



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

May 5, 2020

7:00 p.m.

Individuals wishing to address the City Council are invited to come forward to the podium and be recognized by the Mayor; provide their name and address for purposes of the record, if willing to do so; and make whatever appropriate comments they would like.

The complete City Council packet is available 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.

*In light of the current COVID-19 public health emergency, this meeting will be conducted remotely. The public can listen and comment, when appropriate, by calling in to participate at: 312-626-6799, the Meeting ID is 937 4886 6755. In order for a member of the public to be recognized for comments, dial *9 on your telephone at the appropriate times during the meeting. Members of the public can also attend online by clicking [here](#). Prior to the meeting, questions may also be forwarded via email to citymanager@woodstockil.gov.*

The proceedings of the City Council meeting are live streamed on the City of Woodstock's website, www.woodstockil.gov. Recordings can be viewed, after the meeting date, on the website.

I. CALL TO ORDER

II. ROLL CALL

III. FLOOR DISCUSSION

A. Proclamations:

1. National Economic Development Week, May 4th - 9th
2. National Police Week, May 10th - 16th
3. National Public Works Week, May 17th - 23rd

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

- B. Public Comments
- C. Council Comments

IV. 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:

- 1. April 21, 2020 City Council Meeting

B. WARRANTS:

- 1. #3903
- 2. #3904

C. MINUTES AND REPORTS:

- 1. Police Department March 2020
- 2. Public Works Department March 2020

D. MANAGER'S REPORT NO. 156:

- 1. Affirmation of the Mayor's Emergency Declaration (COVID-19 Emergency)** (156a)
Affirmation by the City Council of a Continuation of the Mayor's Emergency Declaration through May 30, 2020.
- 2. Waiver of the Moratorium for Accepting an Application for Liquor and Video Gaming Licenses for a New Owner, Best Western Hotel, 990 Lake Avenue** (156b)
Authorization to waive the moratorium on the acceptance of applications for a Class E-5V (Hotel small bar and in-room minibar) Liquor License with video gaming for the Best Western Hotel, 990 Lake Avenue, Woodstock, Illinois with the understanding this is not a guarantee of license approval and that it is a one-time waiver for this location only.
- 3. Resolution – Revolving Loan Agreement, My Little Bow Peeps** (156c)
Approval of a Resolution authorizing the Mayor and City Clerk to execute a Revolving Loan Agreement with My Little Bow Peeps, subject to final review and approval by the City Attorney. **DOC. 1**
- 4. Annual Purchase of Squad Cars** (156d)
Approval to purchase three (3) 2021 Ford Utility Police Interceptor vehicles at \$32,828 each for a total of \$98,484 through the NWMC Suburban Purchasing Cooperative from Currie Motors, Frankfort, IL, and expend \$21,000 for all necessary associated up-fit costs.

- 5. Waiver of Competitive Bids and Award of Contract – Mosquito Abatement** (156e)
Approval to waive the requirement for competitive bids and award a contract for 2020 mosquito control services to Clarke for the quoted price of \$5,010 for each application of larvae control products and \$9,380 for each citywide adult mosquito spraying.
- 6. Purchase – FY20/21 Road Salt** (156f)
Approval to award a contract to the lowest responsible bidder, Morton Salt, Inc., Chicago, IL for the purchase of ice control salt to be supplied throughout the winter of FY20/21 at a unit price of \$69.35/ton.
- 7. Ordinance – Surplus Equipment Declaration** (156g)
Approval of an Ordinance designating certain vehicles and equipment as surplus property, and authorizing and directing the City Manager to dispose of said property as allowed by law, including but not limited to sale to the highest bidder on www.GovDeals.com, recycling, donation, and/or disposal. **DOC. 2**
- 8. Consideration of Recommendations for Recreation Department/
Woodstock Water Works / City Band / Park Amenities – COVID -19** (156h)
Approval of certain recommendations in response to COVID-19.

V. DISCUSSION

- 1. Gary W. Anderson – Old Courthouse Review**
- 2. Schedule Future City Council Workshop**

VI. FUTURE AGENDA ITEMS

VII. ADJOURN

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. In light of the COVID-19 emergency and the plan for a remote meeting to protect the public health, please notify the City if you need any special accommodations to follow this meeting remotely.



City Manager's Office
Terry Willcockson
Grants/Communications Manager

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Memo

TO: Roscoe Stelford, City Manager
FROM: Terry Willcockson, Grants/Communications Manager
DATE: April 27, 2020
RE: NATIONAL ECONOMIC DEVELOPMENT WEEK, MAY 4-9, 2020

The City of Woodstock is pleased to offer recognition for the professional expertise and creative efforts demonstrated consistently by members of the City's Department of Economic Development.

The establishment of a National Economic Development Week by the International Economic Development Council (IEDC) brings much-deserved attention to the role played by this Department, as they educate, communicate, coordinate and facilitate understanding of the bountiful benefits offered by the Woodstock community to both businesses and homeowners who locate and reside here.

Economic Development is, above all else, a sales job. As the country works through the enormous economic challenges ahead, Woodstock is fortunate indeed to have a sales force hard at work every day to represent the City's image as ethical, intelligent, cooperative and welcoming.

It is appropriate and timely to acknowledge and reward the ongoing contributions of the Department of Economic Development.

Therefore, it is recommended that the attached Proclamation be approved celebrating National Economic Development Week and recognizing the members of the Woodstock Department of Economic Development for their contributions ensuring the economic vitality and sustainability of the Woodstock Community.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager

PROCLAMATION
Honoring
NATIONAL ECONOMIC DEVELOPMENT WEEK 2020
and
Woodstock's Department of Economic Development

WHEREAS, the year 2020 marks the 4th annual National Week sponsored by the International Economic Development Council (IEDC), and Woodstock joins them in designating the week of May 4 – 9, 2020 as National Economic Development Week, celebrating the theme “Saving Businesses, Saving Jobs;” and,

WHEREAS, ***Woodstock's Department of Economic Development*** promotes economic well-being and quality of life for our community by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and create a stable tax base; and,

WHEREAS, ***Woodstock's Department of Economic Development*** helps new businesses find sites and workers; existing businesses make improvements and expand; entrepreneurs achieve their dreams; neighborhoods become revitalized; and, Woodstock's image be promoted positively to ensure sustainable growth; and,

WHEREAS, ***Woodstock's Department of Economic Development*** works with retail, commercial, manufacturing, industrial and residential developers, business owners, real estate brokers and financial institutions, and provided site selection, zoning and financial technical assistance to 120 businesses last year, with 26 businesses opened representing 162 jobs and \$16 million additional investment in the community; and,

WHEREAS, ***Woodstock's Department of Economic Development*** has truly demonstrated the #EDW2020 theme with their rapid and effective response to the COVID-19 health and economic crisis by creating small business and entrepreneurial loan programs that aided the survival of over 50 local businesses, and conveying up-to-the-minute critical information to businesses via the ChooseWoodstock.com website.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Woodstock, on behalf of all citizens of Woodstock, wishes to congratulate and commend ***Woodstock's Department of Economic Development*** and offer sincere gratitude and appreciation on behalf of both residents and businesses for their dedication and hard work, work that is vitally important as Woodstock, McHenry County, and the rest of the country recover from the unprecedented business and personal challenges experienced globally at this time in history.

APPROVED and ***ADOPTED*** by the City Council of the City of Woodstock, McHenry County, this 5th day of May, 2020.

Brian Sager, Ph.D., Mayor

Cindy Smiley, City Clerk



Police Department
John L. Lieb, 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 III, City Manager
From: John L. Lieb, Chief of Police
Re: Proclamation Acknowledging National Police Week
Date: April 1st, 2020 (May 5th, 2020 City Council Meeting)

In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

During National Police Week we take time to remember those who have lost their lives in the line of duty across the United States of America and acknowledge those in law enforcement who day in and day out put their lives on the line to protect the citizens they serve.

The Woodstock Police Department embraces the tenets of Vision 2020 and assures that, *“Our Police Department is a vigilant guardian of our peaceful city, and businesses and citizens are actively involved in maintaining peace and security.”* The Woodstock Police Department accomplishes this vision through our mission and primary goal which is, *“Providing the highest quality of police services by working with our Community and sharing our mutual responsibilities for safety, service and problem resolution.”*

It is recommended that the attached Proclamation be approved celebrating National Police Week and recognizing the members of the Woodstock Police Department for their contributions ensuring the safety and security of the Woodstock Community.



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***

PROCLAMATION
Honoring
NATIONAL POLICE WEEK 2020
and
Woodstock Police Department

WHEREAS, since 1962, National Police Week has been designated annually to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy, a role that has never been more needed, nor more appreciated, than during this year's COVID-19 nationwide pandemic experience; and

WHEREAS, National Police Week is recognized this year during the week of May 10-16, 2020, with several of the actual live events, held in Washington DC and often gathering crowds of 40,000 participants, being rescheduled until a future time; and

WHEREAS, one of the main events, the National Law Enforcement Officers Memorial Fund's Annual Candlelight Vigil, will still be held, as a virtual event on Wednesday, May 13, 2020, with the reading of names of 307 officers from across the US who gave our country their ultimate sacrifice during 2019, and US flags should be flown at half-staff; and

WHEREAS, this year's ceremony will honor the memory of 11 officers from Illinois, including the 2019 loss of McHenry County Sheriff's Deputy Jacob Keltner, with heartfelt recognition by **Woodstock Police Department** and by the citizens of Woodstock; and

WHEREAS, additional tributes may be made at the website of the National Law Enforcement Officers Memorial Fund, www.nleomf.org, by making a donation and lighting a virtual candle; and

WHEREAS, there are over 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of **Woodstock Police Department**; and

WHEREAS, since the first recorded death in 1791, more than 20,000 US law enforcement officers have made the ultimate sacrifice and been killed in the line of duty, a statistic that gratefully does not include any members of **Woodstock Police Department**, reflective of the outstanding training, supervision, and skills displayed in the performance of their duties.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Woodstock, on behalf of all citizens of Woodstock, wishes to offer this community's sincere appreciation for the safety and security provided residents by members of **Woodstock Police Department**—especially during this extremely dangerous and difficult year—and publicly salutes all law enforcement officers throughout McHenry County and across the nation for their ongoing service and sacrifice.

APPROVED and **ADOPTED** by the City Council of the City of Woodstock, McHenry County, this 5th day of May, 2020.

Brian Sager, Ph.D., Mayor

Cindy Smiley, City Clerk



City Manager's Office
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Memo

TO: Roscoe Stelford, City Manager
FROM: Terry Willcockson, Grants/Communications Manager
DATE: April 27, 2020
RE: NATIONAL PUBLIC WORKS WEEK, MAY 17-23, 2020, PROCLAMATION

The City of Woodstock is once again pleased to offer recognition for one of the most vital and hardest-working departments in the City's structure, one providing safety, security, comfort and environmental beauty to citizens throughout the community—Woodstock Department of Public Works.

The Department is responsible for planning and oversight of construction, maintenance, repair and daily use for Streets, Parks, Water Treatment, Wastewater Treatment, Water & Sewer Conveyance, Fleet Maintenance and Facilities Maintenance. Even through the current unprecedented disruption to daily lives and schedules, the Department of Public Works has continued to respond quickly and professionally to all concerns and requests, providing a sense of normalcy throughout the community, a benefit that cannot be overstated.

We applaud the efforts of Woodstock's Department of Public Works.

It is recommended that the attached Proclamation be approved celebrating National Public Works Week and recognizing the Men and Women of the Woodstock Department of Public Works for their contributions ensuring the safety and security of the Woodstock Community.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager

PROCLAMATION
Honoring
NATIONAL PUBLIC WORKS WEEK 2020
and
Woodstock Department of Public Works

WHEREAS, the public works professionals at **Woodstock Department of Public Works** focus on infrastructure, facilities and services that are of vital importance to our sustainable and resilient community, and to the public health, high quality of life and well-being of the people of Woodstock, and this role has never been more needed, nor more appreciated, than during this year's COVID-19 pandemic experience; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our community's streets and transportation, parks and recreational areas, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Woodstock to gain knowledge and to maintain a progressive interest and understanding of the importance of **Woodstock Department of Public Works** and the wide variety of public works programs they operate daily throughout our community; and,

WHEREAS, the efficiency of the qualified and dedicated personnel who staff **Woodstock Department of Public Works** is materially influenced by the community's attitude and understanding of the importance of the work they perform; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association, and Woodstock joins them in designating the week of May 17 – 23, 2020 as National Public Works Week, celebrating the theme "The Rhythm of Public Works."

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Woodstock, on behalf of all citizens of Woodstock, wishes to congratulate and commend **Woodstock Department of Public Works**, and offer the community's deep gratitude for their dedication, hard work, and invaluable contributions to Woodstock residents' health, safety, comfort, and quality of life, especially during this difficult year.

APPROVED and ***ADOPTED*** by the City Council of the City of Woodstock, McHenry County, this 5th day of May, 2020.

Brian Sager, Ph.D., Mayor

Cindy Smiley, City Clerk

MINUTES
WOODSTOCK CITY COUNCIL
City Council Chambers
April 21, 2020

A regular meeting of the Woodstock City Council was called to order at 7:00 PM on Tuesday, April 21, 2020, by Mayor Sager in the Council Chambers at Woodstock City Hall. Mayor Sager noted this meeting of the Woodstock City Council is being held under the Mayor's Emergency Declaration with Council members attending remotely and those attending at City Hall observing social distancing. Noting there are no members of the public attending the meeting in person, Mayor Sager stated it is being livestreamed as is the City's policy. He explained the procedures to be used by the City Council, City Staff, and the Public to join today's meeting, including how comments may be made and questions asked, and invited all to participate. Mayor Sager explained the Consent Calendar.

A roll call was taken.

COUNCIL MEMBERS PRESENT: Mayor Brian Sager.

COUNCIL MEMBERS ATTENDING REMOTELY: Darren Flynn, Lisa Lohmeyer, Wendy Piersall, Jim Prindiville, Gordon Tebo, and Michael Turner.

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Roscoe Stelford

STAFF ATTENDING REMOTELY: Assistant City Manager/Finance Director Paul Christensen, City Attorney Ruth Schlossberg, IT Director Dan McElmeel, Public Works Director Jeff Van Landuyt, Human Resources Director Debbie Schober, Library Director Nick Weber, Building and Zoning Director Joe Napolitano, and City Planner Darrell Moore.

OTHERS PRESENT: City Clerk Cindy Smiley

OTHERS ATTENDING REMOTELY: none

Mayor Sager noted the presence of a quorum under the revised rules of the Governor during this Covid emergency. City Clerk Smiley confirmed the agenda before the Council is a true and correct copy of the published agenda.

III. FLOOR DISCUSSION

A. Proclamation – National Library Week

Mayor Sager stated this is a proclamation for National Library Week and invited Library Director Nick Weber to make comments.

Mr. Weber thanked the Mayor and City Council for their support of the Library this evening and year-round. He stated he and the Library staff appreciate the City and particularly how they have handled the current situation during these difficult times.

Mayor Sager expressed the City's appreciation of Mr. Weber's leadership of the Library and its gratitude to the Library Board and Library staff.

Without objection, the City Council approved and adopted the *Proclamation Honoring National Library Week and the Woodstock Public Library*.

Mayor Sager read the proclamation and congratulated Mr. Weber. He asked him to extend the Council's sincere thanks to his colleagues at the Library and extended sincere commendations and gratitude on behalf of the community for the contributions made by the Library and its staff.

B. Public Comments

There were no comments forthcoming from the Public.

C. Council Comments

There were no comments forthcoming from the City Council.

IV. CONSENT AGENDA

Motion by M. Turner, second by D. Flynn, to approve the Consent Agenda.

In response to a question from Mayor Sager, there were no items removed from the Consent Agenda by the City Council or the Public.

In response to a question from Mayor Sager, there were no questions or comments raised by members of the City Council or the Public on items on the Consent Agenda.

Mayor Sager affirmed the Consent Agenda to include items A through D-8 as follows:

A. MINUTES OF PREVIOUS MEETING

April 7, 2020 City Council Meeting

B. WARRANTS #3901 #3902

C. MINUTES AND REPORTS

Human Resources Department Monthly Report	February 2020
Woodstock Police Department Monthly Report	February 2020

D. MANAGER'S REPORT NO. 155:

- 1. Affirmation of the Mayor's Emergency Declaration – (COVID-19 Emergency) –** Affirmation by the Council of a Continuation of the Mayor's Emergency Declaration through April 30, 2020.
- 2. Approval of a Delayed Due Date for Video Gaming License –** Approval to delay the payment deadline for FY20/21 Video Gaming License fees of \$1,000 per establishment and \$500 per gaming machine from May 1st to November 2nd at 5:00PM.

3. **FY20/21 Salary Structure and Schedule of Authorized Positions** – Approval of the following FY20/21 Budget items:
 - a) Exhibit III – City of Woodstock FY2020/21 Salary Structure for Non-Represented Employees, identified as Document 1; and
 - b) Exhibit IV – City of Woodstock FY2020/21 Schedule of Authorized Positions/FTEs, identified as Document 2.

4. **Approval of Purchase – Microsoft Office Professional Plus 2019 Licensing** – Approval to purchase 110 copies of Microsoft Office Professional Plus 2019 from Computer Discount Warehouse – Government via the State of Illinois contract for the estimated cost of \$37,300.

5. **Ordinance – Approval of FY20/21 Water/Sewer Rates** - Approval of Ordinance 20-O-28, identified as Document 3, *An Ordinance Amending Portions of Title 6, Chapter 4 of the City Code of the City of Woodstock, McHenry County, Illinois Pertaining to Water and Sewer Rates.*

6. **Award of Contract – Slate Roof for the Opera House** – Authorization to award a contract to Ryan Restorations, Caledonia, IL for the work as quoted in Part II of their proposal in the amount not to exceed of \$27,376 to repair and restore the damaged slate on the Woodstock Opera House north-side roof as soon as can be scheduled.

7. **Ordinance – City Code Amendment – Electric Vehicle Parking** – Approval of Ordinance 20-O-29, identified as Document 4, *An Ordinance Providing for an Amendment to the City Code of the City of Woodstock, McHenry County, Illinois Providing for the Addition of Certain Traffic Regulations*, designating two parking spaces in the Throop Street Metra Lot as being reserved for electric vehicles only.

8. **Ordinance – Approval of FY20/21 Budget** – Approval of Ordinance 20-O-30, *An Ordinance Adopting the City of Woodstock, McHenry County, Illinois Annual Budget for the Fiscal Year 2020-2021.*

A roll call vote was taken. Ayes: D. Flynn, L. Lohmeyer, W. Piersall, J. Prindiville, G. Tebo, M. Turner, and Mayor B. Sager. Nays: none. Abstentions: none. Absentees: none. Motion carried.

V. DISCUSSION

1. Old Courthouse Design

Mayor Sager stated Staff has been actively working on this project with Gary Anderson of Gary W. Anderson Architects, noting this evening Council will see a presentation summarizing what has occurred in conversations with the various businesses that submitted proposals for the Old Courthouse.

City Planner Darrell Moore reminded Council of the City Council Workshop held two months ago at which Staff was given direction to work with the prospective tenants who submitted proposals to work out details and develop building floor plans that worked for all and then come back with a conceptual design package. Mr. Moore described these meetings, stating Staff was able to resolve space issues between the prospective tenants and get everyone within their own space, opining all are still interested in moving forward with the caveat that the COVID-19 impacts may require them to revisit this decision in the future.

Mr. Moore stated he will provide information on the concepts the prospective tenants have been looking at and ask for Council comments and direction as to whether the City is ready to move forward into the next phase where Gary Anderson would make detailed architectural plans and come back with costs.

Mr. Moore first showed renderings of elevations for two concepts of the Throop Street entrance, Elevation A featuring brick and Elevation B featuring, glass noting the benefits of both. He also showed a depiction of the new Throop Street lobby interiors and the central corridor perspective.

Mr. Moore then presented floor plan concepts for all levels of the Old Courthouse and Sheriff's House. He stated the concept for the lower level of the Courthouse and Sheriff's House/Jail features the Public House operating entirely on one level, which appealed to them. He stated they would operate in both buildings with additional seating, including jail cells, in the front of the Sheriff's House and storage in the back. He noted they would have handicap-accessible restrooms and new access to the patio area via a connector that would allow patrons to go left or right into either building.

In response to questions from Councilman Tebo, Mr. Moore explained the new entrance to the Sheriff's House off Cass Street, which would allow traffic to access both levels. He stated the operators of the Public House approved having four entrances.

In response to a question from Councilman Flynn, Mr. Moore stated the operators of the Public House looked at the new front entrance and felt it was a very good access point. Mayor Sager noted this would allow handicap access to the bar. In response to his question concerning access to the jail house area, Mr. Moore stated there could be two options, i.e., a ramp or steps, with Mayor Sager noting this also could be accessible.

In response to a question from Councilman Prindiville, Mr. Moore stated this design allows much more comfortable options for restrooms compared to the cramped facilities now available. Providing more information on this, he opined this is much improved space. Councilman Prindiville opined even more improvement should be made with the bathrooms throughout the building, opining it would be easy to do now. He stated he wished to be sure there is plenty of capacity and advocated for including windows in them if possible.

Councilman Turner opined this plan works surprisingly well, agreeing if changes are to be made, they should be made now.

Mr. Moore then showed a concept floor plan for the first floor of the Sheriff's House and Jail, noting this would be occupied by the Milk House in the front and Ethereal Confections in the rear. He stated the Milk House would use the front as well as a portion of the patio with access up the front stairs or through the elevator, meeting all of their requests. He stated the back would contain a kitchen for Ethereal to serve the 2nd floor and possibly the banquet facility in the Courtroom. Mr. Christensen stated there would be a dumbwaiter to facilitate delivery of food to the upper floor.

In response to a question from Councilman Tebo, Mr. Moore pointed out and described the bathrooms proposed for this portion of the building, noting they will require new plumbing.

In response to questions from the City Council, Mr. Moore described the connectivity of the kitchen to the rest of the building including via stairs, elevator, and the dumbwaiter.

Discussion followed of the bathrooms and who would be responsible for them. Councilwoman Piersall opined the bathrooms in this area will not be adequate for the 50 people who will possibly line up in the hallway waiting to be served by the Milk House.

Councilman Prindiville noted there is no utility space provided such as employee changing rooms, noting it is possible they will have to use one of the bathrooms.

Discussion followed of the bathrooms and utility space. Councilman Turner noted Staff knows the code and the businesses, but asked that they take Council's comments into consideration. He agreed employees might need their own area and advocated for perhaps more dedicated bathrooms. Mr. Moore noted there are more common bathrooms located elsewhere in the buildings. Mr. Christensen stated bathrooms were discussed at length with Gary Anderson, noting they are hard to fit into the existing buildings.

Discussion followed of people entering and exiting the Milk House and the flow of those waiting in line with Mr. Christensen reminding all this is conceptual.

Discussion followed of the stairway with Mr. Christensen noting it must be left as depicted to preserve the historical aspects of the building.

Mr. Moore then showed a conceptual plan for the 2nd floor of the Sheriff's House/Jail, which is proposed to be occupied by Ethereal Confections. He stated this will include jail cells and would be a night club, which would be served by the kitchen on the first floor. He described the flow from the various entrances. Mr. Moore opined this has great potential for a historic feel. Noting this is

intended for Ethereal at present, Mr. Moore opined it would work for a number of different restaurant concepts.

Mr. Moore then presented the concept floor plan for the first floor of the Old Courthouse proposed to be occupied by the Woodstock Public Library. Noting this would include a Library Maker Space, he described the layout and use of this space, opining rooms 7 and 8 could also be included in this area. He stated the tables in this space could be folded and stored, opening the space for other uses during off hours. He noted that room 2 could be used as a retail space to sell items made in the makers' space or Woodstock memorabilia with tourist appeal. Mr. Moore noted the new bathrooms created in this space, the 1970s stairs that are proposed to be removed, and a window that has been added.

Mayor Sager expressed concern about the preservation of the historic aspect of the vault, stating he trusts the vault door will be preserved.

Councilman Prindiville returned to the issue of bathrooms, opining more could be added to this floor and encouraging Staff to continue to look at this. Mr. Moore explained the placement of the bathrooms and the difficulty of locating more in these historic buildings with additional discussion ensuing.

Mayor Sager noted the door to the east is the vault door with the historic chalkboard located just outside of this. He also noted one of the elements of the rooms being discussed is a track all the way around where a ladder was hooked up, opining this may need to be preserved.

In response to Mr. Moore noting his desire to preserve the windows in the rooms being discussed for other functions instead of bathrooms, Councilman Prindiville opined this is a question of priorities, noting this is a public building where bathrooms are important. He urged the City to consider this.

Lengthy discussion ensued of possible locations of additional bathrooms and of additional storage and employee space. Mr. Christensen provided information as to why additional bathroom locations cannot be found on this floor.

Mr. Moore then presented the concept floor plan for the second floor of the Old Courthouse, which is proposed to be occupied by Ethereal Confections as banquet and meeting space. He stated food would be prepared in the kitchen proposed for the Sheriff's House and moved to the catering kitchen on this floor of the Old Courthouse for service. Mr. Moore noted the rear wall of the Courtroom could be opened up and described the other meeting spaces proposed for this floor, noting Meeting Space A could be used for a bar area. He also noted the potential roof deck, which could be used by anyone in the building. He stated Ethereal has looked at this plan and is interested in going forward.

In response to a question from Councilwoman Piersall, it was noted the capacity of the Courtroom itself is estimated to be 150; the Courtroom plus the judge's chambers at 165; and up to 180 with

different configurations. Mr. Moore noted there are more bathrooms proposed than are required by Code and more than are available at the Opera House.

In response to a question from Councilwoman Piersall, Mr. Moore stated the Public House did not present a proposal for the Courtroom banquet space, noting Ethereal submitted the only proposal for this space. He stated it is Ethereal's wish to operate event space, not schedule events.

Discussion ensued of the traffic flow in and out of the catering kitchen. Expressing concerns regarding the layout and usability, Councilman Flynn asked Staff to take another look at this.

Mayor Sager agreed that the layout should consider what would be needed if the user is looking at a broad variety of events or uses in the space. He opined there are two major concerns: the limited footprint and the opportunity to deal with plumbing that does not exist in every location, noting sometimes the load-bearing walls or some historic aspect of the building might preclude changes. He stated this would apply to restroom locations also.

Concerning space for employees to change, etc., Mayor Sager opined it may not be possible for every business to have this space. He also expressed a concern regarding storage space, opining this is always needed.

Opining the plans presented look really good, Councilman Turner stated Staff and Mr. Anderson have taken Council's direction to make a lot of useable space. He expressed agreement with the comments concerning storage and restrooms, noting various areas which could be used for storage, additional restrooms, and a bride's room. Mr. Christensen and Mr. Moore reminded Council of the reasons restrooms cannot be located in certain suggested areas due to lack of plumbing or the presence of historic aspects.

Mayor Sager expressed his gratitude to Staff and Mr. Anderson for creating a plan that successfully uses the space and creates an entrance off Throop. He asked Council individually for their feelings concerning the two Throop Street elevations.

Discussion ensued. In response to questions from the City Council, Mr. Moore stated with both elevations it would be clear this is not part of the original building. He stated he is unaware whether a circle drive would still be possible in this area, but will discuss this with Mr. Anderson. He noted a trash compactor is being considered to accommodate trash for the entire building. He stated he will inquire about the cost of maintenance for both prospective elevations.

Councilwoman Piersall opined Elevation A appears more historic. Whatever elevation is used, she advocated for arched windows, opining they are true to the building.

Councilman Flynn opined Elevation B would draw people in.

Mayor Sager expressed support for Elevation B, noting the historic wall of the Old Courthouse can be seen through the glass. He opined the project should not pretend to try to recreate the historic building.

Councilwoman Lohmeyer expressed support for Elevation B, opining it looks inviting.

Councilman Tebo expressed support for Elevation B, opining it does not take away from the Square, but looks like the future.

Councilman Turner expressed support for Elevation B, noting he would expect it to look new, but also old through the use of materials. He stated he likes the look of the glass and the way it opens up the interior.

Councilman Prindiville stated his wish to keep the glass clean and sharp if Elevation B is selected, opining the City should commit to this.

Noting Council has made explicit comments regarding restrooms, storage, employee amenities, access, and maneuverability, Mayor Sager asked for any other comments, including the proposed rooftop area.

Concerns regarding access, expense, return on investment, and the fact that the rooftop deck area is not connected to a main dining area were voiced. Councilman Prindiville suggested putting in a doorway for future use. Councilwoman Lohmeyer opined it could be a place to read a book. Noting it could be a green area, Councilman Tebo suggested leaving it in the plans for the future. Councilman Turner questioned the area, noting it is directly over the garbage area. In response to a question, Mr. Moore stated this is the only area that would be useable for a rooftop deck.

Councilwoman Piersall stated she is impressed with the plans and the work put in to develop them, noting she is excited to see this project come to fruition. Mayor Sager echoed her comments.

Concerning the next steps, Mayor Sager suggested that Mr. Moore, Mr. Christensen, and Mr. Anderson work together to perfect things to include the Council's comments and then give the Council another opportunity to look at the plans. He stated he also would like to get a basic understanding from the Historic Preservation Commission and get the thoughts of the Old Courthouse and Sheriff's House Commission.

Discussion followed of the timeframe needed to meet the June 1st deadline for application for Historic Tax Credits as related to the needed steps. It was the consensus of the Council that the work on the plans for the Old Courthouse project move ahead with Staff taking Council's comments to Gary Anderson to work together to bring back revisions for review at the May 5th or 19th Council meeting. Mr. Christensen noted the City's application should meet all five criteria to qualify for the Tax Credits.

Mayor Sager expressed appreciation to Staff, the Council, and Mr. Anderson for working together to get to this point.

VI. FUTURE AGENDA ITEMS

A brief discussion ensued of the phasing proposed by the Federal government and how this may impact restaurants and bars.

There were no suggestions by the Council or the Public to add, delete, or amend items on the tentative future agenda.

VIII. ADJOURN

Motion by J. Prindiville, second by D. Flynn, to adjourn this regular meeting of the Woodstock City Council to the next regular meeting held at 7:00 PM on Tuesday, May 5, 2020 in the Council Chambers at City Hall.

Ayes: D. Flynn, L. Lohmeyer, W. Piersall, J. Prindiville, G. Tebo, M. Turner, and Mayor B. Sager.
Nays: none. Abstentions: none. Absentees: none. Motion carried.

The meeting was adjourned at 8:59 PM.

Respectfully submitted,

Cindy Smiley
City Clerk

Name	Department	Total Gross
BARKULIS, KENNETH	BUILDING & ZONING	2,769.60
BERTRAM, JOHN	BUILDING & ZONING	3,297.60
FALSETTI, MEGAN	BUILDING & ZONING	1,993.60
HERFF, KATHLEEN	BUILDING & ZONING	1,008.62
LIMBAUGH, DONNA	BUILDING & ZONING	2,775.20
MOORE, DARRELL	BUILDING & ZONING	3,172.71
NAPOLITANO, JOSEPH	BUILDING & ZONING	3,712.51
WALKINGTON, ROB	BUILDING & ZONING	3,310.40
AMRAEN, MONICA	CITY MANAGER	274.20
COSGRAY, ELIZABETH	CITY MANAGER	1,490.40
HOWIE, JANE	CITY MANAGER	2,673.60
STELFORD III, ROSCOE	CITY MANAGER	6,818.66
WILLCOCKSON, TERESA	CITY MANAGER	2,909.14
JANIGA, JOSEPH	CROSSING GUARDS	341.40
LENZI, RAYMOND	CROSSING GUARDS	438.80
LUCKEY JR, HARRY	CROSSING GUARDS	559.80
LUCKEY, DALE	CROSSING GUARDS	329.10
LUCKEY, ROBERT	CROSSING GUARDS	329.10
MONACK, KIM	CROSSING GUARDS	390.90
ANDERSON, GARRETT D	ECONOMIC DEVELOPMENT	5,008.68
COLTRIN, KRISTA E	ECONOMIC DEVELOPMENT	2,762.65
HAHNE, GEORGE	ECONOMIC DEVELOPMENT	2,418.10
CHRISTENSEN, PAUL N	FINANCE	5,518.10
LIEB, RUTH ANN	FINANCE	2,400.80
MALLON JENKINS, MICHELLE	FINANCE	1,420.00
RAMIREZ, PAOLA	FINANCE	2,033.60
STEIGER, ALLISON	FINANCE	1,993.60
STRACZEK, WILLIAM	FINANCE	2,865.25
DYER, JASON L	FLEET MAINTENANCE	500.00
GROH, PHILLIP	FLEET MAINTENANCE	500.00
LAMZ, ROBERT	FLEET MAINTENANCE	3,079.18
SMITH, DEVIN	FLEET MAINTENANCE	4,867.89
VAN AUKEN, MATTHEW	FLEET MAINTENANCE	4,223.05
MAY, JILL E	HUMAN RESOURCES	2,198.40
SCHOBER, DEBORAH	HUMAN RESOURCES	5,253.62
CHIDO, LOUIS	INFORMATION TECHNOLOGY	2,448.80
MCELMEEL, DANIEL	INFORMATION TECHNOLOGY	3,895.17
BAUGHER, ANGELA	LIBRARY	1,329.44
BERGESON, PATRICIA	LIBRARY	233.76
BRADLEY, KATHERINE	LIBRARY	1,898.95
CAMPBELL, SARAH JANE	LIBRARY	834.72
DAWDY, KIRK	LIBRARY	2,365.86
DEL SANTO, MARYANN	LIBRARY	956.45
FOSNAUGH, CADEN	LIBRARY	139.12
GESSERT, ELIZABETH	LIBRARY	161.50
GROSECLOSE, PAMELA	LIBRARY	1,898.95
HANSEN, MARTHA	LIBRARY	3,367.41
HERNANDEZ, STEPHANIE	LIBRARY	1,528.00
HUGHES, JEFFREY	LIBRARY	161.50
MILLER, LISA	LIBRARY	2,070.40
NAUERT, MARY LOU	LIBRARY	228.00
OLEARY, CAROLYN	LIBRARY	2,177.60
PALMQUIST, PEGGY	LIBRARY	389.48

Name	Department	Total Gross
REWOLDT, BAILEY S	LIBRARY	1,898.95
ROSSI, LISA	LIBRARY	667.68
SAGE, REBECCA	LIBRARY	222.56
SMILEY, BRIAN	LIBRARY	476.00
SUGDEN, MARY	LIBRARY	1,411.28
TOTTON SCHWARZ, LORA	LIBRARY	2,849.54
TRIPP, KATHRYN	LIBRARY	2,000.45
WEBER, NICHOLAS P	LIBRARY	4,495.94
WICKERSHEIM, SHAWN	LIBRARY	991.23
ZAMORANO, CARRIE	LIBRARY	2,334.62
ADKINS, HOLLY	OPERA HOUSE	161.28
BETH, RAYMOND	OPERA HOUSE	310.80
BREEN, MICHAEL	OPERA HOUSE	250.80
CAMMARATA, FRANK	OPERA HOUSE	146.30
CAMPBELL, DANIEL	OPERA HOUSE	3,617.30
CHAKKALAMURI, MARILYN	OPERA HOUSE	161.28
CHASE, GWYN	OPERA HOUSE	368.64
COSGRAY, DANIEL	OPERA HOUSE	167.20
DAWSON, LISA	OPERA HOUSE	1,591.48
EASTMAN, LARISSA	OPERA HOUSE	322.56
ERENS, SUSAN	OPERA HOUSE	368.64
FOGAL, CHRISTINA	OPERA HOUSE	1,040.00
GLEASON, HOLLY	OPERA HOUSE	2,317.50
GRAZIANO STRAUS, ANGELINA	OPERA HOUSE	276.48
GREEN, MAXWELL	OPERA HOUSE	167.20
HERVERT, ERIK	OPERA HOUSE	104.50
LETOURNEAU, THOMAS	OPERA HOUSE	69.12
MCCORMACK, JOSEPH	OPERA HOUSE	2,700.32
MILLER, MARGARET	OPERA HOUSE	229.90
PANNIER, LORI ANN	OPERA HOUSE	420.80
PUZZO, DANIEL	OPERA HOUSE	900.00
ROBEY, MAXWELL	OPERA HOUSE	250.80
WELLS, GAIL	OPERA HOUSE	207.36
BIRDSELL, CHRISTOPHER	PARKS	7,010.56
EDDY, BRANDON	PARKS	7,212.19
KUEHN, CARLIE	PARKS	21,597.40
LECHNER, PHILIP A	PARKS	12,734.86
LESTER, TAD	PARKS	8,447.48
LYNK, CHRIS	PARKS	3,079.18
MASS, STANLEY PHILIP	PARKS	7,883.10
MECKLENBURG, JOHN	PARKS	10,004.33
OLEARY, PATRICK	PARKS	9,340.25
SPRING, TIMOTHY	PARKS	11,420.73
ABRAHAMSEN, SHARON L	POLICE	3,606.84
BERNARDI, NICHOLAS	POLICE	2,467.17
BERNSTEIN, JASON	POLICE	3,672.81
BRANUM, ROBBY	POLICE	4,088.80
BUTLER, MICHAEL	POLICE	2,445.84
CARRENO, IVAN	POLICE	2,275.20
CIPOLLA, CONSTANTINO	POLICE	4,516.69
DEMPSEY, DAVID	POLICE	3,672.80
DIDIER, JONATHAN D	POLICE	1,899.20
DIFRANCESCA, JAN	POLICE	2,652.00

