



City of Woodstock
Office of the City Manager

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121 W. Calhoun Street
Woodstock, Illinois 60098

Roscoe C. Stelford III
City Manager

WOODSTOCK CITY COUNCIL
City Council Chambers
December 15, 2015
7:00 p.m.

*Any Person Wishing to Address the City Council
Must Approach the Podium, be Recognized by the
Mayor, and Provide Their Name and Address for the Record*

*The complete City Council packet is available at the Woodstock Public Library,
Woodstock City Hall, and via the City Council link on the City's website,
www.woodstockil.gov. For further information, please contact the Office of the
City Manager at 815-338-4301 or citymanager@woodstockil.gov.*

The proceedings of the City Council meeting are being audio-recorded only to aid in the preparation of the Minutes and are not retained as part of the permanent records of the City.

CALL TO ORDER

ROLL CALL:

FLOOR DISCUSSION:

Anyone wishing to address the Council on an item not already on the agenda may do so at this time.

1. Public Comments
2. Council Comments

CONSENT AGENDA:

(NOTE: Items under the consent calendar are acted upon in a single motion. There is no separate discussion of these items prior to the Council vote unless: 1) a Council Member requests that an item be removed from the calendar for separate action, or 2) a citizen requests an item be removed and this request is, in turn, proposed by a member of the City Council for separate action.)

A. MINUTES OF PREVIOUS MEETINGS:

December 1, 2015 Regular City Council Meeting

B. WARRANTS: 3692 3693

C. MINUTES AND REPORTS:

Audit Management Letter

Department of Public Works Monthly Report – November 2015

Human Resources Department Monthly Report – November 2015

Opera House Monthly Financial Report – November 2015

Opera House Advisory Commission Meeting – November 17, 2015

D. MANAGER'S REPORT NO. 59

1. **IMRF Benefit Leave Protection** – Approval of IMFR Benefit Leave Protection for Nicholas McCahill for the period of October 19, 2015 to March 23, 2016. (59a)
2. **Audit Extension Proposal** – Approval of a proposal from Sikich, LLP to provide auditing services to the City of Woodstock through April 30, 2019 plus an option for the fiscal years ending April 30, 2020 and April 30, 2021 at the City's discretion. (59b)
3. **Intergovernmental Agreement - McHenry County Gang Task Force** – Approval of an Ordinance authorizing the Mayor and City Clerk to execute an Intergovernmental Agreement for the McHenry County Gang Task Force. (59c)(Doc.1)
4. **Intergovernmental Agreement – Consolidated Dispatch Center** – Approval of a Resolution supporting the development of intergovernmental agreements resulting in the consolidation of Dispatch Services at an expanded McHenry Dispatch Center. (59d)(Doc.2)

5. **Impact Fee Deferral Program** – Approval of a Resolution to extend the City of Woodstock’s Impact Fee Deferral Program through December 31, 2017. (59e)(Doc.3)
6. **Chamber of Commerce Lease Agreement** – Approval of an Ordinance authorizing the Mayor and City Clerk to execute a Lease Agreement with the Chamber of Commerce for the former Dispatch/Communications area in the lower level of City Hall. (59f)(Doc.4)
7. **EMH Consulting** – Approval to authorize the Mayor and City Clerk to execute an agreement with EMH Consulting to form a Public/Private partnership for the creation of a Creative Services Incubator as outlined within the parameters of the EMH Consulting Proposal. (59g)

EXECUTIVE SESSION:

Personnel (Open Meeting Act: 5ILCS 120/2)(c)(1)

The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

City Manager’s Performance Evaluation

FUTURE AGENDA ITEMS

ADJOURN to the January 18, 2015 Special City Council Workshop, 3:30pm, Stage Left Cafe

NOTICE: In compliance with the Americans With Disabilities Act (ADA), this and all other City Council meetings are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed, please call the City Manager’s Office at 815/338-4301 at least 72 hours prior to any meeting so that accommodations can be made.

MINUTES
WOODSTOCK CITY COUNCIL
December 1, 2015
City Council Chambers

The regular meeting of the Woodstock City Council was called to order at 7:00 PM by Mayor Brian Sager on Tuesday, December 1, 2015 in the Council Chambers at City Hall. Mayor Sager explained the consent agenda process and invited public participation.

A roll call was taken.

COUNCIL MEMBERS PRESENT: Daniel Hart, Maureen Larson, Mark Saladin, Joseph Starzynski, RB Thompson, and Mayor Sager

COUNCIL MEMBERS ABSENT: Michael Turner

STAFF PRESENT: City Manager Roscoe Stelford, City Attorney Ruth Schlossberg, Finance Director Paul Christensen, Public Works Director Jeff Van Landuyt, and Economic Development Director Garrett Anderson.

OTHERS PRESENT: City Clerk Cindy Smiley

FLOOR DISCUSSION

Public Comments

Lydia Baltalbos, 621 Dean Street, stated she spoke with an individual who wanted to find out a little bit more. She noted bonds were discussed regarding road repair. She also noted home rule as an option would probably mean taxes would be raised. She asked the Mayor to discuss this further.

Mayor Sager stated the City would be happy to provide more information to anyone who is interested but that this is not a topic for discussion at this meeting.

Ms. Baltalbos stated the reason she brought this up is potentially this is an issue that needs to be openly discussed if Home Rule gives the option to increase taxes to finance road repair. She asked if this would be business or gas taxes or what kind of taxes would be raised. She stated she would like this placed on an agenda so people can find out more.

Mayor Sager clarified that Home Rule status is automatic for a municipality in Illinois that reaches 25,000 in population. He noted this is provided for in the state statutes. He further stated that there is no question Home Rule status does provide a municipality with the opportunity for certain tax options it would not have as a non-Home Rule municipality. He invited anyone wanting greater detail to contact City staff who would be happy to provide more information.

Ms. Baltalbos stated it is her understanding that while Home Rule automatically comes with 25,000, the population does have an opportunity if they feel this is not beneficial to in some way counteract this. She asked if this is correct.

Mayor Sager stated that a referendum could be placed on a ballot that, if passed, would eliminate Home Rule status even with a population of 25,000.

Ms. Baltalbos stated the individual she has spoken with is interested and she has the understanding there is a concern about backdoor taxes being implemented with this process.

Mayor Sager stated there are no backdoor taxes. He noted taxes are always implemented in a public forum with the public having an opportunity to voice its concerns and opinions. He stated further that this is a process provided for in the Illinois State Statutes for budgeting.

Ms. Baltalbos noted that she believes there is going to be a discussion or not this evening that involves the tax levy. She stated if no member would like to see this removed from the Consent Agenda, she is interested but doesn't have any specific questions. She feels there are a lot of issues that haven't been discussed and would like to see that discussion take place.

There were no further public comments forthcoming.

Council Comment

J. Starzynski noted this past weekend was Rotary Tag Days to benefit Christmas Clearing House. He stated they did really well, raising more money than ever before and he thanked everyone who participated and donated.

M. Larson thanked staff and the community for the wonderful Lighting of the Square event. She noted this event involved weeks of work by staff and commended them for it.

CONSENT AGENDA

Motion by M. Saladin, second by M. Larson, to approve the Consent Agenda.

- D. Hart requested the removal of item D-1 from the Consent Agenda
- M. Saladin requested the removal of items D-3 and D-5
- A member of the public requested removal of item D-7 which was supported by M. Larson

A roll call vote was taken on Consent Agenda items A through C and items D-2, D-4 and D-6:

A. MINUTES OF PREVIOUS MEETINGS

November 17, 2015 Regular City Council Meeting

B. WARRANTS: 3690 3691

C. MINUTES AND REPORTS:

Plan Commission Meeting – November 19, 2015

Liquor Commissioner Meeting – November 23, 2015

D. MANAGER'S REPORT NO. 58

2. **Board and Commission Appointments** – Approval of the appointments to various Boards and Commissions.
4. **Award of Bid – Water Treatment Salt** – Approval of award of contract for the purchase and delivery of water softener salt to the low bidder, Compass Mineral, Inc. at the bid unit price of \$108.26 per ton for all purchases throughout calendar year 2016.
6. **Award of Bid – Wastewater Treatment Liquid Alum** – Award of contract for the purchase of liquid alum to the lowest responsible bidder, USALCO Michigan City Plant

LLC at the bid unit prices of \$337.905 per dry ton for all purchases throughout calendar year 2016.

A roll call vote was taken. Ayes: D. Hart, M. Larson, M. Saladin, J. Starzynski, RB Thompson, and Mayor Sager. Nays: none. Absentees: M. Turner. Abstentions: none. Motion carried.

Mayor Sager noted that this evening Council had the opportunity to appoint representatives to the new Old Courthouse Advisory Commission. He stated this will be an exciting opportunity for the City of Woodstock and Council is looking forward to this opportunity to work with the Commission. He recognized those new commission members present, including Linde Anderson, Jim Campion, Dennis Sandquist, Tammy Townsend Kise, and David Stumpf. He noted that the additional members appointed this evening include Joseph White, Trisha Doornbosch, Jodie Kurtz-Osborne, and Jim Prindiville. He expressed his gratitude to all members of this new Commission.

Mayor Sager then recognized and introduced Jackie Speciale who was appointed this evening as the newest member of the Plan Commission and thanked her for her willingness to serve.

D. Hart recused himself at 7:16 PM.

Item D-1 – Liquor License Application – Fores Banquets, Inc.

Motion by M. Larson, second by J. Starzynski, to adopt Ordinance No. 15-O-65, identified as Document No. 1, amending Section 3.3.6, Classification of Licenses, Number and Fees, of the Woodstock City Code, increasing the number of Class A-5 (Banquet Hall) liquor licenses for Flores Banquets, Inc., 240 N. Throop, Suite B, Woodstock, Illinois.

A roll call vote was taken. Ayes: M. Larson, M. Saladin, J. Starzynski, RB Thompson, and Mayor Sager. Nays: none. Absentees: D. Hart and M. Turner. Abstentions: none. Motion carried.

D. Hart returned to the Chamber and rejoined proceedings at 7:19 PM.

M. Saladin recused himself at 7:20 PM

Item D-3 First Amended Plat of Serenity Creek Subdivision

Motion by J. Starzynski, second by RB Thompson, to adopt Ordinance No. 15-O-66, identified as Document No. 1, approving the First Amended Plat of Serenity Creek Subdivision.

Mayor Sager stated the ordinance includes three conditions as follows:

- 1) The term “Lot 1” located generally north of Lot 5 be removed to avoid confusion with the southernmost lot of this project;
- 2) The title of the plat be changed to “First Amended Plat of Serenity Creek Planned Development” to correctly refer to the plat being amended;
- 3) The covenants, restrictions, and association documents be approved by City staff prior to recording of the final plat.

In response to a question from Mayor Sager, Attorney Tom Zanck, appearing on behalf of the petitioner, confirmed that his client understands and accepts these conditions.

A roll call vote was taken. Ayes: D. Hart, M. Larson, J. Starzynski, RB Thompson, and Mayor Sager. Nays: none. Absentees: M. Saladin and M. Turner. Abstentions: none. Motion carried.

Item D-5 – Award of Bid – Wastewater Treatment Sludge Removal

Motion by J. Starzynski, second by RB Thompson to award a two-year contract for calendar years 2016 and 2017 to Dahm Enterprises, Inc. for land application of sewage sludge for the City of Woodstock at the bid unit price of \$12.00 per cubic yard for dry solids disposal, \$0.036 per gallon for liquid solids disposal, and \$0.029 per gallon for transportation of liquid solids between the Northside and Southside wastewater treatment facilities.

A roll call vote was taken. Ayes: D. Hart, M. Larson, J. Starzynski, RB Thompson, and Mayor Sager. Nays: none. Absentees: M. Saladin and M. Turner. Abstentions: none. Motion carried.

M. Saladin returned to Chambers and rejoined the proceedings at 7:26PM.

Item D-7 – Property Tax Levy Ordinance

Mayor Sager stated for the 5th year in a row, the City of Woodstock is electing not to take advantage of the opportunity afforded to it by the Property Tax Extension Limit Law (PTELL) which gives the City the opportunity to increase taxes by the cost of living. He repeated that this is the 5th year in a row the City is not increasing taxes as allowed by PTELL. He noted the only area that is being extended is for new growth because with new growth and new residents, comes increased services for which the City still must pay. The City has determined that it is proper to extend the taxes for this new growth only. Mayor Sager went on to explain that the agenda item provides an estimate for the 2015 Tax Levy in accordance with the Truth in Taxation Act. He stated the City is required by State statute to do this in December, but that this can only be an estimate because the EAV is unknown on all parcels until verified by the County which occurs in January. He noted once this is received, the actual numbers will be known but the City must estimate at this time. He stated the City is very proud of the fact that it has again been determined not to extend the increase which the City is legally allowed to impose.

Mayor Sager noted this was removed by Councilwoman Larson at the request of a member of the public.

M. Larson stated she would like to honor the request from a member of the public and hear her concerns.

Barb Gessert, 810 Gerry Street, asked if it is correct that there is a slight increase of .67%.

R. Stelford stated the total number reflects the City's new growth but is an estimate. He stated the City must file this ordinance with the County in December but does not get accurate numbers from the assessor until January. Consequently, for the past two years, the City has, in the spring, held a special meeting to abate anything over the actual number so that the levy is the actual number reflecting only the new growth.

Ms. Gessert asked if there is an approval at that time or is this the approval.

Mr. Stelford stated this is the time, under the law, that the City must file the tax levy increase for the new growth but because the accurate numbers are not available, this must be estimated. Then, when the City receives the exact number it will be abated.

Ms. Gessert asked if it will probably be less to which Mr. Stelford replied that it most certainly will

be less.

P. Christensen noted that the City is capturing only new growth with the goal being that there will be no tax increase in totality.

Mr. Stelford noted that another factor must be considered for the individual, that being how his EAV changes when compared to his neighbor's. He stated this will affect the individual property owner's taxes even through the City has frozen the levy. He stated property taxes are a combination of the City's levy and the individual homeowner's EAV.

In response to a question from Ms. Gessert concerning whether any Councilmember voted for the full increase, Mr. Stelford noted that staff did not make a recommendation to take the full PTELL so there never was an opportunity for such a vote. Mayor Sager noted the City Council has taken a firm stand in regard to financing and wishes to have a stable, non-extended PTELL budgetary situation. He further stated that this has been Council's direction to staff and that no Councilmember has ever recommended extending the PTELL. In response to a question from Ms. Gessert concerning whether any member has ever recommended a tax decrease, Mayor Sager stated no.

Lydia Baltalbos, 621 Dean Street, stated it is her understanding if the City goes over a certain amount the state gets involved. She further stated that at this point the City is under that ceiling and once it reaches a certain level the state takes a look at the books. She asked if this is not correct.

Mayor Sager stated no, it is not correct. He noted there is a 5% tax cap and, as a municipality in a collar county, this applies to Woodstock.

Ms. Baltalbos asked if it is correct that this is part of the tax cap strategy that was implemented in the 90s.

R. Stelford stated these are two separate issues. He stated the Truth in Taxation Act is a separate law that states if, when you do your estimate, you go over the 5% this triggers a whole series of things that the municipality must do to stay in compliance. Then, Mr. Stelford stated, there is the actual law that tells the City how it can levy the property taxes. He noted that neither of these are under state control.

Ms. Baltalbos stated she is not so sure about that because at the last meeting one of the benefits as outlined by Mayor Sager for Home Rule is that if a proposed development that was approved by the Plan Commission is not approved by the State under the current structure with Home Rule the municipality can override that and doesn't have to worry about the state coming in.

Mayor Sager stated Ms. Baltalbos is confusing multiple things and that the current discussion concerns property taxes.

Ms. Baltalbos stated the reason she brings this up is because the City is looking at expansion as a solution to the City's problems.

Mayor Sager stated Ms. Baltalbos is still confusing the issues. He noted that her question at a previous meeting was what are the advantages of Home Rule status and that part of the response had to do with issues of zoning. He stated in certain circumstances if the City is a non-Home Rule community, if the state feels there is a need for a zoning change other than what has been approved by the municipality, the state has the right to come in and supersede the municipality's decision. If

the municipality is Home Rule, however, the state does not have this authority to override zoning. Mayor Sager continued stated that zoning in this instance is not for purposes associated with residential, retail, manufacturing, or open space, but is more associated with a situation where the state believes the City needs to zone certain areas in a certain way for potential transportation uses by the state. He stated this is not a residential concern. He further noted this is not the topic on the table, which is the Property Tax Levy Ordinance.

Ms. Baltalbos stated she appreciates this is very confusing but wishes to backtrack to why she brought this up. She noted that the Mayor has stated the City has an obligation to facilitate road work for new development as a mandate. She noted that roads at this point are at a point of no return at least 40%. She stated as someone who does maintenance, she knows there is a tipping point, which she has learned the hard way. Then, she noted, this becomes a re-do issue. When you have taxes coming in from she doesn't know where, but the roads have not been properly maintained and are at the tipping point.

Mayor Sager asked if she is suggesting that taxes be increased in order to maintain the roads and so she is making the argument that rather than pass this document tonight that would keep taxes lower, the City should increase the tax rate in order to provide for those improvements to the roadways.

She stated that she doesn't have a clue but it is not logical.

Mayor Sager stated the topic at hand is not road improvements and that it was the topic last week. He stated this evening the current discussion is concerning the 2015 Tax Levy Ordinance and the purpose of the ordinance is to not increase the PTELL.

Ms. Baltalbos stated this means no roadwork.

Mayor Sager stated this is not what this means and it is not appropriate for her to interpret it as such. He noted this action is to not extend the tax levy but to provide the flexibility the City needs for certification coming from the county so that the schedule of the state in the Truth in Taxation Act will be followed.

Ms. Baltalbos thanked Council for their time.

M. Saladin stated the process the City must abide by this evening is a backwards process because the City must do the tax levy in December in order to obtain funding for next year's budget as that is when the money will come to the City. He further stated that the City will go through a lengthy discussion of the budget in the next few months which will include opportunities for the public to get involved to tell Council their priorities. He noted tonight is the night the Tax Levy Ordinance must be passed on an estimated basis to provide information to the County Clerk.

R. Stelford noted this City has had a great partnership with the County who has worked with the City to allow for an abatement ordinance at the last minute in order to save the taxpayers money.

Cindy Hemauer, 1301 Winslow Circle, stated both the school board and MCC did not raise their levy and does not understand why the City cannot follow what they are doing.

Mayor Sager that Ms. Hemauer is mistaken and that the City of Woodstock was the first governmental body in the county to forego the PTELL and maintain a flat tax levy and has done so for five years in a row. He stated other governmental bodies have not done this or have just begun

considering this and emphasized that Woodstock has done this for the past five years which is the point.

M. Larson noted the State allows a municipality to take a certain amount of increase every year without the need for a referendum and it was previously just a matter of course to take this. But, she noted, for the past five years the City has turned down this opportunity and kept taxes flat other than to capture new growth.

Ms. Hemauer asked where the growth has occurred. M. Saladin noted examples in the Sonatas and Sweetwater where a number of homes have been built during the past year. RB Thompson noted there has also been growth at Woodstock Commons. M. Larson stated the City is just capturing this new growth.

Ms. Hemauer asked when this will happen. R. Stelford stated it will impact next year's taxes as residents pay one year behind so 2015 taxes are paid in 2016.

Ms. Hemauer stated then the City is expecting people to come and buy property here. R. Stelford stated these are not expectations as the growth has already happened. He noted this is for the past year, for growth that has already occurred, but the City does not yet have the numbers.

Ms. Hemauer asked why the City does not have the numbers. R. Stelford stated the City must forward its levy in December but the township assessors, who are responsible for capturing all this data and transmitting the information to the County, but do not have to submit their work until January. This results in a delay where the City does not have the information to know what was the actual EAV and the actual new growth for the City. He noted the City works with the County and the County Assessor does the best job they can to provide the City with an estimate of what they think the EAV and new growth will be, but this is an educated estimate, not the actual numbers. Mr. Stelford noted again this must be an estimate because the City must determine its levy in December when the actual numbers are not yet available.

Ms. Hemauer asked what happens if the numbers are not there. R. Stelford stated then in April Council holds a special meeting to abate, meaning to get rid of the difference, and the tax levy is lowered to be exactly what the numbers needs to be, so only the new growth is captured because at that time the exact information is known and the City knows what the dollars are that will come from new growth.

Ms. Hemauer asked how much this is. R. Stelford stated the City will not know this until the actual numbers are available from the County. He noted there is an estimate in the Staff report for this evening's meeting. In response to a question from Ms. Hemauer as to how much the estimate is, P. Christensen stated it is \$3.162 million.

Ms. Hemauer asked where the new growth has occurred. R. Stelford stated it has occurred in the Sonatas, Sweetwater, Woodstock Commons and any new infill building that has occurred. He also explained that some new growth may be reported over two years due to the construction season.

Ms. Hemauer asked if the City is positive this is going to happen and, if so, how can it be positive. R. Stelford stated yes the City is positive this is going to happen. J. Starzynski stated it is because permits have been issued for this growth. Mayor Sager stated further that this levy is based on what has already occurred, permits that have been issued and property that has been built out.

R. Stelford stated the City's Building and Zoning Department works with the township assessors to provide information on new permits that have been issued. He stated that the assessors also go out to inspect and find out new growth that has occurred and that it is the assessors who are responsible for identifying the new growth that has occurred.

Following a question from Ms. Hemauer, further discussion occurred concerning unoccupied housing and how that can affect the levy with it being noted that the assessor is responsible for taking this into account based on the current housing market in Woodstock.

A brief discussion occurred concerning impact fees, with Mayor Sager stating the City has looked at lowering these as an incentive to get people to invest in residential units. He also noted that the City has been working with other units of government to see how this can be managed across the board to encourage this investment which will help hold the line on taxes.

Ms. Hemauer noted she is concerned about all of the vacant and for sale homes she sees in Woodstock. In response to a question from Ms. Hemauer, Mayor Sager stated the City does take this into consideration and this is one reason they do not wish to raise the property taxes.

Mayor Sager stated the Council has had a very focused approach to try to manage the portion of the property tax bill that it can and so it is the fifth year in a row that Woodstock will not extend the additional amount related to PTELL. In addition, the City is trying to do more with less and the overall budget has been decreased significantly from past years. Mayor Sager also noted the City is trying to look at opportunities for collaborative efforts with other governmental bodies to share resources and accomplish more with less and use the money more efficiently.

Ms. Hemauer thanked the Council for its time.

P. Christiansen clarified new growth is estimated for the 2015 Property Tax Levy at \$1.7 million. The previous number related to the actual new growth reported for the 2014 Property Tax Levy.

Dennis Sandquist, 1022 Harrowgate, thanked Council for doing its best to hold the line on taxes and not taking the tax extension on current property owners but taking it on new growth. He believes this is justified and that other jurisdictions are making mistakes. He expressed his opinion that some are going too far by not adjusting their levies for new growth as this is not sustainable, and the community cannot continue to provide services by not extending it for new growth. He further stated that others are continuing to take the full PTELL which is also a mistake. He approves of the City Council's approach and applauds them for continuing to hold the line on property taxes for existing property tax owners and encouraged them to continue to work with other jurisdictions to do the same.

There were no further comments on this item.

Mayor Sager stated there is a motion on the floor to approve Ordinance 15-O-67, The 2015 Property Tax Levy Ordinance, identified as Document No. 3. A roll call vote was taken. Ayes: D. Hart, M. Larson, M. Saladin, M. Starzynski, RB Thompson, and Mayor Sager. Nays: none. Absentees: M. Turner. Abstentions: none.

DISCUSSION ITEMS

Woodstock Celebrates Inc. Presentation

Greg Gantner, Co-Chairman of the 2015 Orson Welles Centennial Festival, made a presentation to the City Council reviewing the festival which took place over an extended 14-day period in April and

May of 2015 and noted Welles' birthday was May 6th.

Mr. Gantner cited several quotes touting the event that were published in national media and described some of the specific aspects of the event. He indicated that festival attendees came from throughout the country and Europe.

Mr. Gantner stated as a result of the enthusiastic response to this event, Woodstock Celebrates has decided to launch an annual festival dedicated to the legacy of Orson Welles to coincide with his birthday each year.

Quarterly Financial Reports

The Second Quarter Financial Reports for the City of Woodstock consisting of the Revenues & Expenditure Report and the Investment Report were presented to and accepted by the City Council.

FUTURE AGENDA ITEMS

There were no changes or additions to the Future Agenda.

ADJOURN

Motion by M. Saladin, second by RB Thompson, to adjourn this meeting of the Woodstock City Council to the Special City Council Workshop on Monday, December 7, 2015 at 3:30 PM at the Stage Left Café. Ayes: D. Hart, M. Larson, M. Saladin, J. Starzynski, RB Thompson, and Mayor Sager. Nays: None. Absentees: M. Turner. Abstentions: None. Meeting adjourned at 8:12 PM.

