

**AGENDA  
REGULAR SESSION  
HIGHLAND CITY COUNCIL  
CITY HALL, 1115 BROADWAY  
TUESDAY, JANUARY 4, 2022  
7:00 PM**

**NOTE: This is an in person meeting. However, due to COVID 19, anyone wishing to monitor the meeting via phone may do so by following the instructions on page 3 of this agenda.**

**CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:**

**MINUTES:**

**MOTION** – Approve Minutes of December 20, 2021 Regular Session (attached)

**PUBLIC FORUM:**

A. Citizens' Requests and Comments:

**Anyone wishing to address the Council on any subject may do so at this time.  
Please come forward to the microphone.**

B. Requests of Council:

C. Staff Reports:

**NEW BUSINESS:**

A. **MOTION** -- Bill #22-01/RESOLUTION Supporting Fair Housing (attached)

B. **MOTION** – Bill #22-02/RESOLUTION Approving Vivicast System Participation Agreement and Letter of Acknowledgement Regarding Bloomberg Television Highland Communications Services (attached)

C. **MOTION** – Bill #22-03/RESOLUTION Authorizing the City to Enter a Contract with Pontem Software for Cemetery Records Management (attached)

D. **MOTION** – Bill #22-04/ RESOLUTION Authorizing the City to enter a Contract with DocuSign for Electronic Signature Services (attached)

E. **MOTION** – Bill #22-05/ RESOLUTION Approving Contract for Shared Space at the Korte Recreation Center with Personnel Trainer Stephanie Boyce and Bodz by Boyce, LLC (attached)

F. **MOTION** – Approve Notice of Municipal Letting for Purchase of Two Dump Trucks for Public Works Department (attached)

G. **MOTION** – Bill #22-06/RESOLUTION Authorizing Contract with St. Jacob Fire Protection District for Ambulance Services (attached)

**Continued**

**REPORTS:**

- A. **MOTION** – Accepting Expenditures Report #1210 for December 18, 2021 through December 31,2021  
(attached)

**EXECUTIVE SESSION:**

The City Council will conduct an Executive Session pursuant to the Illinois Open Meetings Act, citing the following exemptions, allowing the meeting: **5 ILCS 120/2(c)(21) to discuss the approval of executive session minutes**

**ADJOURNMENT:**

**Continued**



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Breann Vazquez, ADA Coordinator, by 9:00 AM on Tuesday, January 4, 2022.

**BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.**

**Directions for Public Monitoring of Highland City Council Meetings:**

In an effort to protect as many individuals as possible, including the leaders of our communities statewide, Governor J.B. Pritzker has issued a number of directives, one of which was to suspend the provisions of the Illinois Open Meetings Act (5 ILCS 120), requiring or relating to in-person attendance by members of a public body. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present;” and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted, are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to their meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well as their activities relating to COVID-19.

In following this directive, the City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

**618-882-5625**

Once connected, you will be prompted to enter a conference ID number.

**Conference ID #: 867900**

This will allow a member of the public to hear the city council meeting.

**Note:** This is for audio monitoring of the meeting, only. Participants will not be able make comments.

Anyone wishing to address the city council on any subject during the Public Forum portion of the meeting may submit their questions/comments in advance via email to [lhediger@highlandil.gov](mailto:lhediger@highlandil.gov) or, by using the citizens' portal on the city's website found here: [https://www.highlandil.gov/citizen\\_request\\_center\\_app/index.php](https://www.highlandil.gov/citizen_request_center_app/index.php).

Any comments received prior to 3:00 PM on the day of the meeting, will be read into the record.

RESOLUTION NO. \_\_\_\_\_

SUPPORTING FAIR HOUSING

**WHEREAS**, the City of Highland, in Madison County, Illinois, finds that the economic stability of the city directly depends upon stable, integrated, and balanced patterns; and

**WHEREAS**, it further finds that stable and integrated and balanced living patterns are threatened by discriminatory acts and unlawful housing practices; and

**WHEREAS**, it further finds that discriminatory acts and unlawful housing practices contribute to the formation and preservation of segregated neighborhoods, thereby affecting the quality of daily life of the citizens of the city; and

**WHEREAS**, it further finds that discriminatory acts and unlawful housing practices interfere with the achievement of stable, integrated and balanced living patterns, thereby depriving the citizens of the benefits of interracial, interreligious and intercultural association.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Highland as follows:**

1. That the findings hereinabove stated are hereby incorporated by reference and made a part of this Resolution.
2. The discriminatory and unlawful housing practices as defined by the Department of Housing and Urban Development pursuant to the Community Block Grant Regulations, are hereby specifically against the policy and practices of the City of Highland to participate in or allow the expenditure of government funds for housing projects which are not consistent with HUD rules and regulations.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

---

Kevin B. Hemann, Mayor  
City of Highland, Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland, Madison County, Illinois

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING VIVICAST SYSTEM PARTICIPATION AGREEMENT  
AND LETTER OF ACKNOWLEDGEMENT REGARDING BLOOMBERG  
TELEVISION AND CITY OF HIGHLAND D/B/A HIGHLAND COMMUNICATIONS  
SERVICES**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the City of Highland d/b/a Highland Communication Services (hereinafter “HCS”) is a Member of the National Telco Television Consortium LLC (hereinafter “NTTC”) by way of the City Council’s resolution adopted and approved on February 6, 2012, approving the *National Telco Television Consortium Membership Agreement*; and

WHEREAS, the NTTC is now known as Vivicast Media, LLC as successor-in-interest to National Telco Television Consortium, LLC (hereinafter “Vivicast”); and

WHEREAS, City Council desires to obtain for HCS, as a member of Vivicast, the right to participate in the Agreement and Letter of Acknowledgement between Vivicast and Bloomberg Television (“Bloomberg”) for the purpose of obtaining a non-exclusive license and right to distribute certain program services; and

WHEREAS, the Telecommunications Advisory Board, in the exercise of the plenary authority concerning editorial control, conferred on it by Ordinance No. 2399, adopted on January 18, 2010, and by Section 613(e)(2) of the Cable Franchise Policy Act of 1984 (47 U.S.C. §533(a)(2)), has determined that HCS’ acquisition and distribution of the programming would be

appropriate; and

WHEREAS, Bloomberg has provided to HCS:

1. Member Binding Letter of Acknowledgement Regarding the Master Affiliation Agreement;
2. Vivicast - Bloomberg Agreement Summary 2022 – 2024;

**(Exhibit A)**; and

WHEREAS, City Council finds that the terms of the:

1. Member Binding Letter of Acknowledgement Regarding the Master Affiliation Agreement;
2. Vivicast - Bloomberg Agreement Summary 2022 – 2024;

**(Exhibit A)** (“Agreement”) are in the best interests of public health, safety, economic welfare and general welfare of the City; and

WHEREAS, the City Manager and/or Mayor should be authorized and directed to execute any documents required to participate in the Agreement between Vivicast and Bloomberg.

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* City Council has determined, for purposes of participating in the Agreement between Vivicast and Bloomberg, the following documents:

1. Member Binding Letter of Acknowledgement Regarding the Master Affiliation Agreement;
2. Vivicast - Bloomberg Agreement Summary 2022 – 2024;

**(Exhibit A)** are approved.

*Section 3.* The City Manager and/or Mayor is authorized and directed, on behalf of City, to execute all documents required to participate in the Agreement between Vivicast and Bloomberg.

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT

APPROVED:

---

Kevin B. Hemann  
Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

---

Barbara Bellm  
City Clerk  
City of Highland  
Madison County, Illinois

## Bloomberg Television-Vivicast Agreement Summary 2022-2024

### BLOOMBERG TIERING: FIRST, SECOND OR OTHER TIERS ACCEPTED

- MAY CARRY BLOOMBERG TELEVISION IN FIRST, SECOND OR OTHER LEVEL OF SERVICE PENDING CONDITIONS BELOW:
  - o AFFILIATE SYSTEMS MAY CARRY BTV AS PART OF A PACKAGE OF PROGRAMMING SERVICES ON ANY LEVEL OF SERVICE PROVIDED, THAT
    - BTV MAY NOT BE OFFERED IN A PACKAGE WITH "PREMIUM" PROGRAMMING (I.E., HOME BOX OFFICE, CINEMAX, SHOWTIME, THE MOVIE CHANNEL, OR THE PLAYBOY CHANNEL
    - NEITHER BTV NOR ANY PART OF BTV SHALL BE OFFERED ON A PAY PER- VIEW OR PAY-PER-DAY BASIS
    - MAY NOT NEGATIVELY REPOSITION THE SERVICE IN A LESSER PENETRATED TIER

EL FINANCIERO: NETWORK NO LONGER AVAILABLE FOR LICENSING JAN 1, 2022

### FEES & TERMS: RATE CARD

- AMENDMENTS #1 AND #2 AND AMENDMENT OF 12/14/18, AMENDMENT OF 1/1/22 ARE PERMANENTLY ATTACHED TO THE ORIGINAL AGREEMENT
- NEW AGREEMENT TERM ENDING DATE OF DECEMBER 31, 2024
- BULK RATES AVAILABLE (EBU)

All Tiers	2022	2023	2024
BLOOMBERG	\$0.145	\$0.145	\$0.15

CHANNEL PLACEMENT BLOOMBERG IN NEIGHBORHOOD WITH OTHER HD BUSINESS

### ADDITIONAL RIGHTS/TERRITORIES

- VOD NOT AVAILABLE
- IHS, TVE REMOTE STORAGE/DVR, "START OVER", "LOOK BACK" OR "RESTART"
- OTT

**TERRITORIES:** WORLDWIDE, EXCLUDING CANADA (EACH AFFILIATE SERVICE AREA MUST RECEIVE PROGRAMMER APPROVAL)

### HD CHANNEL

- MUST CARRY HD IN CORRESPONDING TIER TO SD
- EXCEPTION NOTED TO HD CAPABLE SUBSCRIBERS ONLY

*\*THIS DOCUMENT IS CONFIDENTIAL AND IS FOR GENERAL INFORMATIONAL PURPOSES TO VIVICAST MEMBERS ONLY AND THE FINAL INFORMATION IS PROVIDED IN THE MASTER AGREEMENT BETWEEN VIVICAST PROGRAMMER A COPY OF WHICH WILL BE PROVIDED TO YOU PRIOR TO SIGNING THE PARTICIPATING OPERATOR GUARANTEE TO THE AGREEMENT. ANY DISTRIBUTION OF THIS DOCUMENT WITHOUT APPROVAL BY VIVICAST, IS STRICTLY PROHIBITED, EXCEPT INTERNALLY FOR PURPOSES OF RENEWING OR SIGNING THE AGREEMENTS.*



**VIVICAST MEMBER BINDING LETTER OF ACKNOWLEDGEMENT  
REGARDING THE AMENDMENT TO BLOOMBERG TELEVISION® MVPD  
MASTER AFFILIATION AGREEMENT**

Notwithstanding anything to the contrary to the AMENDMENT TO BLOOMBERG TELEVISION® MVPD MASTER AFFILIATION AGREEMENT dated January 1, 2022 and all previous Amendments (the “Amendment(s)”) and to the BLOOMBERG TELEVISION® MVPD MASTER AFFILIATION AGREEMENT dated March 15, 2010 (“Agreement”) between Vivicast Media LLC., (fka National Telco Television Consortium, LLC, (“NTTC”) and Bloomberg L.P., current Participating Operators as defined in the Agreement who currently are providers of the Bloomberg Television service (“BTV”) must confirm their elections regarding continuing carriage of BTV by way of this binding Letter (“Letter”). Capitalized terms in this Letter shall have the same meaning as in the Agreement and the Amendment(s).