Name	Department	Total Gross
DOLAN, RICHARD	POLICE	4,049.64
EISELSTEIN, FRED	POLICE	3,948.27
FARNUM, PAUL	POLICE	3,026.34
FISCHER, ADAM D	POLICE	3,026.34
FOURDYCE, JOSHUA	POLICE	4,344.80
GALLMAN, CHRISTOPHER	POLICE	2,388.96
GUSTAFSON, SAMUEL	POLICE	2,388.96
GUSTIS, MICHAEL	POLICE	3,856.44
HENRY, DANIEL	POLICE	3,856.44
KAROLEWICZ, ROBIN	POLICE	2,652.00
KIVLEY, MARK	POLICE	2,410.29
KOPULOS, GEORGE	POLICE	4,099.20
KRYSIAK, KIMBERLY	POLICE	913.00
LANZ II, ARTHUR R	POLICE	4,521.63
LIEB, JOHN	POLICE	5,225.74
LINTNER, WILLIAM	POLICE	3,672.80
MARSHALL, SHANE	POLICE	3,856.80
MEZA, HECTOR	POLICE	2,766.96
MINNITI, CARLO	POLICE	2,577.96
MORTIMER, JEREMY	POLICE	4,343.00
MRZLAK, CHRISTINE	POLICE	913.00
MUEHLFELT, BRETT	POLICE	3,672.80
NICKELS, THOMAS	POLICE	2,635.20
PARSONS, JEFFREY	POLICE	4,650.39
PETERSON, CHAD	POLICE	328.68
PRENTICE, MATTHEW	POLICE	3,175.20
PRITCHARD, ROBERT	POLICE	4,463.76
RAPACZ, JOSHUA	POLICE	4,040.00
REED, TAMARA	POLICE	2,255.20
SCHMIDT, LUCAS	POLICE	2,275.20
SCHRAW, ADAM	POLICE	4,200.77
SHARP, DAVID	POLICE	3,333.60
SVEHLA, SPENSER	POLICE	2,275.20
SYKORA, SARA	POLICE	913.00
TABAKA, RANDALL S	POLICE	583.10
VALLE, SANDRA	POLICE	3,672.80
VORDERER, CHARLES	POLICE	3,672.81
HICKEY, TIMOTHY	PUBLIC WORKS ADMIN	2,239.20
LEWAKOWSKI, NICOLE	PUBLIC WORKS ADMIN	1,936.80
POURCHOT, KARYN	PUBLIC WORKS ADMIN	1,900.00
TIEDT, CHRISTOPHER	PUBLIC WORKS ADMIN	4,538.46
VAN LANDUYT, JEFFREY J	PUBLIC WORKS ADMIN	5,373.14
BENDA, KRISTINA	RECREATION CENTER	20.90
DANDREA, TIFFANY	RECREATION CENTER	83.60
DUNKER, ALAN	RECREATION CENTER	2,642.26
GARZA, ANNA	RECREATION CENTER	506.88
GRIVNA, JUSTIN	RECREATION CENTER	703.08
GUIF, HANNAH	RECREATION CENTER	503.04
HICKS, MICHAEL S	RECREATION CENTER	455.04
LEITZEN, ABBY-GALE	RECREATION CENTER	62.70
LISK, MARY LYNN	RECREATION CENTER	2,730.78
MAIDMENT, GRACE	RECREATION CENTER	472.32
MCELMEEL, EMMA	RECREATION CENTER	67.93

Name	Department	Total Gross
MERA, KARLA	RECREATION CENTER	138.24
MILLER, KYLE	RECREATION CENTER	144.38
OSWALD, ALICIA	RECREATION CENTER	420.48
PEREZ, MARIELA	RECREATION CENTER	104.50
RADLOFF, BRITNEY	RECREATION CENTER	374.40
REA, JIMENA	RECREATION CENTER	167.20
REESE, AIMEE	RECREATION CENTER	313.44
RICHARDS, KELLY	RECREATION CENTER	334.40
ROCKWOOD, REAGAN	RECREATION CENTER	156.75
SCHMITT, RONALD	RECREATION CENTER	417.36
SWAN, ABIGAIL	RECREATION CENTER	161.98
TORREZ, RENEE	RECREATION CENTER	2,409.47
VIDALES, REBECCA	RECREATION CENTER	2,734.94
VIDALS, ABIGAIL	RECREATION CENTER	691.00
WASHINGTON, JONATHAN	RECREATION CENTER	74.25
ZAMORANO, GUILLERMO	RECREATION CENTER	506.88
ZINNEN, JOHN DAVID	RECREATION CENTER	4,602.53
BUTENSCHOEN, GAVIN	SEWER & WATER MAINT	3,986.59
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINT	19,694.54
MAJOR, STEPHEN	SEWER & WATER MAINT	8,948.66
MARTENSON, ALEX	SEWER & WATER MAINT	3,908.57
MAXWELL, ZACHARY	SEWER & WATER MAINT	11,050.97
ORTEGA II, GASPAR	SEWER & WATER MAINT	23,711.08
PARKER, SHAWN	SEWER & WATER MAINT	3,278.26
WILLIAMS, BRYANT P	SEWER & WATER MAINT	17,905.84
BURGESS, JEFFREY	STREETS	9,679.12
CHAUNCEY, JUDD T	STREETS	17,444.74
LOMBARDO, JAMES	STREETS	14,473.04
MARTINEZ JR, MAURO	STREETS	11,594.81
SCHACHT, TREVOR	STREETS	8,766.69
STOLL, MARK T	STREETS	13,752.89
VIDALES, ROGER	STREETS	8,575.81
WEGENER, JAMES	STREETS	7,439.85
BAKER, WAYNE	WASTEWATER TREATMENT	9,569.32
BOETTCHER, BRADLEY	WASTEWATER TREATMENT	18,218.17
BOLDA, DANIEL	WASTEWATER TREATMENT	9,739.62
GEORGE, ANNE	WASTEWATER TREATMENT	3,865.77
SHEAHAN, ADAM	WASTEWATER TREATMENT	8,315.28
VIDALES, HENRY	WASTEWATER TREATMENT	9,047.68
GARRISON, ADAM	WATER TREATMENT	8,614.18
HOFFMAN, THOMAS	WATER TREATMENT	8,598.29
SCARPACE, SHANE	WATER TREATMENT	9,005.92
SMITH, WILLIAM	WATER TREATMENT	3,635.20
WHISTON, TIMOTHY	WATER TREATMENT	8,188.00
Grand Totals:	203	709,232.81

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
125909	BETTY CRAWFORD	PROGRAM REFUND	20.00-	V GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 125909:			20.00-			
126849	ELM USA INC	BUFFING MACHINE SUPPLIES	289.95-	V LIBRARY	SUPPLIES	08-00-6-606
Total 126849:			289.95-			
126990	BICOASTAL PRODUCTIONS LLC	PERFORMANCE FEE DAILY SHOW	7,000.00-	V PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
Total 126990:			7,000.00-			
127043	MOHSEN BERNARD AHMAD AMINI	TALISK PERFORMANCE	3,500.00-	V PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
Total 127043:			3,500.00-			
127044	MOHSEN BERNARD AHMAD AMINI	TALISK HOTEL BUY OUT	400.00-	V PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
Total 127044:			400.00-			
127051	PORTLAND CELLO PROJECT LLC	PERFORMACE FEE PORTLAND CELL	8,500.00-	V PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
Total 127051:			8,500.00-			
127388	EW TRAINING INC	COVID-19 EMERGENCY LOAN	5,000.00-	V EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127388:			5,000.00-			
127534	USA BLUEBOOK	ALUMINIUM SULFATE FOR PHOSHOR	3,576.61-	V WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 127534:			3,576.61-			
127545	CHERRY TREE INN LLC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127545:			5,000.00			
127546	CHILLY WILLIE'S	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127546:			5,000.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127547	EW TRAINING INC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127547:			5,000.00			
127548	FRAWLEY LED	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127548:			5,000.00			
127549	JC HEAVY EQUIPMENT REPAIR & WEL	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127549:			5,000.00			
127550	JIMMY'S MUSIC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127550:			5,000.00			
127551	JTS MARKETING INC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127551:			5,000.00			
127552	LIQUID BLUES LTD	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127552:			5,000.00			
127553	MIDAS TOUCH	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127553:			5,000.00			
127554	NACHIS SC LLC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127554:			5,000.00			
127555	SERIEN MANUFACTURING, INC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127555:			5,000.00			
127556	WINESTOCK MARKET	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127556:			5,000.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127557	COMMONWEALTH EDISON	ELECTRIC	40.11	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
127557	COMMONWEALTH EDISON	STREET LIGHTS	85.65	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127557	COMMONWEALTH EDISON	ELECTRIC	238.34	PARKS FUND	ELECTRICITY	06-00-5-540
Total 127557:			364.10			
127558	COMMONWEALTH EDISON	STREET LIGHTS	989.19	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
Total 127558:			989.19			
127559	CONSTELLATION NEWENERGY	STREET LIGHTS	6.27	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127559	CONSTELLATION NEWENERGY	STREET LIGHTS	393.95	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127559	CONSTELLATION NEWENERGY	STREET LIGHTS	45.42	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127559	CONSTELLATION NEWENERGY	STREET LIGHTS	179.04	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127559	CONSTELLATION NEWENERGY	STREET LIGHTS	443.19	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
127559	CONSTELLATION NEWENERGY	ELECTRIC	169.20	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
Total 127559:			1,237.07			
127560	JAVIER PEREZ-GOMEZ	3026327070-13 W/S REFUNF	327.16	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 127560:			327.16			
127576	ADVANCE AUTO PARTS	HAMMER HOSES	321.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
127576	ADVANCE AUTO PARTS	HYDR REPAIRS	169.00	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
127576	ADVANCE AUTO PARTS	HYDR PARTS	99.40	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
127576	ADVANCE AUTO PARTS	HOSE/FILTER	4.17	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
127576	ADVANCE AUTO PARTS	TRUCK 34 PARTS	89.21	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
127576	ADVANCE AUTO PARTS	HYDR FITTIGNS	73.02	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 127576:			755.80			
127577	AFLAC REMITTANCE PROCESSING	INSURANCE PREMIUM-AFLAC	155.07	GENERAL FUND	PAYROLL W/H ADJUSTMENTS	01-00-0-211
Total 127577:			155.07			
127578	ALTA EQUIPMENT COMPANY	ATN VOLVO STARTER	708.85	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
Total 127578:			708.85			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127579	AMAZON	LIBRARY MATERIALS	1,794.50	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 127579:			1,794.50			
127580	ARAMARK	UNIFORM CLEANING	27.13	GENERAL FUND	UNIFORMS	01-07-4-453
127580	ARAMARK	UNIFORM CLEANING	35.09	GENERAL FUND	UNIFORMS	01-06-4-453
127580	ARAMARK	UNIFORM CLEANING	19.23	PARKS FUND	UNIFORMS	06-00-4-453
127580	ARAMARK	UNIFORM CLEANING	46.17	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
127580	ARAMARK	UNIFORM CLEANING	46.17	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
127580	ARAMARK	UNIFORM CLEANING	35.09	GENERAL FUND	UNIFORMS	01-06-4-453
127580	ARAMARK	UNIFORM CLEANING	19.23	PARKS FUND	UNIFORMS	06-00-4-453
127580	ARAMARK	UNIFORM CLEANING	27.13	GENERAL FUND	UNIFORMS	01-07-4-453
Total 127580:			255.24			
127581	ASSOCIATED ELECTRICAL CONTRAC	PW SERVICES	1,596.45	GENERAL FUND	SERVICE TO MAINTAIN BUILDINGS	01-07-5-550
127581	ASSOCIATED ELECTRICAL CONTRAC	LIFT STATION TRAFFIC BOX	1,500.00	WATER & SEWER CIP	LIFT STATION IMPROVEMENTS	61-00-7-710
Total 127581:			3,096.45			
127582	AUTO TECH CENTER INC	TIRE DISPOSAL	24.50	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
127582	AUTO TECH CENTER INC	TIRE DISPOSAL	27.50	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 127582:			52.00			
127583	BANKERS ADVERTISING COMPANY	PROMOTIONAL BAGS	405.02	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
Total 127583:			405.02			
127584	BOTTS WELDING SERVICE	TEST LANE	21.50	GENERAL FUND	SERVICE TO MAINTAIN VEHICLES	01-06-5-553
127584	BOTTS WELDING SERVICE	VACTOR PARTS	26.06	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
127584	BOTTS WELDING SERVICE	SUPPLIES	80.80	GENERAL FUND	SUPPLIES	01-06-6-606
127584	BOTTS WELDING SERVICE	TRAILER SWITCH	11.20	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
127584	BOTTS WELDING SERVICE	PARTS FOR WATER SYSTEM	83.16	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
127584	BOTTS WELDING SERVICE	PARTS FOR WATER SYSTEM	17.16	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 127584:			239.88			
127585	BRENDA GRISOLIA	REC CENTER REFUND	70.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127585:			70.00			
127586	BRYAN HENNING	REC CENTER MEMBERSHIP REFUND	40.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127586:			40.00			
127587	BULL VALLEY FORD	TRIM	51.13	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
127587	BULL VALLEY FORD	WASHER HOSES	21.99	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
127587	BULL VALLEY FORD	WASHER NOZZLE	7.27	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 127587:			80.39			
127588	CABAY & COMPANY, INC	PW PARKS CABAY	131.54	PARKS FUND	SUPPLIES	06-00-6-606
127588	CABAY & COMPANY, INC	PW FLEET CABAY	43.89	GENERAL FUND	SUPPLIES	01-07-6-606
127588	CABAY & COMPANY, INC	PW STREETS CABAY	131.67	GENERAL FUND	SUPPLIES	01-06-6-606
127588	CABAY & COMPANY, INC	PW SW CABAY	117.04	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
127588	CABAY & COMPANY, INC	HAND SANITIZER	159.64	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
127588	CABAY & COMPANY, INC	COVID 19	94.37	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 127588:			678.15			
127589	CALL ONE	PHONE - CM	67.34	GENERAL FUND	COMMUNICATIONS	01-01-5-501
127589	CALL ONE	PHONE - FN	68.67	GENERAL FUND	COMMUNICATIONS	01-03-5-501
127589	CALL ONE	PHONE - HR	28.34	GENERAL FUND	COMMUNICATIONS	01-04-5-501
127589	CALL ONE	PHONE - BZ	68.67	GENERAL FUND	COMMUNICATIONS	01-05-5-501
127589	CALL ONE	PHONE - PW	107.89	GENERAL FUND	COMMUNICATIONS	01-08-5-501
127589	CALL ONE	PHONE - REC	150.73	GENERAL FUND	COMMUNICATIONS	01-09-5-501
127589	CALL ONE	PHONE - ED	26.92	GENERAL FUND	COMMUNICATIONS	01-12-5-501
127589	CALL ONE	PHONE - IT	13.51	GENERAL FUND	COMMUNICATIONS	01-13-5-501
127589	CALL ONE	PHONE - WWW	54.93	AQUATIC CENTER FUND	COMMUNICATIONS	04-00-5-501
127589	CALL ONE	PHONE - REC CNTR	55.42	RECREATION CENTER FUND	COMMUNICATIONS	05-00-5-501
127589	CALL ONE	PHONE - PD	295.39	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
127589	CALL ONE	PHONE - OH	243.16	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
127589	CALL ONE	PHONE - LIB	206.15	LIBRARY	COMMUNICATIONS	08-00-5-501
127589	CALL ONE	PHONE - WT	184.64	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
127589	CALL ONE	PHONE - WWT	327.95	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
127589	CALL ONE	PHONE - WATER/SEWER	1,134.70	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127589:			3,034.41			
127590	CDW GOVERNMENT, INC.	RACK MOUNT DISPLAY/KEYBOARD	593.99	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
127590	CDW GOVERNMENT, INC.	KVM	639.50	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
127590	CDW GOVERNMENT, INC.	KVM CONSOLE	1,147.79	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
Total 127590:			2,381.28			
127591	CINTAS CORPORATION	FLEET MED CABINET	15.09	GENERAL FUND	SUPPLIES	01-07-6-606
127591	CINTAS CORPORATION	PW PARK MED CABINET	45.20	PARKS FUND	SUPPLIES	06-00-6-606
127591	CINTAS CORPORATION	STREETS MED CABINET	45.27	GENERAL FUND	SUPPLIES	01-06-6-606
127591	CINTAS CORPORATION	SW MED CABINET	40.21	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
127591	CINTAS CORPORATION	CINTAS WPD	81.82	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 127591:			227.59			
127592	CITY OF WOODSTOCK	WWT TAPPAN #1	82.42	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
127592	CITY OF WOODSTOCK	WWT TAPPAN #3	6,682.36	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
Total 127592:			6,764.78			
127593	COMCAST	INTERNET - FIRST ST	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
127593	COMCAST	INTERNET - TAPPAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
127593	COMCAST	INTERNET - 800 DIECKMAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
127593	COMCAST	INTERNET - CITY HALL	223.35	GENERAL FUND	COMMUNICATIONS	01-13-5-501
127593	COMCAST	INTERNET - OPERA HOUSE	128.40	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
127593	COMCAST	INTERNET - LIBRARY	78.40	LIBRARY	COMMUNICATIONS	08-00-5-501
127593	COMCAST	INTERNET - NERCOM	143.35	WIRELESS FUND	COMMUNICATIONS	15-00-5-501
127593	COMCAST	PW - TV	41.60	GENERAL FUND	DUES & SUBSCRIPTIONS	01-08-4-454
Total 127593:			850.30			
127594	COMMONWEALTH EDISON	REC CENTER ELECTRIC	1,206.44	RECREATION CENTER FUND	ELECTRIC	05-00-6-604
Total 127594:			1,206.44			
127595	COMPLETE NORTHERN ILLINOIS FEN	BATES FENCE REPAIR	3,255.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127595:			3,255.00			
127596	CONNIE OLSON	REC CENTER MEMBERSHIP REFUND	60.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127596:			60.00			
127597	CONSERV FS	GAS	146.20	GENERAL FUND	GASOLINE & OIL	01-08-6-602
127597	CONSERV FS	GAS	302.85	GENERAL FUND	GASOLINE AND OIL	01-05-6-602
127597	CONSERV FS	GAS	13.92	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
127597	CONSERV FS	GAS	34.81	GENERAL FUND	GAS & OIL	01-07-6-602
127597	CONSERV FS	GAS	436.87	POLICE PROTECTION FUND	GASOLINE & OIL	03-00-6-602
127597	CONSERV FS	GAS	.89	GENERAL FUND	GAS & OIL	01-09-6-602
127597	CONSERV FS	DIESEL	50.27	GENERAL FUND	GAS & OIL	01-07-6-602
127597	CONSERV FS	DIESEL	854.67	PARKS FUND	GASOLINE & OIL	06-00-6-602
127597	CONSERV FS	DIESEL	394.55	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	DIESEL	1,921.21	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	GAS	61.77	GENERAL FUND	GAS & OIL	01-09-6-602
127597	CONSERV FS	GAS	515.11	PARKS FUND	GASOLINE & OIL	06-00-6-602
127597	CONSERV FS	GAS	486.87	PARKS FUND	GASOLINE & OIL	06-00-6-602
127597	CONSERV FS	GAS	220.88	PARKS FUND	GASOLINE & OIL	06-00-6-602
127597	CONSERV FS	GAS	245.09	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	DIESEL	728.23	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	DIESEL	9.10	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-51-6-602
127597	CONSERV FS	GAS	235.36	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	DIESEL	53.48	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
127597	CONSERV FS	DIESEL	502.02	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-51-6-602
127597	CONSERV FS	GAS	476.37	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	GENERATOR FUEL	97.16	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
127597	CONSERV FS	GAS	510.86	GENERAL FUND	GAS & OIL	01-06-6-602
127597	CONSERV FS	PARKS MATERIALS BATES	611.26	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
127597	CONSERV FS	DIESEL	2,284.28	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
127597	CONSERV FS	GAS	420.79	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-50-6-602
Total 127597:			11,614.87			
127598	CORE & MAIN LP	MATERIALS FOR WATER SYSTEM	163.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 127598:			163.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127599	COTG	XEROX CLICK COUNT - PD ADMIN	65.94	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 127599:			65.94			
127600	CROWN RESTROOMS	CROWN RESTROOMS	149.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
Total 127600:			149.00			
127601	CRYSTAL CLEAN	USED OIL	53.20	ENVIRONMENTAL MANAGEMENT FUN	WASTE DISPOSAL SERVICES	90-00-5-560
Total 127601:			53.20			
127602	CURRAN MATERIALS COMPANY	UPM - PICK UP	203.40	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
127602	CURRAN MATERIALS COMPANY	UPM - PICK UP	45.60	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 127602:			249.00			
127603	CYNTHIA VANDERSTAPPEN	FITNESS INSTRUCTOR	80.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127603:			80.00			
127604	DAN MC ELMEEL	CELL PHONE REIMBURSEMENT	480.00	GENERAL FUND	COMMUNICATIONS	01-13-5-501
Total 127604:			480.00			
127605	DENA MAXWELL PIANO STUDIO	REC PIANO LESSONS	580.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 127605:			580.00			
127606	DIRECT FITNESS SOLUTIONS, LLC	RC EQUIPMENT REPAIRS	115.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
127606	DIRECT FITNESS SOLUTIONS, LLC	RC EQUIPMENT REPAIRS	26.00	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
Total 127606:			141.00			
127607	DOOR SERVICES, INC	CH DOOR SERVICE	1,308.50	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
Total 127607:			1,308.50			
127608	DR JOHN EVANS	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127608:			5,000.00			
127609	EDITH VASQUEZ BLANCO	REC CENTER REFUND	50.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127609:			50.00			
127610	ED'S AUTOMOTIVE	TEST LANE	90.00	GENERAL FUND	SERVICE TO MAINTAIN VEHICLES	01-06-5-553
127610	ED'S AUTOMOTIVE	TEST LANE	30.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. VEHICLES	60-52-5-553
Total 127610:			120.00			
127611	ED'S RENTAL AND SALES INC.	REC CENTER CEILING CLEANING	33.60	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 127611:			33.60			
127612	ERIN BOELHOWER	REC CENTER REFUND	80.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127612:			80.00			
127613	FASTENAL COMPANY	SUPPLIES	32.23	GENERAL FUND	SUPPLIES	01-06-6-606
Total 127613:			32.23			
127614	FOX VALLEY FIRE & SAFETY CO.	RADIO MAINTENANCE	1,944.00	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550
Total 127614:			1,944.00			
127615	FRANK A QUATTINO & ASSOC LLC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127615:			5,000.00			
127616	FRIENDS OF THE OLD COURTHOUSE	COVID DEPOSIT REFUND	200.00	PERFORMING ARTS	FACILITY RENTAL	07-00-2-360
Total 127616:			200.00			
127617	GALLS LLC	TRAINING GUNS	101.83	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
Total 127617:			101.83			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127618	GARY W ANDERSON ARCHITECTS	OLD COURTHOUSE - GWAA PLAN PR	11,486.02	TIF CIP	OLD COURTHOUSE	42-00-7-729
Total 127618:			11,486.02			
127619	GASVODA AND ASSOCIATES, INC.	VALVE OPERATOR	1,162.72	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 127619:			1,162.72			
127620	GAVERS ASPHALT PAVING	DOWNTOWN SNOW REMOVAL	5,500.00	MOTER FUEL TAX FUND	EQUIPMENT RENTAL	12-00-5-588
127620	GAVERS ASPHALT PAVING	BACKFILL MATERIAL	1,527.76	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 127620:			7,027.76			
127621	GEOSTAR MECHANICAL, INC.	REPAIR REC CENTER GAS VALVE	905.14	RECREATION CENTER FUND	SERVICE TO MAINTAIN BUILDING	05-00-5-550
Total 127621:			905.14			
127622	GREAT LAKES TECHNOLOGIES LLC	COVID-19	3,840.00	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 127622:			3,840.00			
127623	HEATHER OLSON	REC CENTER MEMBERSHIP REFUND	30.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127623:			30.00			
127624	HI VIZ INC	SIGNAGE	160.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
127624	HI VIZ INC	SIGNAGE	90.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
Total 127624:			250.00			
127625	ILLINI POWER PRODUCTS	GENERATOR REPAIR	839.46	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-50-5-552
Total 127625:			839.46			
127626	INDEPTH GRAPHICS & PRINTING	BUSINESS CARDS WPD - GUSTIS	52.45	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 127626:			52.45			
127627	JEREMY BIDWELL	TBALL REFUND	45.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127627:			45.00			
127628	JILL FLORES	FITNESS INSTRUCTOR	168.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127628:			168.00			
127629	JILL VANREETH	FITNESS INSTRUCTOR	200.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127629:			200.00			
127630	JON-DON	CLEANING SUPPLIES	104.62	RECREATION CENTER FUND	OFFICE/JANITORIAL SUPPLIES	05-00-6-606
Total 127630:			104.62			
127631	JOSIE PALA	FITNESS INSTRUCTOR	481.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127631:			481.00			
127632	JUSTIN W JEROMINSKI	20256140002 W/S REFUND	744.48	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 127632:			744.48			
127633	KATHI WALKINGTON	REC CENTER REFUND	25.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127633:			25.00			
127634	KATHY MALES	REC CENTER REFUND	70.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127634:			70.00			
127635	KOZIOL REPORTING SERVICE	LABOR RELATIONS	142.50	GENERAL FUND	LABOR RELATIONS	01-04-5-503
Total 127635:			142.50			
127636	KRISTINA HERMANSSON	FITNESS INSTRUCTOR	60.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127636:			60.00			
127637	LAURA CRAIN	REFUND PART OF REC CEN PASS	30.00	RECREATION CENTER FUND	SHORT-TERM MEMBERSHIPS	05-00-3-327

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127637:			30.00			
127638	LIONHEART CRITICAL POWER SPECI	WWT GENERATOR MAINTENANCE	1,634.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
Total 127638:			1,634.00			
127639	LORI TROUT	MEMBERSHIP REFUND	25.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127639:			25.00			
127640	MARY JO YUMOL	MEMBERSHIP REFUND	30.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127640:			30.00			
127641	MARY PAULEY	RC MEMBERSHIP REFUND	100.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127641:			100.00			
127642	MENARDS	PARKS SUPPLIES	49.99	PARKS FUND	SUPPLIES	06-00-6-606
127642	MENARDS	SUPPLIES	107.96	GENERAL FUND	SUPPLIES	01-06-6-606
127642	MENARDS	SUPPLIES	7.96	GENERAL FUND	SUPPLIES	01-06-6-606
127642	MENARDS	SUPPLIES	68.95	GENERAL FUND	SUPPLIES	01-06-6-606
127642	MENARDS	SUPPLIES	9.98	GENERAL FUND	SUPPLIES	01-06-6-606
127642	MENARDS	SUPPLIES	24.90	GENERAL FUND	SUPPLIES	01-06-6-606
127642	MENARDS	PAINT BRUSHES	30.95	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127642	MENARDS	PAINT ROLLERS	17.76	PARKS FUND	MATERIAL TO MAINTAIN BLDGS.	06-00-6-620
127642	MENARDS	PW MATERIALS	11.97	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
127642	MENARDS	MURIATIC ACID FOR RC POOL	23.94	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127642	MENARDS	PARTS FOR SEWER SYSTEM	14.99	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
127642	MENARDS	REC SUPPLIES	9.99	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127642	MENARDS	REC CENTER LIGHTS	123.93	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127642	MENARDS	REC CENTER PAINT	103.23	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127642	MENARDS	SUPPLIES	29.67	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
127642	MENARDS	SUPPLIES	8.38	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
Total 127642:			544.57			
127643	MERCY HEALTH SYSTEM	DRUG TESTING	133.00	GENERAL FUND	DRUG TESTING	01-04-5-510
127643	MERCY HEALTH SYSTEM	PHYSICAL EXAMS	44.00	GENERAL FUND	PHYSICAL EXAMINATIONS	01-04-4-453

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127643:			177.00			
127644	METROPOLITAN INDUSTRIES, INC.	CONTRACTOR REPAIRS TO LIFT STAT	1,768.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
127644	METROPOLITAN INDUSTRIES, INC.	CELL DATA - IRVING LIFT STATION	45.00	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
Total 127644:			1,813.00			
127645	MICHAEL COMBS	REC CENTER REFUND	30.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127645:			30.00			
127646	MICHELLE FAWKES	TBALL REFUND	45.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 127646:			45.00			
127647	MIDWEST SALT LLC	SALT SEMINARY	2,123.38	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
127647	MIDWEST SALT LLC	SALT SEMINARY	1,990.42	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
127647	MIDWEST SALT LLC	SALT SEMINARY	2,218.79	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
127647	MIDWEST SALT LLC	SALT FIRST ST	2,852.12	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
127647	MIDWEST SALT LLC	SALT SEMINARY	2,272.59	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
Total 127647:			11,457.30			
127648	MOLLY O'CONNOR	FITNESS INSTRUCTOR	125.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127648:			125.00			
127649	MORTON SALT	BULK ROAD SALT	30,376.57	MOTER FUEL TAX FUND	ICE CONTROL MATERIAL	12-00-6-572
Total 127649:			30,376.57			
127650	NICOR	NICOR WWW BATHHOUSE	74.00	AQUATIC CENTER FUND	FUEL - HEATING	04-00-6-603
127650	NICOR	NICOR WWW BATHHOUSE	102.95	AQUATIC CENTER FUND	FUEL - HEATING	04-00-6-603
127650	NICOR	GAS FOR EMERGENCY GENERATOR	47.76	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 127650:			224.71			
127651	NIR ROOF CARE	LIBRARY ROOF MAINTENANCE	596.00	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
127651	NIR ROOF CARE	CH ROOF REPAIR	596.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127651:			1,192.00			
127652	NITE EQUIPMENT INC	FLATBED	6,578.00	GENERAL FUND-CIP	PARKS - VEHICLE REPLACEMENT	82-07-7-704
Total 127652:			6,578.00			
127653	OVERDRIVE INC	EBOOKS	223.02	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
127653	OVERDRIVE INC	EBOOKS	226.86	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 127653:			449.88			
127654	P. F. PETTIBONE & COMPANY	UNIFORM COMMENDATION BARS	850.00	POLICE PROTECTION FUND	UNIFORM ALLOWANCE	03-00-4-453
Total 127654:			850.00			
127655	PATRICIA BARRETT	REC CENTER HOLD	20.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127655:			20.00			
127656	POMP'S TIRE SERVICE INC	TRACTOR TIRES	376.34	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
127656	POMP'S TIRE SERVICE INC	TRACTOR TIRES	345.72	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
127656	POMP'S TIRE SERVICE INC	TIRES	383.27	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
127656	POMP'S TIRE SERVICE INC	TIRES	509.36	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
127656	POMP'S TIRE SERVICE INC	TIRES	860.28	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
127656	POMP'S TIRE SERVICE INC	TIRE RETURN	860.28	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
127656	POMP'S TIRE SERVICE INC	TRUCK 26 TIRES	1,335.00	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
127656	POMP'S TIRE SERVICE INC	TIRES	1,688.88	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
127656	POMP'S TIRE SERVICE INC	LEAF TIRES	769.48	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
127656	POMP'S TIRE SERVICE INC	TIRES	257.18	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
Total 127656:			5,665.23			
127657	POOLBLU	REC CENTER SAND FOR POOL FILTE	920.40	RECREATION CENTER FUND	EQUIPMENT	05-00-7-720
127657	POOLBLU	REC CENTER SPA REPAIR	531.10	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
127657	POOLBLU	REC CENTER SPA REPAIR	282.92	RECREATION CENTER FUND	MATERIAL TO MAINTAIN POOL	05-00-6-622
127657	POOLBLU	RC BROMINE	666.45	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127657	POOLBLU	RC BROMINE	485.02	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127657	POOLBLU	REC CENTER NEW WHIRLPOOL HEAT	4,026.44	RECREATION CENTER FUND	EQUIPMENT	05-00-7-720
127657	POOLBLU	REC CENTER SPA REPAIR	116.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
127657	POOLBLU	REC CENTER NEW CONTROLLERS	3,206.00	RECREATION CENTER FUND	EQUIPMENT	05-00-7-720
127657	POOLBLU	RC BROMINE	748.12	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127657	POOLBLU	REC CENTER SPA REPAIR	228.32	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
127657	POOLBLU	RC BROMINE	73.72	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127657	POOLBLU	RC BROMINE	407.50	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
127657	POOLBLU	REC CENTER PUMP REPAIR	11.61	RECREATION CENTER FUND	MATERIAL TO MAINTAIN POOL	05-00-6-622
127657	POOLBLU	REC CENTER PUMP REPAIR	142.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
127657	POOLBLU	REC CENTER PUMP REPAIR	277.14	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
127657	POOLBLU	RC BROMINE	322.99	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
Total 127657:			12,445.73			
127658	PRAIRIECATE	PRAIRIE CAT MEMBERSHIP	7,894.08	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 127658:			7,894.08			
127659	PRODUCERS CHEMICAL COMPANY	SODIM THIOSULFATE	1,647.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 127659:			1,647.00			
127660	Q AND A REPORTING	MINUTES	148.10	POLICE PENSION	LEGAL	70-00-5-502
Total 127660:			148.10			
127661	QUADIENT INC	QUADIENT	22.20	POLICE PROTECTION FUND	LEASES & PROFESSIONAL SVCS	03-00-5-543
Total 127661:			22.20			
127662	QUILL CORPORATION	WPD SUPPLIES	53.35	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
127662	QUILL CORPORATION	WPD SUPPLIES	181.59	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
127662	QUILL CORPORATION	WPD SUPPLIES	700.61	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
127662	QUILL CORPORATION	WPD SUPPLIES	15.56	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 127662:			951.11			
127663	REA-7 TRUCKING INC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 127663:			5,000.00			
127664	RED IRON TAVERN INC	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127664:			5,000.00			
127665	ROESCH FORD	PICKUP TRUCK	30,518.00	GENERAL FUND-CIP	PARKS - VEHICLE REPLACEMENT	82-07-7-704
Total 127665:			30,518.00			
127666	ROSANNE SENN	REC CENTER REFUND	50.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127666:			50.00			
127667	ROTARY CLUB OF WOODSTOCK	ROTARY DUES - STELFORD	57.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-01-4-454
127667	ROTARY CLUB OF WOODSTOCK	ROTARY LUNCHES	150.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
Total 127667:			207.00			
127668	SARAH LEE	REC CENTER MEMBERSHIP REFUND	40.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127668:			40.00			
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	112.22	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	112.22	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	56.11	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	125.39	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	56.11	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
127669	SHERWIN-WILLIAMS CO ACCOUNTS	REC CENTER PAINT	230.04	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 127669:			692.09			
127670	SUNSET	TREE CONTRACTOR	1,500.00	PARKS FUND	TREE TRIMMING & REMOVAL	06-00-5-563
Total 127670:			1,500.00			
127671	SYED MANSOOR	REC CENTER MEMBERSHIP REFUND	30.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127671:			30.00			
127672	SYNAGRO TECHNOLOGIES INC	SLUDGE FROM S PLANT TO N PLANT	4,360.50	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551
127672	SYNAGRO TECHNOLOGIES INC	SLUDGE FROM S PLANT TO N PLANT	4,360.50	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127672:			8,721.00			
127673	TANYA THOMAS	REC CENTER REFUND	185.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127673:			185.00			
127674	TARA CALABRESE	FITNESS INSTRUCTOR	100.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
127674	TARA CALABRESE	FITNESS INSTRUCTOR	149.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 127674:			249.00			
127675	TINA SCARPELLI	ESSENTIAL OIL 101	80.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 127675:			80.00			
127676	TRITECH FORENSICS INC	COVID	484.50	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
127676	TRITECH FORENSICS INC	WPD SUPPLIES	200.50	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 127676:			685.00			
127677	TURNKEY DIGITAL	SQUARE WEBSITE APRIL PAYMENT	2,080.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 127677:			2,080.00			
127678	TYLER LONG	SCOREKEEPER	132.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 127678:			132.00			
127679	ULINE ATTN: ACCOUNTS RECEIVABLE	GLOVES	90.00	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
127679	ULINE ATTN: ACCOUNTS RECEIVABLE	GLOVES	282.03	PARKS FUND	UNIFORMS	06-00-4-453
Total 127679:			372.03			
127680	UNITED LABORATORIES	SUPPLIES	476.50	GENERAL FUND	SUPPLIES	01-06-6-606
127680	UNITED LABORATORIES	SUPPLIES	27.17	GENERAL FUND	SUPPLIES	01-06-6-606
127680	UNITED LABORATORIES	GREASE CONTROLING CHEMICALS	109.52	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
127680	UNITED LABORATORIES	SUPPLIES	279.00	GENERAL FUND	SUPPLIES	01-06-6-606
127680	UNITED LABORATORIES	SUPPLIES	246.01	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127680:			1,138.20			
127681	UNUM LIFE INSURANCE COMPANY	05/20 STANDARD COVERAGE	617.48	HEALTH/LIFE INSURANCE FUND	LIFE INSURANCE PREMIUMS	75-00-5-541
127681	UNUM LIFE INSURANCE COMPANY	05/20 ADDITIONAL COVERAGE	17.57	HEALTH/LIFE INSURANCE FUND	LIFE INSURANCE PREMIUMS	75-00-5-541
127681	UNUM LIFE INSURANCE COMPANY	05/20 ADDITIONAL COVERAGE	1,027.66	PAYROLL TAXES	FLEX- LIFE	99-99-9-963
Total 127681:			1,662.71			
127682	UPS	SHIPPING	8.40	GENERAL FUND	POSTAGE	01-05-6-601
127682	UPS	SHIPPING	50.12	GENERAL FUND	UPS HOLDING ACCOUNT	01-00-0-212
Total 127682:			58.52			
127683	USA BLUEBOOK	LAB CHEMICALS	183.27	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
127683	USA BLUEBOOK	LAB CHEMICALS	338.47	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
127683	USA BLUEBOOK	LAB CHEMICALS	63.95	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
127683	USA BLUEBOOK	LAB CHEMICALS	621.04	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
Total 127683:			1,206.73			
127684	VIKING CHEMICAL COMPANY	CHLORINE & FLUORIDE	2,118.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
127684	VIKING CHEMICAL COMPANY	CYLINDER CREDIT	1,345.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
Total 127684:			773.00			
127685	VISION SERVICE PLAN (IL)	30-053954-0001	62.89	HEALTH/LIFE INSURANCE FUND	EXCESS INSURANCE PREMIUMS	75-00-5-545
Total 127685:			62.89			
127686	WAL-MART COMMUNITY	TWEEN NIGHT	21.27	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
127686	WAL-MART COMMUNITY	RC VENDING SUPPLIES	38.53	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
Total 127686:			59.80			
127687	WALTER LANG	MEMBERSHIP REFUND	20.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 127687:			20.00			
127688	WILL ENTERPRISES	DEV BBALL JERSEYS	1,902.40	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 127688:			1,902.40			
127689	WOODSTOCK CUSD#200 BUILDINGS	D200 MARCH 2020	5,070.60	POLICE PROTECTION FUND	GASOLINE & OIL	03-00-6-602
Total 127689:			5,070.60			
127690	WOODSTOCK FIRE & RESCUE DISTR	WIRELES	4,806.00	WIRELESS FUND	WFRD ADMINISTRATIVE FEES	15-00-5-512
Total 127690:			4,806.00			
127691	WOODSTOCK INDEPENDENT	CENSUS INDEPENDENT AD	310.00	GENERAL FUND	PRINTING SERVICES	01-01-5-537
Total 127691:			310.00			
127692	WOODSTOCK POWER EQUIPMENT, I	WHEELS	326.40	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
Total 127692:			326.40			
127693	ZUKOWSKI ROGERS FLOOD MCDL	LEGAL FEES	162.50	ADMIN ADJUDICATION FUND	LEGAL SERVICES	14-00-5-502
Total 127693:			162.50			
Grand Totals:			273,398.78			