Respectfully submitted,

Cindy Smiley
City Clerk

Name	Department	Total Gross
BREWER, ALYSSA M	AQUATIC CENTER	29.61
AMRAEN, MONICA	CITY MANAGER	1,620.00
HART, DANIEL T	CITY MANAGER	500.00
LARSON, MAUREEN	CITY MANAGER	500.00
MCELMEEL, DANIEL	CITY MANAGER	2,824.23
SAGER, M. BRIAN	CITY MANAGER	1,000.00
SALADIN, MARK	CITY MANAGER	500.00
SMILEY, CINDY	CITY MANAGER	2,314.26
SMILEY, CINDY	CITY MANAGER	416.66
STARZYNSKI, JOSEPH	CITY MANAGER	500.00
STELFORD III, ROSCOE	CITY MANAGER	5,961.56
THOMPSON, RB	CITY MANAGER	500.00
TURNER, MICHAEL	CITY MANAGER	500.00
WEBER, AMY Y	CITY MANAGER	208.33
WEBER, AMY Y	CITY MANAGER	100.00
WILLCOCKSON, TERESA	CITY MANAGER	2,382.40
JANIGA, JOSEPH	CROSSING GUARDS	252.48
LUCKEY, DALE	CROSSING GUARDS	240.24
LUCKEY, JR., HARRY	CROSSING GUARDS	381.81
LUCKEY, ROBERT	CROSSING GUARDS	235.24
MONACK, KIM	CROSSING GUARDS	291.84
PIERCE, LARRY	CROSSING GUARDS	277.68
Anderson, Garrett D.	ECONOMIC DEVELOPMENT	4,261.55
Coltrin, Krista E.	ECONOMIC DEVELOPMENT	2,384.61
BAYER, PATRICIA	FINANCE	961.60
CHRISTENSEN, PAUL N	FINANCE	4,321.56
LIEB, RUTH ANN	FINANCE	2,138.40
STEIGER, ALLISON	FINANCE	372.75
STRACZEK, WILLIAM	FINANCE	2,576.92
WOODRUFF, CARY	FINANCE	1,833.60
DYER, JASON L	FLEET MAINTENANCE	2,095.53
GROH, PHILLIP	FLEET MAINTENANCE	2,537.42
LAMZ, ROBERT	FLEET MAINTENANCE	2,910.55
MAY, JILL E	HUMAN RESOURCES	1,727.20
SCHOBBER, DEBORAH	HUMAN RESOURCES	4,512.72
BERGESON, PATRICIA	LIBRARY	220.00
BRADLEY, KATHERINE	LIBRARY	841.97
Burton, Parker E.	LIBRARY	169.13
CAMPBELL, SARAH JANE	LIBRARY	193.66
DAWDY, KIRK	LIBRARY	2,107.18
DREYER, TRUDIE	LIBRARY	873.24
FEE, JULIE	LIBRARY	2,516.88
HANSEN, MARTHA	LIBRARY	1,735.75
ICKES, RICHARD	LIBRARY	180.18
KAMINSKI, SARAH	LIBRARY	882.34
KNOLL, LINDA	LIBRARY	666.62
MILLER, LISA	LIBRARY	1,128.50
MOORHOUSE, PAMELA	LIBRARY	2,764.07
MORO, PAMELA	LIBRARY	295.52
O'LEARY, CAROLYN	LIBRARY	1,871.20
PALMER, STEPHANIE	LIBRARY	1,312.80
PALMQUIST, PEGGY	LIBRARY	215.28
REWOLDT, BAILEY S	LIBRARY	248.46

Name	Department	Total Gross
RYAN, ELIZABETH	LIBRARY	1,817.92
RYAN, MARY M	LIBRARY	1,783.07
SMILEY, BRIAN	LIBRARY	298.25
SUGDEN, MARY	LIBRARY	1,375.29
TOTTON SCHWARZ, LORA	LIBRARY	2,507.61
TRIPP, KATHRYN	LIBRARY	1,437.61
WEBER, NICHOLAS P	LIBRARY	3,861.90
ZAMORANO, CARRIE	LIBRARY	1,826.74
BEAUDINE, BRUCE	OPERA HOUSE	284.40
BETH, RAYMOND	OPERA HOUSE	512.51
BOURGEOIS-KUIPER, SAHARA	OPERA HOUSE	330.33
BROUILLETTE, RICHARD	OPERA HOUSE	152.64
CAMPBELL, DANIEL	OPERA HOUSE	2,386.54
CANTY, NANCY NOVY	OPERA HOUSE	258.59
GERVAIS, MARIANNE	OPERA HOUSE	142.80
GRANZETTO, GERALDINE	OPERA HOUSE	1,197.56
GREENLEAF, MARK	OPERA HOUSE	3,168.87
LYON, LETITIA	OPERA HOUSE	161.55
MCCORMACK, JOSEPH	OPERA HOUSE	2,399.20
MYERS, MARVIN	OPERA HOUSE	222.72
PANNIER, LORI ANN	OPERA HOUSE	349.58
SCHARRES, JOHN	OPERA HOUSE	4,320.38
STEINKAMP, LORRAINE	OPERA HOUSE	1,476.48
STELFORD, SAMANTHA	OPERA HOUSE	333.45
WELLS, GAIL	OPERA HOUSE	328.75
WHITE, CYNTHIA	OPERA HOUSE	494.62
WIEGEL, DANIEL M	OPERA HOUSE	1,389.60
BIRDSELL, CHRISTOPHER	PARKS	2,710.33
CHAUNCEY, JUDD T	PARKS	1,704.66
EDDY, BRANDON	PARKS	1,647.20
LESTER, TAD	PARKS	2,476.60
MASS, STANLEY PHILIP	PARKS	2,054.40
MECKLENBURG, JOHN	PARKS	4,091.94
NELSON, ERNEST	PARKS	3,319.99
O'LEARY, PATRICK	PARKS	3,059.75
SCHACHT, TREVOR	PARKS	1,865.76
SPRING, TIMOTHY	PARKS	1,940.20
STOLL, MARK T	PARKS	1,568.45
BAKER, NANCY	PLANNING & ZONING	3,201.65
BERTRAM, JOHN	PLANNING & ZONING	2,944.00
KASTNER, JAMES	PLANNING & ZONING	3,887.28
LIMBAUGH, DONNA	PLANNING & ZONING	2,365.60
NAPOLITANO, JOSEPH	PLANNING & ZONING	3,076.92
STREIT JR., DANIEL	PLANNING & ZONING	2,697.60
WALKINGTON, ROB	PLANNING & ZONING	2,955.20
AMATI, CHARLES	POLICE	3,841.60
BERNSTEIN, JASON	POLICE	4,263.16
BRANUM, ROBBY	POLICE	4,010.41
CARRENO, MARIA YESENIA	POLICE	2,576.26
CIPOLLA, CONSTANTINO	POLICE	4,561.53
DEMPSEY, DAVID	POLICE	3,311.19
Didier, Jonathan D.	POLICE	607.95
DIFRANCESCA, JAN	POLICE	2,396.77

Name	Department	Total Gross
DOLAN, RICHARD	POLICE	3,404.32
EICHINGER, PATRICIA	POLICE	2,705.07
EISELSTEIN, FRED	POLICE	3,647.48
FINK, CORY	POLICE	3,476.75
FOURDYCE, JOSHUA	POLICE	4,277.46
FREUND, SHARON L	POLICE	3,058.45
GALLAGHER, KATHLEEN	POLICE	2,833.89
GUSTIS, MICHAEL	POLICE	3,890.65
HAVENS, GRANT	POLICE	1,663.58
HENRY, DANIEL	POLICE	3,311.19
HESS, GLENN	POLICE	1,444.00
KARNATH, MICHAEL	POLICE	3,077.05
KAROLEWICZ, ROBIN	POLICE	2,576.25
KOPULOS, GEORGE	POLICE	4,204.72
LANZ II, ARTHUR	POLICE	3,696.00
LATHAM, DANIEL	POLICE	4,624.39
LEE, KEITH	POLICE	715.60
LIEB, JOHN	POLICE	4,275.02
LINTNER, WILLIAM	POLICE	3,575.05
LOWEN JR., ROBERT	POLICE	5,183.45
MARSHALL, SHANE	POLICE	3,607.14
MCKENDRY, AMY	POLICE	2,576.26
MORTIMER, JEREMY	POLICE	3,725.09
MUEHLFELT, BRETT	POLICE	3,642.31
NAATZ, CHRISTOPHER	POLICE	2,766.60
NIEDZWIECKI, MICHAEL	POLICE	3,814.58
PARSONS, JEFFREY	POLICE	4,575.02
PAULEY, DANIEL	POLICE	3,311.19
PETERSON, CHAD	POLICE	2,833.89
PRENTICE, MATTHEW	POLICE	2,213.27
PRITCHARD, ROBERT	POLICE	5,709.18
RAPACZ, JOSHUA	POLICE	3,476.75
REED, TAMARA	POLICE	2,048.00
REITZ, JR., ANDREW	POLICE	3,311.19
SCHMIDTKE, ERIC	POLICE	3,559.52
SCHRAW, ADAM	POLICE	3,642.31
SHARP, DAVID	POLICE	2,379.27
SOTO, TAMI	POLICE	1,799.38
Tabaka, Randall S.	POLICE	368.97
TIETZ, KEVIN	POLICE	2,537.77
VALLE, SANDRA	POLICE	3,476.75
VORDERER, CHARLES	POLICE	3,807.87
WALKER, NATALIE	POLICE	2,206.70
WESOLEK, DANIEL	POLICE	4,080.72
HOWIE, JANE	PUBLIC WORKS ADMIN	2,264.18
Migatz, Thomas B.	PUBLIC WORKS ADMIN	3,769.24
VAN LANDUYT, JEFFREY J.	PUBLIC WORKS ADMIN	4,538.46
WILSON, ALAN	PUBLIC WORKS ADMIN	3,705.44
AQUINO, EDUARDO	RECREATION CENTER	198.00
BAIRD, LEAH	RECREATION CENTER	211.05
BEHRNS, LESLIE	RECREATION CENTER	25.38
BLONIARZ, JESSICA	RECREATION CENTER	514.64
CABRERA, LESLIE M	RECREATION CENTER	415.78

Name	Department	Total Gross
CANTO, MELISSA	RECREATION CENTER	287.07
CORTES, VICTOR M	RECREATION CENTER	450.84
DECHANT, LEAH E	RECREATION CENTER	54.99
DIAZ, ARTURO	RECREATION CENTER	338.97
Diaz, Elisa M.	RECREATION CENTER	138.19
DUNKER, ALAN	RECREATION CENTER	2,269.64
FUENTES, KARINA	RECREATION CENTER	535.36
GARZA, ANNA	RECREATION CENTER	229.93
GUZMAN, AYESHAH	RECREATION CENTER	70.72
HICKS, MICHAEL S	RECREATION CENTER	361.20
KARAFI, JESSIE	RECREATION CENTER	266.16
KARAFI, JORIE	RECREATION CENTER	225.42
Keane, Eilish M.	RECREATION CENTER	152.63
KOVAR, SHARON	RECREATION CENTER	195.00
LEITZEN, ABBY-GALE	RECREATION CENTER	36.28
LISK, MARY LYNN	RECREATION CENTER	2,345.66
Parsons, Alyssa M.	RECREATION CENTER	113.44
POWELL, EDEN L	RECREATION CENTER	8.66
POWELL, ELLIE	RECREATION CENTER	183.31
REESE, AIMEE	RECREATION CENTER	228.01
SALADIN, BRIDGET	RECREATION CENTER	66.35
SANTANA, RUBY	RECREATION CENTER	202.97
SARICH, ERIN	RECREATION CENTER	117.13
SCHMITT, RONALD	RECREATION CENTER	194.60
TORREZ, RENEE	RECREATION CENTER	2,135.60
VEPLEY, OLIVIA	RECREATION CENTER	34.21
VIDALES, REBECCA	RECREATION CENTER	2,424.07
ZAMORANO, GUILLERMO	RECREATION CENTER	529.20
ZINNEN, JOHN DAVID	RECREATION CENTER	4,030.59
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINTENANCE	1,741.80
MAJOR, STEPHEN	SEWER & WATER MAINTENANCE	2,501.87
MAXWELL, ZACHARY	SEWER & WATER MAINTENANCE	1,726.70
MCCAILL, NICHOLAS	SEWER & WATER MAINTENANCE	287.04
PARKER, SHAWN	SEWER & WATER MAINTENANCE	3,036.04
WALTERS, JASON	SEWER & WATER MAINTENANCE	7,500.00
WEGENER, JAMES	SEWER & WATER MAINTENANCE	2,113.16
WILLIAMS, BRYANT P	SEWER & WATER MAINTENANCE	2,632.19
WOJTECKI, KEITH	SEWER & WATER MAINTENANCE	2,431.49
BURGESS, JEFFREY	STREETS	3,145.00
LECHNER, PHILIP A	STREETS	1,320.80
LOMBARDO, JAMES	STREETS	1,785.03
LYNK, CHRIS	STREETS	2,008.01
MARTINEZ JR, MAURO	STREETS	1,774.52
MILLER, MARK	STREETS	3,400.00
PIERCE, BARRY	STREETS	2,528.03
VIDALES, ROGER	STREETS	3,302.18
BAKER, WAYNE	WASTEWATER TREATMENT	3,567.54
BOLDA, DANIEL	WASTEWATER TREATMENT	1,842.40
GEORGE, ANNE	WASTEWATER TREATMENT	3,443.08
SHEAHAN, ADAM	WASTEWATER TREATMENT	2,494.85
VIDALES, HENRY	WASTEWATER TREATMENT	2,772.45
GARRISON, ADAM	WATER TREATMENT	2,788.70
HOFFMAN, THOMAS	WATER TREATMENT	3,050.88

Name	Department	Total Gross
SCARPACE, SHANE	WATER TREATMENT	2,312.30
SMITH, WILLIAM	WATER TREATMENT	3,237.73
WHISTON, TIMOTHY	WATER TREATMENT	2,273.28
Grand Totals:	215	426,344.43

**City of Woodstock
Warrant No. 3692**

All items tabulated above and before are proper expenses due from the City of Woodstock for services performed or materials furnished to the City of Woodstock.



Treasurer



City Manager

The Finance Director is hereby authorized to issue order on the City Treasurer covering the above listed obligations approved by the City Council this 15th day of December, 2015.

City Clerk

Mayor

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104301	ALAN J. COULSON PC	MERRYMAN PROPERTY TRANSFER B	4,750.00	GENERAL FUND-CIP	ROUTE 14/IDOT	82-08-7-705
Total 104301:			4,750.00			
104302	ANITA JOHNSON	RECREATION INSTRUCTOR	455.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104302:			455.00			
104303	CENTEGRA MEMORIAL MEDICAL CEN	DRUG TESTS	25.00	GENERAL FUND	DRUG TESTING	01-04-5-510
104303	CENTEGRA MEMORIAL MEDICAL CEN	DRUG TESTING CDL RANDOMS	135.00	GENERAL FUND	DRUG TESTING	01-04-5-510
Total 104303:			160.00			
104304	CHERYL REIMER	WATER AEROBICS	135.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104304:			135.00			
104305	GRIZZLY INDUSTRIAL	5 SPEED BABY DRILL PRESS	123.00	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
104305	GRIZZLY INDUSTRIAL	5 SPEED BABY DRILL PRESS	123.00	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
Total 104305:			246.00			
104306	JANET KAYSER	RECREATION INSTRUCTOR	330.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104306:			330.00			
104307	JILL FLORES INSTRUCTOR CONTRAC	RECREATION INSTRUCTOR	240.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
104307	JILL FLORES INSTRUCTOR CONTRAC	RECREATION INSTRUCTOR	204.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104307:			444.00			
104308	JOSEFINA PALA	RECREATION INSTRUCTOR	791.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104308:			791.00			
104309	JUDITH BROWN INSTRUCTOR CONTR	RECREATION INSTRUCTION	146.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104309:			146.00			
104310	JULIE DOERR	RECREATION INSTRUCTOR	80.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104310:			80.00			
104311	JULIE M TROPP	WATER AEROBICS	105.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104311:			105.00			
104312	KATHLEEN ZANK INSTRUCTOR CONT	AQUA AEROBICES INSTRUCTION	252.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104312:			252.00			
104313	LESLIE BEHRNS	RECREATION INSTRUCTOR	622.50	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 104313:			622.50			
104314	LLOYD'S PAINT AND PAPER, INC.	WALL PAINT	44.95	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 104314:			44.95			
104315	MICHAEL NIKSIC	DOMINATE YOUR GRILL PROGRAM	260.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104315:			260.00			
104316	NEVA E. LISS	RECREATION INSTRUCTOR	216.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104316:			216.00			
104317	SHIRLEY A. KOCH	RECREATION INSTRUCTOR	119.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104317:			119.00			
104318	TAMMY DUNN	RECREATION INSTRUCTOR	245.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
104318	TAMMY DUNN	RECREATION INSTRUCTOR	320.25	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104318:			565.25			
104319	TIM HICKS	RECREATION INSTRUCTOR	270.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104319:			270.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104320	VICKI BERSCH	RAGTIME CONCERT 10/25/15	300.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104320:			300.00			
104321	WESTWOOD A JOINT VENTURE	RECAPTURE PAYMENTS	2,454.36	ESCROW FUND	RECAPTURE FEES	72-00-0-221
Total 104321:			2,454.36			
104369	AFLAC REMITTANCE PROCESSING	INSURANCE PREMIUM	2,143.82	GENERAL FUND	PAYROLL W/H ADJUSTMENTS	01-00-0-211
Total 104369:			2,143.82			
104370	APPLIED CONCEPTS, INC.	DUI FINES EXPENDITURES	2,738.00	POLICE PROTECTION FUND	DUI FINES	03-00-8-823
Total 104370:			2,738.00			
104371	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING AND FITTING	375.38	POLICE PROTECTION FUND	UNIFORM ALLOWANCE	03-00-4-453
Total 104371:			375.38			
104372	ASSOCIATED ELECTRICAL CONTRAC	STREET LIGHT REPAIR	4,566.49	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
104372	ASSOCIATED ELECTRICAL CONTRAC	PERIMETER LIGHTING PROJECT	102,700.00	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
Total 104372:			107,266.49			
104373	AURORA UNIVERSITY	ROBOTICS PROGRAM	250.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104373:			250.00			
104374	AV NOW, INC.	SUPPLIES	534.46	RECREATION CENTER FUND	EQUIPMENT	05-00-7-720
Total 104374:			534.46			
104375	BAKER & TAYLOR	CREDIT	15.60-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	17.30-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	22.79-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	133.28-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	4.59-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	14.37-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	CREDIT	75.69-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104375	BAKER & TAYLOR	BOOKS	292.77	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	509.84	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	500.73	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	761.43	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	316.52	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	367.88	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	529.73	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104375	BAKER & TAYLOR	BOOKS	697.67	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104375:			3,692.95			
104376	BARCODESINC	SUPPLIES	336.69	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 104376:			336.69			
104377	BOHN'S ACE HARDWARE	DONATO WOODS DECK REPAIR SUP	25.38	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
104377	BOHN'S ACE HARDWARE	KEY FOR P.W. NEW CLEAN/CUSTODI	7.47	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
Total 104377:			32.85			
104378	BRIDGET SALADIN	RECREATION INSTRUCTOR	320.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 104378:			320.00			
104379	BSN SPORTS INC	VOIT INTER RUBBER	618.48	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 104379:			618.48			
104380	CABAY & COMPANY, INC	BATHROOM SUPPLIES	223.60	LIBRARY	SUPPLIES	08-00-6-606
104380	CABAY & COMPANY, INC	BATHROOM SUPPLIES	1,418.43	RECREATION CENTER FUND	OFFICE/JANITORIAL SUPPLIES	05-00-6-606
104380	CABAY & COMPANY, INC	DISPOSABLE SUPPLIES	406.80	PERFORMING ARTS	MATERIAL TO MAINTAIN BUILDING	07-11-6-620
Total 104380:			2,048.83			
104381	CARRIAGE PAPER PRODUCTS CORP	THERMAL PAPER	224.41	LIBRARY	SUPPLIES	08-00-6-606
Total 104381:			224.41			
104382	CENTEGRA OCCUPATIONAL HEALTH	SEASONAL DRUG TEST	60.00	GENERAL FUND	DRUG TESTING	01-04-5-510

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104382:			60.00			
104383	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	214.23	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104383	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	350.55	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104383	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	279.79	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104383	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	166.19	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104383:			1,010.76			
104384	CHAS. HERDRICH & SON, INC.	CAFE SUPPLIES	199.90	PERFORMING ARTS	SUPPLIES & MATERIALS	07-13-6-606
Total 104384:			199.90			
104385	CHICAGO COFFEE ROASTERY, INC.	COFFEE	69.90	PERFORMING ARTS	SUPPLIES & MATERIALS	07-13-6-606
Total 104385:			69.90			
104386	CINTAS CORPORATION	FIRST AID SUPPLIES	125.47	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
104386	CINTAS CORPORATION	FIRST AID SUPPLIES	106.06	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
Total 104386:			231.53			
104387	CITY OF WOODSTOCK	WATER AND SEWER	367.23	LIBRARY BUILDING FUND	WATER & SEWER	09-00-5-530
104387	CITY OF WOODSTOCK	WATER AND SEWER - CITY HALL	133.25	GENERAL FUND	WATER AND SEWER	01-02-6-613
Total 104387:			500.48			
104388	CIVIC SYSTEMS, LLC	TRAVEL RELATED TO NEW SOFTWA	1,045.67	GENERAL FUND-CIP	FINANCE - ACCOUNTING PROGRAM	82-01-7-701
Total 104388:			1,045.67			
104389	CMM & ASSOCIATES	WINDOW RESTORATION BILLING PR	13,400.00	TAX INCREMENT FINANCING FUND	OLD COURTHOUSE	41-00-7-729
Total 104389:			13,400.00			
104390	COLUMBIA PIPE & SUPPLY COMPANY	REPLACEMENT BALCK PIPE FOR DE	98.02	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
104390	COLUMBIA PIPE & SUPPLY COMPANY	BLACK PIPE FOR DECENT TANK	98.02	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104390:			196.04			
104391	COMCAST CABLE	INTERNET SERVICE	394.85	LIBRARY	COMMUNICATIONS	08-00-5-501
Total 104391:			394.85			
104392	COMMUNITY PLUMBING COMPANY	BATES PARK WINTERIZATION CHECK	75.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
104392	COMMUNITY PLUMBING COMPANY	WINTERIZATION OF AQUATIC CENTE	206.00	AQUATIC CENTER FUND	SERVICE TO MAINTAIN BUILDING	04-00-5-550
Total 104392:			281.00			
104393	CONSTELLATION NEWENERGY	ELECTRIC SERVICE	33.46	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
104393	CONSTELLATION NEWENERGY	ELECTRIC SERVICE	200.94	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
104393	CONSTELLATION NEWENERGY	ELECTRICITY FOR PUMPS	995.46	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
104393	CONSTELLATION NEWENERGY	ELECTRICITY FOR PUMPS	46.02	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104393	CONSTELLATION NEWENERGY	ELECTRIC SERVICE	6,361.51	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
104393	CONSTELLATION NEWENERGY	ELECTRICITY FOR PUMPS	172.68	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
104393	CONSTELLATION NEWENERGY	ELECTRICITY FOR PUMPS	161.43	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 104393:			7,971.50			
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	8.42	GENERAL FUND	SUPPLIES	01-01-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	199.11	GENERAL FUND	SUPPLIES	01-03-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	11.49	GENERAL FUND	SUPPLIES	01-04-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	52.46	GENERAL FUND	SUPPLIES	01-05-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	7.66	ADMIN ADJUDICATION FUND	POSTAGE	14-00-6-601
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	16.46	GENERAL FUND	SUPPLIES	01-08-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	20.29	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	4.21	WIRELESS FUND	POSTAGE	15-00-6-601
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	1.53	WATER & SEWER UTILITY FUND	POSTAGE	60-53-6-601
104394	COPY EXPRESS, INC.	POSTAGE SUPPLIES	61.26	PERFORMING ARTS	SUPPLIES	07-11-6-606
Total 104394:			382.89			
104395	CORKSCREW GYMNASTICS AND SPO	GYMNASTIC INSTRUCTION	910.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
104395	CORKSCREW GYMNASTICS AND SPO	BEGINNING GYMNASTICS	720.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 104395:			1,630.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104396	DAN LORANZ	COMPUTER CLASS INSTRUCTION	245.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104396:			245.00			
104397	DELL COMPUTER	COMPUTER SUPPLIES	87.98	LIBRARY	SUPPLIES	08-00-6-606
Total 104397:			87.98			
104398	DEMCO ACCOUNTS RECEIVABLE DE	GLASS REINFORCED FILAMENT TAP	129.73	LIBRARY	SUPPLIES	08-00-6-606
Total 104398:			129.73			
104399	DIRECT FITNESS SOLUTIONS, LLC	PARTS	227.70	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
Total 104399:			227.70			
104400	ELECTRIC TIME COMPANY, INC.	RETIREMENT GIFT CLOCKS	381.00	GENERAL FUND	EMPLOYEE RECOGNITION	01-04-8-811
Total 104400:			381.00			
104401	EMILY KAPLAN	RECREATION INSTRUCTOR	22.50	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104401:			22.50			
104402	EXPRESS SERVICES INC	TEMP LABOR	2,556.00	ENVIRONMENTAL MANAGEMENT FU	YARD WASTE DISPOSAL	90-00-5-570
104402	EXPRESS SERVICES INC	TEMP LABOR	2,508.00	ENVIRONMENTAL MANAGEMENT FU	YARD WASTE DISPOSAL	90-00-5-570
Total 104402:			5,064.00			
104403	FARM AND FLEET C/O SYNCHRONY B	RAIN COAT	79.99	PARKS FUND	UNIFORMS	06-00-4-453
104403	FARM AND FLEET C/O SYNCHRONY B	FOR BANNERS	91.96	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
104403	FARM AND FLEET C/O SYNCHRONY B	SAWZELL FOR PARK'S SHOP	377.48	PARKS FUND	TOOLS	06-00-6-605
104403	FARM AND FLEET C/O SYNCHRONY B	RAIN COAT	79.99	WATER & SEWER UTILITY FUND	UNIFORMS	60-50-4-453
Total 104403:			629.42			
104404	FASTENAL COMPANY	SCREWS	15.34	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
104404	FASTENAL COMPANY	SCREWS	23.01	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104404:			38.35			
104405	FOREST AWARDS & ENGRAVING	PLATES FOR RETIREMENT CLOCKS	14.50	GENERAL FUND	EMPLOYEE RECOGNITION	01-04-8-811
Total 104405:			14.50			
104406	FOX VALLEY FIRE & SAFETY CO.	SERVICE TO 9-15-15 TO 10-14-15	1,782.00	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550
104406	FOX VALLEY FIRE & SAFETY CO.	RADIO INSTALL	210.00	WIRELESS FUND	EQUIPMENT	15-00-7-720
104406	FOX VALLEY FIRE & SAFETY CO.	SERVICE TO MAINTAIN BUILDING	419.71	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
104406	FOX VALLEY FIRE & SAFETY CO.	NEW RADIOS	6,350.40	WIRELESS FUND	EQUIPMENT	15-00-7-720
Total 104406:			8,762.11			
104407	GALE/CENGAGE LEARNING, INC	BOOKS	368.64	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	327.10	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	309.49	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	12.60	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	24.79	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	50.38	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	51.78	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	21.59	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	26.59	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	46.42	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104407	GALE/CENGAGE LEARNING, INC	BOOKS	31.19	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104407:			1,270.57			
104408	GAVERS ASPHALT PAVING	MATERIALS USED T ORESTORE ARE	596.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
104408	GAVERS ASPHALT PAVING	DIRT- STORM REPAIR	146.00	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
Total 104408:			742.00			
104409	GRAINGER	TOOL FOR REPAIRING WATER SYST	38.43	WATER & SEWER UTILITY FUND	TOOLS	60-52-6-605
104409	GRAINGER	SOAP & VACUUM BELTS	99.90	PERFORMING ARTS	MATERIAL TO MAINTAIN BUILDING	07-11-6-620
Total 104409:			138.33			
104410	HAMPTON, LENZINI & RENWICK INC	RAINTREE SEDIMENT REMOVAL	2,150.00	GENERAL FUND-CIP	I & I IMPROVEMENTS	82-09-7-709