Participating Operator agrees by this Letter that it has been provided a full and complete copy of the Amendment and accepts the terms and conditions of the Amendment and will continue to distribute BTV for the remainder of the amended Term as indicated below:

<b>Network</b>	<b>Basic</b>	<b>Expanded</b>	<b>HD Basic</b>	<b>HD Expanded</b>
<b>BTV (SD)</b> .....	<input type="checkbox"/>	<input type="checkbox"/>		
<b>BTV (HD)</b> .....			<input type="checkbox"/>	<input type="checkbox"/>

Vivicast is required to notify BTV of the intentions of all current Affiliates. If Affiliate does not respond to or return this Letter to the Vivicast by facsimile, email scan, certified U.S. postal mail or other traceable delivery methods, such as Federal Express, and if it is not received prior to 5:00pm Central Standard Time, December 23 2021, Affiliate will be deemed by default to have accepted the Amendment and will continue to abide by all of its current and existing carriage requirements and terms of the Agreement as amended. If Affiliate elects to discontinue its carriage of BTV it must do so in writing delivered to Vivicast by one of the same methods prescribed above by 5:00pm Central Standard Time December 23, 2021, after receipt of such Vivicast will notify BTV and any authorized transport service provider to discontinue signal authorization and delivery of BTV to Participating Operator.

IN WITNESS WHEREOF, each of the parties hereto has duly executed and delivered this Letter as of the date indicated below.

\_\_\_\_\_  
(Affiliate Company Name Printed)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signatory Title)

\_\_\_\_\_  
(Date)

**Vivicast Media, LLC**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signatory Title)

\_\_\_\_\_  
(Date)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER A  
CONTRACT WITH PONTEM SOFTWARE FOR  
CEMETERY RECORDS MANAGEMENT**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined there is a need for new software to manage the records for the City Cemetery; and

**WHEREAS**, City formed a committee comprised of City Staff to evaluate potential cemetery records management proposals; and

**WHEREAS**, the committee evaluated the following vendors for cemetery records management software:

- Plotbox – [www.plotbox.io](http://www.plotbox.io)
- CemSites – <https://cemsites.com>
- CemeteryFind – <https://cemeteryfind.com>
- Chronicle – <https://chronicle.rip>
- CIMS – <https://www.cimscemeterysoftware.com>
- Cemify – <https://www.cemify.com>
- Axiom Cemetery Mgmt Suite – <https://axiom-cms.com>
- NewCom Technologies Cemetery Mgmt System – <http://cemetery.newcomtech.com>
- Pontem Cemetery Data Manager – <https://pontem.com>
- The Cemetery Manager – <http://www.cemeterymanager.com>

and

**WHEREAS**, the City committee evaluated the aforementioned proposals to determine cost for software, as well as which best served City’s cemetery records and streamlined processes to allow for more efficient management of cemetery tasks, plot procurement and data display for record inquiry; and

**WHEREAS**, the City committee recommends Pontem Cemetery Data Manager as the provider of new cemetery software because it is the least expensive to purchase and is also the best fit based on the criteria used to evaluate software; and

**WHEREAS**, Pontem Cemetery Data Manager has proposed a contract for cemetery management software (*See* Contract attached hereto as **Exhibit A**; hereinafter “Pontem Contract”); and

**WHEREAS**, City has determined approving the Pontem Contract is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Pontem Contract (*see* **Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The Pontem Contract (**Exhibit A**) is approved.

*Section 3.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT

APPROVED:

---

Kevin B. Hemann  
Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

---

Barbara Bellm  
City Clerk  
City of Highland  
Madison County, Illinois

**CONFIDENTIAL**

**8 December 2021**

Prepared For:

**City of Highland, IL**

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**CONFIDENTIAL**

**8 December 2021**

Prepared For:

**City of Highland  
Angela Imming  
PO Box 218  
Highland, IL 62249  
aimming@highlandil.gov  
618-654-1519**

## Statement of Work

This Statement of Work (“SOW”) is entered into and effective as of **8 December 2021** set forth in Exhibit A hereto and is by and between **Resource Information Associates, Inc. d.b.a. PonTEM Software** a Michigan corporation, having its principal place of business in Jackson, MI (“**PonTEM**”) and City of Highland, with its principal place of business at PO Box 218 Highland, IL (“City of Highland”). **PonTEM** shall provide the Client Services set forth herein (the “Work”) to City of Highland for the fees and other payment set forth herein and in the attachments hereto as it relates to Application Licensing, Data Conversion, GIS Mapping, and Onboarding/Training Services needed to transition City of Highland’s cemetery administrative inventory management system to the PonTEM Software platform.

### 1. Solution Overview

This SOW outlines an implementation of the PonTEM Cemetery Management Platform to support City of Highland’s internal administrative needs as well as provide select self-service data to the public. City of Highland and PonTEM Teams will deliver a best-in-class administrative experience for City of Highland staff. PonTEM will establish a website for City of Highland – the public-facing Online Burial Search (“OBS”). The overall solution leverages the experience of PonTEM Software’s expertise acquired through more than 750 Data Manager installations, 200+ data conversion projects, 120+ GIS mapping projects, and 100+ online search site configurations. PonTEM’s process focuses first and foremost on the integrity and overall quality of data, and is also designed to get the solution implemented within the stated time frame. In order to accomplish this, PonTEM service projects require a well-defined and mutually agreed-to project scope prior to formal project kick-off; the prerequisites for this project include:

- Completed stakeholder and contact information Exhibit A
- Receipt of source data for conversion (any significant or substantive changes will result in a change request)
- Receipt of complete source maps (any significant or substantive changes greater than 5% will result in a change request)
- Completed installation questionnaire
- Completed Online Burial Search and Admin Portal setup questionnaire Exhibit A

The project timeline has been defined at 10 weeks from kickoff including specified interim milestones for all parties involved and set forth in Exhibit A hereto, assumes City of Highland products and services will be implemented as part of a single, continuous project, maintaining a dedicated implementation team throughout.

## 2. Project Objective and Philosophy

The objective for this project is to set City of Highland on a path toward realizing its goals and vision for a new cemetery records management platform, capable of supporting additional future expansion, as well as the option to leverage platform data via 3<sup>rd</sup> party vendor products while focusing on quality and integrity of data foremost; in summary, to create a best-in-class product presentation and best possible experience for City of Highland staff and visitors. Additional products and services can be subsequently developed by Pontem Software and City of Highland through a separate Client Services Engagement with Pontem Software to support other objectives. Pursuant to the above project objectives, City of Highland and Pontem Software will employ a highly collaborative approach guided by the following primary tenets:

- *Prescribed Functionality* – The functionality/scope for Data Conversion, Mapping, and Custom Services will closely adhere to the predefined work scope outlined in Exhibit A
- *Quality Focus* – Maintaining the overall project/data quality will be prioritized above all other conflicting objectives. Project changes and discoveries (if any) that affect quality may also affect time/schedule unless offset by compromises in other areas in order to adhere to the original timeline.
- *Implementation Readiness* – The Pontem Software - specific portion of the project cycle will not start until any/all requisite readiness criteria (strategy, contract, organizational, project, content, and technical) have been met, and commitments to all interim project milestones can confidently be met.

## 3. Scope of Work

This SOW describes a single project/engagement from the perspective of City of Highland. However, it is recognized the Project as a whole is the sum of several interrelated and dependent sub-projects. These sub-projects are defined as follows:

**3.1 Data Manager Application** - Pontem will perform an installation of the Data Manager application on City of Highland's server, triggered for two (2) users, as well as configure client machines.

**3.1.1 GIS Mapping Add-On** - Pontem will trigger additional GIS Mapping add-on that will allow a real-time interaction of the data stored in the Data Manager with GIS Cemetery Maps.

**3.1.1.1 Esri Arc Engine License** - Two (2) Esri Arc Engine Desktop licenses will be provided by City of Highland. An Esri license is required on each client workstation needing the ability to access the map integration between the Pontem Data Manager and the GIS maps used by the City of Highland.

**3.2 Conversion of Legacy Data** – supplied in .csv file format by the City of Highland.

**3.3 Integration of Client-Provided .GDB** – An Esri Geodatabase will be provided by City of Highland). The geodatabase will be integrated and accessible via the Pontem Data Manager interface.

**3.4 Staff Onboarding/Training**- Staff training will include general usability and how-to training as well as process analysis, and best practice recommendations the details of which are set forth in exhibit A

**3.4.1 Custom Reports TBD** -It is anticipated the consulting and process analysis provided as part of the 110Onboarding process will result in opportunities to improve workflow and reporting by implementing custom reports. It is not possible to determine at this time what specific reports will be recommended or requested. Custom report creation is billed at the standard service rate and will be considered a separate engagement.

**3.5 Online Burial Search Website** - Pontem will establish a public-facing website for City of Highland which will allow the public to search burial information and view the location of a burial on a map replicated from the GIS. Design and aesthetic choices during the mapping phase of the project will focus on optimizing the experience of the public user who visits the OBS. The Online Burial Search website will include responsive design.

## 4. Project Approach and Assumptions

**4.1. Summary of Schedule, Milestones, and Deliverables** - The workflow, dependencies, and overall project schedule are outlined in the Sub-Project Plans and Milestone Schedule included with Exhibit A hereto.

**4.2 Project Assumptions** - Below is a list of the assumptions related to this SOW. If any one of the assumptions is missed or is proven to be inaccurate for any reason, Pontem reserves the right to present City of Highland, in accordance with the Change Control Provisions of this SOW, with a Change Order reflecting the impact on schedules, costs and/or deliverables caused by such missed or inaccurate assumption. Pontem will present City of Highland with the risks associated with the delay and describe the anticipated cost, timeline and/or deliverable impact that a missed or incorrect assumption directly causes. Pontem and City of Highland will work together to determine the best course of action. No action will be taken until a mutually agreed upon decision is reached and documented.

### **4.2.1 Project Participation:**

- i. Pontem and City of Highland will assign primary points of contact for each sub-project based on the expertise and skills required.
- ii. Pontem and City of Highland will ensure timely review and turnaround on open issues, actions and documents; and
- iii. Pontem and City of Highland recognize the tradeoffs, with regard to modifying the initial project scope. The parties will work with each other to prioritize requirements such that sub-project deliverables are achieved within the target timelines as outlined in Exhibit A.
- iv. Pontem and City of Highland recognize the timeline outlined herein is dependent on both parties' responsiveness and availability as it relates to collaborative steps of each sub-project.

### **4.2.2 Constraint of Scope:**

Pontem and City of Highland recognize that during the project cycle, and despite all best efforts to constrain requirements, some changes to the requirements may be the most practical solution to meet City of Highland needs. Pontem and City of Highland will actively work together to resolve any conflicts in a mutually equitable way and documented in writing.