Police Department
John L. Lieb, Chief of Police
656 Lake Avenue
Woodstock, Illinois 60098

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

To: Roscoe C. Stelford III, City Manager
From: John L. Lieb, Chief of Police
Re: March 2020 Monthly Report
Date: April 16th, 2020

Woodstock Police either initiated or responded to 1,418 calls for service during the month of March; 154 fewer service calls created than in March 2019.

There were 73 reported crimes during the month; 15 more than reported in March 2019. There were 2 more criminal arrests comparing this March with last year. There were 59 fewer traffic arrests compared to March 2019. Lastly, there were 20 fewer vehicle crashes this March compared to 2019.

In a report from the K9 Unit Supervisor, Sergeant Tino Cipolla states, “K9 Officer Abrahamsen (nee Freund) and Blue were utilized a total of ten times during the month of March 2020. Those K9 deployments included traffic stops made by patrol units and K9 Officer Abrahamsen/Blue in which they recovered cannabis and drug paraphernalia in violation of the Recreational Adult Use Marijuana Act. K9 Officer Abrahamsen and Blue were called to assist outside agencies on one occasion for a track for the McHenry City PD for multiple burglary suspects. Lastly, K9 enforcement activity in conjunction with patrol operations activity was lower than normal due to the threat of COVID-19.”

The following information has been reported by Detective Sergeant Josh Fourdyce in regard to highlights in the Investigations Division:

- On March 3rd, Detective Dolan investigated a Missing Juvenile. The juvenile returned home the next day without incident.
- On March 4th, Officer Gustis and Detective Dolan investigated a Possession of Child Pornography complaint. This case remains open at this time.
- On March 5th, Detective Marshall assumed a Death Investigation from the Patrol Division. The death occurred due to natural causes.



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

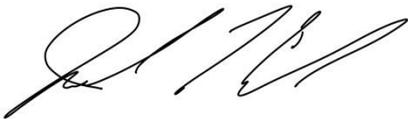
- On March 6th, Detective Dolan was assigned a Missing Juvenile Investigation. He located the juvenile and assisted the family in arranging additional care.
- On March 6th, Detective Dolan was assigned a Forgery investigation. The suspect in the matter was passing counterfeit 100 dollar bills. His successful investigation led to 2 felony Forgery counts against the suspect.
- On March 10th, with the assistance of the Illinois State Police, the entire Investigations Division conducted Alcohol Compliance Checks on Liquor License holders throughout Woodstock. Just one business was found not to be in compliance by selling alcohol to a person under the age of 21.
- On March 11th, Detective Sergeant Fourdyce assisted the Patrol Division with a Criminal Sexual Assault that occurred on a cruise ship in international waters. The Miami/Dade Sheriff's Office handles these investigations. The evidence and report were properly forwarded to the correct jurisdiction.
- On March 12th, Detective Dolan was assigned a Possession of Child Pornography investigation. Detective Dolan learned that the crimes had occurred outside of Woodstock, and worked with an investigator with the McHenry County Sheriff's Department to ensure that the case was properly turned over to the MCSO Detective.
- On March 19th, Detective Dolan was assigned a Death Investigation. The investigation revealed the victim had died of natural causes.
- On March 26th, Detective Dolan learned of a Violent Offender Against Youth who was not properly keeping up with the requirements of his registration. After consulting with the McHenry County State's Attorney's Office, Detective Dolan was able to charge the suspect for the violation.
- Detective Sharp was assigned an Aggravated Battery to an Infant case that occurred in November, 2019. On March 26th, due to his extensive and dogmatic investigation, he was able to charge the suspect with three felonies, including one Class X felony that carried a \$500,000 bond. He worked directly with many medical professionals, DCFS, and the McHenry County State's Attorney's Office in order to see the case to a successful conclusion.
- The Investigations Division welcomed a new Evidence Custodian to the division during the month of March. Chad Peterson, a former WPD Dispatcher, took on the duties previously handled by Lou Gebler. He spent the month learning his new job duties.
- SRO Prentice and SRO Gustis were active at the beginning of the month in their roles as School Resource Officers at Woodstock and Woodstock North High Schools. Upon the closure of the schools due to the coronavirus, they both joined the Patrol Division.

Other Woodstock Police Department activities and highlights for the month of March include:

- Attendance and participation by numerous members of the Department in a cumulative of over 160 hours of police training. Included in these training hours is the highly-regarded Crisis Intervention Team (CIT) training by two of our officers; CIT equips officers with the ability to better serve those who are experiencing mental health crisis.
- On March 1st, Officer Farnum and Officer Bernardi utilized their CPR training with the assistance of an AED to revive an individual who had collapsed in his backyard. Recently, several WPD Officers have resuscitated individuals using CPR and AEDs. The Officers of WPD continue to impress in many areas, but in the area of “Community Caretaking,” they exceed all expectations.
- On March 1st, an individual who is interested in a law enforcement career conducted a ride-along with one of the Woodstock police officers.
- On March 3rd, the Field Training Officer cadre met to discuss the newer Officers who are in Field Training and still on a probationary status. All indications are that the current roster is filled with capable and professional officers.
- On March 3rd, one of Woodstock’s newest officers, Mark Kivley, was ceremonially sworn-in by Woodstock BOFPC Chairman Ron Giordano at the City Council meeting. The Kivley Family and a contingent of WPD officers joined the City Council in witnessing the ceremony.
- On March 5th, Deputy Chief Lanz and Chief Lieb participated in the Criminal Justice Advisory Committee Meeting as guests of McHenry County College. The goal of the meeting was to share knowledge and ideas on how to best educate potential future law enforcement professionals.
- On March 6th, the McHenry County Chiefs of Police Association held its annual “Officer of the Year” (OOTY) event. School Resource Officer Matt Prentice was the WPD nominee for his efforts in establishing a “Stop the Bleed” program at the two public high schools. Even though SRO Prentice’s nomination was strong, numerous officers from Crystal Lake were named as the OOTY for their investigative efforts in the AJ Freund case.
- On March 9th, Chief Lieb joined Assistant Superintendent McAdow and Mayor Sager at what will likely be the only spring DARE graduation.
- On March 9th, Sarah Michehl, Community Engagement Specialist for the Land Conservancy of McHenry County, was the guest speaker for the “Coffee With The Chief” program. She provided a very interesting presentation on all things related to the honorable efforts to preserve natural and wooded areas in, and around, Woodstock.
- On March 11th, a WPD Officer met with approximately 15 students at the School of Expressive Arts and Learning to discuss various aspects of being a police officer.

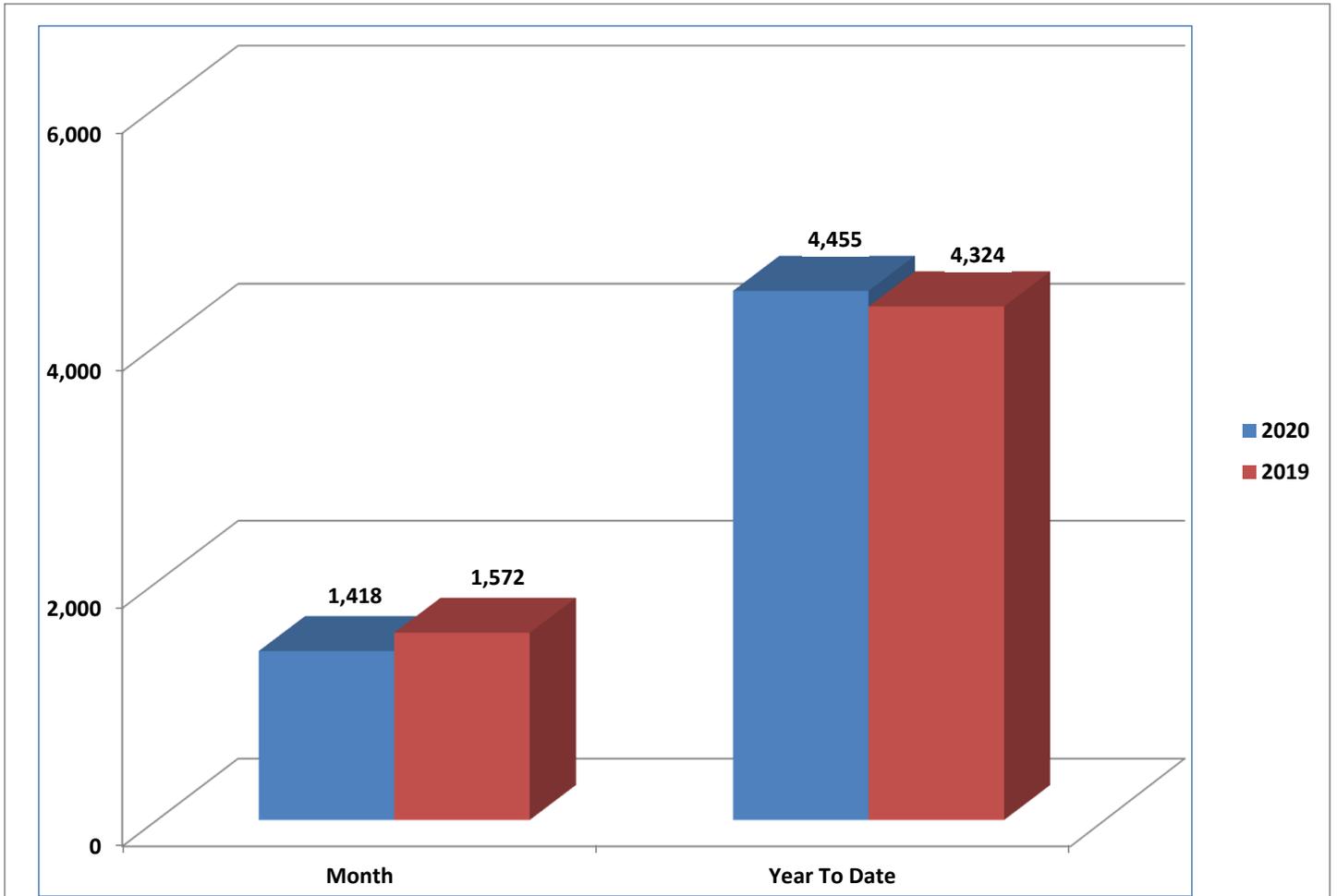
- On March 11th, Deputy Chief Lanz and Chief Lieb attended the unveiling ceremony of “Deputy Jake Keltner Memorial Way” outside of the Sheriff’s Office. Deputy Keltner was killed in the line of duty on March 7th, 2019, while attempting to apprehend a violent fugitive.
- On March 14th, a contingent of officers conducted a safety and security detail during the Benton St. “Shamrocked” event. The event occurred without anything significant to report.
- On March 25th, DC Parsons, DC Lanz, and Chief Lieb virtually attended the emergency meeting for City Council in regard to the Mayor’s Emergency Declaration as it pertained to the COVID-19 threat. Prior to, and since then, the Woodstock Police Department has amended its operating procedures that provides a balance between keeping officers as safe as possible and providing 24/7 full police protection to the City.
- On March 1st through March 31st, despite the COVID-19 pandemic, every member of the Woodstock Police Department endeavored to exemplify the department’s mission statement: “Providing the highest quality of police services by working with our community and sharing our mutual responsibilities for safety, service, and problem resolution.” Thank you for your continued support as we continue to serve the Woodstock Community.

With sincerest respect,

A handwritten signature in black ink, appearing to read 'J. Lieb', written in a cursive style.

John L. Lieb
Chief of Police

WOODSTOCK POLICE DEPARTMENT MARCH 2020 MONTHLY REPORT



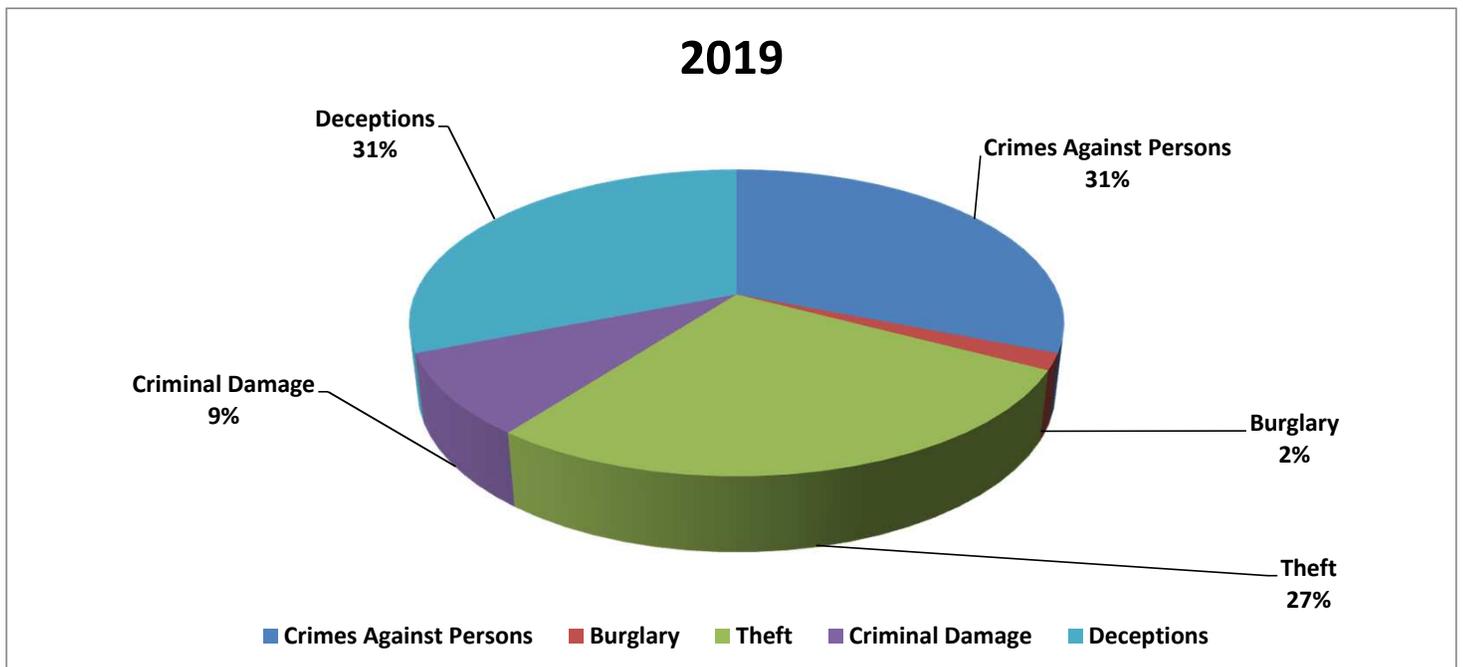
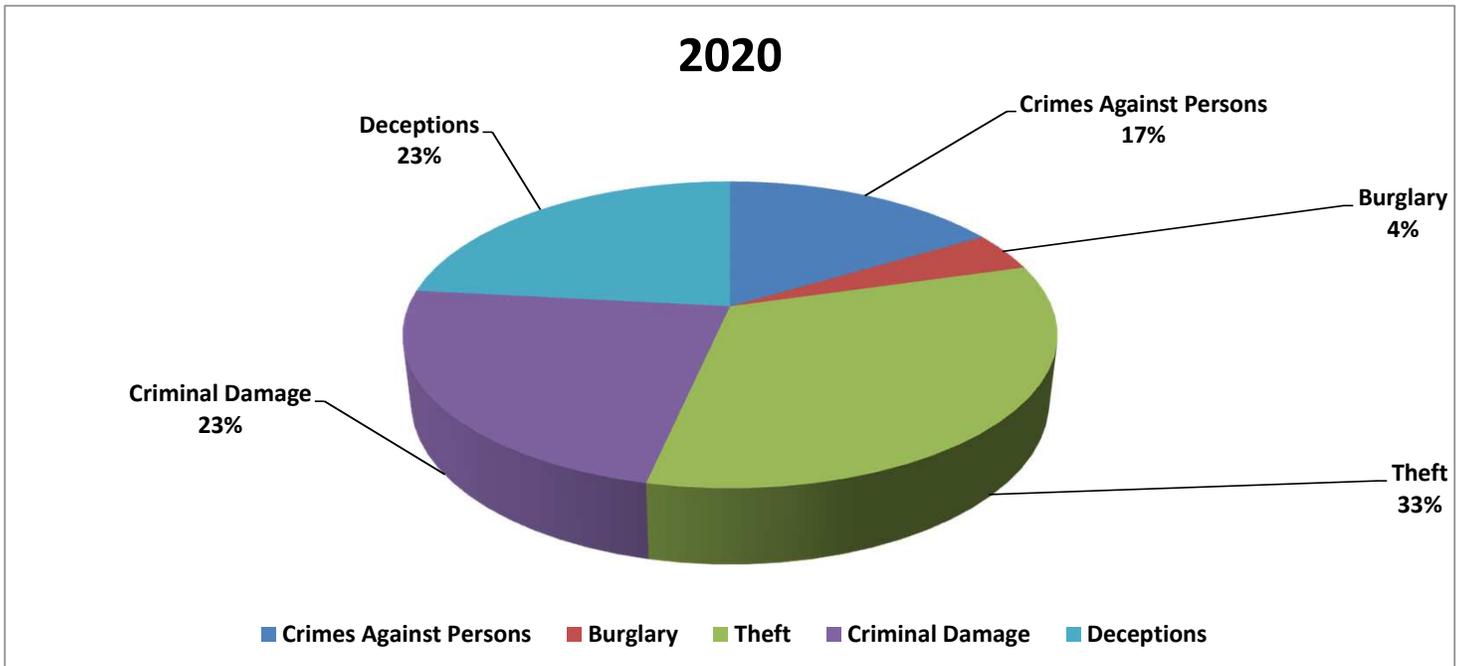
CALLS FOR POLICE SERVICE

WOODSTOCK POLICE DEPARTMENT

MARCH 2020 MONTHLY REPORT

REPORTED CRIME CATEGORIES	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
CRIMES AGAINST PERSONS				
Homicide	0	0	0	0
Criminal Sexual Abuse	1	3	7	9
Robbery	0	1	1	1
Battery	8	14	54	52
Assault	3	0	5	2
Reckless Homicide	0	0	0	0
CRIMES AGAINST PROPERTY				
Burglary	0	1	0	1
Burglary to Residence	0	0	0	0
Burglary to Vehicle	3	0	3	1
THEFTS				
Felony	5	3	10	9
Misdemeanor	9	4	27	12
Retail Theft	9	8	19	28
Motor Vehicle Theft	1	1	2	2
CRIMINAL DAMAGE TO PROPERTY				
Felony	1	1	2	3
Misdemeanor	16	4	37	17
Arson	0	0	0	0
DECEPTIONS				
Deceptive Practice	0	2	1	2
Forgery	11	4	17	9
Theft of Labor / Service	0	1	0	2
All Other Deceptions	6	11	16	21
TOTAL CRIMES REPORTED	73	58	201	171

WOODSTOCK POLICE DEPARTMENT MARCH 2020 MONTHLY REPORT



REPORTED CRIMES COMPARISONS

WOODSTOCK POLICE DEPARTMENT

MARCH 2020 MONTHLY REPORT

ARREST SUMMARY / TRAFFIC DATA	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
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CRIMINAL ARRESTS

Crimes Against Persons	10	10	33	23
Crimes Against Property	2	5	14	12
Crimes Against Society	12	2	45	9
Arrests for Outside Agencies	3	4	17	21
Juvenile Arrests	8	12	28	51
Total Criminal Arrests	35	33	137	116

TRAFFIC ARRESTS

From Accidents	13	29	71	104
Driving Under the Influence	6	2	11	4
Driving While Suspended	4	15	29	35
Insurance Violations	14	14	51	38
Other Traffic Arrests	116	152	357	325
Total Traffic Arrests	153	212	519	506

TRAFFIC CRASHES

Fatal Crashes	0	1	0	1
Personal Injury	6	4	20	14
Property Damage	22	35	99	141
Private Property	14	22	39	57
Total Crashes	42	62	158	213

WOODSTOCK POLICE DEPARTMENT

MARCH 2020 MONTHLY REPORT

MISCELLANEOUS SERVICES	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
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GENERAL INFORMATION

Calls for Service	1,418	1,572	4,455	4,324
Miles Patrolled	20,304	21,489	63,472	60,704
Total Written Reports	267	298	819	870
Tavern Checks	305	373	1,262	1,009
Outside Agency Assists	4	5	30	33
Fire/Rescue Calls	356	397	1,148	1,140

PARKING VIOLATIONS

Total Parking Violations	148	298	707	697
Total Fines Collected	\$4,245	\$7,456	\$18,175	\$17,929

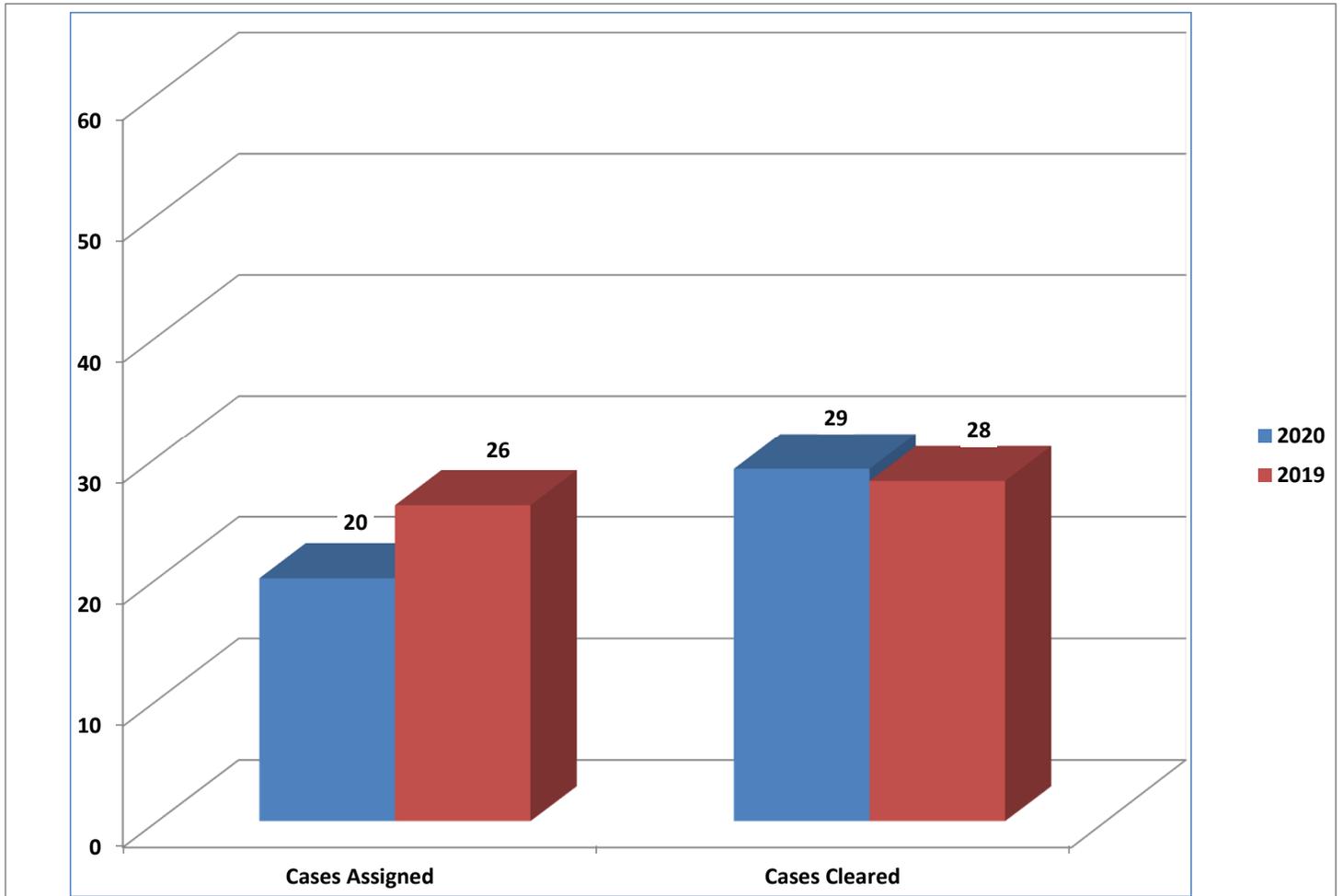
PROPERTY SUMMARY

Stolen Property Value	\$16,263	\$10,912	\$56,828	\$69,717
Recovered Property Value	\$23,304	\$1,050	\$29,427	\$13,132
Vandalized Property Value	\$1,834	\$3,300	\$4,897	\$6,670

ADDITIONAL FEES/FINES SUMMARY

Vehicle Impound Fees	\$3,500	\$2,000	\$8,000	\$3,500
Bail Processing Fees	\$120	\$120	\$480	\$520
Fingerprinting Fees	\$30	\$30	\$180	\$300
Report Copying Fees	\$113	\$187	\$471	\$498

WOODSTOCK POLICE DEPARTMENT MARCH 2020 MONTHLY REPORT



INVESTIGATIONS DIVISION MONTHLY CASE COMPARISONS

WOODSTOCK POLICE DEPARTMENT

MARCH 2020 MONTHLY REPORT

INVESTIGATIONS DIVISION	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
CASES ASSIGNED				
Felony Cases	16	9	42	34
Misdemeanor Cases	4	17	35	51
Non Criminal Cases	0	0	21	10
Total Cases Assigned	20	26	98	95
CASES CLEARED				
Felony Cases	17	8	35	41
Misdemeanor Cases	3	15	33	47
Non Criminal Cases	9	5	23	13
Total Cases Cleared	29	28	91	101

NARRATIVE SUMMARY:

Cases assigned and investigated by the Investigations Division this month included: one(1) Burglary to Motor Vehicle, one(1) Theft Over \$500, one(1) Identity Theft, one(1) Found Property, one(1) P&A due to an Alcohol Compliance Check, one(1) Outside Agency Assist, one(1) Filing a False Police Report, one(1) Violent Offender Against Youth Registration, two(2) Retail Theft Over \$300, two(2) Missing Juveniles, four(4) Forgery, five(5) Sex Crimes and five(5) Death Investigations.

Cases assigned and investigated by SRO Prentice and SRO Gustis at both Woodstock High Schools this month included: one(1) Disorderly Conduct - Fighting, one(1) Truancy and one(1) Possession of Drug Paraphernalia.

Due to the current pandemic and D200 schools being temporarily closed, both SRO's have been reassigned to the Patrol Division.

3-15-20

Hello Woodstock Police
Department,

You are great! Number 74
(as in Badge) put a crime
prevention notice in our
open garage at 3:58 am,
(3-10-20)

Thank you!

We are so fortunate to
have you checking on our
neighborhoods, especially
our home. All is well.

Keep up your amazing
protection efforts.

Cheers,

Bette and David Chwalisz

PS. I heard the activity and promptly closed
the garage door!

DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT March 2020



Road Closure Report	Page 2	Street Maintenance	Pages 14-16
Engineering Group	Pages 3-7	Sewer & Water Treatment	Pages 17-18
Office Coordinator	Pages 8-9	Wastewater Treatment	Pages 19-24
Fleet Division	Pages 10-11	Water Treatment	Pages 25-26
Parks & Facilities	Pages 12-13		



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ROAD CLOSURE REPORT
DEPARTMENT OF PUBLIC WORKS

Dates	Event	Streets Affected
3/2/2020	Main Break	Throop/Calhoun Intersection
3/13-3/15	Shamrocked	Benton St. at E. Judd
3/18 & ongoing	Student Food Distributions	Sheila St.
3/18-3/20	Light Pole Installation	Cass St.

To: Jeff Van Landuyt, Public Works Director

From: Christopher Tiedt, PE, City Engineer

Re: Department of Public Works Office Monthly Report – March 2020

Date: April 9, 2020

The following list summarizes efforts made by the Engineering Group for the month of March 2020:

Ongoing Construction Projects:

- **NICOR Gas Modernization Project:**
As weather allows, CSI 3000 performed sidewalk restoration on various streets where work took place for the NICOR Gas Modernization project. Engineering has been observing these restoration efforts.



- **Chipotle/T-Mobile-161 & 165 S. Eastwood Drive:** Construction of the two-tenant space building shell continues. All underground utility work is complete. The Engineering office continues to perform site SWPPP inspections as needed.

Residential Developments:

- Engineering has performed final punchlist inspections within the Apple Creek Estates Subdivision and continues to work with the developer to resolve all outstanding punchlist items.
- Engineering continued construction and stormwater management ordinance inspections at several residential developments, including:

Maples at the Sonatas

Sanctuary at Bull Valley

Ponds of Bull Valley

These construction inspections include the inspection of the streets, pavement patches, sidewalk/ADA compliance, curb and gutter, driveway aprons, culverts, and storm sewer installation. These inspections are performed during the construction process and following construction completion.



Inspections relating to the stormwater management ordinance include inspecting the condition and effectiveness of the erosion and sediment control devices, site grading, and verification of

final site restoration. These inspections must occur on a weekly basis and after any precipitation event consisting of 0.5” or more within a 24-hour period. The installation of erosion and sediment control devices assures that sediment or sediment-laden water does not leave the construction zone.



Development Reviews:

- **Woodstock Square Apartments:** The proposed residential development is located at the NW corner of Church and Madison Streets. Engineering reviewed and revised final engineering plans for this project. Review comments have been sent to the applicant and their engineer for their evaluation, response and plan corrections. In addition to approval from the City, an IDOT permit will be required for this project. Engineering is currently waiting for plan resubmittal.

- **Kishwaukee Brewery:** The proposed commercial development is located in the Cold Headers subdivision on Lots 1 & 7. Engineering approved final engineering plans for this project and held a preconstruction meeting with the developer and underground contractor. Construction of this project began and Engineering was out on site performing construction inspections during the installation of the water main and sanitary sewer pipe.





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City Projects:

- **2020 Street Maintenance Program:** Evaluation of existing utilities and soil borings continue to be completed within those streets programmed for the 2020 Street Maintenance Program. These efforts continue to be coordinated between Engineering and the City’s consultant.
- **EV Charging Station:** Engineering has obtained proposals and selected a contractor to install the EV Charging Station in the Metra Lot on Throop Street. Installation is expected to take place in April 2020.
- **Washington Street Watermain / Lawrence Avenue Storm Sewer Replacement:** Storm sewer work on Lawrence Avenue was completed under the supervision of Engineering. Due to the Executive Order to shelter in place, the watermain replacement project along Washington Street is delayed. Despite this delay, the anticipated completion for both projects, including restoration, is still June 2020.