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104410:			2,150.00			
104411	HARRISON & COMPANY	LIBRARY MATERIALS	59.96	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104411:			59.96			
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	55,564.68	GENERAL FUND	TRANS. (TO) EMPLOYEE INS. FUND	01-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	56,646.17	POLICE PROTECTION FUND	TRANS. (TO) EMPLOYEE INS. FUND	03-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	819.80	AQUATIC CENTER FUND	TRANSFER (TO) EMPLOYEE HEALTH	04-00-9-902
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	819.80	RECREATION CENTER FUND	TRANS (TO) EMPLOYEE INS. FUND	05-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	13,244.42	PARKS FUND	TRANS. (TO) EMPLOYEE INS. FUND	06-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	6,182.02	PERFORMING ARTS	TRANS. (TO) EMPLOYEE INS. FUND	07-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	11,356.05	LIBRARY	TRANS. TO EMPLOYEES INS. FUND	08-00-9-889
104412	HOME STATE BANK EMPLOYEE HEAL	EMPLOYEE HEALTH CONTRIBUTION	22,201.63	WATER & SEWER UTILITY FUND	TRANS. (TO) EMPLOYEE HEALTH FD	60-00-9-889
Total 104412:			166,834.57			
104413	HOUCHEN BINDERY LTD	MATERIALS	86.50	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104413:			86.50			
104414	ILLINOIS PUBLIC SAFETY AGENCY N	ALECS BILLING	1,500.00	POLICE PROTECTION FUND	LEASES & PROFESSIONAL SVCS	03-00-5-543
Total 104414:			1,500.00			
104415	INDEPTH GRAPHICS & PRINTING	BUSINESS CARDS FOR COLTRIN	37.50	GENERAL FUND	PRINTING SERVICES	01-12-5-537
104415	INDEPTH GRAPHICS & PRINTING	CHRISTMAS BANNERS	171.62	GENERAL FUND	OTHER COMMUNITY EVENTS	01-11-6-615
104415	INDEPTH GRAPHICS & PRINTING	PAFR DESIGN & PRINTING	4,887.50	AUDIT FUND	POP. ANNUAL FIN. REPT. (PAFR)	02-00-5-510
Total 104415:			5,096.62			
104416	JOHN WHITE STABLES	HORSEBACK RIDING	345.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 104416:			345.00			
104417	JOSE ZAMORANO	CLEANING SERVICES	170.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN BUILDING	05-00-5-550
104417	JOSE ZAMORANO	CLEANING SERVICES	155.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104417:			325.00			
104418	JOSH JANDRON	RECREATION INSTRUCTOR	187.50	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 104418:			187.50			
104419	JUDITH BROWN INSTRUCTOR CONTR	RECREATION INSTRUCTION	87.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104419:			87.00			
104420	KATHRYN TRIPP	HOBBY LOBBY: CRAFT MATERIAL	54.66	LIBRARY	SUPPLIES	08-00-6-606
Total 104420:			54.66			
104421	KIESLER POLICE SUPPLY, INC	TRAINING AMMUNITION	1,368.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
Total 104421:			1,368.00			
104422	LESLIE BEHRNS	RECREATION INSTRUCTOR	150.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 104422:			150.00			
104423	LORRAINE STEINKAMP	DESK ORGANIZER PURCHASE	30.99	PERFORMING ARTS	SUPPLIES	07-11-6-606
Total 104423:			30.99			
104424	MAILFINANCE	LEASE PAYMENT- POSTAGE METER	62.96	LIBRARY	EQUIPMENT RENTAL	08-00-5-543
Total 104424:			62.96			
104425	MCHENRY COUNTY COUNCIL OF GO	MCCG MONTHLY DINNER	90.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
Total 104425:			90.00			
104426	MDC ENVIRONMENTAL SERVICES	RECYCLE TOTERS	300.00	ESCROW FUND	BAGS/STICKERS/BINS/TOTES	72-00-0-214
104426	MDC ENVIRONMENTAL SERVICES	GARBAGE STICKERS	4,020.00	ESCROW FUND	BAGS/STICKERS/BINS/TOTES	72-00-0-214
104426	MDC ENVIRONMENTAL SERVICES	YARD WASTE STICKERS	600.00	ESCROW FUND	BAGS/STICKERS/BINS/TOTES	72-00-0-214

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104426:			4,920.00			
104427	MENARDS	BATHROOM SUPPLIES	37.80	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
104427	MENARDS	GLOVES FOR STAFF TO HANDLE SAL	29.95	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
104427	MENARDS	PW GARAGE FLOOR SQUEEGEE	26.99	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
104427	MENARDS	PART FOR STORM PIPE	6.99	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
104427	MENARDS	SUPPLIES FOR DONATO WOODS	22.52	PARKS FUND	LUMBER	06-00-6-616
104427	MENARDS	SUPPLIES FOR DONATO WOODS	40.94	PARKS FUND	LUMBER	06-00-6-616
Total 104427:			165.19			
104428	MID AMERICAN WATER OF WAUCON	PART TO REPAIR HYDRANT	120.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
104428	MID AMERICAN WATER OF WAUCON	PARTS TO REPAIR HYDRANTS	108.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 104428:			228.00			
104429	MIDWEST TAPE	AUDIOBOOKS	34.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104429	MIDWEST TAPE	LIBRARY DVDS AND LIBRARY CDS	223.09	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104429	MIDWEST TAPE	LIBRARY DVDS	208.29	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104429	MIDWEST TAPE	AUDIOBOOKS	122.97	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104429	MIDWEST TAPE	AUDIOBOOKS	104.98	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104429	MIDWEST TAPE	LIBRARY CDS LIBABRY DVDS	218.69	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104429:			913.01			
104430	MILLER ENGINEERING CO.	OIL, SHEAVE, BUSHING, 2 BELTS	1,252.31	LIBRARY BUILDING FUND	SERVICE TO MAINT. BLDG & GRDS	09-00-5-550
104430	MILLER ENGINEERING CO.	DECTRON UNIT REPAIR	722.25	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
104430	MILLER ENGINEERING CO.	THERMAL UNIT	464.40	LIBRARY BUILDING FUND	SERVICE TO MAINT. BLDG & GRDS	09-00-5-550
Total 104430:			2,438.96			
104431	MONICA AMRAEN	SENIOR SUPPLIES	4.99	GENERAL FUND	SENIORS @ STAGE LEFT	01-11-6-620
104431	MONICA AMRAEN	SENIOR SUPPLIES	16.00	GENERAL FUND	SUPPLIES	01-01-6-606
104431	MONICA AMRAEN	SENIOR SUPPLIES	19.79	GENERAL FUND	SENIORS @ STAGE LEFT	01-11-6-620
Total 104431:			40.78			
104432	MUNICIPAL ELECTRONICS	SERVICE TO MAINTAIN EQUIPMENT	315.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104432:			315.00			
104433	NICOR	GAS FOR EMERGENCY GENERATOR	30.23	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	27.52	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR RECREATION BATHHOUSE	71.19	AQUATIC CENTER FUND	FUEL - HEATING	04-00-6-603
104433	NICOR	GAS FOR EMERGENCY GENERATOR	91.32	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	28.06	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	29.08	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	26.41	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	27.48	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	24.79	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS TO RUN EMERGENCY GENERAT	26.45	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
104433	NICOR	GAS FOR EMERGENCY GENERATOR	26.76	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 104433:			409.29			
104434	NORTHWEST POLICE ACADEMY	TRAINING SEMINAR	50.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
Total 104434:			50.00			
104435	PAMELA MCDONALD INSTRUCTOR C	RECREATION INSTRUCTION	575.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 104435:			575.00			
104436	POOLBLU	TROUBLE SHOOT AND REPAIR POOL	162.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
Total 104436:			162.00			
104437	PORT-A-JOHN STATELINE SERVICE C	2015 CYCLOCROSS	550.00	GENERAL FUND	OTHER COMMUNITY EVENTS	01-11-6-615
Total 104437:			550.00			
104438	QUILL CORPORATION	INK CARTRIDGES	131.92	GENERAL FUND	SUPPLIES	01-08-6-606
104438	QUILL CORPORATION	SUPPLIES	57.56	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
104438	QUILL CORPORATION	INK CARTRIDGE	35.98	WATER & SEWER UTILITY FUND	SUPPLIES	60-53-6-606
104438	QUILL CORPORATION	PENS	7.19	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
104438	QUILL CORPORATION	SUPPLIES	20.49	GENERAL FUND	SUPPLIES	01-01-6-606
104438	QUILL CORPORATION	SUPPLES	39.58	WATER & SEWER UTILITY FUND	SUPPLIES	60-53-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104438:			292.72			
104439	RAFAEL ARRELLANO	COMPUTER CLASS INSTRUCTION	200.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104439:			200.00			
104440	ROBERT RAKONCAY	RECREATION INSTRUCTOR	90.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 104440:			90.00			
104441	SANDRA VALLE	HEALTH REIMBURSEMENT 2015	100.00	HEALTH/LIFE INSURANCE FUND	EMPLOYEE PHYSICAL DEVELOPMEN	75-00-5-548
Total 104441:			100.00			
104442	SHERWIN-WILLIAMS CO ACCOUNTS	PAINT SUPPLIES	99.50	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
Total 104442:			99.50			
104443	STAN'S OFFICE TECHNOLOGIES, IN	SERVICE TO MAINTAIN EQUIPMENT	86.65	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 104443:			86.65			
104444	STEINER ELECTRIC COMPANY	STREET LIGHT PARTS	83.58	GENERAL FUND	MATERIALS TO MAIN. STREET LGTS	01-06-6-630
104444	STEINER ELECTRIC COMPANY	STREET LIGHTS	1,634.92	GENERAL FUND	MATERIALS TO MAIN. STREET LGTS	01-06-6-630
Total 104444:			1,718.50			
104445	T.O.P.S. IN DOG TRAINING CORP.	SUPPLIES	87.05	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 104445:			87.05			
104446	THE LINCOLN NATIONAL LIFE INSUR	LIFE INSURANCE PREMIUMS	699.50	HEALTH/LIFE INSURANCE FUND	LIFE INSURANCE PREMIUMS	75-00-5-541
104446	THE LINCOLN NATIONAL LIFE INSUR	LIFE INSURANCE PREMIUMS	498.69		FLEX- LIFE	99-99-9-963
Total 104446:			1,198.19			
104447	THIRD MILLENNIUM ASSOCIATES, IN	NOV UTILITY BILLS	528.20	ENVIRONMENTAL MANAGEMENT FU	PRINTING EXPENSE	90-00-5-537

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104447:			528.20			
104448	TIM LINE	LORI LINE CLOSEOUT 11/20/15	5,870.79	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 104448:			5,870.79			
104449	TODAY'S UNIFORMS	SHIRTS FOR EMPLOYEES	27.90	GENERAL FUND	UNIFORMS	01-07-4-453
Total 104449:			27.90			
104450	TOWNSQUARE PLAYERS C/O ROGER	CLOSEOUT FOR WHITE CHRISTMAS	31,857.62	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 104450:			31,857.62			
104451	TRADESMAN SHEET METAL INC	INSTALL LIGHTS ON THE DOME	1,850.00	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
Total 104451:			1,850.00			
104452	U. S. POST OFFICE - WOODSTOCK	PERMIT #406 PRESORT	225.00	GENERAL FUND	POSTAGE	01-09-6-601
Total 104452:			225.00			
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2013A	22,875.00	DEBT SERVICE FUND	AQUATIC CENTER G.O. INT-2013A	30-00-8-933
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS 2013A	285,000.00	DEBT SERVICE FUND	AQUATIC CENTER G.O. PRIN-2013A	30-00-8-913
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS2013B	23,325.00	DEBT SERVICE FUND	POLICE FACILITY A.R. INT-2013B	30-00-8-935
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS 2013B	295,000.00	DEBT SERVICE FUND	POLICE FACILITY A.R PRIN-2013B	30-00-8-912
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014A	19,975.00	LIBRARY DEBT SERVICE FUND	GO 2005A INTEREST	31-00-8-934
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS 2014A	265,000.00	LIBRARY DEBT SERVICE FUND	ALT REV 2010B PRINCIPAL	31-00-8-910
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS2014	80,300.00	DEBT SERVICE FUND	REC. CENTER A.R. PRIN- 2003	30-00-8-915
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS2014	46,300.00	DEBT SERVICE FUND	LAKE AVE. A.R. PRINC-2005B	30-00-8-916
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS2014	51,400.00	DEBT SERVICE FUND	MCCONNELL ROAD A.R. PRIN-2005B	30-00-8-917
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS2014	149,100.00	DEBT SERVICE FUND	DAVIS RD SOCCER A.R PRIN-2005B	30-00-8-918
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS2014	102,900.00	DEBT SERVICE FUND	MERRYMAN FIELDS A.R PRIN-2005B	30-00-8-919
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014	24,378.97	DEBT SERVICE FUND	DAVIS RD. SOCCER A.R INT-2005B	30-00-8-940
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014	16,816.51	DEBT SERVICE FUND	MERRYMAN FIELDS A.R. INT-2005B	30-00-8-941
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014	13,333.80	DEBT SERVICE FUND	MCCONNELL RD. A.R. INT-2005B	30-00-8-939
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014	7,562.46	DEBT SERVICE FUND	REC. CENTER A.R INT- 2003	30-00-8-937
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2014	8,408.26	DEBT SERVICE FUND	LAKE AVENUE A.R. INT-2005B	30-00-8-938
104453	UMB BANK ATTN: JULIE WEIGERS	REGISTERED INTEREST SRS 2008	53,308.75	WATER & SEWER UTILITY FUND	INTEREST EXPENSE (2008)	60-53-8-931

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104453	UMB BANK ATTN: JULIE WEIGERS	MATURED BONDS SRS 2008	155,000.00	WATER & SEWER UTILITY FUND	BOND REDEMPTION	60-53-8-900
Total 104453:			1,619,983.75			
104454	UNITED LABORATORIES	CHEMICALS TO HELP CONTOL GREA	4,990.18	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
104454	UNITED LABORATORIES	HAND SOAP	218.73	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
Total 104454:			5,208.91			
104455	USALCO	LIQUID ALUMINUM SULFATE	5,571.30	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 104455:			5,571.30			
104456	WAL-MART COMMUNITY	TRUNK OR TREAT	84.82	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 104456:			84.82			
104457	WOODSTOCK FINE ARTS ASSN.	WFAA CREATIVE LIVING CLOSEOUT	5,066.80	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 104457:			5,066.80			
104458	WOODSTOCK FIRE RESCUE DISTRIC	AUG & SEPT 2015 FIRE/ RESCUE IMP	2,710.00	ESCROW FUND	FIRE DISTRICT IMPACT FEES	72-00-0-220
Total 104458:			2,710.00			
104459	WOODSTOCK POWER EQUIPMENT, I	PARTS TO MAINTAIN SAWS USED TO	147.62	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
Total 104459:			147.62			
104460	WOODSTOCK SCHOOL DISTRICT 200	SCHOOL DONATIONS -AUG-SEPT	28,528.00	ESCROW FUND	SCHOOL DONATIONS	72-00-0-212
Total 104460:			28,528.00			
104461	A.N.S. INC	WINDOW CLEANING	550.00	LIBRARY BUILDING FUND	SERVICE TO MAINT. BLDG & GRDS	09-00-5-550
Total 104461:			550.00			
104462	A5 GROUP INC	PROMOTE WOODSTOCK	25,000.00	GENERAL FUND	MARKETING EFFORTS	01-01-5-558

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104462:			25,000.00			
104463	AHA CONSULTING INC	WEBSITE CHANGES	300.00	GENERAL FUND	CITY WEBSITE	01-01-5-556
Total 104463:			300.00			
104464	ALIBRIS INC	BOOKS	63.70	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104464:			63.70			
104465	AMAZON	LIBRARY MATERIALS	527.61	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104465:			527.61			
104466	ARAMARK	UNIFORMS FLEETS	199.76	GENERAL FUND	UNIFORMS	01-07-4-453
104466	ARAMARK	UNIFORM STREETS	435.48	GENERAL FUND	UNIFORMS	01-06-4-453
104466	ARAMARK	UNIFORM STREETS	99.18	GENERAL FUND	UNIFORMS	01-06-4-453
Total 104466:			734.42			
104467	BAKER & TAYLOR CONTINUATION AC	LIBRARY BOOKS	13.68	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104467:			13.68			
104468	BOHN'S ACE HARDWARE	DRILL	16.99	GENERAL FUND	TOOLS	01-06-6-605
104468	BOHN'S ACE HARDWARE	HARDWARE	9.24	GENERAL FUND	SUPPLIES	01-06-6-606
104468	BOHN'S ACE HARDWARE	MARKERS FOR BUMP OUTS	36.27	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
104468	BOHN'S ACE HARDWARE	HOSE	27.99	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 104468:			90.49			
104469	CITY ELECTRIC SUPPLY	SUPPLIES	182.20	LIBRARY	SUPPLIES	08-00-6-606
104469	CITY ELECTRIC SUPPLY	SUPPLIES	136.16	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
Total 104469:			318.36			
104470	CITY OF WOODSTOCK	WATER AND SEWER	367.23	LIBRARY BUILDING FUND	WATER & SEWER	09-00-5-530