**4.2.3 Assumption Details:** Detail level assumptions for service sub-projects are outlined in Exhibit A.

## 5. Fees and Payment Schedule; Expenses; Change Control

**5.1 Fees and Payment Schedule.** The fees and payment schedule associated with this SOW are set forth in Exhibit A. The fees are based on the current understanding, project scope, project approach, and interim milestone schedule documented or referenced herein and in Exhibit A.

**5.2 Change Control & Change Requests.** The scope and approach of all service projects, have been deliberately limited in order to achieve the target quality, timeline, and cost/price metrics. In order to maintain the goals for project, Change Control will be closely controlled and monitored. Pontem Software and City of Highland recognize that during the project cycle, and despite all best efforts to constrain scope as outlined within this SOW, some changes to the original project scope may be required. In the case where scope, effort or time must be expanded, Pontem Software and City of Highland will actively work together to find alternatives where scope, effort or time can be comparably removed from this project to achieve a net-zero impact to the overall timeline. To constrain costs, no additional requirements, functionality, or effort shall be added to the project scope without a written agreement ("Change Order") between City of Highland and Pontem Software. In the event a Change Order is required, the Change Order will reflect the impact to cost and the project schedule, and the fees. No Change Order shall affect the Subscription Commencement date set forth in Exhibit A to the Agreement unless specifically agreed to in writing by Pontem Software

**5.2.1 Costs Due to Delay.** Pontem Software reserves the right to withdraw and re-assign any Pontem Software provided personnel if (a) City of Highland or any third-party vendor (other than a Pontem Software subcontractor) cannot meet the required timeline for deliverables set forth in the Milestone Schedule, (b) Pontem Software has completed successful functional testing of the services set forth in this SOW, but User Acceptance Testing (UAT) is delayed for any reason not attributable to Pontem Software, or (c) the services are ready for delivery but City of Highland elects not to receive delivery at such time. If City of Highland requires more time to complete its collaborative responsibilities or UAT cycle, Pontem Software reserves the right to provide a Change Order to City of Highland for any additional effort and cost based on the time and materials rate structure outlined in Exhibit A. If a delay(s) is caused by Pontem Software in the project, City of Highland will not incur additional fees based on these delays.



6. Acceptance

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this SOW as of the SOW Effective Date.

**PONTEM SOFTWARE:**

By: *Karina Kimpell*

Print Name: Karina Kimpell

Title: CEO

Date: December 8, 2021

**CITY OF HIGHLAND:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Exhibit A - Project Plan for City of Highland

Prepared 8 December 2021 . Version 1

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### A. Primary Points of Contact for the Project:

Pontem Software Project Lead	
Contact Name, Title:	Karina Kimpell, CEO
Address:	PO Box 988
City, State, Zip:	Jackson, MI 49204
Telephone:	517.740.1182
Email:	<a href="mailto:karinak@pontem.com">karinak@pontem.com</a>

Provide a dedicated Project Manager to be the primary point of contact to manage all City of Highland resources and deliverables, and City of Highland third parties. This resource will be the primary contact for milestone billings and issue escalations. All critical communications to sub-project resources will also be directed to the City of Highland's Project Manager. This resource is also responsible for approving and negotiating project change requests.

City of Highland Project Manager	
Contact Name, Title:	
Telephone:	
Email:	

Please provide the name of the Billing Contact for this project engagement as well as ongoing annual maintenance billings if this is someone other than the Project Manager.

City of Highland Billing Contact	
Contact Name, Title:	
Billing Address:	
City, State, Zip:	
Telephone:	
Email:	

Please provide the contact information for an IT resource to be the primary point of contact at the City of Highland for all technical related requirements and activities. The technical resource must have knowledge or access to knowledge regarding City of Highland network and IT systems, including third party integrations.

City of Highland IT Resource	
Contact Name, Title:	
Telephone:	
Email:	
3 <sup>rd</sup> Party Company name (if applicable)	

## B. Project Cost Summary:

<b>Cost Summary By Sub-Project</b>				
	<b>Qty</b>	<b>Rate</b>	<b>Cost</b>	<b>Annual SaaS</b>
Data Manager with Integrated Imaging – 1 User	1	\$2,700.00	\$2,700.00	
Annual Maintenance Subscription: Data Manager with Integrated Imaging – 1 User	1	\$675.00	\$675.00	\$675.00
Integrated GIS Mapping Add-On License	1	\$1,750.00	\$1,750.00	
Annual Maintenance Subscription: Integrated GIS Mapping Add-On License	1	\$440.00	\$440.00	\$440.00
Additional User License	1	\$650.00	\$650.00	
Annual Maintenance Subscription: Additional User License	1	\$225.00	\$225.00	\$225.00
Esri Arc Engine Single Use License (3 <sup>rd</sup> Party application) (Client Provided)	1	-	-	-
Data Conversion Services	1	\$3,500.00	\$3,500.00	-
GIS Map Integration Services for customer-Provided Geodatabase	1	\$3,500.00	\$3,500.00	-
Online Burial Search Setup	1	\$1,800.00	\$1,800.00	-
Online Burial Search GIS Mapping Setup – First Cemetery Group	1	\$700.00	\$700.00	-
Online Burial Search SaaS	1	\$1,275.00	\$1,275.00	\$1,020.00
<b>Project Total</b>			<b>\$17,455.00</b>	<b>\$2,280.00</b>
<b>Deposit Invoiced</b>			<b>\$1,000.00</b>	<b>Paid</b>
<b>Due at SOW Acceptance</b>			<b>\$12,955.00</b>	

## C. Payment Schedule

The project cost and plan as detailed in this document is a fixed-priced proposal. The project cost to deliver license and SaaS products, and complete all services included, is \$17,455.00 which will invoice with the following payment structure:

- 10% Estimated Project Cost (Deposit) due upon Estimate Acceptance      \$1,000.00      Paid
- 50% of Data Conversion Services, 50% of GIS Map Services, 100% Software License fees, 100% Online Burial Search and 100% Premium Onboarding Services, due upon SOW acceptance (minus Deposit):      \$12,955.00      Due on SOW Acceptance
- 50% Data Conversion Sub-Project Delivery:      \$1,750.00
- 50% GIS Map Services Sub-Project Delivery:      \$1,750.00

Invoices will be e-mailed to City of Highland as milestones are achieved. All invoices are net 30 days.

## D. Milestone Schedule/Timeline

The project will begin once this project plan is completed, approved and returned, and the required information has been supplied. An illustration of the timeline including client collaboration points is included as part of this exhibit.

Week 0	SOW Executed, completed and delivered to Pontem, first payment received. – Cues Project Kickoff.
Week 1	Data Received from City of Highland
Week 2-3	Data Converted.
Week 4	Application Installation. Converted Data Delivered – 30 day review period begins. OBS Configured, Real Time Updates Installed
Week 8	Data Conversion Approved. GIS maps integrated.
Week 9	Onboarding Begins
Week 10	Approved data and maps integrated with OBS. URL Delivered

The project timeline has been defined at 10 weeks from kickoff through final approval including specified interim milestones for all parties involved and assumes City of Highland products and services will be implemented as part of a single, continuous project, maintaining a dedicated implementation team throughout.

## E. Post-Project Support and Maintenance

Pontem Software will provide general usability support and product maintenance upgrades under the terms of Pontem Annual Maintenance subscription which will be assigned an effective date equal to first day of the month of the SOW approval.

## F. City of Highland is Responsible for the Following:

1. Providing a dedicated Project Manager to be the primary point of contact to manage all City of Highland resources and deliverables, and City of Highland third parties. This resource will be the primary contact for milestone billings and issue escalations. All critical communications to sub-project resources will also be directed to the City of Highland's Project Manager. This resource is also responsible for approving and negotiating project change requests.
2. Providing an IT resource to be the primary point of contact at the City of Highland for all technical related requirements and activities. The technical resource must have knowledge or access to knowledge regarding City of Highland network and IT systems, including third party integrations.
3. Providing a resource to be the primary point of contact at City of Highland for all records keeping and data conversion/clean up questions. This resource must have knowledge or access to knowledge regarding City of Highland legacy data, and be authorized to determine how data will be leveraged for administrative purposes once the project is complete. This resource may also need to make collaborative decisions regarding Property Addresses with Map Resource.
4. City of Highland will be responsible for providing all theming imagery for the OBS website unless the OBS site is to be embedded in an iFrame. Integrating the OBS website into City of Highland's existing website is the responsibility of City of Highland. Pontem does not provide HTML consulting services.
5. City of Highland must provide timely review and feedback on all project deliverables, milestones, questions and issues that arise during the project.

## G. Project Plan – Data Conversion

### Source File(s)

- Source File(s):  
city of highland\_cemetery data by block and lot.xlsx (owner and Occupant Names and Spaces)  
city of highland\_comments by block and lot.xlsx (a mix of owner, space, and occupant notes)
- Total Convertible Rows – 10,437

### Field Mapping

city of highland\_cemetery data by block and lot.xlsx

Source Column Title	Pontem Field Mapping	Pontem Work	Client Collaboration Prerequisites	Client Responses
Block/Lot	Grave address Segment 2 (Block) Segment 3 (Lot/Row)	Parse address into two columns if necessary.	If possible, it would be ideal if the City of Highland could provide this data separated into two columns.	On 12/8 in a telephone meeting it was indicated this data could be provided by the City of Highland parsed into two columns
Code	NOT CONVERTED - used to inform whether the data in the row is for the owner or Occupant			
Name	When Code = B, this data maps to Manage Occupant, First Name and Last Name  When Code = A, this data maps to Manage Address Book first name, last name, and links to grave* with a role of owner.	Parse the name to two separate fields	<b>*Note:</b> The space number for rows where the code = A (owners), when combined with the Block and Lot values generally do not result in a valid property address that matches the map. For example, many of a space values are 1,2,3,4,5,6 (which actually represents many spaces).  We recommend this data be converted as-is in spite of the fact the resulting address will not link with the map. The City of Highland staff can engage in a post-delivery clean-up project to link the owner to the proper grave spaces.	

			If we were to try to parse the address to place the name on each individual space, then the result would be as many as 6 duplicate entries for each name in the address book. Which we feel would be more difficult to correct.	
Date	When Code = A - Manage Graves – Purchase Date  When Code = B - Manage Occupants - Date of Death	Reformat to MM/DD/YYYY format	<b>KICKOFF PREREQUISITE:</b> The data supplied does not indicate the nature of the data. For records where the code = B, we assume this is the Date of Death. <b>Please advise if this is correct, and also what is the nature of the date when the record’s code = A</b>	On 12/8 in a telephone meeting it was indicated this data was the Purchase Date and the Date of Death
Space	Grave address Segment 4 (Space)			On 12/8 in a telephone meeting, it was discussed that some space fields included extraneous information. When possible, this data will be placed into two new columns. The columns will be titled “Location Note” and “Burial Type”
Perc	????		<b>KICKOFF PREREQUISITE:</b> Does this data need to be converted? If so, please advise the meaning of this data so that a field mapping recommendation can be made.	
AG year	Manage Occupants - Age	Concatenate into a single value		
AG month				
AG day				
US Vet	Manage Occupants - Veteran checkbox		<b>Note:</b> There was one record in the data supplied with a value of “6”. This will be ignored by the importer.	

