CITY COUNCIL REGULAR MEETING
MARCH 20, 2023 6pm

Roll call Present: Councilmembers Willard McKinley, David Walsh, Jason Strough, Shelley Friedrich and Mayor Scott Testory

Also, in attendance: City Manager Sue McLaughlin, City Clerk Angie Wanserski and City Attorney Joe Chamley.

Pledge of allegiance to the flag

Public Comment

Proclamations/presentations

CONSENT AGENDA

- A. Approval of the minutes of the March 6, 2023 council meeting.
- B. Fund Warrant List

MOTION by McKinley to approve consent agenda. Seconded by Walsh. Voted unanimously. Motion carried.

UNFINISHED BUSINESS

NEW BUSINESS

- A. Discussion workshop with ABM to review their findings on water/sewer system.
ABM associates Zach Thomas, Joe Boetsch, and Dan Lawlor were in attendance to review their findings on the water/sewer system. 60 random meters were tested and 67% were found to be under performing. ABM has brought 2 projects before council totaling \$7,352,626; water meter replacements and the Main Street water main project. At this time, council is only interested in pursuing the water meter replacements but would like to see better numbers from ABM that break down the project cost. The council is opting to hold off on the water main project at this time in hopes that the city can apply for a grant on this at a future date.

EXECUTIVE SESSION

OTHER ITEMS

City Manager report

Non-agenda items and other business

ADJOURNMENT

MOTION by McKinley to adjourn meeting. Seconded by Strough. Voted unanimously. Motion carried.

Angie Wanserski, City Clerk

Vendor Name	Net Invoice Amount	
100		
SIMPLIFIED COMPUTERS	1,420.00	ADM
PRESTO X PEST CONTROL	53.11	ADM
SAQ CONSULTING	2,000.00	ADM CONSULTING
FRONTIER	74.78	ADM
FRONTIER	228.68	ADM
SIMPLY SENNETT	50.00	ADM WEB DEVELOPMENT
T-MOBILE	30.56	ADM
EVANS FROEHLICH BETH AND	262.50	COUNCIL LEGAL
EVANS FROEHLICH BETH AND	52.50	POLICE
AMUNDSEN DAVIS LLC	910.00	POLICE LEGAL
AMUNDSEN DAVIS LLC	70.00	POLICE
TECHNOLOGY MANAGEMENT	132.81	IWIN MEMBERSHIP SERVICES
SPRINT	134.02	POL TELEPHONE
FRONTIER	396.53	POL PHONE
PRINCETON CHEVROLET GMC	225.00	OTHER ITEMS FOR DURANGO
MOTOROLA SOLUTIONS	480.00	REPAIR BALLARD BODY CAMERA
Evergreen FS Inc	1,211.77	POLICE FUEL
PRINCETON CHEVROLET GMC	550.00	CAMERA INSTALL
R & R SERVICES OF ILLINOIS I	10,400.00	16.5 HOURS TUB GRINDER
MIKE AND DAVID EUGER	1,875.00	RENT FOR STREET DEPT
CORNGELIO AG	324.28	STREET
Progressive Chemical	706.28	SIGNS
Evergreen FS Inc	73.44	STREET FUEL
Evergreen FS Inc	767.55	STREET FUEL
Central Illinois Ag	44,000.00	FARMALL UTILITY TRACTOR
Key Equipment	58,500.00	STREET SWEEPER
MAURER-STUTZ	15,373.75	MAINTENANCE BUILDING RECONSTRUCTION
MIDWEST ENGINEERING AND T	2,970.00	MAINTENANCE BUILDING REPORT
Menards	14.95	PARKS
Menards	4.76	PARKS
Menards	1.96	PARKS
Menards	34.88	PARKS
Menards	14.29	PARKS
HEIDELBERG MATERIALS	308.37	CA6 ROCK
MITCHELL'S TRUCKING	299.06	PARKS
Evergreen FS Inc	91.80	PARKS
FRONTIER	200.16	POOL
Total 100:	144,242.79	
150		
MAURER-STUTZ	830.00	PLUM ST IMPROVEMENTS
HEIDELBERG MATERIALS	309.94	CA6 ROCK
HEIDELBERG MATERIALS	315.64	CA6 ROCK
MITCHELL'S TRUCKING	602.11	CA6 ROCK
Total 150:	2,057.69	
240		
Schoonover Sewer Service Inc.	1,115.00	DEPOT ROAD
Total 240:	1,115.00	
270		
EVANS FROEHLICH BETH AND	70.00	TIF 2
MAURER-STUTZ	1,928.50	PLAYGROUND PROJECT

Vendor Name	Net Invoice Amount	
Total 270:	1,998.50	
280		
VFW POST 6190	300.00	FLAGS
Total 280:	300.00	
510		
FRONTIER	635.50	WATER PHONE
MEDIACOM	191.65	SEWER
MIDWEST METER INC.	195.00	MISC SUPPLIES
Evergreen FS Inc	293.76	WATER FUEL
Evergreen FS Inc	170.58	WATER FUEL
Total 510:	1,486.49	
520		
Schoonover Sewer Service Inc.	760.00	SEWER MAIN REPAIR
JONES, TREVER	294.25	SEWER TRAVEL AND TRAINING
Total 520:	1,054.25	
530		
ANIXTER INC	40.00	RUBBER GLOVES
INTERSTATE BILLING SERV. IN	370.52	BOBCAT HYD OIL
BHMG ENGINEERS	469.20	PROJECT E03150
QUADIENT FINANCE USA INC.	468.02	POSTAGE
FRONTIER	179.93	ELEC PHONE
CHEMSEARCH	639.62	CHEMICALS
Evergreen FS Inc	165.24	ELEC FUEL
Evergreen FS Inc	767.55	ELEC FUEL
ANIXTER INC	3,270.00	SYS IMP ENGINEERING
ANIXTER INC	730.00	METERS
Total 530:	7,100.08	
Grand Totals:	159,354.80	

Vendor Name	Net Invoice Amount	
100		
SIMPLIFIED COMPUTERS	775.00	PREPAID EXPENSE
SIMPLIFIED COMPUTERS	350.00	ADM
WATTS COPY SYSTEMS INC	232.01	ADM COPIER
COOPER, BILLIE	300.00	ADM
HINCKLEY SPRINGS	32.10	WATER
ZIMMERMAN, MACKENZIE	320.00	adm travel
City of Farmer City	343.28	ADM
CORNGELIO AG	.71	adm
Walker Tire Service	764.04	POLICE
CLASPILL AUTOMOTIVE	108.55	POLICE OIL CHANGE
RUGGED COMPUTING INC	223.99	POL
RUGGED COMPUTING INC	1,153.91	REFURBISHED LAPTOP
City of Farmer City	238.23	POLICE
PF Pettibone & Co.	19.00	POLICE ID
Evergreen FS Inc	1,413.18	POLICE FUEL
FRONTIER	32.50	STREET
City of Farmer City	28.00	STREET
CORNGELIO AG	41.76	STREET
Evergreen FS Inc	88.32	STREET FUEL
Menards	33.72	CHAIN
CAMO'S LAWN AND LANDSCAP	500.00	STORM DAMAGE
City of Farmer City	634.13	parks
ENGER BRO'S HEAT AC PLUMB	817.06	SOUTH PARK DEWINTERIZATION
ENGER BRO'S HEAT AC PLUMB	150.00	DEWINTERIZE WEEDMAN
Evergreen FS Inc	88.33	PARKS
CORNGELIO AG	11.99	PARKS
CORNGELIO AG	23.46	PARKS
City of Farmer City	90.40	POOL
CORNGELIO AG	18.99	POOL
Total 100:	<u>8,832.66</u>	
110		
Civic Systems LLC	1,920.00	SERVICES
Total 110:	<u>1,920.00</u>	
120		
City of Farmer City	118.58	SIREN
Total 120:	<u>118.58</u>	
150		
CAMO'S LAWN AND LANDSCAP	3,100.00	TREE REMOVAL
Total 150:	<u>3,100.00</u>	
260		
CORE AND MAIN	2,817.00	DEPOT RD DAMAGE
Total 260:	<u>2,817.00</u>	
270		
CORE AND MAIN	613.73	WATER REBUILD FIRE HYDRANT
Total 270:	<u>613.73</u>	

Vendor Name	Net Invoice Amount	
490		
GFL ENVIRONMENTAL	12,085.21	MONTHLY GARBAGE SERVICIE
Total 490:	12,085.21	
510		
IONWARE	156.25	WATER
City of Farmer City	1,638.07	WATER
CORNGELIO AG	3.47	WATER - SUPPLIES
Evergreen FS Inc	220.81	WATER FUEL
MIDWEST METER INC.	2,098.00	WATERMAIN REPAIR REPLACE
ENGER BRO'S HEAT AC PLUMB	3,200.00	FURNANCE AT WATER PLANT
Total 510:	7,316.60	
520		
City of Farmer City	8,471.77	SEWER
CORNGELIO AG	37.95	Sewer
Evergreen FS Inc	154.57	SEWER FUEL
Total 520:	8,664.29	
530		
ANIXTER INC	335.00	REPLACEMENT HIGH VOLT GLOVE
Safety-Kleen Corporation	398.44	ELEC
BHMG ENGINEERS	742.80	PROJECT E03150
DECATUR INDUSTRIAL ELECTR	975.00	CRANE INSPECTION
JM TEST SYSTEMS	4,608.00	TESTING OF TRUCKS
IONWARE	156.25	ELECTRIC
City of Farmer City	3,054.11	ELECTRIC
CORNGELIO AG	54.94	ELEC
Evergreen FS Inc	242.89	ELEC FUEL
Menards	125.96	ELEC
Total 530:	10,693.39	
Grand Totals:	56,161.46	



CITY OF FARMER CITY, ILLINOIS

105 South Main Street
Farmer City, Illinois 61842-0049

Telephone: (309) 928-2842

Facsimile: (309) 928-2228

MEMO

Date: April 3, 2023

To: City Council

From: Sue McLaughlin, ICMA-CM
City Manager

RE: Main St

Acrostar Films is requesting to film another project in downtown Farmer City, Sunday, May 7 in the morning. They are requesting the closure of 1 block of Main St between Water and Green St. and will try to be done by noon.

They do not need police presence, just a few barricades to close off that block – it will just be “slow moving zombies”, no running around.

They have asked us to promote the need for extras again, but want to confirm the date and closure first.



CITY OF FARMER CITY, ILLINOIS

105 South Main Street
Farmer City, Illinois 61842-0049

Telephone: (309) 928-2842

Facsimile: (309) 928-2228

MEMO

Date: April 3, 2023

To: City Council

From: Sue McLaughlin, ICMA-CM
City Manager

RE: 2023 Mowing Bids

The City held a bid opening for the 2023 season of mowing on March 17, 2023.

The City received 2 bids; Z Mowing and Camo's Lawn & Landscape. As you can see on the attached bid result form, Camo's Lawn & Landscape was the low bid for a total of \$1,130 per mow (if required) and each individual mow was the lowest bid as well.

Camo's Lawn & Landscape submitted a Certificate of Insurance and provided a list of equipment. Z Mowing submitted insurance, but no references. Staff therefore recommends awarding the bid for the 2023 mowing season to the low bid from Camo's Lawn & Landscape.

2023 Mow Bids

	City	Weedman	South	Stensel	Prairie Ridge	TOTAL per
NAME	Cemetery	Park	Park	Park	detention	mow
Z Mowing	900	925	1250	875	850	4800
Carr's Lawn & Landscape	400	140	360	130	100	1130

RESOLUTION 2023-79

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR MOWING
FOR THE CITY OF FARMER CITY ILLINOIS**

WHEREAS, the City of Farmer City, located in DeWitt County, Illinois, has determined that it is advisable, necessary and in the public interest to keep the grass mowed in city parks and other property owned or maintained by the City; and

WHEREAS, the City of Farmer City advertised for bids to be received by 2 p.m. on March 17, 2023; and

WHEREAS, the City of Farmer City received bids from 2 landscaping companies.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Farmer City, DeWitt County, Illinois that:

FIRST: The City of Farmer City has heretofore determined that it is advisable, necessary and in the public interest to award the contract for the 2023 mow season to:

Camo's Lawn & Landscape

SECOND: The City Manager of the City of Farmer City is hereby instructed and authorized to sign the document attached as Exhibit A.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FARMER CITY, DEWITT COUNTY, ILLINOIS THIS 3rd DAY OF APRIL 2023

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

Scott Testory, Mayor

Angie Wanserski, City Clerk

CONTRACT FOR MOWING SERVICES
FOR
THE CITY OF FARMER CITY, ILLINOIS

THIS AGREEMENT is made and entered into effective April 5, 2023 by and between the City of Farmer City, an Illinois municipal corporation (City), whose address is 105 South Main Street, Farmer City, Illinois 61842, and Camo's Lawn & Landscape, whose address is 509 S Maple St, Farmer City, IL (Contractor):

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements contained herein, the City and Contractor agree as follows:

SECTION 1. SERVICES

The Contractor agrees to perform mowing, edging, trimming and general lawn maintenance of City owned properties throughout the 2023 growing season, which is estimated as April 5 to November 1, 2022.

The contract shall include the following City properties at the specified amount per mowing (The large softball field at Weedman Park and the large baseball field at South Park will be mowed by Blue Ridge Schools prior to May 15, 2023; the Soccer Field will be mowed early August to mid-October, 2023). Weekly mowings are not always required; each mowing will be based on need depending on state of property:

Weedman Park	\$140
City cemetery	\$400
South Park	\$360
Prairie Ridge Subdivision detention basin	\$130
Stensel Park (ponds near raceway)	\$100

The properties shall be maintained so that grass height averages 2 to 2 ½ inches. Mowing shall not commence before 8:00 a.m. in areas adjacent to residences. In all instances, care must be given to public use of the area. Trash containers will be emptied on an "as needed" basis. Trash containers will be emptied into the dumpster located at each park.

Application of chemicals shall be made only by persons properly licensed by the State of Illinois.

The Contractor shall be free to exercise discretion and independent judgment as to the method and means of the performance of the Contractor's services. The Contractor shall furnish any tools or equipment necessary to perform the services required under this agreement. Nothing in this agreement shall prohibit the Contractor from accepting other work from any other business or entity, provided no conflict of interest is created between that work and the Contractor's services provided to the City pursuant to this contract and upon review by the City.

The Contractor shall be responsible for picking up branches, bottles, cans and other litter at each mowing.

SECTION 2. PAYMENT FOR SERVICES

In consideration of services performed pursuant to this agreement, the City agrees to pay the Contractor upon receipt of itemized billing by vendor listing date and property mowed. Payment will be made within five days following approval by the City Council on a monthly basis.

SECTION 3. TAXES

The Contractor shall be responsible for the payment of all taxes required by law, including, but not limited to taxes under the Federal Insurance Contribution Act. The Contractor will provide the City with the Contractor's Tax ID number.

SECTION 4. TERMINATION

This agreement may be terminated by either party if the other party substantially fails to fulfill its obligations under this agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten (10) calendar days written notice of intent to terminate and an opportunity for correcting the default, and for consultation with the terminating party before termination. In addition, the City may terminate, or amend, this agreement, in whole or in part, for cause (such as for disparate behavior, legal or financial reasons, or major changes in the work or program requirements), and the Contractor is given not less than ten (10) calendar days written notice and an opportunity for consultation before termination or amendment. If the City terminates as a result of the contractor's default, any payment due the contractor at the time of termination may be adjusted to the extent of any additional cost the City incurs due to the Contractor's default. If the Contractor terminates as a result of the City's default or the City terminates for cause, the Contractor shall be paid for services performed to the termination date, including reimbursable expenses due. Upon receipt of the terminating or amending action, the Contractor shall promptly discontinue the impacted services, unless the notice directs otherwise.

SECTION 5. CONTRACTOR'S STATUS

It is agreed and understood by the Contractor and the City that the Contractor is a self-employed independent contractor and the Contractor is not an employee of the City and shall not be entitled to any benefits or privileges provided by the City to its employees, including but not limited to, workers' compensation and unemployment benefits. The Contractor shall not have any authority or power to bind or commit the City in any manner whatsoever.

SECTION 6. INSURANCE

A. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Illinois such insurance as will protect the City, its officers, employees, agents, consultants, and volunteers from claims involving the Contractor's contractual obligations under this agreement including, but not limited to, the following hold-harmless agreement:

The Contractor herein agrees to indemnify, defend and hold harmless the City, its officers, employees, agents, consultants and volunteers from all losses, claims, liabilities, injuries, damages and expenses, including attorneys' fees, that the City, its officers, employees, agents, consultants and volunteers may incur by reason of any injury or damage sustained to any person or property (including loss of use) arising out of or occurring in connection with the negligent performance by the Contractor of the Contractor's duties and obligations.

B. The Contractor shall obtain and maintain, at the Contractor's own expense, liability insurance in the amount of one million dollars (\$1,000,000.00) (including a broad-form contractual liability coverage with all coverage retroactive to the earlier date of this agreement or the commencement of the Contractor's services in relation to the project) covering personal injury, bodily injury and property damages.

C. The Contractor shall maintain at the Contractor's own expense comprehensive automobile liability insurance, including hired and non-owned vehicles, if any, in the amount of five hundred thousand dollars (\$500,000.00) covering personal injury, bodily injury and property damage.

D. The Contractor shall maintain at the Contractor's own expense workers' compensation insurance in the amount of the statutory maximum with employer's liability coverage.

E. The City and its officers and employees shall be named as additional insured on the Contractor's comprehensive general liability and automobile insurance policies.

F. All insurance required by the Contractor shall be maintained at the Contractor's own expense, from a company or companies lawfully authorized to do business in Illinois and rated at least A by Best's Key Rating Guide. All insurance obtained by the Contractor shall incorporate a provision requiring the giving of written notice to the City at least thirty (30) days prior to the cancellation, renewal or material modification of any such policies by return receipt of United States certified mail. All insurance required by the Contractor shall also state that the coverage afforded under the policy or policies shall be primary insurance. Any insurance carried independently by the City shall be secondary insurance that operates on only an excess or contingent basis.

G. All insurance required of the Contractor shall provide that any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its officials, employees, agents, consultants or volunteers.

H. The Contractor shall submit valid certificates in form and substance satisfactory to the City evidencing the effectiveness of the foregoing insurance policies and the required amendatory requirements to each such policy to the City for the City's approval before the Contractor commences the rendition of any services hereunder.

I. Under no circumstances shall the City be deemed to have waived any of the insurance requirements of this contract by any action or omission, including but not limited to:

- (1) allowing any work to commence by the Contractor before receipt of certificates of insurance;
- (2) failing to review any certificates of insurance received from the Contractor; or
- (3) failing to advise the Contractor that any certificate of insurance fails to contain all the required insurance provisions or is otherwise deficient in any manner.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely the Contractor's responsibility and that this is a requirement that cannot be waived by any conduct, action, inaction or omission by the City.

J. Nothing contained in this contract is to be construed as limiting the liability of the Contractor. The City does not, in any way, represent that the coverages or limits of insurance specified are sufficient or adequate in each addendum for specific projects to protect the City or the Contractor, but are merely minimums. The obligations of the Contractor to purchase insurance shall not, in any way, limit its obligations to the City in the event that the City should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by the Contractor's insurance.

K. In the event the Contractor fails to furnish and maintain the insurance required by this contract, the City may purchase such insurance on behalf of the Contractor, and the Contractor shall pay the cost thereof to the City upon demand or shall have such cost deducted from any payments due the Contractor. The Contractor agrees to furnish to the City the information needed to obtain such insurance.

SECTION 7. DRUG-FREE WORKPLACE AND SEXUAL HARASSMENT POLICIES

Contractor certifies that it is in compliance with all the requirements of The Drug Free Workplace Act (30 ILCS 580). Contractor certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract. If applicable, the Contractor has sexual harassment policies.

SECTION 8. ASSIGNMENT

The Contractor shall have no right to transfer or assign his interest in or his obligations under this agreement without the prior written consent of the City.

SECTION 9. ENTIRE AGREEMENT

This agreement constitutes the entire understanding of the parties with respect to the Contractor's services and supersedes any prior written or oral agreements or understandings of the parties pertaining thereto.

SECTION 10. NO THIRD-PARTY BENEFICIARIES

The City and the Contractor agree that this agreement is not intended to create or give rise to any rights in any person or entity other than the City and the Contractor, and no claim as a third-party beneficiary under this agreement by any person or entity shall be made or be valid against the City or the Contractor.

SECTION 11. ANTI BRIBERY

Contractor certifies that the Contractor is not barred from being awarded a contract with any agency of the State of Illinois under Section 50-5 of the Illinois Procurement Code.

SECTION 12. NOTICES

Any notice required or permitted to be given pursuant to this agreement shall be in writing and shall be deemed given either upon delivery of such notice in person or on the third day after posting by certified mail, postage prepaid, return receipt requested, addressed to the party to whom notice is given as follows, unless the address listed below is modified on any notice subsequently given by such party:

If to the City:

City of Farmer City
105 S. Main Street
Farmer City, Illinois 61842
Attn: City Manager

If to the Contractor:

Camo's Lawn & Landscape
509 S Maple St, PO Box 153
Farmer City, IL 61842

SECTION 13. GOVERNING LAW

The execution, validity, construction, interpretation, performance, and enforcement of this agreement shall be governed by the laws of the state of Illinois.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

For the Contractor:

For the City

By: _____
Contractor
Tax ID #

By: _____
Sue McLaughlin, ICMA-CM
City Manager

Counter Signed: (SEAL)

By: _____
Angie Wanserski
City Clerk



CITY OF FARMER CITY, ILLINOIS

105 South Main Street
Farmer City, Illinois 61842-0049

Telephone: (309) 928-2842

Facsimile: (309) 928-2228

MEMO

Date: April 3, 2023

To: City Council

From: Sue McLaughlin, ICMA-CM
City Manager

RE: Auditing

Our current auditors, Striegel Knobloch & Co, out of Bloomington, have notified us that they believe its in both of our interests to not renew our contract to provide auditing services to the City this year. We believe it's best to introduce a fresh set of eyes.

Therefore, we need to issue an RFP for auditing services right away to hire someone for FY 23, which usually begins in late summer.

Therefore, I recommend approving this RFP to solicit for auditing services beginning this year.



Request for Proposals (RFP) for Municipal Auditing Services Farmer City, Illinois

INTRODUCTION

The City of Farmer City, Illinois, is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending 2023, with the option of auditing its financial statements for each of the four subsequent fiscal years.

Proposals are to be submitted by 3:00 PM on Friday, May 26, 2023 via email at smclaughlin@cityoffarmercity.org or mail:

Sue McLaughlin
City of Farmer City, Illinois
105 S Main St.
Farmer City, IL 61842

The City of Farmer City reserves the right to reject any or all proposals submitted. Proposals will be evaluated by the City based on firm experience and reputation, understanding of City requirements, and price. During the evaluation process, the City reserves the right, where it may serve in the City's best interest, to request additional information or clarification from proposers. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this request for proposals to Sue McLaughlin, 309-928-3412.

NATURE OF SERVICES REQUIRED

The City of Farmer City, Illinois, desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted

accounting principles for government entities as defined by the Government Accounting Standards Board (GASB). The City also desires the auditor to express an opinion on the fair presentation of the combining and individual fund financial statements and schedules in conformity with GASB generally accepted accounting principles.

The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*; the provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 (when applicable); and the provisions of the U.S. Office of Management and Budget (OMB) 2 CFR, Chapter I, Chapter II, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

The City does not anticipate spending in excess of \$750,000 in federal awards and will not require an audit in accordance with the Single Audit Act of 1984.

It is expected that in determining the extent of test procedures, full consideration will be given to the apparent effectiveness of the system on internal accounting controls. The feasibility of recommendations for improvements in the accounting system and internal controls will be discussed during the course of the engagement. In the required report on internal control, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall also be reported in a separate management letter, which shall include all instances of noncompliance.

The auditor will deliver an electronic copy of the auditor's report and in addition to that shall print, bind and submit 8 copies of the audit report to the City. Additional copies of the report shall be submitted to the federal cognizant audit agency and any agencies of the State of Illinois, as required.

At the conclusion of the audit, the auditor will meet with the City Council to discuss the results of the audit and explain any findings that are included in the auditor's management letter.

All working papers and reports shall be retained for a minimum of three years, unless the firm is notified in writing by the City of the need to extend the retention period.

DESCRIPTION OF THE GOVERNMENT

The City of Farmer City has a population of 1,900. The City provides the following services to its citizens:

Public safety (police), highways and streets, culture and recreation, public improvements, water, sewer and electric services, and general administrative services

The City has a total payroll of \$1,234,209 covering 20 full-time and 20 part-time or seasonal employees. Approved budgets for the most recent fiscal year are \$1,323,825 for the General Fund and \$4,253,094 for Enterprise Funds. The City uses the following fund types in its financial reporting:

- General Fund
- Special Revenue Funds
- Debt Service Fund
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

The City prepares its financial statements using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary funds. The City's financial statements are prepared in accordance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*.

PROPOSAL REQUIREMENTS

Interested firms shall submit its proposal separated into two sections: the **technical proposal** and the **cost proposal**.

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit of the City of Farmer City in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements. The technical proposal shall provide the necessary information in the following sequence:

- Background of the firm. The proposer should state the size of the firm, the size of the firm's governmental auditing staff, and the number and nature of the professional staff to be assigned to this engagement. The firm is also required to submit a copy of the report on its most recent quality control review, along with a statement of whether that quality control review included a review of specific government engagements.
- Partner, supervisory and staff qualifications and experience. The proposer should identify the principal supervisory and management staff assigned to the engagement and disclose each person's government auditing experience.
- Similar engagements with other government entities. The proposal shall describe the five most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of the work and the name and telephone number of the client contact.

- Specific audit approach. The proposal should set forth a plan of implementation, including an explanation of the audit methodology for this engagement. The work plan should include a description of tasks, estimates of work effort, time budgets, and a detailed breakdown of responsibilities of all audit personnel.

Structure the cost proposal as follows:

- This is a three-year engagement; one year with renewal options through the third year.
- Total all-inclusive maximum price for the engagement for the year ending April 30, 2023, and for each of the two subsequent engagement years for which the City has the option of continuing in this contract.
- Out-of-pocket expenses included in the total all-inclusive maximum price and reimbursement rates.
- Unit pricing for non-audit services that are in compliance with independence standards should those be required.

EVALUATION CRITERIA

The final selection of an audit firm will be based on two criteria: technical qualifications and price. The technical qualifications will compare each proposer's expertise and experience in providing quality audit services to government entities and the quality of the firm's professional personnel who would conduct the audit. The approach of the audit and the plan for implementation will also be scrutinized. Cost will not be the primary factor in the selection of the audit firm.

There is no expressed or implied obligation on the part of the City of Farmer City to reimburse responding firms for any expenses incurred in preparing or presenting proposals in response to this request.

The City of Farmer City reserves the right to retain all proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the municipality and the selected firm.

The City of Farmer City reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all of the circumstances.



CITY OF FARMER CITY, ILLINOIS

105 South Main Street
Farmer City, Illinois 61842-0049

Telephone: (309) 928-2842

Facsimile: (309) 928-2228

MEMO

Date: April 3, 2023

To: City Council

From: Sue McLaughlin, ICMA-CM
City Manager

RE: Street garage bids

Out of 8 bidders we were in contact with, only 2 turned in bids this week. Obviously, those results were not what we were expecting. After getting feedback, we will told prices doubled in the past year. In order to get a building in the range we need it, we'd have to go smaller and make changes in components, room sizes etc. Cleary said they ran into a time crunch which is why they didn't bid, but said their bid would have been in the 700's as well.

Building Systems bid is good for 90 days. I am recommending that we table acceptance of the low bid in order to work with Building Systems to value engineer the building to get it to where we can make it work. The other option would be to reject these bids, value engineer it with a builder, like Building Systems or Cleary and re-bid it. Either way, I think we need to refrain from taking action until we're able to see what can be worked out. I'm also waiting to connect with our insurance company about our options on coverage. If we can get the building to \$500-600,000, we could probably make it work by using employees to extend the utilities and dipping into fund balance, which I'll cover in budget discussions.

The City of Farmer City, Illinois
Proposed New Maintenance Building
 MSI Project #231220015.00
 Tuesday, March 28, 2023 @ 10:00 AM

BID TAB				
Bid Items	Contractors			
	3W Excavation & Concrete 2756 Co. Rd. 700 E Fisher, IL 61843	Building Systems of Illinois 1625 Huston Drive Decatur, IL 62526	Hein Construction Co., Inc. 9130 N. Industrial Rd. Peoria, IL 61615	CAD Construction, Inc. 150 S. Baer Rd. Tremont, IL 61568
Bid Bond		X		X
Receipt of Addendums		X		X
Base Bid		\$758,900.00		\$1,167,000.00
<u>Alternate #1</u> - Install PCC Slab in Cold Storage Area with Trench Drains		\$53,924.00		\$67,000.00

BID TAB				
Bid Items	Contractors			
	Craft Building Services, Inc. 213 Muller Rd. Washington, IL 61571	Morton Buildings 380 Erie Ave. Morton, IL 61550	Cleary Building 8515 Cleary Rd. Clinton, IL 61727	
Bid Bond				
Receipt of Addendums				
Base Bid				
<u>Alternate #1</u> - Install PCC Slab in Cold Storage Area with Trench Drains				