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104470:			367.23			
104471	CLARK BAIRD SMITH LLP	PROF SVCS- WOODSTOCK LABOR	823.75	GENERAL FUND	LABOR RELATIONS	01-04-5-503
Total 104471:			823.75			
104472	COMMONWEALTH EDISON	ELECTRIC LIFT STATIONS	221.61	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 104472:			221.61			
104473	CONSERV FS	SIDEWALK SALT FOR TIF DISTRICT	687.00	PARKS FUND	MATERIAL TO MAINTAIN LIGHTS	06-00-6-630
Total 104473:			687.00			
104474	CONSTELLATION NEWENERGY	STREET LIGHTING	7.03	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
Total 104474:			7.03			
104475	CROWN RESTROOMS	PORT-A-POTTY - COMMUNITY EVENT	20.00	GENERAL FUND	OTHER COMMUNITY EVENTS	01-11-6-615
104475	CROWN RESTROOMS	PORT-A-POTTY - COMMUNITY EVENT	80.00	GENERAL FUND	OTHER COMMUNITY EVENTS	01-11-6-615
Total 104475:			100.00			
104476	DAHM ENTERPRISES INC	SLUDGE REMOVAL	4,848.00	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551
Total 104476:			4,848.00			
104477	DAN LORANZ	COMPUTER CLASS INSTRUCTION	1,255.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
Total 104477:			1,255.00			
104478	DAVID G. ETERNO	ADMNISTRAVE HEARING SERVICE	412.50	ADMIN ADJUDICATION FUND	ADMINISTRATIVE JUDGE	14-00-4-450
Total 104478:			412.50			
104479	DELL COMPUTER	CPU MONITORS	289.30	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
Total 104479:			289.30			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104480	DEMCO ACCOUNTS RECEIVABLE DE	SUPPLIES	548.71	LIBRARY	SUPPLIES	08-00-6-606
104480	DEMCO ACCOUNTS RECEIVABLE DE	SUPPLIES	232.67	LIBRARY	SUPPLIES	08-00-6-606
Total 104480:			781.38			
104481	DILAR'S EMBROIDERY & MONOGRAM	EMBROIDERY SERVICES	20.00	GENERAL FUND	UNIFORMS	01-06-4-453
Total 104481:			20.00			
104482	FIRSTMERIT BANKCARD CTR	TICKET REVENUE	54.10	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
104482	FIRSTMERIT BANKCARD CTR	ADVERTISING	34.93	PERFORMING ARTS	PROGRAMMING FUND - ADVERTISIN	07-11-5-526
104482	FIRSTMERIT BANKCARD CTR	WEB RECEIPTS	15.00	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
104482	FIRSTMERIT BANKCARD CTR	FILTERS FOR REC	799.84	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
104482	FIRSTMERIT BANKCARD CTR	TICKET REVENUE	55.90	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
104482	FIRSTMERIT BANKCARD CTR	WEB RECEIPTS	45.07	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
104482	FIRSTMERIT BANKCARD CTR	TWEENS	16.92	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
104482	FIRSTMERIT BANKCARD CTR	AWARD APPLICATION FEE	435.00	AUDIT FUND	MUNICIPAL AUDIT	02-00-5-507
104482	FIRSTMERIT BANKCARD CTR	AMAZON MEMBERSHIP	99.00	GENERAL FUND	SUPPLIES	01-08-6-606
104482	FIRSTMERIT BANKCARD CTR	PERIMETER LIGHTING PROJECT	670.76	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
104482	FIRSTMERIT BANKCARD CTR	BATTERY BACK-UP	171.02	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
104482	FIRSTMERIT BANKCARD CTR	CPU EQUIPMENT	292.26	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
104482	FIRSTMERIT BANKCARD CTR	LIBRARY MATERIALS	43.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104482	FIRSTMERIT BANKCARD CTR	REC CENTER - PIZZA MAKER	47.79	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
104482	FIRSTMERIT BANKCARD CTR	TWEEN NIGHT	8.00	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
104482	FIRSTMERIT BANKCARD CTR	TWEEN NIGHT	23.34	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
104482	FIRSTMERIT BANKCARD CTR	LED DIMMABLE DRIVER	416.90	TAX INCREMENT FINANCING FUND	PERIMETER STREET LIGHTING REPL	41-00-7-732
104482	FIRSTMERIT BANKCARD CTR	COFFEE SUPPLIES	57.52	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
104482	FIRSTMERIT BANKCARD CTR	CAFÉ SUPPLIES	49.00	PERFORMING ARTS	SUPPLIES	07-11-6-606
104482	FIRSTMERIT BANKCARD CTR	CREDIT FOR SERVICE	104.00-	PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
104482	FIRSTMERIT BANKCARD CTR	3D GLASSES	5.25	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	CALIBRATION & RECERTIFICATION	95.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-05-5-552
104482	FIRSTMERIT BANKCARD CTR	MAYCO STROKE AND COAT KIT	163.18	LIBRARY BUILDING FUND	BUILDING CONSTRUCTION	09-00-7-701
104482	FIRSTMERIT BANKCARD CTR	BATTERIES	14.43	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	SIMPLY SIMMOM SETS	37.38	LIBRARY BUILDING FUND	BUILDING CONSTRUCTION	09-00-7-701
104482	FIRSTMERIT BANKCARD CTR	TV	297.49	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	SPECIAL CENSUS	200.00	GENERAL FUND	SPECIAL CENSUS	01-01-5-508
104482	FIRSTMERIT BANKCARD CTR	SERVER RACKS	829.68	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
104482	FIRSTMERIT BANKCARD CTR	PHOTO POSTER	249.68	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	GAME CONSOLE SECURITY COVERS	85.52	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	SUPPLIES	13.21	LIBRARY	SUPPLIES	08-00-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104482	FIRSTMERIT BANKCARD CTR	SUPPLIES	82.93	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	WEBSITE	20.99	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
104482	FIRSTMERIT BANKCARD CTR	PROMOTE WOODSTOCK	3.91	GENERAL FUND	EXPANSION/RETENTION SERVICES	01-12-5-536
104482	FIRSTMERIT BANKCARD CTR	Executive Assist Lunch	30.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
104482	FIRSTMERIT BANKCARD CTR	SWITCH BRACKET	33.73	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
104482	FIRSTMERIT BANKCARD CTR	ECON DEVEL INST - ANDERSON	1,700.00	GENERAL FUND	TRAVEL & TRAINING	01-12-4-452
104482	FIRSTMERIT BANKCARD CTR	ECON DEVEL INST - COLTRIN	1,700.00	GENERAL FUND	TRAVEL & TRAINING	01-12-4-452
104482	FIRSTMERIT BANKCARD CTR	FLOOR CLEANER FOR REC	76.98	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
104482	FIRSTMERIT BANKCARD CTR	PHOTO POSTER	571.23	LIBRARY	SUPPLIES	08-00-6-606
104482	FIRSTMERIT BANKCARD CTR	Cookies with Santa	132.40	GENERAL FUND	SUPPLIES	01-01-6-606
104482	FIRSTMERIT BANKCARD CTR	Cookies with Santa	279.62	GENERAL FUND	SUPPLIES	01-01-6-606
104482	FIRSTMERIT BANKCARD CTR	PAFR AWARD APPLICATION FEE	225.00	AUDIT FUND	POP. ANNUAL FIN. REPT. (PAFR)	02-00-5-510
104482	FIRSTMERIT BANKCARD CTR	REBATE	250.00-	GENERAL FUND	MISCELLANEOUS INCOME	01-00-5-380
Total 104482:			9,829.95			
104483	GABRIELLA BELTRAN	WATER/SEWER REFUND	340.30	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 104483:			340.30			
104484	GESKE & SONS	2015 ANNUAL MUNICIPAL MAINTENA	50,525.00	TAX INCREMENT FINANCING FUND	MAIN STREET IMPROVEMENTS	41-00-7-735
104484	GESKE & SONS	2015 ANNUAL MUNICIPAL MAINTENA	280,479.13	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 104484:			331,004.13			
104485	HD SUPPLY WATERWORKS, LTD.	TOOL TO TURN WATER SERVICE ON	55.49	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 104485:			55.49			
104486	ILLINOIS DEPARTMENT OF TRANSP	SIGNAL SERVICE	3,659.40	MOTER FUEL TAX FUND	SERVICE TO MAIN. TRAFFIC CONTR	12-00-5-559
Total 104486:			3,659.40			
104487	INDEPTH GRAPHICS & PRINTING	BUSINESS CARDS	37.50	GENERAL FUND	PRINTING SERVICES	01-08-5-537
Total 104487:			37.50			
104488	INFORMATION TODAY, INC.	BOOKS	404.53	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104488:			404.53			
104489	LUIS MORENO	WATER/SEWER REFUND	100.00	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 104489:			100.00			
104490	MCHENRY COUNTY DIV OF TRANSP	MCRIDE SERVICES - OCTOBER	2,778.25	PARATRANSIT FUND	PACE REIMBURSEMENT	26-00-5-503
104490	MCHENRY COUNTY DIV OF TRANSP	MCRIDE SERVICES - NOVEMBER	2,778.25	PARATRANSIT FUND	PACE REIMBURSEMENT	26-00-5-503
Total 104490:			5,556.50			
104491	MCHENRY COUNTY FIBER PROJECT	FIBER CONSTRUCTION COSTS	7,705.00	GENERAL FUND-CIP	FIBER NETWORK	82-01-7-712
104491	MCHENRY COUNTY FIBER PROJECT	FIBER CONSTRUCTION COSTS	3,082.00	GENERAL FUND	DISTRICT 200 FIBER	01-00-0-122
Total 104491:			10,787.00			
104492	MCHENRY COUNTY RECORDER	LAREDO BILLING	275.00	GENERAL FUND	SOFTWARE SUPPORT	01-05-5-566
Total 104492:			275.00			
104493	MEGA COMMERCIAL SERVICES INC	CUSTODIAL SERVICES - CITY HALL	1,249.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
104493	MEGA COMMERCIAL SERVICES INC	CUSTODIAL SERVICES - LIBRARY	1,790.00	LIBRARY BUILDING FUND	BUILDING CLEANING SERVICES	09-00-3-415
104493	MEGA COMMERCIAL SERVICES INC	CUSTODIAL SERVICES - REC CENTE	1,249.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN BUILDING	05-00-5-550
Total 104493:			4,288.00			
104494	MENARDS	PATH @ DONATO WOODS	30.26	PARKS FUND	LUMBER	06-00-6-616
104494	MENARDS	PATH @ DONATO WOODS	7.14	PARKS FUND	LUMBER	06-00-6-616
104494	MENARDS	SUPPLIES HOLIDAY LIGHTING CERE	67.64	GENERAL FUND	CHRISTMAS LIGHTING	01-11-6-608
104494	MENARDS	SOUTH ST LIGHT REPLACEMENT	116.66	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
104494	MENARDS	SEQ PARK HOLIDAY LIGHTS SUPPLIE	21.91	GENERAL FUND	CHRISTMAS LIGHTING	01-11-6-608
104494	MENARDS	DONATO WOODS VAND REPAIR	23.48	PARKS FUND	LUMBER	06-00-6-616
104494	MENARDS	LIBRARY MAINTENANCE SUPPLIES	64.63	LIBRARY	SUPPLIES	08-00-6-606
Total 104494:			331.72			
104495	MICHAEL TURNER	LUNCH WITH GARRETT ANDERSON	38.71	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452

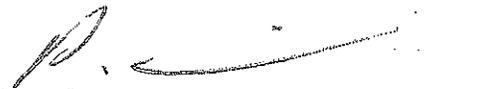
Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104495:			38.71			
104496	MILLER ENGINEERING CO.	PROFESSIONAL SERVICE	133.75	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN BUILDING	60-51-5-550
104496	MILLER ENGINEERING CO.	HENNEN PROPERTY REPAIRS	896.83	GENERAL FUND	RENTAL PROPERTY REPAIRS	01-02-8-804
104496	MILLER ENGINEERING CO.	PROFESSIONAL SERVICE	214.00	LIBRARY BUILDING FUND	SERVICE TO MAINT. BLDG & GRDS	09-00-5-550
Total 104496:			1,244.58			
104497	NICK WEBER	KIWANIS CLUB MEMBERSHIP DUES	102.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-01-4-454
104497	NICK WEBER	MEETING EXPENSE	68.97	LIBRARY	TRAVEL & TRAINING	08-00-4-452
Total 104497:			170.97			
104498	NICOR	GAS SERVICE - WARMING HOUSE	27.69	PARKS FUND	FUEL - HEATING	06-00-6-603
104498	NICOR	GAS FOR EMERGENCY GENERATOR	81.88	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 104498:			109.57			
104499	PATRIOT DOOR SOLUTIONS	GARAGE DOOR SEALS	415.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDINGS	01-07-5-550
Total 104499:			415.00			
104500	QUILL CORPORATION	SUPPLIES	23.49	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	SUPPLIES	93.74	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	USB DRIVE	79.80	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	DIGITAL UTILITY SCALE	75.99	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	SUPPLIES	21.99	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	SUPPLIES	47.84	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	MULTI-SHELF CLEANING CART	174.99	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	SUPPLIES	19.98	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	GLUE STICKS	14.99	LIBRARY	SUPPLIES	08-00-6-606
104500	QUILL CORPORATION	SUPPLIES	15.79	LIBRARY	SUPPLIES	08-00-6-606
Total 104500:			568.60			
104501	RECORDED BOOKS, LLC	CDS	338.40	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104501	RECORDED BOOKS, LLC	CDS	173.20	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104501	RECORDED BOOKS, LLC	CDS	74.20	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
104501	RECORDED BOOKS, LLC	LIBRARY SUPPLIES	99.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
104501	RECORDED BOOKS, LLC	LIBRARY SUPPLIES	41.60	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104501:			726.40			
104502	ROSCOE STELFORD	MEETING WITH DIST 200	124.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
Total 104502:			124.00			
104503	SCHMIDT PRINTING	VISITORS GUIDE	494.00	GENERAL FUND	PRINTING SERVICES	01-12-5-537
Total 104503:			494.00			
104504	STATELINE TECHNOLOGIES	TECH SERVICES	3,510.00	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 104504:			3,510.00			
104505	TEI LANDMARK AUDIO A DIVISION OF	LIBRARY MATERIALS	126.71	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104505:			126.71			
104506	TODAYS BUSINESS SOLUTIONS INC	FAX PROGRAM	218.16	LIBRARY	COMMUNICATIONS	08-00-5-501
Total 104506:			218.16			
104507	TRANS UNION RISK & ALTERNATIVE	SEARCH FEES	6.25	GENERAL FUND	NUISANCE ABATEMENT SERVICES	01-05-5-523
Total 104507:			6.25			
104508	UNIQUE MANAGEMENT SERVICES,IN	PLACEMENTS	129.35	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
104508	UNIQUE MANAGEMENT SERVICES,IN	PLACEMENTS	9.95	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 104508:			139.30			
104509	WAREHOUSE DIRECT	SUPPLIES	22.55	LIBRARY	SUPPLIES	08-00-6-606
Total 104509:			22.55			
104510	WATER RESOURCES, INC.	CHECK FOR POSSIBLE WATER LEAK	315.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. WATER MAINS	60-52-5-554

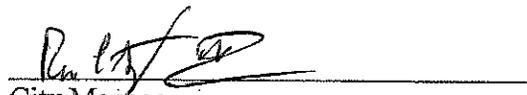
Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 104510:			<u>315.00</u>			
104511	WILL ENTERPRISES	BASKETBALL JERSEYS	<u>1,785.64</u>	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 104511:			<u>1,785.64</u>			
104512	WOODSTOCK COMMUNITY SCHOOL	GAS USAGE - OCTOBER	<u>173.22</u>	GENERAL FUND	GASOLINE AND OIL	01-05-6-602
Total 104512:			<u>173.22</u>			
104513	WOODSTOCK FIRE RESCUE DISTRIC	CODE ENFORCEMENT HOURS	<u>2,540.00</u>	GENERAL FUND	CODE ENFORCEMENT OFFICER	01-05-3-420
Total 104513:			<u>2,540.00</u>			
104514	WORLD BOOK ENCYCLOPEDIA WORL	LIBRARY BOOK	<u>42.83</u>	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 104514:			<u>42.83</u>			
104515	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL RESEARCH	<u>866.25</u>	GENERAL FUND	LEGAL EXPENSES	01-03-5-502
Total 104515:			<u>866.25</u>			
Grand Totals:			<u><u>2,496,903.76</u></u>			

City of Woodstock
Warrant No. 3693

All items tabulated above and before are proper expenses due from the City of Woodstock for services performed or materials furnished to the City of Woodstock.



Treasurer



City Manager

The Finance Director is hereby authorized to issue order on the City Treasurer covering the above listed obligations approved by the City Council this 15th day of December, 2015.

City Clerk

Mayor

City of Woodstock
Credit Card Activity (FirstMerit Bank)
Closing Date 12-1-15

ACCOUNT	VENDOR	DESCRIPTION	Amount	Date	Vendor	Vendor	Invoice
01-00-5-380	REBATE	REBATE	\$ (250.00)	12/1/2015	737		120115
Kastner							
Lowen							
Stelford							
01014452	JIMMY JOHNS	Executive Assistant Interview Lunch	\$ 30.00	11/24/15	737	2673	112415
01016606	WAL-MART	Cookies with Santa	\$ 132.40	11/29/15	737	2343	112915
01016606	WAL-MART	Cookies with Santa	\$ 279.62	11/29/15	737	2343	112915
Christensen							
72000215	PAYFLOW/PAYPAL	TICKET REVENUE	\$ 54.10	11/02/15	737	2647	110215
72000215	PAYFLOW/PAYPAL	TICKET REVENUE	\$ 55.90	11/02/15	737	2647	11022015
02005507	GOVERNMENT FINANCE	AWARD APPLICATION FEE	\$ 435.00	11/04/15	737	871	110415
02005510	GOVERNMENT FINANCE	PAFR AWARD APPLICATION FEE	\$ 225.00	11/30/15	737	871	113015
Sager							
Napolitano							
01055552	TEST GUAGE & BACKFLOW	CALIBRATION & RECERTIFICATION	\$ 95.00	11/12/15	737	2184	111215
01015508	BUREAU OF CENSUS	SPECIAL CENSUS	\$ 200.00	11/16/15	737	2922	111615
Scharres							
07116606	SHOPKEEP	CAFÉ' SUPPLIES	\$ 49.00	11/11/15	737	2672	111115
07115501	HOMESTEAD	WEBSITE	\$ 20.99	11/23/15	737	2684	112315
07115526	FACEBOOK	ADVERTISING	\$ 34.93	11/02/15	737	2885	110215
41007732	THYSENKRUPP	PERIMETER LIGHTING PROJECT	\$ 670.76	11/06/15	737	2923	110615
41007732	FLEXFIRE LEDS	LED DIMMABLE DRIVER	\$ 416.90	11/10/15	737	2708	111015
07115525	MCHENRY LIMOUSINES	CREDIT FOR SERVICE	\$ (104.00)	11/11/15	737	2883	111115

City of Woodstock
Credit Card Activity (FirstMerit Bank)
Closing Date 12-1-15

ACCOUNT	VENDOR	DESCRIPTION	Amount	Date	Vendor	Vendor	Invoice
Schober							
Weber							
08007740	NETFLIX	LIBRARY MATERIALS	\$ 43.99	11/09/15	737	2677	110915
08006606	NEWEGG	3D GLASSES	\$ 5.25	11/11/15	737	2924	111115
09007701	CLAY-KING.COM	MAYCO STROKE AND COAT KIT	\$ 163.18	11/12/15	737	2925	111215
09007701	CLAY-KING.COM	SIMPLY SIMMOM SETS	\$ 37.38	11/12/15	737	2925	11122015
08006606	BOHNS ACE HARDWARE	BATTERIES	\$ 14.43	11/12/15	737	258	111215
08006606	BEST BUY	TV	\$ 297.49	11/13/15	737	2926	111315
08006606	ART.COM/ALL POSTERS	PHOTO POSTER	\$ 249.68	11/19/15	737	2927	111915
08006606	PEERLESS INDUSTRIES	GAME CONSOLE SECURITY COVERS	\$ 85.52	11/19/15	737	2928	111915
08006606	JEWEL	SUPPLIES	\$ 13.21	11/20/15	737	2844	112015
08006606	WAL-MART	SUPPLIES	\$ 82.93	11/20/15	737	2343	112015
08006606	ART.COM/ALL POSTERS	PHOTO POSTER	\$ 571.23	11/27/15	737	2927	112715
Zinnen							
01096606	PLUG N PAY INC	WEB RECEIPTS	\$ 45.07	11/02/15	737	2660	11022015
01096606	PLUG N PAY INC	WEB RECEIPTS	\$ 15.00	11/02/15	737	2660	110215
05006620	FILTERS FAST	FILTERS FOR REC	\$ 799.84	11/02/15	737	2929	110215
01096612	WAL-MART	TWEENS	\$ 16.92	11/03/15	737	2343	110315
05006612	FARM & FLEET	REC CENTER - PIZZA MAKER	\$ 47.79	11/09/15	737	2679	110915
01096612	CULVERS OF WOODSTOCK	TWEEN NIGHT	\$ 8.00	11/09/15	737	2930	110915
01096612	CULVERS OF WOODSTOCK	TWEEN NIGHT	\$ 23.34	11/09/15	737	2930	11092015
05006612	KEURIG GREEN MOUNTAIN	COFFEE SUPPLIES	\$ 57.52	11/10/15	737	2931	111015
05006620	JON DON ECOMM	FLOOR CLEANER FOR REC	\$ 76.98	11/26/15	737	2932	112615
McElmeel							
60516606	AMAZON MKTPLACE	BATTERY BACK-UP	\$ 171.02	11/08/15	737	2654	110815
82017704	AMAZON MKTPLACE	CPU EQUIPMENT	\$ 292.26	11/08/15	737	2654	110915
82017704	NEXTWAREHOUSE.COM	SERVER RACKS	\$ 829.68	11/16/15	737	2933	111615
82017704	CABLESANDKITS	SWITCH BRACKET	\$ 33.73	11/24/15	737	2934	112415

City of Woodstock
Credit Card Activity (FirstMerit Bank)
Closing Date 12-1-15

ACCOUNT	VENDOR	DESCRIPTION	Amount	Date	Vendor	Vendor	Invoice
Lieb							
Van Landuyt							
01086606	AMAZON PRIME MEMEBERSHIP	AMAZON MEMBERSHIP	\$ 99.00	11/04/15	737	2654	110415
Anderson							
01125536	ETHEREAL CONFECTION	PROMOTE WOODSTOCK	\$ 3.91	11/23/15	737	2905	112315
01124452	OU CCE REG WEB	ECON DEVEL INST - ANDERSON	\$ 1,700.00	11/25/15	737	2935	112515
01124452	OU CCE REG WEB	ECON DEVEL INST - COLTRIN	\$ 1,700.00	11/25/15	737	2935	11252015
Total			\$ 9,829.95				

Memo

To: Roscoe Stelford, City Manager
From: Paul N. Christensen, Finance Director
Date: December 4, 2015
Re: Management Letter

Please find attached the City Auditor's Communication to the Members of the Council, often called the Management Letter, which was prepared by Sikich as is required under 65 ILCS 5/8-8-10.5. This typically is included with the Audit that was previously presented at the November 17th meeting; however, it missed being included within the council packet.

The Management Letter is a part of the audit that is required by the AICPA. This report is intended to communicate with the governing body any weaknesses in the system of internal controls of an entity observed by the auditor during the completion of their audit along with informing them of any new auditing pronouncements.

Should there be any questions or concerns with this report, I would be happy to answer them.

CITY OF WOODSTOCK, ILLINOIS

**AUDITOR'S COMMUNICATION TO THE
MEMBERS OF THE CITY COUNCIL**

For the Year Ended
April 30, 2015



CITY OF WOODSTOCK, ILLINOIS
AUDITOR’S COMMUNICATION TO THE
MEMBERS OF THE CITY COUNCIL
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1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

630.566.8400 // www.sikich.com

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

October 5, 2015

The Honorable Mayor
Members of the City Council
Village of Woodstock
121 W. Calhoun Street
Woodstock, Illinois 60098

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by audit standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you on June 19, 2015.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. This communication, as well as a listing of future pronouncements that may affect the City are enclosed within this document.

This information is intended solely for the use of the Mayor, City Council and management of the City of Woodstock, Illinois and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads 'Sikich LLP'.

Sikich LLP
By: James A. Savio, CPA, MAS
Partner



630.566.8400 // www.sikich.com

1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

October 5, 2015

The Honorable Mayor
Members of the City Council
City of Woodstock, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Woodstock, Illinois (the City) for the year ended April 30, 2015, and have issued our report thereon dated October 5, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 19, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015, except for the implementation of GASB Statement No. 67 *Financial Reporting for Pension Plans*, replacing the requirements of Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plan*. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 5, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis and the required supplementary information as listed in the table of contents, which are (is) required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules (Supplementary Information), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory Section and the Statistical Section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Mayor, City Council and management of the City of Woodstock, Illinois and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script that reads "Sikich LLP".

Sikich LLP

By: James A. Savio, CPA, MAS
Partner

City of Woodstock

Year End: April 30, 2015

Sikich Journal Entries

Date: 5/1/2014 To 4/30/2015

Number	Date	Name	Account No	Debit	Credit
AJE#01	4/30/2015	DEFFERRED REC CTR REVENUE	05-00-0-222 RF-05		-32,262.00
AJE#01	4/30/2015	MONTHLY MEMBERSHIPS	05-00-3-326 RF-05	32,262.00	
To record recreation center deferred revenue.					
AJE#02	4/30/2015	Misc A/P	41-00-0-201 TIF-41		-10,000.00
AJE#02	4/30/2015	OLD COURTHOUSE STUDY	41-00-7-736 TIF-41	10,000.00	
To accrue additional accounts payable and expenditure to match grant revenue.					

CITY OF WOODSTOCK, ILLINOIS
COMMUNICATION OF DEFICIENCIES
IN INTERNAL CONTROL AND
OTHER COMMENTS TO MANAGEMENT

April 30, 2015



630.566.8400 // www.sikich.com

1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

The Honorable Mayor
Members of the City Council
City of Woodstock, Illinois

Ladies and Gentlemen:

As part of the annual audit, we are required to communicate internal control matters that we classify as significant deficiencies and material weaknesses to those charged with governance. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

During our audit, we also identify certain matters which we communicate only to management. While many of these matters are operational in nature, they may include internal control deficiencies that do not meet the definition of a significant deficiency or material weakness. We have chosen to communicate these matters in this communication. In addition, we reviewed the status of the deficiencies dated April 30, 2014. The status of these is included in Appendix A.

The City's written responses to these matters identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with Finance Director Paul Christensen, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

A handwritten signature in cursive script that reads 'Sikich LLP'.

Naperville, Illinois
October 5, 2015

DEFICIENCY

1. Recreation Center Unearned Revenue

During our audit it was noted that the recreation center did not properly record unearned revenue for monies received prior to fiscal year end for classes that had not began as of year end. It is our understanding that this appears to be due to the timing of receiving these reports and reconciliations from the recreation center. Proper application of accounting principles generally accepted in the United States of America require receipts received prior to fiscal year end that have not been earned or realized/realizable to be recorded as an unearned revenue. An audit adjustment was recorded to properly recognize these funds as an unearned revenue as of April 30, 2015. We recommend that the City continue to reconcile and record unearned revenue as applicable and on a timely basis.

Management Response

The Finance Department requested a report from the Recreation Center so that unearned revenue could be recorded. Unfortunately, the requested report was not received from the Recreation Center and the Finance Department failed to remind them of the need for the report until the auditors discovered the error.

In the future, better care will be taken by the Finance Department to insure that the unearned revenue is recorded in relation to the Recreation Center.

OTHER INFORMATION

1. Future Accounting and Auditing Pronouncements

The Governmental Accounting Standards Board (GASB) has issued a number of pronouncements that may impact the City in the future.

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers* and Statement No. 50, *Pension Disclosures*, as they relate to governments that provide pensions through pension plans administered as trusts or similar arrangements that meet certain criteria. Statement No. 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and required supplementary information (RSI). Statement No. 68 is applicable for the fiscal year ending April 30, 2016.

GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - an amendment of GASB Statement No. 68*, addresses an issue regarding application of the transition provisions of Statement No. 68, *Accounting and Financial Reporting for Pensions*. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. Statement No. 71 is applicable for the fiscal year ending April 30, 2016.

OTHER INFORMATION (Continued)

1 Future Accounting and Auditing Pronouncements (Continued)

GASB Statement No. 72, *Fair Value Measurement and Application*, addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. Statement No. 72 is applicable for the fiscal year ending April 30, 2017.

GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*, establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria. The provisions in Statement No. 73 are effective for fiscal years beginning after June 15, 2015—except those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement No. 68, which are effective for financial statements for fiscal year ending April 30, 2018.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, addresses reporting by OPEB plans that administer benefits on behalf of governments and replaces GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. Statement No. 74 addresses the financial reports of defined benefit OPEB plans that are administered through trusts that meet specified criteria. The statement builds upon the existing framework for financial reports of defined benefit OPEB plans, which includes a statement of fiduciary net position (the amount held in a trust for paying retirement benefits) and a statement of changes in fiduciary net position. Statement No. 74 enhances note disclosures and RSI for both defined benefit and defined contribution OPEB plans. Statement No. 74 also requires the presentation of new information about annual money-weighted rates of return in the notes to the financial statements and in 10-year RSI schedules. The provisions in Statement No. 74 are effective for OPEB plan or sponsoring employer financial statements for the fiscal year ending April 30, 2018.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, addresses reporting by governments that provide OPEB to their employees and for governments that finance OPEB for employees of other governments and replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as they relate to governments that provide benefits through OPEB plans administered as trusts or similar arrangements that meet certain criteria. Statement No. 75 requires governments providing defined benefit OPEB to recognize their long-term obligation for OPEB as a liability for the first time, and to more comprehensively and comparably measure the annual costs of OPEB benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and required supplementary information (RSI). The provisions in Statement No. 75 are effective for the fiscal year ending April 30, 2019.

OTHER INFORMATION (Continued)

1 Future Accounting and Auditing Pronouncements (Continued)

GASB Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*, reduces the generally accepted accounting principles (GAAP) hierarchy to two categories of authoritative GAAP: officially established accounting principles – GASB Statements (Category A) and GASB Technical Bulletins; GASB Implementation Guides; and literature of the American Institute of Certified Public Accountants cleared by the GASB (Category B). Statement No. 76 also addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. Statement No. 76 is applicable for fiscal years ending April 30, 2017. Earlier application is permitted.

GASB Statement No. 77, *Tax Abatement Disclosures*, requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and reduce the reporting government's tax revenues. The requirements of this statement are effective for financial statements for the fiscal year ending April 30, 2017.

Management Response

The City will continue to implement future accounting and auditing standards on a timely basis and in accordance with generally accepted accounting principles (GAAP). These standards will continue to be monitored and the actual financial effects will be reported in future audits if the City changes its policies concerning any of these financial matters.

APPENDIX A
STATUS OF COMMENTS FROM APRIL 30, 2014

DEFICIENCIES

1. Segregation of Duties - Cash Receipting

During our walkthrough of internal control procedures, we noted that individuals who receive cash also prepare the deposit slip, post the receipts to customer accounts, and also take the deposit to the bank. Further, the individual who prepares the monthly bank reconciliations has access to each of these functions. While proper segregation of duties is not always attainable in a small organization, we recommend that the City segregate these duties as much as possible or provide an appropriate level of review and documentation.

Status - Comment still applicable as of April 30, 2015.

Management Response

The City has a limited number of Finance Department Staff which significantly limits the ability to segregate duties. In addition, the added costs to hire more staff would far exceed the additional protections that it would provide. If current staff was prohibited from performing certain tasks such as assisting at the front counter, the negative impact to the Finance Department's customer service levels would far outweigh any benefits that would be gained.

While true segregation of duties is difficult for the City to obtain due to its size, City staff is committed to segregating duties and putting in additional internal controls when possible to mitigate any control deficiencies.

2. IMRF Tax Levy

The City should review its use of the tax levied for Illinois Municipal Retirement Fund to insure that the use of the taxes in the IMRF fund is in accordance with Illinois compiled statutes.

Status - Comment implemented as of April 30, 2015.

3. Payroll User Access

During our audit it was brought to our attention that the City's accounting software does not have the ability to restrict access to certain aspects within the payroll module. Specifically, all users with access to the accounting software have the ability to change pay rates, add/remove employees, and other such functions. Such access should be restricted to human resources. Further, it was noted that employees of aquatics and recreation may work in several capacities (e.g., manager at the pool and also from desk staff at the recreation center) each week. Each capacity is paid at a different rate. It was noted to us that the payroll module does not allow individual pay rates for different job functions. Accordingly, finance staff must individually and manually adjust the hours worked as well as the specific pay rate (e.g., manually adjust the pay rate each pay period for each employee). This limitation within the payroll module, inherently, increases the risk of potential error or fraud within these transactions.

DEFICIENCIES (Continued)

3. Payroll User Access (Continued)

Status - Comment still applicable as of April 30, 2015.

Management Response

The current software the City is utilizing does not allow for complete segregation of duties for a person who enters pay amounts from the person entering hours. To compensate for these deficiencies, the City has put in the following controls. Payroll with pay amounts is independently checked by another employee prior to paychecks being processed. In addition, payroll expenses are checked on the general ledger system by the Finance Staff, Department Directors, and the City Manager to budgeted amounts. Any unexplained differences are further investigated for the cause.

OTHER COMMENTS

1. Water and Sewer Fund Cost of Services

Currently the City is allocating certain costs that can be payable from property taxes in the Water and Sewer Fund (Social Security, Medicare, Illinois Municipal Retirement Fund pension costs, and certain insurance costs) through the use of transfers. In accordance with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, we recommend that these costs be allocated to the Water and Sewer Fund through the use of reimbursement accounting in order to fully reflect the cost of providing these services. If a portion of these costs will be paid by property taxes then that portion of property taxes can be recorded as revenue in the Water and Sewer Fund.

Status - Comment still applicable as of April 30, 2015.

Management Response

The City expects to implement allocating Social Security and IMRF to the Water and Sewer Fund at the beginning of the next fiscal year.

2. Health Insurance Fund Deficit

Although the City has significantly reduced its net deficit balance in the Employee Insurance Fund in prior years (\$181,685 deficit in fiscal year 2009 versus \$11,331 in fiscal year 2011), the City experienced a large loss in the fund in fiscal year 2012 of \$266,657 and \$443,447 in 2013. The Employee Insurance Fund experienced an increase in net position of \$48,915 in fiscal year 2014 which reduced the deficit to \$394,532. An internal service fund is designed to function on a cost reimbursement basis, meaning all costs should be recouped through its charges to other City funds. We recommend that the Employee Insurance Fund charge the full cost of providing employee health insurance to each fund.

OTHER COMMENTS (Continued)

2. Health Insurance Fund Deficit (Continued)

Status - Comment still applicable as of April 30, 2015. While the Employee Insurance Fund experienced an increase in net position of \$212,986 in fiscal year 2015 the deficit remains at \$181,546.

Management Response

The City was able to make significant progress in reducing the deficit by \$212,986, which is more than half the total amount. The City will stay committed to eliminating this deficit in future years.

3. Water Pumped to Billed Ratio

During our testing of the water revenue cycle of the City, we noted that the pumped to billed ratio has remained below the 90th percentile over the previous four years (68% in fiscal 2008, 71% in fiscal 2009, 71% in fiscal 2010, 74% in fiscal 2011, 70% in fiscal 2012, 73% in fiscal 2013 and 72% in fiscal 2014). We recommend that the City investigate the source of this water loss in the previous four fiscal years. In addition, we recommend that the City monitor this ratio at least quarterly to identify potential issues in the water revenue cycle.

Status - Comment still applicable as of April 30, 2015. The pumped to billed ratio for fiscal year 2015 was 75%.

Management Response

The Finance Department in conjunction with the Public Works Department has taken the following steps to identify the loss of water.

- 1) Large meters are being tested throughout the City. If any are found to be inaccurate, they are fixed immediately.
- 2) A more aggressive meter replacement program has been started. Estimates are it will take five years to complete this process.
- 3) The City will look for accounts that are not being billed by matching the Finance Department's database with other City databases such as the one utilized by Building and Zoning. In addition, the City software has given the City additional methods to look for unbilled accounts.

Sikich Snapshot

Organization

Sikich is a dynamic professional services firm specializing in accounting, technology, investment banking and advisory services. Founded in 1982, we are now one of the country's Top 35 largest CPA firms and among the top 1 percent of all enterprise resource planning solution partners in the world.

Industries

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

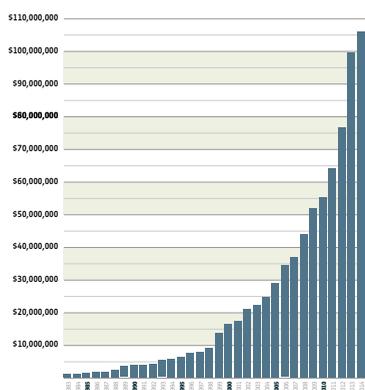
- › Agriculture
- › Construction & Real Estate
- › Government
- › Manufacturing & Distribution
- › Not-for-Profit
- › Oilfield Services

Statistics

2014 Revenues	\$106.5M
Total Partners	87
Total Employees	650
Total Personnel	735

Personnel count as of February 17, 2015

Sikich Total Revenues



Awards

- › *Accounting Today* Top 100 Value Added Reseller: ranked 7th, 2015
- › Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2015
- › *Accounting Today* Top 100 Firms: ranked 34th nationally, 2014
- › *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th, 2014
- › *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 32nd nationally, 2014
- › Microsoft Dynamics Inner Circle and President's Club, 2014
- › *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 12th, 2014
- › Best Places to Work in Indiana, 2014
- › Best Places to Work in Illinois, 2014
- › *Bob Scott's Insights* Value Added Reseller Stars, 2014
- › *Inc.* Magazine's Inc. 500|5000: ranked 4,627th fastest-growing private company nationally, 2013
- › *Crain's Chicago Business* Fast Fifty: ranked 49th, 2013
- › Alfred P. Sloan Award for Excellence in Workplace Effectiveness & Flexibility, 2013
- › *Daily Herald Business Ledger* Book of Lists: ranked 5th, "Accounting Firms;" Chicago Western Suburbs, 2013
- › *Springfield Business Journal* Book of Lists: ranked 1st, "Accounting Firms;" Springfield, Illinois, 2013
- › *Chicago Tribune's* Chicago's Top Workplaces, 2013
- › *Crain's Chicago Business* Top 25 Firms: ranked 11th in Chicagoland, 2013

SERVICES

- › Accounting & Assurance
- › Business Valuation
- › Dispute Advisory
- › ERP & CRM Software
- › Human Resources Consulting
- › Insurance Services
- › Investment Banking & Corporate Finance
- › IT Services
- › Marketing & Public Relations
- › Retirement Planning
- › Supply Chain
- › Tax Planning
- › Wealth Management



877.279.1900 | info@sikich.com
www.sikich.com

Sikich Snapshot

Certifications

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2014, Sikich LLP received its 9th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.



Microsoft Partner

Gold Enterprise Resource Planning

Microsoft Partner

Sikich has earned a Microsoft ERP Gold competency; ranked among the top 1 percent of all Microsoft Dynamics partners worldwide; and carries the following certifications:

- › Microsoft Small Business Specialist
- › MCP (Microsoft Certified Professional)
- › MCSE (Microsoft Certified System Engineer)
- › CCNA (Cisco Certified Network Associate)
- › CCDA (Certified Cisco Design Associate)
- › CCEA (Citrix Certified Enterprise Administrator)
- › MRMS (Microsoft Retail Management Systems)
- › CISA (Certified Information Systems Auditor)
- › CNE (Certified Novell Engineer)
- › MS CSM (Microsoft Customer Service Manager)
- › MS CAE (Microsoft Certified Account Executive)
- › MCDBA (Microsoft Certified Database Admin.)



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The Leading Edge Alliance (LEA) is the second largest international association of independent accounting firms.* The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency, and quality service of a local firm.

**International Accounting Bulletin, 2011*



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PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.

Securities are offered through Sikich Corporate Finance LLC, a registered broker dealer with the Securities Exchange Commission and a member of FINRA/SIPC. Advisory services offered through Sikich Financial, a Registered Investment Advisor. General securities offered through Triad Advisors, Member FINRA/SIPC. Triad Advisors and Sikich Financial are not affiliated.

LOCATIONS:

Corporate Office

1415 W. Diehl Rd., Suite 400
Naperville, IL 60563
(630) 566-8400

Boston, MA

(508) 485-5588

Chicago – Monroe Street

(312) 541-9300

Chicago – Wacker Drive

(312) 648-6666

Decatur, IL

(217) 423-6000

Denver, CO

(720) 200-0142

Houston, TX

(832) 831-3540

Indianapolis, IN

(317) 842-4466

Milwaukee, WI

(262) 754-9400

Rockford, IL

(815) 282-6565

Springfield, IL

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St. Louis, MO

(314) 275-7277



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**DEPARTMENT OF PUBLIC WORKS
MONTHLY ACTIVITY REPORT
November 2015**

Administration Division

City Engineer prepared documentation for the reduction in letters of credit/bonds for the Maples at the Sonatas.

City Engineer attended meeting a regarding IDOT's Route 47 widening project.

City Engineer researched engineering files on the temporary traffic signals at Route 47 and Country Club Road in response to questions raised by PW Director and City Manager.

City Engineer met with HLR (Hampton, Lenzini, Renwick) to review final engineering plan changes for Tappan/Walnut/Ash storm sewer project and reviewed specifications. Contacted sewer televising contractor regarding sewer to be televised for storm sewer project.

City Engineer researched engineering for detention requirements for outlots at Farm & Fleet for prospective developer.

City Engineer met with lighting contractor and J. Scharres at the Opera House regarding the Main Street lighting project.

Office Manager assisted with Bid openings and compiled Bid Tabulations for Wastewater Treatment Plant Sludge Disposal, Wastewater Treatment Plant Liquid Alum, and Water Treatment Plant Water Softener Salt.

Office Manager prepared a mailing to all businesses included in the City's Downtown Snow Removal outlining the program.

Office Manager managed Block Party Request for residents on Grove Street.

Office Manager processed invoicing for Oversize / Overweight permits.

Office Manager began preparations for Public Works' Christmas Party.

Office Manager wrote and assisted with several articles for City Manager's Newsletters; Leaf Collection, Yard Waste Pick Up, Main Street Lighting, Bump-Out Renovation Update, Eagle Scout Projects Completed at Peace Park, Public Works Prepares for Winter, Holiday Greens, and Donation to Peace Park.

COMPLIMENTS AND THANK YOU'S

DEPARTMENT OF PUBLIC WORKS

November 2015

Due to the efforts of each employee, attitude, and attention to the importance of QUALITY SERVICE to our residents, we've received the following compliments during the month. These residents/customers took the time to call, send a note, or stop in at the Public Works Office to say "thank you":

<u>Employee/Dept.</u>	<u>From</u>	<u>Location</u>	<u>Activity</u>
Street Division	L. Brown	alley between Hutchins & Newell	"Thank you for patching all the potholes so quickly, after 2 days of request."
Parks Division	B. Johnson	Dacy Street	"Thank you for pick up the branches from her driveway so quickly!"
Street Division	M. Griffin	N. Seminary	"Thank you for collecting leaves so quickly after he called to request pick up."

Your hard work and special efforts are recognized by our residents and appreciated by the City.

c: Mayor & City Council
Roscoe Stelford



City of WOODSTOCK

DEPARTMENT OF PUBLIC WORKS PARK & FACILITY DIVISION – November, 2015

Monthly Tasks Completed:

Parks:

- Planted 4,000 bulbs in the bump outs within the Square.
- Began repairs to the recently vandalized deck at the William C. Donato Conservation area.
- Completed CIP status updates for 2015-2016 and request for the 2016-2017 fiscal years.
- Converted seasonal equipment to winter operations by removing mowing decks, installing cabs, front brooms, and heaters.
- Moved leaves from within Tourist Park to the street for leaf collection at the request of a resident.
- Gathered estimates for a dumpster enclosure at Woodstock Water Works at Emricson Park and forwarded to Dave Zinnen for approval.
- Coordinated fertilization of the fields at Davis Road Soccer Fields with a licensed pesticide applicator from ConServ FS.
- Ordered the winter greens for the downtown planters and worked with the Woodstock Garden Club to complete installation in the downtown planters.
- Provided staff to assist with citywide leaf collection.
- Prepared two newsletter articles
 - 1) Winter Greens around the Square
 - 2) Kiosk Bulletin Board Donation at Peace Park
- Introduced new Assistant Director of Public Works, Tom Migatz to the division and discussed divisional interests and opportunities with staff. Ernie and Tom discussed downtown snow removal, divisional practices and toured several parks before planning for the November 20 winter storm caused a delay.
- Participated in the Lighting of the Square ceremony.
- Started annual employee performance evaluations.
- Provided staff to collect trash in the downtown area and Metra lots over the Thanksgiving holiday.
- Provided staff to assist with removal of 12.5" of snow over several shifts during the winter storm of November 20-21.
- Ordered two new broom assemblies for snow removal equipment.

Fields / Special events:

- Met with user groups to discuss Field 'A' backstop and field fencing at Emricson Park.
- Coordinated activities of Temple Display to install the portion of holiday lights historically installed by a contractor.
- Hung holiday decorations consisting of snowflakes and banners around the TIF district including installation of lights at Sesquicentennial Park and garland on the railings around the Square.,

Forestry:

- Continued removal of ash trees from the right-of-way. Staff identified over 100 ash trees for removal and plans to have this project completed by August 2016.
- Removed the hazardous ash tree at 1122 Clay Street.
- The City Arborist determined there were hazardous trees at 817 Blakely and arranged for their removal by a contractor due to the presence of power lines and the scope of work involved.

Facilities:

- Miller Engineering began its semi-annual winter season maintenance to divisional mechanical equipment.
- Attended a meeting with Mega Commercial Services at the Recreation Center regarding the locker room floor.
- Attended a meeting with Billy Custom Floor and Recreation Staff to discuss the locker room floor conditions and what can be done to change the appearance.
- Coordinated masonry repairs at City Hall. Spitsen Masonry has completed the repairs and final payment has been approved.
- Completed winterization of irrigation systems, facilities, drinking fountains, and restrooms.
- MG Mechanical installed and tested the new rooftop air conditioning/heater unit at Public Works.
- Secured shelving to the wall in the Library.
- Working with Dan McElmeel to determine system needs for AC units in the network room at City Hall to determine if system is adequate for the environment.
- Performed maintenance and repairs on garage doors at Public Works.
- Completed weekly building maintenance at City Hall.
- Provided set-up services for the City's open enrollment event at City Hall.
- Changed exterior light timer at the library.
- Completed facility checklist for the Metra station
- Coordinated with Otis Elevator to perform City Hall elevator inspections.

Training:

- John Mecklenburg attended snowplow driver training at the City of Crystal Lake.

Snow Removal

- Nov 20-23 – TIF District Sidewalks – 4900 pounds of salt used.



City of WOODSTOCK

Department of Public Works
Streets Department
326 Washington St.
Woodstock, Illinois 60098

815/338-6118
fax 815/334-2263
www.woodstockil.gov

To: Mr. Jeff Van Landuyt, Public Works Director
From: Mark Miller, Street and Fleet Superintendent
Re: **Report of Monthly Activity - November**
Date: December 9, 2015

Street Division Overview

- A new Spartan leaf machine was delivered and put into service.
- We continued to fill in potholes as scheduling permitted.
- Staff completed training and finalization of the employee evaluation forms.
- We performed bulk leaf collection throughout the City which required the efforts of the entire Street Division with additional help from four temporary workers.
- We were able to complete the annual leaf collection routes on schedule.
- The City was dealt an early winter storm on 11/21/15 which delivered 12.5 inches of snow. Public Works staffs worked to switch operations from leaf collection to snow removal. We then cleared snow and applied de-icing materials. Contractors were utilized to clear snow from the Downtown area on Friday and Saturday evenings 11/20/15 and 11/21/15. Public Works staff utilized 214.2 tons of road salt and 1,069 gallons of brine mix.

Street Division Items of Importance

- Mark Miller, Mark Stoll, Judd Chauncey, Phil Lechner attended a Mc Henry County workshop for snow and ice control.
- We performed shouldering repairs on Country Club Rd. using our shouldering implement.



NATIONAL TRUST
for HISTORIC PRESERVATION
DOZEN DISTINCTIVE
DESTINATIONS 2007

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by the National Trust for Historic Preservation*

- A contractor was utilized to have 22' of curb replaced at 666 Jackson to alleviate concerns of storm water runoff and potential damage to a private approach.
- An additional week of leaf collection was added to the program due to the poor weather we received.

Fleet Division Overview

- Fleet staff completed training and finalization of the employee evaluation forms.
- A new Parks Pick-up truck was delivered and sent out to be converted to a dual fuel vehicle.

Fleet Division Items of Importance

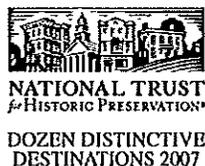
- Jason Dyer attended a Mc Henry County workshop for snow and ice control.
- Fleet assisted the Parks staff with installation of cabs and implements for winter operations.

Highlights This Month:

- This month was dominated by the leaf season, and preparing for winter. The leaf machines were looked over every day in the afternoon or early morning for use. Radiators were blown out, tires checked, and issues addressed.
- Fleet had a little bit of time and was able to reorganize and recycle the parts shelves, getting rid of parts for units no longer in the fleet and taking inventory.
- We installed a radar unit into one of the squad cars, which included disassembling the interior to run cable to the rear head, wiring up the display unit, and mounting the hardware. After installation, the system was tested using tuning forks and aimed appropriately.
- With the costly repair last month replacing the EGR components on the Vector, this month we had an equipment failure due to 100% soot blockage in a diesel emissions filter. The filter was beyond the point where it could be machine cleaned, so a remanufactured one had to be purchased at a cost of \$2,200. The pre-filter catalyst also needs replacement at about the same value. Pictured is the inside of the diesel exhaust filter the black debris is all soot and ash material.

State Safety Inspections

November Truck 26 was inspected and taken in for recertification.



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DEPARTMENT OF PUBLIC WORKS

Sewer and Water Maintenance Division – November 2015

Water Distribution System

- Repaired one (1) water main break at: 664 Dane Street.
- Turned water on:
- Turned water off: 1004 Wintu Court, 411 Tanager Drive, 737 Pleasant Street, 600 West Jackson Street
- Checked b-box at 1603 Popular Lane and 1403 Galloway Drive (fully on).
- Checked b-box 400 Kimball Avenue.
- Checked for possible water leak on water main and service leaks in the area of Division and Schryver Avenue.
- Checked discolored water 636 North Madison Street (internal problem).
- Checked two (2) water booster stations daily.

Sanitary Sewer System

- Responded to three (3) sewer backup: 100 block of North Hill Street (theirs), 1010 Bunker Street (theirs), 226 Washington Street (ours), and 312 Dean Street (theirs)
- Responded to power outage at Westwood Lakes Lift station.
- Cleaned wet well at Applecreek sanitary sewer lift station.
- Clean sanitary sewer mains on Washington Street and Seminary Avenue.
- Made repairs to sanitary sewer main in the 700 block of Seminary Avenue.
- Dump weekly chemicals to help control grease build up in sanitary sewer system
- Clean impellers at Wanda Lane every Friday.
- Checked twenty (20) lift stations daily.

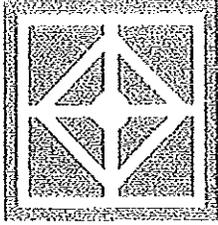
Monthly Activities

- Water meter readings, final readings, 34 new meter installations.
- Locations and inspections of water and sewer mains, buffalo boxes, and service lines for homeowners, contractors, plumbers, and Community & Economic Development.
- Monthly shut-offs – 15
- Postings – 64
- Leak checks -3
- Assisted the Water Treatment with cleaning out brine tank at First Street Plant.
- Attended Snow Plan meeting at Public Works.
- Assisted McHenry County with broken hydrant.

JULIE REQUESTS:

- 201-2015, (158-2014), (143-2013)

Shawn D. Parker, Supervisor



CITY OF WOODSTOCK WATER TREATMENT DIVISION

NOVEMBER 2015 MONTHLY REPORT

Well #9, located on Greenwood Avenue was pulled for preventative maintenance in October. There was sand found on the pump when it was pulled. The well was televised, but the video was inconclusive as to whether or not there was a casing breach. The casing was scraped and a pump was installed to pump the well while it was being televised. If there is a breach the camera will show a plume coming from the breach as it is being pumped. The casing does not appear to have a breach. Near the bottom of the screen sand was flowing into the well heavily.

The casing will not have to be lined, but a concrete plug of approximately two feet in depth will be installed at the bottom of the well. This should resolve the sand issue. The down side is that we will lose two feet of screen in the well which may reduce the well capacity somewhat.

**CITY OF WOODSTOCK
WASTEWATER TREATMENT DIVISION REPORT
November 2015**

Remarks/Projects

South Plant:

- 121,208 gallons of liquid sludge produced, no sludge was removed from the plant.
- Removed chlorination regulators to be sent in for service at SES.
- Division employees drained and cleaned the chlorine contact tank.
- Control Services on site to work on the WAS flow meter.
- Division employees replaced the chlorine pump for the non potable system.
- All other activity was routine in nature, preventive maintenance on equipment, buildings and grounds and plant operation.

North Plant:

- Miller Engineering performed preventative maintenance on all HVAC equipment at both faculties and Olson Park Lift Station.
- Control Services on site to tie in the turbo blower fail alarm to the dialer system.
- Dahm Trucking hauled 480 cubic yards of sludge to area farm fields to be land applied.
- Certified Balance and Scale were on site to calibrate the analytical balance and portable dissolved oxygen probes.
- Division employees replaced both decant valve risers that drain the decant tank.
- Division employees completed repairs to the bottom of the stairs on the dry side in the Tappan Lift Station.
- All other activity was routine in nature, preventative maintenance on equipment, buildings and grounds, and plant operation.