Source Column Title	Pontem Field Mapping	Pontem Work	Client Collaboration Prerequisites	Client Responses
Block/Lot	Joins the comments to properties that have the same block/lot	Parse address into two columns if necessary.	If possible, it would be ideal if the City of Highland could provide this data separated into two columns.	
Comment	<p>NOT CONVERTED –</p> <p>This data appears to be a mix of grave notes, deed notes, contact notes, and occupant notes. Pontem’ database supplies options to record notes in each of these workspaces to make the note specific and relevant to particular records.</p> <p>Additionally, this joining data is incomplete and does not indicate to which record the note should be added.</p> <p>We recommend this data NOT be converted. Rather, we recommend the data be manually entered (cut and paste?) into the appropriate records and workspaces in Pontem based on the City of Highland’s interpretation of the relevance and meaning of the comment.</p> <p><i>IF</i> it is very important that this data be converted, we will need to develop a special import routine to add the note to every property in the Block/lot. This will create redundant notes and will place notes on property records to which to note my be irrelevant. The time required to create, test, and implement the conversion scripts for this data and to QA the results will add 6 hours to the project and an additional cost of \$1050.00</p>			

## Data Conversion Delivery and Approval Procedures

When Pontem's internal QA of converted data is complete, Pontem will begin delivery and approval activities as follows:

1. Pontem will have an appointment with City of Highland's IT to install the converted data.
2. City of Highland staff will receive review training to understand how to evaluate the converted data.

### 30 Day Review Period

- Once review training has been completed, a 30day review period will commence.
- The objective of the review period is for City of Highland staff to confirm the work has been performed according to the scopes of work as defined in this project plan.
- Any discoveries of errors should be immediately reported in writing to Pontem via email. Error reports will be held, pending receipt of additional reports until the end of the review period, or until City of Highland staff indicate their review is complete, whichever is earlier.
  - Errors or inaccuracies in the content of the data which stem from errors in the source data are the responsibility of the client, and are typically addressed during post-conversion manual clean-up activities.
- If circumstances exist that prevent City of Highland from reviewing the delivered data within the 30 day review period, an extension of the review period may be formally requested by sending an email to Pontem Software Project Lead, Karina Kimpell at [karinak@pontem.com](mailto:karinak@pontem.com) for consideration. Extensions will be granted in 2 week to 1 month increments depending on the circumstance of the request.

### Approval

- During the Data Conversion review period, data in the database should not be added, edited, or deleted. **Making changes to the converted data constitutes an approval of the data.**
- If corrections are needed Pontem will execute the corrections, demonstrate to City of Highland the corrections have been applied, and re-deliver. Approval to re-deliver corrected data constitutes approval and that portion of the engagement will be considered complete.
- City of Highland may approve the Data Conversion prior to the review period end. Approval must be indicated in writing via email.



## H. Project Plan – GIS Map Integration

Please provide a point of contact for the Mapping portion of this project. All questions and approvals will be directed to this individual.

### City of Highland Map Info Resource

Contact Name, Title:

Telephone:

Email:

### Overview:

At the time of writing this Statement of Work, the City's Geodatabase is nearly complete, but with the Old Cemetery having been illustrated apart from the new cemetery. These will be combined before delivering the .GDB to Pontem, and it is anticipated there will be one Geodatabase to be integrated. The database will contain Cemetery, Block, Lot/Row, and Space feature classes and may also include aerial background imagery, as well as an optional auxiliary Road feature class.

### Source Materials:

- Customer provided Esri GeoDatabase – the specifications for which have already been provided to the City of Highland Team.

### Scope of Work:

- Generation of grave center point lat/long (GPS) which is placed into the space record in Pontem upon integration.
- Integration with Pontem database
- Installation, Setup
- Training will be provided upon delivery of map files on how to use the maps

### Project Assumptions – GIS Mapping

Below is a list of the assumptions related to this project. If any one of the assumptions is missed or is proven to be inaccurate for any reason, Pontem reserves the right to present City of Highland with a Change Order reflecting the impact on schedules, costs and/or deliverables. Pontem will present City of Highland with the risks associated with the delay and describe the anticipated cost, timeline and/or deliverable impact that a missed or incorrect assumption directly causes. Pontem and City of Highland will work together to determine the best course of action. No action will be taken until a mutually agreed upon decision is reached.

- The Client-provided Geodatabase will be integrated as-is and is not modified or edited by Pontem GIS technicians in normal circumstances. Should errors or issues exist in the Geodatabase that prevent Pontem from integrating the GIS data, Pontem GIS Technicians will proceed with troubleshooting/investigation. Pontem will then either report the issue to the City or resolve it, whichever approach is more cost/time effective for the City. Troubleshooting and repair efforts will be considered an expansion of scope and will result in additional charges based on actual time at the standard service rate.
- Because the GIS maps are created by the City of Highland and integrated as-is, the map is assumed to be approved upon delivery. Post-delivery map changes will typically require re-integration and re-delivery which will be considered a separate service engagement.

Please Note: Cemeteries are complex, often with incomplete or inaccurate information for historical areas. It is not unusual for cemeteries to discover the map needs to be refined during the course of normal future business. Adding properties, expanding sections, or simply discovering new information about the existing properties can lead to the need for GIS map refinements. Pontem recommends you plan for occasional map refinement projects. Perhaps one every couple of years. Clients typically find the easiest and most cost effective approach for refining their GIS map is to engage the services of Pontem GIS technicians, even when the original project was created using in-house resources.

## I. Project Plan – Online Burial Search (OBS)

### Overview:

City of Highland’s objective is to provide a community service by offering access to burial and genealogical information online. Pontem will deploy a search website whose data is integrated in real time with the City of Highland’s Pontem Data Manager software. This website is designed to be linked to, or be embedded within the City of Highland’s existing website.

- Device responsive
- Updated in Real Time
- Enhanced genealogical information with public submission form
- Themed to match City of Highland’s existing website (if not embedded in iFrame)

The staff member (or third party company) that administers your website and will be responsible for integrating the OBS with your existing website. Please consult with this person to answer the following questions:

The Online Burial Search can be themed to match your current website, or can be un-themed for embedding within an iFrame. Pontem will deliver the URL of the finished Online Search website, but it will be the City of Highland’s responsibility to connect the new search site to its existing website.

**Q:** Do you prefer the OBS site to be **themed** or **unthemed**? \_\_\_\_\_

**Q:** If you have selected a themed site, are you able to provide the needed imagery? \_\_\_\_\_

**Q:** In addition to the Occupant Name and the location of the burial, the following data items are shown by default. Please indicate your approval by writing OK. \_\_\_\_\_ If you DO NOT want to display any of the following, please strike it out.

- Occupant Year of Birth
- Occupant Date of Death
- Occupant Date of Burial

**Q:** Will Genealogy data be published? Yes or No \_\_\_\_\_

- If YES , what is the email address(es) that will receive public submissions?

\_\_\_\_\_

**Q:** Is it desired to suppress any of the following fields in the Occupant Details View? Blank data will result in “Unknown” published value and allow public users to see that you have the capability of capturing the information. Please indicate your approval by writing OK. \_\_\_\_\_ If you DO NOT want to display any of the following, please strike it out.

- Year of Birth
- Date of Death
- Date of Burial
- Age
- Gender
- Veteran Status (Yes/No)
- Veteran Branch of Service
- Veteran Era of Service
- Faith
- Funeral Home
- Ethnic Background

## J. Software Installation and Onboarding

### Installation and Account Setup Information

The following administrative details must be completed and returned in order to proceed with scheduling of your installation.

#### Email Notifications:

Please provide the names, titles, emails, and phone numbers of ALL staff members who should receive emails related to program upgrades, and advisories.

Name	Title	Email Address	Phone Number

#### Where to install the software:

Unless otherwise instructed, Pontem will coordinate installation with the IT resource named in item I. Installation can occur on one or more computers. If there will be multiple computers/workstations receiving Pontem Cemetery, one PC acts as the MAIN program host and others access the database, custom reports, images, maps, etc. stored on the MAIN host. Please indicate which installation type will be true for you by checking the correct choice:

Server/Client Network       Peer-to-Peer Network       Stand-Alone PC

If Stand-Alone PC is **NOT** the option selected, how many computers, in addition to the MAIN PC/Server, need an installation?

\_\_\_\_\_

The installation will not create the database. The database will be installed by the Professional Services Staff handling the Data Conversion Project.

#### Images:

Your Pontem Cemetery Data Manager comes with an Integrated Image and Document Manager module. Image files and scanned document files can be associated with property records. Any file type can be linked to the property records and opened by double-clicking the file name. However, if the files are JPG image files, they are also previewed in the workspace of the Cemetery program.

Electronic image and document files can be accessed by browsing to the current storage location on your network from within the Pontem workspace. Alternatively, they can be scanned into the workspace if your scanner is directly attached to the computer you are using.

**Do you have a scanner**     Yes     No    If yes, is the scanner on a network or directly connected? \_\_\_\_\_

#### Maps:

Configuration and setup of the GIS Mapping add-on will be completed at the time of GIS Map Delivery.

## Training/Onboarding

The onboarding process for City of Highland includes:

- **Deed Template customization (complimentary is one of 5 standard templates is selected). Custom Deed report available as well.**
- **General Data Entry Training**
  - Review of Drop Down menus
  - Editing Graves (Property) records
  - Adding, Editing and Deleting Address Book entries (Contacts, Owners, Next of Kin, Alternate Contacts etc.)
  - Adding, Editing and Deleting Occupants (Decedents, Burials)
  - How to change or correct the location of a burial
  - How to handle disinterments
  - How to record and print deeds
  - How to configure User Defined Fields
  - Searching, and filtering
  - Reporting on the data in your system.
- **Software Configuration and Setup**

We help you strategize how to get the most benefit from your software program by assisting in the initial setup and identifying unique needs for your organization right from the starting gate This includes a review of all preference settings and drop-down menus, as well as anything else that may need to be adjusted for desired practices going forward.



To: Chris Conrad City Manager  
From: Angela Imming, Director, Technology and Innovation  
Date: Dec 20<sup>th</sup>, 2021  
Subject: Pontem Software - Cemetery

Recommendation:

I recommend the City select Pontem software as the vendor for our cemetery records management.

Discussion:

A committee comprised of Lana Hediger, Brad Koehnemann, Jackie Kutz, and George Stram evaluated the following software to determine which best served the City of Highland's cemetery records and streamlined processes to allow for more efficient management of cemetery tasks, plot procurement and data display for record inquiry:

- Plotbox – [www.plotbox.io](http://www.plotbox.io)
- CemSites – <https://cemsites.com>
- CemeteryFind – <https://cemeteryfind.com>
- Chronicle – <https://chronicle.rip>
- CIMS – <https://www.cimscemeterysoftware.com>
- Cemify – <https://www.cemify.com>
- Axiom Cemetery Mgmt Suite – <https://axiom-cms.com>
- NewCom Technologies Cemetery Mgmt System – <http://cemetery.newcomtech.com>
- Pontem Cemetery Data Manager – <https://pontem.com>
- The Cemetery Manager – <http://www.cemeterymanager.com>

Pontem was found to provide the best solution for our needs. It was also the least expensive at almost \$20k less than the second option, Axiom.