From: Nicole Lewakowski, Office Coordinator

Re: Department of Public Works Office Monthly Report – March 2020

Date: April 9, 2020

Event Activities

Created Event Coordination for:

- ROAR for AJ
- Christmas in July 5K
- Senior Service Day
- Car Show on the Square

Attended Event Coordination Meetings for:

- ROAR for AJ
- Senior Service Day
- Car Show on the Square
- Christmas in July 5K

Miscellaneous Activities

- End of the month activities, included – reconciling receivables and petty cash, garbage sticker/yard waste sticker inventory, and office supply inventory and ordering.
- Coordinated and proofread the Monthly Report.
- Provided continuous updates on City’s website for Lawrence Ave. storm sewer improvement work.
- Invoiced for community events that required portable toilets and/or an electrician, arranged by PW.
- Updated the website information monthly, as needed.
- Created (69) CSRs originating from resident and employee concerns.
- Updated all completions or scheduled services in the open CSR database.
- Assisted with the approval of submitted Right-of-Way Opening Permit applications and issued subsequent permit refunds.
- Mailed 2 leak letters to residents.
- Reported 3 streetlight outages to ComEd.



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- Fielded 1 FOIA request.
- Submitted 1 reimbursement for a PW employee.
- Approved various invoices for payment.
- Issued 2 ROW permits.
- Processed 2 Community Gardens applications and assigned beds.
- Sent out 15 Adopt-a-Highway Spring Clean Up Requests.
- Arranged for 4 Adopt-a-Highway events.
- Coordinated various efforts for the 2020 Street Resurfacing bids.
- Prepared all of the business letters for the Spring Hydrant Flushing (which was then postponed).

Compliments:

“Dear Nicole, Thank you so much... You have been very helpful and I deeply appreciate your follow up!” Sincerely, Ruth Zielke, CRHOA secretary



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To: Jeff Van Landuyt, Public Works Director
From: Rob Lamz, Fleet Maintenance Superintendent
Re: Fleet Maintenance Division Monthly Report – March 2020
Date: April 10, 2020

With the announcement of the “Stay at Home” order in March, Public Works administered an altered staffing level, including the Fleet Division, mid-month. Technicians were on an alternating schedule to follow social distancing measures designed to flatten the curve. The Public Works building is closed to the public and vendors. When we need parts or supplies, delivery drivers are instructed to leave items outside the shop door to eliminate person-to-person contact. Vehicles are left for service with the keys in the ignition, where we can spray the touch-surfaces and controls with disinfectant before releasing it to any Fleet employees. Every day ends with sanitizing common areas and touchpoint within the shop, after securing the building. With the announcement of the extension of the shelter in place orders, I expect the April report to reflect the same measures.

All things considered, we are still able to accomplish daily tasks. Staff continues to complete services and inspections on seasonal mowing equipment. Completing nearly all zero-turn mowers and front mount mowers already converted from their winter-broom trim. Staff inspected bunker rakes used for ball-diamond preparation, as well as the tracked-zero-turn mower used for rough areas and wet turf. Fleet staff started the process of pre-season inspection regardless of service intervals a few years ago, and has noticed a reduction of issues at the beginning of the mowing season. Staff inspects for leaks, breakage, wear items, tires, and fluids as part of this pre-season check. Blades are left for the assigned division as some units have specialized blades not installed by Fleet and/or have equipment made especially for sharpening available to them at their facilities.

Staff also completed repairs to a detective’s unit in March, remedying a heating and air conditioning malfunction. The unit came to Fleet with a complaint of heat only coming out of the vents in the dash. Staff verified the complaint, suspecting the “Mode Door Actuator” or the motor that moves an air damper door in the dash to achieve the different outputs through the vents. Staff located the actuator and removed it. With the part removed, technicians manually operated the door by hand, finding that the door was not only free and non-binding, but achieved the desired effects. With the door in working condition, staff replaced the actuator and confirmed the unit was back to normal operation.

Public Works took delivery of a new Vactor in early March, with a 2020 Peterbilt with Vactor 2100i upfit arriving. A few of the most notable upgrades are the elimination of the crossover system used as part of the vacuum on the debris body, where we would often rust-through the body in hard to reach areas that would collect dirt. The Rapid Deployment Boom or “RDB” is a telescopic hose that retracts



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into the main boom and feeds out fifteen feet of workable hose to reduce the need to rely on multiple pipe sections when using the vacuum function. Other features, like a boiler for the hydroexcavating wand, heat the water, which makes short work of clay and cuts through frost in the winter. The new unit also does not have a rear engine, reducing maintenance and upkeep on a second motor. Staff were provided a demonstration on the day of delivery. Support staff from Vactor are planning on a follow up day for field training in the future.

To: Jeff Van Landuyt, Public Works Director

From: Chris Lynk, Parks and Facilities Superintendent

Re: Parks and Facilities Division Monthly Report

Date: March 31, 2020

Parks Tasks:

- Parks staff cut back the burning bushes around the Civil War Monument in the downtown Square due to poor health. We are hopeful that before declaring the bushes damaged or dead this will give them a chance to grow back healthy. They have also been properly fertilized to assist in the efforts.
- Parks conducted tree maintenance, finishing work on both the north and south sides of Country Club Rd. Eighty percent of Lake Ave. has been completed as well.
- Staff went through all soccer fields at Davis Rd. and Emricson Park seeding exposed dirt areas and painting lines for the season.
- Staff broke down front mount brooms from snow removal to install mower decks. Due to the possibility of snow in March, parks only completed half the equipment changeover.
- Limestone was delivered for Bates Park's fields warning track. Continuing into a third year of improvements, all fields will have new limestone installed at warning tracks improving the safety of each field.
- Employees helped to prep the shelving and storage in the pole barn at Emricson Park for demolition. The new Parks shop is to be constructed this summer.
- Daily clean up in the downtown and outlying parks continues as winter ends. Playgrounds and parks equipment is being assessed for future needs with summer approaching





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Facilities Tasks:

- Daily maintenance inspections were completed throughout cityowned properties.
- Ceiling tiles were replaced at the Police Department and Library.
- LED light upgrades were completed at the Library as part of the CIP project for FY19/20.
- Estimates are coming in for the flat-roof replacement for the Woodstock Library as part of their CIP improvement.



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To: Jeff Van Landuyt, Director of Public Works
From: Roger Vidales, Interim Street Superintendent
Re: Streets Division-March Monthly Report
Date: April 14, 2020

A Message from the Interim Superintendent:

The month of March brought a good deal of changing weather and freeze/thaw cycles into the area, which resulted in a pothole breakout across the City. Throughout the month we had two pothole patching crews working almost every day to relieve the situation. In this report you will find a summary of Streets Division information for the month of March, defining major projects, and event information as well as smaller street division tasks. The information contained in this report is only a small window to view what the Streets Division tackles on a day-to-day basis. The amount of time, coordination and dedication that individuals throughout, not only the Streets Division, but the entirety of Public Works, are unmeasurable. Our constant goal is to operate at a level that the City of Woodstock and its residents can be proud of in their Public Works department

Employee Information:

The Streets Division currently has nine full-time employees; seven are considered full-time streets division employees and two are considered split-position employees

Streets Division Stand-Out Employee of the Month:

Street Division as a whole

The Street Division employees have done a great job during the outbreak of the COVID-19 virus. They have changed their work schedules, adapted to changing policies and procedures, and established new habits to serve our residents. Even with new procedures and limited hours they have accommodated requests and risen to the challenges.

The Streets Division completes more work in the stated areas, above and beyond these requests. Our ultimate goal is to reduce the number of service requests that come into the Public Works Department by implementing and practicing proactive service.

Events: Shamrocked

This event took place for St Patrick’s Day and is a weekend long event. The Streets Division assisted in replacing bad bricks, providing and delivering barricades, and removing the event fencing at the conclusion of the event on Sunday.

Below is a list of tasks accomplished by the Streets Division:

<i>Pothole Patching</i>	<i>69 Tons of UMP Used</i>
<i>Mailbox Repairs</i>	<i>Completed 6</i>
<i>Sign Replacements/Installations</i>	<i>14 Sign(s) Repaired/Installed</i>

Along with these completed tasks the Streets Division also accomplished multiple projects throughout the month including:

- Made contact with multiple residents about issues that were reported.
- Maintained the parking lots and garbages surrounding the Square.
- Collected garbage from public ROW that was dumped illegally.
- Responded to various issues and problems throughout the City.
- Organized temporary traffic control devices and eliminated out-of-standard devices.
- Completed minor sinkhole repairs.
- Had two pothole patch crews up and running almost every day.
- Placed temporary signage multiple times throughout the month as needed.
- Helped set up and prepare for events held by the City.
- Provided verticades, signage, and placement for the City's small businesses on the Square supporting their efforts to accomidate customers with curbside service.

To: Jeff Van Landuyt, Director of Public Works
From: Shawn Parker, Sewer and Water Superintendent
Re: Sewer and Water – March Monthly Report
Date: April 7, 2020

Water Distribution System

- Two (2) water main breaks in March: North Sharon Drive and Ellen Court (8”), 920 Mary Ann Street (6”)
- Located b-boxes at: 1027 Castleshire Drive (can’t find), 823 North Madison Street (found, riser), 1308 Tappan Street (found, key able), 1025 Bunker Street (found, not key able), 814 Oak Street (found, Key able), 890 Walden Oaks Drive (found, riser), 1249 Bunker Street (found, key able), 124 North Street (found, full debris)
- Checked water quality: 1200 and 1264 Walden Oaks Drive (ran hydrant)
- Checked on no water at: 315 Calhoun Street (internal issue), 802 South Jefferson Street (internal issues), 318 West Calhoun Street (unable to make contact with resident)
- Checked possible water main leak Bull Valley Golf Course (no leak found)
- Assisted with water service leak at: 1473 Aster Trail (letter sent)
- Installed and removed hydrant meter at the Government Center for future demolition of a building
- Took water pressure reading at 621 Schumann Drive
- Collected pump hours for two (2) water booster stations (weekly)
- Checked two water booster stations five days a week
- Greased and collected hour meter readings at two booster stations

Sanitary Sewer System

- Responded to three (3) possible sewer main backups: 2451 Chopin Lane (theirs), 826 North Sharon Drive (theirs), Bull Valley Golf Course Club House (theirs)
- Completed monthly checks of lift stations
- Cleaned up several lift station sites
- Checked auto dialer alarms each Wednesday for lift station
- Dumped grease-controlling chemicals every Friday
- Collected pump hour readings for all twenty (20) sanitary sewer lift stations (twice a week)

- Cleaned pumps at Wanda Lane lift station every Friday
- Checked twenty lift stations; five days per week

To Street Division Item	Goal	Actual
Internal training	Provide minimum of 40 hours of documented training for each employee each year	20 hours
Maintain water system valves & hydrants	Repair/replace valves & hydrants as necessary	<ul style="list-style-type: none"> • Repaired 19 hydrants • Replaced 4 hydrants • Replaced 4 valves
Convert water meters to radio readers	Replace 700 water meters each year	782 meters
Utilize preventative maintenance to clean sanitary sewer system mains	Lineal footage cleaned each year	8,500 lineal feet

Monthly Activities

- Completed water meter readings, final readings, and 20 new meter and meter head installations
- Completed restoration at several locations and inspections of water and sewer mains, buffalo boxes, and service lines for homeowners, contractors, plumbers, and Building & Zoning
- Shut-offs: 0
- Postings: 0
- Leak inspections: 2
- JULIE Requests: 453-2020, 440-2019, 384-2018
- Cleaned up old Vactor for transfer to Streets Division
- Received training on new Vactor
- PPE training

To: Jeff Van Landuyt, Public Works Director

From: Anne George, Wastewater Treatment Superintendent

Re: Wastewater Treatment Division Monthly Report –March 2020

Date: April 6, 2020

South Plant:

- Synagro hauled 165,000 gallons of liquid activated sludge to the North Plant, ran through the belt press, and held in storage until land application.
- Division employees cleaned the weirs on the north clarifier and painted the sodium thiosulfate scale.
- Division employees made a temporary repair to air lines damaged by ice in the south digester.
- Division employees made repairs to the sump pump and water lines in the operator's office basement, and repairs were made to the water spigot in the maintenance garage.
- All other activity was routine in nature; preventive maintenance on equipment, buildings and grounds and plant operation.

North Plant:

- After procuring pricing for disinfection season chemicals, all chemicals necessary were ordered and are on site. All chemicals and supplies required to perform laboratory analysis on the effluent, including fecal coliform, chlorine, and de-chlorination chemicals, were also ordered and on-site.
- Division employees picked up all the trash along the fence line, in front of the building, and around the lagoons.
- Division employees replaced a water line in the belt press building and replaced the drive belts on one of the turbo blowers.
- Staff replaced the block heater on the Olson Park Lift Station generator.
- Division employees replaced the switches that control the three rotary blowers.
- Division employees fabricated a baffle for the final sampler to ensure the proper collection of a final effluent sample. Repairs were made to the grate that covers the telescopic valves for the clarifiers.
- All other activity was routine in nature; preventative maintenance on equipment, buildings and grounds and plant operations.

Training & Accomplishments

- All division employees attended the Blood Borne Pathogen training held at the Shah Center in McHenry.



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CITY OF WOODSTOCK					
SOUTHSIDE WASTEWATER TREATMENT PLANT					
MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT					
March, 2020					
FLOW CONDITIONS					
	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Average Daily Flow (MGD)	1.750	1.485	1.358	1.647	1.665
Maximum Daily Flow (MGD)	5.400	2.613	2.613	2.675	2.675
Minimum Daily Flow (MGD)	not applicable	1.220	1.127	1.270	1.087
Rain/Snow Amount (inches)	not applicable	4.18	7.04	2.01	6.90
COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS					
	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
CBOD ₅ (mg/l)					
monthly average	10	1	1	1	1
daily maximum	20	1	n/a	2	n/a
# of violations		0	0	0	0
Suspended Solids (mg/l)					
monthly average	12	2	2.67	3	3.3
daily maximum	24	7	n/a	9	n/a
# of violations		0	0	0	0
Fecal Coliform (colonies/100 ml)					
daily maximum	400	n/a	n/a	n/a	n/a
# of violations		0	0	0	0
pH					
minimum	6	7.7	7.7	7.7	7.5
maximum	9	8	8.2	7.8	8
# of violations		0	0	0	0
Chlorine Residual (mg/l)					
maximum	0.05	n/a	n/a	n/a	n/a
# of violations		0	0	0	0
Ammonia Nitrogen (mg/l)					
monthly average	1.1	0.02	0.03	0.04	0.05
weekly average max	4.8	0.02	n/a	0.05	n/a
daily maximum	5.5	0.03	n/a	0.07	n/a
# of violations		0	0	0	0



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MONTHLY REPORT OF DISCHARGE - SOUTHSIDE WASTEWATER TREATMENT PLANT

March, 2020

Page - 2 -

POPULATION EQUIVALENCY

	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Based on Flow @ 100 gal/capita/d	17,500	14,850	13,580	16,470	16,650
Based on BOD ₅ @ 0.17 lb/capita/d	15,605	8,669	7,519	7,191	7,489
Based on TSS @ 0.20 lb/capita/d	13,964	9,289	9,136	7,898	8,619

PLANT EFFICIENCY

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD ₅ removal (%)	95.0	94.7	98.9	98.9
Measured with TSS removal (%)	98.7	98.4	97.4	97.3
Measured with NH ₃ N removal (%)	99.7	99.8	99.7	99.7

EXCESS FLOW DISCHARGE

	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Flow discharged - # of days	not applicable	0	0	0	0
Flow discharged (MGD)	not applicable	0	0	0	0
BOD ₅ (mg/l)	30	0	0	0	0
TSS (mg/l)	30	0	0	0	0
Fecal coliform (colonies/100 ml)	400	0	0	0	0
Chlorine residual (mg/l)	0.75	0	0	0	0
# of violations		0	0	0	0

SOLIDS HANDLING

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Gallons Produced (MG)	0.353	0.806	0.266	0.598
Dry Tons	19.71	43.75	14.48	31.97
Removed from facility	Land application	0	0	0
Dry Tons		0	0	0
	N. Plant Press	0.165	0.355	0.185
Dry Tons		13.96	25.43	9.72
cubic yards to	Drying Beds	0	0	0
Dry Tons		0	0	0



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CITY OF WOODSTOCK					
NORTHSIDE WASTEWATER TREATMENT PLANT					
MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT					
March, 2020					
FLOW CONDITIONS					
	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Average Daily Flow (MGD)	3.500	3.030	2.560	2.767	2.660
Maximum Daily Flow (MGD)	10.500	8.717	8.717	6.240	6.240
Minimum Daily Flow (MGD)	not applicable	1.904	1.775	1.913	1.656
Rain/Snow Amount (inches)	not applicable	4.59	7.84	2.35	7.81
COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS					
	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
CBOD₅ (mg/l)					
monthly average	10	1	2	2	2.3
daily maximum	20	2	2	6	4.3
# of violations		0	0	0	0
Suspended Solids (mg/l)					
monthly average	12	5	8.3	10	10
daily maximum	24	9	12.3	15	17
# of violations		0	0	0	0
Fecal Coliform (colonies/100 ml)					
daily maximum	400	n/a	n/a	n/a	n/a
# of violations		0	0	0	0
pH					
minimum	6	7.6	7.6	7.6	7.6
maximum	9	7.8	7.9	7.8	7.9
# of violations		0	0	0	0
Chlorine Residual (mg/l)					
maximum	0.05	n/a	n/a	n/a	n/a
# of violations		0	0	0	0
Ammonia Nitrogen (mg/l)					
monthly average*	2.2*	0.18	0.36	0.45	0.46
daily maximum	5.6*	0.43	n/a	1.11	n/a
# of violations		0	0	0	0
* April through October is 1.5 and 3.0. November through March is 2.2 and 5.6					
22					



City of
WOODSTOCK

Department of Public Works
326 Washington St.
Woodstock, Illinois 60098
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MONTHLY REPORT OF DISCHARGE - NORTHSIDE WASTEWATER TREATMENT PLANT

March, 2020

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POPULATION EQUIVALENCY

	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Based on Flow @ 125 gal/capita/day	28,000	24,104	20,475	22,136	21,309
Based on BOD ₅ @ 0.17 lb/capita/day	27,988	23,059	17,329	14,932	14,025
Based on TSS @ 0.20 lb/capita/day	27,996	19,600	15,910	17,077	19,220

PLANT EFFICIENCY

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD ₅ removal (%)	99.4	96.1	98.2	97.8
Measured with TSS removal (%)	96.8	94.3	93.2	94.1
Measured with NH ₃ N removal (%)	96.9	96.5	95.9	95.7

Performance Measures

Item	Goal	Description	FY17/18 Actual	FY18/19 Actual	FY19/20 To Date
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year		36	36.0	17 hours
Compliance with IEPA Permits	100% compliance with all operating permits issued by the EPA		100%	100%	100%
Participation in Energy Curtailment Program	Ensure 100% compliance with all calls for curtailment to achieve the highest payback by running generators		100%	100%	100%
Actively promote educational opportunities for school groups and the general public	Increase knowledge about the wastewater treatment process by inviting schools and residents		5 tours	3 tours	1 tour (203 students)
Employ treatment efficiency programs & projects	Seek out and administer programs and projects intended to make facilities efficient		indoor lighting retrofit	As light fixtures are replaced that were not part of last years retrofit, upgrade light fixtures and bulbs with LED bulbs	Working with B & W to look for grant possibilities for equipment upgrades



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CITY OF WOODSTOCK WATER TREATMENT DIVISION

MARCH 2020 MONTHLY REPORT

The start of the month included preparing the Woodstock Water Works for the 2020 pool season. The tasks involve preparing lawn maintenance equipment for the summer and doing routine preventative maintenance. The second half of the month required significant changes to the everyday routine of the Water Treatment Division. The State and local restrictions invoked to slow the spread of COVID-19 required small adjustments to the work schedule to allow for proper separation of Operators. Normally the First Street plant is only staffed while it is in operation; it is now staffed most days. The plants are disinfected twice per day. Vehicles and tools are disinfected with each use. At the Water Treatment Division, I require ten-foot distancing between operators. When it is necessary for two employees to work together, appropriate PPE is worn. All employees have been advised of the importance of social distancing both at work and away from work.

Performance Measures:

- 1.) Achieve Fluoridation Award – 100% compliance at this time.
- 2.) Respond to Water Quality Complaints – All complaints have been addressed within 24 hours of notification.
- 3.) Mechanical Issues at Water Works – The IDPH inspection has been completed with no mechanical deficiencies.
- 4.) IEPA compliance – 100% compliance at this time.
- 5.) Accidents causing damage to Person or Property – no accidents to this date. 100% compliance.



City of WOODSTOCK

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Date	REMARKS
3-Mar	Scheduled loss of communication to BVBS, Hill St tower. Verizon upgrade. Comm loss for approximately 45 minutes
29-Mar	Communication loss to BVBS & Hii St tower. Power supply problem at City Hall. Communication out for approximately 4 hours.

WATER TREATMENT PLANTS REPORT

March 2020

Zeolite Treatment			First Street Plant		Seminary Avenue Plant		Total	Total	
			2020	2019	2020	2019	2020	2019	
Total water pumped & treated	gal.		19,580,000	21,201,000	45,909,000	47,772,000	65,489,000	68,973,000	
Total water for softener backwash	gal.		649,700	685,300	1,075,000	1,124,000	1,724,700	1,809,300	
Total water for iron removal backwash	gal.		501,000	544,000	1,145,000	1,186,000	1,646,000	1,730,000	
Total water distributed	gal.		19,034,000	20,361,000	42,995,000	45,023,000	62,029,000	65,384,000	
Total raw water for blending	gal.		5,309,000	5,634,000	17,944,000	19,345,000	23,253,000	24,979,000	
Average daily pumping rate (dist.)	gpd.		614,000	656,806	1,386,935	1,452,355	2,000,935	2,109,161	
Salt used	lbs.		130,670	137,830	223,310	231,460	353,980	369,290	
Chlorine used	lbs.		822	854	1,825	2,042	2,647	2,896	
Hydrofluosilicic Acid used	lbs.		205	217	450	544	655	761	
Sodium Polyphosphate used	lbs.		1,596	1,711	3,303	3,536	4,899	5,247	
WATER QUALITY - DISTRIBUTION			WATER QUALITY INFORMATION			WATER QUALITY INFORMATION		PEAK FLOW COMBINED	
HARDNESS	10.50	GPG	HARDNESS	6.58	GPG	HARDNESS	12.5	GPG	2,323,000 gals
IRON	0.04	PPM	IRON	0.05	PPM	IRON	0.04	PPM	March 3rd
RESIDUAL CHLORINE	1.10	PPM	RESIDUAL CHLORINE	1.45	PPM	RESIDUAL CHLORINE	1.65	PPM	(DISTRIBUTION)
pH	7.7		pH	7.8		pH	7.6		
FLUORIDE	0.71	PPM	FLUORIDE	0.77	PPM	FLUORIDE	0.73	PPM	
PO 4	0.85	PPM	PO 4	1.02	PPM	PO 4	0.90	PPM	
SODIUM	70.18	PPM							
REMARKS:									
Will Smith: Water Treatment Superintendent									



City of WOODSTOCK

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Declaration of Local State of Emergency Continued

State of Illinois
County of McHenry
City of Woodstock, IL

Pursuant to the authority vested in the office of Mayor by the Illinois Emergency Management Agency Act Section 3305/11, by the Illinois Municipal Code Section 5/11-1-6 and by the City's power as an Illinois Home Rule municipality, I, Brian Sager, Ph.D., Mayor of the City of Woodstock, Illinois do hereby declare that the Local State of Emergency originally declared on Tuesday, March 17, 2020, in response to the COVID-19 pandemic, and set to expire at 9:00 p.m. Tuesday, March 24th 2020, subsequently continued until 9:00 pm on Tuesday, April 7, 2020, and further extended to 9:00 pm on Thursday, April 30, 2020 is hereby extended concurrently with the Governor's orders to 9:00 pm on Thursday, May 29, 2020 unless otherwise continued by me in a manner consistent with Ordinance 20-O-20 of the City (to be codified as Title 1, Chapter 5, Section 1.5.1.H of the Woodstock City Code).

The nature of the emergency is as follows: Given the determined Novel Coronavirus (COVID-19) pandemic and the declaration of a State of Emergency at the Federal, State and County levels, and with a shared interest, responsibility and intent of mitigating the spread and effects of the virus, it is prudent to declare a Local State of Emergency for the City of Woodstock.

During the existence of the Local State of Emergency, the Mayor shall exercise such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance 20-O-20 of the City (to be codified as Title 1, Chapter 5, Section 1.5.1.H of the Woodstock City Code).

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable. When reasonably practical and safe, this Declaration is to be posted in a prominent place at City Hall and upon the City's web site.

I, BRIAN SAGER, Ph.D., Mayor, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

CITY OF WOODSTOCK

By 
Brian Sager, Ph.D., Mayor

[NOTARIZATION CONTAINED ON NEXT PAGE]



Office of the City Manager

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TO: Honorable Mayor and City Council
Roscoe C. Stelford III, City Manager

FROM: Jane Howie
Executive Assistant

DATE: May 5, 2020

RE: Waiver of the Moratorium on the Acceptance of Class E-5V (Hotel small bar and in-room minibar) Liquor and Video Gaming License Applications for Best Western Hotel located at 990 Lake Avenue, Woodstock, Illinois under New Ownership

Mr. Henry Patel has notified the City he has sold the Best Western Hotel at 990 Lake Avenue, Woodstock, Illinois to Mr. Arvindbhai Patel (un-related). Council is aware Liquor and Video Gaming Licenses are non-transferable under Illinois Law and the Woodstock City Code. As a result, Mr. Arvindbhai Patel must apply for new licenses under his name.

Council will recall, at the April 7, 2015 meeting, an indefinite moratorium was imposed on the acceptance of *all liquor license applications* except for K, KK, M1, M2, N1 and N2 licenses. Due to the moratorium, no applications can be accepted unless a specific exemption is extended by Council action. Therefore, Mr. Arvindbhai Patel is requesting a waiver of the moratorium on the acceptance of an application for a Class E-5V (Hotel small bar and in-room minibar) Liquor License with video gaming.

It must be noted that, should a waiver be approved, it would be for property located at 990 Lake Avenue, Woodstock, Illinois only and that issuance of a liquor license to the new business owner at that address would result in no change to the number of liquor and video gaming licenses in the City. Should Council approve the requested waiver, the owner will meet with the Liquor Commissioner and come before the body in a subsequent meeting to request approval of the licenses for the business. The owner has been specifically informed that approval of this waiver request would not guarantee approval of liquor or video gaming licenses.

Should you have questions regarding this request, please do not hesitate to contact the Mayor.

If Council is supportive of the request, a motion would be in order to waive the moratorium on the acceptance of applications for a Class E-5V (Hotel small bar and in-room minibar) Liquor License with video gaming for the Best Western Hotel, 990 Lake Avenue, Woodstock, Illinois with the understanding this is not a guarantee of license approval and that it is a one-time waiver for this location only.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



Economic Development Department
Garrett Anderson, Director
www.woodstockil.gov

phone 815-338-3176
fax 815-334-2269
121 W. Calhoun Street
Woodstock, IL 60098

TO: Roscoe C. Stelford III, City Manager
FROM: Garrett Anderson, Economic Development Director
DATE: May 5th, 2020
RE: Revolving Loan Application

My Little Bow Peeps Shop is a successful [online retailer](#) seeking to establish a permanent brick-and-mortar presence, and has selected the Woodstock Square as its new home. They are working in cooperation with the long-time operators, Ceal and Ken Schroeder of the Thoughtfulness Shop, to occupy the space at 104 Cass Street. The new operators intend to maintain many of the popular product lines, and Ceal and Ken have been working with them to transition relationships with customers, suppliers and vendors. The name of the Thoughtfulness Shop will also continue in some form.

The total project cost is \$150,000. Their request from the Revolving Loan fund is \$60,000. This cost ratio meets the criteria that the RLF be used for no more than 50% of the total project cost and has a maximum request of no more than \$10,000 per employee, with an expected nine FTE positions.

In a circumstance unique to this loan, the former operators of this space are also users of the Revolving Loan Fund. The parties have agreed that part of the consideration for the loan will be:

- The City will discharge the remaining balance of \$14,590.18 on the original loan.
- The Thoughtfulness Shop will give fixtures and inventory of that same value to My Little Bow Peeps Shop.
- My Little Bow Peeps Shop will receive \$45,409.82 from the City but will repay \$60,000.

Upon repayment, this \$60,000 loan would remain in the Revolving Loan Fund. The loan is to be repaid over a period of seven (7) years (i.e., 84 months), and the City will collect 2% annual interest. The monthly payment will be approximately \$767. The application has been reviewed by the City Administration, and was taken before the Economic Development Commission, which met remotely on May 1st. The Commission recommended approval of the application to the City Council.

The first payment on the loan will be due on August 1, 2020. This gives them time to fit out the store, as well as giving more time for the national retail market to normalize. If circumstances are still not allowing the store to open at that time, the City Administration is willing to re-evaluate, as we have for our other loans. For example, the Amortization Schedule reflects that interest will be charged during the period between payment of the loan and the first payment in August. This interest amount has been adjusted down in recognition of the deferral of payments and interest granted by the City Council to our current Revolving Loans, which includes the portion that would have been due the Thoughtfulness Shop in their original loan.

Please find the following attached:

- Loan Agreement, which includes:
 - Project Description
 - Amortization Schedule
 - Promissory Note
 - Resolution to Borrow
 - Security Agreement

If the City Council supports this loan request, then it is recommended that the attached Resolution authorizing the Mayor and City Clerk to execute a Loan Agreement with My Little Bow Peeps Shop, identified as Document No. 1 be approved, subject to final review and approval by the City Attorney.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager

RESOLUTION NO. 20-R-_____

**CITY OF WOODSTOCK
MC HENRY COUNTY, ILLINOIS**

**A Resolution Authorizing a Loan Agreement between
the City of Woodstock and My Little Bow Peeps Shop, LLC**

WHEREAS, the City has created the Woodstock Revolving Loan Fund (the “RLF”) for purposes of offering economic incentives for businesses seeking to expand or relocate in Woodstock; and

WHEREAS, the Borrower, the owner of My Little Bow Peeps Shop, LLC (the “Business”), which is a thriving online business has submitted an application to the RLF requesting a loan of \$60,000 in order to facilitate the ongoing expansion of the store’s ability to serve clients, as well as to greatly expand the line of products sold by the Business. This proposed expansion includes merging the online retail elements with the existing brick-and-mortar retailer known as the Thoughtfulness Shop (all collectively described as the “Project” which is described more fully in Exhibit B) at its existing location on the Woodstock Square; and

WHEREAS, the Borrower has represented that the Project would not take place in the manner described by the Borrower without the loan by the City; and

WHEREAS, after review of the application and additional research, the City Administration and the Economic Development Commission have recommended approval of the loan request to the City Council; and

WHEREAS, the City has concluded that it may authorize this incentive under the authority of 65 ILCS 5/8-1-2.5 regarding expenses for economic development; and

WHEREAS, the City Council has concluded that the public health, safety and welfare of the City will be served by providing an economic incentive to the Borrower because the proposed project will retain and increase jobs to the City, will strengthen the commercial sector of the City and the vitality of the City’s Square and will protect and enhance the tax base of the City,

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the execution by the Mayor and City Clerk of the Woodstock Revolving Loan Agreement with My Little Bow Peeps Shop, LLC (attached hereto as **Exhibit A**).

Passed and approved this 5th day of May, 2020.

Ayes:

Nayes:

Abstentions:

Absentees:

(SEAL)

APPROVED:

Mayor Brian Sager, Ph.D.

ATTEST:

City Clerk Cindy Smiley

EXHIBIT A
WOODSTOCK REVOLVING
LOAN FUND LOAN AGREEMENT
MY LITTLE BOW PEEPS SHOP, LLC

THIS LOAN AGREEMENT ("Agreement") is made as of the 5th day of May, 2020 by and between the **CITY OF WOODSTOCK**, a home rule unit of local government, 121 West Calhoun Street, Woodstock, IL 60098 ("City") and, **MY LITTLE BOW PEEPS SHOP, LLC**, which business is currently situated at 5908 Whiting Drive, McHenry, IL 60050 ("Borrower").

WHEREAS, the City is interested in expanding its economic base with the primary emphasis on creating and retaining jobs;

WHEREAS, the City has created the Woodstock Revolving Loan Fund (the "RLF") for purposes of offering economic incentives for businesses seeking to expand or relocate in Woodstock; and

WHEREAS, the Borrower, currently operates My Little Bow Peeps Shop, LLC as an on-line retailer and has proposed to expand its business by re-opening the Thoughtfulness Shop on the Square, Inc. (the "Thoughtfulness Shop"), a business in the City located at 104 Cass Street, that has recently announced plans to close, and then to operate the Thoughtfulness Shop in combination with My Little Bow Peeps Shop, LLC's business to sell baby, toddler and adult outfits, collectibles, and other assorted retail lines (the "Business"); and

WHEREAS, the Borrower has submitted an application to the RLF requesting a loan of \$60,000 in order to facilitate acquisition of the fixtures and furniture from the Thoughtfulness Shop, production machinery (including heat presses, vinyl cutters, and sublimation printers), point of sale computer systems with inventory control and payroll functions, and to otherwise obtain operating capital for start-up costs and for re-opening the Thoughtfulness Shop (all collectively described as the "Project" which is described more fully in Exhibit A) at 104 Cass Street; and

WHEREAS, the Borrower has represented that the Project would not take place in the manner described by the Borrower without the loan by the City; and

WHEREAS, the Borrower has represented that this Project will create five to nine jobs within the City as an expansion of the City's employment base; and

WHEREAS, after review of the application and additional research, the City Administration and the Economic Development Commission have recommended approval of the loan request to the City Council; and

WHEREAS, the City has concluded that it may authorize this incentive pursuant to its home rule authority and pursuant to the authority of 65 ILCS 5/8-1-2.5 regarding expenses for economic development; and

WHEREAS, the City Council has concluded that the public health, safety and welfare of the City will be served by providing an economic incentive to the Borrower because the proposed Project will increase jobs to the City, will strengthen the commercial sector of the City and the Woodstock Square, and will protect and enhance the tax base of the City,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. GENERAL DEFINITIONS

1.1 **Loan** shall mean the loan or loans made, or to be made, by City to Borrower under this Agreement from the City's Revolving Loan Fund.

1.2 **Note** shall mean the promissory note to be executed by Borrower and City evidencing the Loan executed by Borrower payable to the order of City. The final Note (and any associated security instruments and associated loan documents) must be approved by the City Attorney. This Note may be executed on the City's behalf by the City Manager.

1.3 **Person** shall mean any individual, sole proprietorship, partnership, joint venture, trust, unincorporated organization, association, corporation, institution, entity, party, or government (whether national, federal, state, county, city, municipal or otherwise, including, without limitation, any instrumentality, division, agency, body or department thereof).

1.4 **Project** shall mean the Project described in **Exhibit A** to this Agreement.

1.5 **Project Costs** shall mean the costs incurred by the Borrower to undertake and complete the Project. Funds shall be spent on acquisition of Project inventory and furniture, display items or other supplies and equipment necessary for the operation of the Business.

1.6 **Security Agreement** shall mean the Security Agreement pursuant to which Borrower has granted or will grant City a security interest in the Collateral described in that agreement such as but not limited to inventory or any equipment located within the Business Location. The final Security Agreement must be approved by the City Attorney. This Security Agreement may be executed and modified as appropriate on the City's behalf by the City Manager.

1.7 **Property** and **Business Location** shall mean the real estate leased by the Borrower located at 104 Cass Street in the City of Woodstock.

1.8 **Security Documents** shall mean the Security Agreement and all agreements, instruments, documents, financing statements, warehouse receipts, bills of lading, notices of assignment of accounts, schedules of accounts assigned, mortgages, leases, guarantees and other written matter necessary or requested by City Manager to perfect and maintain perfected City's security interest in the Collateral or to secure repayment of the Loan.

2. THE LOAN

2.1 **Agreement to Lend.** City agrees, on the terms and conditions set forth in this Agreement, to lend to Borrower the sum of \$60,000.00 at a fixed interest rate of two percent (2%) per annum. The Loan shall be evidenced by the Note and shall be repayable in accordance with the terms thereof and in accordance with this Agreement.

2.2 **Term of Loan.** The Loan shall be repaid in accordance with the terms of the Note over a period which shall not exceed seven (7) years.

2.3 **Disbursements Procedure.** The loan will be disbursed by the City in an expeditious manner following execution of this Agreement by all Parties in the form of approximately \$45,409.82 payment to the Borrower by the City and in the form of a discharge of outstanding balance on the debt owed to the City by the Thoughtfulness Shop pursuant to the Revolving Loan Agreement between the Thoughtfulness Shop and the City which had been approved by the Woodstock City Council on March 8, 2016 in the approximate amount of \$14,590.18. The loan payment and discharge of outstanding balances may be adjusted to reflect the current outstanding balance of the Revolving Loan to the Thoughtfulness Shop provided that in no event shall the total adjustment result in a loan amount to the Borrower in excess of \$60,000.

2.3.1 **Representations and Warranties.** On and as of the date each disbursement and any discharge of debt of the Thoughtfulness Shop by City with respect to the Loan is made, the representations and warranties set forth in Article 3 shall be true.

2.3.2 **No Default.** On and as of the date each disbursement by the City with respect to the Loan is made and any discharge of debt of the Thoughtfulness Shop by City is made, no Default shall exist and be continuing.

2.3.3 **Note.** On or prior to the date of the initial disbursement with respect to the Loan and of any discharge of debt of the Thoughtfulness Shop by City, the Note shall have been executed and delivered to City.

2.3.4 **Collateral.** On or prior to the date of any disbursement with respect to the Loan and of any discharge of debt of the Thoughtfulness Shop by City, the Security Documents shall have been executed and delivered to City, and City shall be satisfied that its liens and security interests in the Collateral are perfected.

2.3.5 **Deadlines.** In the reasonable opinion of the City Manager, Borrower must have commenced and substantially completed the Project within 120 days of the disbursement of the loan proceeds.

2.3.6 **Permits and Inspections.** If required, the Borrower must obtain all necessary inspections and City building permits for the Property and must seek to obtain a Certificate of Occupancy for the Property.

2.3.7 **Legal Matters.** On or prior to the date of the initial disbursement with respect to the Loan, all legal matters incident to this Agreement and the transactions contemplated hereby shall be satisfactory to City.

3. REPRESENTATIONS AND WARRANTIES

Borrower represents and warrants that:

3.1 **Existence and Power.** Borrower has and will maintain all the powers and all material governmental licenses, authorizations, consents and approvals required to carry on its business as now conducted.

3.2 **Authorization.** The execution, delivery and performance by Borrower of this Agreement, the Note and the Security Documents are within Borrower's powers, have been duly authorized by all necessary action and do not contravene any provision of applicable law or regulation or of the Articles of Incorporation or By-Laws or Partnership Agreement of Borrower, as the case may be.

3.3 **Binding Effect.** This Agreement, the Note and the Security Documents constitute valid and binding agreements of Borrower.

3.4 **Accuracy of Application.** The Application and supporting material provided to the City by Borrower in support of its request for this loan are in all respects true and accurate and there are no omissions or other facts or circumstances or change in circumstances which may be material to the Project.

3.5 **Collateral.** Borrower has or will have prior to or at the time of any disbursements of this Loan good title to and ownership of the Collateral, free and clear of all liens, claims, security interests and encumbrances except those of City.

3.6 **No Default.** Borrower is not, and will not be, as a result of the execution, delivery and performance of this Agreement, in default in the performance, observation or fulfillment of any covenant or obligation contained in any material agreement or other instrument to which Borrower is a party and borrower is and shall remain in compliance with all applicable federal, state and local laws and regulations.

3.7 **Litigation.** There are no actions or proceedings which are pending or, to the best of Borrower's knowledge, threatened against Borrower or any other Person which might result in any material adverse change in Borrower's status.

4. COVENANTS AND CONTINUING AGREEMENTS

Borrower agrees that so long as any amount of the Loan remains unpaid:

4.1 **Project.** Borrower will only use proceeds of the Loan to finance the Project in accordance with this Agreement.

4.2 **Employment Commitment.** Borrower proposes to employ 9 full-time equivalent positions at its proposed location within the City. At least one time per year, on the anniversary date of this Agreement, or more frequently upon the request of the City Manager, Borrower shall

submit information to the City documenting the number of employees/positions and hours worked of Borrower working at the Property, in a form and manner satisfactory to the City Manager.

4.3 **Audit.** Borrower shall keep detailed records of the Project and the use of Loan proceeds and shall make such records available to the City for review and copying in a timely manner upon written request by the City.

4.4 **Legal Existence.** Borrower shall do all things necessary to preserve and keep in full force and affect its legal existence.

4.5 **Taxes, Etc.** Borrower shall pay and discharge all taxes and governmental charges imposed upon it as well as any other governmental fees due or owing to any federal, state or local government.

4.6 **Insurance.** Borrower shall maintain such workmen's compensation insurance, unemployment insurance, retirement benefits and health benefits as may be required by law. Borrower also shall keep and maintain its Business Location, its stock in trade, equipment and furniture insured for its full insurable value against loss or damage by fire, theft, explosion, sprinklers and all other hazards and risks ordinarily insured against by other owners or users of such properties in similar businesses. Borrower shall also keep and maintain all such liability and umbrella coverage against liability as is reasonable and customary for comparable businesses provided such coverage provides for at least \$1,000,000 per occurrence. All insurance policies shall be in form, substance and amount satisfactory to City, and shall contain an endorsement showing loss payable to City, to the extent of the City's interest under this Agreement and/or naming the City as an additional insured, as appropriate, in order to further ensure the City's interest under this Agreement is fully protected against such loss. Such endorsement shall provide that the insurance companies shall give City at least 30 days' prior written notice before any such policy shall be altered or canceled and that no act or default of Borrower or any other person shall affect the right of City to recover under such policy in case of loss or damage. If Borrower shall fail to obtain or maintain any of the policies required by this Section or to pay any premium relating thereto, then City, without waiving or releasing any obligation or default by Borrower hereunder, may (but shall be under no obligation to do so) obtain and maintain such policies of insurance and pay such premium and take any other action with respect thereto which City deems advisable and to add such amount to the principal balance of any amount owing to City by Borrower under this Agreement.

4.7 **Maintenance of Assets.** Borrower shall at all times maintain its assets and shall not assign, sell, encumber, pledge or grant any lien or security interest in the Collateral unless subordinate to any City lien or claim under this Agreement. Borrower acknowledges that state law, 30 ILCS 760/10, requires that a private entity that has utilized direct local economic development financial assistance to purchase or finance personal property may not transfer or assign any interest in that property while the City retains Collateral, security, or any other property interest in that property, unless otherwise authorized in writing by the City Manager.

4.8 **Corporate Reorganization.** Borrower shall not, without City's prior written notice, merge or consolidate with any Person, sell or distribute a substantial portion of its assets or acquire capital stock or assets of any Person.

4.9 **No Unauthorized Payments.** Other than reasonable salary, Borrower shall not make payment or pay any dividends or distributions or make loans or enter into any transactions with any affiliate, member, officer, director, stockholder or partner of Borrower that shall in any way limit Borrower's ability to fulfill its obligations to the City under this Agreement

4.10 **Compliance with Law.** Borrower shall comply with all applicable local, state and federal law and regulations promulgated thereunder. Borrower shall remain current on any fees owed to the City including those for any water or sewer service to the Property. If Borrower uses these funds in a manner that would call for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"), then Borrower acknowledges that the Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

4.11 **Financial Statements.** Borrower shall furnish to City as soon as available, but not later than 120 days after the end of each fiscal year of Borrower, financial statements of Borrower as at the end of such year reviewed by public accountants certified by the State of Illinois and satisfactory to City containing a certificate of the aforesaid public accountants certifying to City that they are not aware of the occurrence or existence of any condition or event which constitutes a Default. Furthermore, Borrower shall provide, as often as requested by City, an unaudited financial statement of Borrower as at the end of the quarter of Borrower's fiscal year then elapsed, certified by Borrower's principal financial officer and prepared in accordance with Generally Accepted Accounting Principles and fairly presenting the financial position and results of all operations of Borrower for such quarter.

5. DEFAULTS

5.1 **Defaults.** Any of the following events shall constitute a default under this Agreement:

(a) Borrower shall fail to pay, within 5 days of when due, any amount due under the Note or other amount payable to City under this Agreement;

(b) Borrower shall fail to observe or perform any covenant or agreement contained in this Agreement or associated loan documents such as the Promissory Note and Security

agreements, for 10 days after written notice thereof has been given to Borrower by City;

(c) Borrower uses the Loan Proceeds for purposes other than those stated in this Agreement;

(d) Borrower has not met the Deadline described in Section 2.3.5 of this Agreement.

(e) Any representation, warranty, certificate or statement made by Borrower in this Agreement, including any Exhibits hereto, or in any certificate, report, financial statement or other document delivered pursuant to this Agreement or as part of the application to the City to enter into this Agreement shall prove to have been incorrect when made in any material respect;

(f) A default shall occur with respect to any indebtedness of Borrower for borrowed money or with respect to any material agreement or instrument to which Borrower is a party;

(g) Borrower shall fail to observe or perform any covenant or agreement contained in any Security Document or a default shall occur under any Security Document;

(h) Borrower shall commence a voluntary case or other proceeding seeking liquidation, reorganization or other relief with respect to itself or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, or shall consent to any such relief or to the appointment of or taking possession by any such official in an involuntary case or other proceeding commenced against it, or shall make a general assignment for the benefit of creditors, or shall fail generally to pay its debts as they become due, or shall take any corporate action to authorize any of the foregoing;

(i) An involuntary case or other proceeding shall be commenced against Borrower seeking liquidation, reorganization or other relief with respect to it or its debts under any bankruptcy, insolvency or other similar law now or hereafter in effect or seeking the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property, and such involuntary case or other proceedings shall remain undismissed and unstayed for a period of 60 days; or an order for relief shall be entered against Borrower under the federal bankruptcy laws as now or hereafter in effect;

(j) There shall be entered against Borrower one or more judgments or decrees in excess of \$10,000 in the aggregate at any time outstanding, excluding judgments or decrees which have been vacated, discharged, stayed or bonded pending appeal within 30 days from entry thereof and judgments to the extent covered by insurance;

(k) Borrower ceases the conduct of active trade or business in the City for any reason, including, but not limited to, fire or other casualty;

(l) Borrower moves from the Property or sells any of the items covered by the Security Agreement.

5.2 **Uncured Defaults.** In the event of a default that remains uncured following 10 days written notice by City to Borrower, the City may declare the Loan to be immediately due and payable without presentment, demand, protest or other notice of any kind, all of which are hereby waived by Borrower.

5.3 **Remedies with Respect to Collateral.** If a Default shall have occurred, City shall have such rights with respect to the Collateral as are specified in the Security Documents.

5.4 **Interest Upon Default.** During such period as a Default shall have occurred and be continuing, interest on the Loan shall accrue and be payable at the default rate described in the Note.

6. MISCELLANEOUS

6.1 **Notices.** Notice required hereunder shall be in writing and shall be deemed to have been validly served, given or delivered upon deposit in the United States mail, by registered mail, return receipt requested, at the address set forth on the signature page hereof or to such other address as each party may specify for itself by like notice.

6.2 **General Indemnification.** Borrower shall fully and completely indemnify, defend and hold harmless City, its officers, directors, employees and agents against any liability, judgment, loss, cost, claim, damage (including consequential damage) or expense (including attorneys' fees and disbursements, settlement costs, consultant fees, investigation and laboratory fees) to which any of them may become subject insofar as they may arise out of or are based upon this Agreement, any agreement or document executed by Borrower or City as part of the transaction described herein or Borrower's use of the proceeds of the loan or as may arise from any claim related to the Illinois Prevailing Wage Act.

6.3 **Right of Inspection; Reporting.** Borrower shall furnish to City such information as City may reasonably request with respect to this Agreement or the Project or any Collateral securing this Agreement.

6.4 **Survivals.** All covenants agreements, representations and warranties made herein and in the certificates delivered pursuant hereto shall survive the making of the Loan herein contemplated and shall continue in full force and effect so long as any portion of the Loan shall be outstanding and unpaid.

6.5 **No Waivers.** No failure or delay by City in exercising any right, power or privilege hereunder or under any Note or Security Document shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

6.6 **Integration.** This Agreement represents the full and complete agreement between the parties with respect to the matters addressed herein and there are no oral agreements or understandings between the parties.

6.7 **Illinois Law.** This Agreement shall be governed by the laws of the State of Illinois. THE BORROWER CONSENTS AND SUBMITS TO THE JURISDICTION OF ANY COURT LOCATED WITHIN MCHENRY COUNTY, ILLINOIS OR THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS IN ROCKFORD.

6.8 **Counterparts; Effectiveness.** This Agreement may be signed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument.

6.9 **Amendments.** No modification of or waiver of any provision of this Agreement, the Note or any of the Security Documents shall be effective unless the same shall be in writing and signed by the parties hereto.

6.10 **Assignment.** This Agreement may not be assigned or transferred by the Borrower without the written consent of the City, which consent may be withheld for any reason.

6.11 **Attorneys Fees, Costs.** In any action to enforce or relating to this Agreement, the prevailing party shall be entitled to recover from the other party, its costs and expenses including attorney fees. The term "costs and expenses" as used herein shall include all costs and expenses actually and reasonably incurred.

6.12 **Loan Only, No Other Relationship.** This Agreement does not constitute any sort of joint venture, employment agreement, lease or sublease between the City and Borrower and no other relationship other than that of Lender and Borrower is created under the terms of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

CITY:

The City of Woodstock, an Illinois
Municipality

By: _____

Brian Sager, Ph.D., Mayor

BORROWER:

My Little Bow Peeps Shop, LLC

By: _____

, its President

ATTEST:

Name: _____

Title: _____

Exhibit A
Business Plan for My Little Bow Peeps
Revolving Loan Project



THE BUSINESS-

Business name: My Little Bow Peeps Shop, LLC ... DBA: The Thoughtfulness Shop Too

Business Registration Number: 84-4546238

Business location: 5908 Whiting Dr, McHenry, with planned move to 101-104 Cass St., Woodstock, former location of the Thoughtfulness Shop

Date established: 1/1/2019

Business owner(s): Janice Ricci Wilcox, Craig Wilcox

Website Address: www.MyLittleBowPeepsShop.com (currently redirected to Etsy)

Relevant owner experience: Formerly owned/operated

Lease: 5 year lease planned to be signed with Groundhog Partners, LLC

Products/services: Various apparel with creative designs, originally focused on baby outfits, onesies, and toddler outfits, but recently expanded into adult t-shirts as well. The creative design process is the "niche" difference that has skyrocketed My Little Bow Peeps Shop to where we are today, seeing 214% revenue growth quarter over quarter in just 15 months of existence. With our planned move to Woodstock Square, we intend to keep many of the retail lines that the Thoughtfulness Shop had carried, in addition to the boutique apparel lines, creating a party planning/gift shop synergy.

The Market/ Marketing:

Target market: Primary target market starting out was family and friends of new born babies, but quickly realized toddlers and children appreciated the designs. As our on-line presence started to grow, and our creativity with design options expanded, we quickly understood the target market was the entire on-line shopper experience, looking for unique and small business crafted designs. Etsy and Amazon became the primary sales channels, with other various channels being pursued. With the move to the Woodstock Square, we will capture the charm of the square, with the walk-ability of the area, creating a unique shopper destination for a variety of desires.

Marketing strategy: On-line advertising through the Etsy platform has been a primary driver of traffic, but additional ads and presence on Facebook, Amazon, Instagram, Pinterest and other on-line markets has driven increased traffic, rising 1156% in less than 15 months. Search engine optimization work is crafted into each new design and listing. With the move to the Woodstock Square we will blend the traditional advertising of the brick and mortar Thoughtfulness Shop, with the on-line aspects of My Little Bow Peeps Shop.

Market position: My Little Bow Peeps Shop has recently been honored/recognized as a "Top 1% Seller" by Etsy on-line, and the Thoughtfulness Shop, with 50 years of history, is a known destination shop on the Square. We offer affordable and unique apparel as well as gift ideas for the casual and "on a mission" shopper.

Unique selling position: Niche and responsive creative design has driven My Little Bow Peeps Shop to the top of the on-line gift shopping experience, with numerous top craft blog mentions and recommendations, including "TheBump", while maintaining a difficult to achieve 5.0 star customer satisfaction rating.

Customer management: Our management strategy is customer service focused, so we go out of our way to ensure the customer has a top notch experience generating repeat business.

Vision or Goal statement: To introduce the cutest My Little Bow Peeps Shop outfits to Woodstock and surrounding area, while maintaining the historic and well respected gift shop known as The Thoughtfulness Shop.



PROMISSORY NOTE

\$60,000.00

City of Woodstock Revolving Loan Fund
My Little Bow Peeps Shop, LLC

_____, 2020

FOR VALUE RECEIVED, the undersigned, **My Little Bow Peeps Shop, LLC** (the "Borrower"), hereby promises to pay to the order of **THE CITY OF WOODSTOCK, MCHENRY COUNTY, IL** (the "City"), the principal sum of Sixty Thousand and No/100 Dollars (\$60,000.00), or so much thereof as may be advanced by the City and evidenced by this Note under the Woodstock Revolving Loan Fund Loan Agreement between the Borrower and the City (the "Loan Agreement"), by July 1, 2027 (as hereinafter provided), together with interest to maturity (whether by lapse of time, acceleration, or otherwise) at a fixed rate per annum of two percent (2%) per annum, amortized over a period of seven (7) years. Interest shall be calculated on the basis of a 360-day year.

Unless accelerated or prepaid as hereinafter provided or as otherwise provided in the Loan Agreement, Borrower will pay this loan in one payment of the then outstanding principal plus all accrued unpaid interest on July 1, 2027. In addition, Borrower will pay regular monthly payments of principal and interest in the amounts described in the amortization table attached as Attachment 1 to this Promissory Note and made a part hereof with all payments to be due on the same day of each month for eighty four (84) months commencing on August 1, 2020. If an Event of Default (as defined in the Loan Agreement) shall occur, and shall remain uncured during the cure period, the outstanding principal of and accrued and unpaid interest on this Note shall become immediately due and payable as provided in the Loan Agreement.

All payments on account of the indebtedness evidenced by this Note shall be applied as provided in the Loan Agreement. Borrower promises to make all payments under this Note in the form of cash, check, certified funds or money order at the option and direction of the City. Payments on this Note shall be made at the offices of the City or at such other office as the legal holder of this Note may, from time to time, designate in writing.

Notwithstanding anything to the contrary contained herein, the undersigned agrees to pay a late charge of five percent (5.00%) of the amount of any monthly installment received more than 5 days after the installment is due. Late charges shall be due and payable on the due date of the next installment of interest, together with the regular installment then due.

Upon and after demand for payment or the occurrence of an event of Default (as defined in the Loan Agreement) and remains uncured during any applicable cure period, the undersigned shall pay interest at the rate (the "Default Rate") of twelve and three-eighths percent (12.375%) per annum.

Except as otherwise provided in the Loan Agreement, this Note may be prepaid in whole or in part without premium or penalty at any time at the option of the undersigned in accordance with the Loan Agreement.

This Note is secured by the Loan Agreement dated May 5, 2020 and by a Security Agreement dated May 5, 2020, and other documents, agreements, and instruments executed by the Borrower. This Note is made and delivered pursuant to the Loan Agreement and is subject to the further terms and conditions thereof, including the right of the holder to accelerate payment of the principal of and accrued and unpaid interest on this Note and other remedies upon the occurrence of an event of Default, all of which are hereby incorporated and made a part of this Note by reference.

ILLINOIS INSURANCE NOTICE. Unless Borrower provides Lender with evidence of the insurance coverage required by Borrower's agreement with Lender, Lender may purchase insurance at Borrower's expense to protect Lender's interests in the Collateral. This insurance may, but need not, protect Borrower's interests. The coverage that Lender purchases may not pay any claim that Borrower makes or any claim that is made against Borrower in connection with the Collateral. Borrower may later cancel any insurance purchased by Lender, but only after providing Lender with evidence that Borrower has obtained insurance as required by their agreement. If Lender purchases insurance for the Collateral, Borrower will be responsible for the costs of that insurance, including interest and any other charges Lender may impose in connection with the placement of insurance, until the effective date of the cancellation or expiration of the insurance. The costs of the insurance may be added to Borrower's total outstanding balance or obligation. The costs of the insurance may be more than the cost of insurance Borrower may be able to obtain on Borrower's own.

Any waiver of any payment due hereunder or the acceptance by the City of partial payments hereunder shall not, at any other time, be taken to be a waiver of the terms of this Note or the Loan Agreement or any other agreement between the Borrower and the City.

The makers, sureties, guarantors, and endorsers of this Note, if any, jointly and severally each hereby waives demand, presentment for payment, notice of nonpayment, and protest and any and all notice of whatever kind or nature and the exhaustion of legal remedies herein, or any release of liability or any other indulgences or forbearances whatsoever, without releasing or in any way affecting the personal liability of any other party hereunder.

This Note shall be the joint and several obligation of all makers, sureties, guarantors, and endorsers and shall be binding upon them, their heirs, personal representatives, and assigns.

In the event the holder of this Note shall refer this Note to an attorney for collection, the undersigned agrees to pay, in addition to unpaid principal and interest, all of the costs and expenses incurred in attempting or effecting collection, including reasonable attorneys' fees, whether or not suit is instituted.

A resolution of the Borrower authorizing the execution of this Note is attached hereto as Attachment 2.

This Note shall be a contract governed by and construed in accordance with the laws of the State of Illinois. THE BORROWER CONSENTS AND SUBMITS TO THE JURISDICTION OF ANY COURT LOCATED WITHIN MCHENRY COUNTY, ILLINOIS OR THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS IN ROCKFORD.

IN WITNESS WHEREOF, the undersigned has executed this Note as of the date first written above.

BORROWER:
My Little Bow Peeps Shop, LLC

By: _____, its President

ATTEST:

Attachment 1: Amortization Table

Attachment 2: Resolution of **My Little Bow Peeps Shop, LLC** authorizing execution of this Note.

My Little Bow Peeps Shop - Amortization Table

<i>Attachment 1</i>	<i>Exhibit A</i>	City of Woodstock Loan Agreement	
Loan Payment Date	5/15/2020	Loan Amount	\$ 60,000.00
Rate	2.0%	Payment	\$ 767.46

Payment Due Date	Amount	Principal	Interest	Balance	Pmt #
June 1, 2020			\$ 42.89	\$ 60,000.00	
July 1, 2020			\$ 75.68	\$ 60,000.00	
August 1, 2020	\$ 767.46	\$ 666.05	\$ 101.41	\$ 59,333.95	1
September 1, 2020	\$ 767.46	\$ 667.16	\$ 100.30	\$ 58,666.80	2
October 1, 2020	\$ 767.46	\$ 668.27	\$ 99.19	\$ 57,998.53	3
November 1, 2020	\$ 767.46	\$ 669.38	\$ 98.08	\$ 57,329.15	4
December 1, 2020	\$ 767.46	\$ 670.50	\$ 96.96	\$ 56,658.65	5
January 1, 2021	\$ 767.46	\$ 671.62	\$ 95.84	\$ 55,987.04	6
February 1, 2021	\$ 767.46	\$ 672.73	\$ 94.72	\$ 55,314.30	7
March 1, 2021	\$ 767.46	\$ 673.86	\$ 93.60	\$ 54,640.45	8
April 1, 2021	\$ 767.46	\$ 674.98	\$ 92.48	\$ 53,965.47	9
May 1, 2021	\$ 767.46	\$ 676.10	\$ 91.35	\$ 53,289.36	10
April 1, 2024	\$ 767.46	\$ 716.68	\$ 50.78	\$ 28,902.23	45
May 1, 2024	\$ 767.46	\$ 717.88	\$ 49.58	\$ 28,184.35	46
June 1, 2024	\$ 767.46	\$ 719.07	\$ 48.39	\$ 27,465.28	47
July 1, 2024	\$ 767.46	\$ 720.27	\$ 47.19	\$ 26,745.01	48
August 1, 2024	\$ 767.46	\$ 721.47	\$ 45.99	\$ 26,023.54	49
September 1, 2024	\$ 767.46	\$ 722.67	\$ 44.78	\$ 25,300.87	50
October 1, 2024	\$ 767.46	\$ 723.88	\$ 43.58	\$ 24,576.99	51
November 1, 2024	\$ 767.46	\$ 725.08	\$ 42.37	\$ 23,851.90	52
December 1, 2024	\$ 767.46	\$ 726.29	\$ 41.17	\$ 23,125.61	53
January 1, 2025	\$ 767.46	\$ 727.50	\$ 39.96	\$ 22,398.11	54
February 1, 2025	\$ 767.46	\$ 728.72	\$ 38.74	\$ 21,669.39	55
March 1, 2025	\$ 767.46	\$ 729.93	\$ 37.53	\$ 20,939.46	56
April 1, 2025	\$ 767.46	\$ 731.15	\$ 36.31	\$ 20,208.31	57
May 1, 2025	\$ 767.46	\$ 732.37	\$ 35.09	\$ 19,475.95	58
June 1, 2025	\$ 767.46	\$ 733.59	\$ 33.87	\$ 18,742.36	59
July 1, 2025	\$ 767.46	\$ 734.81	\$ 32.65	\$ 18,007.55	60
August 1, 2025	\$ 767.46	\$ 736.03	\$ 31.42	\$ 17,271.52	61
September 1, 2025	\$ 767.46	\$ 737.26	\$ 30.20	\$ 16,534.26	62
October 1, 2025	\$ 767.46	\$ 738.49	\$ 28.97	\$ 15,795.77	63
November 1, 2025	\$ 767.46	\$ 739.72	\$ 27.74	\$ 15,056.05	64
December 1, 2025	\$ 767.46	\$ 740.95	\$ 26.51	\$ 14,315.10	65
January 1, 2026	\$ 767.46	\$ 742.19	\$ 25.27	\$ 13,572.91	66
February 1, 2026	\$ 767.46	\$ 743.42	\$ 24.03	\$ 12,829.49	67
March 1, 2026	\$ 767.46	\$ 744.66	\$ 22.79	\$ 12,084.82	68
April 1, 2026	\$ 767.46	\$ 745.90	\$ 21.55	\$ 11,338.92	69
May 1, 2026	\$ 767.46	\$ 747.15	\$ 20.31	\$ 10,591.77	70
June 1, 2026	\$ 767.46	\$ 748.39	\$ 19.07	\$ 9,843.38	71
July 1, 2026	\$ 767.46	\$ 749.64	\$ 17.82	\$ 9,093.74	72
August 1, 2026	\$ 767.46	\$ 750.89	\$ 16.57	\$ 8,342.85	73
September 1, 2026	\$ 767.46	\$ 752.14	\$ 15.32	\$ 7,590.71	74
October 1, 2026	\$ 767.46	\$ 753.39	\$ 14.06	\$ 6,837.31	75
November 1, 2026	\$ 767.46	\$ 754.65	\$ 12.81	\$ 6,082.66	76
December 1, 2026	\$ 767.46	\$ 755.91	\$ 11.55	\$ 5,326.75	77
January 1, 2027	\$ 767.46	\$ 757.17	\$ 10.29	\$ 4,569.58	78
February 1, 2027	\$ 767.46	\$ 758.43	\$ 9.03	\$ 3,811.15	79
March 1, 2027	\$ 767.46	\$ 759.69	\$ 7.76	\$ 3,051.46	80
April 1, 2027	\$ 767.46	\$ 760.96	\$ 6.50	\$ 2,290.50	81
May 1, 2027	\$ 767.46	\$ 762.23	\$ 5.23	\$ 1,528.27	82
June 1, 2027	\$ 767.46	\$ 763.50	\$ 3.96	\$ 764.77	83
July 1, 2027	\$ 767.46	\$ 764.77	\$ 2.69	\$ (0.00)	84
	\$ 64,466.51	\$ 60,000.00	\$ 4,466.51		

ATTACHMENT 2

RESOLUTION TO BORROW OF MY LITTLE BOW PEEPS SHOP, LLC

COMPANY:	MY LITTLE BOW PEEPS SHOP, LLC 5908 Whiting Drive, McHenry, IL 60050	LENDER:	City of Woodstock 121 West Calhoun Street Woodstock, IL 60098
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I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT:

THE COMPANY'S EXISTENCE. The complete and correct name of the Company is MY LITTLE BOW PEEPS SHOP, LLC (the "Company"). The Company is a limited liability company which is, and at all times shall be, duly authorized, validly existing, and in good standing under and by virtue of the laws of the State of Illinois. The Company is duly authorized to transact business in all other states in which the Company is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which the Company is doing business. Specifically, the Company is, and at all times shall be, duly qualified as a foreign corporation in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. The Company has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. The Company maintains an office at 5908 Whiting Drive, McHenry, IL 60050.

RESOLUTION ADOPTED. At a meeting of the Members of the Company, duly called and held either in person or remotely on _____, 2020 at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Resolution were adopted:

MANAGER(S). The following named person(s) is a Manager of the Company:

<u>NAME</u>	<u>TITLE</u>
_____	Manager
_____	Manager

ACTIONS AUTHORIZED. The authorized person(s) listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Company. Specifically, but without limitation, the authorized person(s) is authorized, empowered, and directed to do the following for and on behalf of the Company:

Borrow Money. To borrow, as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Company and Lender, such sum or sums of money as in his or her judgment should be borrowed, without limitation.

Execute Notes. To execute and deliver to Lender the promissory note or notes, or other evidence of the Company's credit accommodations including any security interests granted by Company, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Company's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

CERTIFICATION CONCERNING MANAGERS AND RESOLUTIONS. The Manager(s) named above is duly elected, appointed or employed by or for the Company, as the case may be, and occupies the position set opposite his or her respective name. This Resolution now stands of record on the books of the Company, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

CONTINUING VALIDITY. Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Company's agreements or commitments in effect at the time notice is given.

IN TESTIMONY WHEREOF, I have hereunto set my hand and attest that the signature set opposite the name listed above is his or her genuine signature.

I have read all the provisions of this Resolution, and I personally and on behalf of the Company certify that all statements and representations made in this Resolution are true and correct. The Limited Liability Company Resolution to Borrow is dated _____, 2020.

CERTIFIED TO AND ATTESTED BY:

By: Janice Ricci Wilcox
Its: Member

By: Craig Wilcox
Its: Member

BEING ALL THE MEMBERS OF THE COMPANY

**SECURITY AGREEMENT BETWEEN
CITY OF WOODSTOCK, ILLINOIS AND MY LITTLE BOW PEEPS SHOP, LLC**

This Security Agreement between the City of Woodstock, Illinois ("City") and My Little Bow Peeps Shop, LLC, ("Borrower") is dated as of May 5, 2020.

City and Borrower have entered into a Loan Agreement dated as of May 5, 2020 ("Loan Agreement"). Each capitalized term used herein shall have the meaning assigned in the Loan Agreement unless otherwise defined herein.

(1) To secure the Loan (as defined in the Loan Agreement) and all of the Borrower's other payment and performance obligations under the Loan Agreement, Borrower hereby grants to City a continuing security interest in and to all of the property and interests in property of Borrower identified below by a marking in the space applicable thereto, whether such property is now owned or existing or hereafter acquired or arising and wheresoever located (hereinafter termed the "Collateral"):

_____ (i) All accounts, contract rights, chattel paper, instruments and documents;

 X (ii) All equipment and fixtures, including without limitations, furniture, machinery, and trade fixtures, together with any and all accessories, parts and appurtenances thereto, substitutions therefor and replacements thereof;

_____ (iii) All causes in action, causes of action and all other intangible personal property of every kind and nature including, without limitation, corporate or other business records, deposit accounts, inventions, designs, patents, patent applications, trademarks, trade names, trade secrets, goodwill, copyrights, registrations, licenses, franchises, tax refund claims and any letters of credit, guarantee claims, security interests or other security held by or granted to Borrower;

_____ (iv) All inventory, goods, merchandise and other personal property, including without limitation, goods in transit, wheresoever located, which are or may at any time be held for sale or lease, furnished under any contract of service or held as raw materials, work in process, supplies or materials used or consumed in Borrower's business unless specifically excluded in Attachment 1 to this Security Agreement;

 x (v) All insurance proceeds relating to any of the foregoing;

_____ (vi) All books and records relating to any of the foregoing; and

 x (vii) All accessions and additions to, substitutions for, and replacements, products and proceeds of any of the foregoing.

(2) Borrower shall make appropriate entries on its financial statements and books and records disclosing City's security interest in the Collateral.

(3) At City's request, Borrower shall execute and/or deliver to City, at any time or times hereafter, all Security Documents that City may reasonably request, in form and substance acceptable to City, and pay the costs of any recording or filing of the same and deliver to City any and all documents evidencing or constituting the Collateral. Upon the occurrence of a Default, Borrower hereby irrevocably makes, constitutes and appoints City (and all Persons designated by City for that purpose) as Borrower's true and lawful attorney (and agent-in-fact) to sign the name of Borrower on any of the Security Documents and to deliver any of the Security Documents to such Persons as City, in its sole discretion, may elect. Borrower agrees that a carbon, photographic, photostatic, or other reproduction of this Security Agreement or of a financing statement is sufficient as a financing statement.

(4) City (by any of its officers, employees and/or agents) shall have the right, at any time or times during Borrower's usual business hours, without prior notice, to inspect the Collateral, all records related thereto (and to make extracts from such records) and the premises upon which any of the Collateral is located, to discuss Borrower's affairs and finances with any Person and to verify the amount, quality, quantity, value and condition of, or any other matter relating to, the Collateral.

(5) The Collateral shall be located at the Business Location at 140 Cass Street in the City of Woodstock, Illinois and any books and records related thereto (including, without limitation, computer programs, printouts and other computer materials and records concerning the Collateral) shall be made available to the City upon request. Borrower shall not remove its books and records or the Collateral from the Business Location (except for removal of Inventory upon its sale) and shall not open any new offices or relocate any of its books and records or the Collateral except within the continental United States of America without at least thirty (30) days prior written notice thereof to City. Borrower represents and warrants that all of the Collateral belongs to the Borrower, or will belong to borrower prior to disbursement of Loan proceeds, and the Borrower has authority to use such Collateral as Security in this agreement.

(6) Borrower shall at all times keep the Collateral in good repair.

(7) Borrower shall not sell or dispose of any Collateral except for sales of inventory in the ordinary course of its business.

(8) Borrower has not, during the preceding five years, been known as or used any other corporate or fictitious name. Borrower will not in the future change its name or use any other corporate or fictitious name without providing at least thirty (30) days prior written notice thereof to City.

(9) Upon and after the occurrence of a Default, City shall have the following rights and remedies:

(i) All of the rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, all of which rights and remedies shall be cumulative, and none exclusive, to the extent permitted by law, in addition to any other rights and remedies contained in the Loan Agreement or in this Security Agreement;

(ii) The right to (a) enter upon the premises of Borrower or any other place or places where the Collateral is located and kept, without any obligations to pay rent to Borrower, through self-help and without judicial process or first obtaining a final judgment or giving Borrower notice and opportunity for a hearing on the validity of City's claim, and remove the Collateral from such premises and places to the premises of City or any agent of City, for such time as City may require to collect or liquidate the Collateral, and/or (b) require Borrower to deliver the Collateral to City at a place to be designated by City;

(iii) The right to (a) notify account debtors that accounts receivable have been assigned to City and that City has a security interest therein and b) direct such account debtors to make all payments due from them to Borrower upon the accounts receivable directly to City or to a lock box designated by City. City shall promptly furnish Borrower with a copy of any such notice, in City's sole discretion, may be sent on Borrower's stationery, in which event, Borrower shall cosign such notice with City.

(iv) The right to sell or to otherwise dispose of all or any Collateral in its then condition, or after any further manufacturing or processing thereof, at public or private sale or sales, with such notice as provided in Section (10) below, in lots or in bulk, for cash or any credit, all as City, in its sole discretion, may deem advisable. At any such sale or sales of the Collateral, the Collateral need not be in view of those present and attending the sale, nor at the same location at which the sale is being conducted. City shall have the right to conduct such sales on Borrower's premises or elsewhere and shall have the right to use Borrower's premises without charge for such sales for such time or times as City may see fit. City is hereby granted a license or other right to use, without charge, Borrower's labels, patents, copyrights, rights of use of any name, trade secrets, trade names, trademarks and advertising matter, or any property of a similar advertising matter, or any property of a similar nature, as it pertains to the Collateral, in advertising for sale and selling any Collateral and Borrower's rights under all licenses and all franchise agreements shall inure to City's benefit. City may purchase all or any part of the Collateral at public or, if permitted by law, private sale and, in lieu of actual payment of such purchase price, may set off the amount of such price against the Loan. To the extent that the Collateral includes inventory that may be returned to a Publisher or the supplier of such inventory at full or discounted prices, the City shall have the right but not the obligation to do so.

(10) Any notice required to be given by City of a sale, lease, other disposition of the Collateral or any other intended action by City, which is deposited in the United States mail, registered mail, return receipt requested, duly addressed to Borrower, at the address set forth in the Loan Agreement, ten (10) days prior to such proposed action, shall constitute commercially reasonable and fair notice thereof to Borrower.

(11) Trade Fixtures as Collateral: Prior to such time as the Borrower installs or attaches any of the Collateral in a permanent manner to the Business Location, Borrower shall provide the

City with a letter from the Landlord to the City to the effect that the Landlord acknowledges such Collateral is a trade fixture that may be removed by the Borrower under the Lease for the Business Location.

IN WITNESS WHEREOF, Borrower and City have caused this Security Agreement to be executed as of the day and year first above written.

CITY:

The City of Woodstock, an Illinois
Municipality

By: _____
Brian Sager, Ph.D., Mayor

121 W. Calhoun Street
Woodstock, IL 60098

ATTEST:

Name: _____
Title: _____

BORROWER:

My Little Bow Peeps Shop, LLC

By: _____, its President

WOODSTOCK REVOLVING LOAN FUND (WRLF) APPLICATION

Company Name: My Little Bow Peeps Shop, LLC

Company Address: [REDACTED]

[REDACTED] IL [REDACTED]

Company Phone: 815-529-1469

Contact Person: Janice Ricci Wilcox

E-Mail Address: janice@mylittlebowpeepsshop.com

Company Ownership:

- Sole Pro-prietorship Partnership Private Corporation S Corporation Limited Liability Corporation (LLC)

<u>Name</u>	<u>Address</u>	<u>% Owned</u>
<u>Janice Ricci Wilcox</u>	<u>[REDACTED]</u>	<u>51</u>
<u>Craig Wilcox</u>	<u>[REDACTED]</u>	<u>49</u>
_____	_____	_____
_____	_____	_____

Attorney Representing Company:

Law Office of Neil Anderson

Telephone: 815-675-6712

Address: 1927 Main St
Spring Grove, IL 60081

e-mail: andersonlawfirm@mediacombb.net

Accountant Representing Company:

J+L Accounting

Telephone: 815-338-1040

Address: 2525 Harding Lane
Woodstock, IL 60098

e-mail: john@jlaccounting.com

WOODSTOCK REVOLVING LOAN FUND (WRLF) APPLICATION

- 1) Provide a brief description of your proposed project (use additional pages if necessary).

Reopen the Thoughtfulness Shop in combination w/ My Little Bow Peeps Shop selling baby, toddler + adult outfits, collectibles, gift items, and other assorted retail lines.

- 2) Describe the purposes for which revolving loan funds are needed (use additional pages if necessary).

Fixtures and furniture from the Thoughtfulness shop, production machinery, (heat presses, vinyl cutters, sublimation printer and direct to garment printer), new Point of Sale computer systems w/ inventory control, and production design + website hosting computers.

Number of full-time jobs created by the project (within 18 months of completion)? 9

Amount of loan requested from WRLF? \$60,000
(cannot exceed \$10,000 per full-time job created, up to a maximum of \$150,000)

Term of loan requested from WRLF? 3 years 5 years 7 years
(cannot exceed 5 years if loan is for working capital)

WOODSTOCK REVOLVING LOAN FUND (WRLF) APPLICATION

Source of Funding (use additional pages if necessary)

Please indicate the source(s) of funding for the entire project, as applicable.

Owner: 40 % \$ 60,000 Bank: 20 % \$ 30,000
WRLF: 40 % \$ 60,000 Other: % \$

PARTICIPATING BANK (If applicable): Please submit a fully documented letter of commitment from your lender.

Name of Bank: Chase

Loan Officer: Jeanna Pipitone

Address: 2911 Commerce Dr

City, State & Zip: Johnsburg, IL 60051

Telephone #: 815-344-4734 Fax #: 855-323-6434

E-mail: jeanna.m.pipitone@chase.com

Duration of Bank Loan: Credit Line / Credit Card

Special Conditions: _____

Total Project Cost: \$ 150,000

Provide a summary of any collateral offered in guarantee of loan, including type of collateral, value of collateral and any liens or encumbrances against collateral (use additional pages if necessary):

Refer to Expected Start-Up Costs sheet

Furniture, heat presses, vinyl cutters, Ricoh DTG
Intuit Point of Sale

All collateral items will be direct invoice/paid
by city to establish collateral linkage.

WOODSTOCK REVOLVING LOAN FUND (WRLF) APPLICATION

I/we hereby certify that the information contained in the application and in all accompanying documentation attached hereto are true, to the best of my/our knowledge and are submitted for the purpose of obtaining financial assistance from the Woodstock Revolving Loan Fund. In conjunction with this request for assistance, I hereby agree to provide such business and financial information as may be required from time to time. The WRLF Committee has my/our permission to use this information as is necessary to assist my business needs and to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my/our credit worthiness.

Micellie Wilcox
Tamce Ricci Wilcox

Craig
Craig Wilcox
Date: 3/24/2020



Police Department
John L. Lieb, 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 III, City Manager
From: John L. Lieb, Chief of Police
Re: Request for Approval of Annual Purchase of Police Vehicles through the Northwest Municipal Conference Suburban Purchasing Cooperative, and associated Vehicle Up-Fit
Date: April 27th, 2020 (May 5th, 2020 City Council Meeting)

The purpose of this memorandum is to seek City Council's approval for the expenditure of \$98,484 for the purchase of: three (3) 2021 Ford Utility Police Interceptor vehicles. The approved FY20/21 CIP budget as described in line item #82-03-7-701 (Annual Police Vehicle Purchase) includes \$98,000 for this expenditure. The secondary purpose of this memorandum is to seek City Council's approval for the expenditure of \$21,000 for the necessary equipment and up-fit for the requested police vehicles. The approved FY20/21 CIP budget as described in line item #82-03-7-708 (Vehicle Equipment) includes \$21,000 for this expenditure.

On an annual basis, the Police Department replaces a portion of the police vehicle fleet. The five-year alternating vehicle replacement system generally provides for approximately two to three primary patrol vehicles to be replaced every year; detective, administrative, and special-assignment vehicles are replaced, as needed. The patrol replacement vehicles are available by means of a joint purchase cooperative through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative; this resource currently enables the City of Woodstock to acquire vehicles at a more competitive price than other sources, including the State of Illinois Procurement System.

Starting in FY19/20, there were two notable changes as it relates to the Department's patrol vehicles. First, the WPD Patrol Division began a multi-year transition to an all-SUV Ford Police Interceptor (SUV) fleet; Ford Motor Co. made a business decision to focus on SUV models and eliminate the sedan model (Taurus) of their Police Interceptor due to changing civilian market interests and trends. FY20/21 will be the second year of this transition phase. WPD will continue to use its current Ford police sedans until each has served its purpose, at which time, each will be rotated out of service. Second, as the agency began to move into this new era of SUV squad cars, officers were afforded the opportunity to provide input on any desired design changes; there was a consensus to change vehicle color to silver and alter the police squad car graphics; City Council reviewed and approved the SUV vehicle graphics in October, 2019.



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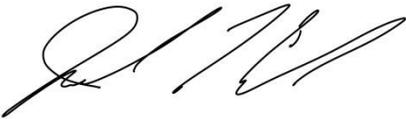
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As mentioned, these 2021 Ford Utility Police Interceptors (3 at \$32,828 each) will be used as primary patrol vehicles. Since this style of vehicle is different than the sedan, there is a need for additional equipment purchases to up-fit these squad cars. As examples, the following equipment will need to be acquired or modified: prisoner partition (modification needed), rear prisoner partition (acquisition needed), a different style of radio/control head center console mount (acquisition needed), additional emergency lights (acquisition needed), and a rear area storage compartment solution (acquisition needed). As noted above, the CIP line item of Vehicle Equipment is budgeted at \$21,000. With that, the entirety of this CIP line item will be required for the up-fit of these three vehicles.

Lastly, it should be noted that the annual purchase of squad car requests have, prior to 2019, been submitted to City Council in the respective fall season of each fiscal year. However, due to a significant and unexpected delay in the manufacturing process from Ford Motor Co., the estimated timeline from placing the order to delivery of the vehicles has been extended. As an example, the three Police Interceptor SUVs that were ordered in October 2019 have not been delivered to the City of Woodstock as of today's date. In fact, they are not expected to be manufactured until approximately June 2020; and during these unprecedented times, it must be taken into consideration that COVID-19 may even further affect production times (i.e., Ford manufacturing facilities and suppliers temporarily shutting down operations). Thus, it would be prudent to submit the order sooner rather than later to secure a place marker in the sequencing of vehicle delivery.

Therefore, it is requested and recommended that the City Administration be authorized to purchase: three (3) 2021 Ford Utility Police Interceptor vehicles (\$98,484 at \$32,828 each) through the NWMC Suburban Purchasing Cooperative from Currie Motors, Frankfort, IL, and expend \$21,000 for all necessary associated up-fit costs.

Sincerely,

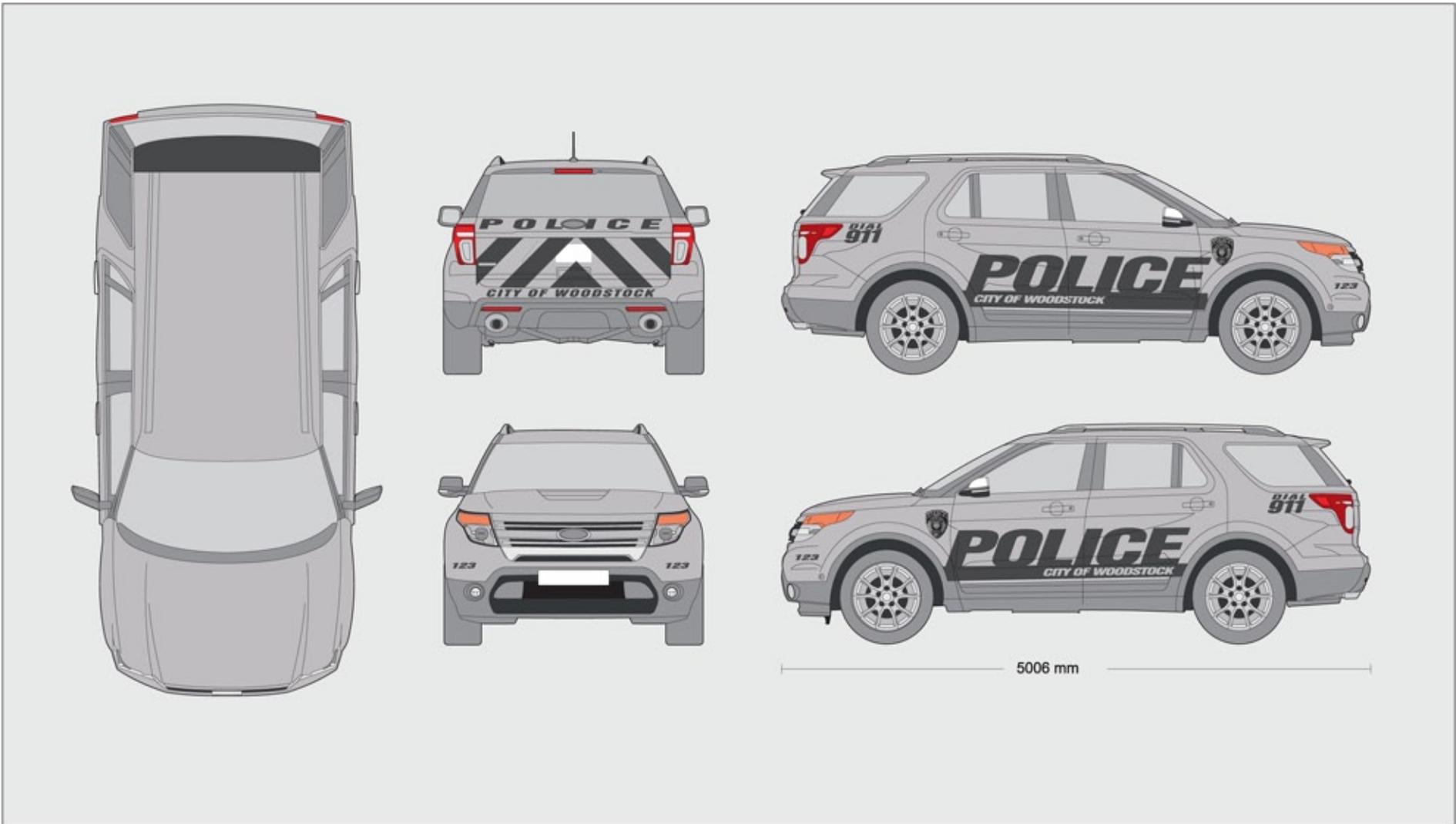


John L. Lieb
Chief of Police



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



ATTENTION! IT IS THE RESPONSIBILITY OF THE CUSTOMER TO PROOF ALL DRAWINGS CAREFULLY
 - TO APPROVE COLOR, SHAPE, STYLE, PROPORTIONS OF GRAPHICS AND LOGOS, AND SPELLING
 COLORS DEPICTED MAY NOT BE ACCURATE REPRESENTATION OF FINISHED MATERIALS,
 REFER TO PRODUCT SAMPLE FOR EXACT COLOR MATCH

APPROVAL AS IS REQUESTED REVISIONS: _____

 _____ APPROVAL SIGNATURE / DATE _____



Department of Public Works
326 Washington Street
Woodstock, Illinois 60098

phone 815.338.6118
fax 815.334.2263
jvanlanduyt@woodstockil.gov
www.woodstockil.gov

To: Roscoe Stelford, City Manager

From: Jeff Van Landuyt, Public Works Director

RE: Approval to Waive Requirement for Competitive Bids and Award of Professional Services Agreement for 2020 Mosquito Control Services

Date: April 28, 2020

To control nuisance mosquitoes, reduce the potential of mosquito-borne disease transmission, and provide a comfortable and healthy atmosphere for residents, the City has committed to an annual Mosquito Control Program for more than a few years now. Much of the success the City has had is due to the fact that Clarke has been the City's contractor in this regard. Clarke provides a program whereby residents have access to a Mosquito Hotline where they can speak with a professional about current conditions, mosquito populations, predicted broods, and the products and services in use. There are some residents in the City that are sensitive to the citywide spraying, and if requested, Clarke will provide them with advance notice of all applications so they can take precautionary measures to protect themselves. In addition, staff receives quarterly reports with information about current conditions and what might be expected based upon forecasted weather conditions and its impact on the hatch.

Clarke monitors mosquito traps throughout the season, they monitor reports of West Nile virus, Zika Virus and Eastern Equine Encephalitis, provide graphs of when mosquito's populations escalate and they provide predictions based upon temperatures and precipitation. All of this information is useful to staff in communicating with the public about mosquitoes and the City's abatement program. Clarke has been extremely responsive to the City with regard to the scheduling of services and gathering of information. A copy of the program that Clarke administered for the City of Woodstock in 2019 is attached.

At the beginning of each spring season, the City Administration receives concerns from residents even before mosquitoes become a nuisance and they expect the City to administer some form of mosquito control services. Excessive levels of nuisance mosquitoes can and will impact the quality of life for residents during the period when they want to be outdoors. If the City is to



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remain committed to customer service and protecting the health of the community, it should secure a contractor to provide mosquito control services in 2020.

The City's annual Mosquito Control Program pays for the implementation of two separate services. The first service, larvae treatment is implemented regardless of whether residents experience nuisance mosquitoes or not. It is most effective in reducing the mosquito population because it kills mosquito larvae before they hatch. Here in Woodstock, larvae treatment is in the form of four (4) applications throughout the year of a slow release tablet that is dropped into 2,300 storm sewer inlets/structures and 15.5 acres of designated open water and standing water areas on public property within the City. Clarke proposes the administration of a 2020 larvicide treatment program for the City of Woodstock with no increase in cost per application. Since 2016, there has only been a 2% increase in application costs utilizing Clarke's services.

The second type of available treatment, adult mosquito control, is only implemented if it is approved by the City Manager. The most effective way to control adult mosquitoes is with a spray, but that spray has to physically make contact with the nuisance mosquito in order to kill it. As a result, spraying is limited to those periods when the majority of the public is complaining about nuisance mosquitoes affecting their quality of life. Adult mosquito spraying will only reduce the number of nuisance mosquitoes for a brief period of time because after the event, mosquitos hatch and others may simply just move into the area.

Clarke has been using and proposes again to use a naturally-derived active ingredient called *Merus* for adult mosquito control. Naturally-derived ingredients like *Merus* will break down in a matter of hours, whereas previously used chemicals take days to get into the soil and break down. Because *Merus* breaks down in a matter of hours, it will not harm pollinators (which are not out at night). Clarke safely uses this product in communities that have bee keepers. This Organic Materials Review Institute (OMRI) listed product is proposed to be utilized again in 2020 with no increase in cost per event. Since 2016, costs for citywide mosquito spraying has only increased 2% per application utilizing Clarke's services.

In 2016, Clarke began to promote its EarthRight™ program; whereby, they use products made from naturally-derived active ingredients along with inventive and earth-friendly application methods including bicycles, hybrid vehicles and all-electric sprayers. These naturally-derived active ingredients are (OMRI) listed, which means that they are approved for use in and around organic farms. At the March 2016 meeting of the Environmental Commission, a presentation on the new EarthRight™ program was provided to Commission Members by a Clarke representative. The City's Environmental Commission made a motion at that meeting recommending the use of the EarthRight™ program here in Woodstock based on the information provided by Clarke.

2010 was the last time that the City solicited competitive bids for mosquito control services. The bids received in 2010 included three vendors and Clarke Environmental was the lowest responsible bidder with the next bid being over 29% higher. Since 2010, the City Council has approved a waiver of competitive bids and awarded an annual contract for mosquito control services to Clarke.

The City recently solicited a proposal from Clarke for professional mosquito control services to be administered in calendar year 2020. Their proposal includes no increase for either the citywide application of larvicide or the citywide application of spray to control the adult population.

Therefore, it is recommended that the City Council waive the requirement for competitive bids and award a contract for 2020 mosquito control services to Clarke for the quoted price of \$5,010 for each application of larvae control products and \$9,380 for each citywide adult mosquito spraying. The proposed FY20/21 Parks budget includes \$40,000 for mosquito abatement services during the upcoming year in line item #06-00-5-564.

If approved, the first larvae treatment would be completed in June and then repeated once a month as long as conditions are suitable for the presence and hatching of larvae. Applications for the control of adult mosquitoes will only take place if approved by the City Manager, based on the requests and expectations of our residents and when conditions warrant. Services under this contract will expire on October 1, 2020 unless otherwise revised in writing with the agreement of both parties.

c: Emily Glasberg, Clarke



Reviewed and Approved by:

Roscoe C. Stedford III
City Manager



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Clarke Environmental Mosquito Management 2019 Annual Report

Introduction

For mosquito control in Illinois, 2019 was a year of contradictions.

Despite the heavy precipitation, persistent cooler temperatures helped suppress mosquito activity across the region, with many communities seeing little to no mosquito activity well into their normal season. In addition, West Nile Virus cases were down significantly to its lowest numbers in Illinois in a decade, with just 23 cases reported.

But vigilance is still important – the main mosquito story of 2019 came from our neighbors to the east, as Eastern Equine Encephalitis gained footholds in Michigan and Indiana in record numbers.

As always, Clarke is dedicated to helping the residents and communities reduce their risk of contracting mosquito-borne diseases like West Nile Virus through a comprehensive program of support, education and contracted services.

Service Contracts

Clarke provides an annual report to its customers to outline control activity and provide an overview of mosquito control challenges around the country and in our state. As mosquito control is always weather-dependent, we examine carefully the impact that local weather had on mosquito breeding and the responsive control undertaken by Clarke. We work closely with our municipal partners to create and execute a mosquito control program specifically tailored to their environmental challenges, risks and community needs.

Using best practices and proven industry protocols, Clarke works in close consultation with customers to conduct mosquito surveillance and interventional methods to reduce mosquito populations, especially when the risk of disease is present.

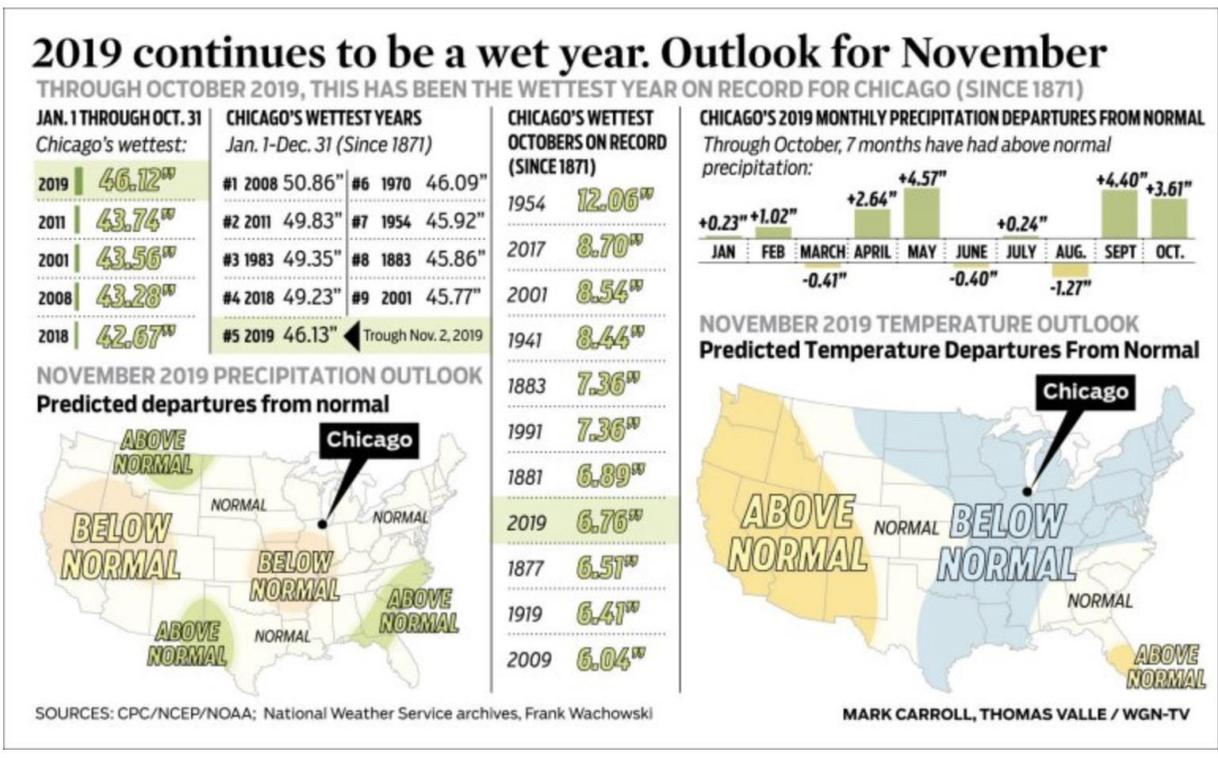


Seasonal Overview

Wettest, coolest weather records persist in 2019, suppressing mosquito populations

For the past six years, Illinois has been experiencing years of high precipitation, but 2019 may be on track to break the record for the wettest year in recorded history.

Combined with persistent cold weather (longest stretch of days below 84 degrees in history), with the first 84+ degree day in late June, worked to suppress mosquito populations, including floodwater mosquitoes.



Source: <https://wgntv.com/2019/11/03/2019-continues-to-be-a-wet-year-outlook-for-november/> Retrieved Nov 14, 2019



About West Nile Virus

West Nile virus is primarily a mosquito-borne disease, which can cause West Nile encephalitis (swelling of the brain) and West Nile fever in humans. Though the majority of humans infected will not show symptoms, those who develop West Nile virus risk debilitating effects and possibly death. While the most severe cases and the highest risk of West Nile occur traditionally in people over 50 years of age or with compromised immune systems, all people who spend time outside are at risk of contracting the virus. The disease also affects birds, horses and other animals, with higher mortality rates.

West Nile Virus has spread rapidly across North America since it was discovered in the Western hemisphere, reports the U.S. Geological Survey. West Nile Virus swept from the New York City region in 1999 to almost all of the continental U.S., seven Canadian provinces and throughout Mexico and parts of the Caribbean by 2004. Of those infected, one in five will develop symptoms.

Currently in 2019, 47 states and the District of Columbia have reported West Nile virus infections in people, birds or mosquitoes. To date, 854 cases of West Nile have been reported to the CDC, less than half of the number of human cases at this time in 2018.

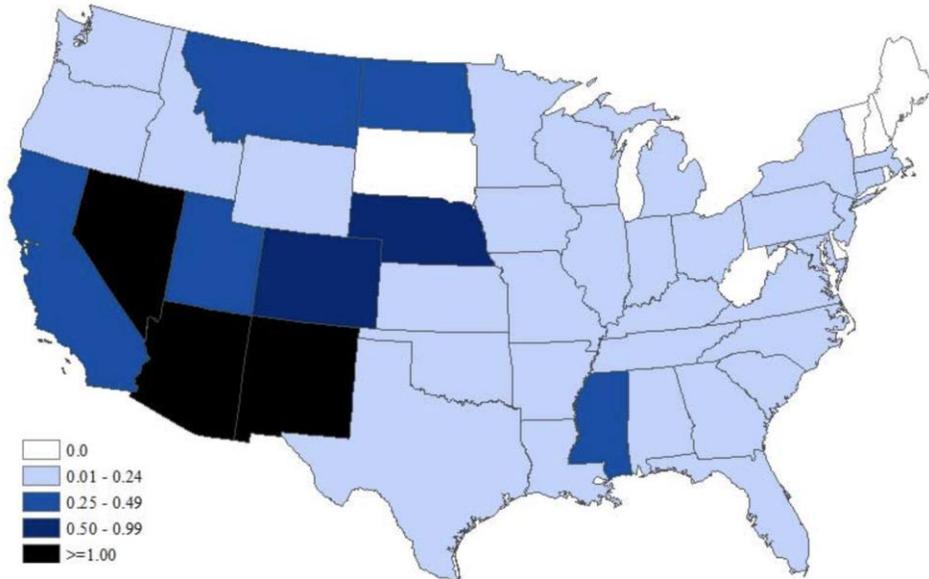
West Nile in the United States 2019

- 2014: 2,205 cases
- 2015: 2,175 cases
- 2016: 2,149 cases
- 2017: 2,097 cases
- 2018: 2,647 cases
- 2019: 854 cases reported as of November 12, 2019



West Nile in the United States 2019

West Nile Virus Neuroinvasive Disease Incidence by State – United States, 2019 (as of November 12, 2019)



West Nile Virus Activity by State – United States, 2019 (as of November 12, 2019)



Retrieved from: <https://www.cdc.gov/westnile/statsmaps/preliminarymapsdata2019/activitybystate2019.html> on November 13, 2019

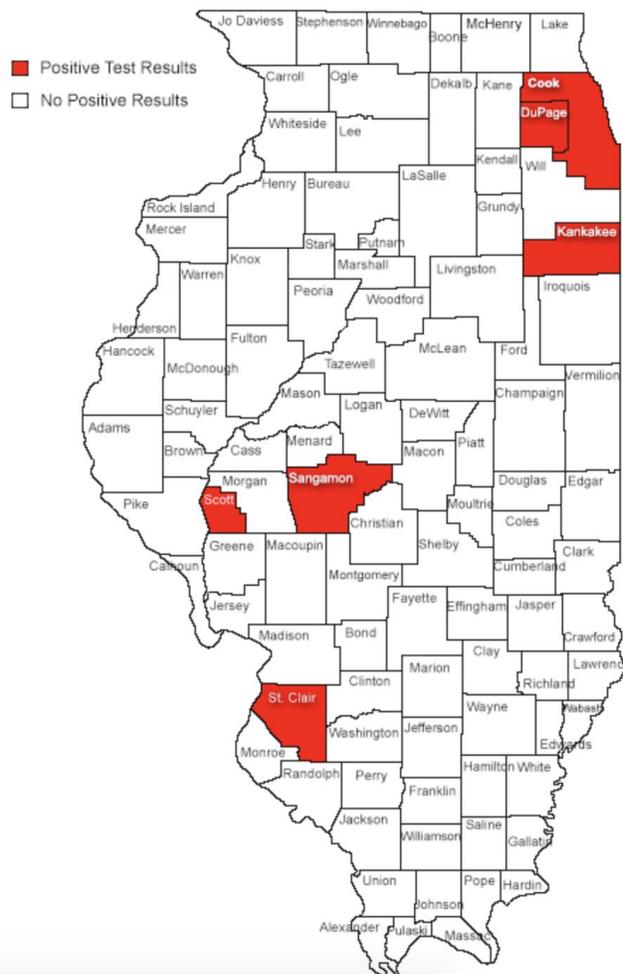


West Nile in Illinois 2019

As of November 14, 2019, Illinois has reported 23 human cases of West Nile virus.

- 2015 – 77 human cases
- 2016 – 154 human cases
- 2017 – 90 human cases
- 2018 – 137 human cases
- 2019 – 23 human cases

2019 Human Case Data



Retrieved from: <http://dph.illinois.gov/topics-services/diseases-and-conditions/west-nile-virus/surveillance/2019/human-cases> on November 14, 2019



Illinois West Nile Virus statistics in 2019 (reported to-date) are:

- 23 human cases (down from 137 in 2018)
- 1 fatality (down from 11 in 2018)
- 45 counties reporting West Nile activity (down from 73 in 2018)
- 4 positive birds (down from 34 in 2018)
- 1,202 positive mosquito batches (down from 3,012 in 2018)

Illinois identified the first human West Nile virus case in in a resident of Chicago on August 14.

Below are the specific county West Nile virus statistics as of November 14, according to the Illinois Department of Public Health¹

2019 Positive Birds, Mosquitoes, Horses and other Animals

County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
<u>ADAMS</u>	0	0	0	1	0	0
<u>BUREAU</u>	0	0	0	2	0	0
<u>CLAY</u>	0	0	0	2	0	0
<u>COOK</u>	1	0	0	900	0	0
<u>DEKALB</u>	0	0	0	1	0	0
<u>DUPAGE</u>	1	0	0	112	0	0
<u>FRANKLIN</u>	0	0	0	1	0	0
<u>FULTON</u>	0	0	0	1	0	0
<u>GALLATIN</u>	0	0	0	4	0	0
<u>GRUNDY</u>	0	0	0	3	0	0
<u>HAMILTON</u>	0	0	0	1	0	0
<u>HENDERSON</u>	0	0	0	1	0	0
<u>HENRY</u>	0	0	0	4	0	0
<u>JACKSON</u>	0	0	0	1	0	0
<u>KANE</u>	0	0	0	15	0	0
<u>KENDALL</u>	0	0	0	3	0	0
<u>LAKE</u>	0	0	0	60	0	0
<u>LASALLE</u>	0	0	0	1	0	0
<u>MACON</u>	0	0	0	2	0	0
<u>MACOUPIN</u>	0	0	0	5	0	0
<u>MADISON</u>	0	0	0	7	0	0

¹ http://public.dph.illinois.gov/wnvpublic/wnvsurveillance_data.aspx, retrieved Nov 5, 2018



County	American Crow	Blue Jay	Other Birds	Mosquito Batches	Horse	Other Mammals
<u>MARION</u>	0	0	0	2	1	0
<u>MARSHALL</u>	0	0	0	1	0	0
<u>MASSAC</u>	0	0	0	2	0	0
<u>MCHENRY</u>	0	0	0	3	0	0
<u>MENARD</u>	0	0	0	3	0	0
<u>MERCER</u>	0	0	0	3	0	0
<u>MONROE</u>	0	0	0	5	0	0
<u>MONTGOMERY</u>	0	0	0	1	0	0
<u>OGLE</u>	0	0	0	3	0	0
<u>PERRY</u>	0	0	0	1	0	0
<u>ROCK ISLAND</u>	0	0	0	1	0	0
<u>SAINT CLAIR</u>	0	0	0	3	0	0
<u>SANGAMON</u>	0	0	0	2	0	0
<u>SCOTT</u>	0	0	0	1	0	0
<u>TAZEWELL</u>	0	0	0	2	0	0
<u>WARREN</u>	0	0	0	21	0	0
<u>WAYNE</u>	0	0	0	0	1	0
<u>WHITE</u>	0	0	0	2	0	0
<u>WHITESIDE</u>	0	0	0	1	0	0
<u>WILL</u>	0	0	0	13	0	0
<u>WILLIAMSON</u>	0	0	0	1	0	0
<u>WINNEBAGO</u>	1	0	0	4	0	0
<u>WOODFORD</u>	1	0	0	0	0	0
TOTAL	4	0	0	1202	2	0

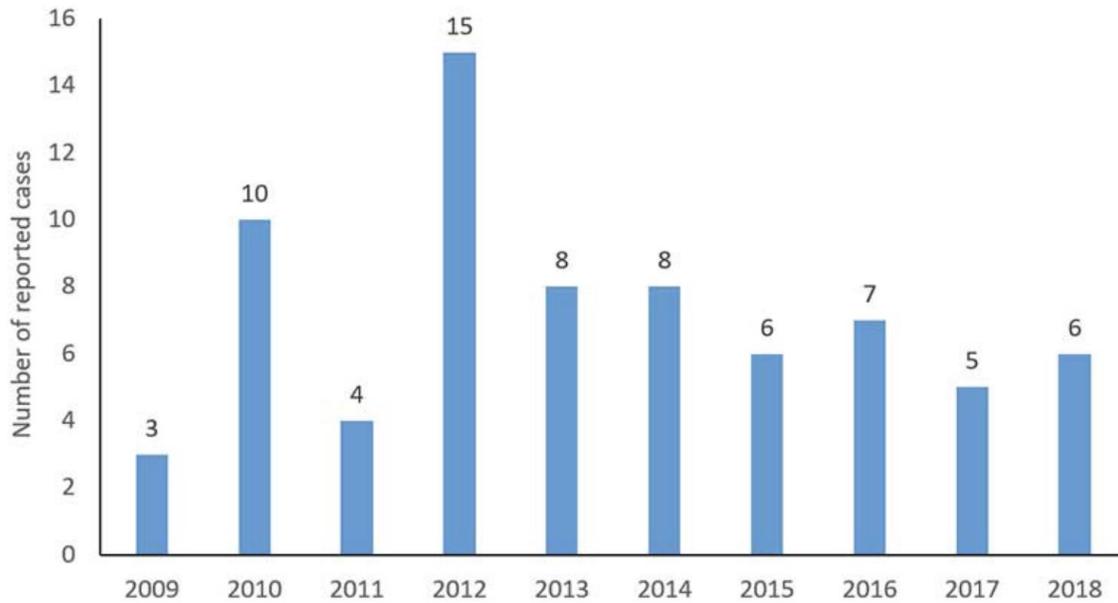
About Eastern Equine Encephalitis

Eastern Equine Encephalitis is a mosquito-borne disease primarily vectored by the *Culiseta melanura* which lives in freshwater hardwood swamps, generally on the Atlantic coast and around the Great Lakes. The disease is one of the most dangerous mosquito-borne diseases; one in three patients diagnosed will die from Eastern Equine Encephalitis.

While the U.S. averages about seven (7) cases of EEE each year, 2019 had more than 30 cases reported, with significant outbreaks in states including Massachusetts, Michigan, Indiana, New Jersey and Connecticut.



Eastern equine encephalitis virus neuroinvasive disease cases reported by year, 2009–2018



Source: ArboNET, Arboviral Diseases Branch, Centers for Disease Control and Prevention

Eastern Equine Encephalitis in Illinois

While Illinois does not have a recent history of EEE cases, the proximity of the cases in both Indiana and Michigan and historic cases in Wisconsin call for continued vigilance.

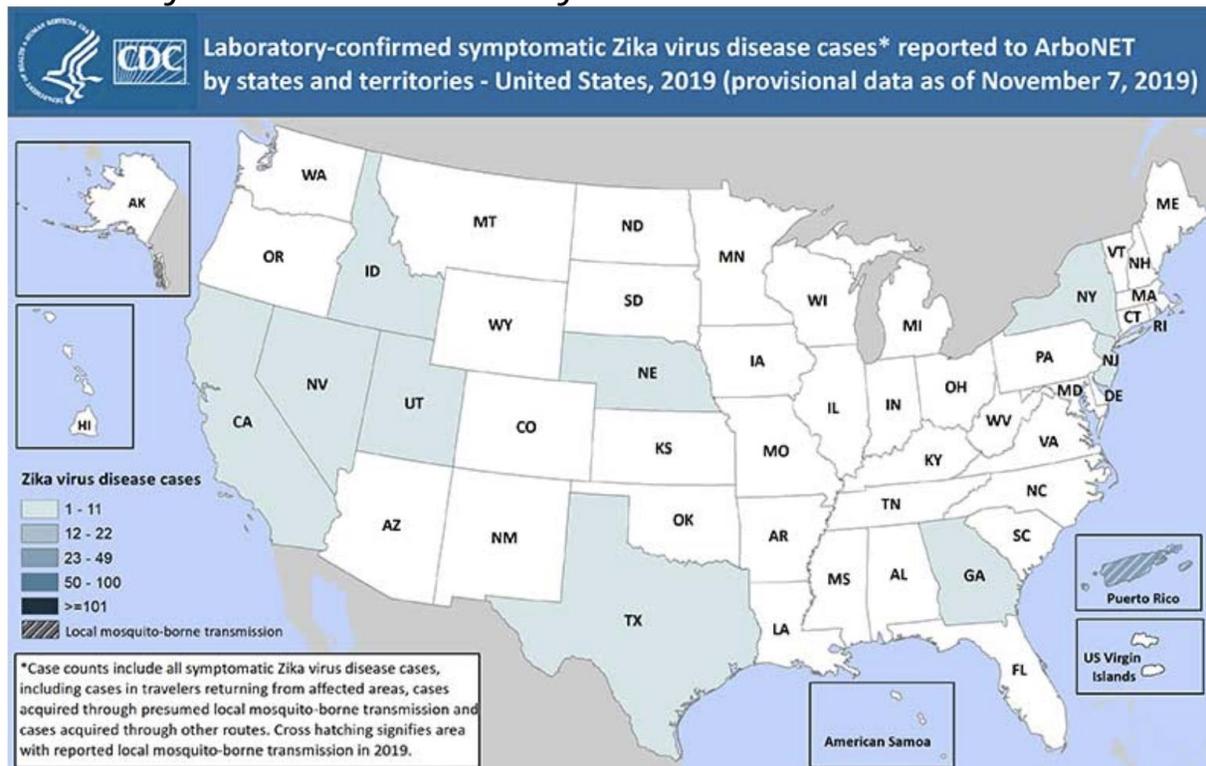


About Zika Virus

Zika virus is a mosquito-borne disease that is transmitted primarily by the *Aedes aegypti* mosquito and through sexual transmission. While Zika symptoms are generally mild in adults (fever, rash, joint pain, conjunctivitis), pregnant women who contract Zika virus can pass the virus to their unborn children, increasing the risks of serious birth defects like microencephaly. When Zika debuted in the US, more than 5,100 travel-related cases of Zika were confirmed nationwide, including 139 locally transmitted cases of transmission in areas of south Florida in 2016. Since that time, cases have steadily decreased. This year, the number of traveler-contracted Zika cases has dwindled to 14, plus one laboratory-contracted incidence.

Zika Virus in the United States 2019

Cases by State and Territory



Source: <https://www.cdc.gov/zika/reporting/2019-case-counts.html> Retrieved 11-14-19

Zika Virus in Illinois

Illinois does not have a significant population of *Aedes aegypti* mosquitoes, so local transmission risk is small. Illinois reported no travel-related human cases in 2019.



Climatology and Mosquito Overview

The weather dramatically impacts mosquito breeding and population. Special attention should be paid to weather conditions as weather has a huge impact on mosquito populations – with floodwater mosquitoes, rainfall determines if mosquito eggs will hatch, fierce storm can wash away egg rafts and variations in temperature can affect mosquito activity and larval development. In periods of hot, dry weather, water sources dwindle for vector species, and virus transmission can amplify, creating a greater percentage of infected mosquitoes.

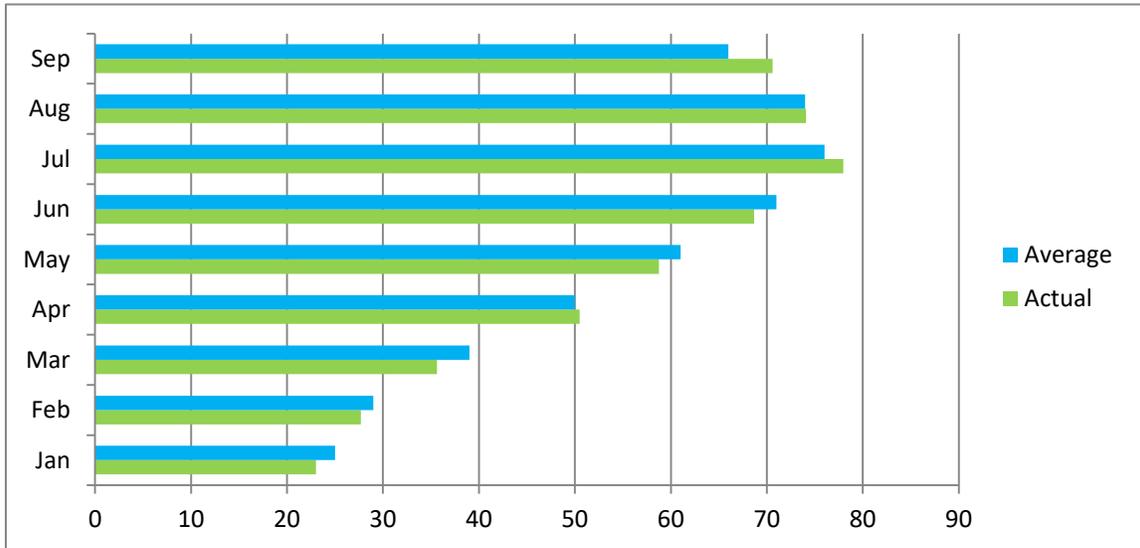


Annual Program Update

2019 O'Hare International Airport (Chicago) Weather Survey

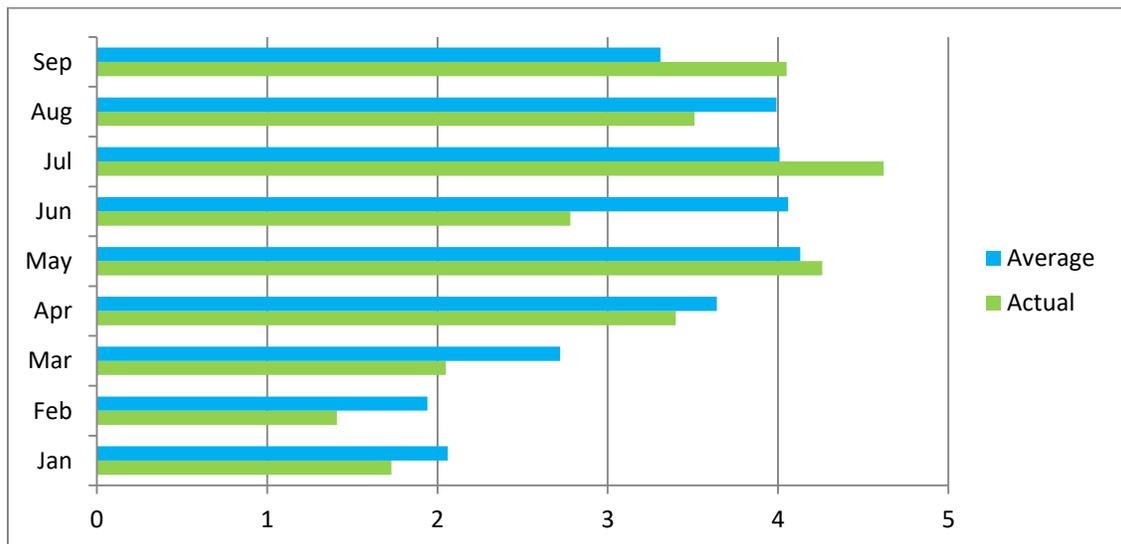
Temperature (degrees Fahrenheit)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	23.02	27.7	35.61	50.5	58.75	68.68	77.98	74.07	70.61
Average	25	29	39	50	61	71	76	74	66



Precipitation (inches)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Actual	1.73	1.41	2.05	3.4	4.26	2.78	4.62	3.51	4.05
Average	2.06	1.94	2.72	3.64	4.13	4.06	4.01	3.99	3.31

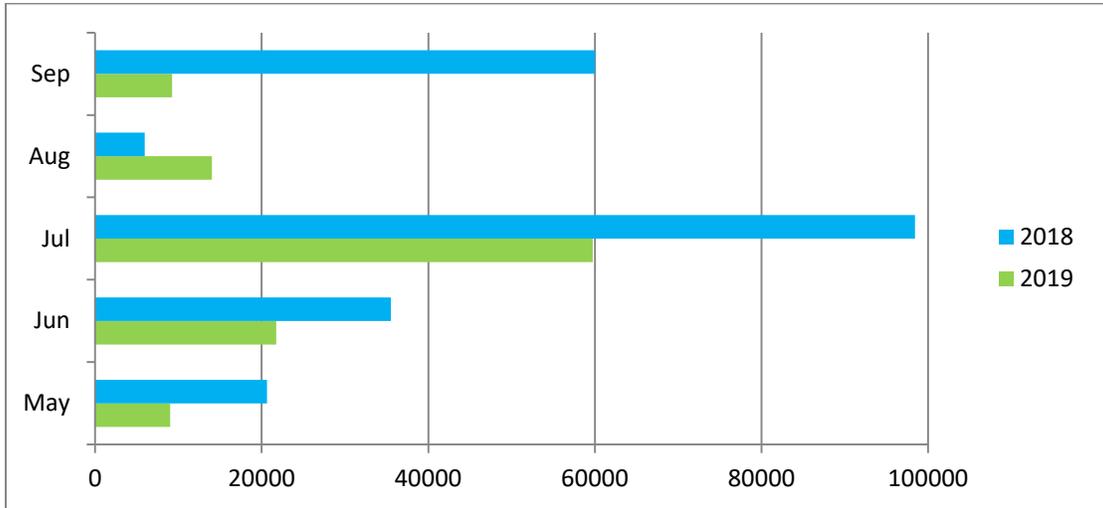




2019 Mosquito Light Trap Network Target Species Comparison

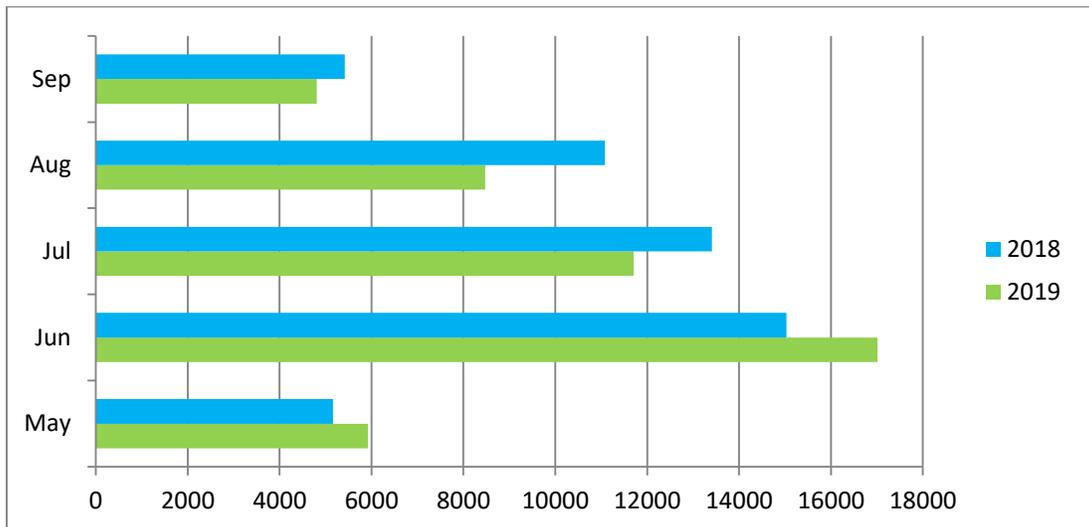
Aedes vexans

	May	Jun	Jul	Aug	Sep
2018	20649	35493	98413	5935	60003
2019	9005	21742	59736	14030	9252



Culex pipiens and Culex restuans

	May	Jun	Jul	Aug	Sep
2018	5161	15033	13407	11081	5415
2019	5927	17018	11703	8477	4808





Surveillance Network

New Jersey Light Trap Network



An important supplement to any mosquito control program is a New Jersey Light Trap. Developed in the 1930s, the trap helps determine species diversity and monitors mosquito populations. These traps are located in residential areas and are operated between dusk and dawn (the peak activity period for many species) and should be maintained each year to identify historic and habitual mosquito sites.

A 25-watt bulb in the trap attracts mosquitoes, which are drawn into the trap via an electric fan. Data generated by the trap catches serve several purposes: it confirms the arrival of predicted floodwater mosquito migrations, reflects the effectiveness of mosquito control efforts and identifies fluctuations in adult mosquito populations.

West Nile Virus Surveillance Trap

A vital tool in adult mosquito and arbovirus surveillance is the West Nile virus, or gravid, trap. Developed by the Centers for Disease Control and Surveillance, the trap primarily collects gravid (*Culex*) mosquitoes (principal vectors of West Nile virus), which makes it particularly effective in tracking the disease. A gravid female mosquito has taken a blood meal and is ready to lay her eggs. Typically, (*Culex*) mosquitoes search for water rich in organic material to lay their eggs. If they've obtained their blood meal from an infected animal, they can transmit the virus to their eggs. The mosquitoes are captured live, which allows us to test them for arboviruses and get an early indicator that the virus is present in the area.



Centers for Disease Control and Prevention (CDC) Trap



Mosquitoes looking for a blood meal are mainly attracted by carbon dioxide, exhaled by humans and animals. The CDC trap provides carbon dioxide as bait, though dry ice (frozen carbon dioxide), and a light source to attract female mosquitoes. This trap is set out at prime activity hours for the species targeted. A fan draws mosquitoes into a net and the live mosquitoes are trapped for arbovirus testing. CDC traps often show a very high species diversity and large overall mosquito numbers, indicating the presence of a mosquito-borne virus and relative indices of adult mosquito species.



Light Trap Species Summary

The following table summarizes the species composition from the light trap network operating in Northern Illinois.

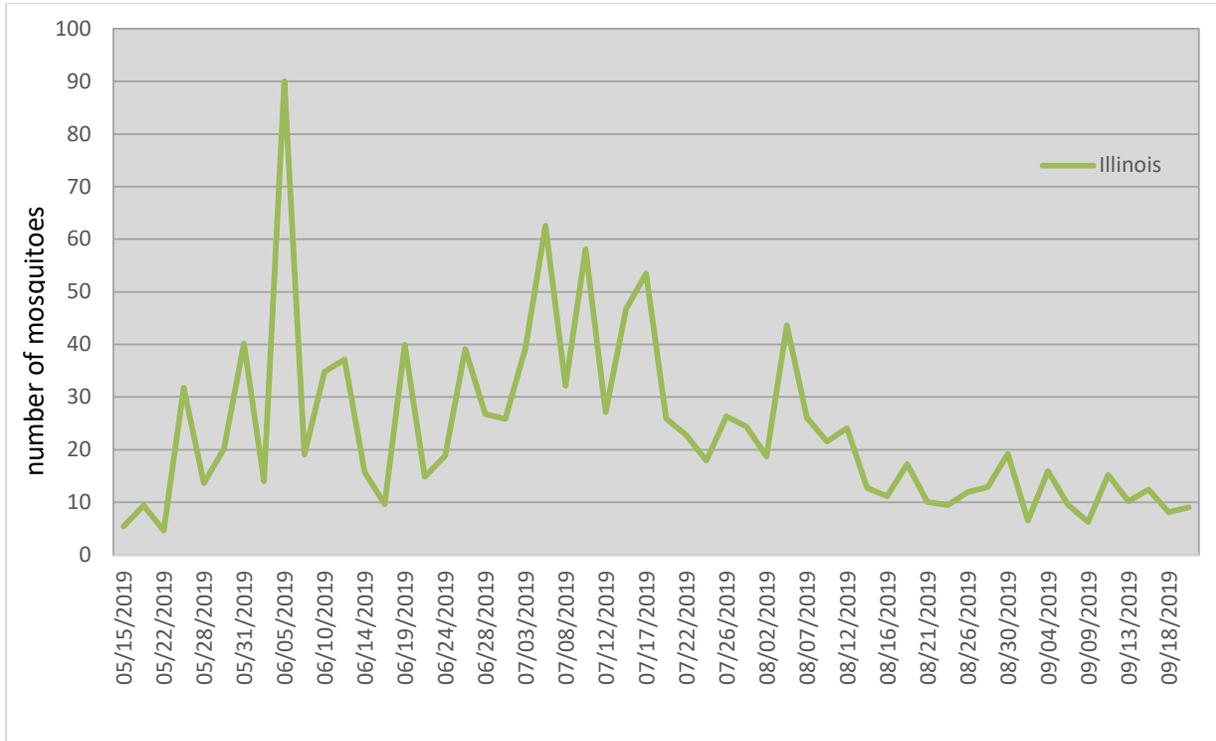
Light Trap Species Summary				
<i>Species</i>	<i>Females</i>	<i>Percent</i>	<i>Males</i>	<i>Percent</i>
<i>Ae cinereus</i>	771	0.36%	509	0.98%
<i>Ae vexans</i>	114492	52.73%	20682	39.87%
<i>Ae misc</i>	4389	2.02%	2798	5.39%
<i>An punctipennis</i>	2140	0.99%	187	0.36%
<i>An quadrimaculatus</i>	5638	2.60%	316	0.61%
<i>An walkeri</i>	389	0.18%	3	0.01%
<i>An species</i>	179	0.08%	46	0.09%
<i>Cq perturbans</i>	19068	8.78%	668	1.29%
<i>Cx erraticus</i>	710	0.33%	86	0.17%
<i>Cx pipiens</i>	567	0.26%	15	0.03%
<i>Cx restuans</i>	1109	0.51%	45	0.09%
<i>Cx species</i>	47179	21.73%	23997	46.26%
<i>Cx tarsalis</i>	117	0.05%	4	0.01%
<i>Cx territans</i>	561	0.26%	43	0.08%
<i>Cs inornata</i>	319	0.15%	100	0.19%
<i>Cs minnesotae</i>	299	0.14%	1	0.00%
<i>Cs species</i>	33	0.02%	49	0.09%
<i>Mosquito, Misc.</i>	283	0.13%	46	0.09%
<i>Oc excrucias</i>	34	0.02%	3	0.01%
<i>Oc grossbecki</i>	31	0.01%	30	0.06%
<i>Oc japonicus</i>	169	0.08%	100	0.19%
<i>Oc canadensis</i>	365	0.17%	7	0.01%
<i>Oc stimulans</i>	16	0.01%	3	0.01%
<i>Oc triseriatus</i>	582	0.27%	496	0.96%
<i>Oc trivittatus</i>	15156	6.98%	310	0.60%
<i>Oc. species</i>	29	0.01%	14	0.03%
<i>Or signifera</i>	60	0.03%	10	0.02%
<i>Ps ciliata</i>	15	0.01%	6	0.01%
<i>Ps ferox</i>	121	0.06%	30	0.06%
<i>Ps columbiae</i>	2	0.00%	0	0.00%
<i>Ps misc</i>	14	0.01%	0	0.00%
<i>Ur sapphirina</i>	2312	1.06%	1266	2.44%
Total	217,149	100.00%	51,870	100.00%

Total Number of Mosquitoes: 269,019



Light Trap Counts by Region, County and Community

Light Trap Comparison Chart





Services Performed Year-to-Date

Service Item	Start Date
ROS2001 - Natular G30 BP Prehatch	05/21/2019
ROS2002 - Natular G30 Bike CB (WSP)	05/23/2019
ROS2001 - Natular G30 BP Prehatch	06/11/2019
ROS2002 - Natular G30 Bike CB (WSP)	07/03/2019
ROS2922 - Talastar BP Barr	07/03/2019
ROS2551 - Merus 4th of July Truck ULV	07/03/2019
ROS2001 - Natular G30 BP Prehatch	07/15/2019
ROS2903 - 0.5% FLIT (Permethrin) BP Barr	07/17/2019
ROS2903 - 0.5% FLIT (Permethrin) BP Barr	07/18/2019
ROS2551 - Merus 4th of July Truck ULV	07/18/2019
ROS2551 - Merus 4th of July Truck ULV	07/19/2019
ROS2002 - Natular G30 Bike CB (WSP)	08/02/2019
ROS2001 - Natular G30 BP Prehatch	08/14/2019
ROS2002 - Natular G30 Bike CB (WSP)	09/12/2019

Services Invoiced Per Contract:

Services Invoiced Year-to-Date: \$21,620.00



Department of Public Works
326 Washington Street
Woodstock, Illinois 60098

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jvanlanduyt@woodstockil.gov
www.woodstockil.gov

To: Roscoe Stelford, City Manager

From: Jeff Van Landuyt, Public Works Director

Re: **Approval of Contract for the Purchase of Ice Control Salt for the 2020/2021 Winter Season**

Date: April 28, 2020

As we enter the spring season, most State, County and municipal organizations are busy lining up a source for next season's ice control salt. The City's FY19/20 salt contract has expired and it is not renewable. With an estimated 1,200 – 1,500 ton of salt remaining in its storage facility, the City will need to purchase additional material prior to and during the upcoming winter season to be effective in clearing snow and ice from City streets. On average, the City uses approximately 3,000 ton of ice control salt each year.

Joint bidding has always provided the City with the lowest unit cost for ice control salt. Typically, the City has three options for the purchase of ice control salt; to secure a bid on its own, to join in a joint bid with the State of Illinois, or to join in a joint bid let by McHenry County or Lake County IL. This year, the City decided to join in on the Lake County joint bid because the timing of the McHenry County bid is out of sync with Woodstock's bid. A few years back, the City did participate in the State Bid and Woodstock had to pay a very high unit price because only a single bid was received.

The following is a summary of the recent bulk rock salt bids received through a joint bid with Lake County DOT for consideration by the City of Woodstock based on a quantity of 3,000 ton:

Vendor	80%-120% & Early Delivery Unit Price	120%-150% Unit Price
Morton Salt, Inc.	\$69.35/ton	\$74.35/ton
Compass Minerals America, Inc	\$80.25/ton	\$90.25/ton
The Detroit Salt Company	\$80.66/ton	\$85.66/ton
Cargill, Inc., Deicing Technology Business	\$96.33/ton	\$111.33/ton

As a comparison of bid prices, last year the City paid \$65.56/ton for ice control salt through Morton Salt, Inc. The lowest responsible bid for FY20/21 represents an increase of approximately 5.8% over the price per ton paid in FY19/20.

The approved FY20/21 Motor Fuel Tax budget, line item #12-00-6-572, titled Ice Control Material, includes \$260,000 for the purchase of ice control salt and ice control products in a liquid form. This contract for ice control salt allows for the purchase of as little as 80% of the quantity used as a basis for bid. Therefore, the City's cost for the purchase of the minimum required amount of bulk road salt purchased through this contract would be \$166,440. Should the upcoming winter prove to be more severe than the historical norm, the City would have an option of acquiring up to 120% of the estimated quantity at no per ton increase, and/ or an additional 30% at an increase of 13.4% per ton.

In order to assure that there is an ample supply of bulk rock salt for the winter season, which is used to make City roadways safe for vehicular traffic, **it is recommended that the City Council approve a contract with the lowest responsible bidder, Morton Salt, Inc., Chicago, IL for the purchase of ice control salt to be supplied throughout the winter of FY20/21 at a unit price of \$69.35 /ton.** All salt deliveries will be initiated by the Street Superintendent on an as-needed basis. Since the FY20/21 unit prices were based upon an estimated quantity of 3,000 ton, the City will be able to purchase as little as 2,400 ton or as much as 3,600 ton. At a minimum, the City will be required to purchase at least 80% of its estimated quantity.

c: All Bidders
Chris Tiedt
Roger Vidales



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



Department of Public Works
326 Washington Street
Woodstock, Illinois 60098

phone 815.338.6118
fax 815.334.2263
jvanlanduyt@woodstockil.gov
www.woodstockil.gov

To: Roscoe Stelford, City Manager

From: Jeff Van Landuyt, Public Works Director

Re: **Approval of an Ordinance Designating Surplus Vehicles and Equipment, and Authorizing the Disposal of Same**

Date: April 29, 2020

The Department of Public Works is in control of some equipment that is no longer needed or in use. It is appropriate to declare this equipment as surplus and sell it to the highest bidder. Equipment in no particular order is as follows:

- 1. One (1) Thermal Arc Plasma Cutter PAK3XR (S/N H805V6A183001E)**
This equipment is no longer in use and it has sat idle for a number of years.
- 2. Toyota Forklift Model 4FGL15(S/N FGL18-02974)**
This unit is parked in the Emricson Park Shop, but only used occasionally. Because of the occasional use, it takes a significant amount of effort to make the equipment operational when needed. The City has other equipment that can be used in place of this unit.
- 3. Wacker Concrete Vibrator**
This equipment is no longer used.
- 4. Wagner Paint Sprayer**
This equipment is no longer used.
- 5. 2014 Ford Taurus (S/N 1FAHP2MK2EG185520)**
Vehicle has been removed from service and should be declared as surplus.
- 6. Wen Industries 34 Gallon Fuel Caddy**
This unit has been replaced and is no longer used.



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DESTINATIONS 2007

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by the National Trust for Historic Preservation*

7. **One (1) 2011 Ford Crown Victoria (S/N 2FABP78V3BX135649)**

This vehicle was used by the Police Department. It has been replaced and should be considered surplus.

It is recommended that the attached Ordinance, “*An Ordinance Authorizing The Sale Of Personal Property Owned By The City Of Woodstock,*” identified as Document No. 2 , be approved, designating the miscellaneous vehicles and equipment described previously as surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law, including but not limited to sale to the highest bidder on www.GovDeals.com, recycling, donation, and/or disposal.

Proceeds from the sale of these vehicles and equipment shall be deposited in the General Fund Revenues budget in the Sale of Surplus Equipment line item.

c: Paul Christensen
Rob Lamz



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager

ORDINANCE NO. 20-O-_____

**AN ORDINANCE AUTHORIZING THE SALE OF ITEMS OF PERSONAL
PROPERTY OWNED BY THE CITY OF WOODSTOCK**

WHEREAS, in the opinion of a simple majority of the corporate authorities holding office in the City of Woodstock, McHenry County, Illinois, that it is no longer necessary or useful or for the best interests of the City of Woodstock to retain the following described personal property:

- | | | |
|----|-------------------------------------|------------------------------|
| 1) | Thermal Arc Plasma Cutter PAK3XR | Serial No. H805V6A183001E |
| 2) | Toyota Forklift Model 4FGL15 | Serial No. FGL18-02974 |
| 3) | Wacker Concrete Vibrator | |
| 4) | Wagner Paint Sprayer | |
| 5) | 2014 Ford Taurus | Serial No. 1FAHP2MK2EG185520 |
| 6) | Wen Industries 34 Gallon Fuel Caddy | |
| 7) | 2011 Ford Crown Victoria | Serial No. 2FABP78V3BX135649 |

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

Section One. Pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code, the Mayor and City Council find that the following described property:

- | | | |
|----|-------------------------------------|------------------------------|
| 1) | Thermal Arc Plasma Cutter PAK3XR | Serial No. H805V6A183001E |
| 2) | Toyota Forklift Model 4FGL15 | Serial No. FGL18-02974 |
| 3) | Wacker Concrete Vibrator | |
| 4) | Wagner Paint Sprayer | |
| 5) | 2014 Ford Taurus | Serial No. 1FAHP2MK2EG185520 |
| 6) | Wen Industries 34 Gallon Fuel Caddy | |
| 7) | 2011 Ford Crown Victoria | Serial No. 2FABP78V3BX135649 |

now owned by the City of Woodstock is no longer necessary or useful to the City of Woodstock and the best interest of the City of Woodstock will be served by the sale or disposal of the personal property.

Section Two. Pursuant to said Section 5/11-76-4, the City of Woodstock's City Manager is hereby authorized and directed to sell the personal property described below to the highest bidder through GovDeals.com, an online Liquidity Services Marketplace that provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet, or recycle, donate, or dispose of the personal property:

Section Three. This Ordinance shall be in full force and effect upon its passage and approval in the manner provided by law.

PASSED by the City Council of the City of Woodstock, McHenry County, Illinois and approved this 5th day of May 2020.

Ayes:

Nays:

Abstentions:

Absentees:

Mayor Brian Sager Ph.D.

Attest: _____
City Clerk Cindy Smiley



Recreation Department
Dave Zinnen, Director
820 Lake Avenue
Woodstock, Illinois 60098

815/338-4363 • fax 815/334-2279
dzinnen@woodstockil.gov
www.woodstockil.gov

To: Roscoe Stelford, City Manager

From: Dave Zinnen, Recreation Director
Daniel Campbell, Opera House Director
Jeff Van Landuyt, Public Works Director

Date: April 29, 2020

Re: Recreation Department, Woodstock Water Works, Recreation Center, City Band, and Tennis Courts – Updates in Response to COVID-19

The City provides a number of recreational and cultural opportunities throughout the summer months for the enjoyment of our residents. The City’s various facilities and amenities provide a well-rounded quality of life, which help to attract visitors to our community, as well as encourage new residents to choose our community for their new home. To date, the Governor’s Executive Order has been clear and temporarily suspends the activities normally offered by both the Recreation Center and the Opera House in order to slow the spread of the virus. In addition, the City has closed a number of park amenities to comply with the Governor’s order.

The City Administration has met with Mayor Sager to discuss a number of these summer operations to determine the appropriate approach to move forward. In certain cases, the risks and associated costs could be significant, specifically if the Governor maintains and extends the current limitations within his Executive Order. If the normal timeframes are to be met, the costs to open will soon need to be incurred by the City, and in the end, the program or facility may be unable to operate.

Recreation:

The Recreation Department programming, the operations of the Recreation Center, and plans to open Woodstock Water Works for the upcoming season have been impacted by the Governor’s Stay at Home mandate that went into effect on March 20th. The end of the Recreation winter programs were canceled resulting in refunds for the classes lost; all spring programs and events have been canceled. The Recreation Center closed on March 19th; currently the City is crediting members for future months unless they specifically ask for a refund. With the exception of offering positions for staff, the City is continuing to plan for opening Woodstock Water Works pursuant to the eventual Governor’s orders.

The following is an update on the current status of these three Rec operations based on the assumption that the Governor will relax the Stay at Home order in June with some sort of physical

distancing requirement and the restriction on large-group gatherings will be eased, the actual details of which are unknown.

Woodstock Water Works (WWW):

Despite many attempts to contact both the Governor's office and the Illinois Department of Public Health (IDPH), which licenses and inspects public swimming pools, Recreation Department Staff has received no direction of what restrictions will be in effect after May 31st. At this point, Staff has a lot more questions than answers such as:

- 1.) If the Governor's order still requires social distancing, how can this be maintained in the pool, especially with younger children?
- 2.) If face masks are still required, how can this be enforced by swimmers, again especially by younger children?
- 3.) How can the City clean and sanitize each deck chair between use, if this is still required by the State?
- 4.) If there is a restriction as to the number of patrons allowed in the facility, do we restrict use to just residents of Woodstock, do we not sell season passes?
- 5.) How are we going to be able to conduct swimming lessons or are swimming lessons cancelled?
- 6.) Will we be able to offer group rentals, and if so, what will be the restrictions?
- 7.) If families have quarantined together, do we not enforce the physical distancing, and if so, how do we enforce it?
- 8.) How can a lifeguard provide in-water care with physical distancing, and are we putting that guard at risk of infection?

As noted above, Staff is continuing to plan based on the assumption that the facility will, at some point, open this summer. However, here are some of the challenges and risks Council should be aware of moving forward:

- Public Works (PW) requires three weeks to fill the pools, chemically treat and balance the water, and heat the water to the desired temperature. Once PW is given the green light to proceed, the City starts to incur significant costs for chemicals, electricity to run the pumps, and natural gas to heat the pools.
- The Recreation Department has a similar timetable as PW to hire and train staff to open and operate the facility.
- According to HR Director Schober, once a job offer is extended, the City becomes liable for unemployment compensation. Staff's concern is that if we make job offers and at some point the Governor or the IDPH dictates that public pools will not be allowed to open, the City is liable for unemployment for each of those staff members plus the cost PW has incurred to ready the pools. If the Governor doesn't make a decision until later in May, which has been the case with previous extensions, an aggressive timetable (i.e., June 1st) becomes very problematic.
- Staffing may also be challenging, if the City has to delay opening the facility. The City relies on summer seasonal employees, with the majority of these employees being high school and college students. If the City is unable to commit to these students with offers of employment, a number of these individuals will likely seek employment elsewhere. In addition, the favorable unemployment terms being offered through the end of July, which results in many unemployed workers making more from unemployment benefits, may also limit the City's ability to secure sufficient staffing.

- The earliest opening date for WWW would be Monday, June 1st; however, Council may also want to consider later dates such as Friday/Saturday, June 12th/13th, or July 3rd/July 4th, which would allow Council to delay a decision until hopefully clearer guidance was available from the State.
- The Finance Department has estimated the costs to open the Woodstock Water Works at \$77,500. These costs are based on the City preparing the facility, filling the pool, treating the water, conducting drug testing, and extending job offers, factoring in the City's self-insured exposure regarding unemployment claims. This amount could be higher if unemployment is required for six months instead of for the length of the pool season.

Staff is in daily contact with area agencies and state organizations trying to find answers, but until the City receives further direction from the State, those answers will not be forthcoming. The City Administration is aware that the Barrington and Rochelle Park Districts have already decided not to open for this season.

The McHenry County Council of Governments has forwarded questions to the Governor's Office and we are awaiting responses. Staff will continue to plan for a variety of contingencies and will inform the Council as additional information becomes available.

The relevant information from the Centers for Disease Control and Prevention's (CDC) website concerning recreational facilities and swimming pools has been attached for your review.

Woodstock Recreation Center:

Many of the same challenges that are being faced at WWW are similar to the challenges being faced at the Recreation Center – mainly, how does the City keep the staff and members safe while being able to utilize the facility? Staff participated in an international webinar that included fitness center/health club operators from all over the world to share ideas for reopening their facilities. One advantage that City Staff has is that China and the State of Georgia have reopened their facilities, so this will be monitored closely to give insight as to what works and what doesn't work when reopening.

Currently, Staff has developed two pages of protocols to prepare for opening and additional protocols for once the Recreation Center starts to operate again. Some of the major changes being considered is to move all land fitness classes to the gym and to move non-electrical cardio equipment, such as the ellipticals, bikes, rower and NuSteps, to the aerobics floor and if necessary, to one of the racquetball courts. Staff believes this would allow the City to comply with physical-distancing mandates. The biggest concerns right now are what will be the mandate for members wearing masks while working out and what to do about the free-weight area.

During the shutdown, the Recreation Center is offering free work-out videos (below) for both members and non-members. In addition, full-time staff and the maintenance worker are painting the locker rooms, hallways, and the gymnasium, in addition to other maintenance projects. Staff is working with Public Works to expedite bids for the carpeting project in an attempt to get the new carpet installed in the office, hallways, circuit weight area, and the cardio room. It would be much easier to move all the equipment and install the carpet while the facility is closed rather than try to accomplish the project while it's open. Since fitness centers have been specifically ordered to close, the ability to reopen this facility will eventually be determined by the future changes to the Governor's Executive Order.



Recreation Department:

The Department is moving forward with ways to keep the community active and engaged while making plans for the future. We are offering safe, outside community activities such as the Go Woodstock Photo Hunt Challenge and virtual programming.

Staff is working on various contingency plans for the summer, including the worst-case scenario that we cannot maintain approved physical distance between instructors and participants, and all programming has to be done virtually. Under a less restrictive mandate, we may have to limit the size of programs to comply with the approved number in a group.

One of the more popular summer programs, the City's Playground Program, which offers half-day supervised recreation programming for families, will need to be cancelled, assuming the Governor's limitations are not significantly reduced. The City Administration has been unable to determine a practical solution, without significant hiring of counselors to reduce the number of children per counselor to minimal levels, which would negatively impact the costs and make the program financially unviable.

Opera House/City Band:

The Opera House's normal facility rentals and programming are also currently impacted by the Governor's Executive Order, closing all entertainment establishments until future notice. The City Staff have issued credits or refunds for tickets sold, and performances have been rescheduled, when possible, to future dates. In the end, the Opera House will also need to wait on the Governor's future modifications to his Executive Order, and will likely be one of the last City facilities able to open.

In addition, as the City approaches the summer season, the Woodstock Opera House Staff have begun efforts to present the 136th annual season of the Woodstock City Band. Unfortunately, under the current COVID-19 pandemic conditions, Staff believes it will be necessary to alter the usual schedule for performances. With so many unknown factors, at this point, Staff is recommending to delay the concert series start date from the beginning of June (June 3rd) to the beginning of July (July 1st). Opera House Staff also believe it is important to continue this fine annual tradition, but only so far as the City can do so in a safe and successful manner. The City must seek not only the ability to safeguard the public who attend these concerts, but also the performers and participants who execute each concert. Therefore, Opera House Staff has completed a thorough assessment and are providing the following recommendations:

- Make all efforts to proceed with this important annual community tradition.
- Move the start date of the City Band concerts to Wednesday, July 1st.
- Consider forgoing or reducing the number of extended Concerts in the Park, normally scheduled for August, to allow for the City Band to extend their schedule beyond the month of July.

- Potentially shorten the City Band concert season from eight concerts to six to better accommodate the availability of performers, many of whom will have other commitments when local schools re-open in mid-August.

Opera House Staff is reviewing the possibility of relocating the City Band within the downtown Square, as the Band Stand in the Park in the Square does not provide adequate space for social distancing due to the large number of band members within the limited space.

The City Administration anticipates that limits on social gatherings will be extended into the summer months; however, an outdoor event where people can safely social distance will be an effective way for promoting a return to more normal social interaction for our community. The Opera House Staff will move forward with careful planning and consideration, assuming Council is supportive of the City Band concerts being offered in some fashion to our community.

Park Amenities:

The Governor's Executive Order 2020-10 prohibited use of playground equipment whether indoors or outdoors. The specific reference contained in Section 3, Prohibited Activities, has been provided below:

"All places of public amusement, whether indoors or outdoors, including but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, and country clubs or social clubs shall be closed to the public."

In addition, specific CDC Guidance for Administrators of Parks and Recreational Facilities has been attached for your review. The particular language concerning various park amenities has been provided below:

Make sure people are social distancing in popular areas of the park.

During periods of sustained community transmission, park administrators should:

- *Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices. These areas might include sports fields, playgrounds, skateparks, basketball courts, tennis courts, and picnic areas. In the event of facility closures, park administrators might want to place physical barriers in these areas and post signs communicating that the area is closed.*
- *Post signs discouraging groups from gathering in larger numbers than are currently recommended or allowed.*

If organized sports activity has been suspended within the park, communicate with sports team coaches that unofficial sports practices are also prohibited within the park."

In response, the City Administration has posted various park amenities as being closed to the public to be in compliance with these requirements and minimize the impact of COVID-19. This included

all playgrounds, sports fields and courts within City parks. The City Administration has recently received several requests from residents to reopen tennis courts, as they believe the social distancing and limited numbers of participants allowed to gather under the Governor's Executive Order can be met by this sport.

Summer City Scene:

The Summer *City Scene* was developed in February/March and is usually distributed in April. This important City brochure has not yet been mailed, as the original programming information was incorrect. Staff believed it was better to postpone printing and mailing the brochure until updates and accurate information was available for dissemination. However, direction from the Governor may come so late that the City doesn't have time to make the revisions, get it printed and mailed in a timely manner, so all program and event information may need to be disseminated via the City's website and social media.

Council's direction is requested.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



Coronavirus Disease 2019 (COVID-19)

Visiting Parks and Recreational Facilities

Protect Yourself and Others from COVID-19

Staying **physically active** is one of the best ways to keep your **mind** and **body healthy**. In many areas, people can visit parks, trails, and open spaces as a way to relieve stress, get some fresh air and vitamin D, stay active, and safely connect with others.

Know Before You Go: While these facilities and areas can offer health benefits, it is important that you follow the steps below to protect yourself and others from COVID-19.

DO

- ✓ Visit parks that are close to your home
- ✓ Prepare before you visit
- ✓ Stay at least 6 feet away from others (“social distancing”) and take other steps to prevent COVID-19
- ✓ Play it safe around and in swimming pools. Keep space between yourself and others

DON'T

- ✗ Visit parks if you are sick or were recently exposed to COVID-19
- ✗ Visit crowded parks
- ✗ Use playgrounds
- ✗ Use hot tubs, spas, water playgrounds, or water parks
- ✗ Participate in organized activities or sports.



Don't: Visit parks if you are sick or were recently exposed to COVID-19

- If you are sick with COVID-19, were recently exposed (within 14 days) to someone with COVID-19, or just don't feel well, do not visit public areas including parks or recreational facilities.
- Follow [recommended steps to take if you are sick](#).



Do: Visit parks that are close to your home

Traveling long distances to visit a park may contribute to the spread of COVID-19 as:

- Most travel requires you to stop along the way or be in close contact with others.
- Travel may also expose you to surfaces contaminated with the virus that causes COVID-19.



Don't: Visit crowded parks

- Do not visit parks where you cannot stay at least 6 feet away from others at all times.



Do: Prepare before you visit

State or local parks

State and local authorities will decide whether parks and other recreational facilities will open. Check with the park in advance to be sure you know which areas or services are open, such as bathroom facilities and concessions, and bring what you need with you.

National parks

The [National Park Service](#) will decide on a park-by-park basis whether a national park will be open. Please check with [individual parks](#) for specific details since, in many cases, visitor centers, concessions, and bathroom facilities might be closed.

Beaches or other swimming areas

State and local authorities will decide whether natural bodies of water and beaches or swim areas will be open. Please check with individual beaches or swim areas for specific details.



Do: Stay 6 feet away from others (“social distancing”) and take other steps to prevent COVID-19

If a park, beach, or recreational facility is open for public use, visiting is okay as long as you practice social distancing and [everyday](#) steps such as [washing hands often and covering coughs and sneezes](#). Follow these actions when visiting a park, beach, or recreational facility:

- Stay at least six feet from others at all times. This might make some open areas, trails, and paths better to use. Do not go into a crowded area.
- Avoid gathering with others outside of your household.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Bring hand sanitizer with at least 60% alcohol to use if soap and water are not available.



Don't: Use playgrounds

Do not use playgrounds, including water playgrounds, located within local, state, or national parks.

Using playgrounds might lead to the spread of COVID-19 because:

- They are often crowded and could easily exceed recommended [guidance for gatherings](#).
- It can be challenging to keep surfaces [clean and disinfected](#).
- The virus can spread when young children touch contaminated equipment and then touch their hands to their eyes, nose, or mouth.



Don't: Participate in organized activities or sports

In general, most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended. These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.



Do: Play it safe around and in swimming pools, and keep space between yourself and others

There is no evidence that COVID-19 can be spread to humans through the water. Proper operation, maintenance, and disinfection (with chlorine or bromine) of pools should kill COVID-19.

Swimming and other water-related activities are excellent ways to get the [physical activity](#) needed for a healthy life. If you are not sick or experiencing symptoms of COVID-19, it is safe to use swimming pools as long as [steps](#) are taken to [reduce the spread](#) of COVID-19:

- Practice [social distancing](#) by staying at least six feet (two meters) from others.
- Avoid [large](#) gatherings of more than 10 people

- Avoid [large](#) gatherings of more than 10 people.
- Keep your hands clean by washing hands with soap and water, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Swimming does carry some health risks. Visit [CDC's Healthy Swimming website](#) for information to help you prevent illness and [drowning](#), while having fun and enjoying the health benefits of swimming.



Don't: Use hot tubs, spas, water playgrounds, or water parks

While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in hot tubs, spas, water playgrounds, and water parks, you should not use these facilities within local, state, or national parks at this time because:

- They are often crowded and could easily exceed recommended [guidance for gatherings](#).
- It can be challenging to keep surfaces [clean and disinfected](#).
- The virus can spread when people touch surfaces and then touch their unwashed hands to their eyes, nose, or mouth.

Page last reviewed: April 10, 2020



Healthy Swimming



There is no evidence that COVID-19 can spread to people through the water used in pools, hot tubs, or water playgrounds. Proper operation and disinfection of pools, hot tubs, and water playgrounds should kill the virus that causes COVID-19. [Limit close contact with people outside your home](#) in public spaces, both in and out of the water. [Get more information about COVID-19 and water.](#)



Preventing Pool Chemical Injuries

Swimming and other water-related activities are excellent ways to get the physical activity and health benefits needed for a healthy life. However, they are not risk-free. CDC's Healthy Swimming website provides information for all groups of individuals involved in a healthy and safe swimming experience about how to maximize the health benefits of swimming while minimizing the risk of illness and injury.

Swimmers

Aquatics Professionals

Residential Pool/Hot Tub Owners

Medical Professionals

Public Health Professionals

En Español

Publications, Data, & Statistics



Healthy Swimming Resources



Health Promotion Materials



Find Your State



Training & Education



Policy & Recommendations



Newsroom, Features, Observances, & Announcements



Outbreak Response Toolkits

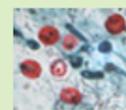


CDC at Work: Healthy Swimming



Fast Facts

Index of Water-Related Topics



Model Aquatic Health Code (MAHC)

Featured Partners



Healthy Water Sites

- [Healthy Water](#)
 - [Drinking Water](#)
 - [Healthy Swimming](#)
 - [Global WASH](#)
 - [Other Uses of Water](#)
 - [WASH-related Emergencies & Outbreaks](#)
 - [Water, Sanitation, & Environmentally-related Hygiene](#)

✉ Get Email Updates

To receive updates highlighting our recent work to prevent infectious disease, enter your email address:

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Page last reviewed: April 27, 2020



Coronavirus Disease 2019 (COVID-19)

Water and COVID-19 FAQs

Information about Drinking Water, Treated Recreational Water, and Wastewater

Updated April 23, 2020

Summary of Changes

- Updated guidance based on recent research findings for the following questions:
 - Is the virus that causes COVID-19 found in feces (stool)?
 - Can the virus that causes COVID-19 spread through sewerage systems?
 - Should wastewater workers take extra precautions to protect themselves from the virus that causes COVID-19?

Can the virus that causes COVID-19 spread through drinking water? +

The virus that causes COVID-19 has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19.

Is the virus that causes COVID-19 found in feces (stool)? +

The virus that causes COVID-19 has been found in the feces of some patients diagnosed with COVID-19. However, it is unclear whether the virus found in feces may be capable of causing COVID-19. There has not been any confirmed report of the virus spreading from feces to a person. Scientists also do not know how much risk there is that the virus could be spread from the feces of an infected person to another person. However, they think this risk is low based on data from previous outbreaks of diseases caused by related coronaviruses, such as severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).

Can the virus that causes COVID-19 spread through pools, hot tubs, spas, and water play areas? –

There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.

While there is [ongoing community spread](#) of COVID-19 of the virus that causes COVID-19, it is important for individuals as well as owners and operators of these facilities to take steps to ensure health and safety:

- Everyone should follow local and state guidance that may determine when and how recreational water facilities may operate.
- Individuals should continue to [protect themselves and others](#) at recreational water venues both in and out of the water – for example, by practicing social distancing and good hand hygiene.
- In addition to ensuring water safety and quality, owners and operators of community pools, hot tubs, spas, and water play areas should follow the [interim guidance for businesses and employers](#) for cleaning and disinfecting their community facilities.

Can the COVID-19 virus spread through sewerage systems? +

The virus that causes COVID-19 has been found in untreated wastewater. Researchers do not know whether this virus can cause disease if a person is exposed to untreated wastewater or sewerage systems. There is no evidence to date that

this has occurred. At this time, the risk of transmission of the virus that causes COVID-19 through properly designed and maintained sewerage systems is thought to be low.

Researchers have analyzed the available information which suggest that standard municipal and [individual septic system](#) wastewater treatment practices should inactivate the virus that causes COVID-19. CDC is reviewing information on COVID-19 transmission as it becomes available. Guidance will be updated as new evidence is assessed.

Should wastewater workers take extra precautions to protect themselves from the virus that causes COVID-19? +

Recently, the virus that causes COVID-19 has been found in untreated wastewater. While data are limited, there is no information to date that anyone has become sick with COVID-19 because of exposure to wastewater.

Standard practices associated with wastewater treatment plant operations should be sufficient to protect wastewater workers from the virus that causes COVID-19. These standard practices can include engineering and administrative controls, hygiene precautions, specific safe work practices, and personal protective equipment (PPE) normally required when handling untreated wastewater. No additional COVID-19-specific protections are recommended for workers involved in wastewater management, including those at wastewater treatment facilities.

If my utility has issued a Boil Water Advisory, can I still use tap water to wash my hands? +

In most cases, it is safe to [wash your hands](#) with soap and tap water during a [Boil Water Advisory](#). Follow the guidance from your local public health officials. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

For additional information:

[CDC: Guidance for reducing health risks to workers handling human waste or sewage](#)

[CDC: Healthcare professionals: Frequently asked questions and answers](#)

[CDC: Healthy Water](#)

[Occupational Safety and Health Administration: COVID-19 Control and Prevention: Solid waste and wastewater management workers and employers](#)

[World Health Organization: Water, sanitation, hygiene and waste management for COVID-19](#)

Page last reviewed: April 3, 2020



Coronavirus Disease 2019 (COVID-19)

Guidance for Administrators in Parks and Recreational Facilities

Parks, trails, and open spaces can provide opportunities for physical activity while also providing opportunities for respite, health, and wellness. Individuals are encouraged to use parks, trails, and open spaces safely as they are able while following current guidance to [prevent the spread of COVID-19](#).

The following offers guidance for the use and administration of local, state, and national parks.

Post information to promote everyday preventive actions.

Park administrators should consider displaying posters and [signs](#) throughout the park to frequently remind visitors to take steps to prevent the spread of COVID-19. These messages may include information about:

- Staying home if you are sick or do not feel well, and what to do if you're sick or feel ill.
- Using social distancing and maintaining at least six feet between individuals in all areas of the park.
- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Using hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoiding touching eyes, nose, and mouth with unwashed hands.

Maintain restrooms that remain open. Ensure they have functional toilets, clean and disinfected surfaces, and handwashing supplies.

If possible, restrooms should remain open if a park remains open for public visitation. If restrooms will be closed, notify visitors ahead of time so they can prepare appropriately. Ensure that open restrooms are:

- **Operational with functional toilets.**
- **Cleaned and disinfected regularly**, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Clean and disinfect restrooms daily or more often if possible. The EPA-registered household disinfectants listed here are recommended. Ensure safe and correct application of disinfectants and keep products away from children.
- **Regularly stocked with supplies for handwashing**, including soap and materials for drying hands or hand sanitizer with at least 60% alcohol.

Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities.

Keep swimming pools properly cleaned and disinfected.

Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.

- Maintain proper disinfectant levels (1–10 parts per million free chlorine or 3–8 ppm bromine) and pH (7.2–8).
- CDC's [Model Aquatic Health Code](#) has more recommendations to prevent illness and injuries at public pools in parks.

Be prepared to cancel or postpone large events and gatherings.

- Monitor and adhere to guidelines issued at the national, state, and local levels related to [limiting the size of gatherings](#).
- Continually assess current conditions and engage with the National Park Service, state, and local [public health officials](#) when deciding whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for mass gatherings.
- Consider [CDC guidance](#) and [White House guidance](#) [↗](#) as you make decisions about whether to proceed with, postpone, or cancel an event.

Make sure people are social distancing in popular areas of the park.

During periods of sustained community transmission, park administrators should:

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices. These areas might include sports fields, playgrounds, skateparks, basketball courts, tennis courts, and picnic areas. In the event of facility closures, park administrators might want to place physical barriers in these areas and post [signs](#) communicating that the area is closed.
- Post [signs](#) discouraging groups from gathering in larger numbers than are currently recommended or allowed.

If organized sports activity has been suspended within the park, communicate with sports team coaches that unofficial sports practices are also prohibited within the park.

Postpone or cancel organized activities and sports.

In general, most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not recommended during times in which individuals are encouraged or required to practice social distancing. These activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.

Park administrators should monitor directives issued at the national, state, and local levels related to limiting the size of [gatherings](#). These directives can inform decisions about limiting participation for those sports and activities that exceed the maximum number allowed. Until local [public health officials](#) have coordinated with organizers to determine if/when it is safe to participate in such activities, all should be postponed or canceled.

Use flexible sick-leave and telework policies, especially for staff at higher risk for severe illness.

- Be as flexible as possible with staff attendance and sick-leave policies.
- Remind staff to stay at home if they are sick.

- Identify staff whose duties would allow them to work from home and encourage teleworking when possible.
- Consider offering revised duties to staff who are at [higher risk of severe illness with COVID-19](#).

Keep your park staff informed about COVID-19 and preventive actions.

When there is ongoing transmission of COVID-19 in the community where the park is located, consider implementing the following strategies:

- Provide staff with [up-to-date information about COVID-19](#) and park policies on a regular basis.
- Communicate to park staff the importance of practicing healthy hygiene habits such as [washing hands often, covering coughs and sneezes](#), and [social distancing](#) to prevent the spread of COVID-19.
- If staff develop a fever, cough, or shortness of breath while at work, have them immediately put on a face mask (if available), isolate them, and have them return home from the park as soon as possible, and ask them to follow [CDC-recommended steps for persons who are ill with COVID-19 symptoms](#).
- If a staff member has a confirmed COVID-19 infection, inform other staff about their possible exposure to the virus, while maintaining confidentiality as required by the Americans with Disabilities Act; see [Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers](#).

Review CDC's guidance for businesses and employers.

- Review CDC's [guidance for businesses and employers](#) to identify additional strategies to protect park staff during an outbreak of COVID-19.
- For additional questions or guidance, contact your state or local health department public health officials and in the case of the National Park Service, contact [public health officials](#) in the Office of Public Health.

Page last reviewed: April 10, 2020

MEMORANDUM

To: Roscoe Stelford, City Manager
From: Darrell Moore, City Planner
Date: April 29, 2020
Re: Responses to City Council's Discussion of the Old Courthouse

After a presentation of the concept plans for the Old Courthouse and Sheriff's House at the April 21st City Council meeting, staff was given direction to explore some specific alternatives to the plans as presented. The most common themes from the comments were to find more storage space and more toilets, where possible. Over the last week, staff has had numerous discussions with architect Gary Anderson to address the concerns raised by the City Council. Mr. Anderson has provided the following alternative floor plans and evaluations of the changes.

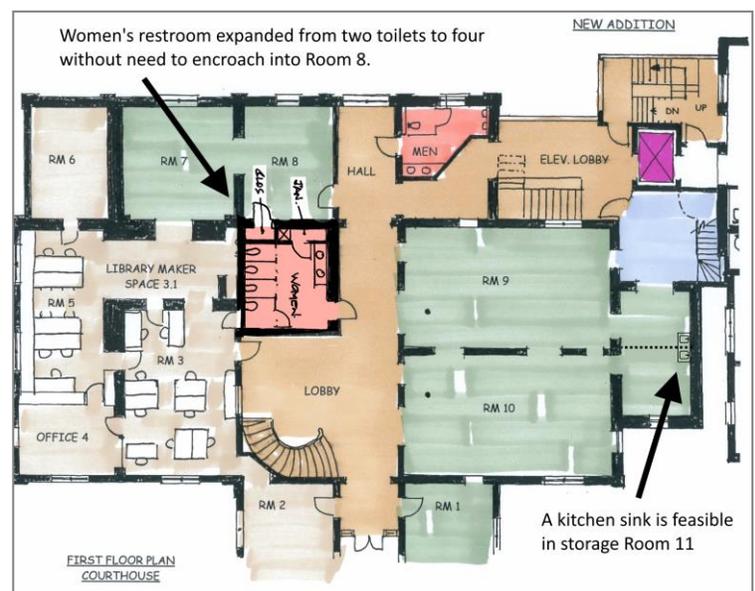
Courthouse: Exterior

Addressing a question raised by the Council regarding whether, based on the renderings provided, there will still be enough room on Throop Street for a semicircle drop-off, Mr. Anderson has stated that the exterior renderings of the street curb were not drawn to scale and that his firm is still studying its feasibility.

Courthouse: First Floor

The concept plans presented to Council included a toilet and two urinals in the men's room and two toilets in the women's. Mr. Anderson has presented an alternative of expanding the women's room to have up to four toilets; however, based on the capacity of the building, he recommends against the additional expense. Either way, he believed encroaching into Room 8 would be unnecessary.

He also examined the possibility of a toilet in Room 11 and determined that it would be a significant expense to run the necessary

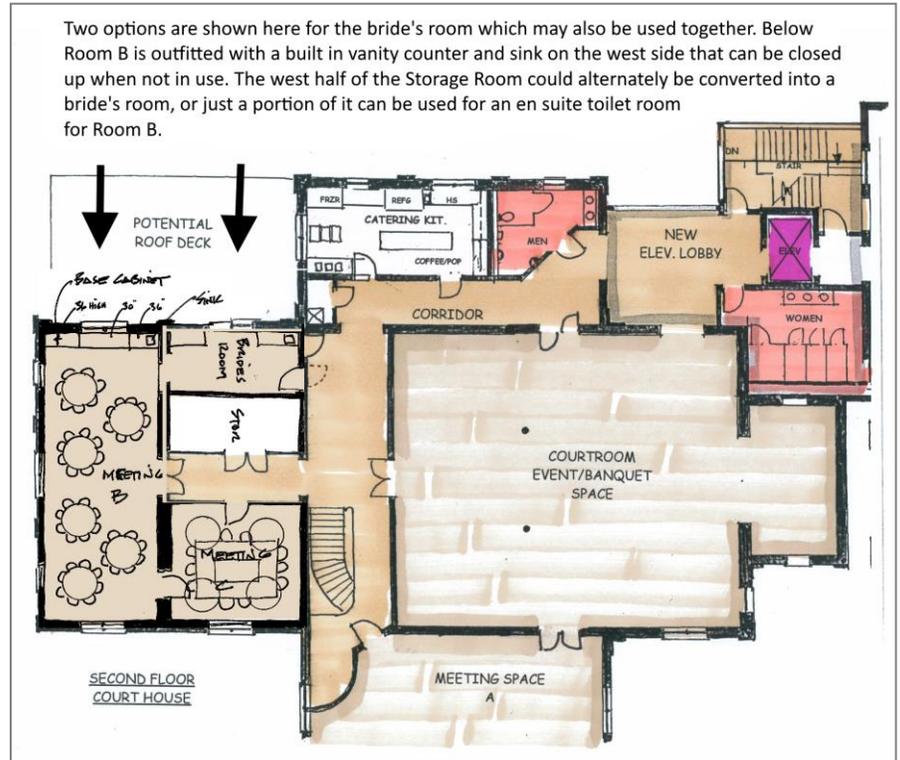


plumbing through the thick vault floor. However, he does believe an office-kitchen sink or two can be installed for a modest cost.

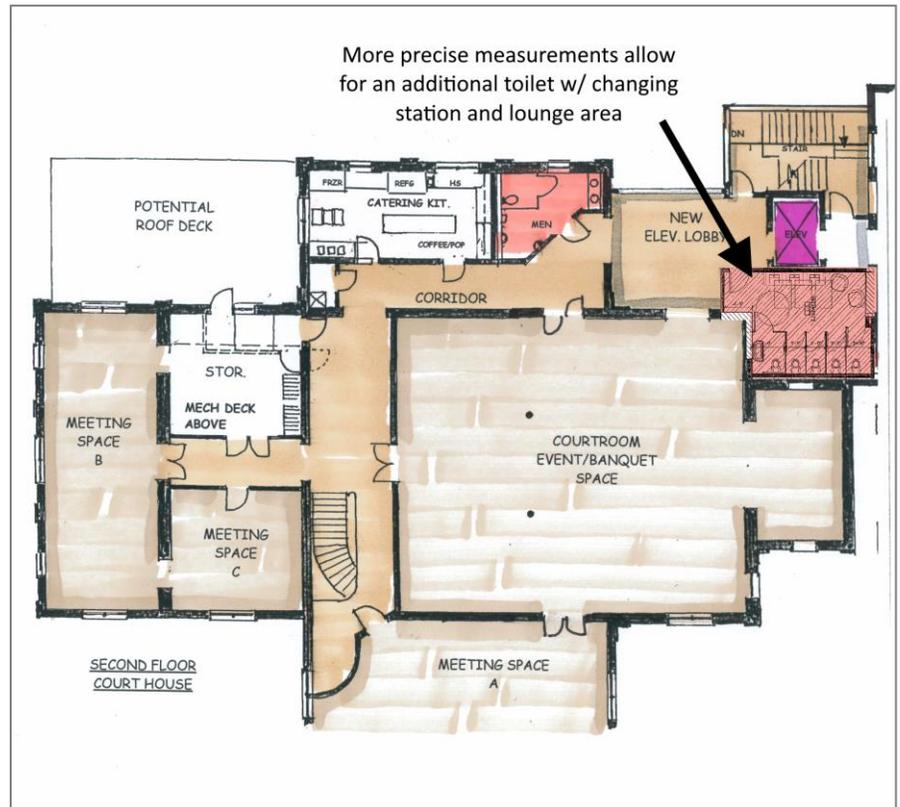
Courthouse: Second Floor

The Council requested additional toilets and storage space on this floor as well as facilities for a bride's room in the south wing.

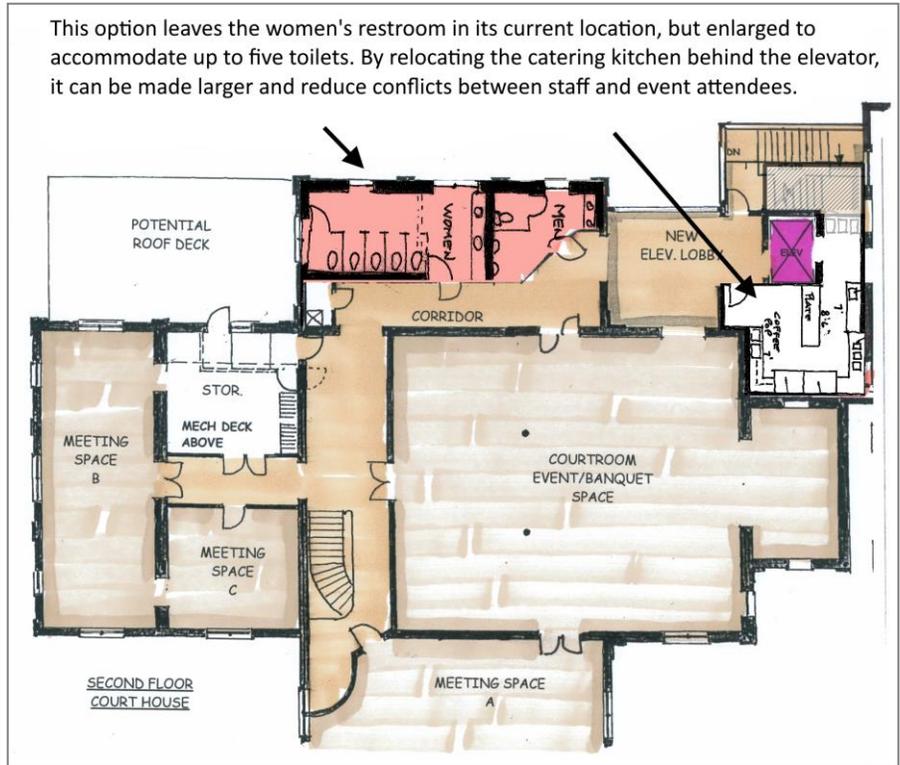
Regarding the bride's room, Mr. Anderson believes that plumbing for a toilet in the south wing may be challenging versus a sink installation. He provided two options for the bride's room location, one employing some built-in cabinets and the west end of Room B, and one in the Storage Room. Potentially, both could be used together.



To find more toilet space, Mr. Anderson recalculated the space available in the addition and found enough room for a fifth women's toilet and other amenities.



This is a different option than the one immediately above. It addresses the Council's concern regarding potential conflicts between event attendees and servers going to and from the kitchen by swapping the locations of the women's toilet and the kitchen. Both uses; however, are pressed for space in these locations, in particular if five toilets are to go into the women's room. If the kitchen can be expanded into the area above the stairwell, there should be enough space to allow for dedicated access out of the elevator.



Sheriff's House

The Council expressed concern about not having enough toilets in the Sheriff's House. Specifically, the Council inquired as to whether it is appropriate and feasible for the front of the Sheriff's House, first floor (being looked at for the Milk House), to have its own dedicated toilets. Mr. Anderson explored the latter and strongly recommended against moving toilets into that space due to the placement of windows and other constraints, which would mean the loss of one-quarter of the interior floor area to bathrooms.

Overall Toilet Needs

The most common request from the Council was to increase bathroom capacities. To that topic, Mr. Anderson conducted a review of similar projects on which he has worked, for purposes of comparison. Based on his experience and feedback from those property owners and operators, he is confident that the 24 bathroom toilets/urinals on the concept plan presented to Council are more than sufficient given the occupancy of the building. Nonetheless, he was able to find space for two or three more toilets, but he pointed out that the existing buildings have just 12 toilets and that the plumbing code will call for 19 toilets when remodeled. His letter is attached for your review.

Council's direction is requested.



Reviewed and Approved by:

Roscoe C. Stelford III
City Manager



200 Prairie St., Ste: 201 Rockford, IL 61107
O: 815-963-1900 | www.gwaarchitects.com

Darrell,

As we discussed the other day, I am concerned about the number of toilets that has been requested by the Council that are significantly more than what is required or what is being built in comparable facilities.

We have been able to add a 5th toilet in the Women's second floor bathroom and added 2 lounge chairs as well. I also added a third and fourth toilet on the first floor Women's bathroom. I do not think that adding another fixture there is warranted. I did add a sink in the 2nd floor meeting space B that can be made flexible to accommodate a bridal suite space. Adding a toilet on the west side, south wing, is extremely difficult and would be expensive to construct because the area is over a former vault with an 18 inch floor depth. In addition it is even more difficult to traverse the area with waste lines and reach the lower level without making a mess of the first floor vaulted ceiling.

The number of required toilets is driven by the use and capacity of the space. The Capacity for banquets in the old Courtroom including all meeting spaces is 268 people. The Illinois Plumbing Code requires, for women, 3 closets and for men, 1 Closet and 2 Urinals. As proposed, the Women's Toilet has 5 Water Closets and the Men have 1 Closet and 3 Urinals .

We have recently completed 3 banquet facilities in existing historic structures. I have included the capacities of each.

Prairie Street Brewhouse, Rockford IL

Banquet capacity-

- With table seating - 325 people
- Women- 5 Water Closets
- Men- 2 Water Closets and 3 Urinals

Code requires:

- Women-3 Water Closets
- Men- 1 Closet 2 Urinals

As a footnote, this facility also serves a restaurant and meeting spaces that have a capacity of 336 with the same number of fixtures. It is not uncommon for 500 patrons to have access to these same toilets concurrently-with no issues of waiting.

The Standard. Rockford IL

2nd floor Banquet Capacity-

- With table seating -158 people
- Women- 3 Water Closets
- Men- 1 Water Closets and 2 Urinals

Code requires:

- Women- 2 Closets
- Men- 1 Closet and 1 Urinal

3rd floor with roof deck-

- Capacity with table seating- 164 people
- Women- 3 Water Closets
- Men- 1 Water Closet and 2 Urinals

Code requires:

- Women- 2 closets
- Men 1 Closets and 1 urinal

251 Banquet Facility, Aurora IL

Banquet capacity-

- With table seating- 310 people
- Women-4 Water Closets
- Men- 2 Water Closets and 2 Urinals

Code requires:

- Women-2 Water Closets
- Men 1 Water Closet and 1 Urinal

As you can see, we have more than an adequate number of toilets. We have checked with the owners and operators of these facilities and the numbers have been proven to be very adequate for facilities bigger than yours. These historic structures have space limitations, but we have been able to provide very adequate toilet facilities to support banquets and meeting space in the Courthouse. I would also like to remind everyone that we have provided a total of 26 toilets in a building of 20,400 sq. ft. The existing building has 12 toilets in the entire building, code requires a minimum of 19 toilet fixtures.

Kind regards,
Gary



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www.woodstockil.gov

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Roscoe C. Stelford III, City Manager

DATE: April 29, 2020

RE: **Scheduling of City Council Special Workshop**

Council members are asked to bring their calendars to the May 5, 2020 City Council Meeting to assist in the scheduling of a convenient date for a future workshop when all members of the City Council can be in attendance. The purpose of this future workshop will be to review and discuss the financing options for the City's future enhanced 2021-2024 Street Maintenance Program.

Please feel free to contact me with any questions.



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121 W. Calhoun Street
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Roscoe C. Stelford III
City Manager

TO: Honorable Mayor and City Council
FROM: Roscoe C. Stelford III, City Manager
DATE: **May 1, 2020**
RE: **FUTURE CITY COUNCIL AGENDA**

Recognizing that the City Council Agenda is continually being modified and updated, the following are proposed agenda items and their tentative dates scheduled for future Woodstock City Council meetings:

May 19, 2020 – City Council Meeting

1. Hotel/Motel Tax Distributions
2. Affirmation – Mayor’s Emergency Declaration
3. Appointments for Boards/Commissions
4. Capital Improvement Policy Amendment
5. Extend Single Use Bag Fee Deferral
6. TIF Redevelopment Agreement – Lake Avenue
7. Replacement of Parks Division Pickup
8. Recreation Center Carpet Replacement

June 2, 2020 – City Council Meeting

1. Real Woodstock – Presentation
2. Leaf Disposal Contract
3. IGA Woodstock Fire/Rescue District – Emricson Tower
4. Crack Sealing Contract
5. Pavement Striping Contract
6. City Manager’s Annual Evaluation