Personnel

- All division employees attended one of the open enrollment sessions held at City Hall.
- Wayne Baker, Adam Sheahan, and Henry Vidales attended a follow up snow plow meeting to discuss the event.

Signed: _____
Anne George
WWTP
Superintendent

Human Resources Department
 Monthly Report
 Nov-15

RECRUITMENTS

Position/Department	# Applicants	Status
Note: As of 2/25/15 a hiring freeze was reinstated for all non-Summer Seasonal positions, for an indefinite period of time. All current and future staffing requests will need to be critically evaluated to determine service level losses. All recruiting/hiring for non-Summer Seasonal positions has been suspended.		
LPT Records Clerk (PD) - 3 Positions	10 (received to date)	Posting until 12/11/2015
FTE Executive Assistant (CMO)	57 received	Posting closed on 10/30/2015. 6 Applicants were scheduled to be interviewed on 11/24/2015 - 1 applicant withdrew. 2nd interviews scheduled for week of 11/30/15 with 2 candidates.
LPT Facility & Events Workers	9 (received to date)	Posting closed 11/20/2015. In review of applicants - determining current needs of OH.

NEW HIRES/CHANGES

Position/Department	Name	Start Date
Recreation Center Cashier (Seasonal)	Erin Sarich	11/25/2015
Assistant Public Works Director (FT)	Tom Migatz	11/16/2015
Community Service Officer (PT)	Jonathan Didier	11/2/2015
Facility/Vehicle Maintenance Worker (LPT)	Randall Tabaka	11/2/2015

TERMINATIONS

Position/Department	Name	Last Date	
Planning & Zoning Administrator (FT)	Jim Kastner	3/2/2015	Retirement
Executive Assistant (FT)	Cindy Smiley	12/31/2015	Retirement

RISK MANAGEMENT

Case	Date	Status
Legal Liability-- None		
Property Liability-- None		
Personal Liability--		
Rec Ctr contractor inhalation injury	5/24/2012	Former rec ctr contracted instructor filed suit due to chemical inhalation incident, CCMSI handling, in litigation. Depositions of MaryLynn Lisk and Alan Dunker held on 2/27/2015 with Plaintiff's attorney.
Resident trip & fall	8/24/2012	Legal notification of anonymous non-identified incident was denied; lawsuit filed citing public sidewalk trip & fall nature; tort immunity should apply, forwarded to CCMSI to handle presently being litigated and is in discovery, settlement conf requested on 11/17/2014 was declined. Deposition held for Jeff VanLanduyt for 3/6/2015. Deposition of Donovan Day was to occur on July 8, but he was unable to attend. Donovan Day was subpoenaed and had his deposition on September 8, 2015. Ancel Glink handling.
Aquatic Ctr trip & fall	6/20/2013	Slip & fall in changing area of aquatic center resulting in injury, in litigation, amended complaint filed for willful & wanton. Depositions of Becky Vidales and Melissa Canto held on Thursday, July 16th. Ancel Glink will file for summary judgement on this case and most likely prevail. Plaintiff's attorney wishes to take depositions of two (2) Pool Lifeguards present on the day of incident.
Trip & fall	7/3/2014	Received attorney's lein for a trip & fall that allegedly occurred on 7/3/2014. 450 Dane Street was the address provided for a City Sidewalk trip and fall. Sent to CCMSI immediately. CCMSI sent denial letter due to inconsistencies, including a prior medical issue with the involved wrist and then the client sent a summons. In the meanwhile, a sidewalk case in Algonquin was decided with a not-guilty verdict which is promising based on the similarities between the cases. Suit was filed and now being handled by CCMSI/Ancel Glink.
Trip & fall	8/12/2015	Visited on 9/28/2015 by Woodstock resident who tripped on a sidewalk at 840 Jackson on 8/12/15. Photos and Centegra ER paper provided and sent to CCMSI and had PW check on the sidewalk. Incident was not reported as resident did not "wish to file anything against Woodstock," but did not realize that he could call to report the issue without filing claim against the City.
Workers' Comp--		
Police	9/8/2014	Fractured vertebrae due to vehicular accident indicated above. Officer returned to light duty 1/25/2015. Work hardening conducted for 3 weeks to allow Officer to work through injury issues that have arisen. Independent medical evaluation (IME) conducted 4/13/2015 indicated that further PT and a functional capacity evaluation (FCE) would be appropriate to determine claimant's true abilities. CT scans recommended and 9 and 12 months post injury for full duty work release anticipated by 9/8/2015. Officer still on light duty, but moved from the evidence room to other duties that can still accommodate his restrictions. FCE on July 29th indicated return to full duty work was determined over a two-week period. On the brink of returning to full duty work, Officer has indicated pain and returned to Dr. Graf who placed him off of work. A second IME with Dr. Tack was completed on 8/28/2015, with results pending. Officer ordered by Chief to full duty and further medical denied as of September 14, 2015. Adjustment of claim now filed and case turned over to attorneys for settlement.
Police	10/4/2015	Same officer referenced above strained his back in an arrest confrontation situation. Medical treatment sought and officer placed on light duty. A follow up doctor visit with his treating physician is scheduled for November 6th and a third repeat IME is scheduled for November 13th. Officer has a lumbar strain from 10/4 incident and is to remain on light duty and have physical therapy with a return to full duty expected 1/4/2016.

SPECIAL PROJECTS

Activity	Date	Description
2015 Employee Service Awards	November	HR Coordinator coordinated the 2015 Employee Service Awards which was held at the October 20, 2015 City Council Meeting. 23 employees received service awards. The Mayor and HR Director presented the awards to those present at the Council Meeting. The service awards were highlighted in the October 23rd <i>City Manager's Newsletter</i> and will also appear in the Winter 2016 <i>City Scene</i> .
New Performance Review Form	October	HR Director finished working on a new and improved performance review form for all City of Woodstock employees. The non-PD, non-management and management forms are done and are being reviewed by the Department Directors. The Police & Dispatch forms are nearly finished and just need further tweaking by PD. Roll out of the new forms and process training for the management team took place on November 10th.
New Wellness Program	November	Health As We Age (HAWA) was chosen as the City's new Wellness Vendor. HR is working through our Agreement with them.
Labor Relations (Local 150)	Oct-Nov	Continued discussions with Local 150 regarding a termination grievance that reached Step 3 (Roscoe) in an effort to settle the grievance rather than progress to arbitration. Grievance settled.
Labor Relations (FOP)	November	Negotiations began for the FOP Collective Bargaining Agreement that expires 4/30/2016. Separate negotiation sessions for Unit A (Patrol) and Unit B (Telecommunicators/Records) will be held. Sessions were scheduled in November and December.
Annual Open Enrollment Benefits Fair	November	HR Staff planned and executed the 2016 Open Enrollment Benefits Fair on 11/18/2015. 103 attendees came to the program. HR Director Schober and representatives from UMR and HUB International presented on benefit changes and new programs. All employees, spouses and retirees on the health plan were invited to the event. The event included a benefit presentation on overall benefits and City's new wellness program through HAWA. Attendees also had the opportunity to meet with representatives from AFLAC. Employees/retirees were provided their individualized benefit form along with a packet of information regarding benefit offerings. The deadline for returned benefit forms is 12/8/2015.

**WOODSTOCK OPERA HOUSE
REVENUES
Nov - 2015**

GL Number

07001311	PROPERTY TAX		
	November Totals	\$1,842.02	\$1,842.02
07002330	GIFTS & DONATIONS		
	November Totals	\$0.00	\$0.00
07002331	OPERA HOUSE GRANT REVENUE		
	November Totals	\$0.00	\$0.00
07002360	FACILITY RENTALS		
	November Totals	\$8,868.20	\$8,868.20
07002365	MATERIALS AND SERVICES		
	November Transfers	\$4,216.00	\$4,216.00
07002366	PROGRAM REVENUES		
	November Transfers	\$0.00	\$0.00
07002367	TICKET OFFICE SERVICES		
	November Transfers	\$825.00	\$825.00
07002368	ENDOWMENT FUND		
	November Totals	\$0.00	\$0.00
07005380	MISC. INCOME		
	November Transfers	\$1,118.68	\$1,118.68
07009392	TRANS. FROM GENERAL CORPORATE FUND		
	November Transfers	N/A	N/A
07009393	TRANS. FROM HOTEL/MOTEL TAX		
	November Transfers	N/A	N/A
07009889	TRANS. TO EMPLOYEE INS. FUND		
	November Transfers	N/A	N/A
	TOTAL REVENUES		\$16,869.90
 EXPENSES			
07113402	SALARIES		
THRU 07113446	November Totals	\$35,899.57	\$35,899.57
07114451	SICK LEAVE CONVERSION		
	November Totals	\$0.00	\$0.00
07114452	TRAVEL & TRAINING		
	November Totals	\$0.00	\$0.00

07114454	DUES & SUBSCRIPTIONS		
	November Totals	\$45.00	\$45.00
07115501	COMMUNICATIONS		
	Website	\$20.99	
	Comcast	\$122.90	
	Call One	\$204.61	\$348.50
07115502	PROFESSIONAL SERVICES		
	November Totals	\$0.00	\$0.00
07115525	PROGRAMMING FUND		
	November Totals	\$1,753.38	\$1,753.38
07115526	PROGRAMMING FUND – ADVERTISING		
	November Totals	\$505.05	\$505.05
07115537	PRINTING SERVICES		
	November Totals	\$0.00	\$0.00
07115550	SERVICE TO MAINTAIN BUILDING		
	Miller Engineering	\$294.25	
	Haas	\$1,550.00	\$1,844.25
07115552	SERVICE TO MAINTAIN EQUIPMENT		
	November Totals	\$0.00	\$0.00
07116601	POSTAGE		
	November Totals	\$0.00	\$0.00
07116602	GAS & OIL		
	November Totals	\$0.00	\$0.00
07116603	Fuel & Heating		
	November Totals	\$0.00	\$0.00
07116606	SUPPLIES		
	Quill	57.38	
	Mis. Supplies, paper, etc.	257.32	\$314.70
07116607	RECEPTIONS (ENTERTAINMENT)		
	November Totals	\$47.96	\$47.96
01776613	Water & Sewer		
	November Totals	\$253.66	\$253.66
07116620	MATERIALS TO MAINTAIN BUILDING		
	Grainger	\$85.84	
	Menards	\$196.62	
	Cabay & Co.	\$206.05	\$488.51
07116621	MATERIALS TO MAINTAIN EQUIPMENT		
	Lightboard Supplies	\$8.19	\$8.19

07116622	MATERIALS TO MAINTAIN VEHICLE		
	November Totals	\$0.00	\$0.00
07117701	CAPITOL OUTLAY - Building		
	November Totals	\$177.09	\$177.09
07117720	CAPITOL OUTLAY		
	November Totals	\$0.00	\$0.00
TOTAL EXPENSES			\$41,685.86

MUNICIPAL BAND EXPENSES

07123437	Band Members	\$0.00	\$0.00
07123438	Other Concerts		
	Reimbursement for Sgt. Wilson	\$0.00	\$0.00
07126606	Band Supplies		
	Music	\$0.00	
	Think Ink, Band Shirts	\$0.00	
	McHenry Specialties	\$0.00	
	Copy Express	\$0.00	\$0.00
TOTAL BAND EXPENSES			\$0.00

STAGE LEFT CAFÉ
Nov - 2015

REVENUES

07132330 CAFÉ CONCESSIONS		
November Total	\$3,144.81	\$3,144.81
07132360 CAFÉ RENTALS		
November Total	\$150.00	\$150.00
07132365 LABOR REIMBURSEMENT		
November Total	\$0.00	\$0.00
07132380 TIPS/DONATIONS		
November Transfers	\$331.51	\$331.51

TOTAL REVENUES **\$3,626.32**

EXPENSES

07133441 CAFÉ STAFF		
November Total	\$1,152.22	\$1,152.22
07135504 INSURANCE & LICENSING		
November Total	\$0.00	\$0.00
07135552 SERVICES TO MAINTAIN CAFÉ		
November Total	\$0.00	\$0.00
07136606 SUPPLIES & MATERIALS		
Chas Hedrich	\$75.80	
Intertrade - Wine Dist.	\$608.00	
Menards	\$39.98	
Chicago Coffee Roastery	\$69.90	
Sams	\$617.06	\$1,410.74
07137720 CAPITAL OUTLAY		
November Total	\$0.00	

TOTAL EXPENSES **\$2,562.96**

WOODSTOCK OPERA HOUSE FEES WAIVED

Nov - 2015

NAAL		
November Total	\$200.00	\$200.00
WFAA Creative Living		
November Total	\$827.80	\$827.80
TOTAL OPERA HOUSE FEES WAIVED	\$1,027.80	\$1,027.80

STAGE LEFT CAFÉ FEES WAIVED

Nov - 2015

Recreation Center Senior Program		
Rental Fee	\$600.00	\$600.00
Stage Leftovers		
Rental Fee	\$100.00	\$100.00
TOTAL STAGE LEFT CAFÉ FEES WAIVED	\$700.00	\$700.00

**MINUTES OF THE WOODSTOCK OPERA HOUSE
ADVISORY COMMISSION MEETING
Tuesday, November 17, 2015**

The regular meeting of the Advisory Commission of the City of Woodstock was called to order at 4:40 p.m. by Tony Casalino on Tuesday, November 17, 2015 in the Woodstock Opera House Library. A roll call was taken.

Those present were: Tony Casalino, John Scharres, Keith Johnson, John Puzzo, Kris Hall, and Roger Zawacki.

Absent: Mark Schiffer, Karen Wells, Elaine Riner

Approval of Minutes

John Puzzo motion to approve the minutes of October 20th, Kris Hall second. All ayes. The minutes of October 20th were approved.

COMMUNICATIONS

Tony Casalino – Chair - Ed Hall sent an email resigning his position on Advisory Board. Tony read Ed's email. Due to illness, Ed will no longer be able to fill his position. A card was passed around the room for get well wishes and Tony will send to Ed. Tony appointed Keith Johnson to fill Vice Chair through the remainder of the year.

Tony added there would be a Woodstock Independent article coming out this week or next week on the holiday Christmas events in Woodstock.

Woodstock Opera House – John Scharres

John reported the holiday decorations are up in the Opera House. We are currently working on perimeter lighting - trouble shooting controls. Company is overnighting new controls.

Keith Johnson – Member at Large

Reported they are not having an Open Mic the second Friday in December as it is Christmas. Off Square Music is having a New Year's Eve Party on December 31st.

Mark Schiffer – Woodstock Mozart Festival

Absent – No report.

Roger Zawacki – TownSquare Players

We are currently in production of White Christmas. We are having record ticket sales. The show has made over \$47,000. We are averaging about 286 patrons per show. This weekend has over 300 tickets sold. We believe it is doing well due to show selection. Mary Poppins opens in March 2016.

Kris Hall – Woodstock Fine Arts Association

Our upcoming Creative Living speaker is a cookbook author from Savannah – Libby Summers. I recently gave an interview to NW Quarterly on the long time running Creative Living Series by the Fine Arts Association. It will include a paragraph on the Opera House. We noticed we do not have a lot of pictures during the Creative Living performances. The ones we do have are not high resolution. We would like to do more of this in the future.

Elaine Riner – Woodstock Musical Theatre Company – Absent, No report

John Puzzo – Friends of the Opera House

Continuing the 50/50 raffle. We are currently planning the Night of the Lighting pre-reception which is being sponsored by Harris Bank. The Friends recently had John Astin to the Opera House. It was a show mostly about his life and times. He shared family pictures. It was outstanding. John Astin did a meet and greet and signed autographs. That's Amore event will be Saturday, February 13, 2016. We have raised the ticket price to \$35 per ticket. The brickwork for the window of the Opera House that needed work.

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Resolution for Ed Hall
Acknowledging Ed Hall as presenter to the Opera House for over 30 years.

Our next meeting is Tuesday, January 19th, 2016 at 4:30.

Motion to adjourn meeting, John Puzzo motioned and Roger Zawacki second the motion. All ayes, no nays. Meeting adjourned 5:14 pm.

Respectfully submitted,
Lori Steinkamp
Advisory Secretary



Finance Department
121 W. Calhoun Street
Woodstock, Illinois 60098
815/338-4300
Fax 815/334-2267

Memo

To: Roscoe Stelford, City Manager
From: Paul N. Christensen, Finance Director
Deb Schober, Human Resources Director
Date: December 4, 2015
Re: IMRF Benefit Protection Leave

Nicholas McCahill has requested IMRF Benefit Protection Leave from 10/19/2015 to 03/23/2016. This request is made in order to protect the employee's IMRF death and disability benefits. In addition, during this time, the member will continue to generate service credit. Nicholas McCahill has requested an unpaid military leave of absence to attend the U.S. Army's Engineer Basic Officer Leadership Course (EBOLC). The cost to the City to provide the benefit protection leave to Nicholas McCahill is \$1,728.78, which would not be paid directly to IMRF, but instead would be reflected in future IMRF rates.

IMRF has established a number of rules in relation to IMRF Benefit Protection Leave. Some of the more important rules are:

- Employee has at least one (1) year of IMRF service other than the leave time.
- Employee is allowed to establish a maximum of 12 months of Benefit Protection Leave over the employee's entire IMRF career.
- Employee must pay his/her portion during the leave at the rate of 4.5% of his/her average salary.
- City does not pay immediately but will have cost reflected in future actuarial cost studies, which will ultimately result in a very small rate increase.
- Unit of Government must approve the IMRF Benefit Protection Leave. When approving the estimated cost of the leave, cost must be disclosed.
- Granting Benefit Protection Leave to an employee on military leave does not serve as a precedent for granting such to employees on other types of leaves, such as FMLA.

When considering these rules, Nick McCahill would be eligible for this Benefit Protection Leave should the City Council see fit to grant it.

Recommendations:

If City Council is supportive of this request, then a motion would be in order to approve the attached IMRF Benefit Protection Leave (IMRF Form 6.32) for Nicholas McCahill for the period of October 19, 2015 to March 23, 2016.



Reviewed and Approved by:
Roscoe C. Stelford III
City Manager



IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 02/2013)

Avoid delays—read all instructions before completing this form.

PLEASE PRINT - You may also enter information into the PDF Form 6.32 at www.imrf.org.
Print, sign, and mail or fax the form to IMRF (contact information below).

MEMBER'S LAST NAME <u>McCahill</u>	FIRST NAME <u>Nicholas</u>	MIDDLE INITIAL (JR., SR., II, ETC.) <u>A.</u>	IMRF MEMBER ID NUMBER <u>3400</u>	LAST 4 DIGITS OF SSN <u>1</u>
STREET ADDRESS <u>City of Woodstock</u>	CITY, STATE AND ZIP		DAY <u>3400</u>	(with area code)
CURRENT EMPLOYER <u>City of Woodstock</u>	EMPLOYER IMRF ID NUMBER <u>3400</u>		MEMBER ID NUMBER	

CERTIFICATION BY MEMBER

I certify that I will be (or have been) on leave of absence beginning 10/19/2015 and ending 03/23/2016
DATE (MM/DD/YYYY) DATE (MM/DD/YYYY)
for a total of 5 months. (Indicate on Line 2 below)

I understand that service credit (not more than 12 months) for this leave cannot be established until I have paid my IMRF member contributions in an amount equal to the approximate contributions I would have made if actively employed during the leave of absence, plus interest (if applicable).

MEMBER SIGNATURE <u>X</u>	DATE (MM/DD/YYYY) <u>09/06/2015</u>
------------------------------	--

EMPLOYER AT TIME OF LEAVE <u>City of Woodstock</u>	EMPLOYER IMRF I.D. NUMBER <u>3400</u>
---	--

CERTIFICATION BY AUTHORIZED AGENT

This section filled out manually

I certify that (1) I have calculated the estimated employer cost of the above member's leave, (2) I have advised the governing body of the amount of such cost and (3) that it will be paid through future monthly contributions.

1. Average Monthly Earnings <i>(Determine the monthly average by dividing by 12 the IMRF reported earnings for the 12 months prior to the leave)</i>	\$ <u>3,143.24</u>	
2. Number of Months Leave <i>(limited to 12 months)</i>	<u>5</u>	
3. Total estimated earnings that would have been paid during the leave of absence <i>(line 1 times line 2)</i>	\$ <u>15,716.20</u>	
4. Average Employer Cost Rate	<u>X 11.00%</u>	
5. Estimated cost of this leave to employer <i>(line 3 times 11%)</i>	\$ <u>1,728.78</u>	
6. Estimated/exact earnings to be reported when the employee returns to work <i>(see bottom of previous page)</i>	Month in which earnings amount will be reported <u>3-2016</u> Amount \$ <u>2,870.40</u>	
AUTHORIZED AGENT SIGNATURE <u>X</u>	DATE (MM/DD/YYYY)	

CERTIFICATION BY CLERK OR SECRETARY OF GOVERNING BODY

This section filled out manually

I certify that at a regular or special meeting held on _____, the _____'s
DATE (MM/DD/YYYY) EMPLOYER
Governing Body approved the leave of absence stated herein and the estimated employer cost as herein determined.

SIGNATURE <u>X</u>	CLERK OR SECRETARY	DATE (MM/DD/YYYY)
-----------------------	--------------------	-------------------

APPLICATION WILL NOT BE PROCESSED WITHOUT AUTHORIZED AGENT AND BOARD CERTIFICATION

Illinois Municipal Retirement Fund
2211 York Road Suite 500 Oak Brook, IL 60523-2337
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289
www.imrf.org



Finance Department
121 W. Calhoun Street
Woodstock, Illinois 60098
815/338-4300
Fax 815/334-2267

Memo

To: Roscoe Stelford, City Manager
From: Paul N. Christensen, Finance Director
Date: December 4, 2015
Re: Sikich Audit Extension Proposal

At the June 10, 2013 meeting, the City of Woodstock accepted a three-year agreement with Sikich to provide auditing services. This three-year agreement expired with the completion of the April 30, 2015 audit.

The decision to retain Sikich was made after a request for proposals process was conducted resulting in responses being received from six auditing firms. Sikich was chosen based on the expertise the firm brought to the City and the related costs to provide these services.

Sikich is one of the largest audit providers of Northern Illinois Municipalities. In addition, Sikich is actively engaged with the Illinois Government Finance Officers Association (IGFOA) and conducts numerous training classes for them each year. Sikich also actively participates with the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program that the City has received for the past 21 years.

In 2013, there was some concern by members of the City Council that Sikich had conducted the City's audit for the past twelve years and that the City should consider another firm to complete future examinations. To alleviate this concern, Sikich volunteered to changeover its entire auditing team including the Partner. Prior to the team being modified, Fred Lantz served as the partner in charge of the audit engagement. For the last three-year contract, Jim Savio has fulfilled this role.

It should also be pointed out that the American Institute of Certified Public Accountants (AICPA) does not support mandatory auditor rotation. Articles published by the American Accounting Association, Contemporary Accounting Research, and the Managerial Auditing Journal provided results of studies that were conducted, which included empirical data regarding the benefits of mandatory auditor rotation. None of these studies found any conclusive data to support the benefits of mandatory auditor rotation.

In response to the new audit requirements outlined by the Sarbanes-Oxley Act of 2002, the Government Accountability Office (GAO) conducted a study of mandatory audit firm rotation in 2003 and found that this requirement “may not be the most efficient way to strengthen auditor independence and improve audit quality considering the additional financial costs and the loss of institutional knowledge of the public company’s previous auditor of record, as well as the current reforms being implemented.”

Since the City has been extremely pleased with the services that Sikich has provided, the City Administration requested a proposal for providing future auditing services. Sikich agreed to hold the cost for the audit of the City’s FY15/16 financial results at the prior year’s rate. In exchange, the City would agree to a longer renewal period. The remaining years included within the proposal would be increased by a 2% cost of living adjustment. The extension period to achieve these price concessions was four years with two additional one-year extensions at the City’s option.

Other factors, which may be beneficial when considering this proposed extension, include the results of the RFP process completed in 2013. At that time, Sikich submitted the lowest price at a cost of \$29,160 to complete the FY2015 audit. Baker Tilly was the second lowest bidder at \$33,600. So even if the City authorized the two extension periods, the City would still be paying less in six years, than Baker Tilly’s proposed costs to compete the FY2015 audit.

Because of this significant price advantage and the City’s satisfaction with the work that Sikich has provided, an extension to the current agreement would be an appropriate course of action instead of conducting a new RFP.

Therefore it is recommended that the City Council approve the attached proposal from Sikich to provide auditing service to the City of Woodstock for four additional years, with the option of two additional one-year terms at the City’s discretion.



Reviewed and Approved by:

Roscoe C. Stelford III

City Manager



1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

630.566.8400 // www.sikich.com

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

November 18, 2015

The Honorable Mayor and
Members of the City Council
City of Woodstock
121 West Calhoun Street
Woodstock, Illinois 60098

Ladies and Gentlemen:

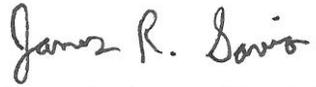
Sikich LLP appreciates being considered for reappointment as independent auditors for the City of Woodstock, Illinois (the City). We will make every effort to provide the City with the highest level of audit services that the City is entitled to and expects.