Financial Impact:

The total price for software and professional services is \$17,455.00. GIS licenses are required for each PC using the program. This will be paid for from Cemetery Board funds. The annual support costs of \$2280.00 will be paid from Parks and Recreation operating funds.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER A CONTRACT WITH DOCUSIGN FOR ELECTRONIC SIGNATURE SERVICES**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined COVID-19 created a need for electronic signature services to conduct day-to-day City business while avoiding face-to-face interaction sometimes necessary to get a physical signature on a document; and

**WHEREAS**, City has determined there is a need for electronic signature services for purchase orders, timecards, contracts, ordinances, resolutions, and other City day-to-day business; and

**WHEREAS**, City has determined DocuSign has proposed a contract where City may purchase 500 “envelopes” (container for documents that can be electronically signed) for \$9,611.50 (*See* Contract attached hereto as **Exhibit A**; hereinafter “DocuSign Contract”); and

**WHEREAS**, City has determined the DocuSign electronic signatures inside the “envelopes” are legally binding, auditable, trackable and can be catalogued; and

**WHEREAS**, City has determined approving the DocuSign Contract is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the DocuSign Contract (*see* **Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The DocuSign Contract (**Exhibit A**) is approved.

*Section 3.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT

APPROVED:

---

Kevin B. Hemann  
Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

---

Barbara Bellm  
City Clerk  
City of Highland  
Madison County, Illinois



DocuSign, Inc.  
221 Main Street, Suite 1550  
San Francisco, CA 94105

**Offer Valid Through:** Jan 7,  
2022

**Prepared By:** Vini Mandyam  
**Quote Number:** Q-00699082

## ORDER FORM

### Address Information

**Bill To:**

City of Highland, IL  
1115 Broadway,  
Highland, IL, 62249  
United States

**Ship To:**

City of Highland, IL  
P.O. BOX 218,  
Highland, IL, 62249-0218  
United States

**Billing Contact Name:**

Angela Imming

**Billing Email Address:**

aimming@highlandil.gov

**Billing Phone:**

+1.618.654.9891

**Shipping Contact Name:**

Angela Imming

**Shipping Email Address:**

aimming@highlandil.gov

**Shipping Phone:**

+1.618.654.9891

### Order Details

**Order Start Date:** Jan 7, 2022

**Order End Date:** Jan 6, 2023

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

### Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	Jan 7, 2022	Jan 6, 2023	500	\$3,510.00
Adoption Consulting Lite	Jan 7, 2022	Jan 6, 2023	1	\$400.00
Premier Support	Jan 7, 2022	Jan 6, 2023	1	\$1,201.50
Single Sign-On Implementation Services	Jan 7, 2022	Apr 7, 2022	1	\$0.00
DocuSign Retrieve	Jan 7, 2022	Jan 6, 2023	1	\$4,500.00

**Grand Total: \$9,611.50**

### Product Details

eSignature Envelope Allowance: 500



## Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80

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## Order Special Terms

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## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Adoption Consulting Lite will expire if not used within 90 days of the product start date.

The Single Sign-On Implementation Services indicated in the Products table above will be available to Customer during the longer of 90 days from the Order Start Date or the End Date stated in the Product table. The availability of the SSO services shall only be valid for such specified time period; no refunds will be provided for services not used by Customer during the specified time period.

This order includes DocuSign Professional Services. For a description of the services purchased, please click here:

<https://docusign.my.salesforce.com/sfc/p/#300000000bS4/a/1W000000gSeH/.siSi8DJ6q58goRBG6HHb7FkhwkBDzaaDHrOahDm9X0>

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## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

**Please select Yes or No:**

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

Invoices for this order will be emailed automatically from [invoicing@docusign.com](mailto:invoicing@docusign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk

folder or caught in a spam filter.

---

**Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

---

**By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.**

**Customer**

Signature:

Name:

Job Title:

Date:

**DocuSign,  
Inc.**

Signature:

Name:

Job Title:

Date:



To: Chris Conrad City Manager  
From: Angela Imming, Director, Technology and Innovation  
Date: Dec 20<sup>th</sup>, 2021  
Subject: Docusign – 500 envelope

Recommendation:

I recommend the City engage with Docusign for 500 envelopes annually.

Discussion:

During the initial COVID-19 outbreak and quarantine, our requirement for face-to-face business transactions became abundantly clear. Physical signature of purchase orders, time cards, contracts ordinances, resolutions, etc. not only increased the risk of furthering the virus but also illustrated inefficiencies in our processes.

The City will be evaluating software to assist with our enterprise resource planning, which is a multi-year project. In the interim, we are looking for tools that will reduce our need to conduct face-to-face business transactions and introduce efficiencies into our processes.

Docusign gained popularity with city officials during the construction of the Public Safety Building. SM Wilson used it exclusively. The signature is accepted as a legally binding authorization, it is auditable/trackable, and documents retained are cataloged and trackable by city information service teams.

Financial Impact:

The total price for 500 envelopes (defined as a container for documents you send to recipients for signature) is \$9611.50 to be paid for by Gen Administration funds.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER A TENDER OF DEFENSE, INDEMNITY, HOLD HARMLESS, AND LEASE AGREEMENT FOR SHARED SPACE WITH STEPHANIE BOYCE AND BODZ BY BOYCE, LLC**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, Stephanie Boyce and Bodz by Boyce, LLC (“Boyce”) desire to enter a Tender of Defense, Indemnity, Hold Harmless, and Lease Agreement for Shared Space with City (*See Exhibit A*; hereinafter “Agreement”) to provide personal training services at the Korte Recreation Center (“KRC”); and

**WHEREAS**, City desires to enter the Agreement with Boyce (**Exhibit A**); and

**WHEREAS**, City has determined approving the Agreement with Boyce (**Exhibit A**) is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Agreement with Boyce (*see Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Highland, Illinois, as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The Agreement with Boyce (**Exhibit A**) is approved.

*Section 3* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT

APPROVED:

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Kevin B. Hemann  
Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm  
City Clerk  
City of Highland  
Madison County, Illinois

**TENDER OF DEFENSE, INDEMNITY, HOLD HARMLESS, AND LEASE  
AGREEMENT FOR SHARED SPACE**

**THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE. THIS CONTRACT** ("Agreement") is made and entered into effective as of the date passed by Resolution and by the affirmative vote of a majority of the corporate authorities then holding office of the CITY OF HIGHLAND, AN ILLINOIS MUNICIPAL CORPORATION, d/b/a KORTE RECREATION CENTER ("KRC"), and BODZ BY BOYCE, LLC, and enter this TENDER OF DEFENSE, INDEMNITY, HOLD HARMLESS, AND LEASE AGREEMENT FOR SHARED SPACE, and state:

WHEREAS, Stephanie Boyce agrees Bodz by Boyce, LLC is an independent legal entity operating independently of the City of Highland, Illinois and the KRC; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC desire to utilize KRC from time to time to provide personal training services at KRC; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC will pay KRC 20% of all proceeds earned from providing personal training services at the KRC. KRC shall submit an invoice on a monthly basis and Stephanie Boyce and Bodz by Boyce, LLC shall remit payment to the City within thirty (30) days of an undisputed invoice for use of the aforementioned space at KRC; and

WHEREAS, this Agreement is made and entered into effective as of the date passed by Resolution and shall terminate one (1) year after it becomes effective. City and Stephanie Boyce and Bodz by Boyce, LLC may renew this Agreement if both parties so desire, but only for one (1) year terms; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC agree that this shared space lease does not entitle Stephanie Boyce and Bodz by Boyce, LLC to any property right to any specific space at any specific time at KRC; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC agree to work amongst the other patrons and members of KRC, and to share space and equipment as is generally acceptable in a fitness center; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC will pay monthly by check dropped off at the KRC front desk or via a delivery service; and

WHEREAS, parties agree the terms of this agreement may be revisited for amendment, and any and all revisions and/or amendments to this agreement must be disclosed, agreed, and executed by both parties; and

WHEREAS, Stephanie Boyce and Bodz by Boyce, LLC agree in no event will City of Highland, Illinois and/or KRC be liable for any special, direct, indirect, consequential, or incidental damages, or any damages whatsoever, whether in an action of contract, negligence,

intentional tort, other tort, or any cause of action of any kind, in law or equity, arising out of or in connection with Stephanie Boyce and Bodz by Boyce, LLC's use of space at the KRC, or any activity of Stephanie Boyce and Bodz by Boyce, LLC of any kind; and

WHEREAS, this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties hereby consent to the exclusive jurisdiction of the State of Illinois and hereby consent and agree that any action or proceeding involving the interpretation of, enforcement of, or in any way relating to this Agreement, shall be brought in the Circuit Court in Madison County, Illinois, or the Southern District of Illinois; and WHEREAS, the parties agree to the following:

a. Binding Effect. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective heirs, legal representatives, executors, administrators, successors and assigns. This Agreement may not be assigned without the written approval of City.

b. Person Defined. The words "Stephanie Boyce and Bodz by Boyce, LLC" as used herein shall include all individuals, partnerships, limited liability companies, corporations, any business entities of any kind, or any other entities whatsoever.

c. Exhibits/Time Periods. Any reference herein to any exhibits, addenda or attachments refers to the applicable exhibit, addendum, or attachment that is attached to this Agreement, and all such exhibits, addenda or attachments shall constitute a part of this Agreement and are expressly made a part hereof. If any date, time period or deadline hereunder falls on a weekend or a state or federal holiday, then such date shall be extended to the next occurring business day.

d. Agreement Separable. If any provision hereof is for any reason held to be unenforceable or inapplicable, the other provisions hereof will remain in full force and effect in the same manner as if such unenforceable or inapplicable provision had never been contained herein, and any such unenforceable provision shall be reformed to, as nearly as possible, reflect the parties' intent in an enforceable manner.

e. Counterparts. This Agreement may be executed in several counterparts, via email, and/or via facsimile, and all such executed counterparts shall constitute the same agreement. It shall be necessary to account for only one such counterpart in proving this Agreement. The parties further agree that signatures transmitted by email, facsimile, or in Portable Document Format (pdf) may be considered an original for all purposes, including, without limitation, the execution of this Agreement and the enforcement of this Agreement.

f. Fees. In the event of any dispute between the parties arising in connection with the subject matter of this Agreement, the City of Highland, Illinois, and/or KRC, shall be entitled to all fees, costs, and expenses including, without limitation, attorneys' fees, consultants' fees, and litigation costs resulting from any action, mediation, arbitration, proceeding, or litigation.

g. Entire Agreement. This Agreement constitutes the entire agreement between the City of Highland, Illinois and KRC and Stephanie Boyce and Bodz by Boyce, LLC and, except for any addenda attached hereto, there are no other covenants, agreements, promises, terms and provisions, conditions, undertakings, or understandings, either oral or written, other than those herein set forth. No subsequent alteration, amendment, change, deletion or addition to this Agreement shall be binding unless in writing and signed by both parties. No subsequent amendment or change to an addendum shall be binding, unless signed by both parties.

h. Construction. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties or party's lawyers, it being recognized that both parties have contributed substantially and materially to the preparation and/or negotiation of this Agreement.

i. Compliance with Laws, Regulations, and Accreditation. The parties believe and intend that this Agreement complies with all relevant federal and state laws as well as relevant regulations. Should City of Highland and/or KRC have a good faith belief that this Agreement creates a material risk of violating any such laws or regulations, or any revisions or amendments thereto, City shall give written notice to Stephanie Boyce and Bodz by Boyce, LLC regarding such belief. The parties shall then make a good faith effort to reform the Agreement to comply with such laws and regulations. If, within thirty (30) days of City first providing notice to Stephanie Boyce and Bodz by Boyce, LLC of the need to amend this Agreement to comply with the laws and regulations, the parties, acting in good faith, are (i) unable to mutually agree upon and make amendments or alterations to this Agreement to meet the requirements in question, or (ii) alternatively, the parties determine in good faith that amendments or alterations to the requirements are not feasible, then either may terminate this Agreement upon thirty (30) days prior written notice.

j Indemnity, Hold Harmless, and Tender of Defense. Stephanie Boyce and Bodz by Boyce, LLC shall indemnify and hold harmless the City of Highland, Illinois and/or KRC, its agents, officers, lawyers, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses (including any liabilities, judgments, costs and expenses and attorney's fees) which may arise directly or indirectly from Stephanie Boyce and Bodz by Boyce, LLC's affiliation with the City of Highland, Illinois and/or KRC. Stephanie Boyce and Bodz by Boyce, LLC understands and agrees that in no way does this Agreement create any liability of any kind for City of Highland, Illinois and/or KRC regarding Stephanie Boyce and Bodz by Boyce, LLC's affiliation with City of Highland, Illinois and/or KRC. Stephanie Boyce and Bodz by Boyce, LLC shall, at its own cost and expense, appear, defend and pay all charges of attorneys, costs and other expenses arising therefrom or incurred in connection therewith with Stephanie Boyce and Bodz by Boyce, LLC's affiliation with City of Highland, Illinois and/or KRC. If any judgment shall be rendered against City of Highland, Illinois and/or KRC, its agents, officers, officials or employees in any such action, Stephanie Boyce and Bodz by Boyce, LLC shall, at its expense, satisfy and discharge the same.



k. Termination of Agreement. City shall have the absolute and immediate right to terminate this Agreement with thirty (30) days' notice to Stephanie Boyce and Bodz by Boyce, LLC. City will refund any payment by Stephanie Boyce and Bodz by Boyce, LLC, on a pro-rata basis, as agreed upon pursuant to this contract, up to and including the day of termination. Stephanie Boyce and Bodz by Boyce, LLC agree no real property rights to KRC flow to Stephanie Boyce and Bodz by Boyce, LLC pursuant to this Agreement and there is no cause of action or remedy for termination of this Agreement.

l. Acceptance of Contract. Stephanie Boyce and Bodz by Boyce, LLC and City intend to execute this Agreement prior to City obtaining the approvals necessary to give force and effect to this Agreement. City represents that this Agreement must be passed by Resolution and the affirmative vote of the majority of the corporate authorities then holding office. Neither Stephanie Boyce and Bodz by Boyce, LLC nor City shall have any obligation under this Agreement until City has obtained all necessary approvals to this Agreement having full force and effect.

m. Insurance. Stephanie Boyce and Bodz by Boyce, LLC agree they will maintain insurance in such types, coverages and coverage amounts necessary to cover their performance under the terms of this Agreement. Stephanie Boyce and Bodz by Boyce, LLC shall secure and maintain the following liability insurance policies insuring Stephanie Boyce and Bodz by Boyce, LLC as named insured and naming the City of Highland, Illinois and KRC, and its elected and appointed officers, officials, agents, lawyers, and employees as additional insureds on the policies listed in paragraphs 1 and 2 below:

- 1) Commercial general liability insurance:
  - A. One million dollars (\$1,000,000) for bodily injury or death to each person;
  - B. One million dollars (\$1,000,000) for property damage resulting from any one accident;
  - C. One million dollars (\$1,000,000) for all other types of liability;
- 2) Worker's compensation with statutory limits; and
- 3) Employer's liability insurance with limits of not less than one million dollars (\$1,000,000) per employee and per accident.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands as of the day and year first above written.

**BODZ BY BOYCE, LLC**

**CITY OF HIGHLAND, ILLINOIS:**

By: Stephanie Boyce

By: \_\_\_\_\_

City Manager  
City of Highland, Illinois

Date: December 16, 2021

Date: \_\_\_\_\_



# HIGHLAND

PARKS & RECREATION... The *FUN* Theory!

To: City Manager, Chris Conrad  
From: Mark Rosen, Director of Parks & Recreation  
Date: January 4, 2022  
Subject: Contract – Shared Space - Boyce

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### Recommendation

I am recommending city council approval for the shared space agreement with personal trainer, Stephanie Boyce/Bodz by Boyce.

### Discussion

Ms. Boyce wishes to enter into a contract to use the Korte Recreation Center to conduct personal training for clients. Being able to offer this option for members and potential future members, it provides additional revenue for the building.

### Fiscal Impact

The Korte Rec. Center would get 20% of all proceeds earned.

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Recommended By: Mark Rosen, Director of Parks & Recreation

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Approved By: Chris Conrad, City Manager



# City of Highland

**MEMO TO:** Christopher Conrad, City Manager  
**FROM:** Joe Gillespie, Director of Public Works  
**DATE:** December 23, 2021  
**SUBJECT:** Purchase Two New Dump Trucks  
Notice of Municipal Letting

## RECOMMENDATION

I recommend that you request council approval to advertise for the above referenced NOML for the purchase of two new dump trucks for the Water Distribution/Sewer Collection and Street and Alley divisions of Public Works.

## DISCUSSION

The new dump trucks will replace a 2001 tandem dump truck in the water/sewer division and a 2001 single axle dump truck in the street and alley division. While the existing trucks have maintenance issues that make it impractical to use on a daily basis, the divisions will retain them in the fleet to be used as backups and as extras that another department could utilize when needed.

## FISCAL IMPACT


The trucks are budgeted in FY 2021-2022; however, it is not likely to receive them before the fall of 2022. We will account for funding transfers in the upcoming FY 2022-2023 budget. We can take advantage of impending price increases by ordering the trucks soon.

## CONCURRENCE

Recommended by: \_\_\_\_\_

  
Joe Gillespie, Director of Public Works

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

  
Christopher Conrad, City Manager

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND TO ENTER AN AGREEMENT FOR AMBULANCE SERVICES WITH ST. JACOB FIRE PROTECTION DISTRICT**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, the St. Jacob Fire Protection District (“St. Jacob”) desires to enter an Agreement for Ambulance Service with City (*See Exhibit A*; hereinafter “Agreement”); and

**WHEREAS**, City desires to enter the Agreement with St. Jacob (**Exhibit A**); and

**WHEREAS**, St. Jacob agrees to pay City \$71,487.00 for the first year of the Agreement, and the residents of St. Jacob agree to pay such charges as set forth by City for Ambulance services (**Exhibit A**); and

**WHEREAS**, City has determined approving the Agreement with St. Jacob (**Exhibit A**) is in the best interests of the health, safety, general welfare, and economic welfare of the City; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Agreement with St. Jacob (*see Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:**

*Section 1* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The Agreement with St. Jacob (**Exhibit A**) is approved.

*Section 3.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the \_\_\_\_ day of \_\_\_\_\_, 2021, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT

APPROVED:

---

Kevin B. Hemann  
Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

---

Barbara Bellm  
City Clerk  
City of Highland  
Madison County, Illinois

## AGREEMENT FOR AMBULANCE SERVICE

This Agreement (“Agreement”) is entered into on the date and by execution shown hereafter, by and among the St. Jacob Fire Protection District, County of Madison, State of Illinois (“District”), and the City of Highland, County of Madison, State of Illinois (“City”). District and City may hereinafter be referred to as the “Parties, or individually as “Party.” This Agreement shall be effective as of the 1<sup>st</sup> day of October 2021 when approved and signed by all Parties (“Effective Date”):

1. That in return for the payment described herein, City agrees to furnish District ambulance services comparable to the services provided the residents of City. The Parties agree City need not maintain an ambulance in said District, and District does acknowledge that response time to calls from said District will be greater than response time to calls in City due to the distances involved. City also agrees to provide annual CPR training to the District personnel and attend standby functions as requested by the District.

2. In return for the ambulance services as described herein, District agrees to pay the City a sum of \$71,487.00 for ambulance services for the first year of the Agreement, with the payment of that sum to be made during November of 2022. The Parties recognize that this fee is based on property tax values and likely will fluctuate from year to year. This figure represents an equalization of levy rates for all agencies that City serves, currently (0.0956).

3. Parties agree that the same calculation shall be used for year two (2) of this Agreement to determine the amount District shall pay City for ambulance services as generally described in this Agreement. Parties understand and agree the rate for year two (2) shall be determined by applying (0.0956) to the EAV of the District.

4. It is understood and agreed that those residents within said District using such ambulance services shall pay, in addition to any tax levied, such charges as set forth by the City in its rules, regulations, resolutions and ordinances as now or are hereafter enacted or adopted pertaining to such services.

5. District shall play no role in the operation of the ambulance service or in its decision-making process. City shall maintain adequate insurance coverage to protect District from liability for such operations and shall list District as an additional insured on City's policy of liability insurance with respect to liability arising from the operations of the ambulance service.

6. For purposes of discussing any issues or concerns with ambulance services provided by City to District under this Agreement, City and District will meet annually, at a time and place to be mutually agreed by the Parties, to discuss plans or concerns of either Party.

7. That Parties warrant that the execution of this agreement by the official executing it on behalf of such party is done by and with the authority of its respective corporate authority to do so.

8. City shall indemnify, defend, and hold harmless District, its trustees, officials, lawyers, and employees from and against any and all claims, actions or causes of action, which may be asserted against them by third parties in connection with the performance of the City under this Agreement.

9. District shall indemnify, defend, and hold harmless the City, its Mayor, City Council, lawyers, and its employees from and against any and all claims, actions or causes of action which may be asserted against them by third parties in connection with the performance of the District under this Agreement.

10. In the event either party is to obtain legal assistance to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorneys' fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

11. This Agreement is intended to have a two (2) year term. However, it is agreed that either party shall have the right to terminate this Agreement during the initial twelve (12) months of the term. Any decision to terminate this Agreement must be made by a majority vote of the corporate authorities of the respective Party electing to terminate, with written notice of the election to terminate this Agreement being delivered to the other party not less than twelve (12) months prior to the date of termination.

12. In the event any Party fails to perform its obligations under his Agreement, and if said failure to perform shall continue for sixty (60) days after written notice thereof is given to the party who has failed to perform, the other party may terminate this Agreement. District shall be responsible for payment to City for actual costs incurred through the proposed termination date. Said costs shall be calculated on a daily, pro-rata basis, based upon contractual costs for the year of termination. The City shall be responsible for the billing of said costs.

IN WITNESS WHEREOF, this agreement has been executed by the St. Jacob Fire Protection District and the City of Highland on the dates set opposite of their signatures below.