Our proposed fees for conducting the audits of the City's financial statements for the fiscal years ending April 30, 2016 through April 30, 2019, with an option for the fiscal years ending April 30, 2020 and April 30, 2021 are as follows:

	April 30, 2016	April 30, 2017	April 30, 2018
CAFR	\$ 29,160	\$ 29,740	\$ 30,330
Single Audit, if required	2,800	2,860	2,920
Police Pension DOI Report (City Option)	1,800	1,840	1,880
State Comptroller's AFR (City Option)	1,025	1,050	1,070
	April 30, 2019	April 30, 2020 (City Option)	April 30, 2021 (City Option)
CAFR	\$ 30,940	\$ 31,560	\$ 32,190
Single Audit, if required	2,980	3,040	3,100
Police Pension DOI Report (City Option)	1,920	1,960	2,000
State Comptroller's AFR (City Option)	1,090	1,110	1,130

We appreciate the opportunity to submit this proposal and look forward to continuing to serve the City of Woodstock, Illinois.

Sincerely,

A handwritten signature in cursive script that reads "James R. Savio".

James R. Savio, CPA, MAS
Partner



Police Department
Robert W. Lowen, Chief of Police
656 Lake Avenue
Woodstock, Illinois 60098

phone 815.338.6787
fax 815.334.2275
policedept@woodstockil.gov
www.woodstockil.gov

To: Roscoe C. Stelford, City Manager
From: Robert W. Lowen, Chief of Police
Re: Intergovernmental Agreement for McHenry County Gang Task Force
Date: December 1, 2015 (December 15, 2015 City Council Meeting)

The attached Intergovernmental Agreement for the McHenry County Gang Task Force allows the City of Woodstock Police Department to join with most other McHenry County communities to provide law enforcement services at events and law enforcement operations within McHenry County. In January, 2013 a similar Intergovernmental Agreement was signed, which expires this month.

While at this time I do not anticipate the need to call on the services of a mutual-aid agreement to police events held in the City of Woodstock, I believe this to be a reasonable "insurance policy" should the need ever arise. Similarly, if an occasion was to develop and the need arose to saturate a given area of the Community with trained gang enforcement officers, the task force could be utilized. The Intergovernmental Agreement for the McHenry County Gang Task Force will provide the following benefits:

- Readily available mutual-aid task force should the need arise for event security;
- Ability to saturate problem areas with trained gang officers;
- Enhanced gang information sharing with communities in McHenry County;
- Applicable gang training at no additional cost to the department;
- Operational command/control of task force while utilized in the City of Woodstock by Woodstock Police Department; and
- Non-binding commitment of Woodstock Police Personnel to outside agencies dependent on available on-duty personnel.

The proposed intergovernmental agreement is consistent with the provisions of the City of Woodstock's Vision 2020 statement with regards to maintaining a vigilant police department committed to and accountable for providing public safety and security; offering a safe environment secured through determined public-private partnerships; and having no tolerance for gang, graffiti, or drug activity.

Therefore, it is recommended that the City Council approve the attached Ordinance, identified as Document No. 1, authorizing the Mayor and City Clerk to execute the Intergovernmental Agreement for the McHenry County Gang Task Force.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



NATIONAL TRUST
for HISTORIC PRESERVATION®

DOZEN DISTINCTIVE
DESTINATIONS 2007

***Woodstock is proud to have been recognized as a 2007 Distinctive Destination
by the National Trust for Historic Preservation***

ORDINANCE NO. 15-0-_____

***An Ordinance Approving an Intergovernmental Agreement
for the McHenry County Gang Task Force***

WHEREAS, the parties mutually desire to become members of the McHenry County Gang Task Force unit for the purpose of providing law enforcement services at events and law enforcement operations within unincorporated and incorporated McHenry County in accordance with the terms and conditions attached hereto as Exhibit A; and

WHEREAS, the County, the Sheriff, and the municipalities are authorized by the terms and provisions of 5 ILCS 220/5 *et. seq.*, to enter into intergovernmental agreements, ventures and undertakings to perform jointly any governmental purpose or undertaking any of them could do singularly,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Woodstock, McHenry County, Illinois, as follows:

SECTION 1: The Intergovernmental Agreement for McHenry County Gang Task Force, attached hereto as Exhibit A, is hereby approved and the Mayor and Clerk of the City are hereby authorized to affix their signatures thereto in their official capacities as the Mayor and Clerk of the City.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgement shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be known as Ordinance _____ and shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:

Nays:

Abstentions:

Absentees:

APPROVED:

Mayor Brian Sager, Ph.D.

(SEAL)

ATTEST: _____

City Clerk, Cindy Smiley

Passed: _____

Approved: _____

Published: _____

CERTIFICATION

I, CINDY SMILEY, do hereby certify that I am the duly appointed, acting and qualified Clerk of the City of Woodstock, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Mayor and Council members of said City.

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the ____ day of _____, 2015, the foregoing Ordinance entitled *An Ordinance Approving an Intergovernmental Agreement for McHenry County Gang Task Force*, was duly passed by said City Council.

The pamphlet form of Ordinance No. 15-0-_____, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the ____ day of _____, 2015, and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the City Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said City for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and corporate seal of the City of Woodstock this ____ day of _____, 2015.

Cindy Smiley

City of Woodstock,

McHenry County, Illinois

(SEAL)

INTERGOVERNMENTAL AGREEMENT

FOR

McHENRY COUNTY GANG TASK FORCE

This Agreement is made and entered into this _____ day of _____, 2015, by and between the COUNTY OF McHENRY, a body politic and corporate of the State of Illinois (hereinafter referred to as the "COUNTY"), the McHENRY COUNTY SHERIFF (hereinafter referred to as the "SHERIFF"), and the Municipalities of the VILLAGE OF ALGONQUIN, VILLAGE OF CARY, CITY OF CRYSTAL LAKE, VILLAGE OF FOX RIVER GROVE, CITY OF HARVARD, VILLAGE OF HUNTLEY, VILLAGE OF ISLAND LAKE, VILLAGE OF JOHNSBURG, VILLAGE OF LAKE IN THE HILLS, VILLAGE OF LAKEMOOR, CITY OF MARENGO, MCHENRY COUNTY CONSERVATION DISTRICT, CITY OF MCHENRY, VILLAGE OF MCCULLOM LAKE, VILLAGE OF RICHMOND, VILLAGE OF WONDER LAKE and CITY OF WOODSTOCK, (hereinafter referred to collectively as the "MUNICIPALITIES" and individually as "MUNICIPALITY").

WHEREAS, the COUNTY, the SHERIFF, and the MUNICIPALITIES are authorized by the terms and provisions of 5 ILCS 220/5 *et. seq.*, to enter into intergovernmental agreements, ventures and undertakings to perform jointly any governmental purpose or undertaking any of them could do singularly; and

WHEREAS, the Parties mutually desire to become members of the McHenry County Gang Task Force unit for the purpose of providing law enforcement services at events and law enforcement operations within unincorporated and incorporated McHenry County in accordance with the terms and conditions set forth below.

TERMS AND CONDITIONS

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties hereby agree as follows:

Members and Jurisdiction

1. Each of the signatories to this agreement is a member ("Member") of the McHenry County Gang Task Force unit for the purpose of providing law enforcement services at events and law enforcement operations within unincorporated and incorporated McHenry County.

2. Each MUNICIPALITY shall appoint one or more officer(s) from its respective police department to the gang task force unit. The SHERIFF shall appoint one or more deputies to the gang task force unit.

3. The SHERIFF shall authorize the appointed municipal police officers to perform the law enforcement functions described under this Agreement outside of their respective municipal jurisdictions within McHenry County until notified otherwise by the COUNTY or the SHERIFF.

Command and Control

4. A request for services provided by the McHenry County Gang Task Force shall be submitted to the SHERIFF via email or in writing. All requests may be approved or denied at the SHERIFF'S discretion. In the absence of a written or emailed request or confirmation, the organized presence of the task force in a member jurisdiction shall carry a presumption of being requested by that MUNICIPALITY.

5. The Chief of Police (or his/her designee) of the MUNICIPALITY in which the McHenry County Gang Task Force unit has been requested to provide services shall command and control the unit for the duration of such assistance. Should services be required outside the jurisdiction after the services have commenced, command and control shall remain with the Chief of Police (or his/her designee) of the MUNICIPALITY in which the McHenry County Gang Task Force unit has been requested to provide services.

6. The SHERIFF shall command and control the gang task force unit in unincorporated McHenry County and when the unit is requested to provide services in a municipality which is not a party to this Agreement.

Defense and Indemnification

7. a. The Member in command and control of the gang task force during a period of assistance shall assume the defense of and hold harmless all other Members of the gang task force unit, their officers, deputies and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other Members, their officers, deputies or employees may hereafter sustain, incur, or be required to pay, arising solely or in part due to any act or omission of any Member, its officers, agents, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement; provided, however, that no indemnification is required for the payment of judgments or settlements of suits or claims arising out of the gross negligence or willful misconduct by another Member or its employees or agents. The Members agree to enter into a joint defense agreement and to cooperate in the defense of this matter to carry out the intent of this section to the extent allowed by law.

b. This Agreement does not create an independent operating body, but merely provides for shared services and allocation of duties and risk as described in this Agreement. However, in the event of a claim for any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees in which the "McHenry County Gang Task Force" itself is named – instead of or in addition to any of the Members of this

Intergovernmental Agreement -- then the obligations described in Section 6.a. above shall also apply to the "McHenry County Gang Task Force". However, the indemnifying Member may act to have any claims against the "McHenry County Gang Task Force" as a separate entity dismissed from any lawsuit or claim of any sort.

Employment Status and Liability

8. For all purposes under this Agreement, an officer or deputy that is employed by a Member and acting under color of this Agreement shall be and remain an employee of such Member, and shall not be considered an employee of any other Member, regardless of which Member is commanding and controlling the action of the McHenry County Gang Task Force unit during a period of assistance.

9. Each Member shall be solely responsible for the payment of wages, health, welfare and pension benefits, worker's compensation, unemployment compensation, disability benefits, and all other benefits and payments resulting from the employment relationship. Neither the COUNTY nor any other Member shall be responsible for payment of worker's compensation, unemployment compensation, disability or death benefits, or any other employee benefits to any employee of another Member as a consequence of the performance of this Agreement.

10. Each Member waives all claims against all other parties to this Agreement for compensation for any loss, damage, personal injury, or death occurring to its respective personnel and/or equipment as consequence of the performance of this Agreement. Notwithstanding anything to the contrary in this Agreement, no Member waives or relinquishes any immunity or defense on behalf of itself, its officers, employees and agents and nothing in this paragraph in any way diminishes the Members' defense and indemnification obligations under paragraph 6 of this Agreement.

Term, Withdrawal and Termination

11. The term of this Agreement is for a three (3) year period beginning January 1, 2016 and ending December 30, 2019.

12. Each Member may withdraw their officer(s) from the gang task force unit upon thirty (30) days written notice of withdrawal to the other parties, the effect of which shall terminate their rights, obligations and privileges under this Agreement. A Member that has withdrawn assumes no responsibility for the actions of the remaining Members arising after the date of withdrawal, but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal, including all defense and indemnification obligations imposed under paragraph. No Member shall be liable to any other member for its failure or refusal to provide appoint personnel or for the withdrawal as a Member or of personnel from the unit. Withdrawal of a Member shall not affect the continuation of this Agreement as to any other Member not indicating an intention to withdraw as provided herein.

13. The COUNTY or the SHERIFF may terminate this Agreement upon thirty (30) days written notice of termination to the other parties, provided, however, all defense and indemnification obligations imposed under paragraph 7 for acts or omissions occurring prior to the effective date of termination shall survive the termination this Agreement.

Insurance

14. Each Member shall be responsible for maintaining for the duration of this Agreement its own insurance with respect to its liabilities to its employees or to third parties that may reasonably result from the performance of its lawful functions, including the performance of this Agreement. Such insurance shall be maintained through qualified insurers and/or a self-insured governmental risk pool, and shall provide, at a minimum, the following coverages and liability limits:

- (a) Public Entity Liability, including but not limited to broad form general liability for personal injury and property damage, automobile liability for owned, non-owned and hired vehicles, public officials liability, and law enforcement liability; all such coverage shall provide contractual liability coverage for liability assumed in this Agreement and have limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and
- (b) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$1,000,000 for each incident.

15. The insurance required in this Agreement shall not include in the policy or any endorsements thereto any exclusion or limitations of contractual liability, any amendment of the insured contract definition or modification of the exception to the employers' liability exclusion or endorsements ISO CG 2139 or ISO CG 2426.

16. The Members agree that with respect to the above required insurance that:
- (a) The Members shall provide each other with Certificates of Insurance evidencing the above required insurance, within thirty (30) days of commencement of this Agreement and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
 - (b) The Members shall provide each other with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change in insurance coverage; and

- (c) Insurance Notices and Certificates of Insurance shall be provided to all of the Parties in accordance with paragraph 23, with an additional notice to the COUNTY's risk management division at:

Deputy County Administrator/Risk Management
McHenry County Administration
2200 N. Seminary Avenue
Woodstock, Illinois 60098

General Terms and Conditions

17. No person shall illegally be excluded from employment rights or participation in, or be denied the benefits of, the program which is the subject of this Agreement on the basis of race, religion, color, sex, age, disability, or national origin.

18. It is understood and agreed that the entire Agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof. This Agreement may be amended by mutual consent of all of the parties, which shall be signed and executed with the same formality with which this instrument was executed.

19. This Agreement should not be construed or interpreted as furthering the duties, functions or responsibilities of the SHERIFF, the COUNTY or the MUNICIPALITIES beyond those tenets outlined in this Agreement.

20. No claim for services furnished by the MUNICIPALITIES, not specifically provided in this Agreement, will be allowed by the COUNTY and SHERIFF, nor shall the MUNICIPALITIES do any work or furnish any additional services not covered by this Agreement, unless it is approved in writing by the COUNTY. Such approval shall be considered to be a modification of this Agreement.

21. The Members may not assign, transfer or otherwise convey their rights or obligations under this Agreement without the prior written consent of all the Members.

22. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such an event, any Member may terminate this Agreement forthwith upon the delivery of written notice of termination to the other parties.

23. It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting the MUNICIPALITIES (including its officers, employees and

agents) as agents, representatives, or employees of the COUNTY or the SHERIFF for any purpose, or in any manner, whatsoever.

24. All notices permitted or required under this Agreement shall be transmitted only by personal delivery or by first class, certified or registered United States Mail to the following persons at the addresses stated:

To the SHERIFF: Sheriff Bill Prim
McHenry County Sheriff's Department
2200 North Seminary Avenue
Woodstock, IL 60098

To the COUNTY: Peter Austin
County Administrator
2200 North Seminary Avenue
Woodstock, IL 60098

To the MUNICIPALITIES: Village Manager
Village of Algonquin
2200 N. Harnish Drive
Algonquin, IL 60120

Mayor
Village of Cary
655 Village Hall Drive
Cary, IL 60013

Mayor
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Village of Fox River Grove
305 Illinois Street
Fox River Grove, IL 60021

City Administrator
City of Harvard
201 W. Front Street
Harvard, IL 60033

Assistant Village Manager
Village of Huntley
10987 Main Street
Huntley, IL 60142

Mayor
Village of Island Lake
3720 Greenleaf Avenue
Island Lake, IL 60042

Village of Johnsburg
1515 Channel Beach Avenue
Johnsburg, IL 60051

Director of Public Safety
& Village President
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156

Village of Lakemoor
28874 IL Route 120, Suite C & D
Lakemoor, IL 60051

Mayor
City of Marengo
132 E. Prairie Street
Marengo, IL 60152

Executive Director
McHenry County Conservation District
18410 U.S. Highway 14
Woodstock, IL 60098

Mayor
City of McHenry
333 S. Green Street
McHenry, IL 60050

Village of McCullom Lake
4811 W. Orchard Drive
McCullom Lake, IL 60050

Village of Richmond
5600 Hunter Drive
Richmond, IL 60071

President
Village of Wonder Lake
4444 Thompson Road
Wonder Lake, IL 60097

Mayor
City of Woodstock
121 W. Calhoun Street
Woodstock, IL 60098

The SHERIFF and the COUNTY shall be entitled to separate copies of each Notice. Any Notice transmitted by first class United States Mail shall be deemed received on the second business day following its deposit in a United States Mail receptacle. The term "business day" shall not include Saturdays, Sundays or any other day declared to be a legal holiday in the State of Illinois by State Statute.

25. The laws of the State of Illinois shall control the interpretation of this Agreement.

26. Each person signing this Agreement on behalf of one of the parties agrees, represents and warrants that he or she has been duly and validly authorized to execute this Agreement on behalf of their party.

27. This Agreement may be executed in counterparts and shall be considered in effect starting January 1, 2016 upon execution by the COUNTY, SHERIFF, and at least one additional party.

28. The SHERIFF shall have the authority to approve the addition of parties not listed in this Agreement, provided that the additional members are located in McHenry County and are legally authorized to enter into such an agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates written below.

County of McHenry

ATTEST:

By: _____
Joseph Gottemoller, Chairman
McHenry County Board

Mary McClellan
McHenry County Clerk and
Ex-officio Clerk of the McHenry
County Board

Date: _____

Date: _____

McHenry County Sheriff Department

By: _____
Bill Prim, Sheriff

Date: _____

Village of Algonquin

By: _____

Date: _____

Village of Cary

By: _____

Date: _____

City of Crystal Lake

By: _____

Date: _____

Village of Fox River Grove

By: _____

Date: _____

City of Harvard

By: _____

Date: _____

Village of Huntley

By: _____

Date: _____

Village of Island Lake

By: _____

Date: _____

Village of Johnsburg

By: _____

Date: _____

Village of Lake In The Hills

By: _____

Date: _____

Village of Lakemoor

By: _____

Date: _____

City of Marengo

By: _____

Date: _____

McHenry County Conservation District

By: _____

Date: _____

City of McHenry

By: _____

Date: _____

Village of McCullom Lake

By: _____

Date: _____

Village of Richmond

By: _____

Date: _____

Village of Wonder Lake

By: _____

Date: _____

City of Woodstock

By: _____

Date: _____



Police Department
Robert W. Lowen, Chief of Police
656 Lake Avenue
Woodstock, Illinois 60098

phone 815.338.6787
fax 815.334.2275
policedept@woodstockil.gov
www.woodstockil.gov

To: Mr. Roscoe C. Stelford, City Manager
From: Robert W. Lowen, Chief of Police
Re: Resolution furthering Consolidation of Emergency Dispatch Services
Date: December 8, 2015 (December 15, 2015 City Council Meeting)

The State of Illinois has adopted certain legislation mandating the consolidation of emergency dispatch services. This legislation will cause a reduction in the number of emergency dispatch centers in McHenry County from the present six (6) dispatch centers to three (3) dispatch centers.

Legislation calls for a plan for the reduction of the emergency dispatch centers in McHenry County be presented by July 1, 2016 and implementation of the plan to take place by July 1, 2017.

The attached resolution allows for the development of intergovernmental agreements resulting in the consolidation of dispatch centers. Presently the City of Woodstock is considering partnering with the City of McHenry, City of Harvard and the Village of Lake in the Hills.

This request also fulfills the Woodstock Vision 2020 of "Maintaining a vigilant Police Department committed to and accountable for providing public safety and security."

It is recommended that the City Council authorize the Mayor and City Clerk to execute the attached Resolution, identified as Document No. 2, supporting the development of intergovernmental agreements resulting in the consolidation of dispatch services at an expanded McHenry Dispatch Center.

Respectfully submitted,



Reviewed and Approved by:

Roscoe C. Stelford III

City Manager

Robert W. Lowen
Chief of Police



NATIONAL TRUST
for HISTORIC PRESERVATION®

DOZEN DISTINCTIVE
DESTINATIONS 2007

***Woodstock is proud to have been recognized as a 2007 Distinctive Destination
by the National Trust for Historic Preservation***

RESOLUTION NUMBER 15-R-_____

A RESOLUTION SUPPORTING THE DEVELOPMENT OF INTERGOVERNMENTAL AGREEMENTS RESULTING IN THE CONSOLIDATION OF DISPATCH SERVICES

WHEREAS, the City of Woodstock, under the organizational structure of the Woodstock Police Department, currently operates an emergency dispatch center; and,

WHEREAS, the State of Illinois has adopted certain legislation mandating the consolidation of emergency dispatch services with the impact of a reduction in the number of emergency dispatch centers in the County of McHenry from six (6) to three (3); and,

WHEREAS, it is in the best interest of the City of Woodstock to work collaboratively with other jurisdictions in the County of McHenry, including those that currently provide emergency dispatch services, to partner in the development of a plan for the consolidation of dispatch services through an expanded dispatch center located in the City of McHenry; and,

WHEREAS, it is recommended that this plan for the consolidation of dispatch services be characterized by; 1) a collaborative decision-making model; 2) the establishment of an administrative oversight structure that provides for an equal partnership between the City of Woodstock and partner organizations in order to collaboratively develop dispatch center policy and procedure, define best operational practices, oversee the hiring process of new employees, develop and recommend the annual budget and rate structure, and provide direction on expansion/growth of the physical dispatch center; and 3) guaranteeing, to the extent possible, the opportunity for existing dispatch personnel to fill any new positions created through this consolidation; and,

WHEREAS, these organizational partnerships shall be implemented through the development and adoption of Intergovernmental Agreements; and,

WHEREAS, the consolidated and expanded dispatch center, with planning and policy administration determined collaboratively by the equal organizational partnerships established and adopted under the Intergovernmental Agreements, with some aspects, including a variety of support services, remaining under the structural auspices of the City of McHenry and McHenry Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Woodstock, McHenry County, Illinois as follows:

SECTION 1: That there is support for maintaining emergency dispatch services and for the location of a consolidated and expanded dispatch center within the physical structure of the McHenry Municipal Center.

SECTION 2: That there is support for efforts to work collaboratively with other jurisdictions to develop a plan for the consolidation of emergency dispatch services in the County of McHenry.

SECTION 3: That there is support for the establishment of an administrative oversight structure comprised of representatives of partner organizations for the expanded dispatch center.

SECTION 4: That the Mayor and City Staff have the authority to continue to discuss the development of a consolidated emergency dispatch center through the expansion of the McHenry Dispatch Center.

SECTION 5: That the resulting plan be furthered through the development and implementation of Intergovernmental Agreements between the City of Woodstock and partner organizations.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to distribute a copy of this Resolution to the Chief of Police of the City of Woodstock and partner agencies of the future dispatch center.

Dated at Woodstock, Illinois this ____ day of _____, A.D., 2015.

APPROVED:

Mayor Brian Sager, PhD.

City of Woodstock

ATTEST:

City Clerk

City of Woodstock



phone 815.338.4305
fax 815.334-2267
b&zdept@woodstockil.gov
www.woodstockil.gov

December 4, 2015

To: Roscoe C. Stelford III, City Manager

From: Joe Napolitano, Building & Zoning Director

IMPACT FEE DEFERRAL PROGRAM

On August 20, 2013, the City of Woodstock City Council approved Resolution Number 13-R-13, entitled "A Resolution Regarding the Deferral and Payment of Impact Fees Subject to Specific Terms and Conditions." This resolution authorized Woodstock's Building and Zoning Department to implement an Impact Fee Deferral Program in accordance with conditions. These conditions are listed as follows:

- The payment of required impact fees must be made to the City when a building permit for a new residential dwelling is issued or, except for those pertaining to park impacts, may be deferred for up to, but no more than, twelve (12) months or until a Certificate of Occupancy is issued by the City, whichever comes first.
- The Impact Fee Deferral Program will be in effect until December 31, 2015, at which time it will automatically end unless renewed and extended for an additional period of time by the City Council.

The purpose of the deferral program was to reduce "upfront" costs when a building permit is issued and to allow a builder to delay the payment of specific fees until a new home is completed and ready for occupancy. In accordance with program requirements, failure to pay impact fees when due would result in (i) the withholding of a Certificate of Occupancy for the property, (ii) the refusal by the City to allow the owner/builder to participate further in the Impact Fee Deferral Program for the property or other properties, and (iii) the City withholding required plan review and building inspection services.

The program will expire at the end of this month (December 31, 2015) unless an extension is granted by the City Council. Since the deferral program started, only a single deferral has been authorized. This was for KLM Builders who purchased a number of vacant lots in

Fairview Estates Subdivision and is presently constructing one single-family residence. The City has; however, received a number of inquiries regarding the program and KLM has indicated that it would like to continue using the program, if it is extended. City staff believes that the program eases the up-front cost of obtaining a building permit and, rather than waiving required impact fees, merely defers their payment for up to twelve (12) months.

If the City Council agrees and supports an extension to the Impact Fee Deferral Program, then it is recommended that Document Number _____³_____, consisting of “A Resolution Extending the City of Woodstock’s Impact Fee Deferral Program Subject to Specific Terms and Conditions,” be approved. This program would be extended until December 31, 2017.



Reviewed and Approved by:

Roscoe C. Stelford III

City Manager

RESOLUTION NUMBER 15-R-_____

**A RESOLUTION EXTENDING THE CITY OF
WOODSTOCK’S IMPACT FEE DEFERRAL PROGRAM
SUBJECT TO SPECIFIC TERMS AND CONDITIONS**

WHEREAS, the City of Woodstock collects impact fee donations at the time of residential dwelling building permit issuance, in accordance with the provisions of Chapter 10 of the Woodstock Unified Development Ordinance; and

WHEREAS, the City Council has determined that the payment of such impact fees, except those pertaining to park and recreation sites, may be deferred for up to twelve (12) months or until such time as a new residence is completed and a Certificate of Occupancy is issued by the City of Woodstock; and

WHEREAS, on August 20, 2013 the City of Woodstock City Council approved Resolution Number 13-R-13, entitled “A Resolution Regarding the Deferral and Payment of Impact Fees Subject to Specific Terms and Conditions,”

NOW, THEREFORE, BE IT RESOLVED that the Impact Fee Deferral Program set forth and approved by said Resolution Number 13-R-13 shall hereby remain in effect until December 31, 2017, at which time it shall automatically end unless renewed and extended for an additional period of time by the City of Woodstock City Council.

BE IT FURTHER RESOLVED that if any section, paragraph, subdivision, clause, sentence or provision of this Resolution is adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect. This Resolution shall be in full force and effect after its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

PASSED and APPROVED this _____¹ day of December, 2015.

Ayes:

Nays:

Absentees:

Abstentions:

APPROVED:

Mayor Brian Sager, Ph.D.

ATTEST:

City Clerk Cindy Smiley



121 W. Calhoun Street
Woodstock, Illinois 60098
815/338-4300
Fax 815/334-2269

Memo

To: Roscoe Stelford, City Manager

From: Joseph P. Napolitano, Director of Building & Zoning
Garrett Anderson, Director of Economic Development

Date: December 9, 2015

RE: Lease Agreement Between the City of Woodstock and the Woodstock Chamber of Commerce

The City Administration has been in discussions with representatives from the Woodstock Chamber of Commerce regarding use of the lower level of City Hall to serve as the Chamber's offices. The Chamber is in the midst of restructuring its operations after the departures of their Executive Director and Interim Director. The Chamber recently sold their existing building at 136 Cass Street, which will allow them to focus on their core mission, serving the Woodstock business community, instead of owning and maintaining a building. Utilizing the City Hall space will help to ensure that the Chamber can continue operations as they transition forward and allow them to maintain a presence in the downtown.

The attached lease has been developed and includes the following provisions:

- The leased space will be in the former Police Dispatch area of City Hall, lower level.
- The initial term of the lease is two years, until December 31, 2017. The lease may automatically renew under the provisions described below, up to a maximum of two, 1-year extensions with a final expiration of December 31, 2019.
- On or around October 1st of each year, City and Chamber representatives will meet to discuss the appropriate rental amount to be paid for the space for the upcoming one-year period. If the parties agree, through a written Memorandum of Understanding (MOU), as to the monthly rent for the upcoming one-year period, the lease will automatically be renewed, based on that MOU. The City Manager is authorized to approve such an MOU on behalf of the City. No rent would be due for the 2016 calendar year.
- The City will be responsible for all utilities, except that the Chamber will be responsible for utilities paid directly by them to their vendor such as phone, cable, etc.
- The Chamber shall provide insurance, naming the City of Woodstock as an additional insured, for all contents relating to its operations on said premises and shall indemnify and hold harmless the City of Woodstock from any and all liability for loss or damage to

property whatsoever and all injury to or death of persons whomsoever, while on or about the premises, whenever such loss or damage to property or injury or death is caused by the Lessee's operations on said premises.

As this item involves the lease of public property, approval requires a three-fourths vote of the Corporate Authorities holding office, which will require six affirmative votes.

Recommendation:

If Council is supportive of this proposal, approval is requested for the attached Ordinance, identified as Document No. 4 , which authorizes the Mayor and City Clerk to execute “*A Lease Agreement Between the City of Woodstock and the Woodstock Chamber of Commerce for the Former Dispatch/Communications Area in the Lower Level of City Hall,*” subject to final review and approval by the City Attorney’s Office.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager

ORDINANCE NO. 15-O-_____

AN ORDINANCE AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY OF WOODSTOCK AND THE WOODSTOCK CHAMBER OF COMMERCE FOR THE FORMER DISPATCH/COMMUNICATIONS AREA IN THE LOWER LEVEL OF WOODSTOCK CITY HALL

WHEREAS, the CITY OF WOODSTOCK, hereinafter referred to as the “City” proposes to enter into a Lease with the Woodstock Chamber of Commerce and Industry, hereinafter referred to as the “Chamber” for the former Dispatch/Communications area in the Lower Level of Woodstock City Hall; and

WHEREAS, the above-referenced lease is between the Chamber and the City of Woodstock; and

WHEREAS, the Lease Agreement provides for a term commencing on January 1, 2016 and ending on December 31, 2017; and

WHEREAS, the Lease Agreement provides for a maximum of two, one-year automatic extensions, with a final expiration of December 31, 2019, conditional upon execution of a Memorandum of Understanding by the Woodstock City Manager, said execution authorized in the Lease Agreement; and

WHEREAS, as stipulated in the Lease, the City desires: 1) to insure the premises are locked and secure upon vacating the premises at the end of each day and that keys are not duplicated; 2) the premises are not sublet in whole or in part; 3) that the operation of the Woodstock Chamber of Commerce for the premises shall be no earlier than 7:30 a.m. and no later than 5:00 p.m.; AND

WHEREAS, the Chamber recently sold their existing building and is in the midst of restructuring its operations; and

WHEREAS, utilizing the City Hall space will help to ensure that the Chamber can continue operations as they transition forward and allow them to maintain a presence in the downtown,

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the CITY OF WOODSTOCK, McHenry County, Illinois as follows:

SECTION 1: The attached lease agreement between the CITY and the CHAMBER, identified as Exhibit A and incorporated herein by reference, is hereby approved and that the Mayor and City Clerk are thereby authorized to execute said agreement on behalf of the CITY OF WOODSTOCK.

SECTION 2: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgments shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage by a three-fourths vote of the corporate authorities. Publication in pamphlet form is hereby authorized, as provided by law:

Ayes:

Nays:

Absentees:

Abstentions:

APPROVED:

Brian Sager, Ph.D.
Mayor

(SEAL)

Attest: _____
Cindy Smiley
City Clerk

Passed: _____

Approved: _____

Published: _____

Prepared by: The City of Woodstock, 121 West Calhoun Street, Woodstock, IL 60098

EXHIBIT A

**LEASE AGREEMENT BETWEEN
THE CITY OF WOODSTOCK
AND
THE WOODSTOCK CHAMBER OF COMMERCE
FOR THE FORMER DISPATCH/COMMUNICATIONS AREA
IN THE LOWER LEVEL OF CITY HALL**

This Lease Agreement, entered into this 1st day of January, 2016 by and between the City of Woodstock (Lessor) and the Woodstock Chamber of Commerce (Lessee) is mutually agreed to as follows:

A. DISPATCH AREA IN THE LOWER LEVEL OF CITY HALL

The City of Woodstock will provide the space to be used as the main office of the Woodstock Chamber of Commerce.

B. TERMS OF AGREEMENT

The first term of the Lease is from January 1, 2016 through December 31, 2017. On or around October 1st of each year, Lessor's Administration and Lessee will meet to discuss the appropriate rental amount to be paid for the space for the upcoming one-year period. If the parties agree through a written Memorandum of Understanding (MOU), as to the monthly rent for the upcoming one-year period, the lease will automatically be renewed, based on that MOU. The Lessor's City Manager is hereby authorized to approve such an MOU on behalf of the City. This lease may automatically renew under this provision up to a maximum of two one-year extensions with a final expiration of December 31, 2019. All other terms of the lease shall continue in full force and effect after an automatic renewal and notwithstanding any change in rent.

C. RENT

The rent for the premises will be \$0.00 per month effective January 1, 2016 and this amount of rent will remain in effect through December 31, 2016. Lessee shall pay the City monthly in advance, until termination of the lease is sent in writing to 121 W. Calhoun St., Woodstock, Illinois 60098 or any other address designated by the City. Lessee agrees to compensate the City for any costs of eviction, including court costs and attorney fees, or damages pursuant to eviction.

D. UTILITIES

The Lessor shall be responsible for providing all utilities, including garbage service, for the premises. Lessee shall be responsible for services paid directly by them to their vendor such as phone, cable, etc.

E. RESPONSIBILITY OF LESSEE

Lessee agrees to maintain all portions of the leased premises.

Lessee shall not be responsible for repairing or replacing any structural parts of the premises resulting from ordinary wear and tear (such as roof, HVAC system and foundation).

Lessee agrees to insure that the premises are locked and secure upon vacating the premises at the end of each day and that keys are not duplicated.

Lessee shall notify the City by November 1st of each year, if possible, of any requests for structural or HVAC repairs/improvements. As part of their annual budgeting process, these requests will be taken into consideration. Lessee shall notify the City immediately of any structural or HVAC defects that require immediate attention. Notwithstanding the City's promise to consider these requests, the parties agree that the City has no responsibility for improvements and any improvements undertaken by the City shall be at the sole discretion of the City.

F. SUBLEASE REQUIREMENT

Lessee shall not sublet in whole or in part any area of the premises without prior consent, in writing, of the City.

G. INSURANCE

The City shall provide property and liability insurance coverage and the Lessee shall provide insurance, naming the City of Woodstock as an additional insured, for all contents relating to its operations on said premises and shall indemnify and hold harmless the City of Woodstock from any and all liability for loss or damage to property whatsoever and all injury to or death of persons whomsoever, while on or about the premises, whenever such loss or damage to property or injury or death is caused by the Lessee's operations on said premises. Minimum amount of General Liability Insurance for Bodily Injury shall be \$5,000,000. Lessee shall be obligated to maintain this insurance throughout the term of this Lease, and shall provide proof of such insurance to the City upon demand.

H. DEFAULT OF OPERATIONS

If the Lessee defaults in any obligations stipulated in this Lease Agreement, then such event or action shall be deemed to constitute a breach of this Lease and if such default remains unremedied for thirty (30) days after notice in writing, this Lease shall cease and terminate at the City's option.

I. HOURS OF OPERATION

Without prior approval, the hours of operation of the Woodstock Chamber of Commerce for the premises shall be no earlier than 7:30 a.m. and no later than 5:00 p.m.

J. ASSIGNMENT

The Lessee may not assign the rights to the lease of the premises to another owner, corporation, partnership or other legal entity without first receiving the express written permission from the Lessor, which approval of the assignment rests at the sole discretion of the Lessor.

K. TERMINATION OF LEASE

Either party may, at any time, terminate this Lease by giving sixty (60) days written notice of intention to do so.

L. SEVERABILITY

If any term or provision of this Lease Agreement or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this agreement, or the application of such term or provision to person or circumstances other than those as to which it is held invalid or unenforceable, shall be unaffected thereby, and each remaining term and provision hereof shall be deemed valid and be enforced to the fullest extent permitted by law.

M. GOVERNING LAW

That this Lease Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and the ordinances of the City of Woodstock.

IN WITNESS WHEREOF, the City of Woodstock and the Woodstock Chamber of Commerce have executed this Lease Agreement on the date specified below.

WOODSTOCK CHAMBER OF
COMMERCE

CITY OF WOODSTOCK

By: _____

By: _____

Attest: _____

Attest: _____

Date: _____

Date: _____



Office of the City Manager
Roscoe C. Stelford III, City Manager
121 W. Calhoun Street
Woodstock, Illinois 60098

phone 815.338.4301
fax 815.334.2269
citymanager@woodstockil.gov
www.woodstockil.gov

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Roscoe C. Stelford III, City Manager

DATE: December 10, 2015

RE: Establishment of a Creative Services Incubator Through a Public/Private Partnership with EMH Consulting

At the December 7th City Council Workshop, a proposal from EMH Consulting concerning the establishment of a public/private partnership to launch a Creative Services Incubator within the City of Woodstock was discussed.

The proposed Creative Services Incubator would focus on developing creative writers within the community. Specifically, this program would target interested individuals seeking careers as authors, screen writers and novelists. The program would be managed by EMH Consulting, taking advantage of their numerous contacts within the industry to serve as guest lecturers, as well as their industry knowledge to market the final products to producers and publishing houses.

The City of Woodstock's local economy has benefited over the years from a number of creative individuals and projects. From Chester Gould, creator of Dick Tracy, to Orson Welles and the movie Groundhog Days, the City has been able to generate a significant amount of tourist activity. In many cases, the desire to incentivize the arts and creative endeavors is being viewed as a positive method to stimulate the economy nationwide.

As noted within the National Governors Association's (NGA) study entitled "*Arts & the Economy: Using Arts and Culture to Stimulate State Economic Development.*"

"Governors and their staff confront a global economy that is increasingly competitive and in which the United States is no longer assured of a dominant position. Countries such as China, Korea, and Ireland are outpacing the United States in key indicators such as economic growth, new product innovation, broadband penetration, and educational attainment among younger generations.

As this gap widens, states recognize that a competitive edge and a creative edge go hand-in-hand to support economic prosperity. In today's economy:

- *Creative and new media industries are growing in number and playing increasingly prominent economic and social roles;*
- *The market value of products is increasingly determined by a product's uniqueness, performance, and aesthetic appeal, making creativity a critical competitive advantage to a wide array of industries;*
- *The most desirable high-wage jobs require employees with creativity and higher order problem-solving and communications skills; and*
- *Business location decisions are influenced by factors such as the ready availability of a creative workforce and the quality of life available to employees.*

In this environment, a state's arts and cultural resources can be economic assets. The arts and cultural industries provide jobs, attract investments, and stimulate local economies through tourism, consumer purchases, and tax revenue. Perhaps more significantly, they also prepare workers to participate in the contemporary workforce, create communities with high appeal to residents, businesses, and tourists, and contribute to the economic success of other sectors.

The NGA report also mentions a number of positive benefits from promoting and building the creative arts and culture including: the decentralized nature of creative industries; individual artists are typically well connected to the local communities where they reside; recruiting and developing a skilled workforce, and attracting tourism dollars.

Specifically, the EMH proposal requests a one-time \$25,000 grant from the City to launch the aforementioned Creative Incubator and establish a public/private partnership. In addition, EMH has requested the following support services from the City of Woodstock:

- Coordinate any potential grant opportunities;
- Support related program events including, but not limited to, film releases, book releases, film festivals and other community events; and
- Provide marketing support for the program through the City's marketing efforts including the website and the Real Woodstock campaign.

In return, EMH Consulting will provide \$300,000 in program funding, manage the day-to-day operations of the Creative Incubator and utilize their significant industry expertise to recruit program instructors as well as market end products. Additionally, EMH Consulting will support the following endeavors:

- Work collaboratively with the City of Woodstock in developing an economically-sustainable media market;
- Cultivate a creative incubator to nurture the growth and development of creative professionals, creative organizations, and/or creative enterprises;
- Develop an internship program in partnership with local high schools and universities, working with roughly ten (10) interns monthly;
- Offer "speed pitching" opportunities monthly to local, undiscovered talent;
- Launch a major Film Festival in Woodstock;
- Create opportunities for future expansion of feature film production within Woodstock;
- Develop a "Movie Premier Night" marketing campaign to locally launch Hollywood films at Woodstock's very own, Classic Cinemas; and
- Continue building on Woodstock's history as an arts and entertainment destination

A percentage of the sales from the creative content developed by program participants will be utilized to reimburse the City for its initial investment and to establish a separate Content Arts Fund that will be provide for future program costs.

Recommendation:

If the City Council supports the formation of a public/private partnership as outlined within the parameters of the EMH Consulting Proposal, then a motion to authorize the Mayor and City Clerk to execute an agreement with EMH Consulting would be appropriate, subject to final review and approval by the City Attorney's Office.

The City Administration is in the process of developing a finalized agreement with EMH Consulting that will be presented to the City Council at the December 15th meeting.



PUBLIC-PRIVATE PARTNERSHIP PROPOSAL TERMS

The City of Woodstock and EMH Consulting Group,
Inc.



Prepared by Cary Granat

Public-Private Partnership Proposal Terms
The City of Woodstock and EMH Consulting Group, Inc.
December 2015

Background

EMH Consulting Group, Inc., with principal offices at 111 ½ E. Van Buren Street, Suite A, Woodstock, Illinois 60098, is seeking a Public-Private Partnership with the **City of Woodstock** (Illinois) to support EMH Consulting Group, Inc. in their endeavors in building an economically sustainable film business in downtown historic Woodstock, Illinois.

The City of Woodstock, known for its small town charm, is a unique location that has drawn Hollywood producers, directors and actors to visit and produce films locally. EMH Consulting Group, Inc. is bringing its operations to historic downtown Woodstock to continue on that tradition.

What is an economically sustainable film business?

An economically sustainable film business is able to produce high-quality films on a regular basis, by relying on some level of consistent financial investment and is able to continue to supply films to the market over a sustained period. Reliance on investor assistance and community support is therefore more a result of the system in which they are operating rather than any financial or corporate weakness.

Additionally, the film industry overall is recession-resistant. Even at times of economic downturn, Americans still go to movie theatres, even if only to escape the realities of economically challenging times.

1) Total Investment: EMH Consulting Group, Inc. is requesting a *one-time*, total investment of \$25,000 from the City of Woodstock. EMH Consulting Group, Inc. is investing \$300,000 on an annual basis.

2) Investment Structure: The investment will be made into Public-Private Partnership for the purpose of funding a Content Arts Fund. The parties to the Public-Private Partnership will be **The City of Woodstock** and **EMH Consulting Group, Inc.** consisting of Cary Granat, Ed Jones, and our respective partners. Each party will own 50% of the venture.

3) Primary Recoupment of Investment:

- a) The City of Woodstock can recoup their investment in first priority position with an upfront payment of 15% for each project that is developed through EMH Consulting Group's "creative incubator" (i.e.: book, script, TV pilot, etc.) that is sold.
- b) Additionally, the City of Woodstock would receive a backend payment of 10%, after the project has recouped all of its costs.

- c) \$50,000 will be paid to the City of Woodstock if and when a piece of content becomes a TV or Film project. This fee will be transferred as an obligation into the budget upon the transference of rights to the Production company.
- d) Project profits would replenish the City of Woodstock's *one-time* initial payment to EMH, additionally, 75% of the funds would go into a Content Arts Fund that EMH would administer on behalf of the City going forward.
- e) The remainder of the 25% of funds, thereafter, would simply go to the City of Woodstock for their own usage.
- f) EMH would recoup 25% from each project to assist in payroll, office, overhead and other expenses.

Economic Impact

There are multiple reasons for the City of Woodstock to support a *one-time* investment of \$25,000 to EMH to support its activities.

Expanding EMH Consulting Group, Inc. within the City of Woodstock to meet its growing demand in the industry and attract additional inward investment will make a significant contribution to the City's overall objective of achieving sustainable growth within the economy.

Woodstock, Illinois and its surrounding area within McHenry County provide a unique location to the film industry along with a range of professionals with the skills and expertise to support the growth within this market.

Additionally, EMH Consulting Group, Inc. provides a hub for creative industries and opportunities for the development of skills and new innovations which are critical to the competitiveness of EMH Consulting Group, Inc. and the long-term future of film industry expansion in Woodstock, Illinois.

EMH Consulting Group, Inc. estimates significant job growth to the area.

Direct Financial Return

This refers to the actual monetary return on investment the city can experience via the partnership. The 15% return on content sold, as an example, and any other actual dollar figure returns the city would directly enjoy.

Local Economic Impact

The creation of the incubator, internship, and mentorship programs would provide immediate local economic impact in the form of additional staff and program participants on the Square and within City limits on a regular basis.

Community Return

The incubator, internship, and mentorship programs will create an exciting new venture in the heart of Woodstock that will appeal to a wide variety of people. It would create the incentive for young people interested in the film industry to stay and work in Woodstock, as well as provide an influx of highly creative individuals of varied backgrounds all working and potentially

living in the community. This positively impacts numerous facets of our community in ways that are not easily quantified, yet highly valuable nonetheless.

Roles and Responsibilities of Public Sponsor

The City of Woodstock shall work collaboratively with EMH Consulting Group, Inc. in a supportive, reliable, predictable and consistent environment to implement EMH Consulting Group, Inc.'s strategy in developing an economically sustainable media market.

This may include, but not be limited to, any of the following tasks and duties as required:

- (a) Coordinate any potential grant opportunities with their staffed grant coordinator.
- (b) Act as an event sponsor for EMH coordinated events including, but not limited to film releases, book releases, film festivals and other community events in alignment with the Public-Private Partnership.
- (c) Allow EMH to utilize the City's marketing firm, a5 to promote EMH Consulting Group, Inc.'s expansion and as well as any of the Public-Private Partnership events within the Woodstock community, via the REAL Woodstock campaign.

Roles and Responsibilities of Company

The objective is to create a self-sustaining program that will assist EMH Consulting Group, Inc. in their operations, allowing EMH Consulting Group, Inc. to develop and host an increasing number of events and activities that enable greater exposure for the City of Woodstock and increased community involvement.

Additionally, EMH Consulting Group, Inc. will support the following endeavors:

- (a) Work collaboratively with the City of Woodstock in a supportive, reliable, predictable and consistent environment to implement EMH Consulting Group, Inc.'s strategy in developing an economically sustainable media market.
- (b) Cultivate a creative incubator to nurture the growth and development of creative professionals, creative organizations, and/or creative enterprises
- (c) Develop an internship program in partnership with local high schools and universities, working with roughly ten (10) interns monthly
- (d) Offer "speed pitching" opportunity monthly to local, undiscovered talent
- (e) Launch a major Film Festival in Woodstock
- (f) Create opportunities for future expansion of feature film production within Woodstock, Illinois
- (g) Develop a "Movie Premier Night" marketing campaign to locally launch Hollywood films at Woodstock's very own, Classic Cinemas
- (h) Continue building on Woodstock's history as an arts and entertainment destination

Should the City of Woodstock find this proposal agreeable, we will formalize the agreement.



111 ½ East Van Buren Street, Suite A, Woodstock, Illinois 60098

EMH Creative Writing Program
Memorandum of Understanding (MOU)

The following terms constitute the Memorandum of Understanding between the writing applicant ("WRA") and the Woodstock/EMH Creative Writing Program ("Program"). This is a program administered by EMH Consulting Group, Inc. ("EMH") in collaboration with the City of Woodstock, Illinois.

- 1) Agreement:** This is binding agreement between WRA and Program that can not be superseded by any other agreement without the express written consent by EMH Consulting Group, Inc.
- 2) WRA Obligations:** the writer agrees and commits to follow the twelve (12) week program that will be outlined for them by the EMH staff. This is a unique and intense program that will require commitment, weekly meetings, work that the WRA will be expected to complete according to pre-set guidelines.
- 3) EMH Obligations:** EMH will provide weekly meetings, mentoring, constructive writing lessons, and sales counseling.
- 4) Sole Ownership:** All ownership, copyright, and title in the work completed by WRA will belong to the WRA with the exception of ideas that are granted to the WRA from EMH. In the instance whereby EMH elects to provide a WRA with a concept, treatment, pitch, or other idea than that would be done in writing, in advance, under select terms. All original ideas that the WRA creates belong 100% to them.
- 5) Financial Obligations to the City of Woodstock:** On all sales of WRA material the following terms shall prevail:
 - a) 15% of all upfront sales proceeds will go to the City of Woodstock
 - b) 10% of all back end fees and/or buyout fees will go to the City of Woodstock
 - c) \$50,000 will be paid to the City of Woodstock if and when a piece of content becomes a TV or Film project. This fee will be transferred as an obligation into the budget upon the transference of rights to the Production company.

6) Financial Obligations to EMH Consulting Group, Inc.: On all sales of WRA material the following terms shall prevail:

- a) 25% of all upfront proceeds will go to EMH Consulting Group, Inc. to cover all administrative and overhead fees
- b) 10% of all back end fees and/or buyout fees will go to EMH Consulting Group, Inc.

This Agreement represents the complete understanding between the writing applicant ("WRA") and the Woodstock/EMH Creative Writing Program administered by EMH Consulting Group, Inc. supersedes any prior oral understandings, and may not be amended except in writing signed by the WRA and EMH.

If the foregoing is acceptable to you, please so indicate by signing below.

ACCEPTED AND AGREED TO:

Name of Writing Applicant (Print)

Representative of EMH Consulting Group, Inc. (Print)

Signature of Writing Applicant

Signature Representative of EMH Consulting Group, Inc.

Date

Date