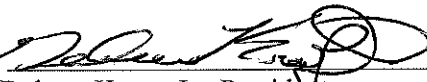
CITY OF HIGHLAND

Date: \_\_\_\_\_

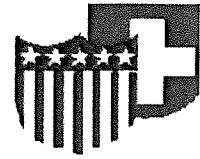
By: \_\_\_\_\_  
Christopher Conrad, City Manager

ST. JACOB FIRE PROTECTION DISTRICT

Date: 12-13-21

By:   
Delmar Krotz, Jr., President





Check No.	Vendor/Employee	Transaction Description	Date	Amount
<b>Fund: 001 General Fund</b>				
<b>Department: 000 Balance Sheet Accounts</b>				
7501	AMAZON CAPITAL SERVICES	QTY 6 - MEDICAL FACE MASK WITH EARLOOP- 3PLY BLUE	12/31/2021	305.87
7534	Highland Optimist Club	Optimist garbage bags for Central Purchasing supplies.	12/31/2021	1,318.00
7543	LOGSDON STATIONERS. INC.	FILES,NOTES,HIGHLIGHTERS,CLEANERS,PENS	12/31/2021	362.89
<b>Total for Department: 000 Balance Sheet Accounts</b>				<b>1,986.76</b>
<b>Department: 011 General Admin</b>				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	44.04
7504	AssuredPartners Cornerstone LLC	NOVEMBER FSA PLAN ADMIN/ DEBIT CARD FEE	12/31/2021	208.00
7514	City Petty Cash	POSTAGE DUE & PACKAGE FOR PD	12/31/2021	3.19
7515	City Utilities	UTILITIES - CITY HALL	12/31/2021	1,053.84
7522	DexYP	MONTHLY PHONE LISTING	12/31/2021	89.40
7536	IGFOA	2022 MEMBERSHIP RENEWAL - KK	12/31/2021	200.00
7546	Mastercard	REMAINING CREDIT ON MASTERCARD	12/31/2021	1,296.77
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	CITY HALL RECYCLING SERVICES	12/31/2021	7.50
7562	SANDBERG PHOENIX & VON GONTARD P.C.	LEGAL FEES THROUGH 11/30/2021 - JASON METTLER, ET AL	12/31/2021	1,353.00
7571	Third Millennium Assoc Inc	Utility Bill Printing Service	12/31/2021	2,784.82
7572	TIMES TRIBUNE	VETERAN'S DAY SPONSOR	12/31/2021	30.20
7577	Watts Copy Systems Inc.	COPIER LEASE / USAGE - LANA'S COPIER	12/31/2021	79.73
<b>Total for Department: 011 General Admin</b>				<b>7,150.49</b>
<b>Department: 012 Police Dept</b>				
ACH PAID	CHARLES J BECHERER	INTERIM CHIEF OF POLICE PER CONTRACT	12/21/2021	5,000.00
7486	Tri Ford Inc	2022 FORD POLICE VEHICLE	12/20/2021	35,106.00
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	22.06
7501	AMAZON CAPITAL SERVICES	QTY - 4 BATHTUB MAT	12/31/2021	504.44
7503	Anthony Supply Co Inc	FENCE FOR PSB	12/31/2021	6,290.00
7511	CDW G Inc	NEW COMPUTERS P86, PD, PD	12/31/2021	3,231.39
7514	City Petty Cash	POSTAGE DUE & PACKAGE FOR PD	12/31/2021	5.10
7518	CORPORATE INTERIORS INC	PSB FURNITURE FOR FIRE CHIEF	12/31/2021	10,127.73
7522	DexYP	MONTHLY PHONE LISTING	12/31/2021	36.30
7525	ELLIOTT DATA SYSTEMS INC.	LPR CAMERAS (2) PLUS CAMERA LICENSE	12/31/2021	5,701.50
7545	Madison County Animal Care and Control	PICK UP DOG FROM CITY	12/31/2021	105.00
7546	Mastercard	DESK CALENDARS	12/31/2021	241.14
7560	Reding Tire & Battery Inc	CAR 4 TIRE REPLACEMENT	12/31/2021	162.50
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	PD RECYCLING SERVICES	12/31/2021	15.00
7562	SANDBERG PHOENIX & VON GONTARD P.C.	LEGAL FEES THROUGH 11/30/2021 - LABOR AND EMPLOYMENT	12/31/2021	331.50
7567	Splish Splash Auto Bath LLC	POLICE DEPT CAR WASHES	12/31/2021	179.50
<b>Total for Department: 012 Police Dept</b>				<b>67,059.16</b>
<b>Department: 013 Building &amp; Zoning</b>				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	308.45
7501	AMAZON CAPITAL SERVICES	QTY 2 - TRACING PAD, QTY 2 - ARCHITECTURAL RULER	12/31/2021	65.14
7502	Ameron Illinois	GAS CHARGES	12/31/2021	330.42
7515	City Utilities	UTILITIES - 2610 PLAZA DR OFFICE / LIGHT	12/31/2021	188.70
7546	Mastercard	TAPESTRY USAGE CONFIRMATION	12/31/2021	120.82
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	B & Z RECYCLING SERVICES	12/31/2021	15.00
7562	SANDBERG PHOENIX & VON GONTARD P.C.	LEGAL FEES THROUGH 11/30/2021 - JASON METTLER, ET AL	12/31/2021	1,353.00
7566	Southern Illinois University Edwardsville	INTERNSHIP FOR CITY OF HIGHLAND 11/1/2022 - 5/15/2022	12/31/2021	3,070.97
7576	BREANN VAZQUEZ	PAINT SUPPLIES	12/31/2021	57.43
<b>Total for Department: 013 Building &amp; Zoning</b>				<b>5,509.93</b>
<b>Department: 014 Fire Dept</b>				
7515	City Utilities	UTILITIES - FIRE STATION #2	12/31/2021	733.24
7527	Essenpreis Plumbing & Htg	HYDRO JETTED ALL THE TRENCH DRAINS IN TRUCK BAYS	12/31/2021	300.00
7537	Illinois Firefighter's Association	CONFERENCE REGISTRATION - H. MOLL, L. VONHATTEN, J. SUEVER	12/31/2021	150.00
7542	Langhauser Sheet Metal Co	1115 BROADWAY-LABOR/ SERVICE- CK DAMPER ALRAS, CLEANED FURNACES	12/31/2021	294.40
7546	Mastercard	ACLS RENEW	12/31/2021	199.00
<b>Total for Department: 014 Fire Dept</b>				<b>1,676.64</b>
<b>Department: 017 Streets / PW Admin</b>				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	31.75
7515	City Utilities	City Utilities	12/31/2021	1,469.23
7520	Dave Schmidt Truck Service Inc	TRUCK #64 & # 67, WIPER BLADES,AIR FILTER, RED LIGHT	12/31/2021	132.31
7524	EDWARDSVILLE MACHINE & WELDING CO. INC.	TRUCK #57 - LABOR REMOVE OLD PIN AND INSTALL NEW SLEEVE	12/31/2021	40.00
7544	London Shoe Shop	SAFETY BOOTS - BRET KLEIN	12/31/2021	214.40
7546	Mastercard	91 FREIGHT LINER - SIDE BAR, SHACKLE	12/31/2021	1,900.80
7552	Oates Associates Inc	Kloss Furn. Warehouse Expansion-Inv. Period 10/30/21 to 11/26/21	12/31/2021	160.00
7562	SANDBERG PHOENIX & VON GONTARD P.C.	LEGAL FEES THROUGH 11/30/2021 - JASON METTLER, ET AL	12/31/2021	1,353.00
7563	SCHMITT'S TROY GARAGE DOOR, INC.	Hinges	12/31/2021	725.00
7573	Truck Centers Inc	Truck # 57, Parts -	12/31/2021	528.38
<b>Total for Department: 017 Streets / PW Admin</b>				<b>6,554.87</b>
<b>Total for Fund:001 General Fund</b>				<b>89,937.85</b>
<b>Fund: 007 Community Development Fund</b>				

Department: 007 Community Development

7505	Avison Lumber Company	2x6-14 Spruce Pine Fir #2 for Plaza Park Bathrooms.	12/31/2021	102.84
7514	City Petty Cash	IDC MEETING /LUNCHEON - MAZZIOS TIP	12/31/2021	10.00
7523	DigitalArtz LLC	YARD SIGNS WEEK 5 - SANTA'S HOUSE	12/31/2021	36.20
7529	RICK D GRUENENFELDER	SANTA SERVICES 26 HRS.	12/31/2021	650.00
7540	Kohmen Concrete Products, Inc.	Parking Curbs, Yellow	12/31/2021	195.00
7546	Mastercard	ZOOM MONTHLY 12/08/2021 - 01/07/2022	12/31/2021	165.92
7555	POWERS ADVISORY GROUP LLC	INCREMENTAL CITY PROPERTY TAX 2021 TAX BILL	12/31/2021	2,347.30
7559	Red E Mix LLC	88PCCEV43 SI/PI, Calcium Chloride, Winter Serv. Tic. # 60135567,69	12/31/2021	3,060.00
7566	Southern Illinois University Edwardsville	INTERNSHIP FOR CITY OF HIGHLAND 1/1/2022 - 3/15/2022	12/31/2021	3,070.97

Total for Department: 007 Community Development 9,638.23

Total for Fund:007 Community Development Fund 9,638.23

Fund: 008 Motor Fuel Tax Fund

Department: 008 Motor Fuel Tax

7512	Christ Bros Inc	11-23-21 - EZ Street LEB - Cold Patch	12/31/2021	995.24
7552	Oates Associates Inc	Matter Drive Reconstruction - Inv. Period 10/30/21 to 11/26/21	12/31/2021	14,991.61
7559	Red E Mix LLC	6 Bag - 88 PCCEV43 SI/PV - Ticket 60135396	12/31/2021	968.00

Total for Department: 008 Motor Fuel Tax 16,954.85

Total for Fund:008 Motor Fuel Tax Fund 16,954.85

Fund: 009 Parks & Rec Fund

Department: 009 Korte Rec Center

7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	30.11
7501	AMAZON CAPITAL SERVICES	SIGNI POLY STRIP DISCS FOR ANGLE GRINDER	12/31/2021	33.97
7506	BASS COMPANY LLC	#9988 GIFT CERT 500 - 80# STARBRITE OPAQUE PIS FULL 8.5X3.66	12/31/2021	405.00
7510	Capri Pools & Aquatics	pool chlorine/chemicals	12/31/2021	4,408.75
7513	City Of Highland	krc utilities	12/31/2021	7,730.16
7526	Energy Wise	repairs for on spa control board	12/31/2021	1,057.00
7527	Essenpreis Plumbing & Htg	KRC bathroom repair	12/31/2021	194.30
7530	KATIE GULLO	KRC REFUND - SWIM LESSONS	12/31/2021	72.00
7531	MEGAN HARLEY	KRC REFUND - SWIMMING LESSONS LEVI,DEAN,GENEVIEVE	12/31/2021	216.00
7541	Matt Kruse	Refund for Matt Kruse	12/31/2021	51.25
7546	Mastercard	Self generating control	12/31/2021	45.12
7554	Pepsi	Pepsi products for KRC	12/31/2021	326.49
7557	Quench USA, Inc	Quench bottle refill station payment	12/31/2021	55.00
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	KRC RECYCLING SERVICES	12/31/2021	15.00
7568	Charles Tanner	Refund for membership. Thought it was cancelled after covid	12/31/2021	465.00
7578	BEV WILKES-NULL	Cancelled membership. Was still charged nov and dec. Refund	12/31/2021	70.26

Total for Department: 009 Korte Rec Center 15,175.41

Department: 016 Parks & Recreation

7501	AMAZON CAPITAL SERVICES	QTY 2 - LAMINATING SHEETS	12/31/2021	75.57
7502	Ameren Illinois	senior center utilities	12/31/2021	203.30
7513	City Of Highland	brad's shed utilities	12/31/2021	3,092.49
7515	City Utilities	UTILITIES - SENIOR CENTER	12/31/2021	306.33
7517	COMPUSTITCH SCREEN PRINTING AND EMBROID	Ryan uniform logo purchase	12/31/2021	84.00
7524	EDWARDSVILLE MACHINE & WELDING CO. INC.	rebuilt cylinder	12/31/2021	240.49
7527	Essenpreis Plumbing & Htg	wcc bathroom repair	12/31/2021	152.05
7532	HEARTLANDS CONSERVANCY	Watershed plan/design	12/31/2021	20,643.00
7533	Hediger's Backhoe Inc.	Work at the dog park	12/31/2021	795.00
7546	Mastercard	Fabulous fox trip expense	12/31/2021	1,656.34
7554	Pepsi	Pepsi products for WCC	12/31/2021	155.30
7558	R P Lumber Co Inc	concrete bender board for walking trail at Hunsche	12/31/2021	75.98
7559	Red E Mix LLC	memorial bench concrete	12/31/2021	1,326.00
7565	Shay Roofing, Inc.	Roof repair for the WCC	12/31/2021	3,015.00
7575	Vandalia Bus Lines Inc	Hermann Farm Tour trip on July 14	12/31/2021	800.00

Total for Department: 016 Parks & Recreation 32,620.85

Department: 503 Swimming Pool Fund

7513	City Of Highland	outdoor pool utilities	12/31/2021	30.64
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Total for Department: 503 Swimming Pool Fund 30.64

Department: 715 Cemetery Fund

7508	Bluff Equipment Inc	supplies for cemetery Kabota	12/31/2021	66.13
7513	City Of Highland	cemetery chapel utilities	12/31/2021	63.86
7528	Ferrellgas	Propane for cemetery	12/31/2021	74.28
7549	Midwest Mulch & Compost	trees at the cemetery	12/31/2021	100.00
7563	SCHMITT'S TROY GARAGE DOOR, INC.	remote button controls for cemetery	12/31/2021	116.00

Total for Department: 715 Cemetery Fund 420.27

Total for Fund:009 Parks & Rec Fund 48,247.17

Fund: 050 Street NHR Construction

Department: 050 Street NHR Construction

7552	Oates Associates Inc	Broadway Resurfacing-Inv. Period 10/30/21 to 11/26/21	12/31/2021	6,937.50
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Total for Department: 050 Street NHR Construction 6,937.50

Total for Fund:050 Street NHR Construction 6,937.50

Fund: 101 Electric Fund

Department: 101 Electric Admin

7502	Ameren Illinois	GAS CHARGES	12/31/2021	660.83
7515	City Utilities	UTILITIES - 2610 PLAZA DR OFFICE / LIGHT	12/31/2021	440.31
7522	DexYP	MONTHLY PHONE LISTING	12/31/2021	48.80
7546	Mastercard	PARADE CANDY	12/31/2021	1,253.54
7571	Third Millennium Assoc Inc	Utility Bill Printing Services	12/31/2021	971.20
Total for Department: 101 Electric Admin				3,374.68
Department: 102 Electric Production				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	25.58
7502	Ameren Illinois	GAS CHARGES - POWER PLANT	12/31/2021	48.93
7515	City Utilities	UTILITIES - 805 CHESTNUT ST	12/31/2021	5,356.15
Total for Department: 102 Electric Production				5,430.66
Department: 104 Electric Distribution				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	34.99
7502	Ameren Illinois	OPTIONAL LIGHTING CHARGE	12/31/2021	72.66
7505	Aviston Lumber Company	QTY 2 - WHT MARKING PAINT	12/31/2021	24.53
7539	JANSEN CHEVROLET	TRUCK SAFETY INSPECTION - ELECTRIC DEPT	12/31/2021	41.00
7546	Mastercard	ARS PRO 13" ARBORIST SAW	12/31/2021	908.54
7553	O'Reilly Automotive Inc.	TRUCK # 34 & # 25 ELEC DEPT - OIL FILTER . OIL	12/31/2021	35.77
7558	R P Lumber Co Inc	QTY 3 - MARKING APWA BRILLIANT WHITE	12/31/2021	22.47
Total for Department: 104 Electric Distribution				1,139.96
Total for Fund:101 Electric Fund				9,945.30
Fund: 111 FTTP Fund				
Department: 111				
7501	AMAZON CAPITAL SERVICES	QTY 10-USB WALL CHARGER, QTY 375-FIRE STICK, QTY 125-FIRE STICK	12/31/2021	16,352.86
7509	Calix Networks Inc	GS4220E Gigaspire Blast	12/31/2021	20,113.77
7511	CDW G Inc	PROFESSIONAL SERVICES: CITY OF HIGHLAND-2021.05 PALO ALTO	12/31/2021	225.00
7515	City Utilities	UTILITIES - HCS	12/31/2021	4,978.85
7522	DexYP	MONTHLY PHONE LISTING	12/31/2021	52.50
7546	Mastercard	FACEBOOK	12/31/2021	620.62
7577	Watts Copy Systems Inc.	COPIER LEASE / USAGE - LANAS COPIER	12/31/2021	79.74
Total for Department: 111				42,423.34
Total for Fund:111 FTTP Fund				42,423.34
Fund: 201 Water Fund				
Department: 201 Water Admin				
7515	City Utilities	City Utilities	12/31/2021	116.34
7546	Mastercard	PARADE CANDY	12/31/2021	268.56
7571	Third Millennium Assoc Inc	Utility Bill Printing Service	12/31/2021	323.73
Total for Department: 201 Water Admin				708.63
Department: 202 Water Production				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	84.34
7515	City Utilities	City Utilities	12/31/2021	10,740.17
7519	Corsair Controls Inc	Labor to correct software licenses for new TopView software	12/31/2021	345.00
7538	ISAWWA	11-29-21 Inv. - IEPA class 14595 - for Tony Hemen	12/31/2021	72.00
7574	USALCO	Poly-Aluminum Chloride (Delpac 2950)	12/31/2021	9,045.36
Total for Department: 202 Water Production				20,286.87
Department: 203 Water Distribution				
7501	AMAZON CAPITAL SERVICES	QTY 3 - ORIGINAL HP 67 BALCK INK CARTRIDGE	12/31/2021	23.84
7502	Ameren Illinois	GAS CHARGES	12/31/2021	330.42
7515	City Utilities	City Utilities	12/31/2021	280.29
7548	Midwest Meter Inc.	Meter Couplings	12/31/2021	16,875.00
7551	Northtown Auto & Tractor	Oil and Oil Filters	12/31/2021	52.15
7560	Reding Tire & Battery Inc	Truck #701, 2 Tires	12/31/2021	785.26
7564	Schulte Supply Inc	Aervoe Blue Marking Paint	12/31/2021	1,540.24
Total for Department: 203 Water Distribution				19,887.20
Total for Fund:201 Water Fund				40,882.70
Fund: 301 Sewer Fund				
Department: 301 Sewer Admin				
7546	Mastercard	PARADE CANDY	12/31/2021	268.57
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	PW RECYCLING SERVICES	12/31/2021	7.50
7571	Third Millennium Assoc Inc	Utility Bill Printing Service	12/31/2021	323.73
Total for Department: 301 Sewer Admin				599.80
Department: 303 Sewer Collection				
7501	AMAZON CAPITAL SERVICES	QTY 3 - ORIGINAL HP 67 BALCK INK CARTRIDGE	12/31/2021	23.83
7502	Ameren Illinois	GAS CHARGES	12/31/2021	330.42
7515	City Utilities	City Utilities	12/31/2021	280.28
7547	MCCLATCHY	Legal Ad-Trunk Sewer Main Rehab.Project published 11/3 & 11/10/21	12/31/2021	781.44
7551	Northtown Auto & Tractor	Oil and Oil Filters	12/31/2021	52.14
7560	Reding Tire & Battery Inc	Truck #701, 2 Tires	12/31/2021	785.26
Total for Department: 303 Sewer Collection				2,253.37
Department: 304 Water Reclamation Facility				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	53.14

7506	BASS COMPANY LLC	QTY 1000 - HWRF # 9976 STICKERS LITHO REMOVABLE	12/31/2021	122.95
7515	City Utilities	City Utilities	12/31/2021	12,372.99
7528	Ferrellgas	PROPANE - SEWER PLANT	12/31/2021	581.17
7535	Houseman Supply Inc	Backflow Testing - Sewer Plant for 2021	12/31/2021	315.00
7569	Teklab Inc	Highland HWRF Annual Sampling	12/31/2021	4,083.31
7570	The Sherwin Williams Co	QTY 5 - PI PRECAT SG EX WH - SAND DOLLAR COLOR CAST	12/31/2021	268.37
Total for Department: 304 Water Reclamation Facility				17,796.93
Department: 305 WRF Pretreatment				
7515	City Utilities	City Utilities	12/31/2021	24.17
Total for Department: 305 WRF Pretreatment				24.17
Total for Fund:301 Sewer Fund				20,674.27
Fund: 401 Ambulance Fund				
Department: 401 Ambulance Fund				
7500	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	12/31/2021	102.45
7501	AMAZON CAPITAL SERVICES	QTY 1 - TONER CARTRIDGE	12/31/2021	81.99
7507	BINDER LIFT INC	QTY 2 - VINYL BARIATRIC BINDER LIFT- PATIENT LIFT ASSIST DEVICE	12/31/2021	1,600.00
7516	Stephen S Clayton	SAFETY BOOTS - STEVE CLAYTON	12/31/2021	120.00
7521	KAITLYN DAVIS	QTY 3 - STRYKE WOMENS PANTS - KAITLYN DAVIS	12/31/2021	36.00
7546	Mastercard	RECHARGABLE BATTERY AA	12/31/2021	35.74
7550	MUNICIPAL EMERGENCY SERVICES, INC.	QTY -158 EMPBROIDERY, QTY -79 PERFORMANCE POLO	12/31/2021	3,255.00
7556	PRILL'S GARAGE	# 1544 STATE INSPECTION	12/31/2021	78.00
Total for Department: 401 Ambulance Fund				5,309.18
Total for Fund:401 Ambulance Fund				5,309.18
Fund: 713 Solid Waste Fund				
Department: 713 Solid Waste Fund				
7561	ROBERT (BOB) SANDERS WASTE SYSTEMS, INC.	COMMERCIAL & RESIDENTIAL SERVICES	12/31/2021	74,166.61
7571	Third Millennium Assoc Inc	Utility Bill Printing Service	12/31/2021	323.75
Total for Department: 713 Solid Waste Fund				74,490.36
Total for Fund:713 Solid Waste Fund				74,490.36
<b>Grand Total</b>				<b>\$ 365,440.75</b>

Accepted by City Council January 4, 2022

Mayor:

Clerk: