



**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**  
**July 21, 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](http://www.woodstockil.gov). For further information, please contact the Office of the City Manager at 815-338-4301 or [citymanager@woodstockil.gov](mailto:citymanager@woodstockil.gov).*

*In light of the current COVID-19 public health emergency and Governor J.B.Pritzker's Gubernatorial Disaster Proclamation in response thereto, the Mayor has determined that an in-person meeting is not practical or prudent because of the disaster. Therefore, this meeting will be conducted remotely. The public can observe and comment, when appropriate, by calling in to participate at: 312-626-6799, the Meeting ID is 945 0788 9217, Password 337266. 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](mailto:citymanager@woodstockil.gov).*

*The proceedings of the City Council meeting are live streamed on the City of Woodstock's website, [www.woodstockil.gov](http://www.woodstockil.gov). Recordings can be viewed, after the meeting date, on the website.*

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. FLOOR DISCUSSION**

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

**A. Public Hearing**

1. Roundabout -Property Acquisitions: Public Hearing Regarding Anticipated City Request to the Illinois Legislature to Acquire All or Parts of the Following

Properties by Eminent Domain Using Quick Take Legislative Authority:

- a. 311 Lake Avenue (the “Hunt Property”);
- b. Northeast Quadrant of Madison Street and South Street (the “Hunt Property”); and
- c. 219 S. Madison Street (the “Dittmer Property”).

- 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. June 16, 2020 City Council Meeting

**B. WARRANTS:**

- 1. #3913
- 2. #3914

**C. MINUTES AND REPORTS:**

- 1. Plan Commission Minutes February 20, 2020
- 2. Human Resources Report May 2020
- 3. Public Works Report May 2020
- 4. Police Department Report May 2020
- 5. Human Resources Report June 2020

**D. MANAGER'S REPORT NO. 160:**

- 1. Ordinance – Amending Section 3.3.6 Liquor License Classification (160a)**  
Approval of An Ordinance Amending Section 3.3.6, Classification of Licenses: Number and Fees, of Chapter 3, Title 3, Liquor Control, of the Woodstock City Code, modifying the parameters of the B-4C Liquor License Classification. **DOC. 1**
- 2. Waiver of Moratorium – 460 S Eastwood, Lucky Café (160b)**  
Approval to waive the moratorium on the acceptance of an application for one Class A-2 (Restaurant) liquor license for Lucky Café, 460 S. Eastwood Drive in Woodstock with the understanding this is not a guarantee of license approval and that it is a one-time waiver for the identified location only.
- 3. Ordinance – Special Use Permit – Cannabis Craft Grower, Cold Headers Business Park (160c)**  
Adoption of an Ordinance Approving a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place, Woodstock, Illinois. **DOC. 2**

- 4. Ordinance – Zoning Map Amendment – B3 to M1/Special Use Permit – Cannabis Craft Grower, 1411 S. Eastwood Drive** (160d)  
Adoption of an Ordinance Approving a Zoning Map Amendment from B3 Service & Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting at 1411 S. Eastwood Drive, Woodstock, Illinois. **DOC. 3**
- 5. Ordinance – TIF Redevelopment, Lake Avenue** (160e)  
Approval of an Ordinance Authorizing the Execution of a Redevelopment Agreement by and Between the City of Woodstock, McHenry County, Illinois and Kensington Woodstock LLC. **DOC.4**
- 6. Agreement – Woodstock Fire/Rescue District – Emricson Park Tower** (160f)  
Authorization for the Mayor and City Clerk to execute an Intergovernmental Agreement between the City and Woodstock Fire/Rescue District to allow for the use of the Emricson Park Radio Tower by WFRD to facilitate their radio communications. **DOC. 5**
- 7. Award of Contract – Leaf Disposal Services** (160g)  
Authorization to award a contract to Valley Aggregates, LTD, Woodstock, IL for Leaf Disposal Services in Calendar Year 2020 at a unit price of \$3.00/ CY.
- 8. Ordinance - Streets Division Pickup Truck** (160h)
  - a) Authorization to purchase a pickup truck utilizing the Suburban Purchasing Contract from Currie Motors, Frankfort, IL for the bid price of \$29,411. Additional upfitting of a snow plow to be completed by R. A. Adams, McHenry, IL for an additional cost of \$5,450, bringing the total purchase price for this unit to \$34,861, and
  - b) Approval of an Ordinance Authorizing The Disposal Of A 2007 Chevrolet Silverado 2500 Owned By The City Of Woodstock, designating this vehicle as surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law, including but not limited for sale to the highest bidder on www.GovDeals.com, donation, recycling, and/or disposal. **DOC. 6**
- 9. Award of Contract - Façade Improvement - Chop Suey Hut** (160i)  
Approval to allocate for sign and awning improvements at 218 North Throop Street approximately 50% of the exterior improvement at costs up to \$6,123.93, from TIF 2 funds.
- 10. Appointments – New and Reappointments to Commission Members** (160j)  
Mayor's Appointments to the **Plan Commission, Old Courthouse & Sheriff's House Advisory Commission, Board of Library Trustees, Environmental Commission** as well as Reappointments for Commission Members with Terms Expiring in 2020.

**11. Ordinance - Eminent Domain Ordinances for Roundabout Project at Intersection of South, Lake and Madison Streets (160j)**

- a) Approval of an Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at 311 Lake Avenue; and **DOC.7**
- b) Approval of an Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at the Northeast Quadrant of Madison Street and South Street; and **DOC. 8**
- c) Approval of an Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property and a Temporary Easement Located at 219 S. Madison Street. **DOC. 9**

**12. Resolution - Quick Take Authority Associated with Eminent Domain Action for Roundabout Project at Intersection of South, Lake and Madison Streets (160l)**

Approval of a Resolution Requesting Authority from the General Assembly to Exercise Certain Powers Regarding Eminent Domain to Acquire Certain Real Property Located at 219 S. Madison Street, 311 Lake Avenue and Property Located at Northeast Quadrant of Madison Street and South Street in the City of Woodstock, County of McHenry, State of Illinois. **DOC. 10**

**V. DISCUSSION**

- 1. **Recreation Department, Recreation Center, Park Amenities, and Economic Development – Updates Regarding Response to COVID-19**
- 2. **Ethereal Confections – Cass Street Closure Request with Live Music – Friday & Saturday Evenings (6:00 PM – 8:00 PM)**

**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.*



**Department of Public Works**  
326 Washington Street  
Woodstock, Illinois 60098

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To: Roscoe Stelford, City Manager

From: Jeff Van Landuyt, Public Works Director

Re: **Public Hearing, Eminent Domain, Proceeding, and Resolution to Acquire Certain Real Property for Construction of a Proposed Roundabout at Intersection of South, Lake and Madison Streets**

Date: July 17, 2020

At the July 21, 2020 meeting, the City Council will be asked to take several actions relative to the roundabout project at the intersection of South, Lake and Madison Streets.

First, they will be asked to conduct a public hearing on the anticipated City's request for quick take legislation for the properties which are anticipated to be the subject of the eminent domain proceedings. Regarding "quick take"; typically, an ordinary eminent domain process can take 12 to 18 months' time. The complaint is filed, served upon those with an interest in the property, discovery is conducted and a trial is held on what is the fair market value of the property and the amount of compensation that should be paid to the affected landowners. Such a trial may be conducted by the judge alone, or alternatively, by jury. In a conventional eminent domain proceeding, title to the premises is not conveyed until money is deposited at the end of the process after the jury's determination of the just compensation to be paid. With quick take powers, title can be conveyed to the condemning authority earlier in the proceeding before the trial. Typically, there is a hearing on the amount of preliminary compensation to be deposited with the County Treasurer and title to the condemning authority is transferred at that time. By way of example, the Illinois Department of Transportation has quick take powers. Even as a home rule municipality, the City of Woodstock does not have that authority absent specific legislation addressing a given project. Our State Representatives have explained to us that they wish us to undertake a public hearing before proceeding to the Illinois legislature to ask for quick take legislation.



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At the public hearing, members of the public, including but not limited to landowners, can express their views about the anticipated City request for quick take powers from State legislators. Notice of the hearing has been published and the affected landowners have also been provided with copy of that notice.

Second, the Council will be asked to consider and adopt three eminent domain ordinances as follows:

1. ***An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at 311 Lake Avenue; DOC 7***
2. ***An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at the Northeast Quadrant of Madison Street and South Street; and DOC 8***
3. ***An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property and a Temporary Easement Located at 219 S. Madison Street. DOC 9***

Once these have been approved, the City can commence the eminent domain court actions or, if appropriate, may continue negotiations with the landowners. If the City ultimately receives quick take authority, the court action can be amended accordingly.

Third, if, following the hearing and adoption of the eminent domain ordinances, the Council supports the request to the legislature for quick take authority legislation, then the Council may adopt the attached resolution to that affect entitled: ***A Resolution Requesting Authority from the General Assembly to Exercise Certain Powers Regarding Eminent Domain to Acquire Certain Real Property Located at 219 S. Madison Street, 311 Lake Avenue and Property Located at Northeast Quadrant of Madison Street and South Street in the City of Woodstock, County of McHenry, State of Illinois. DOC 10***



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**MINUTES**  
**WOODSTOCK CITY COUNCIL**  
City Council Chambers  
June 16, 2020

A regular meeting of the Woodstock City Council was called to order at 7:00 PM on Tuesday, June 16, 2020, by Deputy Mayor Michael Turner in the Council Chambers at Woodstock City Hall. Deputy Mayor Turner read a statement concerning the update of the Open Meetings Act, which was amended to permit meeting remotely when the Mayor deems under the state's safety guidelines it is necessary to ensure the safety of the City Council and the Public. He noted all votes will be taken by a roll call vote. Deputy Mayor Turner stated certain Council members and staff are attending remotely and those attending at City Hall are observing social distancing. Noting there are no members of the public attending the meeting in person, Deputy Mayor Turner stated the meeting 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. He explained the Consent Calendar.

A roll call was taken.

**COUNCIL MEMBERS PRESENT IN THE COUNCIL CHAMBERS:** Deputy Mayor Michael Turner.

**COUNCIL MEMBERS PRESENT ATTENDING REMOTELY:** Darrin Flynn, Lisa Lohmeyer, Wendy Piersall, Jim Prindiville, and Gordon Tebo.

**COUNCIL MEMBERS ABSENT:** Mayor Brian Sager

**STAFF PRESENT IN THE COUNCIL CHAMBERS:** City Manager Roscoe Stelford and Communications/Grant Manager Terry Willcockson.

**STAFF ATTENDING REMOTELY:** Finance Director/Assistant City Manager Paul Christensen, City Attorney Ruth Schlossberg, IT Director Dan McElmeel, Public Works Director Jeff Van Landuyt, Building and Zoning Director Joe Napolitano, Chief John Lieb, and Economic Development Director Garrett Anderson.

**OTHERS PRESENT IN THE COUNCIL CHAMBERS:** City Clerk Cindy Smiley

**OTHERS ATTENDING REMOTELY:** None

City Clerk Smiley confirmed the agenda before the Council is a true and correct copy of the published agenda.

### **III. FLOOR DISCUSSION**

#### **A. Public Comments**

There were no comments forthcoming from the Public.



**D. MANAGER’S REPORT NO. 159:**

1. **Ordinance – Class A-2 Liquor License – Fastacos, Inc.** – Approval of Ordinance 20-O-45, identified as Document 1, *An Ordinance Amending Title 3, Chapter 3, Liquor Control of the Woodstock City Code*, which will increase the number of Class A-2 liquor licenses by one for issuance to Fastacos, Inc., 150 S. Eastwood Drive, Suite A, contingent upon fulfillment of all identified requirements.
2. **Agreement – NIU Age Friendly Contract** – Authorization for the City Administration to execute a project agreement with the NIU Center for Governmental Studies, identified as Document 2, to plan for an Age-Friendly Livable Community, along with the approval to pay the requested first-half of the project fee of \$24,937.50 with the remainder due at project completion in March 2021.
3. **Ordinance – Emergency Loan Program – Not-for-Profit with Retail** – Approval of Ordinance 20-O-46, identified as Document 3, *An Ordinance Amending the Emergency Small Business Loan Program (COVID-19 Emergency)* to allow for not-for-profit entities with retail components to participate in this program.
4. **Capitalization Thresholds Policy** – Authorization to adopt a formal Capitalization Thresholds Policy for the City of Woodstock.
6. **Ordinance – City Code Amendment – Temporary & Permanent Easements** – Approval of Ordinance 20-O-47, identified as Document 5, *An Ordinance Amending Title 1, Chapter 6, Articles A.5.1 (Authorizing the City Manager to Acquire Certain Property Rights to Facilitate Council-Approved Projects) and A.5.2 (Authorizing the City Manager to Contract for or Otherwise Procure such Property Rights to Facilitate Council-Approved Projects)*
7. **Ordinance – FY20/21 Budget Amendment** – Approval of Ordinance 20-O-48, identified as Document 6, *An Ordinance Correcting the Fiscal Year 2020/2021 Budget for the City of Woodstock, Illinois.*

A roll call vote was taken on items A through D-4, D-6, and D-7.

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

Item D-5 – Ordinance – City Code Amendment – No Parking – Greenly Street

Deputy Mayor Turner stated prior to the meeting he received a request from a Greenly Street property owner stating he would like to postpone discussion of this item until he is able to attend the meeting in person. Stating this is a reasonable request, Deputy Mayor Turner expressed his support for postponing this item to the July 21<sup>st</sup> Council meeting.

There were no comments or questions from the City Council or the Public.

Motion by W. Piersall, second by D. Flynn, to postpone Item D-5 – Ordinance – City Code Amendment – No Parking – Greenly Street to a time specific, specifically to the Tuesday, July 21, 2020 City Council meeting.

There were no comments or questions from the City Council or the Public.

A roll call vote was taken.

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

## **V. DISCUSSION**

### **1. Food Trucks**

Deputy Mayor Turner provided history on this item, noting food trucks have been a growing part of the fabric of the community. He stated this topic was last addressed in February 2012, opining it is appropriate to revisit it at this time, noting it was brought to City Staff by some of the Benton Street restaurant owners regarding a nearby business who had a food truck selling food on public property. Noting all establishments are trying to survive during this time, he stated he can understand both sides of the issue.

Deputy Mayor Turner stated the purpose of this evening's discussion is to get a sense of where Council members stand relative to possible changes to the food truck regulations and to see if there are administrative adjustments they wish Staff to review within legal bounds.

Deputy Mayor Turner stated he would like Council members to frame the discussion on options and recommendations from an administrative perspective and items for possible changes at a later meeting. He stated he is not looking to ban food trucks, opining this would not serve the greater public good, but also does not wish to unnecessarily impact the brick and mortar businesses.

He noted there are two different items to be discussed, (i.e., food trucks operating on private property and food trucks operating on public property). Discussion ensued with Mr. Stelford providing information on the current regulations and processes for both of these situations. He noted desired changes to future regulations via an ordinance related to those food trucks operating on public property could be made fairly quickly, while changes would be required within the Unified Development Ordinance (UDO) for food trucks operating on private property, which would require input by the Plan Commission and a public hearing.

Deputy Mayor Turner urged Staff to be creative, noting all solutions do not need to be found this evening. He urged the public, restaurants, and bars to come up with suggestions as well. He noted it is not the intent for this discussion to include the regulation of food trucks at approved special events.

Councilman Flynn stated the City should be very careful in regulating what one business can do and another cannot do, opining it is a slippery slope and noting this is something new. He noted the City closed off an entire street for the Benton Street businesses who are now complaining.

Councilwoman Piersall agreed with Councilman Flynn, noting the Food Truck at Ortmann's is 150 ft. away from the businesses on the Square. She expressed surprise that food trucks on private property are more highly regulated, opining it is not much different than a business bringing in a caterer for an event. In response to her question, Mr. Stelford stated there is not a similar ordinance which regulates catering. She reminded everyone of Your Sister's Tomato, which started out as a food truck, and now is a wonderful new restaurant in the city, stating she is not interested in adding regulations.

Deputy Mayor Turner stated he does not see a business that operates a food truck and a restaurant the same as one that just operates a food truck.

In response to questions from Councilman Tebo, Deputy Mayor Turner noted the food truck at Ortmann's was located in the public parking. City Manager Stelford stated they obtained permission for the second opportunity, but not the first. Unfortunately, Ortmann's and the food truck operators were unaware of this requirement. They did address this issue immediately once they were informed.

Discussion followed of the various food trucks operating in the city both before and since COVID-19. Stating it does not look like there are a great many, Councilman Tebo opined this does not look like a threat to the businesses. Deputy Mayor Turner stated that depends upon who you are talking too, opining while he does not believe it is a threat right now, this is a sensitive time and perhaps before COVID-19 would not be a big deal. Councilman Tebo opined the Council is trying to decide if it wishes to change something for a temporary period during COVID-19 because it was not needed before. Deputy Mayor Turner noted the City does not regulate competition, so a question would be should that be done in this instance.

In response to a question from Councilwoman Piersall, City Attorney Schlossberg stated other municipalities license food trucks on public property and that is not unusual. Councilwoman Piersall expressed concern that food trucks coming from out of town would not know the regulations. Ms. Schlossberg opined the food truck operators should seek out information regarding local regulations.

Discussion followed of possible fees for one or multiple food trucks owned by the same company for multiple occurrences. In response to a question from Councilwoman Piersall concerning whether the license could be held by the business owner rather than the truck owner, City Attorney Schlossberg stated the license would be held by whoever the operator is.

Opining much has happened in the food truck industry in the last eight years since the City's original ordinance was adopted, Councilman Flynn opined there is a great difference between operating on private vs. public property. He noted many business owners see a food truck as an attraction for his/her business. Noting the fear originally was that a food truck on private property could become more permanent, he opined the ordinance should be modified and could include a stipulation on the length of the event and a time within which a food truck must be moved. He advocated for a fee of \$100 per year with a registration, noting this would ensure any sales tax generated while the food truck operated in Woodstock would go to the City.

Councilwoman Lohmeyer stated she is not unsympathetic to the competitive nature of this issue, noting food trucks are popular right now. She opined \$100 for an entire year might be too modest and suggested researching fees in other municipalities, perhaps using a sliding scale based upon the number of times a food truck operates in Woodstock. She stated she wishes to be cognizant of the neighbors and also of those who are trying to be creative in their businesses.

The floor was opened to Public Comment.

Heather Flores of Flores Banquets stated like so many other businesses they have been closed during the past few months and have been hit hard. She stated in order to bring business to their venue they have begun hosting parking lot parties with music, games, and food trucks, noting this has significantly helped them financially during this very difficult time. She noted they have received very positive comments from the public. Ms. Flores stated it is her hope the food truck fee for her events could be waived for now until her business gets back on its feet. She described the event, noting it is a family event with all music provided by volunteers to save money and stated it is her hope to have these events through August to help them financially. She stated because of the nature of her business, it cannot open up when bars and restaurants can, noting the majority of her booked events would have more than 50 people. Ms. Flores emphasized her events featuring the food truck is a creative way to generate revenue for her business.

The Council applauded Ms. Flores' creativity. Councilman Flynn noted if the same food truck came to all of Ms. Flores' events through August and was required to pay a fee for each, this would be very expensive. Ms. Flores provided information on how she has contacted food truck vendors, noting most were already booked, meaning she is using the same truck many times.

In response to a question from Deputy Mayor Turner as to whether she would be doing this if not for COVID-19, Ms. Flores stated she believes a diversity of events and opportunities is good for the community, but noted she would not be able to do this on normal weekends as her venue is usually booked months in advance. She stated this started because of COVID-19.

Ryan and Tammy Ortmann, owners of Ortmann's Red Iron Tavern, were invited to comment. Ms. Ortmann stated this is a new opportunity for their business. She noted her business does not serve food, so this supplements their sales, stating it has been well received by the community. Ms. Ortmann noted they also encourage people to order from other restaurants on the Square and bring it to their outdoor area for consumption and also bring food from home. She stated it is their request to have a food truck once a week during the summer on Friday evenings.

Council applauded the Ortmanns on their creativity, noting they have done much for their business. In response to a question from Councilwoman Piersall, Mr. Ortmann stated they have always allowed people to bring in food from other restaurants. He stated they have invested a lot of time and money in their beer garden and want people to enjoy it. He noted they also wish to support the food trucks.

Deputy Mayor Turner noted he has heard from the restaurant owners if someone is eating from a food truck they are not eating from a restaurant and they (the food trucks) are undercutting the

restaurants' prices when the restaurant owners have invested in the community. Ms. Ortmann responded they are hosting a food truck for up to five hours, one time per week, while they are encouraging their customers to order from local restaurants every day of the week. She stated they also encourage people coming off the train to investigate the restaurants on the Square and to eat there.

In response to a question from Deputy Mayor Turner concerning a business that has a food truck a few hours a day every day of the week, Mr. Ortmann stated people will make the choice on how to spend their money, opining a wider selection is better for everyone. He stated food trucks have a following so they may bring people from other communities who would not normally come to Woodstock.

In response to a question from Councilman Flynn, Ms. Ortmann stated they paid for the food truck's certificate. She stated they consider the food truck operators to be local as they work for the Moose.

In response to a question from Councilman Tebo, Ms. Ortmann stated they decided to bring a food truck in to bring more people to their beer garden. She stated they have spent a lot of money to help with outside service during this time of COVID-19, noting the food truck has been well received.

Deputy Mayor Turner thanked the Ortmanns on behalf of the Council for their investment in the community, noting they have turned their business into a wonderful venue. Ms. Ortmann stated they look forward to many more years in the community.

Mario Cortez, Holzlager Brewing Company, echoed the Ortmanns' comments. He stated he does not have a kitchen, opining he encourages customers to purchase food from other local businesses. He wanted Council to know his business experiences a significant benefit from food trucks. Mr. Cortez stated he is trying to do everything he can to work with his neighboring business owners to help everyone, noting he wishes to support local businesses especially during the current situation.

Deputy Mayor Turner opined the regulations for operating a food truck on private property should not be changed tonight, but should be looked at in the future as he is sensitive to the concerns of restaurant owners should multiple food trucks show up. He stated he would like input from businesses for a future discussion.

Councilman Tebo expressed support for loosening fees during this time to help businesses get back on their feet, but stated once this is over he would like to look at this as an issue that will be here for a while and possibly raise fees. He stated he looks at the short-term and long-term differently.

Councilman Flynn supported waiving fees for 2020, but still requiring registration so the City has a record of who is in Woodstock. He also supported revisiting the issue in 2021.

Councilman Piersall advocated for looking at making public and private property more similar, but expressed support for leaving the 150 feet from a restaurant regulation in place.

Opining the discussion has been worthwhile, Deputy Mayor Turner stated he does not sense a strong desire for major changes. He suggested revisiting the issue in July, opining the ordinance, which has not been changed since 2012, can be improved and updated with some creativity. He stated he still recognizes that the restaurants on Benton Street have concerns, noting he would have a problem if the food truck in question was present in the area more frequently. He emphasized he does not have a problem with the current frequency.

Deputy Mayor Turner noted Staff already has the administrative ability to grant or deny a current permit. In response, Mr. Stelford explained this further. Deputy Mayor Turner stated he is currently supportive of the frequency of the food truck operating at Ortmanns' and also the one at Flores' extending into July and August.

In response to a question from Deputy Mayor Turner, it was the consensus of the City Council that the frequency at Ortmanns and Flores described above is appropriate.

In response to a question from Deputy Mayor Turner, it was the consensus of the City Council that Staff monitor this situation and act on any issues or check back with Council if frequency becomes an issue.

It was the consensus of the City Council to direct Staff to look into ways to modify the ordinance by reaching out to the Benton Street businesses and those in the strip mall on Rt. 47 as well as food truck operators, and research the procedures utilized in other communities.

Deputy Mayor Turner noted Council is directing no major changes this evening.

#### **FUTURE AGENDA ITEMS**

Deputy Mayor Turner reminded Council of the Special City Council Workshop on July 9<sup>th</sup> at 3:00 PM, which will focus on street financing and tree removal easement. There were no suggestions by the Council or the Public to add, delete, or amend items on the tentative future agenda.

#### **VI. ADJOURN**

Motion by L. Lohmeyer, second by D. Flynn, to adjourn this regular meeting of the Woodstock City Council to the Special City Council Workshop on Thursday, July 9, 2020 at 3:00 PM.

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

The meeting was adjourned at 8:27 PM.

Respectfully submitted,

Cindy Smiley  
City Clerk

Name	Department	Total Gross
BARKULIS, KENNETH	BUILDING & ZONING	2,832.00
BERTRAM, JOHN	BUILDING & ZONING	3,396.80
FALSETTI, MEGAN	BUILDING & ZONING	2,033.60
HERFF, KATHLEEN	BUILDING & ZONING	497.84
LIMBAUGH, DONNA	BUILDING & ZONING	2,858.40
MOORE, DARRELL	BUILDING & ZONING	3,267.90
NAPOLITANO, JOSEPH	BUILDING & ZONING	4,220.19
WALKINGTON, ROB	BUILDING & ZONING	3,409.60
COSGRAY, ELIZABETH	CITY MANAGER	1,539.20
FLYNN, DARRIN	CITY MANAGER	500.00
HOWIE, JANE	CITY MANAGER	3,043.60
LOHMEYER, LISA	CITY MANAGER	500.00
PRINDIVILLE, JAMES	CITY MANAGER	500.00
SMILEY, CINDY	CITY MANAGER	416.00
STELFORD III, ROSCOE	CITY MANAGER	6,818.66
TEBO, GORDON	CITY MANAGER	500.00
TURNER, MICHAEL	CITY MANAGER	500.00
WILLCOCKSON, TERESA	CITY MANAGER	3,040.06
ANDERSON, GARRETT D	ECONOMIC DEVELOPMENT	5,234.08
COLTRIN, KRISTA E	ECONOMIC DEVELOPMENT	2,886.97
HAHNE, GEORGE	ECONOMIC DEVELOPMENT	2,526.92
CHRISTENSEN, PAUL N	FINANCE	5,766.42
LIEB, RUTH ANN	FINANCE	2,479.20
MALLON JENKINS, MICHELLE	FINANCE	1,420.00
RAMIREZ, PAOLA	FINANCE	2,033.60
STEIGER, ALLISON	FINANCE	2,083.20
STRACZEK, WILLIAM	FINANCE	2,929.72
LAMZ, ROBERT	FLEET MAINTENANCE	3,179.26
SMITH, DEVIN	FLEET MAINTENANCE	2,189.60
VAN AUKEN, MATTHEW	FLEET MAINTENANCE	2,189.60
MAY, JILL E	HUMAN RESOURCES	2,297.60
SCHOBER, DEBORAH	HUMAN RESOURCES	5,490.04
CHIODO, LOUIS	INFORMATION TECHNOLOGY	2,522.40
MCELMEEL, DANIEL	INFORMATION TECHNOLOGY	4,681.02
BAUGHER, ANGELA	LIBRARY	883.67
BERGESON, PATRICIA	LIBRARY	203.60
BRADLEY, KATHERINE	LIBRARY	2,000.67
CAMPBELL, SARAH JANE	LIBRARY	826.16
CZISCHKI, KAYLE	LIBRARY	170.00
DAWDY, KIRK	LIBRARY	2,442.76
DEL SANTO, MARYANN	LIBRARY	1,005.76
FOSNAUGH, CADEN	LIBRARY	399.74
GESSERT, ELIZABETH	LIBRARY	200.00
GROSECLOSE, PAMELA	LIBRARY	1,960.67
HANSEN, MARTHA	LIBRARY	3,518.94
HUGHES, JEFFREY	LIBRARY	200.00
HUGHES, MOLLY	LIBRARY	80.00
MILLER, LISA	LIBRARY	2,163.20
OLEARY, CAROLYN	LIBRARY	2,275.20
PALMQUIST, PEGGY	LIBRARY	176.04
REWOLDT, BAILEY S	LIBRARY	1,955.92
ROSSI, LISA	LIBRARY	410.76
SMILEY, BRIAN	LIBRARY	500.00

Name	Department	Total Gross
SUGDEN, MARY	LIBRARY	1,411.28
TOTTON SCHWARZ, LORA	LIBRARY	2,942.14
TRIPP, KATHRYN	LIBRARY	2,090.47
WEBER, NICHOLAS P	LIBRARY	4,698.27
WICKERSHEIM, SHAWN	LIBRARY	637.58
ZAMORANO, CARRIE	LIBRARY	2,439.67
CAMPBELL, DANIEL	OPERA HOUSE	4,070.46
DAWSON, LISA	OPERA HOUSE	386.14
GLEASON, HOLLY	OPERA HOUSE	2,387.02
MCCORMACK, JOSEPH	OPERA HOUSE	2,781.33
PUZZO, DANIEL	OPERA HOUSE	838.94
BIRDSELL, CHRISTOPHER	PARKS	2,337.60
DISS, RYAN	PARKS	831.60
EDDY, BRANDON	PARKS	2,250.13
GIBSON, AUSTIN	PARKS	924.00
KUEHN, CARLIE	PARKS	1,873.60
LECHNER, PHILIP A	PARKS	2,361.60
LESTER, TAD	PARKS	2,445.60
LYNK, CHRIS	PARKS	3,171.56
MASS, STANLEY PHILIP	PARKS	2,489.60
MECKLENBURG, JOHN	PARKS	3,028.00
OLEARY, PATRICK	PARKS	2,731.20
SERPE, ANTHONY	PARKS	831.60
SPRING, TIMOTHY	PARKS	1,873.60
THOMAS, ADAM	PARKS	924.00
ABRAHAMSEN, SHARON L	POLICE	3,608.80
BERNARDI, NICHOLAS	POLICE	2,805.28
BERNSTEIN, JASON	POLICE	4,479.26
BRANUM, ROBBY	POLICE	5,013.17
BUTLER, MICHAEL	POLICE	2,931.36
CARRENO, IVAN	POLICE	3,010.16
CIPOLLA, CONSTANTINO	POLICE	5,052.32
DEMPSEY, DAVID	POLICE	3,772.00
DIDIER, JONATHAN D	POLICE	1,984.80
DIFRANCESCA, JAN	POLICE	2,718.40
DOLAN, RICHARD	POLICE	4,629.19
EISELSTEIN, FRED	POLICE	3,960.61
FARNUM, PAUL	POLICE	3,575.85
FISCHER, ADAM D	POLICE	3,076.01
FOURDYCE, JOSHUA	POLICE	4,540.00
GALLMAN, CHRISTOPHER	POLICE	2,557.06
GUSTAFSON, SAMUEL	POLICE	3,183.52
GUSTIS, MICHAEL	POLICE	4,290.65
HENRY, DANIEL	POLICE	4,479.26
KAROLEWICZ, ROBIN	POLICE	2,718.40
KIVLEY, MARK	POLICE	2,994.40
KOPULOS, GEORGE	POLICE	4,232.80
KRYSIK, KIMBERLY	POLICE	954.00
LANZ II, ARTHUR R	POLICE	4,725.11
LIEB, JOHN	POLICE	5,460.90
LINTNER, WILLIAM	POLICE	3,772.00
MARSHALL, SHANE	POLICE	4,579.68
MEZA, HECTOR	POLICE	3,541.72

Name	Department	Total Gross
MINNITI, CARLO	POLICE	3,078.53
MORTIMER, JEREMY	POLICE	6,216.39
MRZLAK, CHRISTINE	POLICE	942.50
MUEHLFELT, BRETT	POLICE	3,772.01
NICKELS, THOMAS	POLICE	3,324.88
PARSONS, JEFFREY	POLICE	4,859.65
PETERSON, CHAD	POLICE	437.57
PRENTICE, MATTHEW	POLICE	3,445.61
PRITCHARD, ROBERT	POLICE	7,037.08
RAPACZ, JOSHUA	POLICE	4,681.80
REED, TAMARA	POLICE	2,323.20
REITZ JR, ANDREW	POLICE	4,290.65
SCHMIDT, LUCAS	POLICE	2,868.32
SCHRAW, ADAM	POLICE	3,866.31
SHARP, DAVID	POLICE	4,589.83
SVEHLA, SPENSER	POLICE	2,994.40
SYKORA, SARA	POLICE	942.50
TABAKA, RANDALL S	POLICE	426.86
VALLE, SANDRA	POLICE	3,772.00
VORDERER, CHARLES	POLICE	3,772.00
HICKEY, TIMOTHY	PUBLIC WORKS ADMIN	2,340.00
LEWAKOWSKI, NICOLE	PUBLIC WORKS ADMIN	1,936.80
TIEDT, CHRISTOPHER	PUBLIC WORKS ADMIN	4,538.47
VAN LANDUYT, JEFFREY J	PUBLIC WORKS ADMIN	5,614.93
DUNKER, ALAN	RECREATION CENTER	2,728.14
GRIVNA, JUSTIN	RECREATION CENTER	624.96
GUIF, HANNAH	RECREATION CENTER	276.45
LISK, MARY LYNN	RECREATION CENTER	2,853.66
POTTHOFF, JACOB	RECREATION CENTER	22.00
REESE, AIMEE	RECREATION CENTER	576.56
SCHMITT, RONALD	RECREATION CENTER	592.68
TORREZ, RENEE	RECREATION CENTER	2,487.82
VEPLEY, OLIVIA	RECREATION CENTER	60.03
VIDALES, REBECCA	RECREATION CENTER	2,823.82
VIDALS, ABIGAIL	RECREATION CENTER	559.55
ZAINO, ANNA	RECREATION CENTER	80.04
ZAMORANO, GUILLERMO	RECREATION CENTER	349.53
ZINNEN, JOHN DAVID	RECREATION CENTER	4,752.12
BUTENSCHOEN, GAVIN	SEWER & WATER MAINT	1,981.44
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINT	1,941.60
MAJOR, STEPHEN	SEWER & WATER MAINT	3,381.09
MARTENSON, ALEX	SEWER & WATER MAINT	1,773.60
ORTEGA II, GASPAR	SEWER & WATER MAINT	2,187.33
PARKER, SHAWN	SEWER & WATER MAINT	3,352.02
SHOOK, MATTHEW	SEWER & WATER MAINT	924.00
WILLIAMS, BRYANT P	SEWER & WATER MAINT	2,562.25
BURGESS, JEFFREY	STREETS	2,808.00
CHAUNCEY, JUDD T	STREETS	1,882.38
CONATSER, GAVEN	STREETS	462.00
HIRSCHEY, OWEN	STREETS	785.40
LOMBARDO, JAMES	STREETS	2,314.40
MARTINEZ JR, MAURO	STREETS	2,023.51
MAXWELL, ZACHARY	STREETS	2,195.60

Name	Department	Total Gross
SCHACHT, TREVOR	STREETS	1,996.00
STOLL, MARK T	STREETS	2,023.51
VIDALES, ROGER	STREETS	3,041.43
WEGENER, JAMES	STREETS	2,036.00
BAKER, WAYNE	WASTEWATER TREATMENT	3,028.00
BOETTCHER, BRADLEY	WASTEWATER TREATMENT	2,425.05
BOLDA, DANIEL	WASTEWATER TREATMENT	2,629.60
COSGRAY, DANIEL	WASTEWATER TREATMENT	924.00
GEORGE, ANNE	WASTEWATER TREATMENT	3,991.40
SHEAHAN, ADAM	WASTEWATER TREATMENT	2,445.60
VIDALES, HENRY	WASTEWATER TREATMENT	2,936.04
GARRISON, ADAM	WATER TREATMENT	2,711.20
HOFFMAN, THOMAS	WATER TREATMENT	2,982.32
SCARPACE, SHANE	WATER TREATMENT	2,590.40
SMITH, WILLIAM	WATER TREATMENT	3,753.34
WHISTON, TIMOTHY	WATER TREATMENT	2,617.12
Grand Totals:	175	440,125.55

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128354	SCOTT TURDO	CHALLENGE COINS	2,100.00- V	POLICE PROTECTION FUND	UNIFORM ALLOWANCE	03-00-4-453
Total 128354:			2,100.00-			
128583	TOLER CONSTRUCTION	WPL REMODELING	54,922.50	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
Total 128583:			54,922.50			
128584	JOSE M. ZAMORANO	RC CLEANING SERVICES	170.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 128584:			170.00			
128585	NCPERS - IL IMRF	LIFE INSURANCE PREMIUMS	16.00	GENERAL FUND	PAYROLL W/H ADJUSTMENTS	01-00-0-211
Total 128585:			16.00			
128586	PAMELA MCDONALD	FITNESS INSTRUCTOR	459.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 128586:			459.00			
128587	WOODSTOCK MOOSE LODGE	COVID-19 EMERGENCY LOAN	5,000.00	EMERGENCY LOAN PROGRAM FUND	LOANS RECEIVABLE	86-00-0-130
Total 128587:			5,000.00			
128588	OLIVIA VEPLEY	DIRECT DEPOSIT RETURN	52.47	GENERAL FUND	PAYROLL W/H ADJUSTMENTS	01-00-0-211
Total 128588:			52.47			
128589	A LAMP CONCRETE CONTRACTORS I	2019 RESURFACING COMPLETED IN	486,979.53	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 128589:			486,979.53			
128590	A. D. STARR	TBALL UNIFORMS	363.75	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128590	A. D. STARR	TBALL UNIFORMS	23.50	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 128590:			387.25			
128591	A5 GROUP INC	A5 JUNE 2020 INVOICE	8,500.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128591:			8,500.00			
128592	ADAMS BROS. GARAGE DOORS	CH FIREHOUSE GARAGE DOOR	410.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
128592	ADAMS BROS. GARAGE DOORS	ATN GARAGE DOOR REPAIRS	605.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDINGS	01-07-5-550
Total 128592:			1,015.00			
128593	ADVANCE AUTO PARTS	LIGHTS	3.59	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128593	ADVANCE AUTO PARTS	REAR BRAKES	135.17	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	TIE ROD	59.93	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
128593	ADVANCE AUTO PARTS	SWAY BAR LINKS	64.72	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
128593	ADVANCE AUTO PARTS	HYD FITTINGS	68.42	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	HEADLAMPS	41.98	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128593	ADVANCE AUTO PARTS	CALIPER	100.49	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
128593	ADVANCE AUTO PARTS	WASHER PUMP	25.22	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128593	ADVANCE AUTO PARTS	STR 14	197.93	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	WATER PUMP AND T STATS	227.80	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
128593	ADVANCE AUTO PARTS	BALL JOINTS	102.21	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	BRAKE FLUID	15.62	PARKS FUND	MATERIAL TO MAINTAIN VEHICLES	06-00-6-622
128593	ADVANCE AUTO PARTS	POWER STEERING	142.24	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	COR BRAKES	16.24	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	COR BRAKES	39.64	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128593	ADVANCE AUTO PARTS	3/8 HYDRO	13.32	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 128593:			1,254.52			
128594	ALAN DUNKER	FURNITURE DOLLY FOR RC	21.59	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 128594:			21.59			
128595	ALBERTO PEREZ	2019 LIGHTING OF THE SQUARE PHO	200.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 128595:			200.00			
128596	ANDERSON LOCK	C.H DOOR LOCK IT DPT	819.10	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
Total 128596:			819.10			
128597	ANN VENZON	THEATRE 121 REFUND	604.80	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128597:			604.80			
128598	ANNE CLARK	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128598:			19.17			
128599	APPLE CREEK FLOWERS	FLOWERS-LIMBAUGH	85.00	GENERAL FUND	EMPLOYEE RECOGNITION	01-04-8-811
128599	APPLE CREEK FLOWERS	FLOWERS FOR KEN RAWSON DELIVE	20.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
Total 128599:			105.00			
128600	ARAMARK	UNIFORMS	24.98	GENERAL FUND	UNIFORMS	01-06-4-453
128600	ARAMARK	UNIFORMS	28.98	GENERAL FUND	UNIFORMS	01-06-4-453
128600	ARAMARK	UNIFORM CLEANING	27.50	GENERAL FUND	UNIFORMS	01-07-4-453
128600	ARAMARK	UNIFORM CLEANING	46.54	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
128600	ARAMARK	UNIFORM CLEANING	19.61	PARKS FUND	UNIFORMS	06-00-4-453
128600	ARAMARK	UNIFORM CLEANING	35.47	GENERAL FUND	UNIFORMS	01-06-4-453
Total 128600:			183.08			
128601	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	42.45	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
128601	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	35.47	GENERAL FUND	UNIFORMS	01-07-4-453
128601	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	19.61	PARKS FUND	UNIFORMS	06-00-4-453
128601	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	46.54	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
128601	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	27.50	GENERAL FUND	UNIFORMS	01-07-4-453
Total 128601:			171.57			
128602	ARLENE BARTOS	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128602:			38.34			
128603	ASSOCIATED ELECTRICAL CONTRAC	SSERVICE TO MAINTAIN LIFT STATIO	192.50	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
128603	ASSOCIATED ELECTRICAL CONTRAC	SERVICE TO MAINTAIN STREETLIGHT	187.50	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
Total 128603:			380.00			
128604	BACKGROUNDS ONLINE	BACKGROUND CHECKS	161.00	GENERAL FUND	TESTING	01-04-5-509

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128604:			161.00			
128605	BAKER & TAYLOR BOOKS	BOOK RETURN	16.75-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128605	BAKER & TAYLOR BOOKS	BOOK RETURN	16.73-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128605	BAKER & TAYLOR BOOKS	LIBRARY BOOKS	330.42	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128605	BAKER & TAYLOR BOOKS	BOOKS	131.80	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128605	BAKER & TAYLOR BOOKS	BOOKS	1,236.90	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128605:			1,665.64			
128606	BAKER & TAYLOR CONTINUATION AC	BOOKS	41.10	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128606	BAKER & TAYLOR CONTINUATION AC	BOOKS	15.57	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128606:			56.67			
128607	BARBARA MILLER	113893800-00 W/S REFUND	999.63	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 128607:			999.63			
128608	BETH MULARZ	CREATIVE LIVING REFUND	95.85	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128608:			95.85			
128609	BEVERLY BLUNDELL	MURDER ON THE ORIENT EXPRESS	129.60	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128609:			129.60			
128610	BILLY GOAT LAWN CARE INC	MOWING - 1958 JOSEPH	200.00	GENERAL FUND	NUISANCE ABATEMENT SERVICES	01-05-5-523
Total 128610:			200.00			
128611	BOTTS WELDING SERVICE	PLOW HARDWARE	28.96	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
128611	BOTTS WELDING SERVICE	ATN TRAILER PLUG	7.91	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128611	BOTTS WELDING SERVICE	BOLTS FOR 6"	5.62	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
Total 128611:			42.49			
128612	BREUER METAL CRAFTSMAN INC	REPLACEMENT SAFETY RAILINGS	20,361.62	WATER & SEWER CIP	WASTEWATER TREAT PLANT MAINT	61-00-7-706

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128612:			20,361.62			
128613	BULL VALLEY FORD	CAR 28 RADIATOR	299.25	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	RADIATOR HOSE	34.41	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	LIFTER REPAIR TRUCK 16	1,533.24	PARKS FUND	SERVICE TO MAINTAIN VEHICLES	06-00-5-553
128613	BULL VALLEY FORD	TESNIONER	35.25	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	BELT	18.10	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	HARMONIC BALANCER	63.89	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	ENGINE MOUNT	122.43	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	CRANK BOLT	3.42	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128613	BULL VALLEY FORD	INSULATOR	88.92	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 128613:			2,198.91			
128614	BURRIS EQUIPMENT COMPANY	PUMP CLAMP	103.18	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 128614:			103.18			
128615	CABAY & COMPANY, INC	CH HAND SOAP AND DISPENSERS	349.38	GENERAL FUND	SUPPLIES	01-02-6-606
128615	CABAY & COMPANY, INC	CH BZ GLOVES	135.00	GENERAL FUND	SUPPLIES	01-02-6-606
128615	CABAY & COMPANY, INC	PARKS GLOVES	135.00	PARKS FUND	SUPPLIES	06-00-6-606
128615	CABAY & COMPANY, INC	PW TP	51.00	PARKS FUND	SUPPLIES	06-00-6-606
128615	CABAY & COMPANY, INC	PW DISINFECTANT	139.52	PARKS FUND	SUPPLIES	06-00-6-606
128615	CABAY & COMPANY, INC	CITY NITRILE GLOVES	65.00	PARKS FUND	SUPPLIES	06-00-6-606
128615	CABAY & COMPANY, INC	REC CENTER SANITIZER	1,245.70	RECREATION CENTER FUND	OFFICE/JANITORIAL SUPPLIES	05-00-6-606
128615	CABAY & COMPANY, INC	CH CABAY PRODUCTS	311.03	GENERAL FUND	SUPPLIES	01-02-6-606
128615	CABAY & COMPANY, INC	WATER JUG FOR PGP	25.22	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128615	CABAY & COMPANY, INC	WPL SUPPLIES	33.50	LIBRARY	SUPPLIES	08-00-6-606
128615	CABAY & COMPANY, INC	PW TP	212.70	PARKS FUND	SUPPLIES	06-00-6-606
128615	CABAY & COMPANY, INC	PW CABAY	70.11	PARKS FUND	SUPPLIES	06-00-6-606
Total 128615:			2,773.16			
128616	CALATLANTIC HOMES	ROW DEPOSIT RETURN	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 128616:			100.00			
128617	CALL ONE	PHONE - CM	43.83	GENERAL FUND	COMMUNICATIONS	01-01-5-501
128617	CALL ONE	PHONE - FN	44.69	GENERAL FUND	COMMUNICATIONS	01-03-5-501

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128617	CALL ONE	PHONE - HR	18.45	GENERAL FUND	COMMUNICATIONS	01-04-5-501
128617	CALL ONE	PHONE - BZ	44.69	GENERAL FUND	COMMUNICATIONS	01-05-5-501
128617	CALL ONE	PHONE - PW	70.22	GENERAL FUND	COMMUNICATIONS	01-08-5-501
128617	CALL ONE	PHONE - REC	98.11	GENERAL FUND	COMMUNICATIONS	01-09-5-501
128617	CALL ONE	PHONE - ED	17.52	GENERAL FUND	COMMUNICATIONS	01-12-5-501
128617	CALL ONE	PHONE - IT	8.81	GENERAL FUND	COMMUNICATIONS	01-13-5-501
128617	CALL ONE	PHONE - WWW	35.75	AQUATIC CENTER FUND	COMMUNICATIONS	04-00-5-501
128617	CALL ONE	PHONE - REC CNTR	56.19	RECREATION CENTER FUND	COMMUNICATIONS	05-00-5-501
128617	CALL ONE	PHONE - PD	233.94	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
128617	CALL ONE	PHONE - OH	217.79	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
128617	CALL ONE	PHONE - LIB	154.30	LIBRARY	COMMUNICATIONS	08-00-5-501
128617	CALL ONE	PHONE - WT	177.54	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
128617	CALL ONE	PHONE - WWT	311.57	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
128617	CALL ONE	PHONE - WATER/SEWER	1,142.56	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
Total 128617:			2,675.96			
128618	CAROL CICCOTOSTO	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128618:			19.17			
128619	CAROL DIETERLE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128619:			19.17			
128620	CAROL SEK	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128620:			38.34			
128621	CAROLE ULSAVER	CREATIVE LIVING REFUND	38.14	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128621:			38.14			
128622	CARRIAGE PAPER PRODUCTS	RECEIPT PAPER	78.82	LIBRARY	SUPPLIES	08-00-6-606
Total 128622:			78.82			
128623	CARYL DIERKSEN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128623:			19.17			
128624	CDW GOVERNMENT, INC.	ZEBRA PRINTER DOCK, CHARGER, &	297.83	POLICE PROTECTION FUND	DUI FINES	03-00-8-823
128624	CDW GOVERNMENT, INC.	ZEBRA PRINTER DOCK, CHARGER, &	297.83	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128624	CDW GOVERNMENT, INC.	NEW DISPLAYS	170.00	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128624	CDW GOVERNMENT, INC.	POE INJECTORS FOR IP PHONES	180.12	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
Total 128624:			945.78			
128625	CINTAS CORPORATION	CINTAS WPD	83.30	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 128625:			83.30			
128626	CITY OF WOODSTOCK	PW WATER BILL	199.80	GENERAL FUND	WATER AND SEWER	01-07-6-613
128626	CITY OF WOODSTOCK	MM PARK WATER BILL	169.76	PARKS FUND	WATER AND SEWER	06-00-6-613
128626	CITY OF WOODSTOCK	WWT TAPPAN ST. #2	29.39	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
Total 128626:			398.95			
128627	CIVIC SYSTEMS, LLC	SEMI ANNUAL SUPPORT	11,250.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-03-5-552
Total 128627:			11,250.00			
128628	CLARK BAIRD SMITH LLP	LEGAL EXPENSES	245.00	POLICE PROTECTION FUND	LEGAL EXPENSES	03-00-5-502
128628	CLARK BAIRD SMITH LLP	LEGAL EXPENSE FOR LABOR/ UNION	721.25	GENERAL FUND	LABOR RELATIONS	01-04-5-503
Total 128628:			966.25			
128629	CLARKE ENVIRONMENTAL MOSQUIT	LARVAE CONTROL	5,010.00	PARKS FUND	MOSQUITO ABATEMENT	06-00-5-564
Total 128629:			5,010.00			
128630	COMCAST	INTERNET - FIRST STREET	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
128630	COMCAST	INTERNET - TAPPAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
128630	COMCAST	INTERNET - 800 DIECKMAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
128630	COMCAST	INTERNET - CITY HALL	223.35	GENERAL FUND	COMMUNICATIONS	01-13-5-501
128630	COMCAST	INTERNET - OPERA HOUSE	128.40	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
128630	COMCAST	INTERNET - LIBRARY	78.40	LIBRARY	COMMUNICATIONS	08-00-5-501
128630	COMCAST	PW - TV	39.48	GENERAL FUND	DUES & SUBSCRIPTIONS	01-08-4-454

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128630	COMCAST	INTERNET - NERCOM	143.35	WIRELESS FUND	COMMUNICATIONS	15-00-5-501
128630	COMCAST	COMCAST WPD	6.34	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454
Total 128630:			854.52			
128631	COMMONWEALTH EDISON	STREET LIGHTS	25.17	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128631	COMMONWEALTH EDISON	ELECTRIC	222.01	PARKS FUND	ELECTRICITY	06-00-5-540
128631	COMMONWEALTH EDISON	ELECTRIC	10.94	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
128631	COMMONWEALTH EDISON	ELECTRIC	76.67	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
Total 128631:			334.79			
128632	CONSERV FS	PARKS MATERIALS BATES	1,835.00	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128632	CONSERV FS	PARKS MATERIALS MERRYMAN	1,995.00	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128632	CONSERV FS	PARKS MATERIALS BATES	340.00	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128632	CONSERV FS	BALLFIELD MATERIALS	1,848.35	GENERAL FUND-CIP	BALL FIELD IMPROVEMENTS	82-06-7-730
Total 128632:			6,018.35			
128633	CONSTANCE BLOMQUIST	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128633:			19.17			
128634	CONSTANCE BURDLOFF	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128634:			19.17			
128635	COPY EXPRESS, INC.	CITY BAND PROGRAMS	29.45	PERFORMING ARTS	PRINTING SERVICES	07-11-5-537
128635	COPY EXPRESS, INC.	KEG TAG APPLICATION	46.75	GENERAL FUND	PRINTING SERVICES	01-01-5-537
128635	COPY EXPRESS, INC.	CITY BAND PROGRAMS	27.01	PERFORMING ARTS	PRINTING SERVICES	07-11-5-537
Total 128635:			103.21			
128636	COUNTRYSIDE GARDEN CENTER	FLOWERS DOWNTOWN	560.29	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
Total 128636:			560.29			
128637	CROWN RESTROOMS	CROWN RESTROOMS	149.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128637:			149.00			
128638	CURRAN MATERIALS COMPANY	HOT MIX SURFACE	117.00	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 128638:			117.00			
128639	CYNTHIA GREETHAM	CREATIVE LIVING REFUND	76.68	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128639:			76.68			
128640	DAN RYAN RESTORATIONS	LIGHTNING SLATE ROOF REPAIR	27,376.00	PERFORMING ARTS	BUILDING	07-11-7-701
Total 128640:			27,376.00			
128641	DANIELLE GAMBRILL	ROW PERMIT DEPOSIT REFUND	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 128641:			100.00			
128642	DEMCO INC	DVD CASES	106.19	LIBRARY	SUPPLIES	08-00-6-606
128642	DEMCO INC	DVD CASES	250.10	LIBRARY	SUPPLIES	08-00-6-606
Total 128642:			356.29			
128643	DEVONA EDINGER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128643:			19.17			
128644	DIANE CONN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128644:			38.34			
128645	DOUG & MAGGIE CRANE	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128645:			38.34			
128646	DR HORTON	RIGHT OF WAY PERMIT REFUNDS	1,300.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
128646	DR HORTON	RIGHT OF WAY PERMIT REFUNDS	1,300.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
128646	DR HORTON	RIGHT OF WAY PERMIT REFUNDS	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128646:			2,700.00			
128647	DR HORTON	SITE COMPLETION	6,000.00	ESCROW FUND	SITE COMPLETION DEPOSITS	72-00-0-213
Total 128647:			6,000.00			
128648	DTN LLC	WEATHER SERVICE	849.00	GENERAL FUND	SERVICE TO MAINTAIN PAVEMENTS	01-06-5-555
Total 128648:			849.00			
128649	DYNEGY ENERGY SERVICES	ELECTRIC	659.30	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	123.80	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	1,148.65	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	781.33	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	ELECTRIC	491.05	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	1,517.22	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	37.81	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	28.33	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	79.43	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	105.71	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	26.45	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	86.59	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	37.28	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	2.71	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	29.58	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	30.88	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	4.88	PARKS FUND	ELECTRICITY	06-00-5-540
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	63.11	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	6.05	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	44.26	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	39.26	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	254.00	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	33.33	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	40.34	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	133.77	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	.32	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	ELECTRIC	307.97	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	406.02	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	174.08	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128649	DYNEGY ENERGY SERVICES	ELECTRIC	41.90	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	1,665.30	RECREATION CENTER FUND	ELECTRIC	05-00-6-604
128649	DYNEGY ENERGY SERVICES	ELECTRIC	64.08	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	4.78	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	43.06	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	36.99	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	4.09	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	439.56	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
128649	DYNEGY ENERGY SERVICES	ELECTRIC	52.44	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	65.59	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	654.21	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	3.36	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	382.23	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
128649	DYNEGY ENERGY SERVICES	ELECTRIC	20.24	PARKS FUND	ELECTRICITY	06-00-5-540
128649	DYNEGY ENERGY SERVICES	ELECTRIC	.79	PARKS FUND	ELECTRICITY	06-00-5-540
128649	DYNEGY ENERGY SERVICES	STREET LIGHTS	27.29	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
Total 128649:			10,199.42			
128650	EBSCO INFORMATION SERVICES PAY	MAG SUBSCRIPTIONS	66.31-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128650	EBSCO INFORMATION SERVICES PAY	MAG SUBSCRIPTIONS	142.81-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128650	EBSCO INFORMATION SERVICES PAY	LIBRARY ONLINE SERVICES	1,679.00-	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128650	EBSCO INFORMATION SERVICES PAY	MAG SUBSCRIPTIONS	4,925.58	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128650:			3,037.46			
128651	ED'S AUTOMOTIVE	TEST LANE	60.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. VEHICLES	60-52-5-553
128651	ED'S AUTOMOTIVE	TEST LANE	30.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. VEHICLES	60-52-5-553
Total 128651:			90.00			
128652	ELAINE FOIN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128652:			19.17			
128653	ELIZABETH COX	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128653:			38.34			
128654	EMMA BILYK	OVERPAYMENT OF PERMIT	10.00	GENERAL FUND	BUILDING PERMITS	01-00-2-324

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128654:			10.00			
128655	ERIN GRODEN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128655:			19.17			
128656	FARONICS TECHNOLOGIES USA, INC	DEEP FREEZE	1,332.17	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 128656:			1,332.17			
128657	FMPLUS-GREEN LTD	C.H BASEMENT	300.95	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
Total 128657:			300.95			
128658	FOX VALLEY FIRE & SAFETY CO.	ANNUAL FIRE SPRINKLE SYSTEM	380.99	PERFORMING ARTS	SERVICE TO MAINTAIN BUILDING	07-11-5-550
Total 128658:			380.99			
128659	GAIL ANDERSON	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128659:			38.34			
128660	GALLS LLC	SUPPLIES	257.15	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
Total 128660:			257.15			
128661	GARY W ANDERSON ARCHITECTS	OLD COURTHOUSE - GWAA PLAN PR	47,198.68	TIF CIP	OLD COURTHOUSE	42-00-7-729
Total 128661:			47,198.68			
128662	GAVERS ASPHALT PAVING	BACKFILL MATERIAL	274.39	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
Total 128662:			274.39			
128663	GEOSTAR MECHANICAL, INC.	GEOSTAR	945.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 128663:			945.00			
128664	GESKE & SONS	HOT MIX ASPHALT	65.41	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128664	GESKE & SONS	HOT MIX ASPHALT	165.74	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
128664	GESKE & SONS	HOT MIX ASPHALT	130.18	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
128664	GESKE & SONS	HOT MIX ASPHALT	98.43	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
128664	GESKE & SONS	HOT MIX ASPHALT	130.18	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
128664	GESKE & SONS	HOT MIX ASPHALT	67.95	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
128664	GESKE & SONS	HOT MIX ASPHALT	143.51	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 128664:			801.40			
128665	GLORIA FLANAGAN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128665:			19.17			
128666	GOV DEALS	GOVDEALS FEES	574.12-	GENERAL FUND	SALE OF SURPLUS EQUIPMENT	01-00-5-378
128666	GOV DEALS	GOVDEALS FEES	1,791.36	GENERAL FUND	SALE OF SURPLUS EQUIPMENT	01-00-5-378
128666	GOV DEALS	GOVDEALS FEES	262.50	WATER & SEWER UTILITY FUND	GAIN ON SALE OF SURPLUS EQUIP	60-00-5-378
128666	GOV DEALS	GOVDEALS FEES	480.00	WATER & SEWER UTILITY FUND	GAIN ON SALE OF SURPLUS EQUIP	60-00-5-378
Total 128666:			1,959.74			
128667	GOVCONNECTION, INC.	SOFTWARE	702.21	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 128667:			702.21			
128668	GOVHR USA	RECRUITMENT	900.00	GENERAL FUND	ADVERTISING	01-04-5-536
Total 128668:			900.00			
128669	GREENFIELD CONTRACTORS LLC	SALT STORAGE BUILDING	4,016.89	MOTER FUEL TAX FUND	SALT STORAGE BUILDING	12-00-7-723
Total 128669:			4,016.89			
128670	HAL BAYLOR	REC CENTER REFUND	248.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 128670:			248.00			
128671	HAMPTON, LENZINI & RENWICK INC	2020 STREET RESURFACING	107,192.80	GENERAL FUND-CIP	RESURFACING 2020	82-08-7-702
128671	HAMPTON, LENZINI & RENWICK INC	SEWER LINING	13,381.25	WATER & SEWER CIP	SANITARY SEWER MAINTENANCE	61-00-7-707
128671	HAMPTON, LENZINI & RENWICK INC	2021 RESURFACING DESIGN ENG	109,260.00	GENERAL FUND-CIP	RESURFACING	82-08-7-703

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128671:			229,834.05			
128672	HAWKINS, INC.	SODIUM HYPOCHLORITE	1,472.90	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
128672	HAWKINS, INC.	SODIUM THIOSULFATE NORTH	552.68	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
128672	HAWKINS, INC.	SODIUM THIOSULFATE SOUTH	243.86	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
128672	HAWKINS, INC.	GAS CYLINDERS	498.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 128672:			2,767.44			
128673	HELEN GOLBECK	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128673:			38.34			
128674	HI VIZ INC	SIGN POSTS	1,590.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
128674	HI VIZ INC	PARKS GLOVES	540.00	PARKS FUND	UNIFORMS	06-00-4-453
128674	HI VIZ INC	TRAFFIC CONTROLS	160.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
Total 128674:			2,290.00			
128675	HUB INTERNATIONAL MIDWEST WES	Q3 CONSULTING FEE	10,125.00	HEALTH/LIFE INSURANCE FUND	PROFESSIONAL SERVICES	75-00-5-503
Total 128675:			10,125.00			
128676	HUNTINGTON NATIONAL BANK	SUMMER CAMP	26.59	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128676	HUNTINGTON NATIONAL BANK	REAL WOODSTOCK	4,500.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
128676	HUNTINGTON NATIONAL BANK	OLD COURT HOUSE	21.03	TAX INCREMENT FINANCING FUND	OLD COURTHOUSE	41-00-7-729
128676	HUNTINGTON NATIONAL BANK	MATERIALS	223.93	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
128676	HUNTINGTON NATIONAL BANK	REC CENTER BOARDS	64.08	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128676	HUNTINGTON NATIONAL BANK	LANDSCAPE MATERIALS	117.00	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
128676	HUNTINGTON NATIONAL BANK	TULIPS	50.50	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
128676	HUNTINGTON NATIONAL BANK	SUPPLIES	9.24	PERFORMING ARTS	SUPPLIES	07-11-6-606
128676	HUNTINGTON NATIONAL BANK	4TH OF JULY PD SUPPLIES	37.80	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128676	HUNTINGTON NATIONAL BANK	ONLINE TRANSACTIONS	30.00	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
128676	HUNTINGTON NATIONAL BANK	REFUND - PAID TWICE	985.87-	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
128676	HUNTINGTON NATIONAL BANK	MEMBERSHIP DUES	455.00	GENERAL FUND	DUES/SUBSCRIPTIONS/BOOKS	01-12-4-454
128676	HUNTINGTON NATIONAL BANK	LICENSING FOR STAGE LEFT REGIS	20.00	PERFORMING ARTS	SUPPLIES & MATERIALS	07-13-6-606
128676	HUNTINGTON NATIONAL BANK	SUBSCRIPTION	216.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
128676	HUNTINGTON NATIONAL BANK	COMMUNICATIONS	32.00	GENERAL FUND	COMMUNICATIONS	01-09-5-501
128676	HUNTINGTON NATIONAL BANK	BALLOONS FOR OPENING DAY	17.28	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128676	HUNTINGTON NATIONAL BANK	MEMBER	219.00	GENERAL FUND	DUES AND SUBSCRIPTIONS	01-04-4-454
128676	HUNTINGTON NATIONAL BANK	PARKS UNIFORMS	145.51	PARKS FUND	UNIFORMS	06-00-4-453
128676	HUNTINGTON NATIONAL BANK	PARKS UNIFORMS	1.99	PARKS FUND	UNIFORMS	06-00-4-453
128676	HUNTINGTON NATIONAL BANK	GYM WALL DECAL	68.75	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128676	HUNTINGTON NATIONAL BANK	CHALLENGE RACE	388.01	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128676	HUNTINGTON NATIONAL BANK	STANCHIONS FOR CROWD SPACING	281.46	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	DISPOSABLE MASKS	53.98	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	USB WIRELESS CARD	49.58	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128676	HUNTINGTON NATIONAL BANK	DISPOSABLE MASKS	53.98	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	BATTERY BACKUP - WWT	154.95	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128676	HUNTINGTON NATIONAL BANK	THERMOMETERS (4)	202.28	GENERAL FUND	SUPPLIES	01-01-6-606
128676	HUNTINGTON NATIONAL BANK	MICRO SD CARDS (2)	16.98	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128676	HUNTINGTON NATIONAL BANK	DISPOSABLE MASKS	89.97	GENERAL FUND	SUPPLIES	01-01-6-606
128676	HUNTINGTON NATIONAL BANK	SURGE PROTECTORS	48.72	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
128676	HUNTINGTON NATIONAL BANK	FACE SHIELDS	55.12	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	MEMBERSHIP	227.50	GENERAL FUND	DUES & SUBSCRIPTIONS	01-03-4-454
128676	HUNTINGTON NATIONAL BANK	CRAFT SUPPLIES	5.16	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	CUSTOM FACE MASK	8.10	PERFORMING ARTS	SUPPLIES	07-11-6-606
128676	HUNTINGTON NATIONAL BANK	REOPENING BANNER	70.00	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	MATERIALS	775.92	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
128676	HUNTINGTON NATIONAL BANK	WEBINAR REGISTRATION	10.00	GENERAL FUND	TRAVEL & TRAINING	01-12-4-452
128676	HUNTINGTON NATIONAL BANK	PRIDE	23.67	PERFORMING ARTS	SUPPLIES	07-11-6-606
128676	HUNTINGTON NATIONAL BANK	TRAINING EQUIPMENT	300.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
128676	HUNTINGTON NATIONAL BANK	LIBRARY COVID SUPPLIES	1,443.30	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	CLEAR COOLER	21.60	PERFORMING ARTS	SUPPLIES	07-11-6-606
128676	HUNTINGTON NATIONAL BANK	MEMBER JOB POSTING FEE	400.00	GENERAL FUND	ADVERTISING	01-04-5-536
128676	HUNTINGTON NATIONAL BANK	PRESSURE WASHER FITTINGS	112.93	GENERAL FUND	EQUIPMENT	01-07-7-720
128676	HUNTINGTON NATIONAL BANK	CRAFT SUPPLIES	38.89	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	PRESSURE WASHER UNDERBODY S	699.99	GENERAL FUND	EQUIPMENT	01-07-7-720
128676	HUNTINGTON NATIONAL BANK	DECORATION	72.99	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	CRAFT MACHINE - BULLETIN BOARD	10.76	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128676	HUNTINGTON NATIONAL BANK	WEB DOMAIN RENEWAL	17.49	GENERAL FUND	CITY WEBSITE	01-13-5-556
128676	HUNTINGTON NATIONAL BANK	WEB DOMAIN RENEWAL	17.49	GENERAL FUND	CITY WEBSITE	01-13-5-556
128676	HUNTINGTON NATIONAL BANK	VARIOUS OFFICE EQUIPMENT	95.61	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
128676	HUNTINGTON NATIONAL BANK	VARIOUS OFFICE EQUIPMENT	55.60	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
128676	HUNTINGTON NATIONAL BANK	4TH OF JULY PD SUPPLIES	51.32	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128676	HUNTINGTON NATIONAL BANK	OFFICE CHAIRS	509.97	GENERAL FUND	RECREATION EQUIPMENT	01-09-6-611
128676	HUNTINGTON NATIONAL BANK	FLOOR STICKERS	41.63	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128676	HUNTINGTON NATIONAL BANK	SANITIZING STATIONS	339.98	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128676	HUNTINGTON NATIONAL BANK	SANITIZING STATION SHIPPING	145.55	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128676	HUNTINGTON NATIONAL BANK	MEMBERSHIP DUES	340.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-03-4-454
128676	HUNTINGTON NATIONAL BANK	FLOWERS - LANZ FATHER PASSING	100.99	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128676	HUNTINGTON NATIONAL BANK	SUMMER CAMP	28.44	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128676	HUNTINGTON NATIONAL BANK	DESK CHAIR	73.73	GENERAL FUND	RECREATION EQUIPMENT	01-09-6-611
128676	HUNTINGTON NATIONAL BANK	REAL WOODSTOCK ADS	94.24	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
128676	HUNTINGTON NATIONAL BANK	AD FOR CHALLENGE	20.00	GENERAL FUND	REC. SUPPLEMENT TO NEWS. (60%)	01-09-5-536
128676	HUNTINGTON NATIONAL BANK	THERMOMETER	74.36	RECREATION CENTER FUND	OFFICE/JANITORIAL SUPPLIES	05-00-6-606
128676	HUNTINGTON NATIONAL BANK	PROGRAM T-SHIRTS	365.75	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
128676	HUNTINGTON NATIONAL BANK	CREDIT CARD TICKET PURCHASES	54.10	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
128676	HUNTINGTON NATIONAL BANK	THERMOMETERS	135.98	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128676	HUNTINGTON NATIONAL BANK	WEBINAR	10.00	GENERAL FUND	DUES AND SUBSCRIPTIONS	01-04-4-454
128676	HUNTINGTON NATIONAL BANK	PROGRAM SUPPLIES	33.69	LIBRARY	SUPPLIES	08-00-6-606
128676	HUNTINGTON NATIONAL BANK	COMPUTER BOARD FOR BALANCER	513.10	GENERAL FUND	EQUIPMENT	01-07-7-720
128676	HUNTINGTON NATIONAL BANK	FRONT MOUNT TIRE	39.99	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128676	HUNTINGTON NATIONAL BANK	TRAFFIC CONES	390.45	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128676	HUNTINGTON NATIONAL BANK	ROPE FOR POOL	112.01	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
128676	HUNTINGTON NATIONAL BANK	ROPE HOOKS FOR POOL	39.57	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - CM	100.59	GENERAL FUND	COMMUNICATIONS	01-01-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - FN	121.96	GENERAL FUND	COMMUNICATIONS	01-03-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - PD	56.55	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - BZ	148.60	GENERAL FUND	COMMUNICATIONS	01-05-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - PW	291.88	GENERAL FUND	COMMUNICATIONS	01-08-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - REC	155.10	GENERAL FUND	COMMUNICATIONS	01-09-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - ED	298.87	GENERAL FUND	COMMUNICATIONS	01-12-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - IT	62.24	GENERAL FUND	COMMUNICATIONS	01-13-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - WATER/SEWER	171.54	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - WATER	57.91	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
128676	HUNTINGTON NATIONAL BANK	CELL PHONE - WASTE WATER TREAT	102.45	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
128676	HUNTINGTON NATIONAL BANK	NERCOM-KELTRON BACKUP	39.52	WIRELESS FUND	COMMUNICATIONS	15-00-5-501
128676	HUNTINGTON NATIONAL BANK	SCADA CONNECTIONS	101.63	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
128676	HUNTINGTON NATIONAL BANK	ADOBE SUBSCRIPTION	33.99	GENERAL FUND	DUES/SUBSCRIPTIONS/BOOKS	01-12-4-454
128676	HUNTINGTON NATIONAL BANK	ADOBE SUBSCRIPTION	20.99	PERFORMING ARTS	DUES & SUBSCRIPTION	07-11-4-454
128676	HUNTINGTON NATIONAL BANK	VOLUNTEER MANAGEMENT	17.00	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
128676	HUNTINGTON NATIONAL BANK	ZOOM SUBSCRIPTION	279.90	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
128676	HUNTINGTON NATIONAL BANK	ZOOM SUBSCRIPTION - REC	199.90	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 128676:			16,847.33			
128677	ILEAS ATTN: AMY GRAY	ILEAS 2020 DUES	120.00	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128677:			120.00			
128678	ILLINOIS EPA FISCAL SERVICES #2	ANNUAL NPDES FEE	17,500.00	WATER & SEWER UTILITY FUND	IEPA WWTP PERMIT FEES	60-53-5-538
128678	ILLINOIS EPA FISCAL SERVICES #2	ANNUAL NPDES FEE	15,000.00	WATER & SEWER UTILITY FUND	IEPA WWTP PERMIT FEES	60-53-5-538
128678	ILLINOIS EPA FISCAL SERVICES #2	MS4 PERMIT FEES	1,000.00	GENERAL FUND	IEPA MS4 PERMIT FEES	01-08-5-538
Total 128678:			33,500.00			
128679	IMAGE ONE FACILITY SOLUTIONS, IN	JULY JANITORIAL SERVICE	1,169.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 128679:			1,169.00			
128680	IN THE SWIM C/O CORTZ INC	RC POOL CHEMICALS	460.84	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
Total 128680:			460.84			
128681	INGRAM LIBRARY SERVICES	BOOKS	113.98	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128681	INGRAM LIBRARY SERVICES	BOOKS	14.97	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128681:			128.95			
128682	INTERSTATE BATTERIES OF NORTH C	BATTERY	110.15	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-51-6-622
128682	INTERSTATE BATTERIES OF NORTH C	BATTERIES	200.30	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
128682	INTERSTATE BATTERIES OF NORTH C	BATTERIES	110.15	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 128682:			420.60			
128683	JANE COOK	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128683:			38.34			
128684	JANE SADOWSKI	REC CENTER REFUND	348.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 128684:			348.00			
128685	JANET BECK	CREATIVE LIVING REFUND	115.02	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128685:			115.02			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128686	JC HEAVY EQUIPMENT REPAIR & WEL	REPAIRED TANK	197.49	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
Total 128686:			197.49			
128687	JEAN BIDDULPH	CREATIVE LIVING REFUND	76.68	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128687:			76.68			
128688	JEANNE FRASER	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128688:			38.34			
128689	JENNIFER FISKE	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128689:			38.34			
128690	JIM FRANKLIN	RECREATION OFFICIAL	82.50	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 128690:			82.50			
128691	JOANNE DUGENSKE	CREATIVE LIVING REFUND	76.61	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128691:			76.61			
128692	JOHNSON CONTROLS	PNEUMATIC SYSTEM REPAIRS	5,565.25	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
Total 128692:			5,565.25			
128693	JOSE M. ZAMORANO	REC CLEANING	170.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 128693:			170.00			
128694	JOSEPH FIALA	REC CENTER REFUND	35.00	RECREATION CENTER FUND	SHORT-TERM MEMBERSHIPS	05-00-3-327
Total 128694:			35.00			
128695	JUDITH BROWN	FITNESS INSTRUCTOR	144.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 128695:			144.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128696	JUDITH GSCHIEDLE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128696:			19.17			
128697	JUDY BETH-HERVERT	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128697:			19.17			
128698	JUSTIN W JEROMINSKI	202561270007 W/S REFUND	176.10	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
128698	JUSTIN W JEROMINSKI	I/I REIMBURSEMENT	2,000.00	WATER & SEWER CIP	I & I IMPROVEMENTS	61-00-7-709
Total 128698:			2,176.10			
128699	KAREN STAHLECKER	SUPPLIES	1,650.00	PARKS FUND	SUPPLIES	06-00-6-606
Total 128699:			1,650.00			
128700	KATHLEEN FIELD ORR & ASSOCIATES	LEGAL TIF #2	1,089.00	TIF CIP	LEGAL SERVICES	42-00-5-502
Total 128700:			1,089.00			
128701	KATHLEEN KLEIN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128701:			38.34			
128702	KATHY BRUHNKE	REFUND DEPOSIT	100.00	PERFORMING ARTS	FACILITY RENTAL	07-00-2-360
Total 128702:			100.00			
128703	KATHY DALTON	CREATIVE LIVING REFUND	57.51	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128703:			57.51			
128704	KAY FRANCE	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128704:			38.34			
128705	KELLY JENSEN	YOGA CLASS	100.00	LIBRARY	LIBRARY PROGRAMS	08-00-8-812

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128705:			100.00			
128706	KEN FARVER	KEN FARVER DIGITAL IMAGE RIGHTS	150.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 128706:			150.00			
128707	LAKESIDE INTERNATIONAL LLC	ABS SENSOR	83.89	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128707	LAKESIDE INTERNATIONAL LLC	BRAKE CHAMBERS	266.48	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 128707:			350.37			
128708	LAURA EHRMAN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128708:			38.34			
128709	LAURA EHRMAN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128709:			19.17			
128710	LAUREN KLEINMEYER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128710:			19.17			
128711	LAWRENCE MARTIN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128711:			38.34			
128712	LINDA KUNA	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128712:			19.17			
128713	LISA FABER	CREATIVE LIVING REFUND	115.02	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128713:			115.02			
128714	LISA HADERLEIN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128714:			38.34			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128715	LORAE BYRNE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128715:			19.17			
128716	LYDIA DUNKER	MOVE YMMA EQUIPMENT	39.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
128716	LYDIA DUNKER	TBALL SUPERVISOR	39.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 128716:			78.00			
128717	LYNDA WISINSKI	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128717:			19.17			
128718	MAGIC OF GARY KANTOR	MAGIC CLASS	11.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 128718:			11.00			
128719	MARCY BUSSE	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128719:			38.34			
128720	MARILYN AUSTIN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128720:			19.17			
128721	MARK ALISON	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128721:			19.17			
128722	MARY FINCH	CREATIVE LIVING REFUND	76.61	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128722:			76.61			
128723	MARY GOULET	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128723:			38.34			
128724	MARY RICHARDS	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128724:			19.17			
128725	MARY WILSON	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128725:			19.17			
128726	MCHENRY COUNTY EDC	MCEDC DUES	1,500.00	GENERAL FUND	DUES/SUBSCRIPTIONS/BOOKS	01-12-4-454
Total 128726:			1,500.00			
128727	MDC ENVIRONMENTAL SERVICES	RECYCLE TOTERS	900.00	ESCROW FUND	RECYCLE TOTES	72-00-0-274
128727	MDC ENVIRONMENTAL SERVICES	GARBAGE STICKERS	4,275.00	ESCROW FUND	GARBAGE STICKERS	72-00-0-272
Total 128727:			5,175.00			
128728	MELODIE FEELEY	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128728:			19.17			
128729	MENARDS	PARKS BATTERIES	21.98	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128729	MENARDS	PAINTING	65.27	PERFORMING ARTS	MATERIAL TO MAINTAIN BUILDING	07-11-6-620
128729	MENARDS	PARKS TOILETS	8.97	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	STAGE LEFT DEMO	35.59	PERFORMING ARTS	MATERIAL TO MAINTAIN BUILDING	07-11-6-620
128729	MENARDS	SUPPLIES	81.98	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	EMRICSON MAIN BATHROOMS	64.03	PARKS FUND	SUPPLIES	06-00-6-606
128729	MENARDS	PARKS TOILETS	46.56	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	SUPPLIES	74.70	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	PARKS GROUNDS MATERIALS	129.43	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	PARTS FOR PLEXIGLASS SHIELDS	658.97	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
128729	MENARDS	SMATERIAL TO MAINTAIN STORM SE	302.79	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
128729	MENARDS	PARTS FOR PW PLEXIGLASS SHIELD	209.00	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
128729	MENARDS	PARTS FOR CH PLEXIGLASS SHIELD	76.47	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
128729	MENARDS	SUPPLIES	30.46	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	PAINTING	19.96	PERFORMING ARTS	MATERIAL TO MAINTAIN BUILDING	07-11-6-620
128729	MENARDS	PARKS MARKING PAINTING	32.83	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	PARKS PAINTING	19.97	PARKS FUND	SUPPLIES	06-00-6-606
128729	MENARDS	EMERGENCY LIGHTS	134.11	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN BUILDING	60-51-6-620
128729	MENARDS	LIBRARY SUPPLIES	44.55	LIBRARY	SUPPLIES	08-00-6-606
128729	MENARDS	LIBRARY SUPPLIES	15.33	LIBRARY	SUPPLIES	08-00-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128729	MENARDS	SUPPLIES	15.92	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	CH PLEXI-GLASS JILLS DESK	209.00	GENERAL FUND	MATERIAL TO MAINTAIN BUILDING	01-02-6-620
128729	MENARDS	DE HUMIDIFIER	159.99	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
128729	MENARDS	CITY BAND - CAUTION TAPE	15.78	PERFORMING ARTS	SUPPLIES	07-11-6-606
128729	MENARDS	AIRLIFT LINE REPAIR	69.79	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
128729	MENARDS	CH SUPPLIES	4.57	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
128729	MENARDS	RC BATTERIES/POOL ACID	30.24	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128729	MENARDS	PARKS SUPPLIES	29.97	PARKS FUND	SUPPLIES	06-00-6-606
128729	MENARDS	PARKS TOOLS	20.98	PARKS FUND	TOOLS	06-00-6-605
128729	MENARDS	SUPPLIES	5.96	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	SUPPLIES	25.14	GENERAL FUND	SUPPLIES	01-06-6-606
128729	MENARDS	PARKS PRESSURE WASHER	399.00	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128729	MENARDS	TOOLS	35.06	WATER & SEWER UTILITY FUND	TOOLS	60-52-6-605
128729	MENARDS	PARKS GROUNDS MATERIALS	16.96	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	REC CENTER DEHUMIDIFIER	466.94	RECREATION CENTER FUND	MATERIAL TO MAINTAIN POOL	05-00-6-622
128729	MENARDS	REC CENTER ELECTRICAL SUPPLIES	58.28	RECREATION CENTER FUND	MATERIAL TO MAINTAIN POOL	05-00-6-622
128729	MENARDS	CITY BAND CART MATERIALS	193.00	PERFORMING ARTS	SUPPLIES	07-11-6-606
128729	MENARDS	PD SALT	59.90	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128729	MENARDS	PARKS BASE ANCHORS	48.47	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
128729	MENARDS	REC CENTER FILTERS	75.13	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
128729	MENARDS	CH SUPPLIES	4.00	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
128729	MENARDS	PARKS SUPPLIES	35.82	PARKS FUND	SUPPLIES	06-00-6-606
128729	MENARDS	SUPPLIES	12.99	GENERAL FUND	SUPPLIES	01-06-6-606
Total 128729:			4,065.84			
128730	MERCY HEALTH SYSTEM	DRUG TESTING	76.00	GENERAL FUND	DRUG TESTING	01-04-5-510
128730	MERCY HEALTH SYSTEM	DRUG TESTING	484.00	GENERAL FUND	DRUG TESTING	01-04-5-510
128730	MERCY HEALTH SYSTEM	PHYSICAL EXAMS	44.00	GENERAL FUND	PHYSICAL EXAMINATIONS	01-04-4-453
Total 128730:			604.00			
128731	MICHAEL RAUBERTAS	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128731:			38.34			
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	52.97	PARKS FUND	ELECTRICITY	06-00-5-540
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	6,920.34	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	5,497.67	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	9,997.49	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	12.97	PARKS FUND	ELECTRICITY	06-00-5-540
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	2,080.67	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
128732	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	83.57	AQUATIC CENTER FUND	ELECTRIC	04-00-6-604
Total 128732:			24,645.68			
128733	MIDWEST PUBLIC SAFETY GROUP	GETAC MAINTENACE	5,048.49	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 128733:			5,048.49			
128734	MIDWEST TAPE	LIBRARY ACD & DVD	352.51	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	LIBRARY ADB, ACD, DVD	231.44	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	RETURNS	21.74	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	RETURNS	14.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	LIBRARY ADB, ACD, DVD	105.96	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	AUDIOBOOKS	27.98	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	RETURNS	112.45	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	AUDIOBOOKS	118.93	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	LIBRARY ADB, ACD, DVD	237.91	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128734	MIDWEST TAPE	AUDIOBOOKS	111.96	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128734:			1,037.51			
128735	MIDWEST WATER PROOFING LLC	2810 HAYDN ST	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 128735:			100.00			
128736	MONICA AMRAEN	SENIORS EXPENSE REIMBURSE	27.41	GENERAL FUND	SENIORS @ STAGE LEFT	01-11-6-620
Total 128736:			27.41			
128737	MOTOROLA SOLUTIONS, INC	COMMUNICATIONS	1,360.00	POLICE PROTECTION FUND	DUE FROM MCHENRY COUNTY 911	03-00-0-125
Total 128737:			1,360.00			
128738	MTH STONE & MASONRY LLC	LIGHTING STRIKE - MASONARY	4,635.80	PERFORMING ARTS	BUILDING	07-11-7-701
Total 128738:			4,635.80			
128739	MUNICIPAL FLEET MANAGERS ASSO	MFMA DUES	30.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-08-4-454

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128739:			30.00			
128740	MY LITTLE BOW PEEPS SHOP LLC	RLF MY LITTLE BOW PEEPS SHOP	2,811.88	REVOLVING LOAN	MY LITTLE BO PEEEPS LLC	85-00-0-143
Total 128740:			2,811.88			
128741	NANCY BOHBRINK	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128741:			19.17			
128742	NANCY FIKE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128742:			19.17			
128743	NAPA AUTO PARTS	BLEND DOOR	26.42	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
Total 128743:			26.42			
128744	NICOR	GAS FOR EMERGENCY GENERATOR	41.69	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	NICOR ADMIN BUILDING	48.05	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
128744	NICOR	WWT NICOR NORTH PLANT	130.21	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
128744	NICOR	WWT NICOR OLSON	41.53	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
128744	NICOR	WWT NICOR SOUTH PLANT	50.08	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
128744	NICOR	NICOR REC CENTER	283.48	RECREATION CENTER FUND	FUEL - HEATING	05-00-6-603
128744	NICOR	NICOR WARMING HOUSE	38.33	PARKS FUND	FUEL - HEATING	06-00-6-603
128744	NICOR	GAS FOR EMERGENCY GENERATOR	40.92	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	122.24	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	NICOR WWW BATHHOUSE	77.65	AQUATIC CENTER FUND	FUEL - HEATING	04-00-6-603
128744	NICOR	GAS FOR EMERGENCY GENERATOR	124.89	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	42.00	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	40.92	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	82.70	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	79.61	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
128744	NICOR	GAS FOR EMERGENCY GENERATOR	88.90	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
Total 128744:			1,333.20			
128745	NIR ROOF CARE	WPL ROOF REPAIRS	764.00	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128745:			764.00			
128746	O'REILLY AUTO PARTS	BRAKE PARTS	18.42	GENERAL FUND	MATERIAL TO MAINTAIN VEHICLES	01-07-6-622
128746	O'REILLY AUTO PARTS	BALANCER INSTALLER	45.99	GENERAL FUND	TOOLS	01-07-6-605
Total 128746:			64.41			
128747	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	280.90	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128747	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	1,030.60	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128747	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	215.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128747	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	257.98	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128747	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	130.49	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128747:			1,914.97			
128748	PAM CAMP	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128748:			38.34			
128749	PARTS DIRECT WAREHOUSE	BRAKES	711.39	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 128749:			711.39			
128750	PAT WERNER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128750:			19.17			
128751	PATRICIA PRETZ	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128751:			38.34			
128752	PATRICIA VON BERGEN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128752:			19.17			
128753	PDC LABORATORIES, INC.	ALKALINITY	148.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-51-5-509
128753	PDC LABORATORIES, INC.	WWT LAB TESTING	150.80	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-51-5-509

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128753:			298.80			
128754	PEGGY BUECHLER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128754:			19.17			
128755	PETER RIIS	ROW PERMIT DEPOSIT REFUND	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 128755:			100.00			
128756	PHILIP PACE	REFUND MURDER ON THE ORIENT E	86.40	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128756:			86.40			
128757	PLANTE & MORAN, PLLC	OLD COURTHOUSE HISTORIC TAX AD	4,270.00	TIF CIP	PROFESSIONAL SERVICES	42-00-5-504
Total 128757:			4,270.00			
128758	PLOTE CONSTRUCTION INC	2020 STREET RESERFACING	700,700.35	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 128758:			700,700.35			
128759	POLICE PENSION FUND-CITY OF WO	EXCESS PROPERTY TAX RECEIPTS F	400,000.00	POLICE PENSION	CHARLES SCWAB INVESTMENTS	70-00-0-116
Total 128759:			400,000.00			
128760	PRAIRIECATE	PRAIRIE CAT MEMBERSHIP	8,256.50	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 128760:			8,256.50			
128761	PRINCREDIBLE INC	CITY BAND POLOS	186.00	PERFORMING ARTS	SUPPLIES	07-11-6-606
Total 128761:			186.00			
128762	Q AND A REPORTING	MINUTES	155.50	POLICE PENSION	LEGAL	70-00-5-502
Total 128762:			155.50			
128763	QUADIENT LEASING USA INC	POSTAGE METER LEASE	242.78	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128763:			242.78			
128764	QUILL CORPORATION	PRINTER INK	2,241.11	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	SUPPLIES	9.93	GENERAL FUND	SUPPLIES	01-01-6-606
128764	QUILL CORPORATION	SUPPLIES	53.81	GENERAL FUND	SUPPLIES	01-03-6-606
128764	QUILL CORPORATION	SUPPLIES	9.93	GENERAL FUND	SUPPLIES	01-04-6-606
128764	QUILL CORPORATION	SUPPLIES	19.86	GENERAL FUND	SUPPLIES	01-05-6-606
128764	QUILL CORPORATION	SUPPLIES	261.92	GENERAL FUND	SUPPLIES	01-08-6-606
128764	QUILL CORPORATION	SUPPLIES	19.86	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
128764	QUILL CORPORATION	SUPPLIES	19.86	PERFORMING ARTS	SUPPLIES	07-11-6-606
128764	QUILL CORPORATION	SUPPLIES	9.93	GENERAL FUND	SUPPLIES	01-12-6-606
128764	QUILL CORPORATION	SUPPLIES	9.96	GENERAL FUND	SUPPLIES	01-13-6-606
128764	QUILL CORPORATION	SUPPLIES	16.99	GENERAL FUND	SUPPLIES	01-03-6-606
128764	QUILL CORPORATION	SUPPLIES	156.58	GENERAL FUND	SUPPLIES	01-03-6-606
128764	QUILL CORPORATION	INK CARTRIDGE	35.21	GENERAL FUND	SUPPLIES	01-08-6-606
128764	QUILL CORPORATION	WPD SUPPLIES	88.99	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	29.56	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	6.62	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	110.44	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	25.68	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	57.64	LIBRARY	SUPPLIES	08-00-6-606
128764	QUILL CORPORATION	WPL SUPPLIES	8.79	LIBRARY	SUPPLIES	08-00-6-606
Total 128764:			3,192.67			
128765	R. A. ADAMS ENTERPRISES, INC.	FLOW AND INSTALL	7,012.65	GENERAL FUND-CIP	FLEET VEHICLE REPLACEMENT	82-07-7-722
Total 128765:			7,012.65			
128766	R3 ENVIRONMENTAL MANAGEMENT	WASTE DISPOSAL	7,594.95	ENVIRONMENTAL MANAGEMENT FUN	WASTE DISPOSAL SERVICES	90-00-5-560
Total 128766:			7,594.95			
128767	RANGER REDDI MIX INC	CONCRETE FOR SIDEWALK PROGRA	714.00	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 128767:			714.00			
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	35.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	35.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	41.60	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	13.49	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128768	RECORDED BOOKS, LLC	ELECTRONIC SUBSCRIPTION	1,550.00	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	35.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
128768	RECORDED BOOKS, LLC	AUDIOBOOKS	22.49	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128768:			1,735.55			
128769	REICHERT CHEVROLET & BUICK	COR RUSTED OUT BACKING PLATES	338.96	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
128769	REICHERT CHEVROLET & BUICK	COR RUSTED WHEEL THROUGH	127.34	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
Total 128769:			466.30			
128770	RHONDA RICE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128770:			19.17			
128771	ROBERT REVAK	CREATIVE LIVING REFUND	115.02	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128771:			115.02			
128772	ROBERT SHOOK	EMRICSON PARK MAIN PAVILION RFU	25.00	PARKS FUND	FACILITY RENTAL	06-00-2-360
Total 128772:			25.00			
128773	SAMANTHA SIEHOFF	TBALL REFUND	45.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 128773:			45.00			
128774	SARA MAGES	REC CENTER REFUND	112.50	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 128774:			112.50			
128775	SCHMIDT PRINTING	CHICAGO WOLVES FLYERS	88.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 128775:			88.00			
128776	SCOTT SILBERSTEIN	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128776:			38.34			
128777	SCOTT TURDO	CHALLENGE COINS	2,100.00	POLICE PROTECTION FUND	UNIFORM ALLOWANCE	03-00-4-453
Total 128777:			2,100.00			
128778	SHARON DEHAAN	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128778:			19.17			
128779	SHAW MEDIA	CHAMBER GUIDE 2020	1,195.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 128779:			1,195.00			
128780	SHERWIN-WILLIAMS CO ACCOUNTS	PARKS PLAYGROUND PAINT	111.70	PARKS FUND	SUPPLIES	06-00-6-606
128780	SHERWIN-WILLIAMS CO ACCOUNTS	FIELD MARKING PAINT	78.95	GENERAL FUND	4TH OF JULY	01-11-6-602
128780	SHERWIN-WILLIAMS CO ACCOUNTS	FIELD MARKING PAINT	315.80	GENERAL FUND	4TH OF JULY	01-11-6-602
128780	SHERWIN-WILLIAMS CO ACCOUNTS	PAINT FOR WPL	144.54	LIBRARY	SUPPLIES	08-00-6-606
Total 128780:			650.99			
128781	SNAP-ON INDUSTRIAL	TOOLS	274.65	GENERAL FUND	TOOLS	01-07-6-605
128781	SNAP-ON INDUSTRIAL	TOOLS	121.97	GENERAL FUND	TOOLS	01-07-6-605
Total 128781:			396.62			
128782	STAN'S OFFICE TECHNOLOGIES, IN	EMAIL FILTER	110.50	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
128782	STAN'S OFFICE TECHNOLOGIES, IN	COPIER CLICK COUNT - WPL	291.96	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
Total 128782:			402.46			
128783	STEPHANIE HERNANDEZ	BONUS CONCLUSION	250.00	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
Total 128783:			250.00			
128784	STEPHEN MIKULAY JR	CHOOSE WOODSTOCK BRANDING	940.50	GENERAL FUND	STRATEGIC PLAN/MARKETING SVCS	01-12-5-515
Total 128784:			940.50			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128785	SUE HOLTZ	CREATIVE LIVING REFUND	129.60	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128785:			129.60			
128786	SUSAN FEHRINGER	CREATIVE LIVING REFUND	112.00	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128786:			112.00			
128787	SUSAN GRIMM	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128787:			38.34			
128788	SUSAN KAZLUSKY	CREATIVE LIVING REFUND	38.34	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128788:			38.34			
128789	SUSAN MURRAY	CREATIVE LIVING REFUND	57.51	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128789:			57.51			
128790	SUZANNE BOOKER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128790:			19.17			
128791	TELCOM INNOVATIONS GROUP LLC	MITEL SOFTWARE ASSURANCE	2,283.24	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
Total 128791:			2,283.24			
128792	TESTING SERVICE CORPORATION	TIF - OLD COURTHOUSE SOIL BORIN	4,266.00	TIF CIP	OLD COURTHOUSE	42-00-7-729
Total 128792:			4,266.00			
128793	THE HOME DEPOT PRO	REPAIR RC FLOOR CLEANER	244.49	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
128793	THE HOME DEPOT PRO	REPAIR RC FLOOR CLEANER	283.50	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 128793:			527.99			
128794	THERESA BURNS	CREATIVE LIVING REFUND	76.68	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128794:			76.68			
128795	THIRD MILLENNIUM ASSOCIATES, INC	UTIL BILL PRINT JULY 2020	408.46	ENVIRONMENTAL MANAGEMENT FUN	PRINTING EXPENSE	90-00-5-537
128795	THIRD MILLENNIUM ASSOCIATES, INC	POSTAGE	99.50	WATER & SEWER UTILITY FUND	POSTAGE	60-53-6-601
Total 128795:			507.96			
128796	TICO CONOVER	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128796:			19.17			
128797	TKB ASSOCIATES INC	ANNUAL MAINT FEE	4,436.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-03-5-552
Total 128797:			4,436.00			
128798	TOLER CONSTRUCTION	WPL REMODELING	14,732.50	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
Total 128798:			14,732.50			
128799	TOM FRADE	CREATIVE LIVING REFUND	19.17	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
Total 128799:			19.17			
128800	TRANS UNION RISK & ALTERNATIVE	TRANSUNION	50.00	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454
Total 128800:			50.00			
128801	TREVOR DUNKER	MOVE YMMA EQUIPMENT	48.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 128801:			48.00			
128802	TRUGREEN PROCESSING CENTER	TRUGREEN DAVIS	1,200.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
128802	TRUGREEN PROCESSING CENTER	PARKS TRUGREEN	1,802.55	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
Total 128802:			3,002.55			
128803	TURNKEY DIGITAL	PW ROOF	1,150.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDINGS	01-07-5-550
128803	TURNKEY DIGITAL	SQUARE WEBSITE JULY PAYMENT	4,160.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 128803:			5,310.00			
128804	ULINE ATTN: ACCOUNTS RECEIVABLE	STREETS SUPPLIES	251.06	GENERAL FUND	SUPPLIES	01-06-6-606
Total 128804:			251.06			
128805	ULTRA STROBE COMMUNICATIONS	BLUE LIGHT HEAD	127.98	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 128805:			127.98			
128806	UNIFORM DEN EAST, INC	WPD RIFLE SHEILD	1,782.00	POLICE PROTECTION FUND	EQUIPMENT	03-00-7-720
Total 128806:			1,782.00			
128807	UNITED LABORATORIES	SUPPLIES	177.38	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
128807	UNITED LABORATORIES	PARKS SUPPLIES	395.45	PARKS FUND	SUPPLIES	06-00-6-606
Total 128807:			572.83			
128808	UNITED STATES TREASURY	ACA FEES-PCORI	655.00	HEALTH/LIFE INSURANCE FUND	ACA FEES	75-00-5-504
Total 128808:			655.00			
128809	VALUE LINE PUBLISHING, INC.	VALUE LINE INVESTMENT SURVEY	988.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 128809:			988.00			
128810	WAL-MART COMMUNITY	RC VENDING SUPPLIES	43.84	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
128810	WAL-MART COMMUNITY	REC CENTER PAINT SUPPLIES	17.28	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 128810:			61.12			
128811	WILL ENTERPRISES	RC MASKS	280.00	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
128811	WILL ENTERPRISES	SUMMER CAMP SHIRTS	113.65	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 128811:			393.65			
128812	WOODSTOCK CHAMBER OF COMME	STAR 105.5 WEATHER TRAFFIC ADS	117.82	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
128812	WOODSTOCK CHAMBER OF COMME	REAL WDSTK CHAMBER MANAGEME	20,000.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128812	WOODSTOCK CHAMBER OF COMME	REAL WDSTK MARKETING MGR SALA	25,000.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214
Total 128812:			45,117.82			
128813	WOODSTOCK FIRE & RESCUE DISTR	IMPACT FEES-JAN-APRIL, 2019	598.00	ESCROW FUND	FIRE DISTRICT IMPACT FEES	72-00-0-220
Total 128813:			598.00			
128814	WOODSTOCK POWER EQUIPMENT, I	PARKS TRIMMERS	210.50	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128814	WOODSTOCK POWER EQUIPMENT, I	PARKS TRIMMERS	125.70	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128814	WOODSTOCK POWER EQUIPMENT, I	TIRES AND FILTERS	854.75	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128814	WOODSTOCK POWER EQUIPMENT, I	PARKS TRIMMERS	82.35	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
128814	WOODSTOCK POWER EQUIPMENT, I	FUEL CAP	39.10	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 128814:			1,312.40			
128815	WOODSTOCK SCHOOL DISTRICT 200	SCHOOL DONATIONS- JAN TO APRIL,	17,791.00	ESCROW FUND	SCHOOL DONATIONS	72-00-0-212
Total 128815:			17,791.00			
Grand Totals:			2,342,029.00			

VENDOR	DESCRIPTION	AMOUNT
08006606 AMAZON.COM*MY2HA46B2 A	PROGRAM SUPPLIES	33.69
08006606 MICHAELS #9490	CRAFT SUPPLIES	38.89
01000214 JC DECAUX AIRPORT INC	REAL WOODSTOCK	4,500.00
72000215 PAYFLOW/PAYPAL	CREDIT CARD TICKET PURCHASES	54.10
01000214 FACEBK 63FSST2JC2	REAL WOODSTOCK ADS	94.24
01000214 SQUARESPACE INC.	SUBSCRIPTION	216.00
07116606 R AND S SCREEN PRINTIN	CUSTOM FACE MASK	8.10
07136606 SHOPKEEP.COM INC.	LICENSING FOR STAGE LEFT REGIS	20.00
01000214 C2 IMAGING	REFUND - PAID TWICE	-985.87
01034454 ILLINOIS CITY COUNTY M	MEMBERSHIP	227.50
01034454 ILLINOIS CPA SOCIETY	MEMBERSHIP DUES	340.00
01124452 IEDC ONLINE	WEBINAR REGISTRATION	10.00
01124454 IEDC ONLINE	MEMBERSHIP DUES	455.00
60516621 MROSUPPLY.COM	MATERIALS	775.92
08006606 R AND S SCREEN PRINTIN	REOPENING BANNER	70.00
06006621 TRACTOR SUPPLY # 1311	FRONT MOUNT TIRE	39.99
01077720 PANZITTA SALES & SERVI	COMPUTER BOARD FOR BALANCER	513.10
01077720 POWER EQUIP DIRECT	PRESSURE WASHER UNDERBODY SPRA	699.99
01077720 POWERWASH STORE GLENDA	PRESSURE WASHER FITTINGS	112.93
03006606 SETON IDENTIFICATION P	TRAFFIC CONES	390.45
03006606 APPLE CREEK FLOWERS	FLOWERS - LANZ FATHER PASSING	100.99
41007729 FARM & FLT OF WOODSTOC	OLD COURT HOUSE	21.03
06006623 IN *LIQUID WASTE INDUS	SANITIZING STATION SHIPPING	145.55
01026620 MBS STANDOFFS	MATERIALS	223.93
01026620 MBS STANDOFFS	LIBRARY COVID SUPPLIES	1,443.30
06006623 IN *LIQUID WASTE INDUS	SANITIZING STATIONS	339.98
06006609 KVAN BOURGONDIE	TULIPS	50.50
06006609 KVAN BOURGONDIE	LANDSCAPE MATERIALS	117.00
07114454 ADOBE ID CREATIVE CLD	ADOBE SUBSCRIPTION	20.99
01124454 ADOBE ID CREATIVE CLD	ADOBE SUBSCRIPTION	33.99
01135556 EIG*DOTSTER	WEB DOMAIN RENEWAL	17.49
01135556 EIG*DOTSTER	WEB DOMAIN RENEWAL	17.49
08006606 AMZN MKTP US*MJ4AP8C00	DISPOSABLE MASKS	53.98
01016606 AMAZON.COM*MS48M5RI1 A	THERMOMETERS (4)	202.28
82017704 AMAZON.COM*MS48M5RI1 A	MICRO SD CARDS (2)	16.98
15005501 VZWRLLS*MY VZ VB P	NERCOM-KELTRON BACKUP	39.52
60505501 VZWRLLS*MY VZ VB P	SCADA CONNECTIONS	101.63
01015501 VZWRLLS*MY VZ VB P	CELL PHONE - CM	100.59
01035501 VZWRLLS*MY VZ VB P	CELL PHONE - FN	121.96
03005501 VZWRLLS*MY VZ VB P	CELL PHONE - PD	56.55
01055501 VZWRLLS*MY VZ VB P	CELL PHONE - BZ	148.60
01085501 VZWRLLS*MY VZ VB P	CELL PHONE - PW	291.88
01095501 VZWRLLS*MY VZ VB P	CELL PHONE - REC	155.10
01125501 VZWRLLS*MY VZ VB P	CELL PHONE - ED	298.87
01135501 VZWRLLS*MY VZ VB P	CELL PHONE - IT	62.24
60525501 VZWRLLS*MY VZ VB P	CELL PHONE - WATER/SEWER	171.54
60505501 VZWRLLS*MY VZ VB P	CELL PHONE - WATER	57.91
60515501 VZWRLLS*MY VZ VB P	CELL PHONE - WASTE WATER TREAT	102.45
82017704 AMAZON.COM*MS1W98S21	SURGE PROTECTORS	48.72
08006606 AMAZON.COM*MS1W98S21	FACE SHIELDS	55.12
08006606 AMZN MKTP US*MS2Q95PG2	DISPOSABLE MASKS	53.98

82017704	AMAZON.COM*MS4G82D51	USB WIRELESS CARD	49.58
01135552	ZOOM.US	ZOOM SUBSCRIPTION	279.90
05005552	ZOOM.US	ZOOM SUBSCRIPTION - REC	199.90
82017704	AMAZON.COM*MS3VC9PH1 A	BATTERY BACKUP - WWT	154.95
01016606	AMZN MKTP US*MS48V8Z90	DISPOSABLE MASKS	89.97
08006606	ART.COM*ALLPOSTERS.COM	DECORATION	72.99
06004453	FBB*KINGSIZE REWARD	PARKS UNIFORMS	1.99
06004453	FBB*KINGSIZE TEL ORD	PARKS UNIFORMS	145.51
03006606	WAL-MART #3434	4TH OF JULY PD SUPPLIES	37.80
03006606	SAMS CLUB #6339	4TH OF JULY PD SUPPLIES	51.32
03004452	AXON	TRAINING EQUIPMENT	300.00
01044454	SOCIETYFORHUMANRESOURC	MEMBER	219.00
01044454	STATELINE SHRM	WEBINAR	10.00
01045536	AMERICAN PUBLIC WORKS	MEMBER JOB POSTING FEE	400.00
07116606	JEWEL-OSCO	CLEAR COOLER	21.60
07116606	WM SUPERCENTER #4641	SUPPLIES	9.24
07116606	PARTY CITY 5331	PRIDE	23.67
08008812	HYPERSTITCH INC	PROGRAM T-SHIRTS	365.75
08006606	MEIJER # 206	CRAFT SUPPLIES	5.16
08006606	DISPLAYS2GO	STANCHIONS FOR CROWD SPACING	281.46
08005517	WWW.VOLGISTICS.COM	VOLUNTEER MANAGEMENT	17.00
01096612	AMAZON.COM*MJ4CZ20W1 A	SUMMER CAMP	28.44
01096612	WM SUPERCENTER #3434	SUMMER CAMP	26.59
01095536	FACEBK 9YE7LUESX2	AD FOR CHALLENGE	20.00
05006621	GRAINGER	ROPE HOOKS FOR POOL	39.57
01096612	IPROVEN	THERMOMETERS	135.98
05006612	DOLLARTREE	BALLOONS FOR OPENING DAY	17.28
05006621	GRAINGER	ROPE FOR POOL	112.01
05006612	AMZN MKTP US*MS9PQ5SU1	FLOOR STICKERS	41.63
01095501	EIG*CONSTANTCONTACT.CO	COMMUNICATIONS	32.00
05006612	CRICUT	CRAFT MACHINE - BULLETIN BOARD	10.76
01096612	CROWN AWARDS INC	CHALLENGE RACE	388.01
05006612	MICHAELS STORES 2717	REC CENTER BOARDS	64.08
01096606	AMZN MKTP US*MS7DK3CG1	VARIOUS OFFICE EQUIPMENT	95.61
01096611	AMZN MKTP US*MY7O007V0	OFFICE CHAIRS	509.97
01096611	AMZN MKTP US*MY25918L2	DESK CHAIR	73.73
05006606	AMZN MKTP US*MY2NG5KP0	THERMOMETER	74.36
01096606	AMZN MKTP US*MY8056II1	VARIOUS OFFICE EQUIPMENT	55.60
01096606	PLUG N PAY TECHNOLOGIE	ONLINE TRANSACTIONS	30.00
05006612	AMZN MKTP US*MY3IW7JK2	GYM WALL DECAL	68.75

16,847.33

DATE	HUNTINGTON	VENDOR CODE	VENDOR	INVOICE
06/12/2020	737		2656	8120260
06/05/2020	737		2892	24454526
07/02/2020	737		5414	002597
07/02/2020	737		2647	722020
06/30/2020	737		2885	5927065
06/23/2020	737		4282	062320
06/16/2020	737		1806	14779
06/11/2020	737		2672	061120
06/08/2020	737		5390	060820
06/16/2020	737		1083	11611
06/16/2020	737		1081	39185 2020
06/09/2020	737		4027	170075
06/09/2020	737		4027	060920AA
06/05/2020	737		5870	1591364036
07/02/2020	737		1806	15349
06/15/2020	737		5871	88000AA
06/11/2020	737		5872	82573
06/09/2020	737		5873	2465501
06/04/2020	737		5874	237603
06/18/2020	737		2015	9343617906
06/05/2020	737		116	45709
07/02/2020	737		4645	002974
06/25/2020	737		5875	37983SH
06/24/2020	737		5876	0116948
06/16/2020	737		5876	200916
06/12/2020	737		5875	37983
06/05/2020	737		2848	0156060550
06/05/2020	737		2848	01560598700
07/02/2020	737		3400	ADB066445824-0720-OH
07/02/2020	737		3400	ADB066445824-0720-ED
07/01/2020	737		2753	282045731
07/01/2020	737		2753	282049091
06/30/2020	737		2654	111-3958439-7831421
06/26/2020	737		2656	111-6451853-0419458A
06/26/2020	737		2656	111-6451853-0419458B
06/26/2020	737		2319	9856259510A
06/26/2020	737		2319	9856259510B
06/26/2020	737		2319	9855706187A
06/26/2020	737		2319	9855706187B
06/26/2020	737		2319	9855706187C
06/26/2020	737		2319	9855706187D
06/26/2020	737		2319	9855706187E
06/26/2020	737		2319	9855706187F
06/26/2020	737		2319	9855706187G
06/26/2020	737		2319	9855706187H
06/26/2020	737		2319	9855706187I
06/26/2020	737		2319	9855706187J
06/26/2020	737		2319	9855706187K
06/23/2020	737		2656	111-9263716-1964221A
06/23/2020	737		2656	111-9263716-1964221B
06/22/2020	737		2654	111-2154554-6151425

06/22/2020	737	2656	111-3813449-0979434
06/20/2020	737	5519	INV26884840A
06/20/2020	737	5519	INV26884840B
06/18/2020	737	2654	111-4699361-3134667
06/16/2020	737	2654	111-6813411-9685038
06/09/2020	737	2927	247626
07/04/2020	737	4906	070420
07/03/2020	737	4906	070320
07/03/2020	737	2343	03609
06/30/2020	737	1940	30867
06/25/2020	737	4129	18657
06/29/2020	737	2079	062920
06/22/2020	737	2782	779
06/16/2020	737	96	23154
06/20/2020	737	2844	20395
06/18/2020	737	2343	018027
06/09/2020	737	3066	179149
07/02/2020	737	3265	6884
06/13/2020	737	4325	13268
06/26/2020	737	2747	102611718
06/07/2020	737	5145	APRIL
07/02/2020	737	2656	4986601
07/02/2020	737	2343	002166
06/30/2020	737	2885	5933235
06/30/2020	737	873	9576379300
06/26/2020	737	5772	76255
06/25/2020	737	2891	062520
06/24/2020	737	873	9570013780
06/23/2020	737	2654	3509857
06/23/2020	737	471	062320
06/21/2020	737	5318	27117887
06/18/2020	737	4738	10192564
06/15/2020	737	2892	015345
06/12/2020	737	2654	2904252A
06/11/2020	737	2654	3098656
06/11/2020	737	2654	5185054
06/11/2020	737	2654	6448239
06/10/2020	737	2654	2904252B
06/08/2020	737	2660	060320
06/06/2020	737	2654	0913859



MCELMEEL	Y	06/23/2020
MCELMEEL	Y	06/22/2020
MCELMEEL	Y	06/22/2020
MCELMEEL	Y	06/19/2020
MCELMEEL	Y	06/17/2020
PALMER	Y	06/10/2020
PARKER	Y	07/05/2020
PARKER	Y	07/03/2020
PARSONS	Y	07/05/2020
PARSONS	Y	07/01/2020
PARSONS	Y	06/28/2020
SCHOBBER	Y	06/30/2020
SCHOBBER	Y	06/23/2020
SCHOBBER	Y	06/17/2020
STIKA	Y	06/22/2020
STIKA	Y	06/19/2020
STIKA	Y	06/10/2020
TRIPP	Y	07/05/2020
TRIPP	Y	06/15/2020
WEBER	Y	06/26/2020
WEBER	Y	06/08/2020
ZINNEN	Y	07/03/2020
ZINNEN	Y	07/03/2020
ZINNEN	Y	07/01/2020
ZINNEN	Y	07/01/2020
ZINNEN	Y	06/28/2020
ZINNEN	Y	06/26/2020
ZINNEN	Y	06/25/2020
ZINNEN	Y	06/24/2020
ZINNEN	Y	06/24/2020
ZINNEN	Y	06/22/2020
ZINNEN	Y	06/19/2020
ZINNEN	Y	06/16/2020
ZINNEN	Y	06/14/2020
ZINNEN	Y	06/12/2020
ZINNEN	Y	06/11/2020
ZINNEN	Y	06/11/2020
ZINNEN	Y	06/11/2020
ZINNEN	Y	06/09/2020
ZINNEN	Y	06/07/2020

**MINUTES**  
**WOODSTOCK PLAN COMMISSION**  
**February 20, 2020**  
**City Council Chambers**  
**Woodstock City Hall**

A special meeting of the Woodstock Plan Commission was called to order at 7:00PM on Thursday, February 20, 2020, in the Council Chambers at Woodstock City Hall by Chairman Cody Sheriff.

Chairman Sheriff explained the processes and procedures for the meeting.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Donna Besler, Arturo Flores, Don Fortin, Robert Horrell, Doreen Paluch, and Chairman Cody Sheriff.

**COMMISSION MEMBERS ABSENT:** Steve Gavers, Jackie Speciale, and Erich Thurow

**STAFF PRESENT:** Building and Zoning Department Director/Staff Liaison Joe Napolitano

**OTHERS PRESENT:** City Attorney TJ Clifton and City Clerk Cindy Smiley.

**APPROVAL OF MINUTES**

Motion by D. Paluch, second by D. Fortin, to approve the January 23, 2020 Plan Commission Minutes as amended: Page 2, Paragraph 9, lines 2 and 6: Change “Mr. Dover” to “Mr. Dwyer”

Ayes: D. Besler, A. Flores, D. Fortin, R. Horrell, D. Paluch, and Chairman C. Sheriff. Nay: none. Abstentions: none. Absentees: S. Gavers, J. Speciale, and E. Thurow. Motion carried.

**1. PUBLIC COMMENTS**

There were no comments forthcoming from the public.

**2. OLD BUSINESS**

**A) Continuation of Public Hearing – Zoning Text Amendments Relating to Various Sections of the Unified Development Ordinance**

Chairman Sheriff stated the purpose of this Public Hearing is to continue a Public Hearing considering Zoning Text Amendments relating to various sections of the Unified Development Ordinance (UDO)

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Donna Besler, Arturo Flores, Don Fortin, Robert Horrell, Doreen Paluch, and Chairman Cody Sheriff.

**COMMISSION MEMBERS ABSENT:** Steve Gavers, Jackie Special, and Erich Thurow

The Public Hearing was opened at 7:04PM.

Chairman Sheriff confirmed the presence of a quorum and that the Public Hearing was a continuation of a Public Hearing that was properly noticed.

Mr. Napolitano stated this is a continuation of a discussion and consideration of text changes to the UDO.

## 2.2 Definitions

Mr. Napolitano reminded the Commission of the discussion held at the last meeting noting the language which was discussed and incorporated into the definition presented for this item, including the requirement that any apartment or condo project with more than 8 units be considered a PUD.

By consensus, the Commission agreed with the recommended text changes presented in the Staff Report.

## 6A.11 Variations from District Regulations

Mr. Napolitano reminded the Commission of the discussion that this section refers to “variations” rather than “exceptions.” He briefly reviewed the changes proposed for this section.

A brief discussion ensued. Commissioner Horrell suggested that “District(s)” be changed to “Zoning District(s)” and that in all cases “requirements” be changed to “regulations” to remain consistent. Noting other areas of the UDO where “variations” and “requirements” appear, Commissioner Paluch asked that the language be consistent

By consensus, the Commission agreed with the recommended text changes as presented in the Staff Report incorporating the recommendations of Commissioners Horrell and Paluch as discussed.

## Chapters 6A, 6B and 6C, Preliminary and Final Plats PUD’s

Noting the samples provided from other communities, Commissioner Horrell stated he liked that some have checklists and say no submittal will be reviewed until complete. He opined this would be a good idea for Woodstock to avoid having to send submittals back so many times because elements are missing. Mr. Napolitano stated staff is working on this for any zoning application.

Commissioner Horrell noted the involvement of Geneva’s Plan Commission at the pre-application review state opining it would be good for Woodstock to have this requirement. Mr. Napolitano expressed agreement opining it is in the best interest of the City and the developer. In response to Chairman Sheriff’s question as to whether all PUDs should be pre-reviewed or only those in the Historic District, Commissioner Horrell opined the pre-review process should be a requirement for any submittal whether for a subdivision or a PUD. Discussion ensued. Mr. Napolitano told the Commission which recent developments would have come before the Commission for pre-review under the various scenarios. It was suggested that this be left to Staff’s discretion. City Attorney Clifton suggested pre-review for subdivisions and PUDs with other projects left to Staff’s discretion. Commissioner Paluch opined the City should be more aggressive in requiring pre-review noting some recent issues that could have been avoided had a pre-review been done. She also opined this should not be left up to the developer. Chairman Sheriff stated the City is looking at heavy competition for Economic Development opining developers should not have to go through so many steps. He advocated for giving some latitude to Staff or make this a requirement for all PUDs and giving Staff the ability to waive the requirement. Discussion ensued. Commissioner Paluch noted Staff already has the discretion to combine the preliminary and final plats into one step. City Attorney Clifton noted the current discussion is regarding a preliminary pre-review discussion, not the preliminary plat, explaining the concept further.

Chairman Sheriff advocated for making pre-review mandatory for the Historic District and other districts left to Staff’s discretion to waive the requirement. Commissioner Horrell advocated for pre-review being mandatory in all Zoning Districts and applying this City-wide. He opined this is developer friendly. Commissioner Paluch advocated for pre-review for all districts opining it would benefit all districts and is intended to help the developer save time and money.

Mr. Napolitano noted the Historic District does have the Historic Preservation Commission which looks at proposed development within that area providing another layer in the Historic District. He suggested making it mandatory for PUDs and Subdivisions but giving the Director the ability to waive the requirement for other developments. Commissioner Paluch stated she was hesitant to leave this to Staff's discretion with Chairman Sheriff stating this is common in other municipalities and would allow Staff to work on smaller projects.

Discussion followed of possible language to be implemented. Commissioner Horrell suggested allowing a developer to come in for a pre-review and also a preliminary plat at the same time for a small project. Chairman Sheriff opined developers of small projects could get Commission comments from Staff. Mr. Napolitano stated Staff has begun holding weekly development meetings looking at potential new development and where things are in the process providing information on a recent such meeting. He opined information on the pre-approval review requirement could be included at that meeting. Commissioner Horrell opined the pre-approval review could provide an opportunity for the Commission to waive certain requirements such as a traffic study.

In response to a question as to whether a pre-approval review would require Public Notice, City Attorney Clifton stated it would not since the Commission would be providing an opinion and not making a decision or recommendation.

Following further brief discussion, it was the consensus of the Commission that a pre-approval review would be required for all PUDs and Subdivisions and required for any other development at the discretion of City Staff.

Commissioner Horrell stated he likes the language used by Geneva to break down the process, explaining what is to be included, and listing them in a table. He expressed his wish to make sure the City language includes retention of the natural resource checklist. Discussion ensued of the ordinance and requirements for Woodstock vs. Geneva. In response to a question from Commissioner Horrell, Mr. Napolitano confirmed he is advocating for having a Preliminary PUD request and a final PUD request. He noted there would also be the pre-approval review.

Discussion followed of section 6B.2.4 Preliminary Plat Content. Commissioner Paluch stated she would like to see Geneva's language adopted so the City is aware of who the owner of the property is. Talking about a recent development that came before the Commission where there was a question of ownership, she stated she would like to know who has an interest in the development. Commissioner Besler noted Woodstock requires disclosure for only those owning an interest of 25% or more while the requirement in Geneva is 10%. She advocated for 10% for Woodstock. Following further discussion, it was the consensus of the Commission to include the language found in Geneva's Code relating to ownership and content into the Woodstock UDO.

In response to a question from Chairman Sheriff, Mr. Napolitano stated he will put this language in writing in draft form and bring back to the Commission for formal approval at the next meeting.

Discussion turned to language concerning Final Plats. In response to a question from Commissioner Horrell, Mr. Napolitano stated there are no proposed changes to this language.

#### 7.B.2.26 Outside Display, Sales, Storage – Supplemental Use

Mr. Napolitano reminded the Commission of its previous discussion concerning outside display. He provided information on a meeting held by Staff to meet with the businesses that do this. He stated the businesses were firm in their belief that this helps their business, feeling this is necessary. He provided information on the specific businesses involved, noting some of them move their equipment in at night while others leave it out. He noted much of the area in question is State right-of-way. He noted the different levels include parking on the right-of-way and parking on the business's own property but in the grass, which is a violation based on the City's current

language. He stated the question before the Commission is do they wish to allow parking on the grass and, if so, under what conditions. Discussion ensued.

Commissioner Paluch stated this language is included in the ordinance for aesthetic purposes opining landscaping is an important aspect of this. She stated her preference to leave the language as is. She stated if it is wished to be more flexible for the businesses then she thinks that allowing placement during the day with move off the grass at night would be the next most appropriate step. She opined if any parking is allowed on the grass it must be on property owned or occupied by the business. She stated there should not be any display on any City, County or State property without express written approval from the owning entity.

Commissioner Horrell agreed. He stated safety is a concern for him as well as aesthetics and his belief this can be a safety hazard. He stated it is his opinion the language should be kept as is. He agreed if any relief is granted it should only be granted on property owned by the business and the equipment should be brought in as night as stated by Commissioner Paluch.

Concerning special events, Commissioner Horrell stated these must be well-defined by the City and enforced. Commissioner Paluch noted the problem with allowing special events is enforcement stating she does not see how this will work from a practical standpoint.

Commissioner Fortin agreed stating he does not want to see added administrative burden. He opined it may not be fair to include the small businesses with the large dealerships who may have as many as 60 vehicles parked on the grass. He has a problem with this and agrees it is a safety hazard.

Commissioner Besler stated the Rt. 47 expansion must be considered as there will be much less state right-of-way.

In response to a question from Commissioner Flores, Mr. Napolitano stated the City will vigorously enforce this because it has gone through a process of talking with the owners.

It was the consensus of the Commission to leave the language in Section 7.B.2.2.6 as is.

Commissioner Horrell opined there is the same problem with balloons and banners asking if this will be enforced for those. Mr. Napolitano stated this will be looked at next. He explained the current process noting not all businesses are aware of the regulations which is why the City is discussing.

Commissioner Paluch expressed concern with political signage. City Clerk Smiley explained that all local political candidates receive information on signage regulations in their election packets. Mr. Napolitano explained the actions taken by the City for election signage placed illegally.

Motion by R. Horrell, second by D. Paluch, to approve recommendation of the proposed Zoning Text Amendment changes to the Unified Development Ordinance to Section 2.2 Definitions as outlined in the Staff Report and discussed tonight, Section 6A.11 as outlined in the Staff Report and amended during discussion tonight, and to leave section 7.B.2.26 as is, with the basis of the motion being it is in the best interest of the City and meets the approval criteria for text amendments.

A roll call vote was taken.

Ayes: D. Besler, A. Flores, D. Fortin, R. Horrell, D. Paluch, and Chairman C. Sheriff. Nays: none. Abstentions: none. Absentees: S. Gavers, J. Speciale, and E. Thurow. Motion carried.

Motion by D. Paluch, second by D. Besler, to continue this Public Hearing to the next regular Plan Commission meeting on March 26, 2020 for purposes of discussing items 6A, 6B, and 6C Preliminary and Final Plats PUDs.

A roll call vote was taken.

Ayes: D. Besler, A. Flores, D. Fortin, R. Horrell, D. Paluch, and Chairman C. Sheriff. Nays: none. Abstentions: none. Absentees: S. Gavers, J. Speciale, and E. Thurow. Motion carried.

The Public Hearing was continued at 8:17PM.

### **3. NEW BUSINESS**

There was no new business.

### **4. DISCUSSION**

Mr. Napolitano informed the Commission that the Cedarhurst facility was approved and is moving forward.

He indicated that budget discussions are underway with two new programs proposed for the Building and Zoning Department: Neighborhood Improvement Program and Landlord Registration Program, explaining both further.

Mr. Napolitano informed the Commission the craft grower previously discussed could not purchase the site so did not appear this evening. He stated it is still his intent to locate in Cold Headers Business Park.

In response to a question from Commissioner Horrell, Mr. Napolitano stated the BP development has not yet appeared before City Council.

### **5. ADJOURN**

Motion by D. Paluch, second by R. Horrell, to adjourn this special meeting of the Plan Commission to the next regular meeting at 7:00PM on Thursday, March 26, 2020 in the Council Chambers. Ayes: D. Besler, A. Flores, D. Fortin, R. Horrell, D. Paluch, and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: S. Gavers, J. Speciale, and E. Thurow. Motion carried.

The meeting was adjourned at 8:27PM.

Respectfully submitted.

Cindy Smiley,  
City Clerk

**Human Resources Department**

Monthly Report, page 1

May 2020

**RECRUITMENTS**

Position/Department	Date Posted	# Applicants	Status	
<p><i>Note: Due to the COVID-19 Pandemic, the City of Woodstock found it necessary to adjust our recruitment process. Any applications received for CURRENT positions posted on the City's website will be accepted. However, interviewing, hiring etc. will be postponed until a later date (to be determined). This update is in addition to the 2/25/2015 directive that a non-essential hiring freeze was reinstated for all non-Summer Seasonal positions, for an indefinite period of time. All current and future staffing requests will require critical evaluation to determine service level losses before authorization to refill from the City Manager will occur.</i></p>				
SPT 2020 Summer Hires - Multiple Departments	1/6/2020	PGPG: 8 Pool - Lifeguard: 15 Pool - Pool Attendant/Cashier: 19 PW: 7 IT: 3 Building & Zoning: 3	Posting closed 4/30/2020	It was determined that only the Public Works Department will be hiring seasonal staff (8 positions). The Pool and PGPG program has been cancelled. All applicants not being hired have been notified.
FT Sewer & Water Maintenance Worker I - Public Works	2/25/2020	Incomplete: 0 Eligible: 11	Posting closed 3/13/2020	The hiring of this position is currently on hold.
FT Patrol Officer/Patrol Officer Eligibility List (2020)	1/15/2020	2nd Launch: 5/1/2020. 1st Launch: 1/15/2020 Applicants apply to C.O.P.S. - Total Purchased (1st and 2nd Launch Combined): 87	2nd Launch: Posting until 7/1/2020. 1st Launch: Posting closed 3/11/2020	Date for testing will be July 18, 2020. Application materials for NEW applicants and detailed information about the application process was posted as of May 1, 2020 on the C.O.P.S. and F.I.R.E. Personnel Testing Service ( <a href="http://www.copsandfiretesting.com">www.copsandfiretesting.com</a> ) website, as well as the City of Woodstock website.
LPT School Crossing Guard - 20-21 School Year	3/27/2020	Incomplete: 0 Eligible: 1	Posting until 6/5/2020	

**NEW HIRES/CHANGES**

Position/Department	Name	Start Date / Effective Date	Date Position Accepted	Notes
FT Maintenance Worker II (Split - Streets/Parks) - Public Works	Zac Maxwell	5/17/2020	5/15/2020	Transfer from Sewer & Water Maintenance Maintenance Worker II to Split Maintenance Worker II in Streets/Parks. No change in pay rate.

**TERMINATIONS**

Position/Department	Name	Last Date	Separation Reason
FT Office Coordinator - Public Works	Karyn Pourchot	5/29/2020	N/A Resignation.
FT Library Assistant III - Library	Stephanie Hernandez	5/29/2020	N/A Resignation.

**Human Resources Department**

Monthly Report, page 2

May 2020

**RISK MANAGEMENT****Case > \$3,500****Date****Status****Legal Liability--**

No open cases.

**Property Liability--**

Mercury Spill at Public Works	2/27/2020	A chemical spill (Mercury from the blood pressure devices removed from the Kishwaukee Building) occurred at Public Works on January 24, 2020 and was reported to HR on this date. While coverage of this type of loss is uncertain, it was submitted to CCMSI and a claim was filed.
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**Personal Liability--**

No open cases.

**Workers' Comp/Lost Time Cases--**

Police Officer-alleged PTSD	1/27/2020	This officer reported on 1/27/2020 that he has been diagnosed with PTSD and his provider told him he needs 3 months off of work. A workers compensation claim was filed and is being investigated. A pension application has been offered, but not returned yet, and the officer is on FMLA, using his benefit time until exhausted as the workers compensation claim has not yet been accepted as compensable. Investigation into this claim continues and an Independent Medical Evaluation (IME)/Fitness for Duty Evaluation will be conducted for this claim. Information regarding this case and this employee was requested by and sent to Dr. Goldstein who will review the information and schedule an IME upon the lifting of the "stay at home" order.
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PW Crew Leader - Arm Injury

1/29/2020

This employee injured his arm making a plow adjustment on a truck. He had an MRI in early March which determined his need for surgery. The procedure was scheduled for 4/1/2020. This employee has been attending follow up visits and physical therapy, and returned to light duty work on 5/11/2020.

Police Sergeant - Cervical Issues

9/26/2019

This employee injured his shoulder in a Police incident. After months of treatment with personal physicians, surgery was recommended for a cervical fusion. An IME was completed in April and the injury and surgery was found to be compensable. All claims submitted under UMR for cervical treatment will be reversed and submitted to CCMSI under this workers compensation claim. Surgery is recommended as appropriate treatment for this issue. The employee wishes to get a second opinion on the surgery as to whether a fusion or a cervical disc replacement procedure should be performed.

**Human Resources Department**

Monthly Report, page 3

May 2020

**SPECIAL PROJECTS**

<b>Activity</b>	<b>Date</b>	<b>Description</b>
Public Works/Local 150 Grievances (2018-2019)	May 2018 to present	A 4th grievance was filed in October 2019 when an employee was not allowed to take vacation time due to too many other employees within his division already being off that day. The first three (3) grievances were resolved as part of the negotiation process and the 4th grievance will be advanced to arbitration following the approval and adoption of the new Local 150 CBA.
Public Works - Local 150 Grievance	2/21/2020 to present	Local 150 filed a grievance requesting step up pay for an employee who completed facilities work (but NOT Foreman work) in the absence of the Facilities Foreman for the birth of his child. Meetings were established and then canceled by Local 150 due to illness and then the pandemic closures/shelter in place orders were instituted. Director Van Landuyt will start questioning of Local 150 as to the status of this grievance now that the CBA was approved by the City Council.
2020 Patrol Eligibility List - Police	May 2020 to present	HR Coordinator May continues to coordinate with Chief Lieb and C.O.P.S in regards to the July 18th Testing date. Applications were made available as of May 1st for the new July 18 testing date. HR Coordinator May has secured the new date with Creekside and requested the necessary space. A new advertisement was placed on the Blue Line for 2 months beginning in May.
Flexible Spending Correction Procedure	5/1/2020	HR Coordinator May continues to assist employees whom must rectify their 2019 Flex accounts by July 15th, with their flex accounts. Otherwise the amounts will be deducted from their paychecks.
MCMRMA Renewal Workshop	5/21/2020	HR Director Schober attended the MCMRMA Renewal workshop via a Zoom Meeting. The Woodstock rates are, once again, incredibly low due in part to good loss performance..
Hub International Q1 Utilization & Strategy Review Meeting	5/26/2020	HR Director Schober and HR Coordinator May attended this meeting with the City's broker via Zoom.
FY 20-21 Annual Adjustment PAFs & Pay Increases in Civic	May 2020	HR Coordinator completed preparing the FY 20/21 Annual PAFs. In addition, she entered the May 1st increases in Civic for all non-furloughed employees – 148 employees; this included rate updates, title changes, where applicable, and notes.
COVID-19 Webinars	May 2020	Continued to attend many webinars (13+) and ZOOM meetings during this time in an effort to understand the state and federal response to COVID-19 and its impact on our operations and employees.
E-Learning Webinars	May 2020	HR Coordinator May attended the following webinars: Engaging Remote Employees (May 6); Home Sweet Office - Being an Effective Remote Worker (May 7)
IT Training	May 2020	HR Coordinator May completed the 2020 Kevin Mitnick Security Awareness Training (5/29/2020).
PW Director Research Project	May 2020	HR Coordinator May is leading a research project to collect data in order for HR Director Schober to share the Public Works Director Profile with municipalities. Using a radius of 120 miles of Woodstock, which includes IL, WI, IA, IN and MI, a list of 1,156 municipalities of various sizes was generated. Due to the sheer number of municipalities, a minimum population of 10,000+ residents was established for the data collection. After creating the initial Excel Spreadsheet of 1,156 municipalities, the list was reduced down to 267 municipalities that had a population of 10,000+, but were still within the radius of 120 miles of Woodstock. In addition to HR Coordinator May, Allison Steiger, Michelle Mallon Jenkins, Karyn Pourchot/Nicole Lewakowski are dividing up the list with a deadline of June 5th. Each person is collecting the following data: Address, Website, PW Director Name, Phone, Email, Assistant PW Director Name, Phone, Email, Number of PW Divisions.
Working from Home	March 23rd to present	HR Director Schober and HR Coordinator May have been working from home/ remotely on a full-time basis due to the shelter in place order. HR Director Schober goes to the office on a weekly basis to ensure that mail is collected and any "in office" items are addressed.
IDES/Unemployment Claims	May 2020	Responded to 29 unemployment claims for furloughed employees effective 5/1/2020.



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# **DEPARTMENT OF PUBLIC WORKS**

## **MONTHLY REPORT**

### **May 2020**

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<b>Fleet Division</b>	Pages 9-10	<b>Water Treatment</b>	Pages 24-25
<b>Parks &amp; Facilities</b>	Pages 11-12		



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## **Resident Compliments**

- ❖ **Impressive! A quick response time addressing the road hazard I called in. State of Illinois could take a lesson from you all. God Bless - Mr. Howard Hall**
- ❖ **Thank you to Public Works for the job they did fixing my landscape. Property was torn up and crew came out and did a great job! Very professional. - Mr. Tom Meyer**

**To:** Jeff Van Landuyt, Public Works Director

**From:** Christopher Tiedt, PE, City Engineer

**Re:** Department of Public Works Office Monthly Report – May 2020

**Date:** June 5, 2020

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

**Ongoing Construction Projects:**

- **NICOR Gas Modernization Project:** CSI 3000 performed more sidewalk and HMA pavement restoration on 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 is nearing completion. All underground utility work is complete, but Engineering continues to perform site SWPPP inspections.

- **Kishwaukee Brewery:** The proposed commercial development is located in the Cold Headers subdivision on Lots 1 & 7. Construction of the building shell continues. All underground utility work is complete. Engineering continues to perform site SWPPP inspections.
- **Woodstock Square Apartments:** Conditional Engineering Approval was given and site work has begun. Approval from IDOT is still pending and will be required for this project. Engineering continues to perform site SWPPP inspections.

### **Residential Developments:**

- Engineering continued to work with Lennar Homes to close-out final punchlist items within the Apple Creek Estates and Sonatas Subdivision and continued 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 both 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:**

- **Cedarhurst of Woodstock:** The proposed senior living complex is located on IL Route 14 on the southeast side of the City near the hospital. Engineering has been coordinating with the Developer and the Woodstock Fire/Rescue District to satisfactorily address plan review comments. An IDOT permit and IEPA Permits will be required for this project.

### **City Projects:**

- **2019 Street Maintenance Program:** A-Lamp and their subcontractors have been back working hard to complete the 2019 Street Resurfacing program. This work has included the observation of soil modification on various streets within the program performed by Bedrock Stabilization Inc., and hot-mix asphalt installation performed by Geske and Sons, Inc.



- **2020 Street Maintenance Program:** One contract was awarded to Plote Construction Inc. by City Council for all four individual 2020 Street Maintenance Program areas. The City, HLR (City’s consultant) and Plote Construction made final preparations and began work in May 2020.

- Washington Street Water Main:** Under the observation of Engineering, H. Linden and Sons commenced work on the Washington Street Watermain Project. All water main along Washington Street portion of the project has been installed, flushed, pressure tested and chlorinated. This work also included boring the new watermain under Washington Street.



- EV Charging Station:** The installation of the EV Charging Station in the Metra Lot on Throop Street was completed by B&Z Electrical and is operational. A ribbon cutting ceremony will be scheduled when public gatherings are allowed.





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**To:** Jeff Van Landuyt, Public Works Director

**From:** Nicole Lewakowski, Office Coordinator

**Re:** Department of Public Works Office Monthly Report – May 2020

**Date:** June 2, 2020

### **Event Activities**

- Attending event meetings for; WWOW via Zoom and 4<sup>th</sup> of July Fireworks.

### **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 and the Washington St. water main improvement projects.
- Created and published new website pages for the 2020 Street Resurfacing Program and Mosquito Treatment.
- Update the website information monthly as needed.
- Assisted with the approval of eight Oversize/Overweight Permit applications.
- Invoiced for four Oversize/Overweight Permits.
- Created 162 CSRs originating from resident and employee concerns.
- Updated all completions or scheduled services in the open CSR database.
- Assisted with the approval of seven submitted Right-of-Way Opening Permit applications and issued 27 permit refunds.
- Reported four streetlight outages to ComEd.
- Fielded two FOIA requests.
- Responded to multiple Community Gardens requests and/or questions. Also sent out the monthly publication, The Hungry Gardener, to members and Environmental Commissioners.
- Posted Recreation Center Carpet Tile and Leaf Disposal bids.
- Read bids for Recreation Center Tile.
- Provided coordination and information on road closures to accommodate: Wicker Street Resurfacing, the Memorial Day Parade, Benton St. Closure for table service, and Grove St. between Clay and Madison for sewer line service.
- Processed and set reservations for two block party requests.
- Drafted and mailed an I/I application.
- Assisted HR with data collection project.



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- Facilitated and participated in the City's efforts to establish outdoor dining accommodations for local businesses.
- Drafted and mailed a leak letter.

**To:** Jeff Van Landuyt, Public Works Director

**From:** Rob Lamz, Fleet Maintenance Superintendent

**Re:** Fleet Maintenance Division Monthly Report – May 2020

**Date:** June 11, 2020

May began with fleet staring down a wave of upcoming seasonal work and the continued fires that tend to pop up as equipment is dusted off and fired up for the first time in months. Staff continued the efforts to mitigate exposure to one another and disinfecting common touchpoints with chemicals and sanitizer. Talk of alternatives in the Municipal Fleet Manager's Association led to the purchase of two hand sprayers and a five-gallon pail of 70% isopropyl alcohol. Staff can fill these sprayers with the bulk alcohol and pressurize them with the compressed shop air. The alcohol dries fast, leaves no residue, and doesn't leave any lingering chemicals. The latter part being a growing concern over long-term use of Lysol, bleaches, or chemical disinfectants. Staff continues to wear masks when travelling in the same vehicle or needing to be in close quarters with others. In addition to the normal seasonal and preventative maintenance, below are some of the highlights and notable jobs in May.



The aging pickups in the Sewer and Water Division became a priority in May, with a constant need for attention. Sewer and Water staff notified Fleet that the step had fallen off #33, a regular cab long bed. Staff found the cab mounting bolts rusted through which allowed the step to fall off. Fleet staff



removed the seat and cut holes in the floor to access the rusty top nuts. Then replaced the mounting bolt and the rubber isolators. While the truck was on the rack, I noticed the rear leaf springs were broken. Staff replaced both rear leaf springs and hardware before releasing the unit to service. Days later the truck had a coolant leak from a complicated hose assembly and spent another stint in the shop to stop the leak and get it going again.

Sewer and Water truck #37 also stopped by the bays, this time for normal service. Staff observed a transmission crossmember that had significant rust resulting in structural damage to the supporting member. Staff removed the crossmember and replaced it with a new transmission mount. Following the trend of rust and age, I observed the condition of the rear frame rails proximal to the hitch; finding both sides in poor shape. Staff made the decision to prohibit the use of the trailer hitch with this observed condition until Fleet welded up the receiver hitch, after finding out it would not negatively impact the use of the truck.

The Sewer and Water backhoe also spent some time with Fleet Division in May; with operators noticing a fluid leak by the passenger-side step to get into the cab. Fleet staff preformed an inspection and found the hydraulic tank rusted through near the bottom. Staff removed all the hydraulic lines and batteries to remove the tank for repairs. Staff quickly discovered the extent of the rust and the size of the job ahead after trying to weld up the perforated metal. In order to keep the workflow going, staff used a local fabricator to cut, remove, and replace the affected area in the tank. This allowed time for Fleet staff to also replace the rear tires on the unit with it already out of service. Staff received the repaired tank and flushed out any debris before reinstalling onto the unit.



Yet another unexpected failure resulting from age and rust was one of the Waste Water pickups, #70. It had developed a diesel fuel leak beneath the bed of the unit. Staff inspected the vehicle; finding that the fuel-line assemblies had rusted out and was leaking from a rust perforation around a retaining clip. These lines only come as an entire assembly kit from Chevrolet; requiring staff to remove and replace all three fuel lines from the fuel tank to the engine and remove the anti-lock brake module as well as many small components along the way to get the new line set in.

Staff brought in the Streets Division patch cart after operators complained of difficulty lighting the burner; which is a diesel blower fired unit that heats the oil jacket to bring the mix up to temperature. Staff removed the blower assembly, cleaned the tube within the oil jacket to ensure proper air flow, and reassembled the unit, which resulted in no change of symptoms. Technicians found damage to the electrical components and a mass of asphalt around the burner. With checks of the system and the unit approaching a prolonged out-of-service duration, staff determined that it would be more cost effective to replace the entire burner. Staff received the burner, installed it, and verified proper operation. Staff also made a hood to shelter the burner assembly from falling/collecting asphalt.



To: Jeff Van Landuyt, Public Works Director

From: Chris Lynk, Parks and Facilities Superintendent

Re: Parks and Facilities Division Monthly Report – May 2020

Date: June 9, 2020

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### **Parks Tasks:**

- Crew members started making improvements to the downtown Park in the Square. Bases for garbage cans were leveled at the four entrances to the Square. The can bases were removed and the ground leveled to grade for a cleaner look. Landscape bed perimeters were shrunk down to allow for more green space and to enhance the landscape areas in general. Grass seed was spread or sod was installed, for an immediate improvement.
- Ballfields, tennis courts, and basketball courts are now open and being maintained by crews. No games are scheduled for baseball or softball, but team practices have begun.
- Crews have been dilligently working to get the fields ready for play. Restorations to field 6 in Bates Park concluded in May and the field is now open for the season. Field B in Emricson has some work to finish, but is open for use. Merryman, field 7, has a new limestone warning track surrounding the entire field. Merryman Park, fields 5, 6, and 7, were edged, material was added and groomed for play.
- Dream Field is open for practices and is ready for play. This field was also groomed, limestone was laid and weed-control applications were applied. With the High School season cancelled, the field will be available for practices only until tournaments are allowed and/or scheduled.
- Timbers for the new Tara Park playground are installed. Final grading and seeding were completed and the playground is waiting to be reopened.
- Improvements to the downtown landscape beds and bumpouts is taking place on a daily basis. In May, staff planted hundreds of annual plants and several perennial plants throughout. Burning bushes that surround the monument in the Square were cut down this spring, they are thriving and look to be in very good health, once again.
- At Sesquicentennial Park, staff removed 25 dead rose bushes, reconfigured the beds, planted Azalea shrubs on one bed and redesigned one bed with annuals to bring more color and varying bloom patterns to the park site.





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**Facilities Tasks:**

- Coordinated and assisted with arranging for the installation of new carpet tiles and base boards at the Rec Center.
- Johnson Controls was out for days at the Library making repairs to the pneumatic system on the HVAC units. Several broken airlines were replaced along with three blown motors that regulate temperature and multiple sensors.
- Multiple site visits for the Train Station remodeling bid project took place as well as meeting with general contractors about the future renovations.
- Multiple visits were made to the library for the leaking roof. NIR Roofcare came out for repairs. Flat roof is planned for placement in FY20/21.
- Police Department building also had a roof leak that was repaired by NIR Roofcare.
- A new flag pole ground light was installed at the police department.



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To: Jeff Van Landuyt, Public Works Director  
 From: Roger Vidales Streets Interim Superintendent / Foreman  
 Re: **Street Division Monthly Report – May, 2020**  
 Date: **June 15, 2020**

Item	Goal	Description	FY19/20 Actual	FY20/21 Estimated
Internal Training	Provide 40 hours of documented training for division employees each year	Hours per employee	2	40
Storm Sewer Maintenance	Clean at least 6,000 feet of storm sewer lines	Feet	13,126	2,000
Street Sweeping	Sweep at least 1,000 center lane miles/ year	Center Lane Miles	750	1,000
Sidewalk Replacement	Replace 700 lineal feet of hazardous sidewalk per year	Lineal Feet	217	700
Storm Sewer Intakes	Repair failed storm sewer intakes	Number Repaired	39	N/A

**Sign Maintenance**

Employees responded to emergency signage requests and handled incoming CSRs for signage on an individual basis. Sign repairs are completed on a daily basis, including those that need replacement from the new MUTCD Guidelines and/or their condition. Twenty-three (23) sign repairs were completed for the month of May.

**Mailbox Repairs**

Streets Division replaces mailboxes damaged during the winter snow-plowing season. The damage is caused by heavy snow falls and/or heavy wet snow. For the month of May, this division repaired and replaced ten mailboxes and, if needed, the posts. These repairs were from the 2019/2020 snow removal season.

### **Pothole Patching**

During May, staff used sixty-eight (68) ton of UPM - cold mix asphalt and Hot Mix combined to complete road repairs and fill potholes on City streets. The month of May is our second busiest month for pothole repairs due to the temperature of the roadway and volume of rainfall.

Staff heats the material to the recommended temperature in a tow-behind diesel-fired cart, shovels the material into potholes, dusts the area with Portland cement or cement, and finishes by tire rolling the area with a pickup truck. A three-man crew handles this task as often as possible to maintain and improve roadway quality, as well as in response to resident requests.

### **Intake Repairs**

Streets division receives requests for intake and street storm pipe and sink hole repairs. Each request is different, consisting from patching the storm pipe to replacing the storm pipe. For the month of May, the Street division employees repaired 15 intakes.



### **Streets Sweeping**

Streets Division has two street sweeping machines. The City has 117 center lane miles to maintain and four rounds of sweeping are completed per year. Streets are swept in the downtown area on Mondays and Fridays keeping the Square looking pristine for all residents and visitors. For the month of May, 40 loads of debris (about 240 cu yds) were collected, the water usage totaled 31 loads (about 10,850 gallons), the mileage accumulated was 389 miles and fuel usage for street sweepers was 270 gallons.

### **Outdoor Dining**

Streets Division set up 39 locations for outdoor dining with picnic tables for local restaurants in the downtown area and along Rt 47. The setup seems to be well liked and utilized by all residents and visitors.

### **Storm Pipe Maintenance**

A contractor rodded and cleaned storm sewer lines at Zimmerman Rd. Street division employees cut roots and jetted lines at 306 and 506 Jewett Street. Both lines are now clear and storm water flow is unobstructed at both locations.



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### **Fence Repair**

The fence bordering the Throop St. Metra parking lot was repaired by Paramount Fencing Co. after it was damaged by a privately-owned vehicle.

To: Jeff Van Landuyt, Public Works Director

From: Shawn Parker, Sewer & Water Maintenance Division Superintendent

Re: Sewer & Water Division Monthly Report – May 2020

Date: June 12, 2020

### **Water Distribution System**

- One water main break in May: 852 Washington Street (6’)
- Checked out possible water service leaks at 629 Washington Street (service turned off), 1330 North Madison Street (letter sent), and 503 Jefferson Street
- Located b-boxes at: 641 Washington Street (found), 114 Greenwood Avenue (found, key able), 204 Summit Avenue (found, key able), 1411 Moraine Drive (found, key able), 703 Dean Street (can’t find), 893 West Avenue (found, full of debris), and 807 Dean Street (found, not key able)
- Checked water quality at: 901 Winslow Circle, 822 Washington Street, 322 North Madison Street, Savanna Grove subdivision, 801 Wicker Street, and 818 Rhodes Street
- Dug up and fixed b-box for sample station at Hill Street water tower
- Turned water on at: 1512 Golden Oak Drive
- Raised hydrant in the 700 block of Dane Street
- Turned water off at: 641 Washington Street (found), 114 Greenwood Avenue (found, key able), 204 Summit Avenue (found, key able), 1411 Moraine Drive (found, key able), and 666 East Calhoun Street (found, key able)
- Dug up and repaired b-box at 209 Meadow Avenue (damaged by city’s contractor)
- Assisted with repairs at Borden Lane booster station and replaced the transducer
- Collected pump hours for two water booster stations (weekly)
- Checked two water booster stations five days a week
- Started weekly mowing at stations

### **Sanitary Sewer System**

- Responded to four (4) sewer main backups: 507 North Eastwood Drive (theirs), 903 Queen Anne Street (theirs), 449 Lawndale Avenue (theirs), and 311 West Judd Street (theirs)
- Completed monthly checks of lift stations
- Completed sanitary sewer main cleaning on Clay Street and Grove Street (approx. 1,000 ft.)
- Videoed sanitary sewer main on North Seminary Avenue
- Dug up and repaired sanitary sewer main on Grove Street
- Checked auto dialer alarms each Wednesday for lift stations
- Dumped grease-controlling chemicals every Friday

Item	Goal	Actual
Internal training	Provided 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"> <li>• Repaired 19 hydrants</li> <li>• Replaced 4 hydrants</li> <li>• Replaced 4 valves</li> </ul>
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

- Collected pump hour readings for all twenty sanitary sewer lift stations (twice a week)
- Assisted several residents with I/I backup issues from 5/17 rain event
- Cleaned pumps at Wanda Lane lift station (cleaned out every Friday)
- Checked twenty lift stations; five days per week
- Started weekly mowing at stations

### Monthly Activities

- Water meter readings, final readings, and 6 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: 0
- JULIE Requests: 557-2020, 1,071-2019, 516-2018
- Assisted Street Division with root cutting on Tara Drive storm sewer main
- Completed restoration at several locations from water main breaks.

**To:** Jeff Van Landuyt, Public Works Director

**From:** Anne George, Wastewater Treatment Superintendent

**Re:** Wastewater Treatment Division Monthly Report –May 2020

**Date:** June 5, 2020

**South Plant:**

- Removed 170,000 gallons of liquid-activated sludge from this facility that was subsequently hauled by Synagro to the North Plant, ran through the belt press, and held in storage until land application.
- Division employees adjusted the chain on the entrance gate, cleaned the solenoid valve on the fine screen, replaced a front tire on the mower, and replaced the sump pump for decanting the south digester.
- All activity was routine in nature; preventive maintenance on equipment, buildings, and grounds and plant operation.

**North Plant:**

- Working with a representative from Hawkins Inc, we installed storage tanks to store sodium thiosulfate located in a building near the outfall at both facilities. Hawkins has a service that will then fill the storage tanks through a scheduled delivery service as needed. With this changeover, we are now paying less for sodium thiosulfate and are protecting division employees by them not having to move around 585-pound drums to the outfall.
- Synagro hauled 325 cubic yards of dried biosolids to area farm fields.
- We sent the air monitor to Lee Jensen in Crystal Lake for calibration and new sensors.
- Division employees have been removing bushes and trees around the lagoons. Subsequently, the chipper truck was on-site to clean up the brush.
- Rod Krinker, of Control Services, calibrated the flow meters at both facilities.
- Division employees replaced a water line leak in the basement by replacing a section of the water line pipe.
- Due to heavy rains in May, the discharge pipe to the grit chamber got plugged with grit twice. With the use of a fire hose, we were able to unclog the pipe.
- Employees are taking extra precautions by sanitizing handles, steering wheels, tools, and tables. Division employees wash their hands more frequently than did in the past, which was often because of our work environment.
- All other activity was routine in nature; preventative maintenance on equipment, buildings, and grounds and plant operations.



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### **Training & Accomplishments**

- During the first two weeks, when employees were social distancing, they completed and took a quiz on the “Overview of the Clean Water Act and NPDES Program.” All staff reviewed training videos and took quizzes on “Bench Top and Hand-Held Grinders.” All staff also continued to review the two renewed permits from both treatment facilities and we had discussions about the requirements.



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CITY OF WOODSTOCK					
SOUTHSIDE WASTEWATER TREATMENT PLANT					
MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT					
May, 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	2.004	1.520	1.850	1.650
Maximum Daily Flow (MGD)	5.400	3.582	3.582	2.910	2.910
Minimum Daily Flow (MGD)	not applicable	1.385	1.127	1.480	1.087
Rain/Snow Amount (inches)	not applicable	6.76	17.86	7.56	18.51
COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS					
	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
CBOD <sub>5</sub> (mg/l)					
monthly average	10	1	1	2	1.2
daily maximum	20	2	n/a	3	n/a
# of violations		0	0	0	0
Suspended Solids (mg/l)					
monthly average	12	2	2.6	4	3.4
daily maximum	24	5	n/a	17	n/a
# of violations		0	0	0	0
Fecal Coliform (colonies/100 ml)					
daily maximum	400	18	18	75	75
# of violations		0	0	0	0
pH					
minimum	6	7.6	7.6	7.6	7.5
maximum	9	7.7	8.2	7.8	8
# of violations		0	0	0	0
Chlorine Residual (mg/l)					
maximum	0.05	0.03	0.03	0.04	0.04
# of violations		0	0	0	0
Ammonia Nitrogen (mg/l)					
monthly average	1.1	0.03	0.026	0.06	0.05
weekly average maximum	4.8	0.03	n/a	0.08	n/a
daily maximum	5.5	0.05	n/a	0.11	n/a
# of violations		0	0	0	0



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## MONTHLY REPORT OF DISCHARGE - SOUTHSIDE WASTEWATER TREATMENT PLANT

May, 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 @ 100 gal/capita/d	17,500	20,040	15,240	18,500	16,538
Based on BOD <sub>5</sub> @ 0.17 lb/capita/d	15,605	8,848	7,764	8,078	7,478
Based on TSS @ 0.20 lb/capita/d	13,964	8,858	9,156	11,726	9,191

### PLANT EFFICIENCY

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD <sub>5</sub> removal (%)	93.3	94.0	97.8	98.7
Measured with TSS removal (%)	98.1	98.2	97.4	97.4
Measured with NH <sub>3</sub> N removal (%)	99.6	99.7	99.6	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 <sub>5</sub> (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)		0.295	1.476	0.251	1.205
Dry Tons		15.95	79.62	13.68	65.28
Removed from facility gal	Land application	0	0	0	0
Dry Tons		0	0	0	0
Gallons	N. Plant Press	170,000	846,500	145,000	805,000
Dry Tons		10.63	60.09	12.76	52.04
cubic yards removed	Drying Beds	0	0	0	0
Dry Tons		0	0	0	0



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CITY OF WOODSTOCK					
NORTHSIDE WASTEWATER TREATMENT PLANT					
MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT					
May, 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	3.998	2.960	3.702	2.870
Maximum Daily Flow (MGD)	10.500	10.959	10.959	6.019	6.240
Minimum Daily Flow (MGD)	not applicable	2.360	1.775	2.472	1.656
Rain/Snow Amount (inches)	not applicable	6.70	19.60	7.13	19.75
COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS					
	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
CBOD <sub>5</sub> (mg/l)					
monthly average	10	2	2	3	2.4
daily maximum	20	4	3	6	4.8
# of violations		0	0	0	0
Suspended Solids (mg/l)					
monthly average	12	5	7.2	6	9
daily maximum	24	11	11.8	8	14.8
# of violations		0	0	0	0
Fecal Coliform (colonies/100 ml)					
daily maximum	400	180	180	30	30
# of violations		0	0	0	0
pH					
minimum	6	7.6	7.5	7.5	7.5
maximum	9	7.8	7.9	7.9	7.9
# of violations		0	0	0	0
Chlorine Residual (mg/l)					
maximum	0.05	0.05	0.05	0.05	0.05
# of violations		0	0	0	0
Ammonia Nitrogen (mg/l)					
monthly average*	1.5*	0.38	0.35	0.58	0.52
daily maximum	3.0*	0.54	n/a	1.72	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					



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## MONTHLY REPORT OF DISCHARGE - NORTHSIDE WASTEWATER TREATMENT PLANT

May, 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	31,984	23,642	29,616	22,987
Based on BOD <sub>5</sub> @ 0.17 lb/capita/day	27,988	18,437	17,127	14,166	14,108
Based on TSS @ 0.20 lb/capita/day	27,996	18,172	17,188	18,679	18,613

### PLANT EFFICIENCY

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD <sub>5</sub> removal (%)	92.6	95.6	96.2	97.6
Measured with TSS removal (%)	95.4	94.9	95.0	94.3
Measured with NH <sub>3</sub> N removal (%)	92.9	95.4	93.5	94.9

### Performance Measures

Item	Goal	Description	FY18/19 Actual	FY19/20 Actual	FY20/21 To Date
Internal Training	Provide a minimum of 40 hours of documented training for division employees each year		36	18 hours	5 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		3 tours	1 tour (203 students)	0
Employ treatment efficiency programs & projects	Seek out and administer programs and projects intended to make facilities efficient		As light fixtures are replaced we are upgrading with LEDs.	Working with B&W for possible grant opportunities	Working with B & W to look for grant possibilities for equipment upgrades



**CITY OF WOODSTOCK**  
**WATER TREATMENT DIVISION**

***MAY 2020***  
***MONTHLY REPORT***

The previous roof on the house feature at the Aquatic Center cracked during the winter 2018/2019. Repairs were made, but it did not survive the winter of 2019/2020. A new roof was ordered and installed in the spring of 2020. While looking at the old roof versus new roof, it appears modifications were made to the old roof to force the water to only flow to the pool side of the feature. Depending upon recommendations from the Recreation Department, it may be necessary to remove the roof and make modifications to direct the water flow to the pool.

Well #8 radio communication failed causing it to have communication issues as well as causing well #9 to have intermittent communication problems. When a radio stops working the Programmable Logic Controller (PLC) continues to try to send and receive to that well. This causes the other wells to time out and send false alarms that communication failures have occurred. A spare radio was installed at well #8 and all communication problems were resolved. A back-up radio has been ordered to have on hand, if needed.

**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 – Awaiting IDPH inspection for 2018.
- 4.) IEPA compliance – 100% compliance at this time.
- 5.) Accidents causing damage to Person or Property – no accidents to this date. 100% compliance.



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Date	REMARKS
6-May	Communication failure to McConnell road tower. Cycled PLC's off, communication restored.
7-May	Chlorine leak at Seminary, replaced washer. Leak resolved.
13-May	Installed new roof feature at the pool. May need to remove to make some cuts to provide proper flow. Rec will advise.
27-May	Radio failure at well #8. Spare radio installed, communications re-established. Ordered another spare radio.

## WATER TREATMENT PLANTS REPORT

May 2020

Zeolite Treatment			First Street Plant		Seminary Avenue Plant		Total	Total		
			2020	2019	2020	2019	2020	2019		
Total water pumped & treated	gal.		21,483,000	23,465,000	47,853,000	47,416,000	69,336,000	70,881,000		
Total water for softener backwash	gal.		694,200	765,400	1,123,000	1,090,000	1,817,200	1,855,400		
Total water for iron removal backwash	gal.		537,000	605,000	1,189,000	1,152,000	1,726,000	1,757,000		
Total water distributed	gal.		20,259,000	21,987,000	44,786,000	44,638,000	65,045,000	66,625,000		
Total raw water for blending	gal.		5,148,000	5,544,000	18,776,000	19,333,000	23,924,000	24,877,000		
Average daily pumping rate (dist.)	gpd.		653,516	709,258	1,444,710	1,439,935	2,098,226	2,149,194		
Salt used	lbs.		139,620	153,940	231,460	224,940	371,080	378,880		
Chlorine used	lbs.		900	965	1,855	2,014	2,755	2,979		
Hydrofluosilicic Acid used	lbs.		224	241	484	526	708	767		
Sodium Polyphosphate used	lbs.		1,758	1,876	3,338	3,538	5,096	5,414		
WATER QUALITY - DISTRIBUTION			WATER QUALITY INFORMATION			WATER QUALITY INFORMATION			PEAK FLOW COMBINED	
HARDNESS	10.40	GPG	HARDNESS	6.48	GPG	HARDNESS	12.1	GPG	2,508,000 gals	May 27th
IRON	0.04	PPM	IRON	0.05	PPM	IRON	0.04	PPM	(DISTRIBUTION)	
RESIDUAL CHLORINE	0.99	PPM	RESIDUAL CHLORINE	1.56	PPM	RESIDUAL CHLORINE	1.58	PPM		
pH	7.6		pH	7.5		pH	7.5			
FLUORIDE	0.66	PPM	FLUORIDE	0.73	PPM	FLUORIDE	0.70	PPM		
PO 4	0.83	PPM	PO 4	0.99	PPM	PO 4	0.88	PPM		
SODIUM	77.84	PPM								

REMARKS:

Will Smith: Water Treatment Superintendent



**Police Department**

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

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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: May 2020 Monthly Report  
Date: July 2<sup>nd</sup>, 2020

Woodstock Police either initiated or responded to 1,825 calls for service during the month of May; 259 more service calls created than in May 2019.

There were 57 reported crimes during the month; 9 fewer than reported in May 2019. There were 9 fewer criminal arrests comparing this May with last year. There were 231 fewer traffic arrests compared to May 2019. Lastly, there were 36 fewer vehicle crashes this May compared to 2019.

A significant Woodstock personnel milestone was achieved in May 2020; Officers Svehla and Schmidt successfully completed their Field Training and were authorized to begin solo patrol. This is the first time that WPD has not had an Officer in the academy or field-training process in well over a year. At this time, the Department is fully staffed and sufficiently, at least statutorily, trained.

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

- The City was hit with three Motor Vehicle Thefts early in the month. The entire Investigations Division worked towards recovering the vehicles and seeking to identify suspects. Two suspects were identified, but no charges have been approved at this time. All three vehicles were recovered; however, one of the vehicles was burnt to the frame.
- On May 15<sup>th</sup>, Detective Sharp assisted the Patrol Division with an Aggravated Battery investigation. A pregnant woman was battered by another woman who knew she was pregnant. The investigation led to felony Aggravated Battery charges against the suspect.
- On May 17<sup>th</sup>, Detective Dolan was called out for an Armed Robbery investigation that occurred at the Super 8 Hotel off of Davis Road. The suspect displayed a pistol and demanded cash out of the register from the overnight clerk. The entire division was



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involved in this investigation. We served search warrants on 2 homes, a vehicle and several electronic devices. We have identified the suspect and expect charges to be approved by the McHenry County State's Attorney's Office in the next couple of weeks.

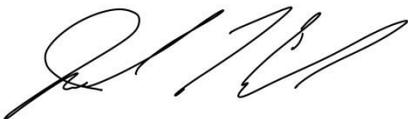
- On May 24<sup>th</sup>, Detective Sharp responded to a Death Investigation. The decedent died of natural causes.
- On May 25<sup>th</sup>, Detective Sharp responded to a local motel for a Death Investigation of a well-recognized homeless man who made Woodstock his adopted community for the past number of years. It was determined that the man died of natural causes.
- On May 30<sup>th</sup>, Detective Sharp responded to a Death Investigation. The decedent died of natural causes.
- Evidence Custodian Peterson continues to acclimate to his new role with the department.
- SRO Prentice and SRO Gustis remain assigned to the Patrol Division until the 2020-21 school year.
- The Investigations Division continues to take advantage of the COVID-19 slowdown in order to focus on previously assigned cases to reduce our backlog.

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

- Attendance and participation in police training conducted by outside sources has dropped significantly due to health safety precautions due to the COVID-19 threat. However, Officers have been benefitting from training that is state-mandated by completing on-line courses offered by the Illinois Law Enforcement Trainings and Standards Board (ILETSB).
- On May 5<sup>th</sup>, the Woodstock City Council graciously took the time to recognize the members of the Woodstock Police Department with a proclamation for the 2020 National Police Week.
- On May 7<sup>th</sup>, on-duty members of the Woodstock Police Department assisted with traffic control during the Hearthstone Communities' "Show Your Love Parade" where approximately 75 to 100 participant vehicles safely made their way through the heart of Woodstock in early afternoon traffic conditions.
- On May 11<sup>th</sup>, the "Coffee With The Chief" program did not occur. For the second month in a row, the program had to be cancelled due to the threat of COVID-19. The CWTC program and the scheduled guest speakers will be slated for a future date as soon as it is prudent to do so.
- On May 7<sup>th</sup>, WPD Administration met with FOP Union representatives for a union-requested "emergency Labor/Management meeting." The meeting was productive and resulted in both parties ensuring communication flow continues to be a priority.

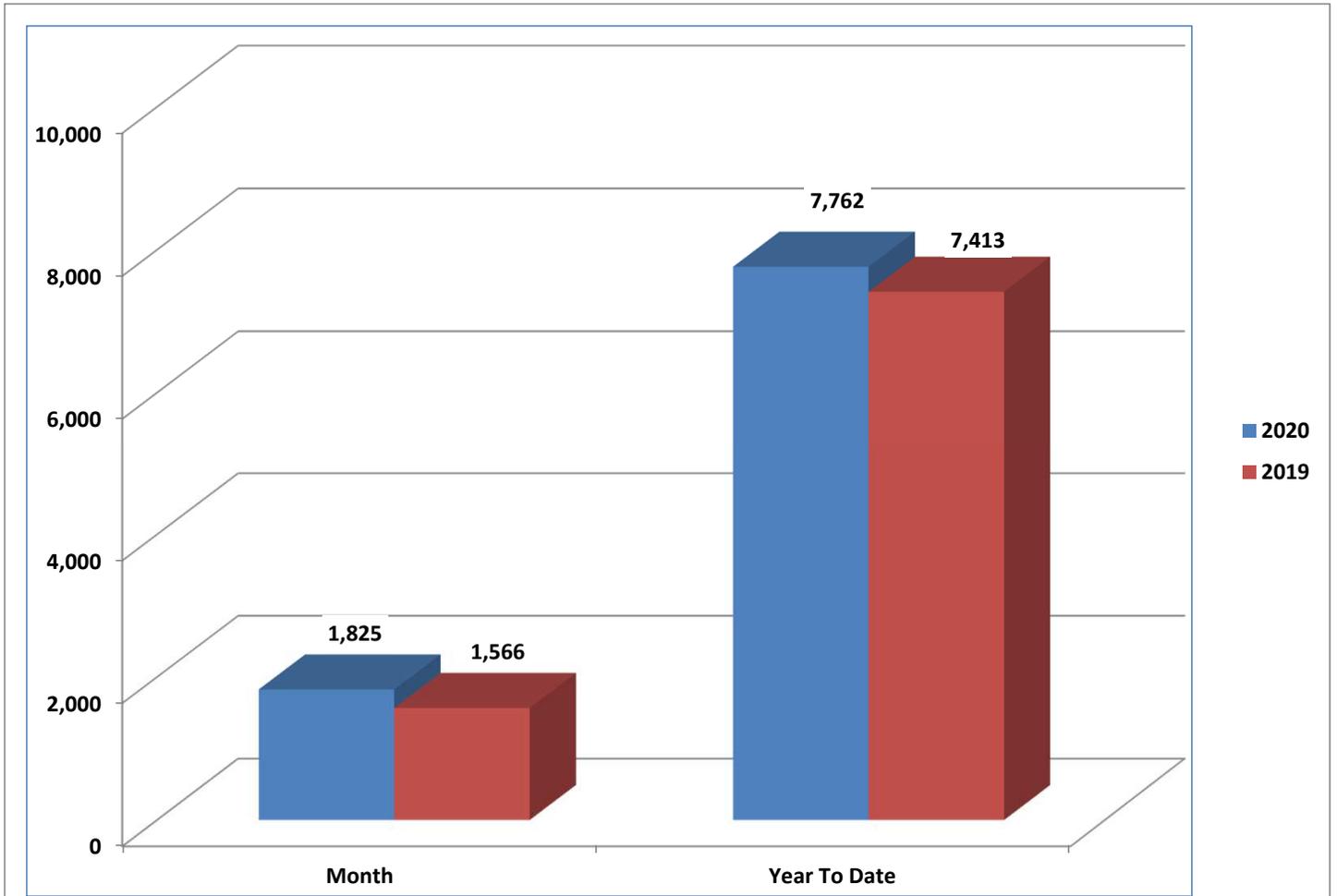
- On May 13<sup>th</sup>, Chief Lieb began attending (virtually) the weekly county-wide Emergency Operations Center update meetings. The information provided during these meetings allows Woodstock PD to prepare for, or adjust, our operations to ensure proper police protection is provided and/or to avoid duplicate public safety efforts.
- On May 14<sup>th</sup>, members of the Woodstock Police Department participated in a procession around the Northwestern Hospital in Huntley as a show of support for the medical workers keeping people alive and healthy in the midst of the COVID-19 pandemic.
- On May 14<sup>th</sup>, 15<sup>th</sup>, and 19<sup>th</sup>, Chief Lieb was a guest speaker for the delayed, but much anticipated, Greenwood and Prairiewood Schools DARE graduations for their 5<sup>th</sup> Graders. Kudos go to DARE Officer Lintner and the schools' principals and 5<sup>th</sup> Grade teachers for coordinating this on-line graduation event.
- From May 15<sup>th</sup> through May 21<sup>st</sup>, members of the Woodstock Police Department attended as many car parade-style end-of-year celebrations at all of the D200 schools.
- On May 25<sup>th</sup>, a contingent of Officers provided traffic control and route direction for a lengthy, but well-coordinated, Memorial Day parade.
- On May 30<sup>th</sup>, the Major Crash Assistance Team (MCAT) was activated for a single-vehicle crash in Spring Grove; alcohol was suspected to be a contributing factor. Sgt. Rob Pritchard is the team's Commander, and Detective Dolan and Officer Butler are two of many who serve as Investigators.
- On May 31<sup>st</sup>, a contingent of Woodstock Officers prepared for, attended, and monitored a demonstration on the Woodstock Square that occurred from 6:30 pm until just before 10:00 p.m. The demonstration remained peaceful, without property damage, and without arrests. Kudos to the Woodstock Officers who were the first to arrive and the last to leave the Square.
- On May 1<sup>st</sup> through May 31<sup>st</sup>, 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,



John L. Lieb  
Chief of Police

# WOODSTOCK POLICE DEPARTMENT MAY 2020 MONTHLY REPORT



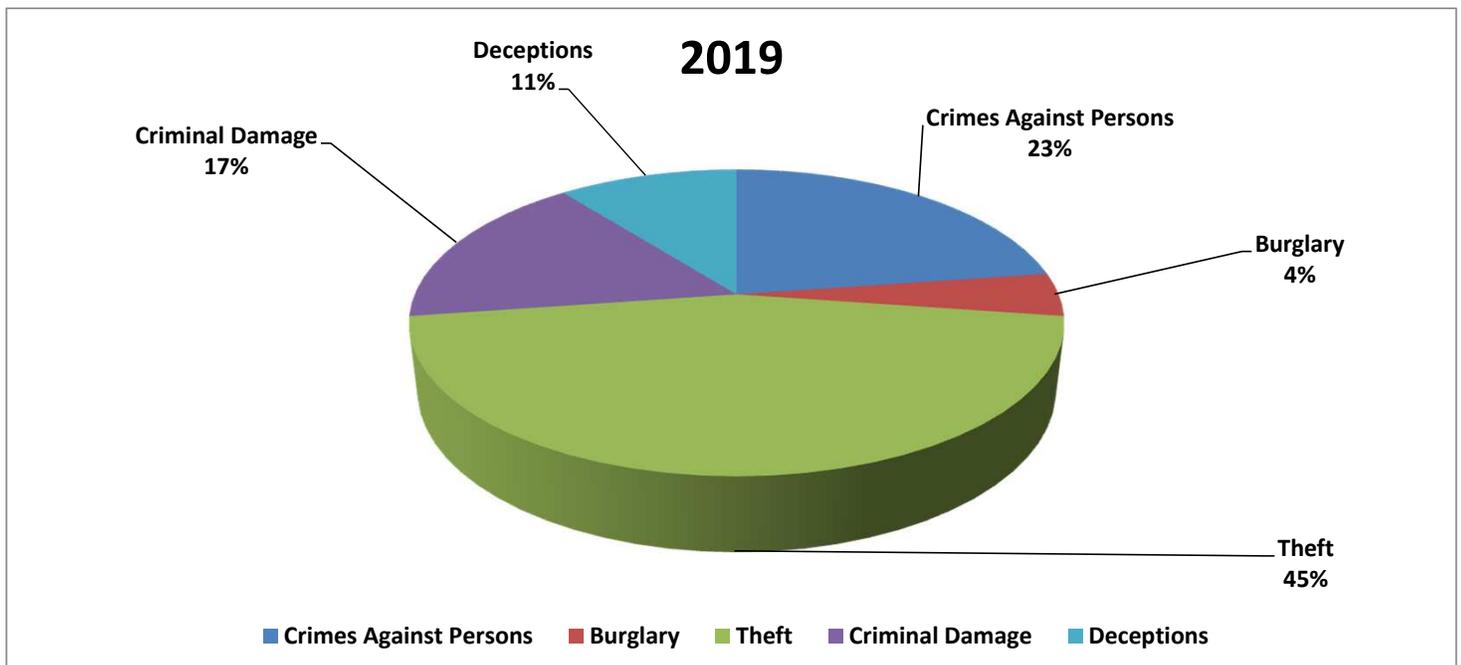
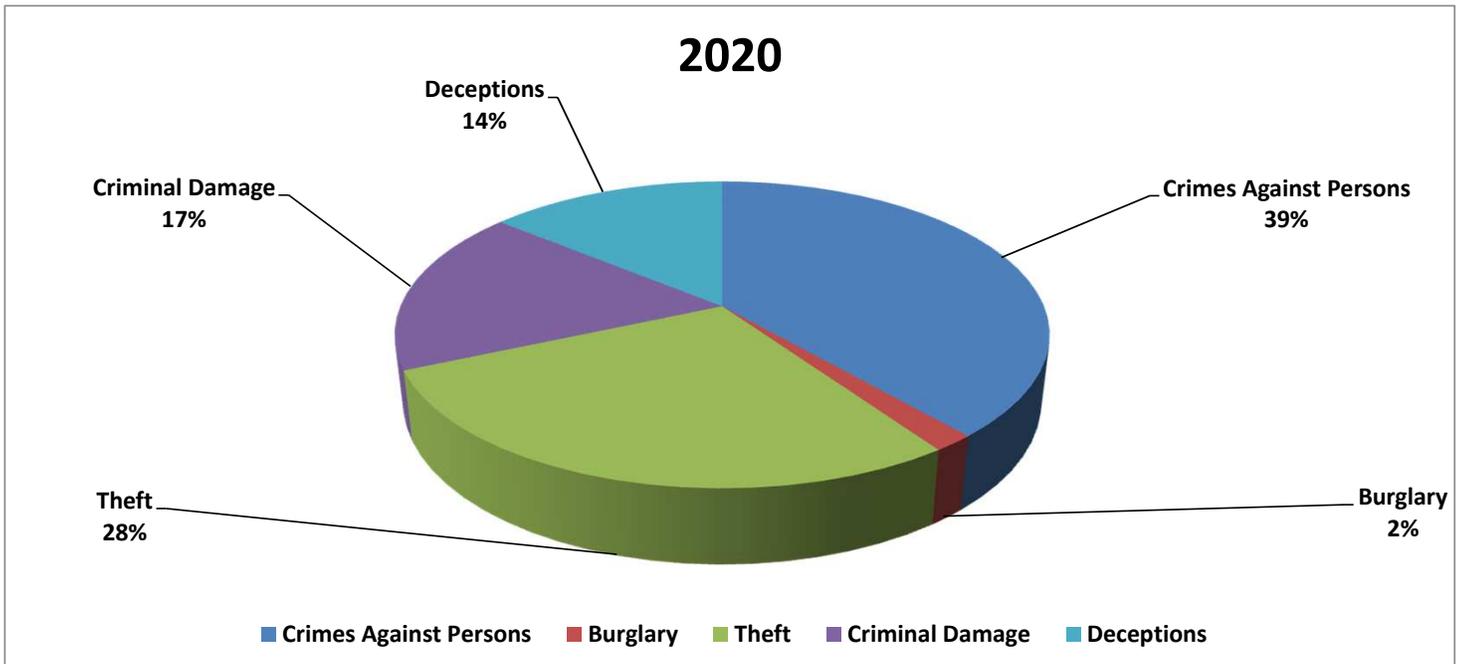
## CALLS FOR POLICE SERVICE

# WOODSTOCK POLICE DEPARTMENT

## MAY 2020 MONTHLY REPORT

REPORTED CRIME CATEGORIES	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
<b>CRIMES AGAINST PERSONS</b>				
Homicide	0	0	0	0
Criminal Sexual Abuse	0	1	8	11
Robbery	1	0	2	2
Battery	21	14	87	87
Assault	0	0	5	2
Reckless Homicide	0	0	0	0
<b>CRIMES AGAINST PROPERTY</b>				
Burglary	0	1	0	2
Burglary to Residence	0	0	0	6
Burglary to Vehicle	1	2	4	6
<b>THEFTS</b>				
Felony	3	7	17	25
Misdemeanor	3	15	35	39
Retail Theft	7	5	28	62
Motor Vehicle Theft	3	3	6	6
<b>CRIMINAL DAMAGE TO PROPERTY</b>				
Felony	2	0	4	4
Misdemeanor	8	11	56	40
Arson	0	0	0	0
<b>DECEPTIONS</b>				
Deceptive Practice	1	1	2	3
Forgery	1	0	19	11
Theft of Labor / Service	1	0	2	3
All Other Deceptions	5	6	24	36
<b>TOTAL CRIMES REPORTED</b>	<b>57</b>	<b>66</b>	<b>299</b>	<b>345</b>

# WOODSTOCK POLICE DEPARTMENT MAY 2020 MONTHLY REPORT



## REPORTED CRIMES COMPARISONS

# WOODSTOCK POLICE DEPARTMENT

## MAY 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	13	4	50	29
Crimes Against Property	11	9	34	46
Crimes Against Society	3	9	51	25
Arrests for Outside Agencies	6	13	26	36
Juvenile Arrests	0	7	28	73
<b>Total Criminal Arrests</b>	<b>33</b>	<b>42</b>	<b>189</b>	<b>209</b>

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### TRAFFIC ARRESTS

From Accidents	10	30	86	149
Driving Under the Influence	2	6	13	10
Driving While Suspended	6	10	38	52
Insurance Violations	4	14	58	61
Other Traffic Arrests	8	201	367	638
<b>Total Traffic Arrests</b>	<b>30</b>	<b>261</b>	<b>562</b>	<b>910</b>

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### TRAFFIC CRASHES

Fatal Crashes	0	0	0	1
Personal Injury	3	12	25	28
Property Damage	18	38	128	204
Private Property	14	21	63	96
<b>Total Crashes</b>	<b>35</b>	<b>71</b>	<b>216</b>	<b>329</b>

# WOODSTOCK POLICE DEPARTMENT

## MAY 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	1,825	1,566	7,762	7,413
Miles Patrolled	23,872	19,710	107,834	98,180
Total Written Reports	250	288	1,252	1,454
Tavern Checks	2	299	1,298	1,582
Outside Agency Assists	4	17	39	52
Fire/Rescue Calls	367	400	1,810	1,901

### PARKING VIOLATIONS

Total Parking Violations	2	180	710	1,098
<b>Total Fines Collected</b>	\$882	\$4,830	\$22,974	\$27,377

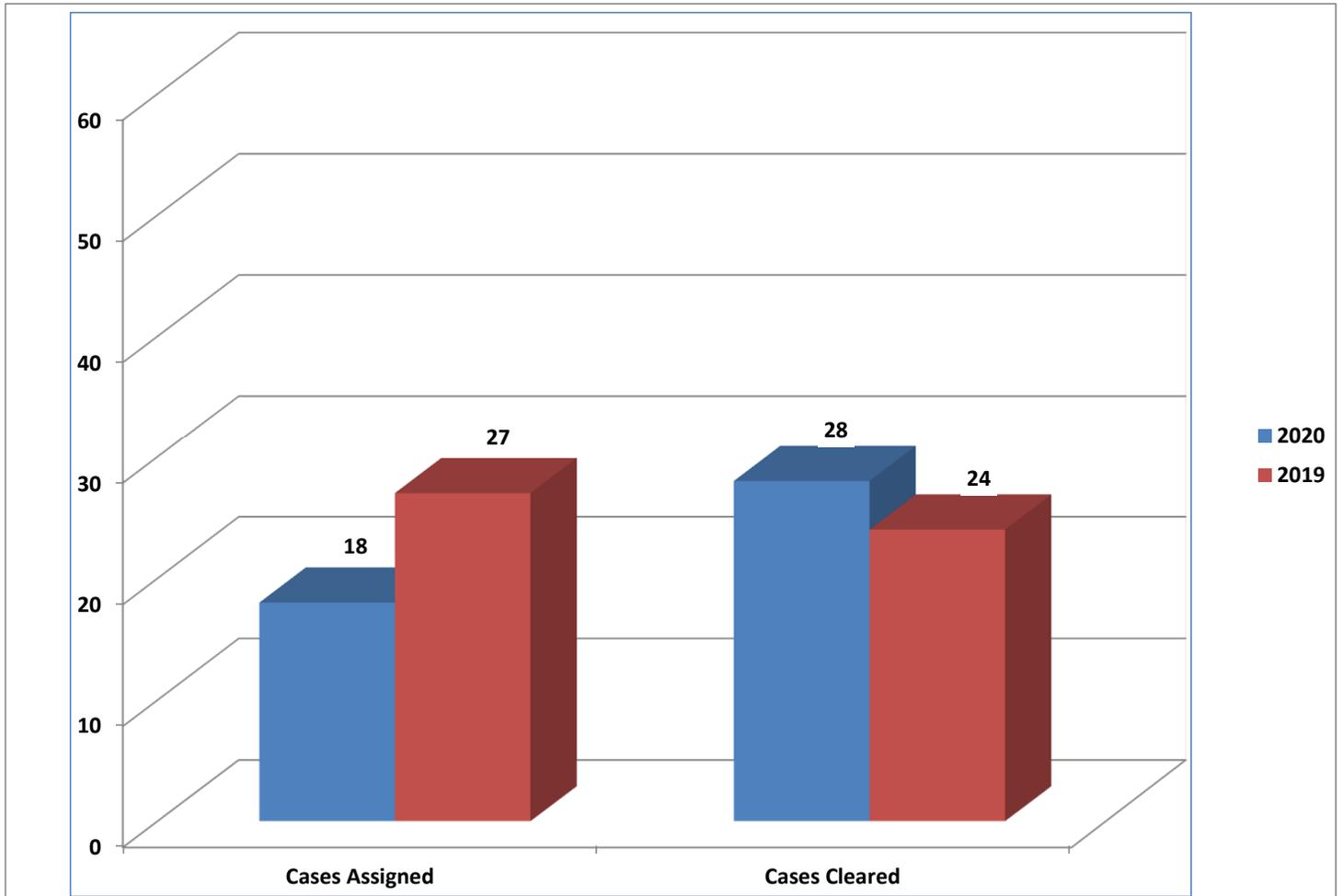
### PROPERTY SUMMARY

Stolen Property Value	\$81,397	\$20,926	\$158,294	\$117,390
Recovered Property Value	\$50,000	\$7,800	\$94,626	\$40,376
Vandalized Property Value	\$6,551	\$1,655	\$13,333	\$18,100

### ADDITIONAL FEES/FINES SUMMARY

Vehicle Impound Fees	\$500	\$3,000	\$9,000	\$7,500
Bail Processing Fees	\$120	\$200	\$680	\$940
Fingerprinting Fees	\$0	\$70	\$180	\$400
Report Copying Fees	\$40	\$108	\$537	\$778

# WOODSTOCK POLICE DEPARTMENT MAY 2020 MONTHLY REPORT



## INVESTIGATIONS DIVISION MONTHLY CASE COMPARISONS

# WOODSTOCK POLICE DEPARTMENT

## MAY 2020 MONTHLY REPORT

INVESTIGATIONS DIVISION	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
<b>CASES ASSIGNED</b>				
Felony Cases	11	8	62	57
Misdemeanor Cases	2	11	37	70
Non Criminal Cases	5	8	30	25
<b>Total Cases Assigned</b>	<b>18</b>	<b>27</b>	<b>129</b>	<b>152</b>
<b>CASES CLEARED</b>				
Felony Cases	22	7	80	55
Misdemeanor Cases	2	10	35	65
Non Criminal Cases	4	7	31	26
<b>Total Cases Cleared</b>	<b>28</b>	<b>24</b>	<b>146</b>	<b>146</b>

### NARRATIVE SUMMARY:

Cases assigned and investigated by the Investigations Division this month included: one(1) Burglary to Motor Vehicle, one(1) Forgery, one(1) Armed Robbery, one(1) Aggravated Battery, two(2) Disorderly Conduct, two(2) Outside Assist, three(3) Theft of Motor Vehicle, three(3) Death Investigations and four(4) Identity Theft.

SRO's Prentice and Gustis have returned to the Patrol Division until school resumes.

**John Lieb**

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**From:** Tamara Reed  
**Sent:** Monday, May 18, 2020 9:26 AM  
**To:** PD-EMP  
**Subject:** FW:

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Monday, May 18, 2020 9:06 AM  
**To:** Tamara Reed  
**Subject:**

Hi My name is Savannah I go to Dean st elementary. I just want to say thank you for working in these unpredictable times.

**John Lieb**

---

**From:** Tamara Reed  
**Sent:** Monday, May 4, 2020 9:01 AM  
**To:** PD-EMP  
**Subject:** FW: Thank You!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**From:** [REDACTED]mailto:[REDACTED]  
**Sent:** Friday, May 1, 2020 10:58 PM  
**To:** Tamara Reed  
**Subject:** Thank You!

Good Evening Woodstock Police Officers,

I wanted to reach out tonight to say THANK YOU from the bottom of my heart! My son Eli's 5th birthday was today and your team led his birthday parade! The look of complete joy on his face when he saw the officers and patrol cars driving down our street was priceless! You made his day! Thank you for being a shining star in our community and for making a little boys birthday extra special!

Sincere thanks,  
Kristen [REDACTED]

All our dreams can come true if we have the courage to pursue them. ~Walt Disney



Hearthstone Village  
840 N. Seminary Avenue  
Woodstock, IL 60098  
P: (815) 338-2110

Wednesday, May 13, 2020

Hearthstone Manor  
920 N. Seminary Avenue  
Woodstock, IL 60098  
P: (815) 338-1749

Early Learning Center  
350 Christian Way  
Woodstock, IL 60098  
P: (815) 338-1954

Dear Friends,

On behalf of all of us at Hearthstone Communities we would like to personally thank you for your time and dedication to making the first annual "SHOWING YOUR LOVE" parade more than we could have imagined. We could not have done it without your help. That day brought joy, excitement, happiness and the feeling of love not just to our residents, but to the community of Woodstock.

Times are challenging for our residents with the no visitors' rule, but this day really made a difference. As all of you drove by and waved, honked your horns and held up your signs the residents had smiles and tears of joy knowing they are not alone and that everything will be okay.

A special thanks to The Woodstock Rotary Club. It was an honor to partner with you to make this parade a success.

Thanks again to the many organizations supporting this endeavor, such as The Woodstock Police Dept., McHenry County Sheriff's Office, Woodstock Fire Department, City of Woodstock, Woodstock Independent Riders and numerous other.

Again THANK YOU for your support and dedication!

We are looking forward to working with all of you on future endeavors to support the City of Woodstock.

Sincerely,  
Jeremy Rutter, Executive Director

May 26, 2020

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

Dear Chief Lieb:

On behalf of the employees at Northwestern Medicine Huntley Hospital, I would like to thank you for the Woodstock Police Department's participation in the parade for our staff and physicians. We were so excited to see the show of support from you and your team. Please know, that we in turn recognize and appreciate your courageous efforts to serve and protect all of us.

Each and every one of us are affected by this pandemic. This is the time that working together within our community reinforces the relationship we hold with you, and we truly appreciate the support you have provided. As we look forward to the days when we return to a normal rhythm, we can reflect on how our community came together to support one another during this crisis. In so many ways, this difficult situation has shown us the best of humanity and reminded us of our collective strength.

Thank you for the sacrifices you make every day. Your dedication, commitment and courage deserve our deepest gratitude and admiration.

Sincerely,



Kumar Nathan, MD  
President  
Northwestern Medicine Huntley Hospital

KN:gg

## John Lieb

---

**From:** Tamara Reed  
**Sent:** Wednesday, June 17, 2020 8:59 AM  
**To:** John Lieb  
**Cc:** Jeffrey Parsons; Ray Lanz  
**Subject:** FW: Form submission from: Contact Us

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

-----Original Message-----

**From:** Dan McElmeel  
**Sent:** Monday, June 15, 2020 8:54 AM  
**To:** Tamara Reed  
**Subject:** FW: Form submission from: Contact Us

-----Original Message-----

**From:** Woodstock Illinois via Woodstock Illinois <[dmcelmeel@woodstockil.gov](mailto:dmcelmeel@woodstockil.gov)>  
**Sent:** Sunday, June 14, 2020 8:40 PM  
**To:** Dan McElmeel <[DMcElmeel@woodstockil.gov](mailto:DMcElmeel@woodstockil.gov)>  
**Subject:** Form submission from: Contact Us

Submitted on Sunday, June 14, 2020 - 8:40pm Submitted by anonymous user: 73.9.53.130 Submitted values are:

First Name: Lisa

Last Name: [REDACTED]

Email: [REDACTED]

Question/Comment:

To Whom it may concern,

Back on May 8, 2020 I called the police department to do a well being check on my best friend/relative [REDACTED] at [REDACTED] in Woodstock. Her family and I hadn't heard from her in several days. She had told me she had COVID and asked me to drop off supplies. That was the last time any one heard from her. We became concerned and Friday my daughter and I called the police. Sadly, she was found deceased in the basement by two of your officers. They informed my daughter and I as we waited outside. Unfortunately, I cannot remember the officers names. Both officers were so compassionate, understanding, and professional under the circumstances. My daughter who was with me was hysterical, I was in shock. When I came back later that night to retrieve the dog I actually saw the living conditions, was in disbelief and was swearing a LOT. I Your officers need to know how much my daughter and I appreciated their professionalism. That night has been a nightmare for our families. Your officers stayed composed. Times are tough right now. Your officers and department deserve a BIG THANK YOU.

Stay safe. God Bless

Sincerely,

[REDACTED] and my daughter [REDACTED]

The results of this submission may be viewed at:  
[REDACTED]

**John Lieb**

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**From:** Tamara Reed  
**Sent:** Thursday, May 28, 2020 8:42 AM  
**To:** Michael Butler  
**Cc:** PD Sergeants; John Lieb; Jeffrey Parsons; Ray Lanz  
**Subject:** FW: Compliment for Officer M. Butler

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Great job, Mike! ☺

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**From:** [REDACTED] [mailto:\[REDACTED\]](mailto:[REDACTED])  
**Sent:** Wednesday, May 27, 2020 5:25 PM  
**To:** Tamara Reed  
**Subject:** Compliment for Officer M. Butler

I am sending this email to thank Officer Butler for his compassion and professionalism after I was in an accident on May 24. He was very helpful and courteous to me, and I wanted to take the time to emphasize how fortunate the city of Woodstock is to have him on the force.

Thank you,

Elizabeth [REDACTED]

## John Lieb

---

**From:** Tamara Reed  
**Sent:** Monday, May 18, 2020 8:34 AM  
**To:** John Lieb  
**Subject:** FW: Praise for your department

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**From:** [REDACTED] [mailto:\[REDACTED\]](mailto:[REDACTED])  
**Sent:** Saturday, May 16, 2020 2:51 PM  
**To:** Tamara Reed  
**Subject:** Praise for your department

Chief,

I wanted to reach out to you to offer some praise for your department and your officers. The time we are in right now because of this virus has had an impact on everyone in the country, and had an impact on our health care workers and first responders as well. The atmosphere in our country is charged due to the ideology, and tribalism of our political system. Something that in some areas have led to a number of people ignoring responsibilities, putting me first instead of we first, and are putting additional pressures on our first responders to keep order and keep people safe.

That being said I witnessed an example by our Woodstock police officers recently that made me proud of our officers and your department. I believe as a citizen of a community we need to support our first responders when we can and call out good work when we see it. So that's what I'd like to do.

On Friday, while out for my daily walk during this pandemic I ran across a group of protesters in the square. It really doesn't matter who was protesting because I would expect our officers to act in a similar manner know matter who was protesting. This protest happened to be a group of Trump 2020 supporters shouting " Open Illinois ". I will say up front I'm not aware of this group had a permit or not, nor did I stick around until they left, but I did observe the situation for at least 45 minutes while sitting on the square.

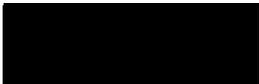
I first noticed the group of approximating 30 or more people grouped together inside the square, no masks, no social distancing, and chanting rather loudly. After my first trip around during my walk I saw a McHenry County Sheriff's officer parked in front of the courthouse, and noticed the officer inside the square talking to the group. He wasn't wearing a mask, was not separating crowd just talking. I have no idea what the officer was talking to them about, so I won't comment on that. However, as the group gathered together to proceed to March out of the square taking to the sidewalks of the square, the Sheriff's officer left. The group continued to March around the square the full width of the side walk, shouting and yelling at passers-by.

As I started my walk home I noticed three Woodstock squad cars heading towards the square. So being curious I walked back towards the square. Reaching the square there were 4 squad cars that I saw that ultimately became I believe 6 squad cars. All your officers were wearing masks. Some of the officers were inside the square talking with the group. They group had been separated as best the officers could enforce. Many of the group members decided to get into their cars and leave, and group was now smaller then it was before. The loud chanting had been lowered to a respectable in level. When I left and decided to go home, the group was still in

the square. The officers were still there, allowing them to be in the square but in a respectable way, and making sure they weren't doing things to endanger the others in the square that weren't apart of the protest. I left feeling confident that your officers controlled the situation as best they could looking out for all those people in and out of the square, those protesting and those not. No arrests were made and I could see, however that might have caused a greater problem. I dont know what happened after I left, however your officers managed the situation the best they could. They kept them off the sidewalks and stopped the makeshift parade they were holding when the Sheriff's officer left, and we're making sure nothing got out of hand. Probably the safest and best thing they could do.

It's hard I can imagine to police in this world we are current in right now but I wanted to let you know your officers and department is doing it right in my mind. As we move forward and start the reopening of some businesses, and getting to the point of operating again in what will be a new normal. I feel confident in my police force to continue acting in such a way that will keep everyone safe, manage the many different things you will encounter in what will be a trying time moving forward, and humility, grace, and fairness, all the while doing what needs to be done when enforcement is required. It's not that I didn't believe our Woodstock Police Department wouldn't be doing that anyways, but as other law enforcement agencies are refusing to enforce things because of the political beliefs, and seemingly ignoring certain issues. I was proud to see how our Woodstock Police Department was conducting themselves. Thank you to you for your leadership, be and to your officers who carry out their duties in a away that we all should be proud of.

Cordially,

  
Woodstock, IL 60098  


## John Lieb

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**From:** Tamara Reed  
**Sent:** Monday, May 4, 2020 8:57 AM  
**To:** John Lieb  
**Subject:** FW: Coffee with the Chief for 2020

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**From:** [REDACTED] [mailto:\[REDACTED\]](mailto:[REDACTED])  
**Sent:** Saturday, May 2, 2020 7:12 AM  
**To:** Tamara Reed  
**Subject:** Re: Coffee with the Chief for 2020

Hi, I hope all is well with you and yours. I'm really missing the Coffees! But we have to stay safe. Please say hi to Chief Leib for me...

We will get through this...and I'm telling you, I am SO happy to live in Woodstock and Illinois. Our Mayor and our Governor really rock!

I'm staying in... a friend does most of my food shopping, I go out to the Wolf Oak as a one-woman work crew, by myself on 30 acres. I leave my building by one of the back doors, wear my mask until I'm in my car....

As the weather gets nicer it's too bad we couldn't figure out an outside Coffee...LOLOL

Take care and stay safe!

Lauretta

What we do to the Earth, we do to ourselves...we are all connected

---

**From:** Tamara Reed <[treed@woodstockil.gov](mailto:treed@woodstockil.gov)>  
**Sent:** Friday, May 1, 2020 3:07 PM  
**To:** [REDACTED]  
**Subject:** Coffee with the Chief for 2020

## John Lieb

---

**From:** Smith, Julie [REDACTED]  
**Sent:** Thursday, May 14, 2020 9:52 AM  
**To:** John Lieb  
**Subject:** Re: DARE Google Meets

Officer Lieb,

Thank you for joining us today for our 5th grade DARE graduation. I know that you are very busy, but I know that it means a lot to our students to have you take time out of your day to celebrate with them. This is a great group of students, and we are very proud of them. I appreciate your patience as we worked through connecting you to our Google Meet. I believe there are some safety features of this format which prevents people outside of the [wcusd200.org](http://wcusd200.org) domain to join. I am glad we were able to get you connected as we celebrated our students. Thank you for your service and leadership,  
Julie Smith

On Thu, May 14, 2020 at 9:31 AM Smith, Julie [REDACTED] wrote:

Hi this is Julie Smith, the Principal at Greenwood. I can add you to the google meet via phone, if you would like to send me your phone number

--

Julie Smith  
Principal Greenwood Elementary School  
Woodstock Community Unit School District 200  
[REDACTED]

--

Julie Smith  
Principal Greenwood Elementary School  
Woodstock Community Unit School District 200  
[REDACTED]

## John Lieb

---

**From:** Bridges, Steven [REDACTED]  
**Sent:** Thursday, May 14, 2020 11:00 AM  
**To:** John Lieb; Brian Sager; Moan, Michael  
**Subject:** Re: Greenwood D.A.R.E. Graduation

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Thank you all very much for joining our graduation today. I apologize for the communication problems on my end. There was some confusion. I really liked how Chief of Police Lieb worked our confusion and obstacles into his message to the kids. We experience struggles consistently in life, so we need to become adept at handling them. I will reinforce this message with my students. Mayor Sagar, I have always appreciated your focus on the resources that our kids have in our community. Woodstock is a great community, and for the kids to hear that their entire community "has their back" is great. I will reinforce this message to them as well. Dr. Moan, I appreciate that you remind the students to be grateful and to reflect on who the people are who have helped them along the way. I will reinforce this with my students, as well.

I strongly support the D.A.R.E. program in our district, and I am thankful for the leadership that you all show in your roles in our community. Have a great rest of the day.

Steve Bridges

On Wed, May 13, 2020 at 1:01 PM Bridges, Steven [REDACTED] wrote:

Good Afternoon, Gentlemen. Officer Lintner and I communicated today about our ceremony tomorrow. I really appreciate that you are willing to spend some time delivering words of wisdom and congratulations to our students. We will be using Google Meets for our ceremony. The title will be DARE2020. Our meeting will start at 9:00, and I will be initiating the meeting at about 8:55. If you need any help accessing Google Meets, please let me know. If you're a praying man, say one tonight for our Google Meets to work without issues. 50 participants is quite a lot, but I have heard tales of it working with that many, so we'll hope for the best.

Thank you again,  
Steve Bridges

## John Lieb

---

**From:** Jan DiFrancesca  
**Sent:** Wednesday, May 27, 2020 12:24 PM  
**To:** PD-EMP  
**Subject:** FW: Food Donation - 3 Brothers Restaurant

The food has arrived and is in the lunch room -- 😊

---

**From:** John Lieb  
**Sent:** Tuesday, May 26, 2020 11:03 AM  
**To:** PD-EMP  
**Subject:** Food Donation - 3 Brothers Restaurant

All WPD Members,

I was contacted by Renata of 3 Brothers Restaurant today. She wanted to let us know that they will be delivering numerous meals to WPD at 12p and 6p tomorrow, Wednesday, May 27<sup>th</sup>. 16 meals will come at noon and 9 for the Afternoon Shift. Please share the donation appropriately to ensure all can enjoy a sampling.

3 Brothers Restaurant is making this donation to the department as a sign of their continued support of your efforts in protecting the City during these unprecedented times.

Chief John L. Lieb

Woodstock Police Department  
656 Lake Ave.  
Woodstock, IL 60098  
P. 815-338-6787  
F. 815-334-2275  
[jl Lieb@woodstockil.gov](mailto:jl Lieb@woodstockil.gov)

## John Lieb

---

**From:** Kimberly Krysiak  
**Sent:** Thursday, May 28, 2020 10:12 AM  
**To:** PD-EMP  
**Subject:** Girl Scout Cookies

Good morning,

A very sweet girl, Joanne, stopped in this morning to thank everyone for all they do and dropped off a couple boxes of cookies on behalf of her troop #1184.

I'll put them in the training room.

Enjoy!

Kim



City of  
**WOODSTOCK**

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

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

May 6, 2020

Jacqueline [REDACTED]  
[REDACTED]  
Woodstock, IL 60098 [REDACTED]

Dear Miss [REDACTED]

Thank you very much for your generous donation of \$150.00 to be used for the benefit of our officers. At your suggestion, we are going to treat them to pizza on Friday, May 15<sup>th</sup>, which just happens to be National Peace Officers Memorial Day.

We faithfully serve the community with no thought or expectation of such generosity, but I know the men and women of the Woodstock Police Department are grateful to be remembered in such a kind way.

We appreciate your thoughtful gesture and your words of support and encouragement very much, especially during these uncertain and difficult times.

Sincerely,

John L. Lieb  
Chief of Police



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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*

**Human Resources Department**

Monthly Report, page 1

June 2020

**RECRUITMENTS**

Position/Department	Date Posted	# Applicants	Status
<i>Note: Due to the COVID-19 Pandemic, the City of Woodstock found it necessary to adjust our recruitment process. Any applications received for CURRENT positions posted on the City's website will be accepted. However, interviewing, hiring etc. will be postponed until a later date (to be determined). This update is in addition to the 2/25/2015 directive that a non-essential hiring freeze was reinstated for all non-Summer Seasonal positions, for an indefinite period of time. All current and future staffing requests will require critical evaluation to determine service level losses before authorization to refill from the City Manager will occur.</i>			
FT Public Works Director - Public Works	Posted 6/18/2020 (3rd time)	Incomplete: 1 Eligible: 5	3rd posting until 7/10/2020, with acceptance of applications until filled
FT Patrol Officer/Patrol Officer Eligibility List (2020)	2nd Launch: 5/1/2020. 1st Launch: 1/15/2020	Applicants apply to C.O.P.S. - Total Purchased (1st and 2nd Launch Combined): 84	2nd Launch: Posting closed 7/1/2020. 1st Launch: Posting closed 3/11/2020  Date for testing will be July 18, 2020. Testing will take place at Creekside Middle School taking into consideration Covid-19 precautions.
LPT School Crossing Guard - 20-21 School Year	3/27/2020	Incomplete: 0 Eligible: 1	Posting closed 6/5/2020  1 applicant was interviewed and offered the position of LPT School Crossing Guard. Pre-Hire checks were conducted. The individual's start date is TBD once a school start date is determined.

**NEW HIRES/CHANGES**

Position/Department	Name	Start Date / Effective Date	Date Position Accepted	Notes
Library Staff - Return from Furlough	Various	June 2020		Between 5/27/2020 and 6/29/2020, all furloughed Library staff were invited back to work.
Recreation Center Staff - Return from Furlough	Various	June 2020		In June 2020, 5 furloughed PT Rec Staff were invited back to work.
Opera House Staff - Return from Furlough	Lisa Dawson	6/8/2020		1 of the 20 furloughed Opera House staff members was invited back to work.
Public Works Seasonal Hires (9) - Streets (2), Wastewater Treatment (1), Sewer & Water (1), Parks (5)	Gaven Conaster, Owen Hirsche, Daniel Cosgray, Matthew Shook, Ryan Diss, Austin Gibson, Aiden Martys, Anthony Serpe, Adam Thomas	6/1/2020 - 6/19/2020	various dates in May & June	This is a reduced number of Seasonal hires for Public Works during this summer.

**TERMINATIONS**

Position/Department	Name	Last Date	Separation Reason
Rec Center Attendant/Customer Service Attendant	Kristina Benda	6/23/2020	Resignation.

**Human Resources Department**

Monthly Report, page 2

**June 2020****RISK MANAGEMENT****Case > \$3,500****Date****Status****Legal Liability--**

No open cases.

**Property Liability--**

Mercury Spill at Public Works	2/27/2020	A chemical spill (Mercury from the blood pressure devices removed from the Kishwaukee Building) occurred at Public Works on January 24, 2020 and was reported to HR on this date. While coverage of this type of loss is uncertain, it was submitted to CCMSI and a claim was filed.
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Police Squad Car hit by resident	6/19/2020	A resident hit a City of Woodstock Police Squad car head on while driving in the center lane on route 47. The resident then left the scene, but was apprehended by WPD.
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**Personal Liability--**

No open cases.

**Workers' Comp/Lost Time Cases--**

Police Officer-alleged PTSD	1/27/2020	This officer reported on 1/27/2020 that he has been diagnosed with PTSD and his provider told him he needs 3 months off of work. A workers compensation claim was filed and is being investigated. A pension application has been offered, but not returned yet, and the officer is on FMLA, using his benefit time until exhausted as the workers compensation claim has not yet been accepted as compensable. Investigation into this claim continues and an Independent Medical Evaluation (IME)/Fitness for Duty Evaluation was conducted via Zoom meetings by Dr. Goldstein with the Officer on June 17th and June 29th. The verbal report that the City received, while we await Dr. Goldstein's formal report, was that the Officer is fit for duty and may return to work, and the Officer reported for work on July 3rd.
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PW Crew Leader - Arm Injury	1/29/2020	This employee injured his arm making a plow adjustment on a truck. He finally had an MRI in early March which determined he needed surgery on his arm which was scheduled for 4/1/2020. This employee has been attending follow up visits and physical therapy and returned to light duty work on 5/11/2020.
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Police Sergeant - Cervical Issues	9/26/2019	This employee injured his shoulder in a Police incident. After months of treatment with personal physicians, surgery was recommended for a cervical fusion. An IME was completed in April and the injury and surgery was found to be compensable. All claims submitted under UMR for cervical treatment will be reversed and submitted to CCMSI under this workers compensation claim. Surgery is recommended as appropriate treatment for this issue. The employee got a second opinion on the surgery as to whether a fusion or a cervical disc replacement procedure should be performed and eventually had a disc replacement performed rather than a fusion. His surgery occurred on June 17th with his first post surgical follow up appointment scheduled for July 10th. The employee remains out of work until then.
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**Human Resources Department**

Monthly Report, page 3

June 2020

**SPECIAL PROJECTS**

<b>Activity</b>	<b>Date</b>	<b>Description</b>
Public Works/Local 150 Grievances (2018-2019)	May 2018 to present	A 4th grievance was filed in October 2018 when an employee was not allowed to take vacation time due to too many other employees within his division already being off that day. The first three (3) grievances were resolved as part of the negotiation process and the 4th grievance will be advanced to arbitration once notice is received from Local 150.
Public Works - Local 150 Grievance	2/21/2020 to present	Local 150 filed a grievance requesting step up pay for an employee who completed facilities work (but NOT Foreman work) in the absence of the Facilities Foreman for the birth of his child. Meetings were established and then canceled by Local 150 due to illness and then the pandemic closures/shelter in place orders fell upon us. Jeff contacted Local 150 May 12th to request a meeting, which was held via Zoom on May 28th. Jeff provided his Step 1 response to Local 150 on June 17th.
2020 Patrol Eligibility List - Police	May 2020 to present	HR Coordinator May continues to coordinate with Chief Lieb and C.O.P.S in regards to the July 18th Testing date. Applications were made available as of May 1st for the new July 18 testing date. HR Coordinator May has secured the new date with Creekside and requested the necessary space. A new advertisement was placed on the Blue Line for 2 months beginning in May.
Medical and Flexible Spending Plan Adjustments for COVID-19	6/8/2020	HR Director Schober discussed these plan changes/adjustments with Hub International and UMR that allow employees to make changes to their medical plan and flexible spending plan due to COVID-19 without a qualifying life event. HR Director Schober then recommended adoption of these allowable changes one time only per employee between July 1, 2020 and December 15, 2020 and her recommendation was approved by Roscoe and Paul.
Benevolent Sharing of Benefit Time	6/10/2020	Worked with Library Director Weber to establish a Benevolent Sharing of Benefit time policy for the Library. This was then immediately implemented for a Library employee and donations were accepted.
ADA Accommodation Discussion	6/23/2020	HR Director Schober and Rec Director Zinnen had a formal ADA Accommodation discussion to determine if an employee with a condition that has her immunocomprised may continue to work from home due to the COVID-19 pandemic. We have decided to accommodate this situation and determine if any issues arise. If issues arise, they will be addressed at that time and the situation will be addressed via another ADA discussion.
FFCRA City of Woodstock Policy Created and Shared	6/26/2020	HR Director Schober, with the assistance of Kelly Coyle from CBS, created a Woodstock FFCRA policy that provides the two types of paid leave to eligible employees for qualifying circumstances.
IPELRA Webinar-"We're Back to Work! Now What?"	6/26/2020	HR Director Schober attended this webinar, which consisted of four panelists from various public sector employers sharing their experiences with the return to work within their organization and how they handled the challenges this entailed.
HR and City Hall Returns to work!	6/29/2020	HR Director Schober returned to work on 6/29/2020, while HR Coordinator May returned to work on 7/1/2020 upon completion of the installation of the plexiglass around her desk.
Hub Webinar - "Creating a Safe Space for Customers & Employees"	6/30/2020	HR Director Schober attended this webinar.
FY 20/21 Returned from Furlough Annual Adjustment PAFs & Pay Increases in Civic	June 2020	HR Coordinator May completed preparing the FY 20-21 Annual PAFs for those employees that were called back from furlough in June. In addition, she entered these increases in Civic for the furloughed employees; this included rate updates, title changes, where applicable, and notes.
Return to work preparation/Zoom Meetings	6/1/2020 to 6/29/2020	HR Director Schober coordinated with other Departments in order to effectively plan for the City Hall and other departmental return to work dates.
IDES/Unemployment Claims	Jun-20	HR Director Schober submitted amended responses for all furloughed employees that were invited back to work, indicating each employee's respective return to work date.



Office of the Mayor  
Dr. Brian Sager, Mayor  
121 W. Calhoun Street  
Woodstock, Illinois 60098

815.338.4302  
815.334.2269  
mayor@woodstockil.gov  
www.woodstockil.gov

**MEMORANDUM**  
for  
**Woodstock City Council Meeting**  
July 14<sup>th</sup>, 2020

To: Woodstock City Council  
From: Mayor Brian Sager

**Re: *Modification of B-4C Liquor License Classification***

Michael Levitan, owner of Winestock, has requested a modification of the B-4C Liquor License Classification to allow alcoholic spirits to be sold by package in addition to wine and beer. If this license modification is made, all current B-4C license holders would have the same opportunities to sell alcoholic spirits in addition to beer and wine.

Under Title 3, Chapter 3, Section 3.3.6 - Classification of Licenses; Number and Fees, Classification B-4C (Nonconvenience specialty store with consumption of alcohol) of the Woodstock City Code currently reads:

*Class B-4C*

Permits the retail sale of beer and wine by package, the retail sale of alcoholic liquor for consumption or use on the premises, and the sampling of beer and wine, with or without the service of food, on premises maintaining no bar for the sale of alcoholic liquor.  
(Nonconvenience specialty store with consumption of alcohol)

The suggested modification to the license classification is:

*Class B-4C*

Permits the retail sale of beer, wine and alcoholic spirits by package, the retail sale of alcoholic liquor for consumption or use on the premises, and the sampling of beer, wine and alcoholic spirits with or without the service of food, on premises maintaining no bar for the sale of alcoholic liquor. (Nonconvenience specialty store with consumption of alcohol)

The fee for the modified B-4C license will remain the same, \$1,300 per year.

**If Council is supportive of the modifications to the license classification, approval of the attached Ordinance identified as Document No. 1D, *An Ordinance Amending Section 3.3.6, Classification of Licenses: Number and Fees, of Chapter 3, Title 3, Liquor Control, of the Woodstock City Code, modifying the parameters of the B-4C Liquor License Classification as identified is recommended.***

Respectfully,

A handwritten signature in black ink that reads 'Brian Sager'.

Brian Sager, Ph.D.  
Mayor

**ORDINANCE NO. 20-O-\_\_\_\_\_*****An Ordinance Amending Section 3.3.6, Classification of Licenses;  
Number and Fees, of the Woodstock City Code***

**WHEREAS**, the City of Woodstock, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City's home rule powers and functions as granted in the Constitution of the State of Illinois; and

**WHEREAS**, in addition to its home rule authority, the corporate authorities of the City may, by ordinance, determine the classification, number and fees of liquor licenses within the City; and

**WHEREAS**, the Mayor and City Council establishes within the City the classification, number and fees of liquor licenses in a consistent manner protecting the best interests and welfare of the community, as well as the equitable rights and opportunities for both current and future liquor establishments.

**NOW, THEREFORE, BE IT ORDAINED** by the CITY COUNCIL of the CITY OF WOODSTOCK, McHenry County, Illinois, as follows:

**SECTION ONE**: That Section 3.3.6B, Classification of Licenses; Number and Fees, of the Woodstock City Code shall be amended to modify the B-4C liquor license classification as follows:

Change from...

Class B-4C

Permits the retail sale of beer and wine by package, the retail sale of alcoholic liquor for consumption or use on the premises, and the sampling of beer and wine, with or without the service of food, on premises maintaining no bar for the sale of alcoholic liquor. (Nonconvenience specialty store with consumption of alcohol)

Change to...

Class B-4C

Permits the retail sale of beer, wine and alcoholic spirits by package, the retail sale of alcoholic liquor for consumption or use on the premises, and the sampling of beer, wine and alcoholic spirits with or without the service of food, on premises maintaining no bar for the sale of alcoholic liquor. (Nonconvenience specialty store with consumption of alcohol.)

**SECTION TWO**: The fee for the B-4C license will remain at \$1,300 per year.

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

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

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

Ayes:  
Nays:  
Abstentions:  
Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

(SEAL)  
ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Published: \_\_\_\_\_

**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the 21<sup>st</sup> day of July, 2020, the foregoing Ordinance entitled ***An Ordinance Amending Section 3.3.6, Classification of Licenses; Number and Fees, of the Woodstock City Code***, was duly passed by said City Council.

The pamphlet form of Ordinance No. 20-O-\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

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

GIVEN under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)



**Office of the City Manager**

Roscoe C. Stelford III  
121 W. Calhoun Street  
Woodstock, Illinois 60098

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

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

**FROM:** Jane Howie  
Executive Assistant

**DATE:** July 14, 2020

**RE:** *Waiver of the Moratorium on the Acceptance of Class A-2 (Restaurant) Liquor License for Lucky Café, 460 S. Eastwood Drive, Woodstock, Illinois*

The City Council is aware that on April 7, 2015, the Council imposed an indefinite moratorium 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.

Peter Flevaris wishes to apply for and obtain a Class A-2 liquor license for Lucky Café to be located at 460 S. Eastwood Drive in Woodstock and is; therefore, requesting a waiver of the moratorium on the acceptance of an application for a Class A-2 (Restaurant) Liquor License. In addition, Mr. Flevaris is interested in obtaining a video gaming license for this establishment once a license is available.

It must be noted that, should a waiver of the moratorium be approved for the identified business, it would be for the property at the specifically-identified location only. Further, the issuance of a Class A-2 liquor license to the owner of Lucky Café would be the tenth Class A-2 liquor license 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 license for his businesses. The owner has been specifically informed that approval of a waiver request would not guarantee approval of a liquor license application or approval of a video gaming license, once a license became available.

If you have specific questions regarding these inquiries and the disposition, please do not hesitate to contact Mayor Sager.

**If Council is supportive of this request, a motion would be in order to waive the moratorium on the acceptance of an application for one Class A-2 (Restaurant) liquor license for Lucky Café, 460 S. Eastwood Drive in Woodstock with the understanding this is not a guarantee of license approval and that it is a one-time waiver for the identified location only.**



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



**City of  
WOODSTOCK**

**Building & Zoning Department**  
121 West Calhoun Street  
Woodstock, Illinois 60098

phone 815.338.4305  
fax 815.334-2267  
bandzdept@woodstockil.gov  
[www.woodstockil.gov](http://www.woodstockil.gov)

## MEMORANDUM

**FOR:** July 21, 2020, City Council Meeting

**TO:** Roscoe Stelford, City Manager

**FROM:** Joseph Napolitano, Director of Building & Zoning

**SUBJECT:** Ordinance Granting Approval of a Special Use Permit to Allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place, Cold Headers Business Park

**ATTACHMENTS:**

- 1) Petition for Special Use Permit
- 2) Report to the Plan Commission
- 3) Minutes of the 06/25/20 Plan Commission Meeting
- 4) Ordinance Approving a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter

The petitioner is requesting approval of a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13 in the Cold Headers Business Park. He has applied for one of 40 available licenses to be awarded by the State of Illinois later this summer.

Proposed operations would be housed in a single-story building, approximately 39,200 sf. in size, with an area for expansion in the future. The majority of space in the building would be devoted to growing operations, similar to a greenhouse, and smaller areas are devoted to infusing and processing cannabis products. Office and administrative functions would be at the front of the building, facing Duncan Place. Shipping/receiving would be at the northwest corner of the building. A single vehicular access from Duncan Place is proposed. This main entrance would have a retractable, sliding gate, security camera and access panel to control access to the site. A detailed security plan has been submitted to address potential security concerns for the building and site. No retail sales of cannabis (i.e., dispensary) are proposed at this facility.

As part of the request, variations are being requested for: 1) a reduction in the distance of a Craft Grower/Processor/Infuser/Transporter from a residentially-zoned district; 2) fence height/style; and 3) a reduction in the number of required parking spaces from 80 to 40.

- Distance Requirements. The supplemental use standards for cannabis businesses require that any cannabis craft grower, cultivator, processor, infuser or transporter be located not less than 2,500 feet of the property line of public or private preschools, elementary or secondary schools, day care centers or homes, public or private parks or areas zoned for residential use. The nearest residentially-zoned property is adjacent to the site, to the east. Also, there are residentially-zoned properties on the north side of McConnell Road. The nearest park is Duffield Pond, approximately 1,750' away.

When zoning requirements for cannabis businesses were initially adopted, the City relied on its existing language for medical cannabis and on model codes that were rapidly drafted to help communities address the expected influx of newly legal cannabis-related businesses. At the time, it was pointed out that the language was the best available, but because this industry was evolving, it was likely that it could change. The 2,500-foot distance requirement is very restrictive and severely limits where these types of facilities can be located in the City. There are no distance limitations in the State law relating to Craft Growers and Cultivators. The State requires that they cannot be located in a residentially-zoned district and must be at least 1,500 feet from another Craft Grower or Cultivator. To better address these requirements, the Plan Commission will be considering possible text amendments to the UDO at their July meeting.

The Plan Commission determined that the proposed location of this facility was appropriate. The proposed area is an industrial park with industrial users and the use would easily fit into and be consistent with other industrial uses in the area. Also, the petitioner indicated that there would be no signage used to identify the business.

- Fencing. The UDO requirements for fences in manufacturing districts state that no fence shall be greater than 4 feet in a front or corner side yard, 6 feet in other yards, unless abutting a property zoned B5, M1 or M2, where 8 feet is allowed. Fences in industrial districts may have barbed wire security top of up to but no more than 6 inches. The building and parking areas would be fenced-in with a chain link fence topped with 3-4 strands of barbed wire, to a maximum height of 10 feet. The purpose of the fence is to provide a physical barrier and restrict access to the entire facility. The Plan Commission had no concerns with the proposed fence. However, they recommended that additional landscaping, mainly evergreens, be provided to soften the visual effects of the fence. This condition has been added to the Ordinance granting approval of the request and staff will work with the petitioner during the development of final landscaping plans to ensure there is sufficient landscaping for this purpose.
- Parking. The UDO requires 80 parking spaces (2 per 1,000 sf.). 81 parking spaces have been shown on the site plan; however, the petitioner is asking for a reduction in the amount of required parking to be provided to 1 space per 1,000 sf., which would be 40 spaces. The petitioner has indicated that the facility typically would have no more than 20 employees at any time, with an average of 15 employees. Also, a significant portion of the square footage of the facility is devoted to growing product – few employees are associated with this activity, and yet the parking requirements use square footage to determine required parking. The Plan Commission indicated that 40 spaces would adequately accommodate the proposed use.

The Plan Commission recommended approval (7-0 vote) of a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on the Subject Property, in substantial accordance with the plans submitted and subject to the following conditions:

- 1) 40 parking spaces (1 per 1,000 sf.) shall be provided.
- 2) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 3) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 4) A chain link fence, topped with barbed wire as needed, to a maximum of 10 feet shall be allowed, but additional evergreen landscaping shall be provided along the north and east property lines to reduce the visual impacts of the fence and help with any potential noise from the exhaust fans.
- 5) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted, and additional evergreen trees shall be incorporated along the north and east property lines.

**If the City Council concurs, then it is also recommended that Council adopt the attached Ordinance, identified as Document #:   2  , “*An Ordinance Approving a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place, Woodstock, Illinois.*”**



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



7. That the present use of the Subject Property is VACANT.

8. That the Petitioner requests approval of a Special Use Permit which will allow the Subject Property to be used for CRAFT GROWER, INFUSER, EXTRACTOR, and TRANSPORTER of Cannabis in accordance with the terms and provisions of the City of Woodstock Unified Development Ordinance and other applicable ordinances of the City.

9. That if applicable and as part of the aforesaid request for Special Use Permit approval, the Petitioner also requests approval of the following variations:

Special Usage Fence Request - See Attachment "Speical USE PERMIT Fence"  
Speical User Permit - Reducing required parking spots - See Attachment "Parking Spots"

10. That the Subject Property is located and well suited for the requested Special Use.

11. That taxpayers abutting, adjoining, and within two-hundred-fifty (250) feet of the Subject Property, as shown on the tax rolls of the McHenry County Assessor and listed on Exhibit B attached hereto, have been notified according to law of the required public hearing before the Plan Commission concerning this Petition.

12. As required by Section 72, Chapter 148 of the Illinois Revised Statutes when the Subject Property is owned in trust, attached as Exhibit C is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the Subject Property and listing the names of all beneficiaries of the trust.

13. That the owner of the Subject Property does hereby allow representatives of the City of Woodstock, including its Plan Commission and City Council, to enter upon said Subject Property in order to examine it in preparation for the City's review of this Petition. The Owner and Applicant shall bear no liability or otherwise be at fault for any accident or injury incurred by public representatives who enter onto the referenced property.

14. That if applicable, a Natural Resources Information (NRI) Report has been prepared for the Subject Property and accompanies this petition. Also, if applicable, an EcoCAT consultation process has been initiated with the Illinois Department of Natural Resources (IDNR) and a copy of IDNR's response accompanies this petition.

15. That the required application fee and any additional retainer as may be required by ordinance has been paid to the City of Woodstock.

In consideration of the above representations, your Petitioner requests that (i) the Chairman of the Plan Commission of the City of Woodstock set a date, time, and place for a public hearing on the contents of this Petition; that (ii) the Plan Commission, after the taking of testimony and viewing of exhibits presented during said public hearing, recommend to the City Council of the City of Woodstock approval of the requested Special Use Permit and any variations requested concurrently with said Special Use Permit; and that (iii) the City Council of the City of Woodstock approve the requested Special Use Permit and any variations requested concurrently with said Special Use Permit.

**SIGNATURES:** As owner of the Subject Property, I hereby authorize the seeking of the above requested action.

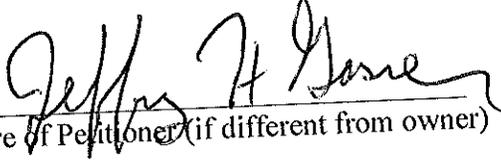
  
\_\_\_\_\_  
Signature of Owner

2/10/2020

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

Casey Clark

\_\_\_\_\_  
Print Name of Owner

  
\_\_\_\_\_  
Signature of Petitioner (if different from owner)

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

2/10/2020

JEFFREY H GASNER  
\_\_\_\_\_  
Print Name of Petitioner

**NOTE:** If the Subject Property is held in trust, the trust officer must sign this petition as owner.

**PROJECT REVIEW APPLICATION  
CITY OF WOODSTOCK, ILLINOIS**

Date:

Project Name:

Requested Review

Project Type:

Project Location:

Project Description:

Special Use Permit (and variations, if applicable)

(residential, commercial, industrial, institutional, etc.)

(address/location) LOT #13, DUNCAN PLACE, Woodstock IL

Cannabis Operations

60098

Property Owner:

Casey Clark

Property Owner's

5634 S. Prescott St. Littleton, CO 80120

Address:

Applicant – if not

JEFFREY H GASNER

Owner:

Applicant's Address:

11220 FITZGERALD LANE Huntley IL 60142

Statement of Applicant's Interest: (owner's representative, attorney, engineer, etc.)

Attorney (if applicable):

Engineer (if applicable):

Surveyor (if applicable):

Vanderstappen Land Surveying

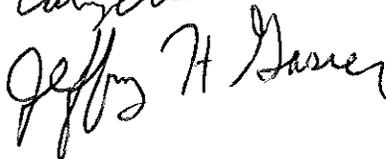
Other:

Owner's Signature:



Date: 2/10/2020

Applicant's Signature:



Date: 2/10/2020

### Certificate Of Completion

Envelope Id: A5745BAF38B7458285B441E9069F14CD  
 Subject: form\_-\_petition\_spec\_use\_current.pdf  
 Source Envelope:  
 Document Pages: 9  
 Certificate Pages: 1  
 AutoNav: Enabled  
 EnvelopeId Stamping: Disabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:  
 Casey Clark  
 landcreations@gmail.com  
 IP Address: 10.101.101.11

### Record Tracking

Status: Original  
 2/10/2020 2:22:04 PM

Holder: Casey Clark  
 landcreations@gmail.com

Location: DocuSign

### Signer Events

Casey Clark  
 landcreations@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

### Signature



Signature Adoption: Drawn on Device  
 Using IP Address: 63.147.148.40

### Timestamp

Sent: 2/10/2020 2:22:05 PM  
 Viewed: 2/10/2020 2:22:07 PM  
 Signed: 2/10/2020 2:23:38 PM  
 Freeform Signing

Electronic Record and Signature Disclosure:  
 Not Offered via DocuSign

### In Person Signer Events

Signature

Timestamp

### Editor Delivery Events

Status

Timestamp

### Agent Delivery Events

Status

Timestamp

### Intermediary Delivery Events

Status

Timestamp

### Certified Delivery Events

Status

Timestamp

### Carbon Copy Events

Status

Timestamp

### Witness Events

Signature

Timestamp

### Notary Events

Signature

Timestamp

### Envelope Summary Events

Envelope Sent  
 Certified Delivered  
 Signing Complete  
 Completed

Status  
 Hashed/Encrypted  
 Security Checked  
 Security Checked  
 Security Checked

Timestamps  
 2/10/2020 2:22:05 PM  
 2/10/2020 2:22:07 PM  
 2/10/2020 2:23:38 PM  
 2/10/2020 2:23:38 PM

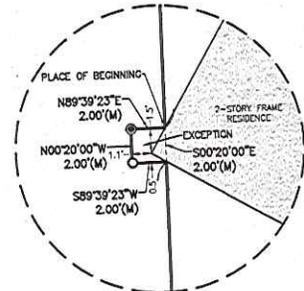
### Payment Events

Status

Timestamps

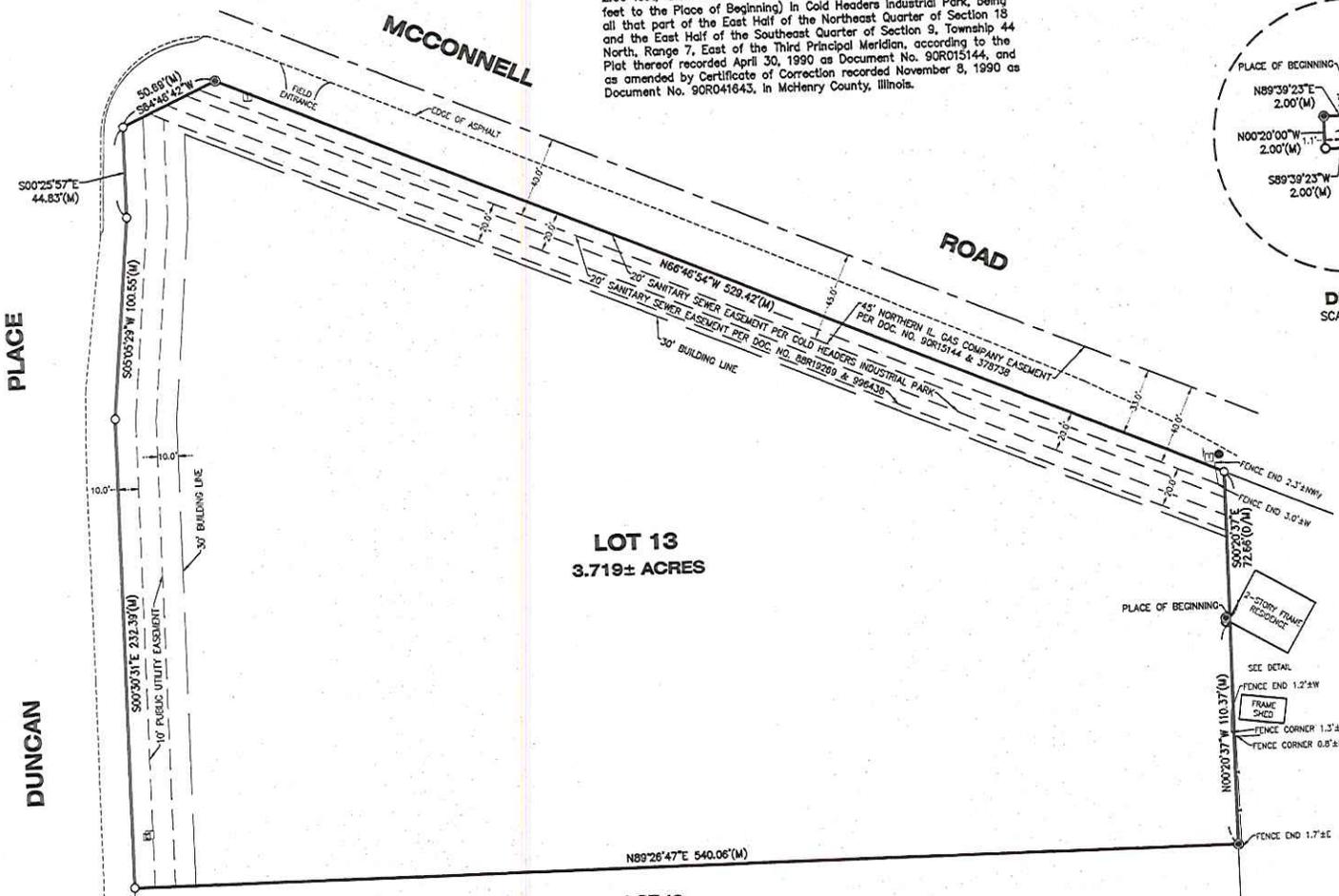
# PLAT OF SURVEY

Lot 13 (excepting therefrom that part of said Lot 13, being described as follows: Commencing at the Northeast corner of said Lot 13, thence South 00 degrees 20 minutes 37 seconds East along the East line thereof, 72.66 feet to the Place of Beginning; thence continuing South 00 degrees 20 minutes 37 seconds East along the said East line, 2.00 feet; thence South 89 degrees 39 minutes 23 seconds West, 2.00 feet; thence North 00 degrees 20 minutes 37 seconds West, 2.00 feet; thence North 89 degrees 39 minutes 23 seconds East, 2.00 feet to the Place of Beginning) In Cold Headers Industrial Park, being all that part of the East Half of the Northeast Quarter of Section 18 and the East Half of the Southeast Quarter of Section 9, Township 44 North, Range 7, East of the Third Principal Meridian, according to the Plat thereof recorded April 30, 1990 as Document No. 90R015144, and as amended by Certificate of Correction recorded November 8, 1990 as Document No. 90R041843, in McHenry County, Illinois.



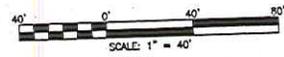
DETAIL  
SCALE 1"=5'

LEGEND	
✕	FOUND CROSS
●	FOUND IRON CROSS
○	FOUND IRON PIPE
⊙	SET IRON BAR
⊖	SET IRON PIPE
+	SIGN
☐	TELEPHONE RISER
⊞	TV RISER
(M)	MEASURED
(D)	DEED



**LOT 13**  
3.719± ACRES

**LOT 12**



STATE OF ILLINOIS )  
 ) S.S.  
COUNTY OF McHENRY)

In my professional opinion, and based on my observations, I hereby certify that we have surveyed the premises above described, and that the plat hereon is a true representation of the said survey. This professional service conforms to the current Illinois minimum standards for a boundary survey.

Dated at Woodstock, McHenry County, Illinois 02/11 A.D., 2020.

Vanderstappen Land Surveying Inc.  
Design Firm No. 184-002792

By: *[Signature]*  
Illinois Professional Land Surveyor No. 2709

NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.

- No distance should be assumed by scaling.
- No underground improvements have been located unless shown and noted.
- No representation as to ownership, use, or possession should be hereon implied.
- This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

**Vanderstappen**  
Land Surveying, Inc.  
www.vanderstappen.com  
1316 N. Madison St.  
Woodstock, Illinois 60098  
ph. 815-337-8310 fax 815-337-8314  
*"Always faithful to the property line"*

Exhibit A

CLIENT: JEFF CASNER  
DRAWN BY: CKV CHECKED BY: WJV  
SCALE: 1"=40' SEC. 09 T. 44 R. 07 E.  
BASIS OF BEARING: ASSUMED  
P.L.N.: 13-09-478-011  
JOB NO.: 200968 I.D. LSV  
FIELDWORK COMP.: 02/10/20BK PG.  
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: 050582

Exhibit B

Parcel Number	Owner	Mail To Address	City
13-09-426-017	BVGC LLC	900 NATIONAL PKWY, STE 260	SCHAUMBURG, IL 60173-5117
13-09-426-020	AUSTIN LECHNER	1408 ZIMMERMAN RD	WOODSTOCK, IL 60098
13-09-428-001	BULL VALLEY GREENS LLC	11326 WEXFORD DR	MOKENA, IL 60448
13-09-428-002	RONALD K BARBARA S PARRISH	1006 HERON WAY	WOODSTOCK, IL 60098
13-09-428-003	GRENWAY PROP TR 35 2533256	1415 OAKVIEW TER	WOODSTOCK, IL 60098
13-09-428-004	LINDA MCMAHON	1002 HERON WAY	WOODSTOCK, IL 60098
13-09-428-005	JOHN K VIRGINIA A BABBITT	1000 HERON WAY	WOODSTOCK, IL 60098
13-09-476-010	DUNCAN PARTNERSHIP	5514 N ELSTON AVE	CHICAGO, IL 60602
13-09-477-004	KB PROP HLDG LLC	370 POPLAR ST	CRYSTAL LAKE, IL 60014
13-09-477-009	KB PROP HLDG LLC	370 POPLAR ST	CRYSTAL LAKE, IL 60014
13-09-478-002	RICHARD LINDER	P O BOX 1701	CARY, IL 60013
13-09-478-003	LUKASIK PROP LLC	1900 DUNCAN PL	WOODSTOCK, IL 60098
13-10-300-003	J A JR A L ELLEGOOD	11021 MCCONNELL RD	WOODSTOCK, IL 60098
13-10-300-025	RONALD K BARBARA S PARRISH	1006 HERON WAY	WOODSTOCK, IL 60098
13-10-300-035	HOME ST BK NA TR 5821	40 GRANT ST	CRYSTAL LAKE, IL 60014
13-10-351-024	REO FUNDING SOLUTIONS IV LLC, BULL VALLEY GREENS PROP OWNERS, C/O KOVITZ, SHIFRIN, NESBIT	PO BOX 56607	ATLANTA, GA 30343
13-10-351-025		750 W LAKE COOK RD STE 350	BUFFALO GROVE, IL 60089-2088

## Exhibit B

### NOTICE OF PUBLIC HEARING

Notice is hereby given in compliance with the City of Woodstock Unified Development Ordinance that the City of Woodstock Plan Commission will conduct a public hearing on Thursday, the 26th day of March at 7:00 p.m. in the City Hall Council Chambers (2nd Floor) at 121 West Calhoun Street, Woodstock, Illinois. The hearing will be in regard to a petition submitted by VISE Partners, LLC for approval of a Special Use Permit to allow a Cannabis Business Establishment, including a Craft Grower, Infuser Organization, Processing Organization and Transporting Organization on the property located at Duncan Place Lot #13, Woodstock, Illinois PIN # 13-09-478-011.

Our goals as cannabis operators are to create thriving career opportunities for locals, promote a stronger economy by working with local vendors in order to purchase equipment and supplies, and to ensure we operate only under safe, secure, and environmentally sustainable operating principles for the betterment of Woodstock and McHenry County. Having strong community relationships and fostering a positive local economy are important for us, therefore we ask that you attend this Public Hearing at the designated time and date above in order to help us keep with our commitment to our community.

A copy of the petition which is the subject of this public hearing is on file and available for public viewing at Woodstock City Hall. Anyone wishing to comment may attend the meeting and be heard. Written comments may be submitted to the Department of Building & Zoning Department at City Hall on or before 5:00 p.m. on the day of the hearing, or during the hearing and prior to its close.

/s/ Cody Sheriff, Plan Commission Chairman

For publication on: March 10<sup>th</sup>, 2020.



# SECURITY PLAN

Licensee Name	Vise Partners
Location	Lot 13, Duncan Place, Woodstock, IL
Date Created/Updated	01/21/2019

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**Cultivation Security Operations:**

Silver Star Protection group (SSPG) will work with Vise Partners facility management to ensure that a visible and consistent security presence is established in all areas of the cultivation facility. SSPG security professional's goal is to create a safe and secure environment to cultivate marijuana. SSPG security professionals are public relations ambassadors for Vise Partners and will provide the customer with the optimal experience while in the facility.

Location: Vice Partners, Lot <sup>13 Duncan PLACE</sup> ~~2~~ - Dillard Court, Woodstock, IL 60098

**Security Officer Scope of Work:**

Time	Duties
Pre-opening procedures	<ol style="list-style-type: none"> <li>1. Prior to entry conduct a security sweep of the entire perimeter to identify any potential security threats, vulnerabilities and/or suspicious persons or activities.</li> <li>2. Enter the facility, disable the alarm.</li> <li>3. Conduct a security sweep of the interior of the facility.</li> <li>4. Once facility is clear, allow employees to enter.</li> <li>5. Complete cultivation opening checklist.</li> <li>6. Ensure all security components and systems are functioning properly.</li> <li>7. Review daily log book for notes from the previous day's activities.</li> </ol>
Daily Operations	<ol style="list-style-type: none"> <li>1. Provide exceptional customer service to all patrons and employees.</li> <li>2. Ensure the safe cultivation of marijuana.</li> <li>3. Control access to the facility.</li> <li>4. Ensure all individuals granted access provide proper identification and have a legal right to enter.</li> <li>5. Conduct random patrols – ensure facility is secure.</li> <li>6. Monitor the CCTV system.</li> <li>7. Investigate suspicious activity.</li> <li>8. Resolve incidents.</li> <li>9. Thoroughly document incidents.</li> <li>10. Assist law enforcement and Government Agencies with all lawful requests.</li> <li>11. Ensure Vise Partners has achieved all JCAR requirements to lawfully operate marijuana cultivation site.</li> </ol>
Closing the Facility	<ol style="list-style-type: none"> <li>1. Ensure all patrons have exited the facility and safely left the premises.</li> <li>2. Assist employees exit the facility and safely leave the premises.</li> <li>3. Conduct a security sweep of the interior and ensure the facility is secured for overnight close.</li> <li>4. Set the alarm and lock the front entrance upon exit.</li> <li>5. Conduct a security sweep of the entire exterior of the facility to identify any potential security threats, vulnerabilities and/or suspicious persons or activities.</li> </ol>

**Facility Hours of Operation (Hours may vary)**

Day	Hours
Monday	TBD
Tuesday	TBD
Wednesday	TBD
Thursday	TBD
Friday	TBD
Saturday	TBD
Sunday	TBD

The facility will be staffed by one SSPG Security Professional during all hours of operation.

**Security Objectives**

Vise Partner's primary security objectives are to:

1. Ensure the safe and efficient cultivating of marijuana.
2. Ensure compliance with all lawful requirements to operate a marijuana cultivation site.
3. Prevent theft, loss and diversion.
4. Proactively identify and resolve threats before they arise.

Objectives will be achieved through the following security measures:

1. Access control – preventing security threats from entering the cultivating organization.
2. Identifying and documenting all individuals entering the facility.
3. Screening individuals entering the facility.
4. Video monitoring and random patrols.
5. Liaison with Local law enforcement to become continuously apprised of criminal activity and potential threats in the community.
6. Conduct quarterly compliance assessments to ensure the cultivating organization is operating within the federal and state mandated guidelines.

Vise Partners and SSPG will periodically update this security plan to ensure they remain current and conform to all mandates and future requirements in this evolving industry.

## SSPG Security Officer Professional Requirements

### Employee Appearance:

- a. Uniform:
  - i. All SSPG employees must present a neat, clean and professional appearance to include, but not limited to, a clean, pressed uniform.
- b. Hair:
  - i. For male employees: Facial hair will be neatly-trimmed and limited to ½ inch in length. Hair will not extend beyond the bottom of the collar. When in uniform, male employees will ensure their hair is cut or styled so that when standing, looking straight ahead, the hair does not extend below the middle of the ear on the sides or below the top of the collar on the back. Depth of hair will not exceed two (2) inches at any point. The hair will present a tapered appearance on the sides and back of the head. For female employees, ponytails are authorized, but not recommended. Any hairstyle will allow for proper hat wear.
- c. Jewelry:
  - i. Employees may wear jewelry, which is conservative and in good taste, provided the item does not jeopardize safety of the members or other members. Extremely large or gaudy rings, jewelry items and ear cuffs are prohibited. Female employees in uniform may not wear more than two pairs of earrings. Earring may not hang below the ear and should be stud type to prevent being ripped from the ear. Male uniform members are prohibited from wearing earrings.
- d. Body Piercing:
  - i. Employees are prohibited from wearing any other form of visible body piercing items or other visible jewelry to include tongue piercings. All jewelry items worn with the uniform must be conservative and in good taste.
- e. Body art:
  - i. Body art is defined as procedures used to alter the body's appearance such as branding, scarification, tongue splitting or tattoos. Employees in uniform having body art on their arms will cover the body art while on duty by covering their arms with a long sleeve uniform shirt.
- f. Management will be the final judge of whether an employee's personal appearance is acceptable for duty.
- g. Employees appearing in their official capacity in court shall appear in the regulation uniform or acceptable business attire.

### Mandatory SSPG Security Personnel Equipment:

- a. State of Illinois Agent Identification Card.
- b. SSPG Employee ID.
- c. Permanent Employee Registration Card (PERC).
- d. Firearm Control Card (TAN).

- e. FOID Card.
- h. Concealed carry permit (if applicable).
- i. SSPG security attire (polo and 5.11's).
- j. Fully charged radio.
- k. Fully loaded issued weapon.
- l. Duty belt containing handcuffs, flashlight, spare magazines, and taser /OC (if assigned).
- m. Ballistic armor.
- n. AR-15 (if assigned by TL).
- o. Spare AR-15 magazines (if assigned by TL).

#### Code of Conduct

##### **COURTESY**

Employees, when dealing with the public and each other shall be patient, courteous, and respectful. They will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane, vulgar, sarcastic or insolent language or gestures and will not express any prejudice, hostility or bias concerning race, religion politics, national origin, gender, sexual orientation, social background, or similar personal characteristics.

##### **CONFIDENTIALITY**

Our clients have the right to their security and privacy, and information obtained about them must not be improperly divulged. Employees shall treat the official business of the company as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with law and established company procedures. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

##### **Prompt**

SSPG Security Professionals will report for duty on time and ready to provide optimal service. SSPG Security Professionals will promptly respond to all incidents and requests.

##### **Professional**

SSPG Security Professionals will comport themselves in a professional manner at all times. SSPG Security Professionals are perceived as the face of the organizations and are responsible for providing patrons with the optimal customer experience.

## Cultivation Opening and Closing Procedures:

### Cultivation Opening Procedures:

#### 1. Arrival at location:

- SSPG security professionals shall arrive:
  - On time.
  - In uniform.
  - With all assigned duty gear.

Conduct a security sweep of the entire perimeter:

- Identify and potential threats or suspicious persons, vehicles or circumstances. Once the perimeter is cleared, proceed into the cultivation facility.
- Determine if any access points have been breached or tampered with.

#### 2. Entry to the facility:

- Deactivate the alarm.
- If the alarm is not on or activated upon entry, do not allow employees to enter the building.
- Conduct law enforcement as needed.

#### 3. Conduct a security sweep of the interior of the cultivation facility.

Ensure there are no:

- Open or breached doors, windows or access points.
- Ensure there are no unauthorized personnel in the facility.
- Ensure all cash and cannabis storage containers are locked, secure and have not been tampered with.
- Once the facility is cleared allow employees to enter the facility.

#### 4. Employee entry:

- Ensure all employee swipe into the Electronic Access Control System as they enter into the facility to document all employees on premises.
- Ensure all employee are displaying a valid State of Illinois Agent Identification Card.
- Ensure there are a minimum of two cultivation employees to open the facility.

#### 5. Systems check:

Perform a systems check to verify the following systems are fully functioning and operational: (If any of the systems are not operational, DO NOT OPEN THE FACILITY).

- Electronic Access Control System.
- Video Surveillance System;
  - Ensure surveillance system is available for "live viewing" by the State, the Department, ISP and local law enforcement.
  - Ensure all video is being recorded both on and off site.
  - Ensure all cameras are correctly adjusted.
- Alarm System.

- Point of Sale System.
- Lighting System.
- If any of the systems are not functioning, notify the Agent-In-Charge (AIC). Contact service providers as directed by the AIC.

Opening the facility:

1. Complete "Cultivation Opening Checklist" to ensure all State of Illinois requirements are met for operating a marijuana cultivating site.
2. Cultivators can only operate between the hours of 6AM to 8PM.
  - a. Ensure facility is not open before 6AM or after 8PM.
3. Open the cultivation site at the direction of the AIC.
4. Conduct a security sweep of the exterior of the cultivation facility via the video surveillance system prior to opening the front door.
5. Open the front door and greet and assist customers as needed.

Cultivation Closing Procedures:

1. Conduct a security sweep of the entire interior of the cultivator ensuring:
  - All customers and service providers have safely exited the facility.
  - All access points are secure and locked:
    - Doors
    - Windows
    - Gates
2. Ensure all cannabis and currency in the cultivation are locked in the vault.
3. Perform a systems check and ensure all components of the security system are functioning properly.
4. Perform a systems check to verify the following systems are fully functioning and operational: (If any of the systems are not operational, DO NOT CLOSE THE FACILITY).
  - Electronic Access Control System.
  - Video Surveillance System.
    - Ensure it is available for "live viewing" by the State, the Department, ISP and local law enforcement.
    - Ensure all video is being recorded both on and off site.
    - Ensure all cameras are correctly adjusted.
  - Alarm System.
  - Point of Sale System.
  - Lighting System.
  - If any of the systems are not functioning, notify the agent-in-charge (AIC). Contact service providers as directed by the AIC.
5. Ensure the end of business day inventory is conducted:

- At the conclusion of daily business, the agent-in-charge or designee will verify the electronic inventory matches the inventory on hand in the cultivation site.
  - Name and registration identification number of cultivation organization agent conducting the inventory verification will be entered into the electronic inventory.
6. Utilizing the video monitoring system conduct a security sweep of the exterior of the facility to make sure it is safe to exit.
  7. Set the alarm.
  8. Walk out with the cultivation employees and ensure they get to their vehicles safely.

### **Daily Facility Operations**

#### Customer Access:

1. SSPG security professionals will control the ingress and egress of all personnel in the cultivation facility.
  - a. All customers will be required to enter the cultivation facility through the "Man Trap" at the front entrance.
  - b. Prior to entry, visitors will be required to remove any items that would obstruct the identity of an individual (some examples are hat, glasses, hoods, gloves etc.).
  - c. Any individual who refuses to remove such items will not be granted access to the cultivation facility.
  - d. Refusals will then be documented in the incident log. SSPG and the Agent in Charge will forward all refusals that arise to the level of potential criminal activity to the Division, Department, ISP and local authorities.
2. Ensure all patrons possess the below documents prior to entry:
  - a. Active, valid, registered qualifying patient or designated care giver card and State of Illinois Department of Public Health.
  - b. State of Illinois Driver's License or Identification Card.
  - c. Patrons will present the above identification while in the "man trap."
  - d. Patrons that do not possess the above documentation will not be granted entry.
3. Scan card into the electronic verification system.
4. Ensure customers do not loiter or exceed facility occupancy requirements.
  - a. Maximum occupancy for Vise Partners is: \_\_\_\_\_TBD\_\_\_\_\_
5. Restrict customer movement to the "limited access area" of the cultivation site.
6. Limited access areas are:
  - a. "Man-Trap"
7. Ensure customers do not consume cannabis on the cultivation premises.
  - a. SSPG will ask any patron that attempts to consume or consumes cannabis on the premises to immediately leave.
  - b. SSPG will fully document all consumption incidents:
    - i. Notify the DAIC.
    - ii. Create an incident report.

- iii. Retain all surveillance video of the incident.
  - iv. Retain all POS transaction information.
8. Provided security for patrons as they walk to their vehicles (as needed).
- a. Monitor customers as they walk to their vehicles via the video surveillance system
  - b. Walk the patron to the vehicle upon request.
9. SPG employees will provide all patrons with the optimal customer experience to ensure complete satisfaction.

Employee Access:

- a. Employees will enter the cultivation location through either the front entrance or the entrance next to the loading dock on the north side of the building.
- b. All principal officers, agents-in-charge and employees of the cultivating organization are organization agents and will have a valid agent identification card.
- c. All employees must possess and prominently display a valid State of Illinois issued Registered Agent Identification Card.
  - i. Employees who do not possess a valid Registered Agent Identification Card will not be allowed to work in the cultivation facility.
- d. Employees are required to "swipe in" to the Electronic Access Control System upon arrival and departure.

Lost or Stolen Facility Access / Illinois Agent Identification Card

- a. Employees must notify the cultivating organization immediately upon becoming aware that their agent identification card has been lost, stolen or destroyed. Employees will report the loss directly to the DAIC and SSPG Security Officer.
- b. The cultivating organization will then notify the division (as quickly as reasonably possible, but no longer than within 5 business days) that the agent identification card has been lost, stolen or destroyed.
- c. All access privileges for the employee will be suspended immediately.
- d. The cultivation Employee will immediately file a report of the lost identification with local law enforcement.
- e. The AIC will notify the Department of Financial and Professional Regulation of the lost identification card and send the employee a copy of the police report filed with the local police department.
- f. SSPG will initiate an investigation to determine the cause of the lost or stolen identification and the responsible party, if applicable.
- g. The employee will not be allowed to return to work until a new Department of Professional Regulation identification card is issued.

#### Surrender of State of Illinois Agent Identification Card and/or Company Identification

- a. Any employee whose employment is terminated or suspended will surrender their Illinois Department of Financial and Professional Regulation Agent Identification Card and company identification access card immediately to the SSPG.
- b. All employee access will be immediately terminated.
- c. The cultivating organization will then return the agent identification card to the division within 5 business days.
- d. Refusal or failure to surrender the identification will require the Security Officer to file a report with the Illinois State Police and Department of Financial, Professional Regulation and local law enforcement.

#### Visitor Management:

- a. All visitors and/or service professionals will be required to provide two forms of identification (one being government issued picture identification) before being granted access to the cultivation facility.
  - i. Acceptable forms of picture identification:
    1. Valid, State issued Driver's License.
    2. Valid, State issued Identification Card.
    3. Valid Passport.
- b. All visitors will be documented in the visitor log.
  - i. Visitor log will be maintained in the SSPG security office.
  - ii. Visitor logs are retained for five years.
- c. The visitor log will contain the following information:
  - i. Full name of the individual requesting entry to the cultivation site.
  - ii. Nature of business.
  - iii. Identification provided.
  - iv. Visitor badge number.
  - v. Time of arrival and departure.
  - vi. Name of escort.
- d. All visitors will be issued a sequentially numbered visitor ID card that must be prominently displayed in an unobstructed location, on their torso, at all times, while they are in and around the cultivating facility.

- e. Visitors ID's will be at least 3" x 3" and clearly state visitor with a number assigned to the badge.
- f. All visitors will be escorted by Silver Star Protection Group security professional or cultivating agent at all times.
- g. Visitors that perform maintenance at the cultivating facility will have their bags and tools searched for contraband and weapons prior to being granted access to the facility.
- h. Visitors will be required to surrender their visitor ID badge upon departure.
- i. Vise Partners will submit a list of "Third Party Vendors" to the Division. Any changes to the list of "Third Party Vendors" must be made promptly.

Restricted Access Areas:

- a. All "Restricted Access" areas will have the proper signage to clearly identify all restricted access areas in the cultivation facility.
- b. All restricted access areas will be identified by posting a sign that is a minimum of 12" x 12". The sign will state: "Do Not Enter- Restricted Access Area – Access Restricted to Authorized Personnel Only."
- c. All lettering will be 1 inch in height or greater. Signage will be written in English and translated into additional languages as needed.
- d. The placard will be clearly visible and readable by all customers.
- e. These signs will clearly notify patients/customer and visitors that they are not to enter the restricted areas of the cultivation facility.
- f. All cultivation agents (employees) and visitors are required to display their identification in an unobstructed area at all times. This will enable cultivation agents and Silver Star Protection Group security to readily identify authorized personnel in restricted access areas.
- g. All individuals without properly displayed identification will be challenged and/or removed by SSPG security officers.
- h. All restricted access areas will be locked and access granted via the Electronic Access Control System.
- i. Employees with a "need to be in a restricted access area" will only be granted access to the restricted access area in the Electronic Access Control System.
- j. The Electronic Access Control System and video monitoring system will provide a complete history of all movement in the restricted access area.

Key Management Program:

- a. Only limited personnel have access to the facility keys.
- b. Keys will not be assigned to Cultivation employees.

- c. One full set of keys will be contained in the security vault. Additional sets may be assigned to SSPG security staff as needed.
- d. Each key must contain a unique identification number that is recorded in a key control log. This number assigned to the key will not be the door or key number of the corresponding lock.
- e. The keys and locks will only be utilized as a back-up to the engineered electronically controlled access system in the event of power-loss or access control system failure.
- f. Any time the spare access keys are utilized it will be recorded in the key control log maintained in the security office.
- g. If the access keys are utilized they will be removed and secured on the cultivating agent's person. Keys will not be left unattended in locks.
- h. Once the cultivating agent is done utilizing the access keys they will be returned, logged back into the key control log and secured in the security vault.
- i. When loss or compromise of a key is suspected, all door lock cores will be changed within 24 hours. A "Do Not Duplicate" key marking must be placed on every key.
- j. The key control log will be locked in the security office and made available to ISP and the Division upon request.

#### General Patrol Duties

Security officers and/or Agent in Charge should adhere to the following while on general patrol duty:

- a. Be aware and observant. Use your professional presence to promote security and to discourage unacceptable activity. Avoid establishing predictable patrol patterns. Vary what you do on patrol so you can observe the entire area. Immediately notify your supervisor and the client contact whenever you notice or suspect something that may put the client's assets in danger.
- b. Make sure the premises are secure.
- c. Be on the lookout for anything unusual or different. Look in all directions while patrolling. Some important items to look for include:
  - Unlocked doors, gates or other kinds of enclosures.
  - People in unexpected places or restricted areas.
  - Intruders or suspicious people.
  - Employees disregarding company rules.
  - Leaks or spills.
  - Cracked pipes.
  - Suspicious packages.
  - Unusual noises.

- Unusual odors.
- Temperature changes.
- Burned out lights.
- Unusual shadows.
- Malfunctioning equipment.

Security Patrols and monitoring:

- a. SSPG security personnel will conduct random security sweeps throughout the day.
- b. SSPG security personnel will monitor the video surveillance system at random intervals as needed.
- c. Sweeps shall ensure all trees, bushes and other foliage outside the cultivation premises do not allow a person to conceal themselves from sight.
- d. Ensure lighting is sufficient to facilitate surveillance.
- e. Check security equipment to ensure maximum functionality.

Commented [MP1]: Looks good.

Receiving "non-cannabis shipments":

- a. The unloading or loading of materials can only be done via the loading dock "Sally Port".
- b. All freight, both non-product and perishable items, must go through the loading dock.
- c. Freight is not allowed to be moved through the facility without the supervision of a designated employee to provide a safer and secure environment during business hours.
- d. All deliveries will be document in the Daily Activity Log.
- e. A freight bill or bill of lading must be presented for the security officer and/or Cultivating Agent as appropriate to receive the delivery at the interior garage.
- f. At the garage, the freight bill will be compared to the purchase order to confirm the delivery is correct. The shipment will be unloaded and inspected for damage before it is brought into the building.
- g. The loading dock will be closed during non-business hours. Trash collection services will be contracted with a local refuse company that will have a regular schedule of pickup days and times. Neither the trash truck driver nor any other employees from the refuse company are allowed into the building.

Incoming and Outgoing Package Inspection

- a. SSPG will endeavor to ensure no company property leaves the facility without proper authorization and that nothing illegal or threatening is brought into the facility.
- b. Employees and visitors are required to show security officers the contents of packages brought into or taken from the facility. The following steps should be adhered to when inspecting incoming and outgoing packages:

- 
- i. As employees and visitors enter and exit the facility be aware of suspicious activity.
  - ii. Do not allow employees or visitors to bring into the facility restricted items such as:
    1. Tape recorders.
    2. VCRs.
    3. Illegal drugs.
    4. Alcohol.
    5. Weapons.
    6. Flammable items.
  - iii. If a legal but restricted item is identified, inform the individuals of the restricted item and ask them to check the item at the security post.
  - iv. When accepting the item, have the individual sign a property sign-in sheet, describing the property. Make sure the individual signs the sheet again when he or she picks up the item.
  - v. If an illegal item is identified:
    1. Immediately notify the client contact.
    2. Ask the owner to wait until client contact arrives.
    3. If he or she leaves, ask those in the area if they know the individual's name and record the names of several eyewitnesses to the incident.
    4. Complete a factual incident report that includes the following:
      - a. Time event took place.
      - b. Individual's name.
      - c. Individual's description.
      - d. Illegal item or substance.
      - e. Name and telephone number of eyewitnesses.
      - f. Whom was contacted about the incident.
  - vi. Do not allow employees or visitors to take company property from the facility without proper authorization.
  - vii. If the individual refuses to cooperate, immediately notify the site supervisor and client contact. Do not attempt to physically restrain the individual unless lives are endangered.

- viii. Record the event in the daily report and log book, and complete an incident report that includes the following information:
  1. Individual's name or description.
  2. Property description.
  3. Date and time the incident took place.

#### Package and Equipment Removal

- a. SSPG will endeavor to ensure that no company property leaves the facility without proper authorization and to apply package access control consistently and fairly. Security officers will adhere to the following procedures:
  - b. When an employee begins to leave the building with company property, ask the employee who gave permission for the removal of the property.
  - c. Note the event in the daily report and log book, and include:
    - d. Employee's name.
    - e. Time and date.
    - f. Short description of the property.
    - g. Do not allow company property to leave the facility if unsure of what to do and without contacting the client contact.
    - h. If an employee refuses to cooperate, immediately contact the client contact.
    - i. Note the event in the daily report and log book. Complete an Incident Report and include as much factual information as possible including employee name, description and department.

#### Mail Deliveries

- a. SSPG will record courier deliveries and outgoing courier transmissions. Security officers will accept incoming and monitor outgoing courier deliveries. Security officers will adhere to the following instructions below:
  - b. When accepting a courier delivery, record the following information on the log-in sheet (Appendix D):
    1. Time package/envelope was delivered.
    2. Name of person and company delivering the package.
    3. Whether the package/envelope was intact at the time of delivery.
  - c. If there is an outgoing package, make sure a delivery company has been notified to pick up the package. The delivery company representative is required to sign the log-in sheet when picking up the package.
  - d. If a security officer's shift ends before a package is picked up by the delivery company, the security officer should record the delivery in the log book and inform the security officer relieving the post that the package is at the security post.

#### Vise Partners marijuana transportation protocols:

### **Shipping Manifest**

Pursuant to Department of Agriculture regulations governing medical marijuana transportation, prior to any transportation of cannabis, THE COMPANY will securely send a shipping manifest (on a form prescribed by the DOA) to all receiving dispensaries, the Illinois Department of Agriculture and THE CONTRACTOR security and logistics center before the close of business the day prior to transportation. Prior to departure, to ensure compliance, the Team Leader will confirm the Cultivation Center completed and transmitted the manifest by COB the day prior. The manifest will be communicated via a secured communication method (encrypted digital transmission) to three entities at least 24 hours prior to the transport operation:

1. The dispensary that will receive the products.
2. The Illinois Department of Agriculture (IDA)
3. The company's transportation and logistics and security personnel.

The Woodstock cultivation facility will securely maintain all manifests and will make them immediately available to IDA or the Illinois State Police (ISP) or other agency upon request. The manifest will contain precise information about the product to be transported, including product description, weight, size, and packaging type (bottle, bag, box, etc.)



Company  
 Aaron Green  
 Location  
 Green Dispensary Cultivation (Med)  
 Date  
 06/25/14

Tuesday, July 22, 2014  
 14:08:57

Save as PDF

**MEDICAL MARIJUANA ENFORCEMENT DIVISION  
 MEDICAL MARIJUANA TRANSPORTATION MANIFEST**

All sales transactions are to be completed prior to transportation of any Medical Marijuana. The receiving entity may reject product delivered, but amount delivered must be limited to amount signed upon in prior sales transaction. If the person transporting Medical Marijuana has not yet received his or her occupational license number, put "Pending" in the appropriate field.

Date of Completion:	7/22/2014	License # of Originating Entity:	5147155	For MHEC Use Only
Name of Originating Entity:	Aaron Green			
Address of Originating Entity:	4412 16th St USA Colorado Center - 80222			
Phone # of Originating Entity:	3035551234			
Fax # Which Approved MHEC Copy is to Be Sent (N/A if emailing):		303-333-3333		
Phone # MHEC Can Call with Questions:		303-555-5555		

If you are delivering more than 17 products to one stop, use the space for the next stop to continue listing products. For amicable product, enter the grams of Medical Marijuana in the "Weight / Quantity" field. For infused product, enter the quantity (i.e., item count) in the "Weight / Quantity" field. You do not have to include the grams of Medical Marijuana in infused products. Check here  if multiple pages are used. List the total number of pages in the manifest here \_\_\_\_\_

Stop Number on Route:	Item Description	Weight / Quantity
1	Black Cherry Soda	10

Name of Destination Entity:	Emily Davis
License No. of Destination Entity:	
Address of Destination Entity:	4545 8th St USA Colorado Center - 80222
Phone # of Destination Entity:	303-123-1234
Date and Approximate Time of Departure:	07-21-2014
Date and Approximate Time of Arrival:	07-21-2014
Route to Be Traveled:	Using a bit at the home



**Product Pick-Up Scheduling**

Upon receiving the shipping manifest from the cultivation facility, THE CONTRACTOR will schedule one of its secured transportation teams to arrive at the cultivation facility no less than 24 hours after the reception of the shipping manifest. To ensure operational security, the scheduled pick-up will not be communicated to the Cultivation Center or anyone outside security personnel assigned to the transport operation.

**Shipping container**

Pursuant to DOA regulations the medical cannabis will be secured in a locked safe and secure storage compartment that is part of the armored motor vehicle transporting the cannabis. (See below) or in a locked storage container that has a separate key or combination pad. All cannabis products being transported will not be visible from outside the vehicle.

**Transportation operations**

THE CONTRACTOR transportation team will travel directly from the Cultivation Center to the dispensary facility or testing laboratory and will not may any stops in between except to other dispensary facilities or laboratories, for refueling or, in case of an emergency. In case of emergency THE CONTRACTOR transportation agents will report the emergency immediately to

law enforcement through the 911 emergency system and The Company, which will immediately notify the Department of Agriculture.

#### **Arriving at the Dispensary Facility**

When the transport team arrives near the Cultivation Center in their unmarked vehicle, they will conduct counter-surveillance by circling the facility to determine if there are any existing threats. If any suspicious activity is witnessed, security personnel will depart the area and contact local law enforcement and dispensary facility security personnel.

Once the perimeter is considered secure the transport team will enter the facility through the secure entry gate. Transport team will enter the Cultivation Center through the secured front security entrance, they will identify themselves and display their Cultivation Center identification. Once THE COMPANY security personnel identify the transport team they will be allowed entry. The transport team will proceed to the secure sally port and will back in their vehicle to the product loading/unloading area. The transport security driver will remain with the vehicle at all times, the other security transport officer will exit the vehicle and proceed to the secure product storage cage inside the vehicle and retrieve empty, lockable portable product transfer containers. The security transport agent will also retrieve the portable scanner and a copy of the shipping manifest.

#### **Inside the Dispensary Facility**

The security operator inside the Cultivation Center will ensure that the product to be transferred matches the product information provided on the shipping manifest. The security operator will only accept product for transport that precisely matches the information the cultivation facility provided on the shipping manifest it sent approximately 24 hours earlier to the dispensary, the IDA and Illinois State Police.

The security transport agent will confirm that the product matches the information on the manifest using a portable scanner and by visually inspecting all items. If any product packaging is ripped, torn, or in any condition that might compromise the product, the transport agent will notify the Cultivation Agent in Charge.

The security transport agent will scan each package and match it to the shipping manifest and product being transported. Once the product is scanned and all items are accurately accounted for

the security transport agent will place the product in the lockable portable product transfer container. The security transport agent and cultivation facility manager will sign the manifest. The cultivation manager will make a copy of the signed manifest and provide the original to the security operator. (THE CONTRACTOR may also provide a portable electronic tablet device with a copy of the shipping manifest so both parties can digitally sign the manifest, but hard-copies of the manifest should be maintained by all involved parties.)

After the product is locked in the portable product transfer containers have been loaded into the secure storage cage inside the vehicle, the security transport agent will lock the cage, make sure all doors are secured, and reenter the passenger area of the vehicle. Once inside the vehicle, the security personnel will ensure all vehicle doors are locked.

#### **Leaving the Cultivation Facility**

Security transport team will contact THE CONTRACTOR security office and notify them of their departure from the cultivation facility. Upon departure, the transport will ensure that the surrounding area of the facility is free of any suspicious vehicles or persons. If any suspicious activity is witnessed, the security personnel will contact law enforcement to investigate.

#### **Cannabis storage:**

1. All cannabis delivered to and on inventory must be stored on the registered cultivation premises. No exceptions.
2. All inventoried cannabis on registered premises will be secured in a "restricted access area" and tracked consistently within the inventory tracking rules.
3. Cannabis will only be stored, packaged, sold and processed for sale in the Restricted Access Areas of the cultivation facility.
  - a. Such Restricted Access Areas include:
    - i. Secure storage room.
    - ii. Vault room.
    - iii. Packaging and sale preparation area.
  - b. Storage of cannabis:
    - i. During business hours, all cannabis not needed for that business days' sales will be stored in the vault located in the secured storage area.
    - ii. During non-business hours all cannabis will be stored in the secure vault.
    - iii. Access will be restricted only to individuals who are approved access to the "Restricted Access Areas" of the facility.

## Destruction of Cannabis:

### Procedures for documenting the disposal of cannabis:

- a. In accordance Illinois law 410 ILCS 705 any finished cannabis, extractions, infusions or other harvested plant material that does not meet standards for health, quality and viability are segregated in a quarantined area and then destroyed.
- b. All cannabis destruction will be performed by a supervisor, overseen by a security officer and recorded on video surveillance, which is retained for five years.
- c. The Department and Illinois State Police will be notified at least seven days prior to destructing any cannabis.
- d. The supervisory staff member conducting the disposal will record the following in the Biotrack inventory system:
  - a. A description of the products including:
    1. Quantity.
    2. Strain.
    3. Variety.
    4. Batch number.
    5. Reason for cannabis being disposed.
    6. Method of disposal.
    7. Name, address and telephone number of disposal company.
    8. Date and time of disposal.
    9. Cultivating organization agent in charge of the disposal.
  - b. the reason for the cannabis being disposed.
  - c. the method of disposal.
  - d. the date the Department and Illinois State Police were notified; and the date of destruction.
- e. All compostable material is composted on site to reduce the amount of waste for disposal.
- f. All plant waste will be disposed of under video surveillance by grinding the plant waste and mixing it to be 50 percent by volume with an approved inert material.
- g. It will be stored in a secure container prior to leaving the cultivation facility, and will ultimately be disposed of by an approved and permitted solid waste facility.

## Transporting Currency:

1. Emergency Procedures.
  - a. If the SSPG transportation team is compromised during transportation, they will take the necessary evasive measures and contact local law enforcement (as soon as it is safely possible) for assistance.

- b. Any incidents during transportation will be thoroughly documented as outlined in section 17 (b) of this document.

#### Documenting incidents

##### Reporting loss or theft of cannabis:

- a. Any principal officer or agent of Vise Partners will promptly document and report any loss or theft of cannabis from the cultivation site to the appropriate ISP District and the Division.
- b. The organization shall promptly make the report to the division by phone, and in writing deposited in the U.S. Mail, postage pre-paid, within 48 hours after having reasonable cause to believe that cannabis has been lost or stolen from the facility or of the discovery of the loss or theft.
- c. The report to the division shall include:
  - a. Name and address of the cultivation site.
  - b. Amount and type of cannabis lost or stolen.
  - c. Circumstances surrounding the theft or loss of cannabis.
  - d. Date and time of loss or theft.
  - e. The date the loss or theft was discovered.
  - f. The person(s) who discovered the loss or theft.
  - g. The person(s) responsible for loss or theft.
  - h. Any other information the reporter believes might be helpful in establishing the cause of the loss or theft.
- d. All employees present, working or associated with the theft or loss will be required to write a report and/or submit to an interview prior to ending their tour of duty.
- e. As needed, Vise Partners will engage local law enforcement for assistance.

##### Discrepancies in Inventory:

1. All discrepancies in inventory will be thoroughly investigated and resolved quickly.
2. If an audit discrepancy (increase or decrease in inventory) is due to documented causes (human error, typos etc.), the cultivation organization shall document the cause in the incident log and electronic inventory control system.
3. The Cultivation Organization (CO) will enact new protocols and/or training to ensure the discrepancy does not re-occur.
4. If the discrepancy in inventory (increase or decrease) is not due to documented causes the cultivating organization will determine where the loss occurred.
  - a. Cultivating organization agent and SSPG will review security cameras, visitor logs, transaction logs, determine who had access to restricted access area and point of sale areas where marijuana was located. Check electronic access logs (strike plates and scramble pads) to determine who accessed cannabis storage and sale areas and conduct employee interviews to determine where the loss occurred.
  - b. Once the cause is identified the cultivating organization will take corrective action by establishing new protocols and/or training to ensure no re-occurrence.
  - c. Cultivating organization will then document the cause and corrective action take into the incident log and the electronic inventory system.

- i. CO will inform the division of loss and corrective action within 2 business days of first discovery.
- d. Suspected criminal activity:
  - i. If the loss is due to suspected criminal activity the cultivating organization will make a report of the circumstances and facts known surrounding the incident to the Division, ISP and local law enforcement.
  - ii. The CO will actively assist the Department, ISP and local law enforcement with any investigation or queries.
  - iii. The CO will ensure all evidence (video, prints, witness statements etc.) are preserved and properly tendered to the Division, ISP and local law enforcement.
  - iv. The DO will ensure all employees are made available for Division, ISP and Local Law enforcement.
  - v. All of the above will be documented in the incident log.
  - vi. The DO will maintain all of the above inventory records in a secure locked location for five years from the date of the document was created. The DO will provide any inventory document to the Division for review upon request.

All other incidents:

- a. Are reported to the DAIC and SSPG supervisor immediately.
- b. Promptly document on the SSPG incident form and submitted to SSPG direct supervisor within 24 hours of the incident.

Liaison with local law enforcement

- a. SSPG will maintain an open and effective relationship with local law enforcement.
- b. SSPG will assist any state, local or federal law enforcement agency with all lawful requests.
  - a. SSPG security professionals will vet all law enforcement requests through the DAIC and SSPG manager prior to compliance.

**Use of force:**

- a. SSPG Security Professionals are authorized to utilize deadly force to protect life. Protection of life includes customers, Vise Partners personnel, and SSPG personal and innocent bystanders.
- b. SSPG shall seek law enforcement assistance as early as safely possible during incidents.
- c. All use of force incidents will be comprehensively documented within SSPG corporate policies.

USE OF FORCE NOTIFICATIONS - FIREARMS

- a. Employees who discharge their firearms, except during legitimate practice or SSPG-endorsed training, will notify their supervisors immediately. Written reports of all such incidents will be completed by the employees involved or other assigned security personnel or investigators as directed by the supervisors.
- b. Investigation of shootings involving security personnel will commence immediately after the incident occurs. Security personnel at the scene of the shooting shall request a supervisor to respond to the location and management will be notified.
- c. Investigations of use-of-force incidents involving firearms may be conducted by SSPG personnel and the law enforcement agency with the legal requirement to respond and investigate.

#### USE OF FORCE NOTIFICATIONS - OTHER THAN FIREARMS

- a. Employees of the Company, while in the performance of their duties, who are involved in an incident where death or serious bodily injury is inflicted on another person as a result of some type of enforcement activity will immediately notify their immediate supervisors.
- b. Investigations of use-of-force incidents not involving firearms may be conducted by SSPG personnel and the law enforcement agency with the legal responsibility to respond and investigate.

#### **Electronic Access Control System (EACS).**

1. All cultivating agents and personnel will be enrolled into the EEACS.
  - a. Only the AIC and/or the SSPG Security Officer will be able to enroll individuals into the EACS.
2. Enrollment will consist of providing biographical data into the system and creating an employee profile. Information will include:
  - a. Name.
  - b. Date of birth.
  - c. Height.
  - d. Weight.
  - e. Photograph.
  - f. Job title.
  - g. agent identification card and expiration date.
3. Each employee will be given a designated access level based on their scope of employment (duties) in the cultivating organization.
4. Access levels (door groups) will be given to those employees with a need to access specific areas. Limiting access to these areas will be vital to preventing theft, loss and diversion.
5. Each employee will be given an access card that has been programed with a specific door group.
6. Each employee will require a two level authentication to receive access to room or area in the cultivating facility.
7. Two level authentication consist of: 1) something you have (security access card) and 2) something you know (password).
8. Each door, portal or access point will be equipped with an access scramble pad and strike plate.
9. To gain access to an area, an individual will need to swipe their security card across the scramble pad. The employee inputs their 4-6 security code into the pad and is granted access to the area. Each 4-6-digit security code is programed assigned to each individual security card.
10. The EEACS will create an electronic record of all access (movement) and alarm events in the cultivating facility. The electronic record will be stored on the windows based server in the security office. The EEACS will have report generating capabilities for all events and alarms that occur in and around the site.
11. Upon request, the cultivating organization will be able to immediately provide ISP, the Department, the Division and local law enforcement a complete record of all access and alarm history in the facility.

### Video Surveillance System:

- a. The security surveillance system internal cameras will have unobstructed video surveillance of all enclosed areas, unless prohibited by law. Internal cameras will cover all interior entrance and exit points, access points, windows, sale areas, safes, vaults, secure storage, employee areas, sally port and any areas where cannabis is stored, handled, cultivated or destroyed.
- b. Vise Partners video monitoring system captures each point of sale location and is able to identify the agent distributing cannabis and any qualifying patient or designated care giver purchasing cannabis. It also captures the sale, the individuals and the computer monitors used for the sale.
- c. The external camera system has an unobstructed video surveillance of the entire perimeter of the cultivation center. Vise Partners Organization will ensure all trees, shrubs, bushes and foliage are trimmed and well maintained to ensure external cameras remain unobstructed. The external cameras cover the entire exterior of the building, all external doors, windows and access points, visitor and employee parking, roof of building, outlying grounds leading up to the perimeter fence, and main gate, storefront and parking lots.
- d. The video surveillance security system is supported by a facility lighting plan to ensure all cultivating areas covered by the video surveillance monitoring system are fully illuminated at all times of the day. This ensures the video monitoring system captures the highest quality images.
- e. External cameras are angled to allow for the capture of facial recognition, clear and certain identification of any person entering and exiting the cultivation site, the immediate surrounding area and license plates of vehicles in the parking lot(s).
- f. Internal cameras will cover all interior entrance and exit points, sale areas, safes, vaults, secure storage, employee areas, sally port and any areas where cannabis is stored, handled, cultivated or destroyed.
- g. To prevent theft loss or diversion, the video camera system will have a camera or cameras recording each point of sale location allowing for identification of the agent distributing the cannabis and the qualifying patient or designated caregiver purchasing the cannabis. The camera(s) will visually capture and record the individuals involved in the transaction and the computer monitors used for the sale. All cameras will be angled to allow for facial recognition and the capture of clear and certain identification of any person entering or exiting the area and in lighting sufficient during all times of night and day.
- h. To eliminate unauthorized access to the cultivation facility, all "off-site" or remote video monitoring will be done through a virtual private network (VPN). The VPN will be provisioned to only allow authorized individuals (ISP, the Division etc.) to remotely access the security surveillance camera system. The VPN will allow real-time remote viewing of all video footage captured on the security surveillance system.
- i. The Vise Partners will have a dedicated security room in which all "on-site" live security video monitoring and recording will be conducted.
- j. All security surveillance monitors will be 24 inches or larger.
- k. The monitoring room contains a video printer capable of producing a clear, still photo from any video camera.

- l. Access to the security room that contains the surveillance monitoring and/or video recording equipment is a restricted access area and is only limited to persons that are essential to the surveillance operations, law enforcement officers acting within their jurisdiction, security system service personnel and the Division. All others will be denied access.
- m. A current list of authorized cultivation agents and service personnel that have access to the surveillance room will be made available to the Division, the Department of Agriculture or ISP upon request.
- n. All security equipment and recordings will be maintained in good working order, and will be kept in a secure location to prevent loss, theft, destruction or alterations.
- o. Silver Star Protection Group will conduct weekly inspections and function tests on the entire security surveillance system and lighting system to ensure the entire system is functioning properly. The tests will be recorded in the security inspection and maintenance log. For safekeeping, the security maintenance and inspection log will be locked in a secure cabinet in the security monitoring office. The security maintenance and inspection log will be provided to ISP or the Division upon request.
- p. Vise Partners video surveillance system has a failure notification system that alerts the DAIC by text and audio.
  - a. It notifies the DAIC with 5 minutes.

#### **Video Recordings:**

- a. All video surveillance captured on the Genetec Security Center will be stored for 90 days or more. All video surveillance data captured on the "offsite" windows server will be stored for 90 days at D1 resolution 3FPS, with remote web-based access for all Law enforcement and DFPR officials.
- b. The Omnicast IP video will allow Vise Partners and SSPG to examine and reproduce the surveillance data in many ways. The DVR software will allow Vise Partners and SSPG to rewind, replay, slow motion, fast forward, freeze and zoom all surveillance footage. The software will make all video recordings available for immediate viewing upon request.
- c. Through the DVR software and a color printer, Vise Partners and SSPG will have the ability to immediately produce a clear, color photo from either live or recorded video.
- d. The DVR software will be able to export still images in an industry standard format (including .jpg, .bmp, .gif). In addition, exported video will be able to be archived in a proprietary format that ensures authentication of the video and guarantees no alteration of the video has taken place. All exported video will be able to be saved in an industry standard file format that can be played on a standard computer operating system.
- e. All video surveillance recordings will be date and time stamped. Date and time will be synchronized and set correctly and positioned so that it will not significantly obstruct the picture.
- f. As soon as the organization becomes aware of loss or theft of cannabis, pending civil, criminal or administrative investigation or legal proceeding they will securely store and retain all relevant video for as long as necessary or until the conclusion of above listed investigation or proceeding.
- g. All recordings will be erased or destroyed prior to disposal.
- h. Live video monitoring.

- i. Vise Partners organization will be able to deliver real time video surveillance data to ISP, the Division, local law enforcement and SSPG.
- j. Vise Partners will grant access to all "live video surveillance footage at the cultivation center" by virtual private network (VPN) to ensure the "live Feeds" are not hacked or compromised during transmission. ISP, the Division, local law enforcement and SSPG will all be provisioned as remote viewers of the surveillance data.
- k. The VPN will be configured to "site to site mode" allowing for continuous monitoring of video between the cultivator and ISP and the division.
- l. The VPN will be configured to "always on" mode to ensure uninterrupted viewing of surveillance footage. Once provisioned as remote viewer's ISP, the Division, local law enforcement and SSPG will be able to view the live surveillance footage over a secure internet web browser. These live feeds will provide an additional level of security, as it will enable the Department, the Division; ISP and local law enforcement deliver the most effective response to emergency situations.
- m. The Cultivating Organization will have redundant access network (WAN) connections (multiple internet circuits) to ensure the continuation of service. In the event the primary internet circuit fails, there are secondary internet circuits that will providing live video surveillance monitoring. This will ensure the uninterrupted access to "live video surveillance monitoring" for ISP, Division, local law enforcement and SSPG.

#### **Alarm System:**

- a. Duress alarms are located: In the Front room by security and in the back restricted access area.
  - a. Duress alarms report to the alarm company who then contacts local police. (public safety Answering point for the law enforcement agency having primary jurisdiction).
- b. Alarms failure notification systems alerts by text and call.
  - a. Alert goes to the AIC.

#### **Lighting system:**

- a. The entire exterior of the cultivation facility and roof will be equipped with sufficient lighting to ensure full visibility of entire premise at all times.
- b. Areas included are:
  - a. Employee and customer parking.
  - b. All building entrances and points of access.
  - c. All exterior walls.
  - d. All windows.
  - e. Roof.
  - f. Perimeter curtilage.
  - g. Loading dock/sally port area.
  - h. Other areas of interest.
- c. Lighting will be adjusted monthly for seasonal variations in daylight. It will also be adjusted for daylight savings time.

### **Monthly testing of security equipment:**

- a. Ensure lighting is adjusted for seasonal variations in daylight.
- b. Document all tests in the security equipment test log.

### **Bi-annual compliance assessments:**

- a. SSPG security officers will assist the cultivating organization with all aspects of the bi-annual compliance assessment including:
  - a. Providing records, documents and logs.

### **Requests from the State, Department or Law Enforcement**

- a. All lawful requests from any State, Local or Federal Law Enforcement agency will be complied with fully.
- b. All requests will be vetted through the AIC and SSPG management.
- c. Close of Business Video Monitoring:
- d. Vise Partners has contracted \_\_\_\_TBD\_\_\_\_ to conduct video monitoring during non-business hours.
- e. If an incident arises during the non-business hours, the monitoring center will contact:
  - a. Local Law Enforcement (Rolling Meadows Police Department).
  - b. Agent In Charge
  - c. Silver Star Protection Group

### **Close of Business Incident Response:**

- a. In the event of an unforeseen incident that requires emergency response (non-law enforcement related) the video monitoring company will contact:
  - i. Agent In Charge
  - ii. Silver Star Protection Group

### **Maintaining Site Logs (See Appendices for site logs).**

- a) Vise Partners will maintain the following logs on site:
  - a. Daily log book.
  - b. Incident log.
  - c. Visitor Log.
  - d. Key Log.
  - e. Training log.
  - f. Monthly security system inspection log.
  - g. Maintenance log.
  - h. Current "Third Party Vendors" list.
- b) Site logs will be maintained in both paper and electronic format.
- c) Site logs will be kept electronically on a secured shared drive. In addition, a paper log will be maintained in a logbook.

- d) Both electronic and paper logs will be maintained and secured in the SSPG Security Office.
- e) All site logs will be maintained for a minimum of 5 years. Site logs will be turned over to The Division, Department or ISP upon request.

**Signage:**

1. The customer entrance will have the following signage:
  - a. No weapons permitted on premises.
  - b. Customers must remove any items that obstruct individual identification including but not limited to: glasses, hats, hoods, and gloves.
  - c. No persons under the age of 21 allowed in the facility.
  - d. Hours of operation.
2. The sign will be a minimum of 36' x 36", and a minimum of 2-inch bold lettering.
3. The sign will be properly illuminated to facility reading under low or no light conditions.
4. Restricted access areas will have the following signage:
  - a. All restricted access areas must be identified by posting of a sign a minimum of 12" x 12".
  - b. The sign will state: "Do Not Enter- Restricted Access Area – Access Restricted to Authorized Personal Only".
  - c. Lettering will be 1" height or greater.
5. Cannabis-infused product sale area will display a placard that states the following:
  - a. "Edible cannabis infused products were produced in a kitchen not subject to public health inspections that may also possess common food allergies".
  - b. The placard will be 24" tall by 36" wide or larger.
  - c. The lettering will be 2" or greater.
  - d. Sign will be written in English and translated into additional languages as needed.
  - e. The placard will clearly visible and readable by all customers.
  - f. The signs will be placed in all areas where edible cannabis-infused products are sold.

**Emergency Contacts:**

Contact	Provider	Phone Number
Police, Fire or Paramedic	City of Woodstock	911
Police Non-Emergency	Woodstock PD	815-338-2131
Poison Control	American Association of Poison Control	800-222-1222
Gas (leak, odor, emergency)	NICOR Illinois	888-642-6748
Electric	Commonwealth Edison (ComEd)	877-426-6331
Agent-In-Charge	TBD	TBD
Security Company	Silver Star Protection Group	312-224-7875

## Emergency Procedures

### Workplace Violence:

- a. It is company policy to promote a safe environment for its employees. The company is committed to working with its employees to maintain a work environment free from violence, harassment, intimidation, and other disruptive behavior.
- b. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- c. Most workplaces are immune to such events; however, such behavior will not be tolerated in the workplace.
- d. All reports or incidents will be taken seriously and will be dealt with appropriately.
- e. Individuals who commit such acts may be removed from the premises and be subject to disciplinary action, criminal penalties, or both.
- f. All incidents will be thoroughly document in accordance with this security policy section 18 (c).

## Emergency Management

Vise Partners emergency management plan will consist of four elements:

- 1) Prevention / Mitigation
- 2) Preparedness
- 3) Response
- 4) Recovery

### Prevention/Mitigation

The first phase in emergency management is Prevention-Mitigation. Prevention is the action taken to decrease the likelihood that an event or crisis will occur. Mitigation is the action taken to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented. The incidents Vise Partners is seeking to prevent, diminish, or mitigate are defined specifically through a process of hazards identification and risk assessment. Vise Partners will conduct a quarterly self-assessment to identify potential vulnerabilities. In addition, they will ensure they continually evaluate their protocols to ensure they are utilizing the industries "best practices" in crisis situations.

### Preparedness

Vise Partners will ensure that are at an elevated state of preparedness at all times. Vise Partners has developed plans and procedures designed to save lives and to minimize damage when an emergency occurs. Planning, training, and exercising are the essential elements of preparedness. These activities ensure that when a disaster strikes, emergency personnel will be able to provide the best response possible.

#### Planning:

##### Vise Partners has:

- Establishing an incident command system (ICS) consistent with the National Incident Management System (NIMS) for organizing personnel and services to respond in the event of an emergency.
  - Vise Partners has identified key personnel who must receive training on the National Incident Management System and the Incident Command System.
- Developed all-hazard policies, procedures, and protocols with input from key community partners such as law enforcement, services, public health, fire services, and mental health.
- Collaborating with community partners to establish mutual aid agreements that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners.
- Assigned personnel to manage each ICS function and defining lines of succession in emergency plan as to who is in charge when key leaders are not available.

#### Vise Partners has created and Occupant Emergency Plan (OEP)

The occupant emergency plan will provide direction to employees during an emergency situation (natural or man-made). The Occupant Emergency Plan will provide specific instruction for employees on:

- a. Building fire response.
- b. How to respond to emergencies.
- c. Natural disaster.
- d. Flooding.
- e. Bomb threat.
- f. Active shooter / hostage situations.
- g. Severe weather / natural disaster.
- h. Chemical spill.
- i. Loss of all power.

Each employee will be given a copy of the Occupant Emergency Plan. A copy of the OEP will be maintained in the security office, secure storage and/ or Cultivation Facility owner and Agent in Charge's office.

#### Training:

Vise Partners employees and security staff will be provided training in:

- Most efficient methods for requesting help in emergency situations (emergency notification system).
- Evacuation and reverse evacuation procedures / evacuation routes.
- Secure lockdown.
- Shelter in place.
- Medical emergency response.
- First Aid and AED/CPR.
- Fire suppression / fire extinguisher use.

#### Exercising:

Vise Partners will conduct semi-annual emergency management exercises for all employees and security staff at cultivation center. All exercises will ensure all employees are able to successfully employ all components of the emergency management plan. All training and exercises will be documented and maintained in the security office.

#### Response:

Vise Partners maintains a variety of emergency response programs and capabilities, all designed to support the cultivation site and surrounding community during times of crisis. Vise Partners Emergency Operations Plan provides the framework by which Vise Partners and its employees will respond to and manage emergency incidents affecting the location.

The primary objectives of Emergency Operations Plan are to:

- Protect and preserve of human life.
- Protect the assets of the Cultivating Organization.
- Protect the cultivation's property and structures.
- Protect the welfare of surrounding community members.
- Facilitate continuity of all cultivating operations.

#### Recovery:

Continuity of Operations is an effort within the cultivating organization to ensure that essential functions continue to be performed during and after a wide range of emergencies, including localized acts of nature, accidents and related emergencies. In order to achieve that goal, Vise Partners has identified their Essential Functions and develop plans that allow those functions to be continued throughout, or resumed rapidly after, a disruption of normal activities.

Recovery is an ongoing process. The type and breadth of recovery activities will vary based on the nature and scope of the emergency. However, the goal of the recovery phase is to restore the facility to normal operations. Planning for Recovery begins in the Preparedness phase, and requires support from community

leaders to ensure that decisions contribute to implementation and resolution of all four components of recovery.

Recovery includes:

- Physical and Structural Recovery.
- Business Recovery.
- Restoration of operations.
- Psychological and Emotional Recovery.

## **APPENDICIES:**

### Appendix A: MEDICAL EMERGENCY

#### **MEDICAL EMERGENCY**

- Call medical emergency phone number (check applicable):

† Paramedics

† Ambulance

† Fire Department

† Other

Provide the following information:

- a. Nature of medical emergency.
  - b. Location of the emergency (address, building, room number).
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Phone: \_\_\_\_\_

Name: Phone: \_\_\_\_\_

• If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich maneuver in case of choking.

• In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## APPENDIX B: FIRE EMERGENCY

### FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed).
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - † Voice Communication
  - † Phone Paging
  - † Radio
  - † Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or Designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

#### APPENDIX C: EXTENDED POWER LOSS

##### Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system.
  - Standpipes.
  - Potable water lines.
  - Toilets.
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

#### APPENDIX D: CHEMICAL SPILL

### Chemical Spill

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE): MSDS:  
\_\_\_\_\_

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.

- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

APPENDIX F: BOMB THREAT

**Bomb Threat**

TELEPHONE BOMB THREAT CHECKLIST INSTRUCTIONS:

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
 ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS SPEECH LANGUAGE:

\_\_\_ Loud \_\_\_ High Pitch \_\_\_ Raspy \_\_\_ Intoxicated \_\_\_ Soft \_\_\_ Deep \_\_\_ Pleasant \_\_\_\_\_ Other  
 SPEECH:

\_\_\_ Fast \_\_\_ Distinct \_\_\_ Stutter \_\_\_ Slurred \_\_\_ Slow \_\_\_ Distorted \_\_\_ Nasal \_\_\_\_\_ Other \_\_\_

LANGUAGE:

Excellent \_\_\_ Fair \_\_\_ Foul \_\_\_ Good \_\_\_ Poor \_\_\_\_\_ Other

ACCENT \_\_\_ Local \_\_\_ Foreign \_\_\_ Race \_\_\_ Not Local \_\_\_ Region \_\_\_

Manner:

Calm \_\_\_ Rational \_\_\_ Coherent \_\_\_ Deliberate \_\_\_ Righteous \_\_\_ Angry \_\_\_ Irrational \_\_\_ Incoherent  
 \_\_\_ Emotional \_\_\_ Laughing \_\_\_

BACKGROUND Noises:

Factory \_\_\_ Machines \_\_\_ Music \_\_\_ Office \_\_\_ Machines \_\_\_ Street \_\_\_ Traffic \_\_\_ Trains \_\_\_ Animals  
 \_\_\_ Quiet \_\_\_ Voices \_\_\_ Airplanes \_\_\_ Party \_\_\_ Atmosphere

BOMB FACTS PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Upon Termination of call:

Activate malicious call trace: Hang up phone and do not answer another line.

Choose same line and dial \*57 (if your phone system has this capability).

Listen for the confirmation announcement and hang up.

Call Security at \_\_\_\_\_ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

## APPENDIX G: SUSPICIOUS PACKAGE/MAIL

### Suspicious Package/Mail

If you receive a suspicious package, letter, or object under any circumstances. Do not touch it, tamper with it, or move it.

- Report it to your supervisor.
- Call 911 from a land or hard line (DO NOT USE YOUR CELL PHONE) and request assistance from the "Bomb squad or Unit."
- Evacuate the building to predetermined safe location.
- Do not use cellular phone or radios for communication.
- Provide as much information and detail to first responders.
- Once in the safe area, conduct a headcount and ensure all employees and customers are accounted for.

#### Suspicious Package Characteristics

Origin — Postmark does not match the city of the return address, name of the sender is unusual or unknown, or no return address given.

Balance — the letter is lopsided or unusually thick, the letter or package seems heavy for its size.

Contents — Stiffness or springiness of contents; protruding wires or components; oily outer wrappings or envelope; feels like it contains a powdery substance.

Smell — Particularly almond or other suspicious odors.

Writing — Handwriting indicates a foreign style not normally received, cut-and-paste letters or rub on block letters are used. Common words, titles or names are misspelled.

## APPENDIX H: ACTIVE SHOOTER

### Active Shooter

#### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

##### 1. Evacuate.

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

##### 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.



- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).

- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.

- Blockade the door with heavy furniture.

- HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door.

- Silence your cell phone and/or pager.

- Turn off any source of noise (i.e., radios, televisions).

- Hide behind large items (i.e., cabinets, desks).

- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.

- Dial 911, if possible, to alert police to the active shooter's location.

- If you cannot speak, leave the line open and allow the dispatcher to listen.

### 3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.

- Throwing items and improvising weapons.

- Yelling.

- Committing to your actions.

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers can arrive individually or as a team.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

APPENDIX I: SEVERE WEATHER AND NATURAL DISASTERS  
**SEVERE WEATHER AND NATURAL DISASTERS**

**Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter.

Consider the following:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

**Flood:**

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**Hurricane:**

• The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows.
  - Hallways on the lowest floor away from doors and windows.
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:**

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.

- 
- Stuff towels or rags in cracks under doors.
  - Cover windows at night.
  - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
  - Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.










APPENEX N: INCIDENT LOG

Incident Log

Shift:			Location	
Date of Incident	Location of Incident	Individuals Involved	Description of Incident	Resolution / Reported By












APPENDIX T: CULTIVATING OPENING CHECK LIST

Cultivation Opening Checklist

YES	NO	Opening checklist	
		Did the Security Officer conduct a security sweep of the entire facility prior to opening?	If "No" do not open the facility.
		Was there any sign of forced entry or breached access points?	If "Yes" do not open the facility until the facility is secure and all cash and cannabis are accounted for.
		Is the cash or cannabis storage containers, locked and secured with no sign of tampering?	If "No" do not open the facility until the facility is secure and all cash and cannabis are accounted for.
		Were there any security system alarms activated since the last closing of the facility?	If "Yes" do not open the facility until the facility is secure and all cash and cannabis are accounted for.
		Is the facility opening between the hours of 6AM and 8PM?	If "No" do not open the facility.
		Are there two or more employees present at the opening of the cultivation site?	If "No" do not open the facility.
		Are all employees documenting their entry into the facility via the Electronic Access Control System?	If "No" do not open the facility until all employees are documented in the system.
		Are all security system components (alarm, video, access and lighting) functioning?	If "No" do not open the facility.
		Are all state agencies (with a mandatory requirement) able to conduct "live monitoring" of the facility?	If "No" do not open the facility.
		Is the Electronic Verification System (Point of Sale) functioning?	If "No" do not open the facility.
		Are all employees prominently displaying their Agent Identification ID's on their person?	If "No" do not open the facility until employees are.

Ensure you satisfy all of the above conditions prior to opening the facility

APPENDIX U: CLOSING CHECK LIST

Cultivation Closing Checklist

YES	NO	Closing Checklist	
		Have all customers safely left the cultivation site?	If "No" do not close the facility.
		Has a through, systematic security sweep been conducted of the entire facility to verify all access points (doors, windows, gates) are secure?	If "No" do not close the facility.
		Are all cannabis and currency safely locked in the vault?	If "No" do not close the facility.
		Are all security system components (alarm, video, access and lighting) functioning?	If "No" do not close the facility.
		Are all state agencies (with a mandatory requirement) able to conduct "live monitoring" of the facility?	If "No" do not close the facility.
		Has the end of business inventory been conducted and documented in the Electronic verification system?	If "No" do not close the facility.
		Does the electronic inventory match what is on hand?	If "No" do not close the facility.
		Have all employees exited the facility?	If "No" do not close the facility.

Ensure you satisfy all of the above conditions prior to closing the facility.

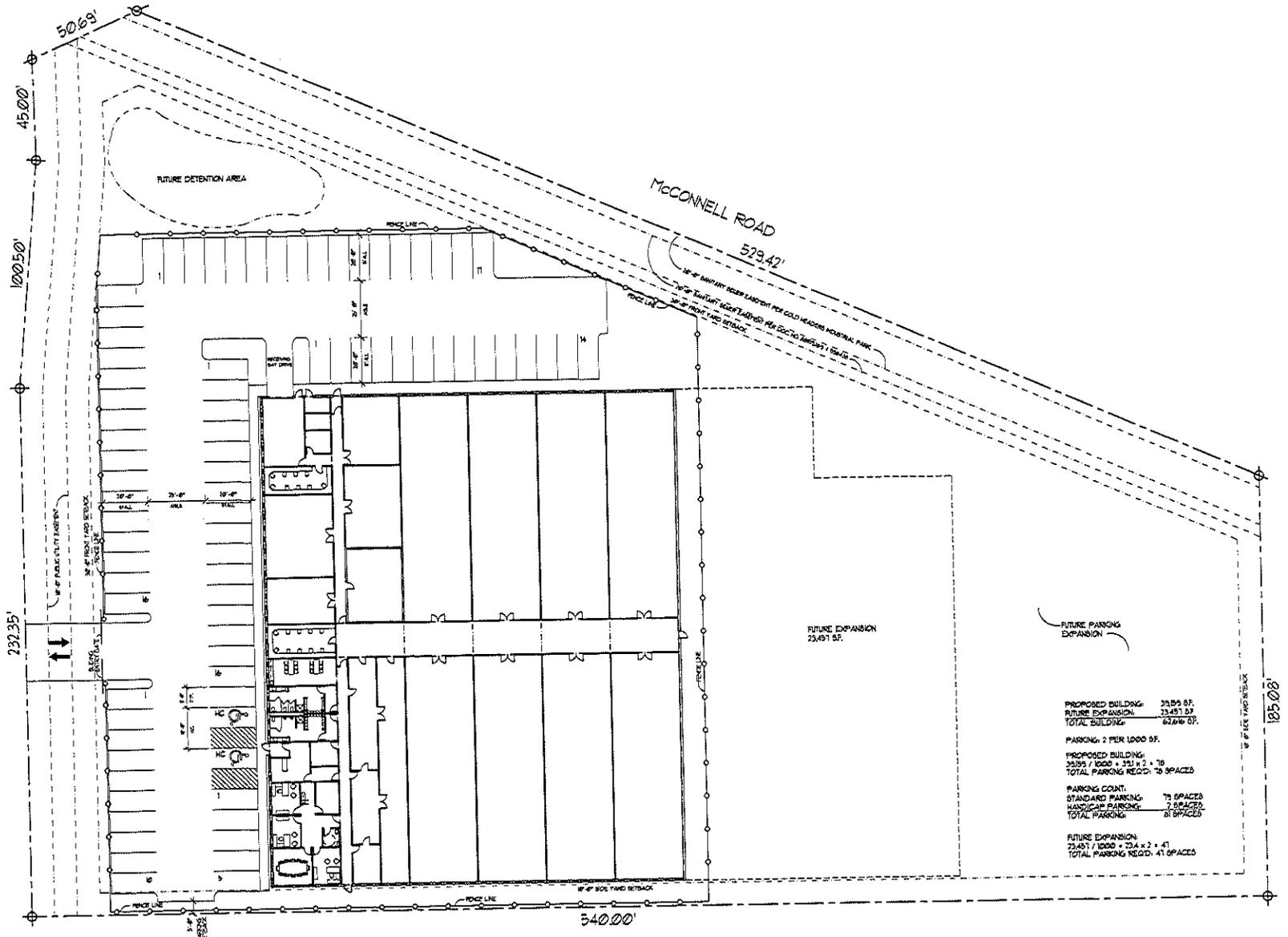
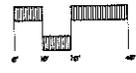
Exhibit A

DUNCAN PLACE

McCONNELL ROAD

**SITE PLAN** 39,199 SF.

SCALE: 1" = 30'-0"



PROPOSED BUILDING:	39,199 SF.
FUTURE EXPANSION:	23,491 SF.
TOTAL BUILDING:	62,690 SF.
PARKING: 2 PER 1000 SF.	
PROPOSED BUILDING:	78 SPACES
FUTURE EXPANSION:	47 SPACES
TOTAL PARKING REQ'D:	125 SPACES
PARKING COUNT:	
STANDARD PARKING:	73 SPACES
HANDICAP PARKING:	7 SPACES
TOTAL PARKING:	80 SPACES
FUTURE EXPANSION:	
23,491 / 1000 = 23.49 x 2 = 47	
TOTAL PARKING REQ'D:	41 SPACES

**WISE PARTNERS**  
**CULTIVATION**  
**BUILDING**  
LOT B - DUNCAN PLACE  
WOODSTOCK, IL 60096

DATE:	04/10/20
SCALE:	1" = 30'-0"
SHEET NO.:	110
TITLE:	SITE PLAN
DESIGNED BY:	
CHECKED BY:	
DATE:	
SCALE:	
SHEET 1 OF 2	



## Exhibit – Request for Fence Variance

### “Fence Special Use”

A chain link fence will be erected along the perimeter of the property. The fence will meet the specifications developed by the United States Department of Defense for effectiveness. It will be constructed of a 9-gauge or heavier wire with twisted and barbed selvage top and bottom and 2"x 2" diamond-shaped mesh. It will be at least 9 feet high. Its posts will be set in concrete and spaced no more than 10 feet apart. The fence will be augmented with a top guard containing 3 or 4 strands of taut barbed wire 6 inches apart attached to the supporting top guard arms at a 45-degree angle facing away from the property effectively increasing the overall height of the fence to 10 feet.

If buildings, trees, hillocks, or other vertical features are within 10 feet of the fence, it shall be heightened or protected with a Y-shaped top guard. The bottom will be within 2 inches of hard ground and will have rigid metal poles or a concrete sill attached to the bottom to stabilize against crawling under or lifting. Where the ground is sandy or subject to erosion, the bottom of the fence will be installed a couple of inches below ground. To protect against washouts or channeling under the fence, culverts or troughs will be provided at natural drainage points. If any of these drainage points are larger than 96 square inches, they, too, will be provided with physical barriers that will protect the perimeter without impeding the drainage. Any access points/gates installed in the fencing will be secured with a heavy-duty approved padlock and will be monitored 24/7 by CCTV and roving perimeter security patrols.

Additional detection devices may be added to the outermost perimeter fence line if indicated in future vulnerability assessments. The Company will have an enclosed, locked facility that will be used to secure and store medical cannabis where the medical cannabis is not visible to the public. The fence will provide a physical barrier and restrict access to the entire facility.

At intervals of 50 feet, the fence will have imbedded signs that state “Private Property Do Not Enter” to alert individuals to keep off the premises. The security fence will remain contiguous around the entire perimeter and only allow access to the facility through a main entrance gate. The main entrance gate to the facility will be a retractable, sliding, chain link fence. The main entrance will be outfitted with a dual authentication access panel, security camera and an intercom to identify individuals in and around the security gate and capture the license plates of all vehicles that enter and exit the facility.

One front gate camera will be positioned on the access panel to identify drivers of vehicles entering and exiting the facility. The access panel camera will be angled to obtain a clear unobstructed image of all occupants in the vehicle. A second camera will be positioned above the main gate. The camera above the gate will have pan/tilt/zoom capability

enabling the complete unobstructed view off the entire area around the main gate. This will enable the security office to identify any attempted unauthorized access or intrusions. The employee access panel will be equipped with a strike plate and scramble pad. Employees will be required to "swipe" their security access card over the strike plate to activate the scramble pad. Employees will then have to enter their individual security code assigned to their security access card to open the gate and enter the facility grounds.

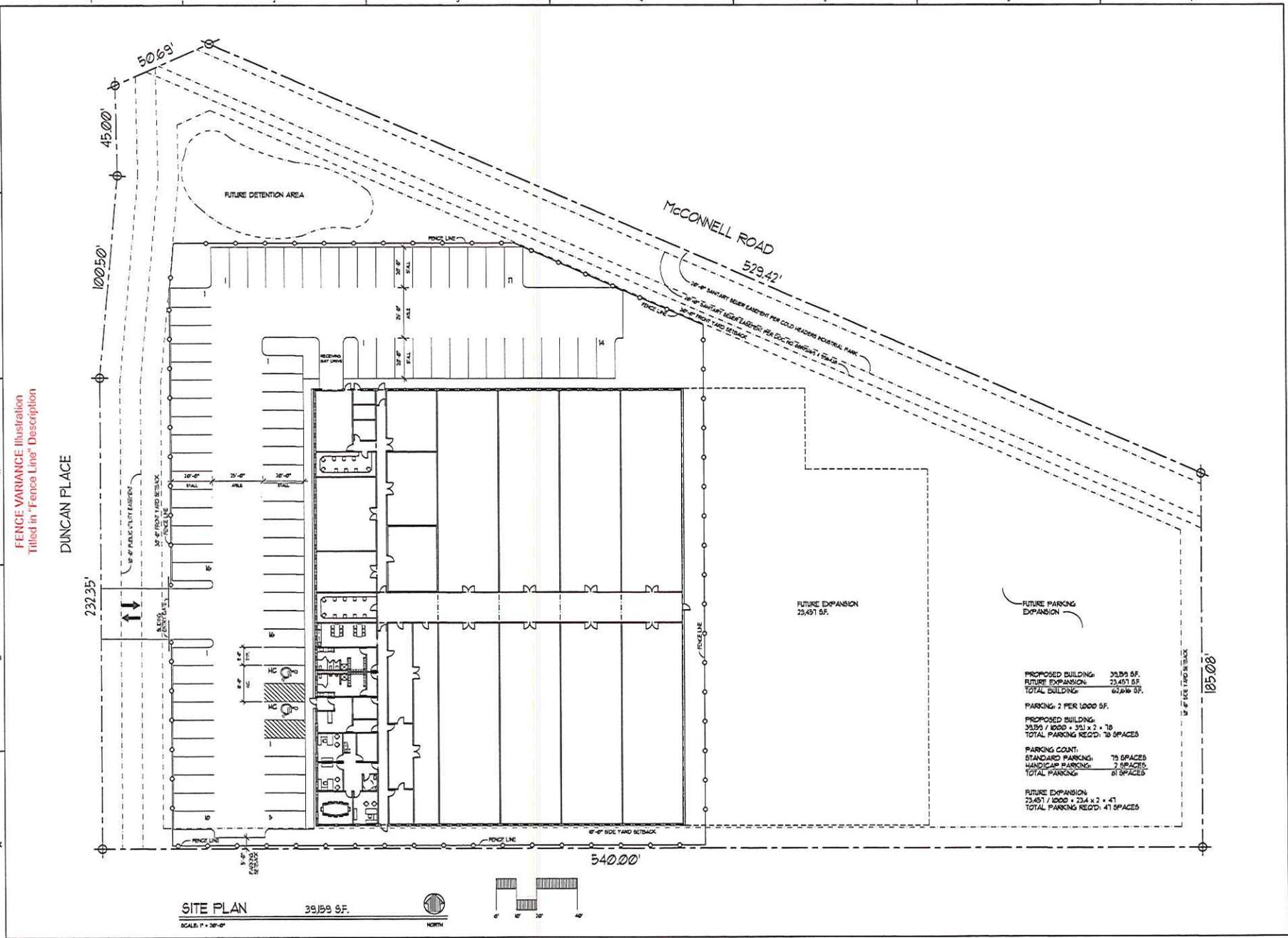
The security office inside the Cultivation Center will also be able to view the security cameras at the front gate to screen all individuals that request entrance to the cultivation grounds. The security office inside the Cultivation Center will also be able to remotely open the main entrance security gate. The main entrance gate will have prominently displayed signage that states the following: "Restricted Area", "Area Under Video Surveillance", and "No One Under the Age of 21 Allowed" and "No Weapons Allowed" All signs will be 48" X 48" with lettering that is three inches or larger. All signs will be bright red with white lettering.

All employees leaving the Cultivation Center will be required to exit through the main gate. Employees and visitors will follow the same entrance protocols to exit the facility. All visitors exiting the facility will approach the main gate and depress the intercom at the exit. The intercom will ring in the security office and the security officer will remotely allow visitors to exit.

*The next page illustrates an example for the gate for the secure entrance into the facility.*



*The following page represents the "Fence Line" illustration.*



**VISE PARTNERS  
CULTIVATION  
BUILDING**

LOT 19 - DUNCAN PLACE  
WOODSTOCK, IL 60098

PROPOSED BUILDING:	39,159 SF.
FUTURE EXPANSION:	23,451 SF.
TOTAL BUILDING:	62,610 SF.
PARKING: 2 PER 1000 SF.	
PROPOSED BUILDING:	39,159 / 1000 = 39.159 x 2 = 78
TOTAL PARKING REQ'D:	78 SPACES
PARKING COUNT:	
STANDARD PARKING:	78 SPACES
HANDICAP PARKING:	2 SPACES
TOTAL PARKING:	80 SPACES
FUTURE EXPANSION:	23,451 / 1000 = 23.451 x 2 = 47
TOTAL PARKING REQ'D:	125 SPACES

## Exhibit – Request for Parking Space Variance

Applicant (VISE Partners, LLC) hereby requests a variation pertaining to the code corresponding to parking spots per square feet within the M-1 zone in Woodstock, IL.

The present code states there must be 2 parking spots for 1000 sq. ft of building (2/1000 sq. ft) within the M-1 zoning area.

The special use permit requested for this structure is for a Craft Grower, Infuser, Extractor, and Transporter state-licensed operations, which is essentially an agricultural greenhouse. As such, the majority of sq. ft within the building will be covered with plants, not humans. Thus, reducing the needed parking spots required.

The applicant is cordially requesting a reduction of parking spots in the following manner – **1 parking spot per 1000 sq. ft of building (1/1000 sq. ft)**. This will provide more than ample parking spaces for employees and visitors. The handicap parking spot requirements will not be altered by this request.

Furthermore, the number of employees working during the same shift-time will not exceed 20 – the average number will be 15 employees during one shift. A business in this space, does not have frequent visitors, most non-state, non-city visitors will have scheduled visits/meetings. The security gate will control any visitors and entry to the facility. Visitors are typically state and local inspection agencies which the facility will have ample parking for these visitors to utilize during inspections and/or meetings.

Finally, as for loading and unloading needs, the site plan has a drive-in bay, whereby state law, all unloading and loading of Cannabis product must be inside the facility. There are no unscheduled truck arrivals or departures that deal with Cannabis, so the transportation needs will be scheduled accordingly not to overlap or conflict with other Cannabis deliveries. The site plan in Exhibit A illustrates the drive-in bay (Sally Port).

**WOODSTOCK PLAN COMMISSION**  
**DEVELOPMENT REPORT**  
**JUNE 25, 2020**

**PROJECT NAME:** PUBLIC HEARING – SPECIAL USE PERMIT TO ALLOW A CANNABIS CRAFT GROWER, PROCESSOR, INFUSER AND TRANSPORTER ON LOT 13, DUNCAN DRIVE, COLD HEADERS BUSINESS PARK

PETITIONER: VICE Partners, LLC, Jeffrey H. Gasner

PROPERTY OWNER: Casey Clark

**REQUESTED ACTION:** The petitioner is requesting approval of a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place in the Cold Headers Business Park. As part of the Special Use Request, variations to allow 1) a reduction in the distance of a Craft Grower from a Residentially zoned district; 2) fence height and style; and 3) a reduction in the number of required parking spaces. Notice of the public hearing before the Plan Commission for the Special Use Permit has been published, posted, and mailed as required by law.

**SITE DATA:**

**EXISTING LAND USE, ZONING AND LOT AREA:** The subject property is zoned M1 and is currently vacant. The total lot area is 3.72 acres (refer to location map and aerial photograph).

**ADJACENT LAND USE:**

N	Residential and Vacant
S	Vacant Industrial
E	Residential
W	Vacant Industrial

**ADJACENT ZONING:**

N	R1-B/PUD
S	M1
E	A1 (McHenry County)
W	M1

**UTILITIES:** The subject property is served by city water and sewer.

**PLANNING POLICIES STATUS:** The Woodstock Comprehensive Plan indicates that the subject property is appropriate for industrial uses.



**PROJECT DESCRIPTION:**

The petitioner is requesting approval of a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place in the Cold Headers Business Park. As part of the Special Use Request, variations to allow 1) a reduction in the distance of a Craft Grower from a Residentially zoned district; 2) fence height and style; and 3) a reduction in the number of required parking spaces.

The proposed single-story building would be approximately 39,200 sf. in size and is designed to accommodate a future expansion to the rear (east). The majority of space in the building would be devoted to growing operations, similar to a greenhouse. Office and administrative functions would be at the front of the building, facing Duncan Place. Shipping/Receiving would be at the northwest corner of the building. A single access point, from Duncan Place would be provided. Parking for 81 vehicles is shown. The building and parking areas would be fenced-in with a minimum 9-foot high chain link fence topped with 3-4 strands of barbed wire. The purpose of the fence is to provide a physical barrier and restrict access to the entire facility. The main entrance will have a retractable, sliding gate, security camera and access panel to control access to the site. Stormwater detention for the site would be accommodated in the regional basin for the Cold Headers Subdivision. A detailed security plan has been submitted to address potential security concerns for the building and site.

**ANALYSIS:**

**SPECIAL USE PERMIT:**

Cannabis Craft Growers, Infusers, Processors and Transporters are allowed as a Special Use in the M1 District, subject to approval criteria in the UDO, as listed below. They are also subject to the Supplemental Use Standards found in Section 7B.2.10 (see attached).

The proposed 39,000 sf. building would comply with M1 required setback and bulk requirements. Building materials have not been specified, but would need to comply with the City's Project Review Guidelines. The majority of the facility would be devoted to cultivation operations. Processing would occur at the northwest corner of the building, while offices and staff space are located at the southwest corner of the building. An area of future expansion has been indicated on the plans. If the petitioner moves forward with this expansion in the future, an amendment to the Special Use Permit would be required. Staff has no concerns with the proposed location or layout of the building.

Access to the site would be from Duncan Drive. Vehicular access to the building and within the site appears logical and safe. Proposed parking areas would meet M1 required setbacks for front, corner side, side and rear yards. 81 parking spaces have been shown on the site plan and this would meet the UDO requirement (2 spaces per 1,000 sf.). However, the petitioner is asking for a reduction in the amount of required parking to be altered to 1 space per 1,000 sf., which would be 40 spaces. As this is a relatively new use, there is not a lot of information available on required parking, so Staff has applied the parking requirements for a manufacturing use. A significant portion of the square footage of the facility is devoted to growing product – few employees are associated with this activity, and yet the parking requirements use square footage to determine required parking. The petitioner has indicated that the facility typically would have no more than 20 employees at any time, with an average of 15 employees. Therefore, the 40 spaces proposed

would appear to be enough to accommodate the proposed use. Also, there is significant area on the site to expand parking in the future, as shown on the site plan, if needed.

Engineering plans will need to be reviewed and approved by the City Engineer for conformance with the Stormwater Management Ordinance.

Copies of plans have been provided to the Woodstock Fire/Rescue District and as of the writing of this report, comments have not been provided. Staff will work with the District to address any concerns they may have with the project.

A landscaping plan has not been provided, but final landscaping, building elevations and lighting would be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

#### *Supplemental Use Standards for Cannabis Business Establishments*

The following supplemental use standards are applicable to all Cannabis Business Establishments.

- No more than two (2) Cannabis Business Establishments of each type as defined herein shall be allowed within the Corporate Limits of the City. If approved, this would be the first cannabis craft grower in the City.
- For Cannabis Craft Growers, Cannabis Cultivation Centers, Infusers, Processors and Transporters, the supplemental standards state that no craft grower/cultivation center shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use. The nearest residentially-zoned property is adjacent to the site, to the east. Also, there are residentially-zoned properties on the north side of McConnell Road. The nearest park is Duffield Pond, approximately 1,750' away.
- For Cannabis Infuser Organizations or Infusers and Cannabis Processing Organizations or Processors, at least 75% of the floor area of any tenant space occupied by an infuser or processing organization shall be devoted to the activities of the infuser or processing organization, as authorized by the Act. The infusing and processing portion of the proposed building is minor and considered accessory to the main use of the facility, which is a Cannabis Craft Grower. Therefore, this language would not apply.
- For Cannabis Transporting Organizations or Transporters, the transporting organization shall be the sole use of the tenant space in which it is located. The transporting portion of the proposed building is minor and considered accessory to the main use of the facility, which is a Cannabis Craft Grower. Therefore, this language would not apply.

When these regulations were first developed last year, the City relied on its existing language for medical cannabis businesses and on model codes that were rapidly drafted to help communities address the expected influx of newly legal cannabis-related businesses. At the time, it was pointed out that the language was the best available, but because this industry was evolving, it was likely that it could change. Now that projects are being proposed and more information is available,

Staff is realizing that the adopted UDO language, specifically relating to the Supplemental Use Standards, may need to be updated.

The current UDO requirement that a cannabis grower/cultivator must be 2,500 feet from schools, parks, residentially-zoned property and the like, was kept in place from the previously approved medical cannabis regulations. However, there is no such restriction in the State law relating to Craft Growers and Cultivators. The State requires that they cannot be located in a residentially-zoned district and must be at least 1,500 feet from another Craft Grower or Cultivator. Therefore, Woodstock's regulations are significantly more restrictive than the State requirements.

Upon further review of the 2,500-foot requirement, Staff believes that this is excessive and severely limits where these types of facilities can be located in the City. There appears to be only a few locations that would meet this criterion and they are primarily north and west of the City, out towards Lamb Road. With no city utilities available in that area, it is unlikely that even these locations would be suitable.

Staff has no concerns with respect to the proposed location. The use is basically a growing operation for a legal product, not much different than a maker of cigarettes or alcoholic beverages. The proposed area is an industrial park with industrial users and the use would easily fit into and be consistent with other industrial uses in the area.

At the next Plan Commission meeting, Staff intends to bring forward proposed amendments to the UDO requirements to better address cannabis-related businesses.

The supplemental use standards also require a description of building enhancements to ensure the safety of employees and the public, along with hours of operation. The applicant has indicated that the primary hours of operation would be during the day. With respect to security, the petitioner has provided a detailed plan to address potential security concerns, including theft, surplus disposal, unauthorized site access and transporting of product. Security equipment will be installed by a private security contractor.

As part of the security measures, the petitioner is proposing to construct a 10-foot tall, chain link security fence around the entire perimeter of the property. The top of the fence would have barbed wire facing away from the property. At the entrance to the site, a main entrance gate is proposed that would slide open and closed. Employees would complete a dual authentication process to enter and leave the site, while visitors would need to use the proposed intercom to request entrance.

The UDO requirements for fences in manufacturing districts state that no fence shall be greater than 4 feet in a front or corner side yard, 6 feet in other yards, unless abutting a property zoned B5, M1 or M2, where 8 feet is allowed. Fences in industrial districts may have barbed wire security top of up to but no more than 6 inches. Staff understands the need for security at this facility. If the fence is to be allowed, Staff recommends that additional landscaping be provided to soften the visual effects of the fence. Staff can work with the petitioner during the development of final landscaping plans to ensure there is sufficient landscaping for this purpose.

### *Special Use Permit Criteria*

The Unified Development Ordinance (Section 4.4.7) states that special use permit applications can be approved after the criteria listed below have been addressed.

- A. That the special use will not impair or be detrimental to the public health, safety, morals or general welfare of persons residing or working in the vicinity. *There is no indication that allowing the proposed will have a negative impact on the public health, safety, morals or welfare of the area.*
- B. That the special use will not negatively impact, be in conflict with neighboring land uses, or negatively affect the value of neighboring property. *The proposed facility will not be in conflict with neighboring land use, nor is it expected to negatively affect the value of neighboring properties.*
- C. That the special use will not conflict with the general goals and objectives of Woodstock's comprehensive planning documents. *The comprehensive plan encourages industrial uses in this area.*
- D. That the special use will be designed, constructed, operated and maintained in a manner that is compatible with the existing or desired character of the surrounding area. *As proposed on the submitted plans and with the modifications discussed in this report, the site will be designed, constructed, operated and maintained in a manner that is compatible with the character of the area.*
- E. That additional traffic which may occur as a result of the special use will not be detrimental to public safety and welfare. *The proposed use will not have a detrimental effect on traffic and the existing road network should be able to handle traffic generated by this use.*
- F. That the special use can be served by public facilities and services, and by private utilities. *The subject site is served by public facilities and services and by private utilities.*
- G. That the special use will comply with applicable City ordinances unless varied or waived by the City Council as part of the special use permit approval process. *The special use proposal before the City will comply with all other applicable City ordinances.*

### RECOMMENDATION:

If the Plan Commission is in support of the applicant's petition, a motion should be made as follows:

**Move to recommend that a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting on the Subject Property be approved, in substantial conformance with the plans submitted and subject to the following conditions:**

- 1) 40 parking spaces (1 per 1,000 sf.) shall be provided.
- 2) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 3) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 4) A chain link fence, topped with barbed wire, having a maximum height of 10 feet shall be allowed, but additional landscaping shall be provided to reduce the visual impacts of said fence.

- 5) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

**With the above conditions, the request meets the approval criteria listed in Section 4.4.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.**

a) **Public Hearing – Special Use Permit to allow a Cannabis-Related Business (Craft Grower, Processor, Infuser and Transporter) on Lot 13, Duncan Place, in the Cold Headers Business Park, VISE Partners, LLC**

A roll call vote was taken to establish a quorum for the Public Hearing.

Ayes: Flores, Fortin, Gavers, Horrell, Paluch, Speciale and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Besler and Thurow. Motion carried.

Jeffrey Gasner, Petitioner, Ed Farrell, Security Consultant, and Nick Easley, Consultant, were sworn in.

Mr. Gasner reviewed his business background. He started a franchise system, CPR Cell Phone Repair company about 20 years ago and grew it to 21 countries and 850 stores. He sold the business last October and started taking classes and certifications to learn about cannabis. After contacting several consultants, he put together a team to form VISE Partners, and provided background on his team members. They have filed an application with the State for a Cannabis Craft Growers license, which also includes processing, infusion and transporting. Mr. Gasner stressed the community benefits, which is important to his company. He indicated that he is from Huntley, Illinois. He said that the Village of Huntley decided not to allow cannabis-related businesses so he looked for sites in Woodstock. He stressed the importance of a partnership with the City and pledged 2-1/2 percent of profits would be donated back to community causes. The proposed site is 3.7 acres and would allow for future expansion. He believes the Subject Property is well-suited to accommodate the needs of this proposed business.

The proposed building would be 39,200 sf. in size, with the majority devoted to growing operations, very similar to a greenhouse. Also, there would be several environmental benefits to the proposed building. The goal is to use local labor in the construction of the facility. Office and administrative functions would be at the front of the building, facing Duncan Place. Shipping/Receiving would be at the northwest corner of the building. Access to the site would be from a new driveway on Duncan Place. Although they have shown 81 parking spaces on their site plan to meet zoning code requirements, their needs will be much less. Typically, there would be 20 employees on a shift and the jobs to be created are generally higher paying. The business would be open generally 8 am to 5 pm, but cleaning would occur after hours and security would be round the clock. Mr. Gasner briefly described some of the security features proposed for the facility, including cameras, scanners and lighting.

Mr. Easley provided information about the cultivation aspects of the proposed facility. The larger areas indicated on the floor plan are modules and would be used for growing plants, very similar to a greenhouse. Additional modules can easily be added onto the structure to expand in the future. The roof is designed to allow natural light into the facility. Fans would be placed on both ends of these modules to facilitate air flow through the building. The building is designed specifically for this use, it is not a retrofit, so issues like odor and security can be adequately addressed. They will use sustainable methods for growing and recycle water to reduce waste. Lighting is minimal and would not emit from the facility. They strive to be good neighbors.

Mr. Farrell emphasized that they are proactive and work to prevent theft or loss, rather than being reactionary. They will work with the City Police Department and state regulators to improve and enhance safety. The site will have multiple security layers to limit access. Everything takes place inside the building so it is difficult for outsiders to identify the activities occurring in the building.

Mr. Gasner described the VISE Partners business plan. They want to go from seed to market and be a vertically-integrated company. In addition to the Craft Growing license, they have applied for dispensary licenses, but not at this location. He showed some of the products that they would be developing at the

facility. Mr. Easley indicated that he has built over 40 acres of similar facilities. He noted that infusing makes up over 60% of cannabis products and this facility would be fully integrated to grow, extract, infuse, package and transport product. Trucks used to transport product have to go through a security fence and gate, and are loaded inside the building. Waste goes to special facilities designed to handle cannabis waste and is also loaded inside the building. They are designing the building for the long term, with the eventuality that cannabis will be legal on a Federal level. The state will be approving 40 such licenses later this summer and they are confident that they have put together a great application and will be selected.

Chairman Sheriff opened the floor to questions from the Commission.

Commissioner Speciale asked if they would be selling cannabis at the facility or have a consumption room. Mr. Easley indicated that the license they applied for with the state is for a Craft Grower, with Infusing, Processing and Transporting. There would be no sales at this facility, only production. For a dispensary license, a separate application and license are required. They have applied for dispensary licenses at other locations, but not here. She asked about the area designated for future expansion indicated on the site plan. Mr. Easley indicated that this would be for future development, but only if they are granted a license, and more importantly, if there is demand. For now, they are only doing the maximum allowed for craft growing, 14,000 sf. Commissioner Speciale noted that other communities have different spacing requirements for Craft Growers and Cultivation Centers.

Commissioner Speciale asked for further information on the proposed fencing and lighting. Mr. Easley described the proposed fence for the facility, noting that it would be chain link and have barbed wire along the top. With the barbed wire, the height would be approximately 10 feet. Exterior lighting would be provided mainly for security purposes in the parking lot. Interior lighting would not be seen from the outside.

Commissioner Speciale asked about signage. Mr. Easley noted that the state has requirements, but they are primarily for interior signs. There would be no sign advertising the business. She noted that in other towns, the 2,500-foot separation requirement is only for cultivation centers. There is no limitation on craft growers. She is in support of waiving this requirement and also allowing a reduced number of parking spaces for the use.

Commissioner Gavers indicated that he had questions about parking lot lighting and the 12-hour cycle of lighting, but these have been addressed. He asked about the projected build time for the facility. Mr. Easley noted that they expect the state to award licenses in mid-August. Build-out is generally dependent on the jurisdiction, but site prep work takes one to three months, with the buildout occurring in six to nine months. The building is like a “Butler” building and there are modules that can be added for expansion.

Commissioner Horrell expressed concern about the security lighting and the potential effects on neighboring residential property. He asked if the fence would be around the entire facility. Mr. Easley responded that it would. He noted that there would not be lighting on the fence, it would be on the building. They would meet ordinance requirements, which typically require cut-offs to prevent light spillage off the property.

Commissioner Horrell asked about environmental considerations, such as water usage, waste and odor. Mr. Easley indicated that they have industrial waste water, which is captured, bubbled and evaporated into a sludge, and then properly disposed. They use organic practices, but cannot call themselves organic because that is a federal term. Water will be recycled and used several times before the ph level becomes too high. Regarding odor control, there is a vapor barrier on the fans that captures odors from the growing areas and that turns into industrial waste. Other smells are generated from the commercial kitchen and carbon scrubbers are used to capture those odors. Commissioner Horrell asked what the neighbors would smell.

Mr. Easley replied they should smell nothing. He referenced a cluster of 5 facilities in California and noted there had never been a complaint about odors.

Commissioner Horrell asked about noise, especially from the exhaust fans. Mr. Easley stated that the fans have louvers and generally operate more in summer. The fans are within typical decibel levels that will meet local codes.

Commissioner Horrell questioned the Security Plan submitted with the application. He noted that it was dated January of 2019 and wondered if it was still valid. Mr. Easley noted that it complies with state regulations. Mr. Farrell stated that the plan will be up-to-date. They reevaluate their security plan every quarter to stay current and will meet and likely exceed the state requirements. Commissioner Horrell asked if AR-15's would be deployed on the site as indicated in the security plan. Mr. Farrell noted that is an available option, but it is not planned.

Commissioner Flores stated that he had no additional questions.

Commissioner Paluch thanked the petitioner for their informative presentation and said her questions had been answered.

Chairman Sheriff also indicated that their presentation was very informative. His only comment was if the petitioner would be amenable to planting additional trees along McConnell Road and along the property line to the east. He indicated that evergreen trees would be preferable because they provide year-round screening. Mr. Easley stated that he is open to adding additional evergreen trees in these areas.

Chairman Sheriff asked if anyone from the public had questions about the request.

Linda McMahon, 1002 Heron Way, thanked the Commission member for their questions. She indicated that she is their neighbor to the north. She is concerned about the lighting level and how it would impact their property. She is concerned that this will be lit up like a used car lot. Mr. Farrell stated that they follow guidelines to reduce light pollution and can direct light in certain directions to minimize light and glare. She asked why the parking lot is close to the residences. Mr. Easley noted that the parking was laid out after the building design. The building has to face north-south to capture the most amount of sunlight.

Ms. McMahon asked about the height and style of the fence. Mr. Easley stated that it would be 8' chain link, with plastic slats, and strands on top. He noted that in his experience, there have been very few instances of crime at cultivation facilities. The buildings are non-descript and people generally do not know they are there.

Ms. McMahon asked about the fans, which she did not know about until the presentation. She is concerned about noise. Mr. Easley indicated that there are louvers and they have a mesh system to prevent light coming through the fans and the mesh does a great job of suppressing noise. They typically cycle on during the peak part of the day, but infrequently at night. They will meet or exceed the requirements for noise.

There were no more questions from the public, so Chairman Sheriff asked if Staff had any comments. Director Napolitano indicated that the cannabis regulations were evolving. The City maintained the distance requirement it had in place for medical cultivation centers, but this is pretty restrictive. At the time, we knew that this was an evolving industry and that the regulations would likely need to be changed to address issues as they arose. He stated that text amendments would be brought to the Commission next month to bring the City's regulations in line with industry needs while still protecting the City's interests.

Commissioner Speciale asked for confirmation about the fence height. Mr. Farrell confirmed the total

height was 10 feet, consisting of an 8-foot fence topped with 2 feet of barbed wire.

Ms. McMahon stated that she does not have a problem with this business. Her concern was that the only persons who were notified were those that had to be notified. She wished the entire subdivision was notified.

There were no other comments from the public so the public comment portion of the hearing was closed.

Commissioners generally expressed their thanks to the petitioner for a presentation that was professional and informative, and for considering Woodstock for this facility.

Motion by Commissioner Horrell, seconded by Commissioner Paluch to recommend that the City Council approve the petitioner's request for a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting on Lot 13, Duncan Place, subject to the following conditions:

- 1) 40 parking spaces (1 per 1,000 sf.) shall be provided.
- 2) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 3) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 4) A chain link fence, topped with barbed wire as needed, to a maximum of 10 feet shall be allowed, but additional evergreen landscaping shall be provided along the north and east property lines to reduce the visual impacts of the fence and help with any potential noise from the exhaust fans.
- 5) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted, and additional evergreen trees shall be incorporated along the north and east property lines.

With the above conditions, the request meets the approval criteria listed in Section 4.4.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.

A roll call vote was taken.

Ayes: Flores, Fortin, Gavers, Horrell, Paluch, Speciale and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Besler and E. Thurow. Motion carried 7 - 0.

**ORDINANCE NUMBER 20-O-\_\_\_\_\_**

**AN ORDINANCE ISSUING A SPECIAL USE PERMIT TO ALLOW A  
CANNABIS CRAFT GROWER, PROCESSOR, INFUSER AND TRANSPORTER  
ON LOT 13, DUNCAN PLACE, WOODSTOCK, ILLINOIS**

WHEREAS, the City of Woodstock, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, VISE Partners, LLC (the “Petitioner”), has petitioned the City of Woodstock, an Illinois municipal corporation in McHenry County, Illinois (the “City”), for a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on the 3.72 acre parcel referred to as Lot 13, Duncan Place, Woodstock, Illinois (the “Subject Property”), said property being legally described in Exhibit A, attached hereto; and

WHEREAS, on June 25, 2020 and after due notice in the manner provided by law, the Plan Commission conducted a public hearing on the Petitioner’s request for a Special Use Permit on the Subject Property; and

WHEREAS, at the conclusion of said public hearing, the Plan Commission voted to recommend that the Petitioner’s request for a special use permit on the Subject Property be approved, subject to certain conditions and limitations (7 – 0 vote); and

WHEREAS, the Mayor and City Council have considered the findings and recommendation of the Plan Commission and concur with said recommendation.

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

SECTION 1: All recitals are incorporated herein and made part of the terms of this Ordinance.

SECTION 2: A special use permit is hereby approved to allow the construction of a Cannabis Craft Grower, Processor, Infuser and Transporter on the Subject Property, in accordance with the plans submitted as part of the petition and subject to the following conditions;

- 1) 40 parking spaces (1 per 1,000 sf.) shall be provided.
- 2) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 3) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 4) A chain link fence, topped with barbed wire as needed, to a maximum of 10 feet shall be allowed, but additional evergreen landscaping shall be provided along the north and east property lines to reduce the visual impacts of the fence and help with any potential noise from the exhaust fans.
- 5) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted, and additional evergreen trees shall be incorporated along the north and east property lines.

SECTION 3: That all other requirements set forth in the City of Woodstock Unified Development Ordinance, as would be required by any owner of property zoned in the same manner as the Property shall be complied with and compliance with said requirements is a condition to the special use permit granted herein.

SECTION 4: The report and findings of the Plan Commission are hereby accepted.

SECTION 5: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7: This Ordinance shall be known as Ordinance Number 20-O- \_\_\_\_\_ and shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law. This ordinance and the special use permit authorized herein shall remain in effect in perpetuity.

Ayes:

Nays:

Abstentions:

Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

ATTEST:

\_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_

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

Published: \_\_\_\_\_

## EXHIBIT A

Lot 13 (excepting therefrom that part of said Lot 13, being described as follows: Commencing at the Northeast corner of said Lot 13; thence South 00 degrees 20 minutes 37 seconds East along the East line thereof, 72.66 feet to the Place of Beginning; thence continuing South 00 degrees 20 minutes 37 seconds East along the said East line, 2.00 feet; thence South 89 degrees 39 minutes 23 seconds West 2.00 feet; thence North 00 degrees 20 minutes 37 seconds West, 2.00 feet; thence North 89 degrees 39 minutes 23 seconds East, 2.00 feet to the Place of Beginning) in Cold Headers Industrial Park, being all that part of the East Half of the Northeast Quarter of Section 18 and the East Half of the Southeast Quarter of Section 9, Township 44 North, Range 7, East of the Third Principal Meridian, according to the Plat thereof Recorded April 30, 1990 as Document No. 90R015144, and as amended by Certificate of Correction recorded November 8, 1990 as Document No. 90R041643, in McHenry County, Illinois.

## CERTIFICATION

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Ordinance entitled ***An Ordinance Issuing a Special Use Permit for a Cannabis Craft Grower, Processor, Infuser and Transporter on Lot 13, Duncan Place, Woodstock, Illinois***, was duly passed by said City Council.

The pamphlet form of Ordinance Number 20-O-\_\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

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

GIVEN under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)



phone 815.338.4305  
fax 815.334-2267  
bandzdept@woodstockil.gov  
[www.woodstockil.gov](http://www.woodstockil.gov)

## MEMORANDUM

**FOR:** July 21, 2020, City Council Meeting

**TO:** Roscoe Stelford, City Manager

**FROM:** Joseph Napolitano, Director of Building & Zoning

**SUBJECT:** Ordinance Granting Approval of a Zoning Map Amendment to M1 Limited Manufacturing District and Approving a Special Use Permit to Allow a Cannabis Craft Grower, Processor, Infuser and Transporter at 1411 S. Eastwood Drive

**ATTACHMENTS:**

- 1) Petitions for Zoning Map Amendment and Special Use Permit
- 2) Report to the Plan Commission
- 3) Minutes of the 06/25/20 Plan Commission Meeting
- 4) Letter from Charles Ruth, dated 6/16/20
- 5) Ordinance Approving a Zoning Map Amendment from B3 Service & Retail District to M1 Limited Manufacturing District and Approving a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter

The petitioner is requesting approval of a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter at 1411 S. Eastwood Drive. They have applied for one of 40 available licenses to be awarded by the State of Illinois later this summer.

The petitioner is proposing to remove the existing mini-golf course, batting cages and go-kart track and construct a one-story, 30,000 sf. brick and metal sided building to cultivate, infuse, process and transport cannabis. The majority of space in the building would be devoted to growing operations and other areas would be used for processing and infusing of product. Office and administrative functions would be at the southwest corner of the building. The existing building on the site would be reused for office uses and could potentially be used in the future as a “provisioning center,” but that is not being requested at this time. Shipping/receiving would be at the southeast corner of the building and also at the northwest part of the building. The current vehicular access would be used to access the site. Parking for 34 vehicles is shown, with an additional 5 spaces indicated at the front of the existing building. Stormwater detention for the site would be accommodated in the existing basin on the southeast portion of the site. Security procedures and protocols proposed for use at the site are designed to comply with State requirements.

### Zoning Map Amendment

The subject property is currently zoned B3 Service and Retail District. B3 does not allow Cannabis Craft Growing, Processing, Infusing and Transporting so a zoning map amendment to M1 Limited Manufacturing District has been requested. At the Plan Commission meeting, Commissioners noted that Route 47 is more of a commercial corridor, and expressed concern about changing the zoning on the property to M1. After some discussion, Commissioners asked if the petitioner would be willing to keep B3 zoning on the front portion of the site (the west 110' of the subject property) and rezone the rear part of the site to M1. They felt this change would help to preserve the existing commercial corridor, while still accommodating the craft growing facility. The petitioner was agreeable with the change and this is reflected in the attached Ordinance granting the zoning map amendment.

### Special Use Permit

As part of the Special Use Request, variations to allow 1) a reduction in the distance of a Craft Grower from a residentially-zoned district; 2) reduction in the number of required parking spaces and parking setback; and 3) second principal building on a lot.

- Distance Requirements. The supplemental use standards for cannabis businesses require that any cannabis craft grower, cultivator, processor, infuser or transporter be located not less than 2,500 feet of the property line of public or private preschools, elementary or secondary schools, day care centers or homes, public or private parks or areas zoned for residential use. The nearest residentially-zoned property is approximately 500' away, on Southview Drive.

The Plan Commission determined that the proposed location of this facility was appropriate. There are industrial users nearby and M1 zoning is adjacent to the site. By keeping the front portion of the site zoned B3, the character of the area should not be impacted.

As noted in the previous Cannabis Craft Grower request, the current regulations are very restrictive and severely limit where these types of facilities can be located in the City. To better address these requirements, the Plan Commission will be considering possible text amendments to the UDO at their July meeting.

- Parking. The UDO requires 60 parking spaces (2 per 1,000 sf.). 39 parking spaces have been shown on the site plan. The petitioner has indicated that the facility typically would have no more than 20 employees at any time. Also, a significant portion of the square footage of the facility is devoted to growing product – few employees are associated with this activity, and yet the parking requirements use square footage to determine required parking. The Plan Commission indicated that 39 spaces would adequately accommodate the proposed use.
- Second Principal Building on Lot. The craft growing facility would be housed in a second building on the property, behind the existing commercial building. Given the excessive depth of the property, the Plan Commission had no concerns with allowing the second building as proposed.

The Plan Commission recommended approval (7-0 vote) of a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District, except for the west 110 feet of the parcel, and a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting on the Subject Property, in substantial conformance with the plans submitted and subject to the following conditions:

- 1) The existing access point to the site shall be utilized and no additional access to IL Route 47 shall be allowed. The applicant and City Staff should work with the property owner to the north to determine if a single, shared access to both sites, opposite of Southview Drive to facilitate safer turning movements in this area, can be developed.
- 2) A cross access easement shall be dedicated at the southwest part of the site to facilitate the potential future cross access to the adjacent Popeye's Chicken site to the south.
- 3) Vehicular access to the northwest corner of the building should be reconfigured or the interior building layout should be modified so that vehicles utilizing this area of the site have adequate area to safely maneuver and turn around.
- 4) Parking spaces proposed on the south side of the site shall have a setback of no less than three feet.
- 5) 39 parking spaces, as proposed, shall be provided.
- 6) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 7) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 8) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

**If the City Council concurs, then it is recommended that Council adopt the attached Ordinance, identified as Document No.   3  , “*An Ordinance Approving a Zoning Map Amendment from B3 Service & Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting at 1411 S. Eastwood Drive, Woodstock, Illinois.*”**



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

**PETITION FOR THE REZONING OF LAND  
IN THE CITY OF WOODSTOCK, ILLINOIS**

IN THE MATTER OF THE APPLICATION OF }  
SLI, LLC }  
 FOR AMENDMENT OF THE UNIFIED }  
 DEVELOPMENT ORDINANCE OF THE CITY } **ss**  
 OF WOODSTOCK, ILLINOIS AND THE }  
 REZONING OF PROPERTY IN WOODSTOCK, }  
 McHENRY COUNTY, ILLINOIS }

Your Petitioner, SLI, LLC, respectfully represents to the Plan Commission and City Council of the City of Woodstock, Illinois, the following:

1. That The 88 Group, LLC is the owner of record of the real estate which is hereinafter referred to as the Subject Property and which is the subject of this Petition, said real estate being legally described as follows:

LOT 1 YOGI SUBDIVISION BEING A SUBDIVISION OF  
 THE SOUTHWEST QUARTER OF SECTION 9; TOWNSHIP 44 NORTH  
 RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING  
 TO THE PLAT THEREOF RECORDED, JUNE 19, 1989 AS  
 DEPARTMENT NO 892019176 IN McHENRY COUNTY, ILLINOIS.

- 2. That the Subject Property has a Property Identification Number (PIN) of 13-09-351-023.
- 3. That the Subject Property has an area of 6.009 acres, more or less, and is situated at the following address/location: 1411 S. Eastwood Drive, Woodstock, IL.
- 4. That a survey of the Subject Property has been prepared and is attached hereto as Exhibit A.
- 5. That the Subject Property is presently classified as B3 zoning district.
- 6. That land abutting the Subject Property is presently classified as B3 zoning district to the north, B3 and M1 zoning district to the south, B3 zoning district to the west, and M1 zoning district to the east.
- 7. That the present use of the Subject Property is Recreational/Restaurant and the intended use of the Subject Property is a Cannabis Business – Craft Grower, Infuser, Processor, Transporter.
- 8. That the Petitioner requests that the zoning classification of the Subject Property be changed to M1 zoning district in accordance with the terms and provisions of the City of Woodstock Unified Development Ordinance.

9. That the Subject Property is located and well suited for uses allowed in the requested zoning classification, and that such uses are compatible with surrounding land uses and with the City's comprehensive planning documents.

10. That taxpayers abutting, adjoining, and within two-hundred-fifty (250) feet of the Subject Property, as shown on the tax rolls of the McHenry County Assessor and listed on Exhibit B attached hereto, have been notified according to law of the required public hearing before the Plan Commission concerning this Petition.

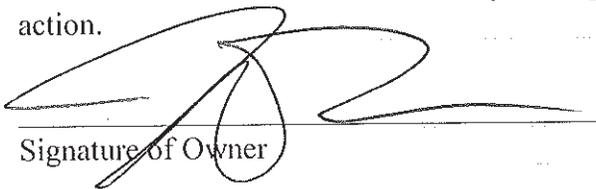
11. As required by Section 72, Chapter 148 of the Illinois Revised Statutes when the Subject Property is owned in trust, attached as Exhibit C is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the Subject Property and listing the names of all beneficiaries of the trust.

12. That the owner of the Subject Property does hereby allow representatives of the City of Woodstock, including its Plan Commission and City Council, to enter upon said Subject Property in order to examine it in preparation for the City's review of this Petition.

13. That if applicable, a Natural Resources Information (NRI) Report has been prepared for the Subject Property and accompanies this petition. Also, if applicable, an EcoCAT consultation process has been initiated with the Illinois Department of Natural Resources (IDNR) and a copy of IDNR's response accompanies this petition.

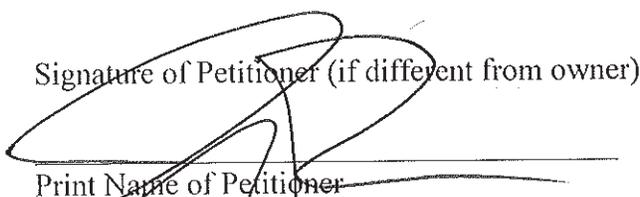
In consideration of the above representations, your Petitioner requests that (i) the Chairman of the Plan Commission of the City of Woodstock set a date, time, and place for a public hearing on the contents of this Petition; that (ii) the Plan Commission, after the taking of testimony and viewing of exhibits presented during said public hearing, recommend to the City Council of the City of Woodstock the change in zoning classification of the Subject Property to M1 zoning district; and that (iii) the City Council of the City of Woodstock change the zoning classification of the Subject Property to M1 zoning district as petitioner herein.

**SIGNATURES:** As owner of the Subject Property, I hereby authorize the seeking of the above requested action.

  
Signature of Owner

6-5-20  
Date:

JOSEPH ORE FOR 88 GROUP, LLC  
Print Name of Owner

  
Signature of Petitioner (if different from owner)  
Print Name of Petitioner

6-5-20  
Date:

**NOTE:** If the Subject Property is held in trust, the trust officer must sign this petition as owner.

**PETITION FOR APPROVAL OF  
A SPECIAL USE PERMIT IN THE CITY  
OF WOODSTOCK, ILLINOIS**

**IN THE MATTER OF THE APPLICATION OF**

**SLI, LLC**

**FOR REVIEW AND APPROVAL OF A**

**SPECIAL USE PERMIT IN THE CITY OF**

**WOODSTOCK, McHENRY COUNTY,**

**ILLINOIS**

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Your Petitioner, SLI, LLC, respectfully represents to the Plan Commission and City Council of the City of Woodstock, Illinois, the following:

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1. That The 88 Group, LLC. is the owner of record of the real estate which is hereinafter referred to as the Subject Property and which is the subject of this Petition, said real estate being legally described as follows:

*Lot 1 V001* Subdivision, being a Subdivision of the Southwest quarter of Section 9, Township 44 North, Range 7 East of the Third Principal Meridian, according to the Plat thereof recorded June 19 1989 as Department NO.89R019176 in McHenry County, Illinois.

2. That the Subject Property has a Property Identification Number (PIN) of 13-09-351-023.

3. That the Subject Property has an area of 6.009 acres, more or less, and is situated at the following address/location: 1411 S. Eastwood Drive, Woodstock, IL.

4. That a survey of the Subject Property has been prepared and is attached hereto as Exhibit A.

5. That the Subject Property is presently classified as B-3 zoning district.

6. That land abutting the Subject Property is presently classified as B-3 zoning district to the NORTH, B-3 zoning district to the SOUTH, B-3 zoning district to the WEST, and M-1 zoning district to the EAST.

7. That the present use of the Subject Property is Recreational/Restaurant.

8. That the Petitioner requests approval of a Special Use Permit which will allow the Subject Property to be used for Legalized Cannabis Cultivation and Processing/Infusion in accordance with the terms and provisions of the City of Woodstock Unified Development Ordinance and other applicable ordinances of the City.

9. That *if applicable and as part of the aforesaid request* for Special Use Permit approval, the Petitioner also requests approval of the following variations:

INSERT SPECIFIC VARIATIONS  
(IF APPLICABLE)

10. That the Subject Property is located and well suited for the requested Special Use.

11. That taxpayers abutting, adjoining, and within two-hundred-fifty (250) feet of the Subject Property, as shown on the tax rolls of the McHenry County Assessor and listed on Exhibit B attached hereto, have been notified according to law of the required public hearing before the Plan Commission concerning this Petition.

12. As required by Section 72, Chapter 148 of the Illinois Revised Statutes when the Subject Property is owned in trust, attached as Exhibit C is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the Subject Property and listing the names of all

beneficiaries of the trust.

13. That the owner of the Subject Property does hereby allow representatives of the City of Woodstock, including its Plan Commission and City Council, to enter upon said Subject Property in order to examine it in preparation for the City's review of this Petition. The Owner and Applicant shall bear no liability or otherwise be at fault for any accident or injury incurred by public representatives who enter onto the referenced property.

14. That *if applicable*, a Natural Resources Information (NRI) Report has been prepared for the Subject Property and accompanies this petition. Also, if applicable, an EcoCAT consultation process has been initiated with the Illinois Department of Natural Resources (IDNR) and a copy of IDNR's response accompanies his petition.

15. That the required application fee and any additional retainer as may be required by ordinance has been paid to the City of Woodstock.

In consideration of the above representations, your Petitioner requests that (i) the Chairman of the Plan Commission of the City of Woodstock set a date, time, and place for a public hearing on the contents of this Petition; that (ii) the Plan Commission, after the taking of testimony and viewing of exhibits presented during said public hearing, recommend to the City Council of the City of Woodstock approval of the requested Special Use Permit and any variations requested concurrently with said Special Use Permit; and that (iii) the City Council of the City of Woodstock approve the requested Special Use Permit and any variations requested concurrently with said Special Use Permit.

**SIGNATURES:** As owner of the Subject Property, I hereby authorize the seeking of the above requested action.

  
Signature of Owner

FOR 88 GROUP, LLC

6-2-20  
Date:

JOSEPH B. ORI  
Print Name of Owner

Signature of Petitioner (if different from owner)	Date:
<u>JOSEPH B. ORI FOR SLI, LLC</u>	6-2-20
Print Name of Petitioner	

**NOTE:** If the Subject Property is held in trust, the trust officer must sign this petition as owner.

Items in parenthesis/italics are to be added by the Petitioner

**PROJECT REVIEW APPLICATION CITY  
OF WOODSTOCK, ILLINOIS**

Date: June 2, 2020  
Project Name: SLI Craft Grow Laboratory  
Requested Review: Special Use Permit (and variations, if applicable)  
Project Type: Commercial/Industrial  
Project Location:  
Project Description: See Narrative [attached hereto as Exhibit "A" ]

Property Owner: The 88 Group, LLC  
Proper Owners Address: 155 North Michigan Ave, Suite 400  
Chicago, Illinois 60601

Applicant if not Owner: SLI, LLC

Applicants Address: 1411 S. Eastwood Drive  
Woodstock, Illinois

Statement of Applicants Interest: *(owner's representative,*

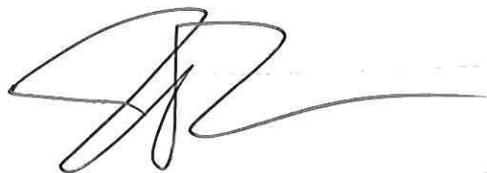
Attorney (if applicable): Joseph B. Ori

Engineer (if applicable): TBD

Surveyor (if applicable): TBD

Other:

Owner s Signature:



Date: 6-2-20

Applicants Signature:



Date: 6-2-20

**SAMPLE PUBLIC HEARING LEGAL NOTICE**

ITEMS IN PARENTHESIS/ITALICS ARE TO BE ADDED BY THE PETITIONER. THE COMPLETED LEGAL NOTICE MUST BE REVIEWED BY CITY STAFF BEFORE MAILING OR SUBMITTING FOR PUBLICATION.

**PUBLIC HEARING LEGAL NOTICE**

Notice is hereby given in compliance with the City of Woodstock Unified Development Ordinance that the City of Woodstock Plan Commission will conduct a public hearing on *(date to be provided by City)* at 7:00 p.m. in the City Hall Council Chambers (2nd Floor) at 121 West Calhoun Street, Woodstock, Illinois. The hearing will be in regards to a petition submitted by *(name of petitioner, trust, etc.)*, for approval of a special use permit to allow *(describe requested special use)* for the real estate generally located at *(address/location of property)*.

A copy of the petition which is the subject of this public hearing is on file and available for public viewing at Woodstock City Hall. Anyone wishing to comment may attend the meeting and be heard. Written comments may be submitted to the Department of Building & Zoning Department at City Hall on or before 5:00 p.m. on the day of the hearing, or during the hearing and prior to its close.

/s/ Plan Commission Chair

To be published on: *(date of publication)*.

## NOTICE OF PUBLIC HEARING

Notice is hereby given in compliance with the City of Woodstock Unified Development Ordinance that the City of Woodstock Plan Commission will conduct a public hearing on Thursday, June 25, 2020, at 7:00 p.m. The hearing will be in regard to a petition submitted by SLI, LLC for approval of a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and Special Use Permit to allow a Cannabis Business Establishment, including a Craft Grower, Infuser Organization, Processing Organization and Transporting Organization for the real estate generally located at 1411 S. Eastwood Drive, Woodstock, Illinois. A copy of the petition which is the subject of this public hearing is on file and available for public viewing at Woodstock City Hall.

Pursuant to Governor Pritzker's Executive Order No. 2020-33 (COVID-19 Executive Order No. 31) and Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), certain rules of the Open Meetings Act are suspended – specifically the Executive Order permits remote public meetings. In light of the current COVID-19 public health emergency and the prohibition of public gathering of 10 or more, the Plan Commission will meet remotely.

If you wish to listen to the meeting live, a call-in number will be available on the City's website, [www.woodstockil.gov](http://www.woodstockil.gov), no less than 48 hours in advance of the Thursday, June 25, 2020 meeting. Members of the public will also have an opportunity to participate in the public commentary and hearing portions of the meeting by phone, if they choose to do so. Written comments may be submitted to the Department of Building & Zoning Department at City Hall on or before 5:00 p.m. on the day of the hearing.

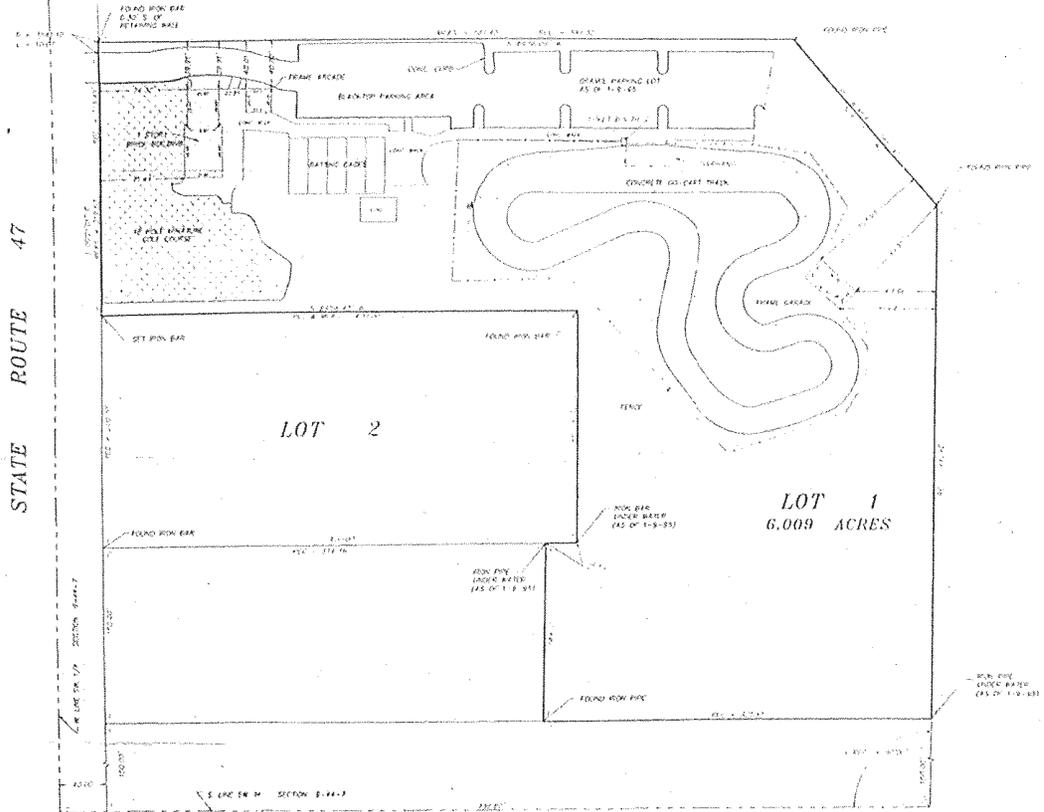
/s/ Cody Sheriff, Plan Commission Chairman

For publication on: June 9<sup>th</sup>, 2020.

Parcel Number	Owner	Mail To Address 1	Mail To City	Site Address Street
13-08-426-024	WDSTK ST BK TR 4038	24677 N FOX RIVER DR	CARY, IL 60013	1386 S EASTWOOD DF
13-08-426-025				
13-08-477-007	BULL VALLEY REALTY LLC	1460 S EASTWOOD DR	WOODSTOCK, IL 60098	1460 S EASTWOOD DF
13-08-477-008				
13-08-477-009				1480 S EASTWOOD DF
13-08-477-010	HETAN NITA PATEL	528 VALERIAN LN	WOODSTOCK, IL 60098-4171	1550 S EASTWOOD DF
13-09-351-005	BRADLEY SCHLOTTMAN	1401 S EASTWOOD DR	WOODSTOCK, IL 60098	1401 S EASTWOOD DF
13-09-351-009	RL TR SK TR TILLMAN	1226 DEAN ST	WOODSTOCK, IL 60098	2104 S IL RT 47
13-09-351-012	AMCORE INVSTMNT GRP TR 1703	1166 LAKE AVE	WOODSTOCK, IL 60098	1076 LAKE AVE
13-09-351-013	ROLF L SANDRA L TR TILLMAN	1226 DEAN ST	WOODSTOCK, IL 60098	1086 LAKE AVE
13-09-351-014	AMCORE TR CO TR 1703	1166 LAKE AVE	WOODSTOCK, IL 60098	1096 LAKE AVE
13-09-351-015				
13-09-351-016	CHEERS HOLDINGS LLC SERIES F	1166 LAKE AVE	WOODSTOCK, IL 60098	1126 LAKE AVE
13-09-351-020	HAVERTY FAM TR	567 GERRY ST	WOODSTOCK, IL 60098	2020 S EASTWOOD DF
13-09-351-024	RMEA ENT INC	5435 BULL VALLEY RD STE 302	MCHENRY, IL 60050	1425 S EASTWOOD DF
13-09-351-027	HOME ST BK TR 4420	1375 S EASTWOOD DR	WOODSTOCK, IL 60098	1375 S EASTWOOD DF
13-16-101-011	WDSTK 1ST NATL BK TR 1705	1166 LAKE AVE	WOODSTOCK, IL 60098	NA
13-16-101-025	CR HR HLDGS LLC SERIES 18	1166 LAKE AVE	WOODSTOCK, IL 60098	S EASTWOOD DR

**SMITH ENGINEERING CONSULTANTS, INC.**  
 ENGINEERING SURVEYING PLANNING  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, COLORADO 80202

# PLAT OF SURVEY



ALL I & Vg. Subdivisions being a subdivision of the Southern  
 Branch of Section 8, Township 48 South, Range 10 East of the  
 7th Principal Meridian, according to the Plat thereof recorded  
 and RE CORRECTED on the 10th day of February, 1935, in volume 1, page  
 100.

CLIENT: CORNER CLUBS & COURSES  
 DRAWN BY: SS CHECKED BY: SS  
 SCALE: 1" = 40' SEC. 8, T. 48, R. 10  
 JOB NO.: 250000-114 (DPT. 88-2580)

NOTE: Only show along the boundaries or easements shown  
 on a Proposed Subdivision Plat any known or possible  
 encumbrances, unless they are shown on a prior description  
 of the property submitted for recording.  
 \* No easements shown on this plat unless they are shown  
 on a prior description.  
 \* No representation is made as to the location or  
 condition of any utility lines or other structures shown  
 on this plat.  
 \* The Survey and Plat is correct as to the location and  
 area of the land shown thereon.  
 \* The Survey and Plat is correct as to the location and  
 area of the land shown thereon.

STATE OF KANSAS }  
 COUNTY OF MOYAMORE } 55  
 I hereby certify that we have surveyed the premises above described, and  
 that the Plat herein is a true representation of the land surveyed.  
 Dated at Moynory, Moynory County, Kansas, this 11/19 day of 1935.  
 Moynory County Surveying Co.  
 62 Stephen Wilson  
 State Registered Land Surveyor  
 No. 035-2548

## Detailed Description of the Special Use Request

Firstly, on behalf of SLI, LLC. [hereinafter the “the Company”] we would like to thank the Plan Commission of the City of Woodstock [hereinafter “the Commission”] for considering our application for a Special Use Permit for the property commonly known as 1411 S. Eastwood Drive, Woodstock, IL. [hereinafter “the property”]. The property is classified as B-3 and is currently being utilized primarily as a seasonal recreation business, and the applicant is seeking to convert the subject property to M-1 classification. The property also houses a restaurant business, which rents the building facing Route 47. The property is owned by the 88 Group, LLC. It may be relevant for the Commission to note that one of the two managing members of the 88 Group, LLC, is also an owner-member of the applicant group SLI, LLC which is seeking the special use permit.

The Company is organized and in good standing within the State of Illinois. There are four individual members of the Company: Michael Monachos, Joseph B. Ori, Andrew Mastrino and John Taylor. Mr. Ori is the member referenced above, who is also a managing member of the 88 Group, LLC. The Company has applied for a Craft Grow Cultivation, Infuser and Certified Transporter License for Recreational Cannabis in the State of Illinois. The members of the Company are all Illinois residents, with a wide range of business experience. Michael Monachos has owned and operated a successful video production company in the state of Illinois, and also is a managing member of Eden Street LLC, which recently completed development of a 45 thousand square foot state-of-the-art cannabis cultivation and infusion facility in Chesaning, MI (currently with an appraised value well in excess of 10 million dollars). Joseph B. Ori is the managing partner of litigation law firm based out of Chicago, with offices in Phoenix, AZ. Mr. Ori is also a managing member of Eden Street, LLC. Mr. Mastrino is a licensed CPA, and is also a managing member of Eden Street, LLC. Mr. Taylor is a successful restaurateur who owns multiple successful operations in Naperville and Westmont, IL. Mr. Taylor is also the principal and Chief Operating Officer of Big Rock, Corp., which owns and operates a licensed and fully integrated legalized medical

and adult-use cannabis cultivation and infusion company based out of Chesaning, MI. If awarded any or all of the aforementioned licenses in Illinois, the Company would seek to utilize the subject property to erect a 30 thousand square foot facility to house the cannabis cultivation, infusion and certified transporter business.

The Company has retained the services of LAS Architects based out of Park Ridge, Illinois to complete the layout and design of the proposed facility. LAS has vast experience in creating similar commercial spaces throughout the state and is fully aware of the requirements and compliance of the Illinois Department of Financial and Professional Regulation and the Illinois Department of Agriculture. The Company's Craft Grow Facility will be a fully enclosed indoor cultivation and infusion facility. The facility will be located at 1411 S. Eastwood Drive, Woodstock, IL, 60098. The property is located at the southeast corner of the intersection of Eastwood Drive and Southview Dr. The immediate properties are home to a Commercial auto dealership, fast food restaurant, and a commercial window and cabinet supplier. The property is currently the site of Golf and Games. This project will see the Company eliminate much of the area used for the existing use and construction of a new building to house the Craft Grower Facility. One existing building will remain on the premises. The Company, if approved for this Craft Grower Facility, plans to utilize the separate preexisting building now being utilized as a restaurant to house offices and/or potentially a future provisioning center, if approved. It is important to note that approximately 800 square feet of the existing building on the attached plat of survey, including the arcade building, will be demolished and removed to accommodate the facility as per the attached drawings.

The Company's facility shall be designed to mitigate physical, chemical and biological hazards associated with the cultivation, harvesting, curing and packaging of cannabis. The goals of providing the highest quality, purity, consistency and integrity of the finished product will be the driving motivator behind the Company's design and internal workings. Frequent reviews of this cultivation plan will be done to ensure continual improvement of the facility, and the facility is as modern, efficient, and compliant with state of Illinois as it can be.

All plants shall be inventoried on a weekly basis and all crop input records shall be maintained for at least 5 years at the facility. These records will include the date of the application,

the name of the individual making the application, the product(s) applied and where, the amount of the product applied, the group number, and a copy of the label of the product applied in compliance with the requirements in *8 IAC 1300.370(e)*. In order to ensure compliance with *8 IAC 1300.370(h)*, any removal of plants from the batch shall be appropriately recorded and maintained on site.

The Company shall be in compliance with all applicable laws prior to the commencement of operational activities and/or the storage of cannabis. *8 IAC 1300.300(a)* requires the Company, prior to operating, the Company put in place an Operations and Management Practices Plan for each production area regardless of its size, function or capabilities. The Company will ensure compliance and has submitted its Operations and Management Practices Plan as part of this application submission. Each production area shall maintain open, debris free, aisles on all sides of the plant groups to allow for unobstructed movement, observation and inventory of the plant groups in accordance with IL requirements under *8 IAC 1300.370(b) & (c)*.

The Company is committed to cultivation methods that produce little to no wastewater and result in no contamination of public water supplies. To achieve this, the Company shall adopt the highest purification standards to ensure that wastewater from multiple sources of the cultivation process are characterized, captured, treated, stored, and reused for irrigation representing a commitment to resource efficiency. The Company shall implement custom systems that recycle cultivation runoff, HVAC, and condensate wastewater on a commercial scale, reclaiming an estimated 80 percent of irrigation effluent.

Further, by implementing drip irrigation, utilizing energy efficient equipment, and integrating automated technologies, the Company intends to reclaim and reuse all production runoff water. The Company shall minimize the use of potable water for irrigation by capturing and treating for reuse both irrigation runoff and mechanical equipment condensation runoff. To achieve these wastewater elimination goals, the Company anticipates no more than 15% runoff in its irrigation operations. The runoff will be properly transported to a nutrient runoff wastewater storage tank and sent through a filtration system, described below.

We will implement Advanced Treatment Technologies state of the art technologies to ensure the plants will receive nutrient-

enriched water and all excess water will be drained, reclaimed, and sent through a filtration system. This will allow for future reapplication and avoid any production wastewater from entering the municipal water system. To minimize waste management needs we plan to adopt/implement and adhere to Advanced Treatment Technologies practices. This process is built around a dual treatment flow which fully disinfects and filters the incoming fresh water supply (city recovered condensate, or rain-water collection) while capturing all nutrient laden water from irrigation for treatment and full re-use.

The nutrient (leachate) water is captured and sent to the untreated leachate holding tanks, where it is re-pressurized for pre-filtration down to 90% removal of 5 micron and larger particles. After pre-filtration, the flow is ozonated for disinfection (continuously monitored) and then post-filtered to remove any oxidative particles formed in ozonation. Exciting the treatment process the leachate will be fully disinfected, micro-filtered and super saturated with dissolved oxygen to enhance plant health and increase the nutrient uptake of the plants. The fully automatic backwashing filters incorporated in this design are backwashed with only fresh water which is devoid of nutrients; thereby, preventing any nutrient discharge.

Advanced Treatment Technologies has been designing and installing zero nutrient discharge re-use systems in horticulture for over 15 years in hundreds of operations across North America, including many in CA. Our focus is to design processes that both reduce the demand for makeup water and allow for nutrient re use; thereby, preventing nutrient discharge. We always welcome the opportunity to discuss or explain our process and the measures we take to allow our customers to be environmentally conscious as well as prevent the waste of resources that encourage the growth of the healthiest plants possible. By installing sensing and data-collection equipment within the facility, the Company will have the ability to remotely monitor water usage and waste over time. This will allow the Company to determine the amount of water used per strain during marijuana cultivation and areas in the cultivation process where water use may be reduced or better applied elsewhere. Through this process, the Company's goal is to become a leader in environmental stewardship by continuously testing and implementing new processes and methodologies that could ultimately prove capable of limiting water usage industry wide.

Other methods of water recycling the Company shall implement

include, reverse osmosis to reduce volume shipped off-site, primary treatment to remove any sediment, secondary treatment involving biological oxidation and disinfection, and tertiary or advanced treatment at a level optimal for cannabis irrigation.

Standards for low-waste facility design require experienced teams, including engineers, contractors and consultants, all working together to ensure efficiency requirements are met. Hence, the Company shall adhere to high technology and resource efficiency standards to ensure wastewater produced by the Company shall be captured and filtered to the best of facility's ability to achieve high quality needed to be reused in subsequent watering rounds.

The Company understands the importance and necessity of proper security procedure and protocol, as well as the need for keeping and maintaining records in an organized, neat, and complete fashion. The Company's Chief Security and Anti-Diversion Officer brings over 30 years of law enforcement to his role. He has extensive experience both in the field, as well as an educator and consultant across the public and private sectors. He serves on the Executive Board of the FBI Joint Terrorism Task Force (JTTF) with National High-Security Clearance and has specialized training in multiple areas, including incident planning, hostage negotiations, as well as organizational and policy design. He will act as a liaison between the Company and Local and State Law Enforcement Departments. The Company has prepared this Security and Recordkeeping Plan for its Craft Grower facility, including policies and standard operating procedures (SOPs) to exceed the requirements of the **Cannabis Regulation and Tax Act (CRTA) and emergency rules 8 IAC 1300**. Our Security and Recordkeeping Plan shall accomplish the following:

(1) demonstrates our ability to prevent the theft or diversion of cannabis through the use of a multi-tier security and alert system. Further, how the plan will assist Illinois State Police (ISP), Department, and local law enforcement in carrying out law enforcement responsibilities, including the ability to notify, alert, disclose information, and much more.

(2) demonstrate that this plan discourages unlawful activity, by highlighting security features and processes to clients, visitors, and employees. This plan also includes the Company's plan to coordinate with ISP and the Department when disposing of unused or surplus cannabis, including the procedure used to

ensure products are securely disposed of;

(3) describes in detail the manner in which the facility will be enclosed, locked, and secured. Additionally, this plan will detail how the Company will be storing cannabis and our security measures to prevent diversion, theft, or misuse of stored cannabis. Included are the measures taken by the Company for when the location is closed for business and steps taken to ensure that cannabis is not visible to the public;

(4) demonstrates our plan to apply for a transporter license or plan to work with a licensed transporter and the procedures for safely and securely delivering cannabis and cannabis-infused products to cannabis business establishments.

We shall outfit the Craft Grower facility with commercial-grade security equipment installed by HLSA Inc., an Illinois licensed private security contractor, License No: 122000919. This includes security measures to ensure an enclosed and locked facility at all times pursuant to **410 ILCS 705/1-10**. We shall ensure that all written policies, procedures and equipment described in the Security System meet or exceed the requirements of **8 IAC 1300.355, 1300.380, and 1300.385**.

HLSA INC. is fully licensed by the State of Illinois, Department of Professional Regulations as a Private Security Agency Contractor with over 25 years of experience in the security industry. HLSA INC. is a Certified Woman owned and operated Security Company. HLSA employees are both active and retired Police Officers, Deputy US Marshalls, County Law Enforcement and Military Veterans providing a wide range of experience at all levels of Law Enforcement. HLSA employees are 60% minorities and the Company prides itself on not only its ethnic diversity, but also its gender diversity as it employs a large number of women. HLSA currently is contracted to provide security services to 2 other cannabis-based businesses in the Chicagoland area.

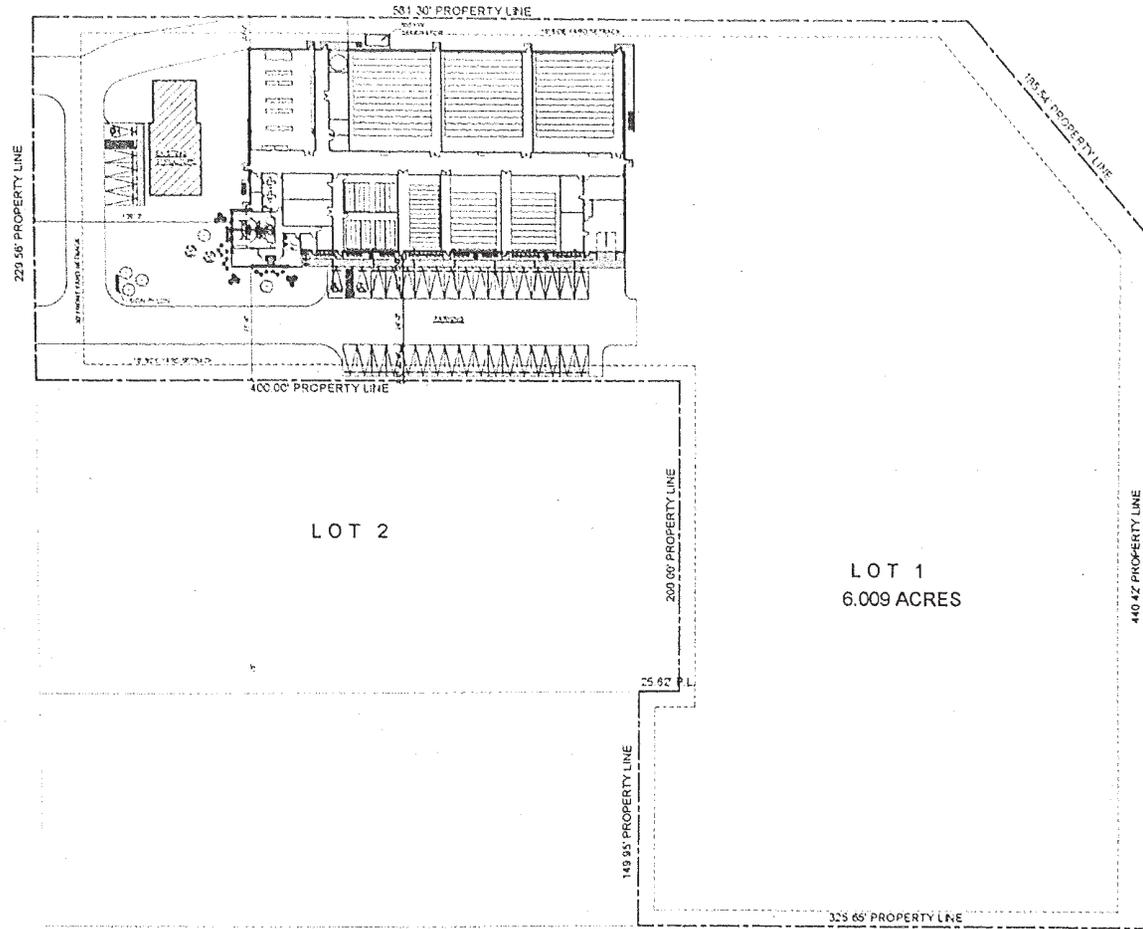
The facility will provide 34 designated parking spaces, which will provide more than ample parking for the Company's employees and visitors on a daily basis. The company does not anticipate that its daily business activities will have any significant effect on traffic on Route 47, as it will essentially require only require ingress and egress of shift employees and sporadic deliveries throughout the week. Additionally, since the surrounding area of the proposed facility is primarily

commercial, and already has an adjacent business with the same M-1 classification the Company is seeking, there is no anticipated negative impact with neighboring land uses or property values.

The facility drawings attached hereto have been specifically designed to create an aesthetically attractive visual appearance for traffic on Route 47, that will include substantial natural landscaping and shrubbery. Finally, the special use permit is anticipated to fully comply with the City of Woodstock's current legalized cannabis ordinances, and that no variances and/or special waivers will be required.

Again, as previously stated, SLI greatly appreciates the opportunity to bring our cannabis cultivation and development experience to the City of Woodstock. We believe that our company will bring economic growth, local job opportunities and a substantial increase in business property valuation to the surrounding area.

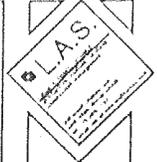
STATE ROUTE 47



LOT 2

LOT 1  
6.009 ACRES

A PROPOSED SITE PLAN  
CS1.0

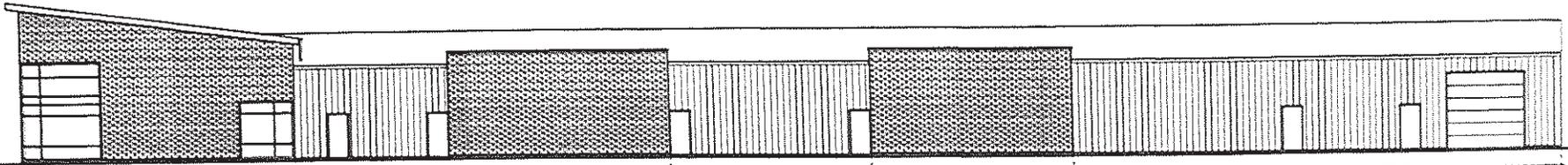
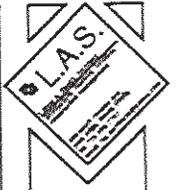


PROJECT  
PROPOSED NEW CULTIVATION FACILITY  
1411 S EASTWOOD DRIVE  
WOODSTOCK, IL 60098

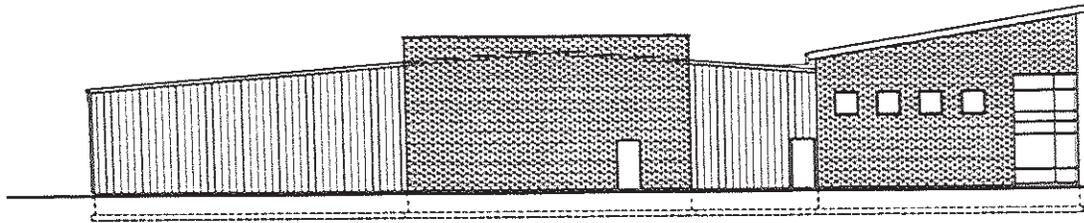

DRAWN BY:     
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PROJECT NO:     
APPROVED BY:   

SHEET NO  
**CS1.0**

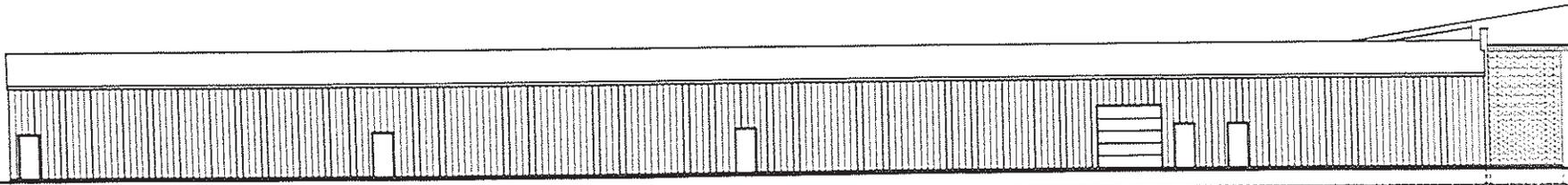




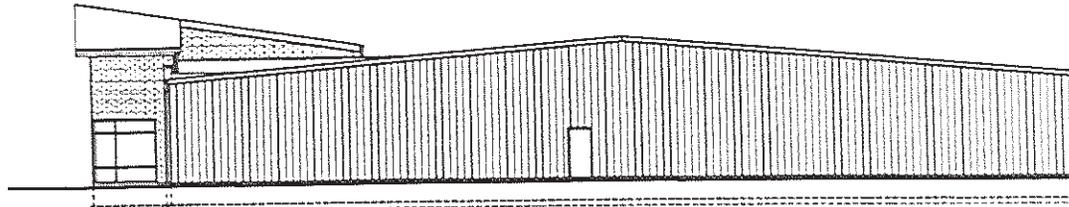
1 SOUTH ELEVATION  
A2.0 1/4" = 1'-0"



2 WEST ELEVATION  
A2.0 1/4" = 1'-0"



3 NORTH ELEVATION  
A2.0 1/4" = 1'-0"



4 EAST ELEVATION  
A2.0 1/4" = 1'-0"

PROJECT  
PROPOSED NEW CULTIVATION FACILITY  
1411 S EASTWOOD DRIVE  
WOODSTOCK, IL 60098

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DRAWN BY: JAS  
DATE: MAR 22, 2024  
CHECKED BY: JAS  
PROJECT NO.: 24001  
APPROVED BY: JAS

SHEET NO.  
A2.0



**WOODSTOCK PLAN COMMISSION**  
**DEVELOPMENT REPORT**

**June 25, 2020**

**PROJECT NAME:** PUBLIC HEARING – ZONING MAP AMENDMENT FROM B3 SERVICE AND RETAIL DISTRICT TO M1 LIMITED MANUFACTURING DISTRICT AND SPECIAL USE PERMIT TO ALLOW A CANNABIS CRAFT GROWER, PROCESSOR, INFUSER AND TRANSPORTER AT 1411 S. EASTWOOD DRIVE

PETITIONER: SLI, LLC

PROPERTY OWNER: The 88 Group, LLC

**REQUESTED ACTION:** The petitioner is requesting approval of a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter at 1411 S. Eastwood Drive. As part of the Special Use Request, variations to allow 1) a reduction in the distance of a Craft Grower from a residentially-zoned district; 2) reduction in the number of required parking spaces and parking setback; and 3) second principal building on a lot. Notice of the public hearing before the Plan Commission for the Zoning Map Amendment and Special Use Permit has been published, posted, and mailed as required by law.

**SITE DATA:**

**EXISTING LAND USE, ZONING AND LOT AREA:** The subject property is zoned B3 and is currently developed with a seasonal recreational facility (mini-golf, batting cages and go-karts) and a one-story building with an ice cream parlor. The total lot area is 6.009 acres (refer to location map and aerial photograph).

**ADJACENT LAND USE:**

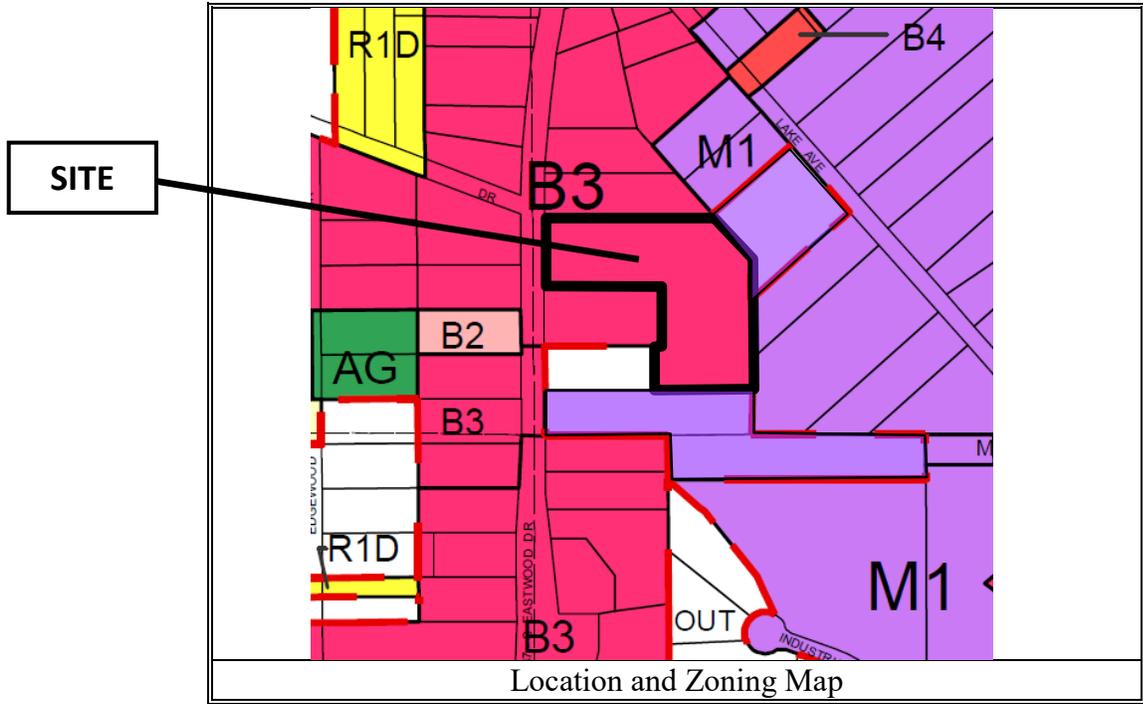
N	Commercial/Contractor
S	Restaurant
E	Residential and Contractor Yard
W	Auto Dealership

**ADJACENT ZONING:**

N	B3
S	B3 and M1
E	M1
W	B3

**UTILITIES:** The subject property is served by city water and sewer.

**PLANNING POLICIES STATUS:** The Woodstock Comprehensive Plan indicates that the subject property is appropriate for commercial uses.



**PROJECT DESCRIPTION:**

The petitioner is requesting approval of a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter at 1411 S. Eastwood Drive. As part of the Special Use Request, variations to allow 1) a reduction in the distance of a Craft Grower from a residentially-zoned district; 2) reduction in the number of required parking spaces and parking setback; and 3) second principal building on a lot.

The petitioner is proposing to remove the existing mini-golf course, batting cages and go-kart track and construct a one-story, 30,000 sf. brick and metal sided building to cultivate, infuse, process and transport cannabis. The majority of space in the building would be devoted to growing operations, similar to a greenhouse. Office and administrative functions would be at the southwest corner of the building, closest to Eastwood Drive. The existing building on the site would be reused for office uses and could potentially be used in the future as a “provisioning center.” Approximately 800 sf. of this building, currently housing the arcade area, would be removed as part of the site development. Shipping/receiving would be at the southeast corner of the building and also at the northwest part of the building. The current vehicular access from Eastwood Drive and a second access is shown at the southwest corner of the site. Parking for 34 vehicles is shown, with an additional 5 spaces indicated at the front of the existing building. Stormwater detention for the site would be accommodated in the existing basin on the southeast portion of the site. The narrative describes the security procedures and protocols which are designed to comply with State requirements.

**ANALYSIS:**

**ZONING MAP AMENDMENT:**

The current B3 zoning does not permit Cannabis Cultivation/Infuser/Processor/Transporter uses. M1 zoning allows these uses, upon issuance of a Special Use Permit.

Property near the site is zoned both B3 Service and Retail, and M1 Limited Manufacturing. Route 47 is a major commercial corridor and commercial uses are generally encouraged along this corridor. However, the applicant’s parcel is somewhat unique, due to the size and “L” shaped configuration. A typical retailer would want to locate near the front of the site, to maximize visibility from Route 47. Unless the retailer has a large footprint, the large portion of the site is unlikely to be redeveloped. The M1 district allows numerous retail/commercial businesses and the site is adjacent to other M1 zoned properties.

The existing lot would meet M1 requirements for lot width and lot area. The existing building would meet bulk and yard requirements for the M1 District.

Rezoning Criteria: When evaluating a request to rezone land, several criteria are reviewed as stated in Section 4.3.7 of the UDO. The text in *italics* consists of comments generated by City Staff.

- The impact on existing uses and zoning of abutting land parcels, i.e., is the proposed zoning district and permitted uses in such district compatible with existing zoning and land use in the surrounding area? *The proposed M1 zoning is compatible with the existing zoning in the vicinity of the site. The area has mixed uses, with commercial and manufacturing nearby.*

- Whether or not the proposed zoning district results in a lessening of area property values, i.e., is the value of surrounding land or its ability to be used in accordance with underlying zoning reduced? *The proposed rezoning is not expected to lessen area property values or the ability of other property owners to use their land in accordance with the underlying zoning.*
- If property values decline as a result of the proposed zoning designation, is there an increase in the health, safety, morals, or general welfare of the public, i.e., is there a benefit to the public which justifies or supersedes the loss of value on the land being rezoned? This is more applicable when land is being rezoned by a municipality to a more restrictive district despite the objections of the landowner. *Property values are not expected to decline. The proposed improvements allowed under the requested zoning should have a positive impact on property values.*
- The benefit to the public versus the hardship experienced by the owners of surrounding individual land parcels. If the public benefit is greater than the concerns of surrounding landowners the proposed zoning designation may be appropriate. *The proposed M1 zoning is not expected to cause hardship on surrounding landowners.*
- The suitability of the subject property for the uses allowed within the proposed zoning district, i.e., is the property located and does it possess physical attributes, which allow it to be used in accordance with the proposed zoning? This factor addresses the availability of public and private utilities, adequate access, soil suitability, presence of wetlands and/or floodplain, etc. *The subject property is suitable for the uses allowed in the MIDistrict. M1 allows manufacturing uses but also allows numerous commercial uses.*
- The length of time that the property has been vacant as currently zoned and how this compares to other land in the surrounding area. *The property has not been vacant. However, the recreational uses currently on the site are seasonal and may not provide maximum utilization of the site.*
- The public or community need or benefit for the uses allowed within the proposed zoning district. *Uses allowed in the M1 district are in demand. Cannabis related businesses have only recently been allowed by the State and are in demand because there are a lack of facilities.*

In some instances some of the above factors may not be relevant or applicable, and none of the individual criteria by itself has more or less relevance than the others. In deciding whether the proposed M1 zoning is acceptable, the Commission may discuss whether the site is suitable for manufacturing uses allowed under this zoning designation or if it is better suited for other activities.

#### SPECIAL USE PERMIT:

Cannabis Craft Growers, Infusers, Processors and Transporters are allowed as a Special Use in the M1 District, subject to approval criteria in the UDO, as listed below. They are also subject to the Supplemental Use Standards found in Section 7B.2.10 (see attached).

The proposed 30,000 sf. building would be in compliance with M1 required setback and bulk requirements. The building would be clad in brick and metal siding, with a sloped architectural feature at the main building entrance. A rendering of the proposed facility has been included with the application. The majority of the facility (eastern  $\frac{3}{4}$ ) would be devoted to cultivation operations. Processing would occur at the northwest corner of the building, while offices and staff space are located at the southwest corner of the building. The existing building at the front of the site would be used for offices, but could later be converted to a retail cannabis dispensary; however, that is not being requested at this time and would require the issuance of a separate Special Use Permit by the City. Staff has no concerns with the proposed location or layout of the building.

Vehicular access to the building and within the site appears logical and safe, with some exceptions. The second access to Route 47 is not recommended and in all likelihood, would not be approved by IDOT. As part of the Route 47 widening plans, IDOT is encouraging shared access points and the creation of easements between adjacent property owners to provide easy access between parcels without having to enter back onto Route 47. The applicant should consider working with the property owner to the north to provide a single, shared access to both sites, opposite of Southview Drive to facilitate safer turning movements in this area. Also, it is recommended that an easement be dedicated at the southwest part of the site to facilitate the potential future cross access to the adjacent Popeye's Chicken site.

The UDO requires that all parking spaces and access drives have a minimum setback of 10 feet in a side yard and 5 feet in a rear yard. The existing access drive along the north part of the site and existing parking spaces do not meet the side yard requirement. The petitioner is proposing to utilize the existing driveway and a portion of the existing parking area to provide access to the northwest corner of the building. Staff has concerns, however about vehicles using this area and their ability to turn around and would recommend that an alternative layout be developed. As previously noted, a shared common access with the property owner to the north would increase the maneuvering area for vehicles and eliminate the need for a setback variance in this area. Parking spaces proposed on the south side of the site would have a setback of three feet. Staff is generally supportive of this reduction because the current use to the south has a significant open space area.

The site would have 39 total parking spaces. Based on the uses, the UDO would require 70 parking spaces (2 per 1,000 sf. manufacturing/processing, or 60 spaces; plus 4 per 1,000 sf. office, or 10 spaces). As this is a relatively new use, there is not a lot of information available on required parking so Staff used the parking requirements for a manufacturing use. A significant portion of the square footage of the facility is devoted to growing product – few employees are associated with this activity, and yet the parking requirements use square footage to determine required parking. The petitioner has indicated that the facility typically would have no more than 20 employees at any time. Therefore, the 39 spaces proposed would appear to be enough to accommodate the proposed use. Also, there is significant area on the site to expand parking in the future, if needed.

Engineering plans will need to be reviewed and approved by the City Engineer for conformance with the Stormwater Management Ordinance.

Copies of plans have been provided to the Woodstock Fire Rescue District and as of the writing

of this report, comments have not been provided. Staff will work with the District to address any concerns they may have with the project.

A landscaping plan has not been provided but final landscaping, building elevations and lighting would be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

#### *Supplemental Use Standards for Cannabis Business Establishments*

The following supplemental use standards are applicable to all Cannabis Business Establishments.

- No more than two (2) Cannabis Business Establishments of each type as defined herein shall be allowed within the Corporate Limits of the City. If approved, this would be the second cannabis craft grower in the City. Any additional requests for cannabis cultivation uses would require an amendment to the UDO to increase the number allowed.
- For Cannabis Craft Growers, Cannabis Cultivation Centers, Infusers, Processors and Transporters, the supplemental standards state that no craft grower/cultivation center shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use. The nearest residentially zoned property is approximately 450' away, on the north side of Southview Drive. The nearest school is the private Allendale facility, just off of Lake Avenue, approximately 900' away.
- For Cannabis Infuser Organizations or Infusers and Cannabis Processing Organizations or Processors, at least 75% of the floor area of any tenant space occupied by an infuser or processing organization shall be devoted to the activities of the infuser or processing organization, as authorized by the Act. The infusing and processing portion of the proposed building is minor and considered accessory to the main use of the facility, which is a Cannabis Craft Grower. Therefore, this language would not apply.
- For Cannabis Transporting Organizations or Transporters, the transporting organization shall be the sole use of the tenant space in which it is located. The transporting portion of the proposed building is minor and considered accessory to the main use of the facility, which is a Cannabis Craft Grower. Therefore, this language would not apply.

When these regulations were first developed last year, the City relied on its existing language for medical cannabis businesses and on model codes that were rapidly drafted to help communities address the expected influx of newly legal cannabis related business. At the time, it was pointed out that the language was the best available, but because this industry was evolving, it was likely that it could change. Now that projects are being proposed and more information is available, Staff is realizing that the adopted UDO language, specifically relating to the Supplemental Use Standards, may need to be updated.

The current UDO requirement that a cannabis grower/cultivator must be 2,500 feet from schools, parks, residentially zoned property and the like, was kept in place from the previously approved medical cannabis regulations. However, there is no such restriction in the State law relating to

Craft Growers and Cultivators. The State requirements are that they cannot be located in a residentially zoned district and must be at least 1,500 feet from another Craft Grower or Cultivator. Therefore, Woodstock's regulations are significantly more restrictive than the State requirements.

Upon further review of the 2,500-foot requirement, Staff believes that this is excessive and severely limits where these types of facilities can be located in the City. There appears to be only a few locations that would meet this criterion and they are primarily north and west of the City, out towards Lamb Road. With no city utilities available in that area, it is unlikely that even these locations would be suitable.

Staff has no concerns with respect to the proposed location. The use is basically a growing operation for a legal product, not much different than a maker of cigarettes or alcoholic beverages. The proposed area is commercial in nature and the use would easily fit into and be consistent with other uses in the area.

At the next Plan Commission meeting, Staff intends to bring forward proposed amendments to the UDO requirements to better address cannabis-related businesses.

The supplemental use standards also require a description of building enhancement so ensure the safety of employees and the public, along with hours of operation. The applicant has indicated that the normal hours of operation would be from 8:00 am. to 6:00 pm. With respect to security, the narrative provides information on the steps they will be taking to address potential security concerns, including theft, surplus disposal, unauthorized site access and transporting of product. Security equipment will be installed by a private security contractor that has over 25 years of experience in the security industry and is contracted to provide security services to two other cannabis-related businesses in the area.

#### *Special Use Permit Criteria*

The Unified Development Ordinance (Section 4.4.7) states that special use permit applications can be approved after the criteria listed below have been addressed.

- A. That the special use will not impair or be detrimental to the public health, safety, morals or general welfare of persons residing or working in the vicinity. *There is no indication that allowing the proposed will have a negative impact on the public health, safety, morals or welfare of the area.*
- B. That the special use will not negatively impact, be in conflict with neighboring land uses, or negatively affect the value of neighboring property. *The proposed facility will not be in conflict with neighboring land use, nor will it negatively affect the value of neighboring properties.*
- C. That the special use will not conflict with the general goals and objectives of Woodstock's comprehensive planning documents. *The comprehensive plan encourages mixed commercial, office and industrial land uses.*
- D. That the special use will be designed, constructed, operated and maintained in a manner that is compatible with the existing or desired character of the surrounding area. *As proposed on the submitted plans and with the modifications discussed in this report, the site will be designed, constructed, operated and maintained in a manner that is compatible with the character of the area.*

- E. That additional traffic which may occur as a result of the special use will not be detrimental to public safety and welfare. *The proposed use will not have a detrimental effect on traffic and the existing road network should be able to handle traffic generated by this use.*
- F. That the special use can be served by public facilities and services, and by private utilities. *The subject site is served by public facilities and services and by private utilities.*
- G. That the special use will comply with applicable City ordinances unless varied or waived by the City Council as part of the special use permit approval process. *The special use proposal before the City will comply with all other applicable City ordinances.*

**RECOMMENDATION:**

If the Plan Commission is in support of the applicant’s petition, a motion should be made as follows:

**Move to recommend that a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting on the Subject Property be approved, in substantial conformance with the plans submitted and subject to the following conditions:**

- 1) The existing access point to the site shall be utilized and no additional access to IL Route 47 shall be allowed. The applicant and City Staff should work with the property owner to the north to determine if a single, shared access to both sites, opposite of Southview Drive to facilitate safer turning movements in this area, can be developed.
- 2) A cross access easement shall be dedicated at the southwest part of the site to facilitate the potential future cross access to the adjacent Popeye’s Chicken site to the south.
- 3) Vehicular access to the northwest corner of the building should be reconfigured or the interior building layout should be modified so that vehicles utilizing this area of the site have adequate area to safely maneuver and turn around.
- 4) Parking spaces proposed on the south side of the site shall have a setback of no less than three feet.
- 5) 39 parking spaces, as proposed, shall be provided.
- 6) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 7) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 8) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

**With the above conditions, the request meets the approval criteria listed in Sections 4.3.7 and 4.4.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.**

**PLAN COMMISSION MEETING MINUTES – June 25, 2020**

**b) Public Hearing – Zoning Map Amendment from B3 to M1 and Special Use Permit to allow a Cannabis-Related Business (Craft Grower, Processor, Infuser and Transporter) at 1411 S. Eastwood Drive, SLI, LLC**

A roll call vote was taken to establish a quorum for the Public Hearing.

Ayes: Flores, Fortin, Gavers, Horrell, Paluch, Speciale and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Besler and Thurow. Motion carried.

Joseph Ori, Petitioner, John Taylor, Consultant, were sworn in.

Mr. Ori noted that the previous presentation provided an excellent background on the craft growing requirements. Their operation proposed for 1411 S. Eastwood Drive will have many of the same characteristics described by the previous petitioner. Mr. Ori noted that he is an Illinois resident and practicing attorney. He is a part owner of the property and currently owns a cannabis growing operation in Michigan. The property is rented out to Mr. Summers for the mini-golf/recreation facility. He indicated that the business was struggling and this was a good time to consider re-use of the site for a cannabis facility. The existing mini-golf course, batting cages and go-kart track would be removed to construct a one-story, 30,000 sf. brick and metal-sided building to cultivate, infuse, process and transport cannabis. The majority of space in the building would be devoted to growing operations, and there would be office and administrative functions at the southwest corner of the building. The existing building on the site would be reused for offices and could potentially be used in the future as a “provisioning center.” Parking for 34 vehicles is shown, with an additional 5 spaces indicated at the front of the existing building. Security procedures and protocols will comply with State requirements. Mr. Ori stated that they would run a top-notch operation and offer quality products.

Chairman Sheriff opened the floor to questions from the Commission.

Commissioner Fortin had no comments.

Commissioner Speciale asked about deliveries and what types of trucks are used. Mr. Ori noted that small trucks would be used for the operation. Most would be mini-van type vehicles.

Commissioner Speciale asked what a “future provisioning center” means. Mr. Ori replied that the building in front is planned for administrative offices for the business. However, it makes sense that in the future, this could be a logical location for a provisioning business. It is not essential, but it would be a good location. There is plenty of parking on the site. A separate special use permit would be required if they choose to seek a dispensary on the site.

Mr. Ori noted that the facility would be a new building. This would not be a greenhouse like the last proposal, but a freestanding industrial building. They are able to use many of the environmental practices that were described in the previous proposal.

Commissioner Gavers asked Staff if the petitioner received approval, would they need to come back to the Commission for the building and landscaping approval. Mr. Napolitano responded that no, they would need to apply for a building permit and plans would be reviewed by Staff to meet Project Review Guidelines. As part of the review tonight, the Commission can add conditions to the approval for items they would like to see as part of the final development.

Commission Gavers wished the best for Mr. Summers. He noted that if rezoned to M1, the subject property would be next to other M1 zoned property and he has concerns.

Commissioner Horrell expressed concerns about the proposed rezoning due to the shape of the parcel and the location of the existing detention pond. He was not in favor of losing commercial zoning along Route 47. Mr. Ori noted that the existing building in front would be used for commercial offices and the growing operation would be towards the back. He asked the petitioner if they were aware of the Route 47 expansion plans and expressed doubt that they would get the two access points that are being requested. He also expressed concern about potential back-ups onto Route 47 if a gate restricting access is provided to limit access to the site.

Commissioner Flores indicated that he had no questions.

Commissioner Paluch also expressed concerns about the proposed M1 zoning. She asked if the petitioner would consider leaving a portion of the front of the site as it is currently zoned, B3, and rezone the rear portion of the site to M1. Mr. Ori indicated that he is open to that suggestion and would be willing to amend his petition to that effect.

Mr. Napolitano confirmed that a dispensary is allowed as a special use in the B3 district. Attorney Clifton stated that since the request is less than what was requested in the petition, they can reduce the amount of land requested for M1 zoning.

Commissioner Paluch said that if the front portion remains B3, the petitioner can still proceed with what they are requesting for the property and the commercial-zoned corridor along Route 47 would remain intact. Commissioners were in general agreement with this approach and did not think this would have a detrimental effect on the area.

Chairman Sheriff opened the floor to public questions and comments. There were none.

Commissioner Paluch disclosed that Ron Summers was once a client of hers regarding this property, but she did not believe there was any conflict and wanted to make that publicly known.

Commissioner Fortin discussed working with the neighbor to the north regarding access. Director Napolitano indicated that the Route 47 expansion plans encourage cross access between neighboring properties. Most of the improved Route 47 would have a center median preventing left turns, but the improvement plans show this area as a full intersection, opposite of Southview Drive, with the ability to turn left off of Eastwood Drive onto these properties. Staff believes it is appropriate to work together with the adjoining property owners and IDOT to see if there is the opportunity to improve this intersection as part of the redevelopment.

Commissioner Horrell stated that given this information, it is critical that the petitioner decide what they plan on doing for security fencing and gating. Mr. Ori responded that they had not considered fencing the property. They do not believe it is required as part of their application. All of the product being created will be in a vault, in accordance with the State requirements. They will use 150+ security cameras and two security firms to plan for security. If they have to put up a fence, they will to ensure the safety of the public and the integrity of the site. Commissioner Horrell asked if the Special Use is approved, is the Commission approving the physical aspects of the site plan. Director Napolitano responded that the approval is typically granted in substantial accordance with the plans submitted. This allows for minor adjustments to be made if the project moves forward, but major changes would need to go back to the Plan Commission.

Commissioner Paluch stated that fencing, security, and the like, it is not the Commission's intention to require something more than the State requires. She is putting her trust in the state requirements. Commissioner Horrell agreed. It was discussed that the type of building construction may influence the need for a fence. The previous request was for a greenhouse type facility while this request is for more of an industrial-type building.

Commissioner Speciale asked about the rezoning for the front portion of the property. How will this be accomplished? Chairman Sheriff stated that the Commission can approve the rezoning for a portion of the site. The Commissioners discussed where the line between the B3 and M1 should occur. It was agreed that the B3 zoning should include the front building with the remainder being rezoned M1. Mr. Ori was in general agreement, but was concerned about creating new parcels and PIN numbers. Commissioner Paluch stated that creating new parcels was not necessary, just a line of delineation. Director Napolitano indicated that the distance from the front property line to the rear of the existing building is approximately 105 feet. The motion could be to rezone the subject property to M1, with the exception of the west 110 feet of the parcel. Commissioners were in agreement with this proposal. Mr. Ori also expressed his agreement. He noted that he is an owner of the property and even if they do not receive a license in the future for provisioning, they want to use the existing building as the headquarters for their company, since they are all from the area.

There were no additional comments or questions from Commissioners.

Director Napolitano read into the record a letter dated June 16, 2020, received from Charles Ruth of Alliance Contractors, 1166 Lake Avenue, Woodstock, IL. The letter reads, "Dear Sir, As an adjacent property owner we acknowledge receipt of notice requesting changing 1411 S. Eastwood from B3 to M1 zoning. Our adjacent properties have both zonings. For the most part, they are vacant land, construction and warehouse buildings and some small office properties. However, properties that are in the vicinity, but not adjacent, include a bowling alley, hotel facility, restaurant and bar. I cannot in good faith protest the zoning changes because in itself the request is consistent with the surrounding area. It may be outside your authority matrix, but I hope the city fathers will carefully consider the wisdom of placing a cannabis business at this location. Thank you."

Commissioners discussed whether to make separate motions for the two requests, or to combine both into a single motion. Commissioner Paluch indicated if the special use permit was not recommended for approval, she did not support the zoning map amendment. Chairman Sheriff indicated that should not be the deciding factor for approving a zoning map amendment. Attorney Clifton confirmed that both could be acted on in a single motion

Motion by Commissioner Paluch, seconded by Commissioner Gavers to recommend that the City Council approve the petitioner's request for a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District, for the Subject Property, except for the west 110 feet of the parcel, and to approve a Special Use Permit to allow a Cannabis Craft Grower, with Cannabis Infusion, Processing and Transporting at 1411 S. Eastwood Drive, subject to the following conditions:

- 1) The existing access point to the site shall be utilized and no additional access to IL Route 47 shall be allowed. The applicant and City Staff should work with the property owner to the north to determine if a single, shared access to both sites, opposite of Southview Drive to facilitate safer turning movements in this area, can be developed.
- 2) A cross access easement shall be dedicated at the southwest part of the site to facilitate the potential future cross access to the adjacent Popeye's Chicken site to the south.

- 3) Vehicular access to the northwest corner of the building should be reconfigured or the interior building layout should be modified so that vehicles utilizing this area of the site have adequate area to safely maneuver and turn around.
- 4) Parking spaces proposed on the south side of the site shall have a setback of no less than three feet.
- 5) 39 parking spaces, as proposed, shall be provided.
- 6) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 7) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 8) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

With the above conditions, the request meets the approval criteria listed in Sections 4.3.7 and 4.4.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.

A roll call vote was taken.

Ayes: Flores, Fortin, Gavers, Horrell, Paluch, Speciale and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Besler and E. Thurow. Motion carried 7 - 0.



ALLIANCE CONTRACTORS, INC.

1166 LAKE AVENUE • WOODSTOCK, ILLINOIS 60098

OFFICE: 815-338-5900 FAX: 815-338-9109

June 16, 2020

City of Woodstock  
Department of Building and Zoning  
121 W. Calhoun Street  
Woodstock, IL 60098

Attn: Cody Sheriff, Plan Commission Chairman

RE: SLI, LLC  
Zoning Amendment

Dear Sir:

As an adjacent property owner we acknowledge receipt of notice requesting changing 1411 S. Eastwood from B3 zoning to M1 zoning.

Our adjacent properties have both zonings. For the most part they are vacant land, construction and warehouse buildings and some small office properties.

However, properties that are in the vicinity but not adjacent include a bowling alley, hotel facility, restaurant and bar.

I cannot in good faith protest the zoning changes because in itself the request is consistent with the surrounding area.

It may be outside your authority matrix but I hope the city fathers will carefully consider the wisdom of placing a cannabis business at this location.

Thank you,

A handwritten signature in black ink, appearing to read "Charles W. Ruth", written over a horizontal line.

Charles W. Ruth

**ORDINANCE NUMBER 20-O-\_\_\_\_\_**

**AN ORDINANCE GRANTING A ZONING MAP AMENDMENT FROM B3 SERVICE AND RETAIL DISTRICT TO M1 LIMITED MANUFACTURING DISTRICT AND ISSUING A SPECIAL USE PERMIT TO ALLOW A CANNABIS CRAFT GROWER, PROCESSOR, INFUSER AND TRANSPORTER AT 1411 S. EASTWOOD DRIVE, WOODSTOCK, ILLINOIS**

WHEREAS, the City of Woodstock, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

WHEREAS, SLI, LLC (the “Petitioner”), has petitioned the City of Woodstock, an Illinois municipal corporation in McHenry County, Illinois (the “City”), for a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District and a Special Use Permit to allow a Cannabis Craft Grower, Processor, Infuser and Transporter on the +/- 6 acre parcel referred to as 1411 S. Eastwood Drive, Woodstock, Illinois (the “Subject Property”), said property being legally described in Exhibit A, attached hereto; and

WHEREAS, on June 25, 2020 and after due notice in the manner provided by law, the Plan Commission conducted a public hearing on the Petitioner’s request for a Special Use Permit on the Subject Property; and

WHEREAS, at the conclusion of said public hearing, the Plan Commission voted to recommend that the Petitioner’s request for a special use permit on the Subject Property be approved, subject to certain conditions and limitations (7 – 0 vote); and

WHEREAS, the Mayor and City Council have considered the findings and recommendation of the Plan Commission and concur with said recommendation.

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

SECTION 1: All recitals are incorporated herein and made part of the terms of this Ordinance.

SECTION 2: The Subject Property, except for the west 110 feet thereof, shall be granted a zoning map amendment from B3 Service and Retail District to M1 Limited Manufacturing District pursuant to the City of Woodstock Unified Development Ordinance (UDO).

SECTION 3: A special use permit is hereby approved to allow the construction of a Cannabis Craft Grower, Processor, Infuser and Transporter on the Subject Property, in accordance with the plans submitted as part of the petition and subject to the following conditions;

- 1) The existing access point to the site shall be utilized and no additional access to IL Route 47 shall be allowed. The applicant and City Staff should work with the property owner to the north to determine if a single, shared access to both sites, opposite of Southview Drive to facilitate safer turning movements in this area, can be developed.
- 2) A cross access easement shall be dedicated at the southwest part of the site to facilitate the potential future cross access to the adjacent Popeye's Chicken site to the south.
- 3) Vehicular access to the northwest corner of the building should be reconfigured or the interior building layout should be modified so that vehicles utilizing this area of the site have adequate area to safely maneuver and turn around.
- 4) Parking spaces proposed on the south side of the site shall have a setback of no less than three feet.
- 5) 39 parking spaces, as proposed, shall be provided.
- 6) The applicant and City Staff shall work with the Woodstock Fire/Rescue District to address any concerns they may have relating to the site layout and building.
- 7) The supplemental use requirement that no Cannabis Craft Grower shall be located within 2,500 feet of the property line of a preexisting public or private preschool or elementary or secondary school or day care center, day care home, group day care home, part day child care facility, or public or private park or an area zoned for residential use shall be waived.
- 8) Final landscaping plans, building elevations and site lighting shall be reviewed by Staff for conformance with UDO requirements as part of the Project Review process when application for building permits are submitted.

SECTION 4: That all other requirements set forth in the City of Woodstock Unified Development Ordinance, as would be required by any owner of property zoned in the same manner as the Property shall be complied with and compliance with said requirements is a condition to the special use permit granted herein.

SECTION 5: The report and findings of the Plan Commission are hereby accepted.

SECTION 6: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 7: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 8: This Ordinance shall be known as Ordinance Number 20-O-\_\_\_\_\_ and shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law. This ordinance and the special use permit authorized herein shall remain in effect in perpetuity.

Ayes:

Nays:

Abstentions:

Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

ATTEST:

\_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_

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

Published: \_\_\_\_\_

**EXHIBIT A**

Lot 1 Yogi Subdivision being a Subdivision of the Southwest Quarter of Section 9, Township 44 North, Range 7, East of the Third Principal Meridian, according to the Plat thereof Recorded June 19, 1989 as Document No. 89R019176, in McHenry County, Illinois.

**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Ordinance entitled ***An Ordinance a Zoning Map Amendment from B3 Service and Retail District to M1 Limited Manufacturing District, and Issuing a Special Use Permit for a Cannabis Craft Grower, Processor, Infuser and Transporter at 1411 S. Eastwood Drive, Woodstock, Illinois.***

The pamphlet form of Ordinance Number 20-O-\_\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the City Clerk.

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

GIVEN under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)



**Economic Development Department**  
Garrett Anderson, Director  
[www.woodstockil.gov](http://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  
**RE: An Ordinance of the City of Woodstock, McHenry County, Illinois, Approving a Redevelopment Agreement by and Between the City of Woodstock, McHenry County, Illinois and Kensington Woodstock LLC**

The Tax Increment Allocation Redevelopment Act (TIF Act) allows for the City of Woodstock to undertake the redevelopment of certain projects within the area designated as a Conservation Area by the Council's adoption of the Redevelopment Project Area in January 2019. The following Redevelopment Agreement is intended to allow the Developer to incur certain costs relating to the development, which will be considered Redevelopment Project Costs under the TIF Act, and can be eligible for reimbursement under the terms of the Redevelopment Agreement.

**Project Details** – The subject property is the vacant land on the west side of Lake Avenue at the corner of American Way. The project will use just over 2 acres of approximately 20 acres of vacant land in this area.

The developer intends to construct a 20,532 square foot retail building, which is to be leased by ALDI discount supermarket. This store is intended to be a relocation of the current retail store located at 410 S. Eastwood Dr. The developer is already in discussions with the Building and Zoning Department with the intention of securing permits during 2020, completing construction of the building during 2021, with occupancy and opening of the retail location in early 2022.

**Project Goals** – This Future Land Use map within the Comprehensive Plan designates this area for “Commercial, Industrial and Mixed-Use” land uses. Similarly, the zoning on this particular parcel is B3, which is described as “The B3 zoning district allows for the establishment of a variety of retail and service uses which are convenient to motorists and accessible to major streets and transportation routes.” In preliminary discussions with the Building and Zoning Department, it appears that the plans presented substantially conform to Woodstock's zoning and site requirements. Staff has identified at least one element of the current proposal which will require a variance – the parking lot setback distance on the American Way side. Full plans continue to be submitted, and the review will be completed in the coming weeks.

**Project Budget** – The overall budget for the project is \$5,955,000, which includes land acquisition, demolition and clearing of the site, new construction, exterior site work and soft costs, such as architectural design and engineering. The Developer has indicated that the project will not be possible without some participation from the City in the form of incentives.

Three primary incentives are typically employed in a project of this size and all three were evaluated for this project:

- TIF – Any incentive from TIF is derived from property taxes alone. The TIF increment is difference between the base value and the current value in any given year, times the tax rate. The base year for the TIF is the 2017 – payable 2018 tax year. In 2017, the primary parcel for the development was assessed at \$51,353. We expect that due to this investment, the property taxes could increase to a range of \$200,000 to \$220,000. Of the total budget, over \$2 million is eligible for TIF reimbursement.
- Sales Tax Incentive – This incentive would be derived from taxable sales at the subject property. The developer asserts that with the construction of a new store, the sales should increase by approximately 30%. However, as the brand already has a Woodstock location, the application of a sales tax incentive is not recommended.
- Enterprise Zone – The site selected for the project is included in the Enterprise Zone. Due to this designation and the significant level of investment, the project is automatically qualified for Enterprise Zone incentives. These include a reduction in sales tax on building materials, a State of Illinois investment tax credit, discounted building permits, and a property tax component typically applied as follows:
  - o 100% of the City’s portion of property tax growth for four years. (approx. 16%)
  - o 50% from the City for an additional two years. (approx. 8%)
  - o 25% from the City for an additional two years. (approx. 4%)
  - o 50% of the School District’s portion of property tax growth for 3 years. (approx. 30%)
  - o 35% from the School for an additional 3 years. (approx. 21%)

However, when a given project is located both in the TIF as well as the Enterprise Zone, the TIF will take precedence in regards to property tax incentives, nullifying the Enterprise Zone in this area.

**TIF Reimbursement Details** – The City of Woodstock’s typical starting point for a TIF reimbursement is 50% of the annual TIF increment for a period of ten years. Owing to the fact that this project is a relocation of an existing business, an alternative incentive was proposed by the Economic Development Director, and accepted by the Developer.

The project will take advantage of the Enterprise Zone as follows (numbers are estimates):

- \$90,000 Illinois Sales Tax Rebate on building materials;
- \$30,000 State Investment Tax Credits;
- \$3,800 City Permit reduction (an estimated \$15,000 will still be paid for permits and impact fees); and
- Participation would also bear an Enterprise Zone fee of \$7,250.

The TIF Agreement presented here recommends the following:

- TIF will be used to re-create the same property tax rebate that would have been allowed through the Enterprise Zone. It is important to note that, absent the TIF, this level of property tax rebate would have been allowed without any action by the City Council.
- The resulting Property Tax reduction would be (according to today’s percentages):
  - o Year 1 = 46%;
  - o Year 2 = 46%;
  - o Year 3 = 46%;
  - o Year 4 = 37%;
  - o Year 5 = 29%;

- Year 6 = 29%;
  - Year 7 = 4%; and
  - Year 8 = 4%.
- The incentive is not to be defined exactly by these numbers in this illustration, as they will change over time based on the current tax rates of the City and the School District. The Enterprise Zone would allow for approximately a \$160,000 property tax rebate. It is important to note that since the Enterprise Zone is being used here as a benchmark, but that the funding comes from the TIF, that the School District is not required to be a party to this agreement.

Considered together, this total incentive package is approximately \$276,000 or 4.6% of the overall project costs.

**Recommendation: Approve the attached Ordinance, identified as Document #: 4, “An Ordinance Approving a Redevelopment Agreement by and Between the City of Woodstock, McHenry County, Illinois and Kensington Woodstock LLC.”**

Attachments:

- Redevelopment Agreement
- Site plan drawing for the building



Reviewed and Approved by:

*Roscoe C. Stefford III*  
City Manager

## Ordinance No.20-O- \_\_\_\_\_

**AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BY AND BETWEEN  
THE CITY OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS AND KENSINGTON  
WOODSTOCK LLC.**

**WHEREAS**, the City of Woodstock, McHenry County, Illinois (the “City”) is a duly organized and validly existing home-rule municipality pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and,

**WHEREAS**, the City is engaged in the development and redevelopment of properties within its municipal boundaries which are planned for auto-oriented commercial uses and industrial uses along Illinois Route 47, including the vacant property located at the southwest corner of Lake Avenue and American Way identified by parcel no. 13-16-126-014 (the “*Subject Property*”); and,

**WHEREAS**, pursuant to the Tax Increment Allocation Redevelopment Act of the State of Illinois, 65 ILCS 5/11-74.4-1, *et seq.*, as from time to time amended (the “*TIF Act*”), the Mayor and City Council of the City (collectively, the Corporate Authorities”) are empowered to undertake the redevelopment of a designated area within its municipal boundaries in which existing conditions permit such area to be classified as a “blighted area” or a “conservation area” as such terms are defined in the TIF Act; and,

**WHEREAS**, to stimulate and induce redevelopment pursuant to the TIF Act, the City, after giving all required notices, conducting a public hearing and making all findings required by law, on January 15, 2019, pursuant to Ordinance Nos. 19-O-15, 19-O-16, and 19-O-17, approved a Redevelopment Plan and Program (the “*Redevelopment Plan*”) for an area designated as the Downtown and Route 47 Redevelopment Project Area (the “*Project Area*”), which Project Area includes the Subject Property, and adopted tax increment financing for the payment and financing of “Redevelopment Project Costs,” as defined by the TIF Act, incurred within the Project Area as authorized by the TIF Act.

**WHEREAS**, Kensington Woodstock LLC, an Illinois limited liability company (the “*Developer*”) has acquired the Subject Property and has submitted a proposal to the City to develop the Subject Property and construct a 20,532 square foot building to be used for retail purposes (the “*Project*”), such Project being in furtherance of the Redevelopment Plan; however, the Developer has advised the City that it is not economically feasible for the Developer to proceed with the Project without financial assistance from the City due to the extraordinary costs required for site improvements; and,

**WHEREAS**, the City desires to have the Subject Property developed in order to increase the tax base of the City and taxing districts authorized to levy taxes upon the Subject Property; to provide job opportunities for its residents; and, to enhance the general welfare of its residents; and, therefore, the City is prepared to reimburse the Developer for certain “redevelopment project costs,” as defined by the TIF Act, incurred by the Developer in connection with the Project in accordance with the terms and conditions as set forth in the Development Agreement attached hereto.

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

*Section 1.* That the Development Agreement by and between the City of Woodstock, McHenry County, Illinois and Kensington Woodstock LLC, an Illinois corporation, attached hereto and made a part hereof, is hereby approved and the Mayor, City Manager and City Clerk are hereby authorized to execute, deliver, and undertake any and all actions as may be required to implement its terms.

*Section 2.* This Ordinance shall be in full force and effect immediately upon its passage by the Mayor and City Council and approval as provided by law.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
Mayor Brian Sager

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

*Attest:*

\_\_\_\_\_  
City Clerk Cindy Smiley

**DEVELOPMENT AGREEMENT BY AND BETWEEN  
THE CITY OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS  
AND KENSINGTON WOODSTOCK LLC**

**THIS DEVELOPMENT AGREEMENT** (“*Agreement*”) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 (“*Effective Date*”) by and between the City of Woodstock, McHenry County, Illinois, an Illinois municipal corporation (the “*City*”), and Kensington Woodstock LLC, an Illinois limited liability company (the “*Developer*”).

In consideration of the mutual covenants and agreements set forth in this Agreement, the City and Developer hereby agree as follows:

**ARTICLE 1: RECITALS**

1.1 The City is a duly organized and validly existing home-rule municipality pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970.

1.2 The City is engaged in the development and redevelopment of properties within its municipal boundaries which are planned for auto-oriented commercial uses and industrial uses along Illinois Route 47, including the vacant property located at the southwest corner of Lake Avenue and American Way identified by parcel no. 13-16-126-014 (the “*Subject Property*”).

1.3 The City is committed to use its authority pursuant to the laws of the State of Illinois, to promote the health, safety, and welfare of its inhabitants, to prevent the spread of blight, and to encourage private development in order to enhance the local tax base, to increase job opportunities, and to enter into contractual agreements with third parties for the purpose of achieving these purposes.

1.4 Pursuant to the Tax Increment Allocation Redevelopment Act of the State of Illinois, 65 ILCS 5/11-74.4-1, *et seq.*, as from time to time amended (the “*TIF Act*”), the Mayor and City Council of the City (collectively, the Corporate Authorities”) are empowered to undertake the redevelopment of a designated area within its municipal boundaries in which existing conditions permit such area to be classified as a “blighted area” or a “conservation area” as such terms are defined in the TIF Act.

1.5 To stimulate and induce redevelopment pursuant to the TIF Act, the City, after giving all required notices, conducting a public hearing and making all findings required by law, on January 15, 2019, pursuant to Ordinance Nos. 19-O-15, 19-O-16, and 19-O-17, approved a Redevelopment Plan and Program (the “*Redevelopment Plan*”) for an area designated as the Downtown and Route 47 Redevelopment Project Area (the “*Project Area*”), which Project Area includes the Subject Property, and adopted tax increment financing for the payment and financing of “Redevelopment Project Costs”, as defined by the TIF Act, incurred within the Project Area as authorized by the TIF Act.

1.6 The Developer is under contract to acquire the Subject Property and has submitted a proposal to the City to develop the Subject Property and construct or caused to be constructed a 20,532 square foot building to be used for retail purposes (the “*Project*”), such Project being in furtherance of the Redevelopment Plan; however, the Developer has advised the City that it is not economically feasible for the Developer to proceed with the Project without financial assistance from the City due to the extraordinary costs required for site improvements.

1.7 The Subject Property is also located within the Harvard/Woodstock Enterprise Zone making its development eligible for certain benefits including a reduction in real estate taxes resulting from an exemption from an increase in property values as follows:

- 100% of the City’s portion of property tax growth for four (4) years;
- 50% from the City for an additional two (2) years;
- 25% from the City for an additional two (2) years;
- 50% of the School District’s portion of property tax growth for three (3) years; and,
- 35% from the School for an addition three (3) years.  
(the “EZ Real Estate Tax Benefits”)

1.8 The TIF Act, however, provides at Section 11-74.4-8(c) that a redevelopment project area which includes property located within an enterprise zone, such property shall not be eligible for the exemption from the increase in property values as would otherwise be available to such property.

1.9 The City desires to have the Subject Property developed in order to increase the tax base of the City and taxing districts authorized to levy taxes upon the Subject Property; to provide job opportunities for its residents; and, to enhance the general welfare of its residents; and, therefore, due to the TIF Act’s elimination of the EZ Real Estate Tax Benefits for properties within the Project Area, the City is prepared to reimburse the Developer for certain “redevelopment project costs”, as defined by the TIF Act, incurred by the Developer in connection with the Project in an amount equal to the EZ Real Estate Tax Benefits the Subject Property might have otherwise qualified for, subject to the terms of this Agreement, the TIF Act and all other applicable provisions of law.

## **ARTICLE 2: DEVELOPER’S OBLIGATIONS**

2.1 The Developer covenants and agrees that the following obligations shall be preconditions to the City’s obligations to reimburse the Developer for certain Redevelopment Project Costs in accordance with the terms and conditions in this Agreement:

- (a) To obtain any and all permits as may be required to construct the Project and commence construction on or before December 31, 2021.
- (b) To construct or cause to be constructed the Project in accordance with the approved plans, specifications, permits and all applicable building codes.
- (c) To maintain the Subject Property in reasonably good and clean condition at all times during the construction of the Project including promptly removing all debris that is deposited on any street, sidewalk, or other public property in or adjacent to the Subject Property by the Developer or any agent of or contractor hired by, or on behalf of the Developer and repair any damage to any public property that may be caused by the activities of the Developer or any agent of or contractor hired by, or on behalf of, the Developer.

2.2 The Developer covenants and agrees to complete or cause to be completed the Project on or before December 31, 2022.

2.3 The Developer covenants and agrees to maintain or caused to be maintained the property at all times in accordance with all applicable City codes.

2.4 The Developer covenants and agrees that the Subject Property, when completed, shall be leased to a tenant operating a retail business throughout the term of the Agreement, and commence operation on or before December 31, 2022.

2.5 The Developer covenants and agrees to pay or cause to be paid all fees, fines, utility bills and taxes when due to the City, State of Illinois, federal government and all taxing districts having the Subject Property within their jurisdiction, including but not limited to all real estate taxes.

### **ARTICLE 3: CITY OBLIGATIONS**

3.1 In consideration for the Developer undertaking and completing the Project, so long as no notice of an event of default has been issued pursuant to Article 6 hereof and remains outstanding, and the Developer has satisfied all of its obligations under Section 2.1 hereof, the City shall reimburse the Developer for Redevelopment Project Costs incurred in connection with the Project from Incremental Taxes (as hereinafter defined) generated from the Subject Property for the time and in the amounts equal to the EZ Real Estate Tax Benefits in accordance with the procedures hereinafter set forth, commencing with the year a certificate of occupancy has been issued and the Subject Property has been fully assessed.

### **ARTICLE 4. PROCEDURES TO REIMBURSE THE DEVELOPER**

4.1 The Developer shall advance all funds necessary to construct and complete the Project.

4.2 To establish a right of reimbursement for a specific Redevelopment Project Costs under this Agreement, the Developer shall submit to the City Manager a written request in the form attached to this Agreement as *Exhibit A* (a “*Request for Reimbursement*”) setting forth specific Redevelopment Project Costs for which reimbursement is sought. Such Request for Reimbursement shall be accompanied by such bills, contracts, invoices, lien waivers or other evidence as the City Manager or his or her designee shall reasonably require to evidence the right of the Developer to reimbursement. The City Manager or his or her designee shall have twenty (20) business days after receipt of any Request for Reimbursement to recommend approval for payment or disapproval of such Request and, if disapproved, to provide the Developer in writing and in detail with an explanation as to why he or she is not prepared to recommend such reimbursement. The only reasons for disapproval of any expenditure for which reimbursement is sought shall be that such expenditure is not an eligible Redevelopment Project Cost under the TIF Act; or, that the construction was not completed in accordance with the approved permits and the provisions of this Agreement. The Parties acknowledge that the determination of Redevelopment Project Costs, and qualification for reimbursement under this Agreement are subject to the TIF Act, all amendments to the TIF Act, both before and after the date of this Agreement, and administrative rules and judicial interpretations rendered during the term of this Agreement.

4.3 The City has established a special tax allocation fund solely for the Project Area (the “STAF”) into which the City shall deposit Incremental Taxes generated from the Project Area. On December 1 of each year [or, if later, that date which is ten (10) days following the date upon which the City receives Incremental Taxes from the final installment of real estate taxes (the “STAF Allocation Date”)], the Incremental Taxes with respect to the Subject Property during the period from the immediately preceding STAF Allocation Date to but not including, the current STAF Allocation Date shall be transferred and deposited into the Kensington Subaccount of the STAF (which Subaccount shall be automatically created by the ordinance approving this Agreement). As used in this Agreement, “Incremental Taxes” shall mean the amount in the STAF equal to the amount of ad valorem taxes, if any, paid in respect to the Project Area and its improvements which is attributable to the increase in the equalized assessed value of all the parcels of property located therein over the initial equalized assessed value of said parcels on the date of the designation of the Project Area.

4.4 The annual payment required by Section 3.1 of this Agreement shall be made from the Kensington Subaccount within 30 days of receipt of the final installment of real estate taxes from the County.

4.5 To the extent funds available in the Kensington Subaccount of the STAF are insufficient to make an annual payment, said payment, or the remainder thereof, shall be satisfied using Incremental Taxes deposited into the Kensington Subaccount in future years within the Term of this Agreement. THE CITY’S OBLIGATION TO REIMBURSE THE DEVELOPER UNDER THIS AGREEMENT IS A LIMITED OBLIGATION PAYABLE SOLELY FROM INCREMENTAL TAXES DEPOSITED IN THE KENSINGTON SUBACCOUNT OF THE STAF FROM TIME TO TIME.

## **ARTICLE 5. REPRESENTATIONS, WARRANTIES, AND COVENANTS**

5.1 Developer’s Representations Warranties and Covenants. To induce the City to enter into this Agreement, Developer represents, covenants, warrants, and agrees that:

- (a) Recitals. All representations and agreements made by Developer in Article 1 are true, complete, and accurate in all respects.
- (b) Organization and Authorization. Developer is an Illinois limited liability company duly formed and existing under the laws of the State of Illinois and the Developer has the power to enter into, and by proper action has been duly authorized to execute, deliver, and perform, this Agreement. The Developer will do, or cause to be done, all things necessary to preserve and keep in full force and effect its existence and standing as a limited liability company authorized to do business in the State of Illinois for so long as the Developer is developing and constructing the Project.
- (c) Non-Conflict or Breach. The execution, delivery, and performance of this Agreement by the Developer, the consummation of the transactions contemplated hereby, and the fulfillment of or compliance with the terms and conditions of this Agreement shall not conflict with or result in a violation or breach of any of the

terms, conditions, or provisions of any offering or disclosure statement made, or to be made, on behalf of the Developer, or any restriction, organizational document, agreement, or instrument to which the Developer, or any of its partners or venturers, is now a party or by which the Developer, or any of its partners or venturers, is bound, or constitute a default under any of the foregoing.

- (d) Pending Lawsuits. There are no actions at law or similar proceedings either pending or, to the best of the Developer's actual knowledge, threatened against the Developer that would materially or adversely affect:
  - (i) The ability of the Developer to proceed with the Project;
  - (ii) The Developer's financial condition; or
  - (iii) The level or condition of the Developer's assets as of the date of this Agreement.

5.2 City Representations, Warranties and Covenants. To induce the Developer to enter into this Agreement and to undertake the performance of its obligations under this Agreement, the City represents, covenants, warrants and agrees as follows:

- (a) Recitals. All representations and agreements made by the City in Article 1 are true, complete, and accurate in all respects.
- (b) Authorizations. The City has the power to enter into and perform its obligations under this Agreement and by proper action has duly authorized the Mayor and City Clerk to execute and deliver this Agreement.
- (c) Non-Conflict or Breach. The execution, delivery, and performance of this Agreement by the City, the consummation of the transactions contemplated hereby and the fulfillment of or compliance with the terms and conditions of this Agreement shall not conflict with or result in a violation or breach of the terms of any order, agreement, or other instrument to which the City is a party or by which the City is now bound.
- (d) Pending Lawsuits. There are no actions at law or similar proceedings either pending or to the best of the City's knowledge being threatened against the City that would materially or adversely affect:
  - (i) The ability of the Developer to proceed with the construction of the Project.
  - (ii) The ability of the City to perform its obligations under this Agreement.

## **ARTICLE 6: ENFORCEMENT AND REMEDIES**

6.1 Enforcement; Remedies. The parties may enforce or compel the performance of this Agreement, in law or in equity, by suit, action, mandamus, or any other proceeding, including specific performance. Notwithstanding the foregoing, the Developer agrees that it will not seek, and does not have the right to seek, to recover a judgment for monetary damages against the City or any elected or appointed officials, officers, employees, agents, representatives, engineers, consultants, or attorneys thereof, on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement.

6.2 Notice; Cure; Self-Help. In the event of a breach of this Agreement, the parties agree that the party alleged to be in breach shall have, unless specifically provided otherwise by any other provision of this Article 6, 30 days after notice of any breach delivered in accordance with Section 9.1 to correct the same prior to the non-breaching party's pursuit of any remedy provided for in Section 6.4 and 6.7; provided, however, that the 30-day period shall be extended, but only (i) if the alleged breach is not reasonably susceptible to being cured within the 30-day period, and (ii) if the defaulting party has promptly initiated the cure of the breach, and (iii) if the defaulting party diligently and continuously pursues the cure of the breach until its completion. If any party shall fail to perform any of its obligations under this Agreement, and if the party affected by the default shall have given written notice of the default to the defaulting party, and if the defaulting party shall have failed to cure the default as provided in this Section 6.2, then, except as specifically provided otherwise in the following sections of this Article 6, and in addition to any and all other remedies that may be available either in law or equity, the party affected by the default shall have the right (but not the obligation) to take any action as in its discretion and judgment shall be necessary to cure the default. In any event, the defaulting party hereby agrees to pay and reimburse the party affected by the default for all costs and expenses reasonably incurred by it in connection with action taken to cure the default, including attorney's fees and court costs.

6.3 Events of Default by the Developer. Any of the following events or circumstances shall be an event of default by the Developer with respect to this Agreement:

- (a) If any material representation made by the Developer in this Agreement, or in any certificate; notice, demand to the City; or request made by the City in connection with any documents, shall prove to be untrue or incorrect in any material respect as of the date made.
- (b) Default by the Developer in the performance or breach of any material covenant contained in this Agreement concerning the existence, structure, or financial condition of the Developer.
- (c) The Developer's default in the performance or breach of any material covenant, warranty, or obligation, including all obligations set forth in Article 2, contained in this Agreement.
- (d) The entry of a decree or order for relief by a court having jurisdiction in the premises in respect of the Developer in an involuntary case under the federal bankruptcy laws, as now or hereafter constituted, or any other applicable federal or state bankruptcy, insolvency, or other similar law, or appointing a receiver,

liquidator, assignee, custodian, trustee, sequestrator, or similar official of the Developer for any substantial part of its property, or ordering the winding-up or liquidation of its affairs and the continuance of any such decree or order un-stayed and in effect for a period of 60 consecutive days. There shall be no cure period for this event of default.

- (e) The commencement by the Developer of a voluntary case under the federal bankruptcy laws, as now or hereafter constituted, or any other applicable federal or state bankruptcy, insolvency, or other similar law, or the consent by the Developer to the appointment of or taking possession, by a receiver, liquidator, assignee, trustee, custodian, sequestrator, or similar official of the Developer or of any substantial part of the Developer's property, or the making by any such entity of any assignment for the benefit of creditors or the failure of the Developer generally to pay such entity's debts as such debts become due or the taking of action by the Developer in furtherance of any of the foregoing. There shall be no cure period for this event of default.
- (f) The Developer's failure to pay the fees and expenses described in this Agreement.

#### 6.4 Remedies for Default by the Developer.

- (a) Subject to the provisions of this Agreement, in the case of an event of default by the Developer, the City may terminate this Agreement at which point all obligations hereunder shall be deemed null and void, or, pursuant to Section 6.1, may institute such proceedings as may be necessary or desirable in its opinion to cure or remedy such default or breach, including proceedings to compel specific performance of the Developer of its obligations under this Agreement.
- (b) In case the City shall have proceeded to enforce its rights under this Agreement and such proceedings shall have been discontinued or abandoned for any reason or shall have been determined adversely to the City, then, and in every such case, the Developer and the City shall be restored respectively to their several positions and rights hereunder, and all rights, remedies and powers of the Developer and the City shall continue as though no such proceedings had been taken.

6.5 Indemnification by the Developer: Agreement to Pay Attorneys' Fees and Expenses. The Developer agrees to indemnify the City, and all of its elected and appointed officials, officers, employees, agents, representatives, engineers, consultants, and attorneys, against any and all claims that may be asserted at any time against any of such parties in connection with or as a result of (i) the Developer's renovation, construction, maintenance, or use of the Subject Property; or (ii) the Developer's default under the provisions of this Agreement. Such indemnification obligation, however, shall not extend to claims asserted against the City or any of the aforesaid parties in connection with or as a result of: (i) the performance of the City's representations, warranties and covenants under Article 5 of this Agreement; (ii) the City's default under the provisions of this Agreement; or (iii) the act, omission, negligence or misconduct of the City or any of the aforesaid parties. If the Developer shall commit an event of default and the City should employ an attorney or attorneys or incur other expenses for the collection of the payments

due under this Agreement or the enforcement of performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer, on the City's demand, shall pay to the City the reasonable fees of such attorneys and such other reasonable expenses so incurred by the City.

6.6 Events of Default by City. Any of the following events or circumstances shall be an event of default by the City with respect to this Agreement:

- (a) A default of any term, condition, or provision contained in any agreement or document relating to the Project (other than this Agreement), that would materially and adversely impair the ability of the City to perform its obligations under this Agreement, and the failure to cure such default within the earlier of 30 days after Developer's written notice of such default or in a time period reasonably required to cure such default or in accordance with the time period provided therein.
- (b) Failure to comply with any material term, provision, or condition of this Agreement within the time herein specified and failing to cure such noncompliance within 30 days after written notice from the Developer of each failure or in a time period reasonably required to cure such default.
- (c) A representation or warranty of the City contained herein is not true and correct in any material respect for a period of 30 days after written notice to the City by the Developer. If such default is incapable of being cured within 30 days, but the City begins reasonable efforts to cure within 30 days, then such default shall not be considered an event of default hereunder for so long as the City continues to diligently pursue its cure.

6.7 Remedies for Default by City. Subject to the provisions of this Agreement, in the case of an event of default by the City, the Developer, pursuant to Section 6.1, may institute such proceedings as may be necessary or desirable in its opinion to cure or remedy such default or breach, including proceedings to compel the City's specific performance of its obligations under this Agreement; provided, however, no recourse under any obligation contained herein or for any claim based thereon shall be had against the City, its officers, agents, attorneys, representatives in any amount in excess of the specific sum agreed to be paid by the City hereunder, and no liability, right or claim at law or in equity shall be attached to or incurred by the City, its officers, agents, attorneys, representatives or employees in any amount in excess of specific sums agreed by the City to be paid hereunder and any such claim is hereby expressly waived and released as a condition of and as consideration for the execution of this Agreement by the City.

## **ARTICLE 7: GENERAL PROVISIONS**

7.1 Maintain Improvements in Good and Clean Condition: The Developer shall maintain the Subject Property in reasonably good and clean condition at all times during the Term of this Agreement.

7.2 Liability and Indemnity of City.

- (a) No liability for City Review. The Developer acknowledges and agrees that (i) the City is not, and shall not be, in any way liable for any damages or injuries that may be sustained as the result of the City's review and approval of any plans or improvements or as a result of the issuance of any approvals, permits, certificates, or acceptances for the development or use of any portion of the Subject Property or the improvements and (ii) the City's review and approval of any plans and the issuance of any approvals, permits, certificates, or acceptances does not, and shall not, in any way be deemed to insure the Developer, or any of its successors, assigns, tenants, or licensees, or any third party, against violations or damage or injury of any kind at any time.
- (b) Hold Harmless and Indemnification. The Developer shall hold harmless the City, and all of its elected and appointed officials, employees, agents, representatives, engineers, consultants, and attorneys from any and all claims that may asserted at any time against any of such parties in connection with (i) the City's review and approval of any plans or improvements or (ii) the City's issuance of any approval, permit or certificate. The foregoing provision, however, shall not apply to claims made against the City as a result of a City event of default under this Agreement, claims that are made against the City that relate to one or more of the City's representations, warranties, or covenants under Article 5 and claims that the City, either pursuant to the terms of this Agreement or otherwise explicitly has agreed to assume.
- (c) Defense Expenses. The Developer shall pay all expenses, including legal fees and administrative expenses, incurred by the City in defending itself with regard to any and all of the claims identified in the first sentence of Subsection (b) above.

The City agrees that upon a successor becoming bound to the obligations created herein in the manner provided herein and providing the financial assurances required herein, the liability of the Developer shall be released to the extent of the transferee's assumption of such liability.

7.3 No Implied Waiver of City Rights. The City shall be under no obligation to exercise rights granted to it in this Agreement except as it shall determine to be in its best interest from time to time. Except to the extent embodied in a duly authorized and written waiver of the City, no failure to exercise at any time any right granted herein to the City shall be construed as a waiver of that or any other right.

7.4 Force Majeure. Time is of the essence of this Agreement, provided, however, a party shall not be deemed in material breach of this Agreement with respect to any of its obligations under this Agreement on such party's part to be performed if such party fails to timely perform the same and such failure is due in whole or in part to any strike, lock-out, labor trouble (whether legal or illegal), civil disorder, weather conditions, failure or interruptions of power, restrictive governmental laws and regulations, condemnations, riots, insurrections, acts of terrorism, war, fuel shortages, accidents, casualties, floods, earthquakes, fires, acts of Gods, epidemics, quarantine restrictions, freight embargoes, acts caused directly or indirectly by the other party (or the other party's agents, employees or invitees) or similar causes beyond the reasonable control of such party ("Force Majeure"). If one of the foregoing events shall occur or either party shall claim that such an event shall have occurred, the party to whom such claim is made shall investigate same and consult with the party making such claim regarding the same and the party to whom such claim

is made shall grant any extension for the performance of the unsatisfied obligation equal to the period of the delay, which period shall commence to run from the time of the commencement of the Force Majeure; provided that the failure of performance was reasonably caused by such Force Majeure.

## ARTICLE 8. TERM

8.1 Term. This Agreement shall be in full force and effect upon its execution by the parties and terminate upon reimbursement to the Developer for Redevelopment Project Costs incurred in connection with the construction of the Project upon receipt of the Real Estate Tax E2 Benefits for a maximum of eight (8) tax years after the Subject Property has been fully assessed (the "Term").

## ARTICLE 9. NOTICES

9.1 Notices. All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof (a) when delivered in person on a business day at the address set forth below, or (b) on the third business day after being deposited in any main or branch United States post office, for delivery by properly addressed, postage prepaid, certified or registered mail, return receipt requested, at the address set forth below, or (c) by facsimile or email transmission, when transmitted to either the facsimile telephone number or email address set forth below, when actually received.

Notices and communications to the Developer shall be addressed to, and delivered at, the following addresses:

with a copy to:

Kensington Woodstock LLC  
700 Commerce Drive  
Suite 130  
Oakbrook, IL 60523  
Attn: Chad Jones

Schain Banks  
70 W. Madison, Suite 5300  
Chicago, Illinois 60602  
Attn: Charles Mangum

Notices and communications to the City shall be addressed to and delivered at these addresses:

with a copy to:

City of Woodstock  
121 W. Calhoun St.  
Woodstock, Illinois 60098  
Attention: City Manager

Kathleen Field Orr  
Kathleen Field Orr & Associates  
2024 Hickory Road, Suite 205  
Homewood, IL 60430

By notice complying with the requirements of this Section, each party shall have the right to change the address or addressee, or both, for all future notices and communications to such party, but no notice of a change of address or addressee shall be effective until actually received.

## ARTICLE 10. IN GENERAL

10.1 Amendments and Waiver. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until the change is reduced to writing and executed and delivered by the City and the Developer. No term or condition of this Agreement shall be deemed waived by any party unless the term or condition to be waived, the circumstances giving rise to the waiver and, where applicable, the conditions and limitations on the waiver are set forth specifically in a duly authorized and written waiver of such party. No waiver by any party of any term or condition of this Agreement shall be deemed or construed as a waiver of any other term or condition of this Agreement, nor shall waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or different provisions of this Agreement.

10.2 No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made, or be valid, against the City or the Developer. Notwithstanding the foregoing, the Developer's rights under this Agreement shall be fully assignable to any subsequent owner(s) of the Property without being restricted to the initial uses of the Business, provided that (i) any subsequent owner(s) shall execute an acknowledgement of the provisions of this Agreement and agree to be bound thereby and (ii) such assignment and the proposed use of the Property thereunder shall be subject to the prior approval by the City, which approval shall not be unreasonably withheld or delayed, if consistent with, the current zoning ordinances and current allowable uses.

10.3 Entire Agreement. This Agreement shall constitute the entire agreement of the Parties; all prior agreements between the Parties, whether written or oral, are merged into this Agreement and shall be of no force and effect.

10.4 Counterparts. This Agreement is to be executed in two or more counterparts, each of which shall be deemed an original but all of which shall constitute the same instrument.

**(SIGNATURE PAGE FOLLOWS)**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below their respective signatures, to be effective as of the Effective Date.

City of Woodstock,  
an Illinois municipal corporation

Attest:

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

By: \_\_\_\_\_  
City Clerk

Kensington Woodstock LLC, an Illinois Limited  
Liability Company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

*Exhibit A*

**REQUEST FOR REIMBURSEMENT**

[Date]

City of Woodstock  
121 West Calhoun Street  
Woodstock, Illinois 60098

**Re: Development Agreement (the “Agreement”) dated \_\_\_\_\_, by and between the City of Woodstock, McHenry County, Illinois and Kensington LLC, an Illinois limited liability company (the “Developer”)**

Dear Sir:

You are requested to reimburse the Developer in the annual amounts set forth in the Agreement for the purpose(s) set forth in this Request for Reimbursement.

1. The amount requested to be disbursed pursuant to this Request for Reimbursement will be used to reimburse those Redevelopment Project Costs detailed in Schedule 1 attached to this Request for Reimbursement.
2. The undersigned certifies that:
  - (i) the amounts included were made or incurred in accordance with contracts, and building permits heretofore in effect;
  - (ii) the amounts paid or to be paid, as set forth in this Request for Reimbursement, represents funds due and payable for Redevelopment Project Costs;
  - (iii) the expenditures for which amounts are requisitioned represent proper Redevelopment Project Costs;
  - (iv) the moneys requisitioned are not greater than those necessary to meet obligations due and payable or to reimburse the Developer for its funds actually advanced for the Project;
  - (v) the Developer is not in default under the Agreement and nothing has occurred to the knowledge of the Owner and the Developer that would prevent the performance of its obligations under the Agreement.
3. Attached to this Request for Reimbursement is Schedule 1, together with copies of invoices or bills of sale and Mechanic’s Lien Waivers covering all items for which reimbursement is being requested.

Kensington LLC

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

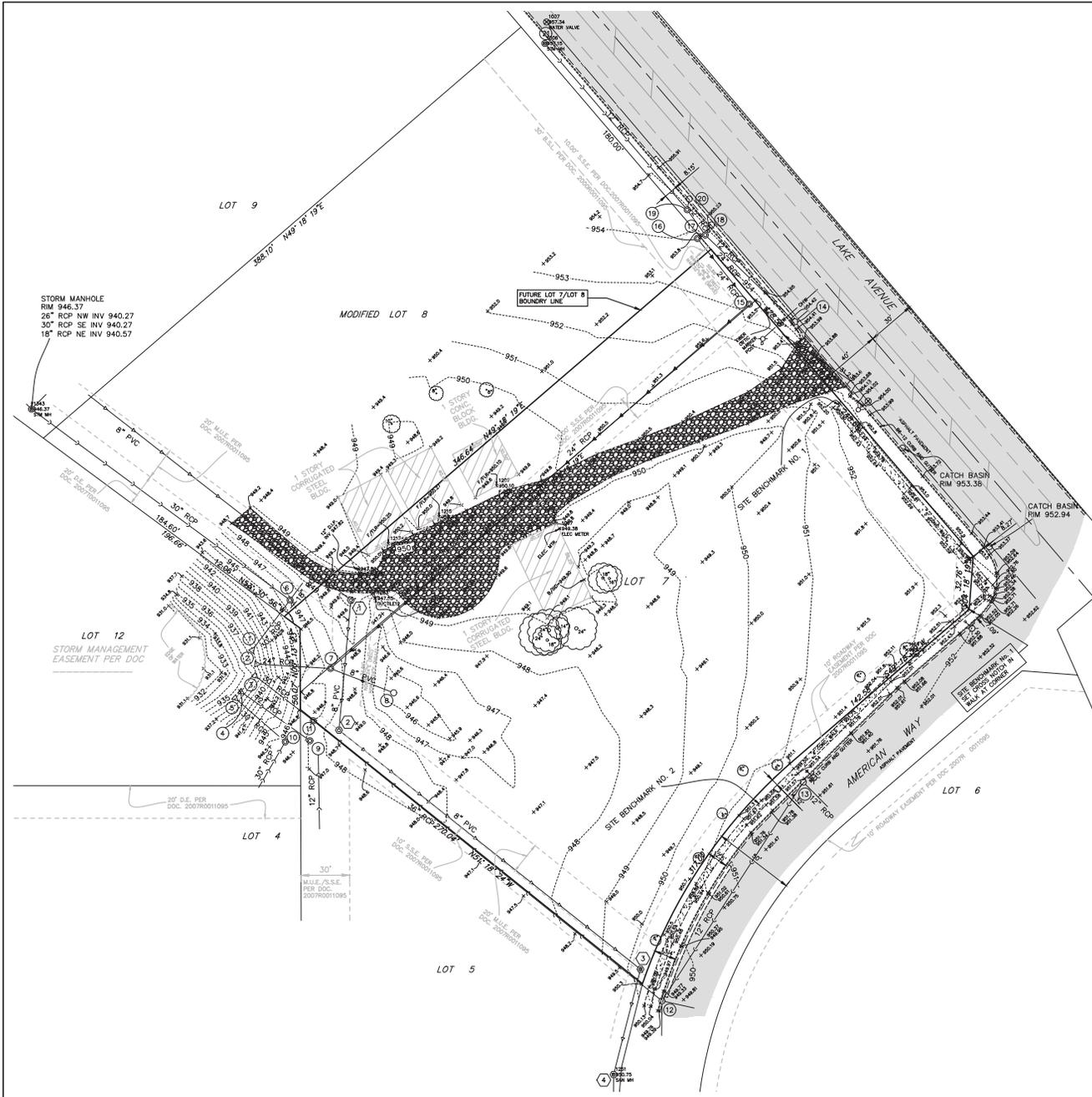
\_\_\_\_\_  
President

APPROVED:

City of Woodstock, an Illinois municipality

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

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



**ABBREVIATIONS LEGEND**  
(IN ADDITION TO TITLE SHEET LEGEND)

EX	=	EXISTING
PR	=	PROPOSED
BC	=	BACK OF CURB
FC	=	FACE OF CURB
EP	=	EDGE OF PAVEMENT
PL	=	PROPERTY LINE
FB	=	FACE OF BUILDING
EC	=	EDGE OF CONCRETE
RW	=	RETAINING WALL
ROW	=	RIGHT OF WAY
BC, RCH	=	BACK OF CURB TO BACK OF CURB
SW	=	SIDEWALK
R	=	RADIUS
(TYP)	=	TYPICAL

**SURVEY NOTE**  
THE INFORMATION SHOWN HEREON IS BASED ON A BOUNDARY AND TOPOGRAPHIC SURVEY DONE BY GENTILE AND ASSOCIATES, INC. ORDER NO. 20-22071, DATED 04/24/20

**SITE BENCHMARK NO. 1:**  
CROSS NOTCH IN NORTHEAST CORNER OF 5' CONCRETE WALK ON LOT 7  
ELEVATION = 952.22

**SITE BENCHMARK NO. 2:**  
CROSS NOTCH IN NORTH FACE OF 4' PUBLIC WALK IN AMERICAN WAY RIGHT OF WAY  
ELEVATION = 951.57

**EXISTING PROPERTY DATA**  
ADDRESS: N.W.C. OF LAKE AVE. & AMERICAN WAY, WOODSTOCK, ILLINOIS

EXISTING ZONE: B-3

**LEGAL DESCRIPTION**  
LOT 7 AND THE SOUTHEASTERLY 41.76 FEET (AS MEASURED PERPENDICULAR TO THE SOUTHEAST LINE THEREOF) OF LOT 8 IN FINAL PLAT OF SUBDIVISION RUTH CENTER WOODSTOCK, ILLINOIS BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN & A RESUBDIVISION OF PART OF LOT 8 IN THE PLAT OF INDUSTRIAL HEIGHTS SUBDIVISION AS RECORDED IN DOCUMENT 879794 DATED APRIL 26, 1984, ACCORDING TO THE PLAT OF SAID RUTH CENTER SUBDIVISION RECORDED FEBRUARY 16, 2007 AS DOCUMENT NO. 2007R001095, IN MOHAWY COUNTY, ILLINOIS.

PROPERTY COMMONLY KNOWN AS: LOT 7 AND PART OF LOT 8 OF RUTH CENTER SUBDIVISION, WOODSTOCK, ILLINOIS

CONTAINING: 98,769.36 SQ. FT., 2.27 AC. (MORE OR LESS)

**UTILITY LEGEND**  
② SANITARY STRUCTURE NUMBER  
①① WATERMAN STRUCTURE NUMBER  
⑤ WATERMAIN STRUCTURE NUMBER

**EXISTING UTILITY STRUCTURE SCHEDULE**

SANITARY SEWER	
① SANITARY MANHOLE RM 950.18 8" PVC NW INV 944.60 8" PVC S INV 944.58	② SANITARY MANHOLE RM 945.97 8" PVC NW INV 944.17 8" PVC SE INV 944.15
③ SANITARY MANHOLE RM 950.81 8" PVC NE INV 943.31 8" PVC SW INV 943.11	④ SANITARY MANHOLE RM 950.75 8" PVC NE INV 942.85 8" PVC S INV 942.75

STORM SEWER	
① 30" FES INV 937.57	② 24" FES INV 937.70
③ 36" FES INV 936.15	④ 24" FES INV 935.57
⑤ 30" FES INV 935.51	⑥ STORM MANHOLE RM 946.88 30" RCP NW INV 938.28 30" RCP SW INV 936.23 18" NE INV 941.08

⑦ STORM MANHOLE RM 947.31 24" RCP NE INV 938.58 24" RCP NW INV 938.46 8" PVC SE INV 940.81	⑧ RESERVE CATCH BASIN RM 945.13 8" PVC NW INV 942.18
⑨ STORM MANHOLE RM 947.12 12" RCP NW INV 935.72 12" RCP S INV 935.77	⑩ STORM MANHOLE RM 945.03 30" RCP NW INV 937.37 24" RCP S INV 937.42 12" RCP SE INV +/- 944.37 12" RCP NE INV 943.37
⑪ STORM MANHOLE RM 947.03 30" RCP NW INV 936.43 36" RCP SE INV 936.58	⑫ CURB CATCH BASIN RM 946.37 30" RCP NW INV 937.37 24" RCP S INV 937.42 12" RCP SE INV +/- 944.37 12" RCP NE INV 943.37

⑬ CURB CATCH BASIN RM 951.07 12" RCP SW INV 946.55 12" RCP SE INV 946.57	⑭ CATCH BASIN NE INV NOT ACCESSIBLE 12" RCP NW INV 948.17 12" RCP SE INV 949.15
⑮ STORM MANHOLE RM 953.30 24" RCP NW INV 943.85 24" RCP SW INV 943.80	⑯ STORM MANHOLE RM 953.72 24" RCP NE INV +/- 948.62 24" RCP SE INV +/- 948.52
⑰ STORM MANHOLE RM 954.83 NE INV NOT VISIBLE 24" RCP SW INV +/- 948.83 12" RCP SE INV +/- 948.48	⑱ STORM MANHOLE RM 954.36 NW INV NOT VISIBLE NE INV NOT VISIBLE 12" RCP SE INV 949.20

⑲ STORM MANHOLE RM 957.15 NW INV NOT VISIBLE 12" RCP SE INV 952.25	⑳ CATCH BASIN RM 954.78 SW INV NOT VISIBLE
---	--

DATE	
REVISIONS	
DRAWN BY	

**ALDI INC. - STORE #84**  
WOODSTOCK, ILLINOIS  
EXISTING CONDITIONS PLAN



976 E. 27th St. Suite 400  
Woodstock, IL 60199  
(815) 461-7889  
www.aldi.us

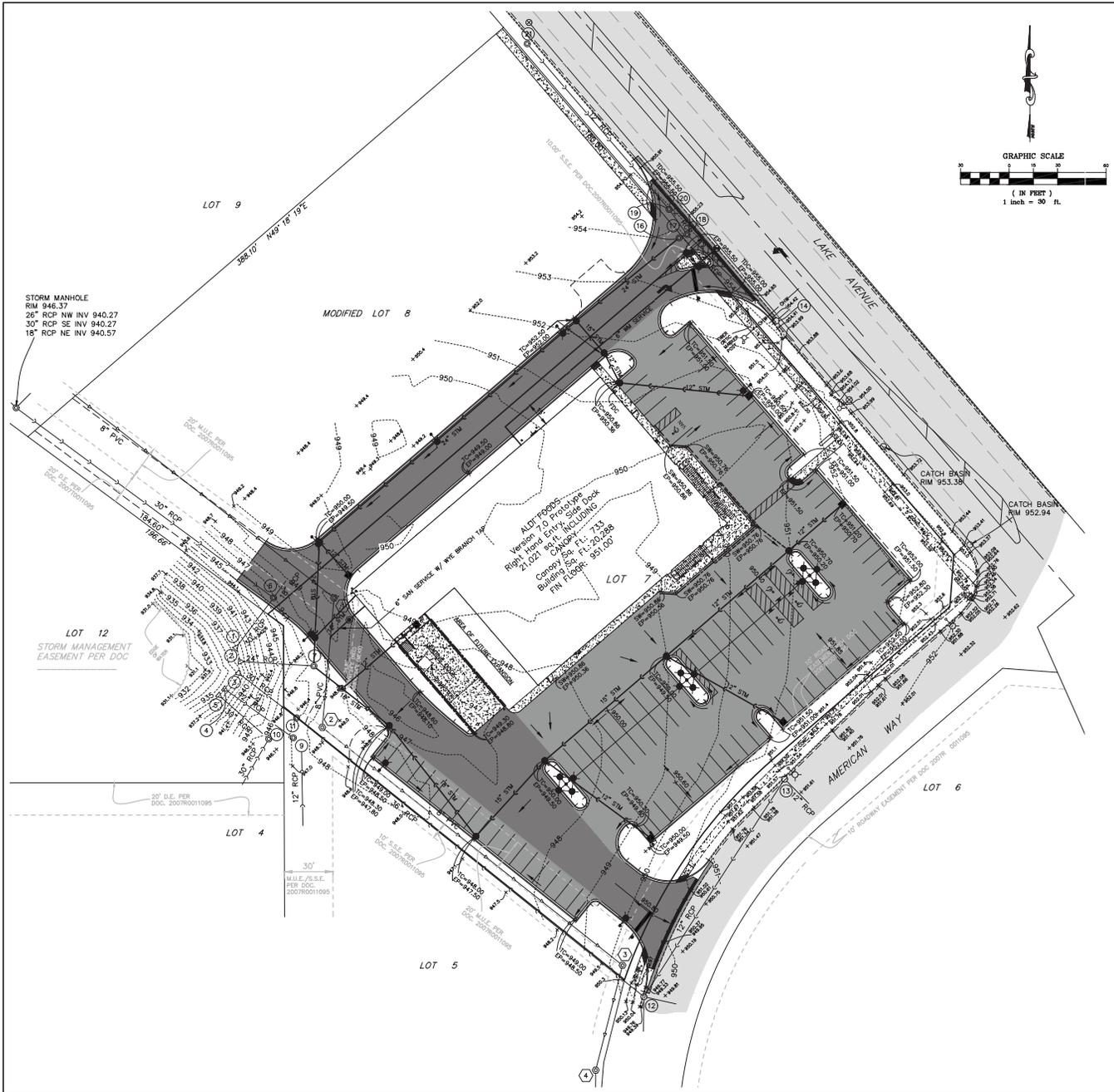
**Engineering, LLC**  
Civil Engineering & Surveying • Project Management



PROJECT NO.	465029719
DATE	05/13/20
SCALE	1"=30'
PROJ. MGR.	NEX
PROJ. ASSOC.	ENR
DRAWN BY	SLR
SHEET	1 of 3

Rev 01, 2020 A18 (in accordance with 22.6) (S&S Text)  
Drawing S-14659719 - ALDI FOODS-84 WOODSTOCK, ILLINOIS ENGINEERING, LLC (S&S) (S&S) (S&S)





EXISTING UTILITY STRUCTURE SCHEDULE	
SANITARY SEWER	
① SANITARY MANHOLE RIM 952.15 8" PVC NW INV 944.60 8" PVC S INV 944.58	② SANITARY MANHOLE RIM 945.57 8" PVC N INV 944.17 8" PVC SE INV 944.15
③ SANITARY MANHOLE RIM 952.81 8" PVC NW INV 943.31 8" PVC SW INV 943.11	④ SANITARY MANHOLE RIM 950.75 8" PVC NE INV 942.85 8" PVC S INV 942.75
STORM SEWER	
① 30" FES INV 937.57	② 24" FES INV 937.70
③ 36" FES INV 936.15	④ 24" FES INV 935.57
⑤ 30" FES INV 935.51	⑥ STORM MANHOLE RIM 946.56 30" RCW NW INV 938.28 30" RCP SW INV 936.23 18" NE INV 941.08
⑦ STORM MANHOLE RIM 947.31 24" RCP NE INV 938.56 24" RCP NW INV 938.46 8" PVC SE INV 940.81	⑧ BEEHIVE CATCH BASIN RIM 945.51 8" PVC NW INV 942.16
⑨ STORM MANHOLE RIM 947.12 12" RCP NW INV 935.72 12" RCP S INV 935.77	⑩ STORM MANHOLE RIM 945.51 30" RCP NW INV 935.76 30" RCP SW INV 935.81
⑪ STORM MANHOLE RIM 947.03 30" RCP NW INV 936.43 36" RCP SE INV 936.58	⑫ CURB CATCH BASIN RIM 949.37 30" RCP NW INV 937.37 24" RCP S INV 937.42 12" RCP SE INV +/-384.37 12" NE INV 949.15
⑬ CURB CATCH BASIN RIM 951.07 12" RCP SE INV 946.55 12" RCP SE INV 946.57	⑭ CATCH BASIN RIM 954.02 NE INV NOT ACCESSIBLE 12" RCP NW INV 949.17 12" RCP SE INV 949.15
⑮ STORM MANHOLE RIM 953.30 24" RCP NW INV 943.85 24" RCP SW INV 943.80	⑯ STORM MANHOLE RIM 953.32 24" RCP NE INV +/-948.62 24" RCP SE INV +/-948.52
⑰ STORM MANHOLE RIM 954.53 12" RCP NW INV +/-948.63 NE INV NOT VISIBLE 24" RCP SW INV +/-948.63 12" RCP SE INV +/-948.68	⑱ CATCH BASIN RIM 954.78
⑲ STORM MANHOLE RIM 954.65 NW INV NOT VISIBLE NE INV NOT VISIBLE 12" RCP SE INV 949.20	⑳ CATCH BASIN RIM 954.93 SW INV NOT VISIBLE
㉑ STORM MANHOLE RIM 957.15 NW INV NOT VISIBLE 12" RCP SE INV 952.25	

PLAN ABBREVIATION LEGEND (IN ADDITION TO TITLE SHEET)	
P	= PAVEMENT
R	= RIM (OR RADIUS)
TC	= TOP OF CURB
SW	= WALK (OR TOP OF WALK)
FL	= FINISHED FLOOR
EP	= EDGE OF PAVEMENT
FL	= LINE OF FINISH
TW	= TOP OF WALL ELEV
BW	= BOTTOM OF WALL (GRADE) ELEV
TEC	= TOP OF DEPRESSIONED CURB

GRADING LEGEND	
EXISTING	PROPOSED
CONCRETE HEADWALL	▾
PRECAST FLARED END SECTION	▷
STORM DRAINAGE STRUCTURE	○
RETAINING WALL	▬
CONTOUR	— 749 —
5' CONTOUR	— 750 —
SPOT ELEVATION	x(750.00)
DIRECTION OF SURFACE FLOW	→
DITCH OR SWALE	▬
OVERFLOW RELIEF ROUTING	⊕
SLOPE BANK	▬
RR-3 ROCK RIP-RAP	▬

- PRELIMINARY PLAN NOTES:**
- THESE PLANS ARE PRELIMINARY, FOR REVIEW ONLY, AND NOT FOR CONSTRUCTION. THE FINAL PLANS SHALL BE DESIGNED IN ACCORDANCE WITH THE FOLLOWING MANUALS: "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION IN ILLINOIS", "THE STANDARD SPECIFICATIONS FOR SEWER AND WATER MAIN CONSTRUCTION IN ILLINOIS", "THE RECOMMENDED STANDARDS FOR SEWAGE WORKS", THE CITY OF WOODSTOCK ORDINANCES, CODES AND DETAILS AND THE MANUALS, CODES AND ORDINANCES REFERENCED IN THE FOLLOWING NOTES.
  - THE TOPOGRAPHIC AND EXISTING UTILITY INFORMATION SHOWN HEREIN WAS PROVIDED BY GENTLE AND ASSOCIATES, INC. DATED 04/24/20.
  - SOIL EROSION CONTROL MEASURES AND BEST MANAGEMENT PRACTICES SHALL BE PROVIDED PER LOCAL ORDINANCE AND PER THE "ILLINOIS URBAN MANUAL" AT TIME OF FINAL ENGINEERING DESIGN.
  - SIDEWALKS SHALL BE P.C.C. PARAPET INTERLOCKING SHALL BE PROVIDED IN ACCORDANCE WITH THE "ILLINOIS ACCESSIBILITY CODE".
  - PRIVATE STREETS SHALL BE P.C.C. CURB AND GUTTER WITH FLEXIBLE PAVEMENT MATERIAL.
  - PAVEMENT MARKING SHALL BE RETRO-REFLECTIVE PLANT POLYMER FILM PAVING STRIPING SHALL BE PAINT.
  - STORMWATER DETENTION FOR THIS SITE WAS PREVIOUSLY PROVIDED WITHIN THE REGIONAL BASIN LOCATED ON LOT 12 OF RUTH CENTER SUBDIVISION (IMMEDIATELY NORTHWEST OF SUBJECT SITE).
  - SANITARY SEWER SERVICE LINE SHALL BE 6 INCHES IN DIAMETER AND MATERIAL SHALL BE PVC SDP SE.
  - STORM SEWERS SHALL BE RCP CLASS IV, ASTM C-76. STORM INLET LOCATIONS MAY BE ADJUSTED DURING FINAL ENGINEERING DESIGN.
  - WATER SERVICE SHALL BE 6 INCHES IN DIAMETER DIP CLASS 52 UNLESS OTHERWISE NOTED.
  - EASEMENTS SHALL BE PROVIDED FOR PUBLIC UTILITIES WHICH ARE OUTSIDE DEDICATED PUBLIC RIGHT-OF-WAYS. FINAL LOCATION SHALL BE SHOWN ON FINAL PLAN AND PLANS.
  - UTILITY SIZES AND LOCATIONS SHOWN HEREIN ARE PRELIMINARY IN NATURE AND SUBJECT TO CHANGE UPON FINAL ENGINEERING DESIGN.

UTILITY LEGEND	
②	SANITARY STRUCTURE NUMBER
①①	STORM STRUCTURE NUMBER
⑤	WATERMAIN STRUCTURE NUMBER

STORM SEWER DRAINAGE STRUCTURE LEGEND	
EXISTING	PROPOSED
□	STORM INLET - OPEN GRATE
○	STORM CATCH BASIN - OPEN GRATE
⊙	STORM MANHOLE - CLOSED LID

DRAWN BY: \_\_\_\_\_  
 REVISIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**ALDI INC. - STORE #84  
 WOODSTOCK, ILLINOIS  
 PRELIMINARY ENGINEERING PLAN**

975 E. 27th St., Suite 400  
 Woodstock, IL 60189  
 (815) 480-7989  
 www.aldi-usa.com

**RWG Engineering, LLC**  
 Civil Engineering & Surveying Company • Woodstock, Illinois

PROJECT NO. 46509273  
 DATE: 08/23/20  
 SCALE: 1"=30'  
 PROJ. MGR.: NEX  
 PROJ. ASSOC.: BNS  
 DRAWN BY: JLM

SHEET  
**3 of 3**



City of  
**WOODSTOCK**

Information Technology Department  
Dan McElmeel  
Information Technology Director

121 W. Calhoun Street  
Woodstock, Illinois 60098  
(815) 338-4300 Ex. 11124  
[www.woodstockil.gov](http://www.woodstockil.gov)

## Memo

**To:** Mr. Roscoe Stelford, City Manager  
Honorable Mayor and City Council Members

**From:** Dan McElmeel, Information Technology Director

**Date:** July 10, 2020

**Re:** Approval of IGA Woodstock Fire/Rescue District – Emricson Park Tower

---

Recently, the Woodstock Fire/Rescue District (WFRD) approached the City of Woodstock inquiring if there was available tower space on the Emricson Park Radio Tower. IT Director, Dan McElmeel, met with WFRD Fire Chief, Michael Hill, to discuss the feasibility of using the existing tower to handle the WFRD VHF radio communications, in turn significantly reducing an ongoing and increasing expense for the District.

The Emricson Park Tower once hosted the radio communications for the Woodstock Police Department, and currently hosts the Public Works radio frequency and communication equipment. WFRD is interested in using the abandoned radio equipment and antenna that remains on the tower after the Police Department moved to the Motorola-based STARCOM21 system back in 2016. Several meetings were arranged with WFRD, Radilink (WFRD communication vendor), and the City to allow access to the tower to confirm the abandoned equipment was still operational and to perform communication testing between WFRD and the NERCOM dispatch center. After all testing was completed, WFRD determined that the tower is a sufficient site to use for its future VHF communications.

As part of the setup and cost savings to use the Emricson Park Tower for communications, WFRD will be utilizing the City's existing fiber optic infrastructure that connects the location back to City Hall, as well as the Virtual Private Network (VPN) encrypted connection that links the City's required resources to NERCOM. By utilizing this connection, WFRD radio communications can be sent directly to the NERCOM dispatchers. Except for electricity and current internet costs, all expenses associated with the installation, connectivity, and maintenance of the equipment located at Emricson Park Tower and NERCOM will be paid by WFRD.

**Recommendation:**

**Therefore, it is recommended that the City Council authorize the Mayor and City Clerk to execute the attached Intergovernmental Agreement, identified as Document #: 5, between the City of Woodstock and Woodstock Fire/Rescue District to allow for the use of the Emricson Park Radio Tower by WFRD to facilitate their radio communications.**



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF  
WOODSTOCK AND THE WOODSTOCK FIRE/RESCUE DISTRICT FOR  
RADIO TOWER USAGE**

This INTERGOVERNMENTAL AGREEMENT is entered into this \_\_\_\_ day of July, 2020 between the CITY OF WOODSTOCK (“City”) and the WOODSTOCK FIRE/RESCUE DISTRICT (“WFRD” for the purposes described below:

1. The City owns, operates, and maintains a radio tower, antennas, an equipment building, and certain facilities respective to the provisions of radio transmission and equipment to the City of Woodstock located at 900 W. South Street, Woodstock Illinois 60098.
2. WFRD requires the use of the radio tower, existing radio antenna, radio cabinet, fiber optic connection, and the City’s existing internet bandwidth to support radio communication between WFRD and Northeast Regional Communications Center (NERCOM).
3. The City can and will allow WFRD to use the City’s radio tower, antenna, space in the radio cabinet rack within the equipment building, existing fiber optic connectivity to City Hall, and existing internet bandwidth, both at City Hall and NERCOM. The resources and space will be designated by the City. WFRD shall only use the equipment and cabinet space designated by the City.
4. Current, electricity and existing internet bandwidth costs will be paid for by the City. All expenses associated with the installation and maintenance of the WFRD-owned equipment and the allowed use of the City’s antenna shall be paid for by WFRD. Any additional internet bandwidth needed to enhance WFRD radio communication will be paid for by WFRD.
5. Both parties shall have physical access to the tower location on a 24x7x365 basis.
6. This Agreement shall be effective upon execution of the Agreement by both parties, and shall remain in effect until either party terminates the Agreement pursuant to paragraph 7.
7. This Agreement may be terminated without cause, at any time, with ninety (90) days written notice to the other party. All WFRD-owned equipment shall be removed no later than ninety (90) days after which the written termination notice is tendered, unless otherwise agreed to in writing by the parties.
8. All expenses associated with the removal of the WFRD-owned radio equipment shall be the sole responsibility of WFRD.
9. To the extent allowed by law, the City shall indemnify and hold WFRD harmless from all claims (including attorney fees, costs and expenses of defending against such claims) arising from the negligence or willful misconduct of the City or their agents or employees.

10. To the extent allowed by law, WFRD shall indemnify and hold the City harmless from all claims (including attorney fees, costs and expenses of defending against such claims) arising from the negligence or willful misconduct of the WFRD or its agents or employees in or about the City premises or associated with the City's servers and equipment.
11. Notwithstanding the indemnification obligations of Sections 9 and 10 above, in no event shall either party be liable for any lost profits, lost business opportunities, lost data, consequential, special, incidental, exemplary or punitive damages (collectively "indirect damages") arising out of or related to this Agreement.
12. This INTERGOVERNMENTAL AGREEMENT shall not be modified without the written agreement of the parties.

Signed and sealed, this \_\_\_\_\_ day of July, 2020.

\_\_\_\_\_  
Mayor Brian Sager, City of Woodstock

\_\_\_\_\_  
Fred Spitzer, Woodstock Fire/Rescue District



**Department of Public Works**  
326 Washington Street  
Woodstock, Illinois 60098

phone 815.338.6118  
fax 815.334.2263  
jvanlanduyt@woodstockil.gov  
[www.woodstockil.gov](http://www.woodstockil.gov)

To: Roscoe Stelford, City Manager  
From: Jeff Van Landuyt, Public Works Director  
Re: **Award of Contract for Leaf Disposal Services**  
Date: July 15, 2020

The City provides a number of services to residents who reside within the city's corporate limits. One such service is the annual curbside leaf collection program. This program generally includes curbside collection of leaves raked to the public right-of-way by residents or they bag them and call for pickup. This program begins, four full weeks prior to Thanksgiving and each resident has at least two opportunities for curbside collection and unlimited opportunities for bagged leaf collection through the first week of December. Although the City does not guarantee the collection of all fallen leaves, this program is effective in keeping the majority of leaves out of the storm sewers and it provides an option for resident's other than burning.

The City owns, and staff operates and maintains the equipment used for curbside leaf collection each fall. Once leaf collection occurs, the leaves become a yard waste product regulated by the Illinois Environmental Protection Agency (IEPA) and must be properly disposed of at a permitted site per State regulations. To meet this requirement, the City contracts with a vendor who in turn provides a permissible site for the City to dump collected leaves throughout the entire collection period. City staff hauls the material to the contracted site, and the contractor then becomes responsible for permit documentation, and management of the stockpiled material until it can be land applied or composted. This program provides an environmental benefit through the recycling of all collected material.

In order to ensure that the City has a suitable location for the City's leaf disposal needs, the Department of Public Works solicited bids for a one (1) year contract in 2020 with the right to renew for two additional one (1) year periods (2021 & 2022) subject to acceptable performance. The City prepared bid documents for Leaf Disposal Services with bids due Friday, July 10, 2020.



**NATIONAL TRUST**  
for HISTORIC PRESERVATION®

DOZEN DISTINCTIVE  
DESTINATIONS 2007

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by the National Trust for Historic Preservation***

The City typically receives two bids for this project which was consistent with this year's receipt of bids. They are described as follows:

Bidder	Year One (5,100 CY)	Year Two (5,100 CY)	Year Three (5,300 CY)	Location of Disposal Site
Valley Aggregates, LTD, Woodstock, IL	\$3.00/CY \$15,300 total	\$3.10/CY \$15,810 total	\$3.10/CY \$16,120 total	1505 Rose Farm Rd, Woodstock
Dahm Resources, Inc. Woodstock, IL	\$3.00/CY + \$500 * \$15,800 total	\$3.00/CY + \$500 * \$15,800 total	\$3.00/CY +\$500 * \$16,100 total	2720 Raffel Rd. Woodstock.

\* This represents the cost for permitting, site preparation and maintenance of the gravel access driveway. In the bid submitted by Valley Aggregates, LTD, there are no additional fees associated with this activity.

Quantities used for the basis of bid each year are the City's best estimate of collected material. Final costs are based upon the actual volume of material collected and delivered to the disposal site. Dahm Resources held this contract annually for calendar year 2017, 2018, and 2019 based upon a bid submitted in 2017; which has since expired.

The approved FY20/21 Environmental Management Fund budget, line item #90-00-5-570 titled Yard Waste Disposal, includes \$18,000 for services provided through this contract in calendar year 2020. Based upon the July 10<sup>th</sup> bid opening, **it is recommended that the City Council award a contract with Valley Aggregates, LTD, Woodstock, IL for Leaf Disposal Services in Calendar Year 2020 at a unit price of \$3.00/CY.** Based upon how close bids came in for Year Two and Year Three, I would suggest that an award of contract be deferred for calendar years 2021 and 2022 based upon acceptable performance by Valley Aggregates, LTD in fulfilling its 2020 contract with the City of Woodstock.

c: Roger Vidales  
All Bidders



Reviewed and Approved by:

*Roscoe C. Stefford 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:** Rob Lamz, Fleet Division Superintendent  
**Re:** **Approval of the Purchase of a Replacement Pickup Truck under the Suburban Purchasing Contract**  
**Date:** July 14, 2020

The Street Division currently operates a handful of pickup trucks used to complete a variety of tasks throughout the year. These vehicles assist in completing road repair/patching, asphalt paving, storm sewer maintenance, right of way restoration, and material handling. Snow removal relies heavily on these vehicles and as such, they need to be in a reliable and ready state.

Fleet staff performs a detailed evaluation of each unit at scheduled service intervals. This evaluation considers cumulative maintenance needs and costs associated with repairs. A unit moves up or down in replacement priority based upon the needs to maintain operation within the motor pool. Fleet evaluates requests for refurbishment, replacement, or units added to the fleet through consultation with the Director of Public Works and the Division Superintendent.

Truck #14 is a 2007 Chevrolet Silverado 2500HD regular cab with plow and liftgate, is past the ten-year service mark, and is in very poor condition. The truck only has 98,000 miles on it, but is so rusty and corroded that it has no rocker panels, no cab corners, and the liftgate has lost any supporting structure. The hitch is so weak from the rust that it crumbled under the weight of a trailer, resulting in the Fleet Division withholding towing in any capacity with this unit. Similar rust issues recently resulted in the abrupt decommissioning of another Streets Division pickup, as well as contributing factor in a Parks Division pickup. The unit is frequently in the shop for unexpected repairs, suddenly leaving Streets staff without a vehicle. The current condition of this unit may result in an unexpected permanent removal from the motor pool due to failure or development of an unsafe condition, and as such, Fleet recommends its replacement.



Fleet staff held a discussion with the interim Street Superintendent to select the most-appropriate replacement vehicle. The division requested almost a direct replacement of a standard-cab ¾ ton truck and selected a Ford F-250 as the most appropriate. The unit frequently tows trailers to assist in road



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DESTINATIONS 2007

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patching, storm sewer repairs, and special events. The previous unit had a plow and liftgate, but the Streets Division has an alternative unit with a liftgate. As such, the replacement unit will only require the addition of a snow plow. The decision to replace this unit was not lightly taken in the current fiscal climate. Staff evaluated the role this vehicle plays in the day-to-day operation and determined that it is essential for travel and use to keep our streets maintained and passable.

Staff recommends that the City utilize the Suburban Purchasing Contract (SPC) for the replacement of these units. The SPC represents 142 municipalities and townships in northeastern Illinois. Any local municipality, township, county, fire district, park district, library, school district, or not for profit can participate in this joint purchasing contract. The program combines the purchasing power of government and not for profit organizations to negotiate contract terms to provide the best prices. Past purchases made by the City under the SPC include police and public works vehicles.

The SPC has awarded a contract through its program for the purchase of a 2020 Ford F-250 pickup truck. Currie Motors, Frankfort, Illinois holds this contract priced at \$29,411. The plow assembly is installed by R. A. Adams in McHenry, Illinois for an additional cost of \$5,450.

The FY20/21 General Corporate CIP budget, line item # 82-07-7-720, includes \$45,000, which was requested and approved to replace this unit.

**It is recommended that the purchase of a pickup truck be approved under the Suburban Purchasing Contract from Currie Motors, Frankfort, IL for the bid price of \$29,411. Additional upfitting of a snow plow is necessary and is completed at R. A. Adams, McHenry, IL for an additional cost of \$5,450, bringing the total purchase price for this unit to \$34,861.**

The current unit will remain in service until the arrival of its replacement. **It is also recommended that the attached Ordinance, “An Ordinance Authorizing The Disposal Of A 2007 Chevrolet Silverado 2500 Owned By The City Of Woodstock,” identified as Document No. 6, be approved, designating the 2007 Chevrolet Silverado 2500 as surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law, including but not limited for sale to the highest bidder on [www.GovDeals.com](http://www.GovDeals.com), donation, recycling, and/or disposal.** Proceeds from this sale shall go into the General Fund Revenues budget in the Sale of Surplus Equipment line item.



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager

ORDINANCE #20-O-\_\_\_\_\_

AN ORDINANCE AUTHORIZING THE DISPOSAL OF A  
2007 CHEVROLET SILVERADO 2500 OWNED BY THE CITY OF WOODSTOCK

**WHEREAS**, the City of Woodstock, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

**WHEREAS**, in the opinion of a simple majority of the corporate authorities holding office in the City of Woodstock, McHenry County, Illinois, it is no longer necessary or useful or for the best interests of the City of Woodstock to retain the personal property described as a 2007 CHEVROLET SILVERADO 2500 VIN: 1GCHK24D07E136177.

**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 property described and currently 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 either sell said property to the highest bidder, donation, recycling or disposal of said property as provided for in the Illinois Municipal Code.

**Section Three.** That this ordinance shall be known as Ordinance No. \_\_\_\_\_ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form (which publication is hereby authorized) as provided by law.

**PASSED** by the City Council of the City of Woodstock, McHenry County, Illinois and approved this 21<sup>st</sup> day of July, 2020.

Ayes:  
Nays:  
Abstentions:  
Absentees:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

Attest: \_\_\_\_\_  
City Clerk Cindy Smiley

**CERTIFICATION**

I, Cindy Smiley, do hereby certify by my signature affixed below that I am the duly appointed and qualified City Clerk of the City of Woodstock, County of McHenry, Illinois, and that as such clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the Mayor and City Council of said City of Woodstock.

I do hereby further certify that at a meeting of the Mayor and City Council of the City of Woodstock, McHenry County, Illinois, held on the 21<sup>st</sup> day of July, 2020, the foregoing ordinance, “AN ORDINANCE AUTHORIZING THE DISPOSAL OF A 2007 CHEVROLET SILVERADO 2500 OWNED BY THE CITY OF WOODSTOCK” was passed and approved.

I do further certify that said Ordinance was duly published on the \_\_\_\_\_ day of July, 2020 in pamphlet form.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the seal of the City of Woodstock, McHenry County, Illinois on the \_\_\_ day of July, 2020.

\_\_\_\_\_  
City Clerk Cindy Smiley  
City of Woodstock

SEAL



## MEMORANDUM

DATE: July 15, 2020

TO: Roscoe Stelford, City Manager

FROM: Darrell Moore, City Planner

RE: **Transmittal of Recommendation for Façade Improvement Funds for 218 North Throop Street**

---

An application for façade improvement program funding has been submitted for a project at 218 North Throop Street (Chop Suey Hut) totaling \$12,247.87. The façade program may reimburse up to 50 percent of a project's eligible costs for a façade grant request. For this project, **\$6,123.93 of program funds is requested.**

This application includes improvements that were previously approved by the City Council in January, but were never carried out. This request is broader in scope and, if granted, will replace the previous approval.

### **218 North Throop Street**

The building at 218 North Throop Street is in the Woodstock Downtown Historic Business Preservation District, but outside of the Woodstock Square Historic District. The building was originally constructed around 1930 for an auto repair garage. It has changed significantly in appearance since then and is considered a non-contributing structure in the historic district.

The applicant proposes removing and replacing the building's awning and sign, while adding new exterior lighting and masonry repair on the north facade. The existing awning is worn and faded and contains three commercial messages: "dine-in," "tropical cocktails," and "carry-out." The proposal would replace this awning with a plain black one, without any text or images, with additional black awnings for each of the northside windows. The internally illuminated sign would be replaced with a non-illuminated cedar wood painted sign, which will say the name of the business, "Chop Suey Hut." Over the sign will be five "goose neck" decorative lights with four more over the four northside windows. Altogether, these improvements will provide cleaner and more refined facades for the building. The total estimated cost of the work is \$12,247.87, for which the applicant is seeking funds equivalent to half that amount, or \$6,123.93.

While the program guidelines identify that typical award amounts will not exceed \$5,000, this is not a program requirement.



Staff has reviewed the application and determined it meets the following program eligibility requirements:

- The project is located in the TIF 2 district.
- The property owners are not in default of any municipal fees, taxes etc.
- The property owners do not have any outstanding building, zoning, or city code violations.
- The proposed improvements will be visible from the public right of way.
- The proposed improvements conform to the Historic Preservation Commission's Design Review Guidelines and an Administrative Certificate of Appropriateness has been approved.

The review by staff concluded that the evaluation criteria are met:

1. **Impact of proposed work on preservation of the structure:** The proposed work, in particular the masonry repair, will have a positive impact on the preservation of the structure.
2. **Aesthetic impact:** The project will have an aesthetic benefit to the historic district.
3. **Consistency with announced special emphasis areas (if any):** There are currently no special emphasis areas.
4. **Applicant's demonstrated previous commitment to preservation:** The business on the property has been there for more than four decades.
5. **Thoroughness of the application:** The application includes the required information.
6. **Equity:** The owner has not previously benefitted from the program.
7. **Demonstrated financial capability of applicant:** No financial capability information was provided.

Based on staff's review, it is recommended that the City Council approve an allocation of 50 percent of exterior improvement costs (up to \$6,123.93) from TIF 2 funding for sign and awning improvements at 218 North Throop Street.



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager



Building & Zoning Department
121 West Calhoun Street
Woodstock, Illinois 60098
815.338.4305
b&zdept@woodstockil.gov
www.woodstockil.gov

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Address for which funding is requested 218 N. THROOP ST., WOODSTOCK IL 60098

Name of Applicant CHOP SUEY HUT - RICHARD TOM - JAMES TOM

Mailing Address of applicant: 218 N. THROOP ST.

Daytime phone number: 815-338-2112 Email: chopsueyhutrestaurant@gmail.com

Applicant is [X] Property Owner [ ] Tenant

If the applicant is the tenant:

Name of property owner JAMES F. TOM

Mailing address of property owner

Name of applicant's business CHOP SUEY HUT

Is the building included in the boundaries of the Woodstock Square National Register Historic District? NOT SURE

Type of structure:

- [X] Commercial
[ ] Mixed Commercial/Residential (i.e., commercial on ground floor, residential above)
[ ] Single-Family Residential: [ ] owner occupied [ ] renter occupied
[ ] Multiple-Family Residential: Number of Units

Proposed improvements for which funding is requested (check all that apply):

- [ ] Architect or engineering services [X] Storefront rehabilitation or renovation
[ ] Window/door replacement [X] Masonry restoration or repair
[ ] Windows/doors restoration [ ] Removal and replacement inappropriate features
[ ] Interior storm window installation [X] Replacement of inappropriate awnings
[ ] Painting, in conjunction with other façade improvements [ ] Accessibility improvements (exterior)
[ ] Repair or replacement of deteriorated or missing architectural details [X] Rear or side façade improvements (facing public spaces)
[ ] Restoration of original openings
[X] Other signage replacement

Total estimated project cost of façade improvements \$ 12,247.87

Façade improvement funds requested\* \$ 6123.93

\*Requested funds shall not exceed 50% of the estimated project cost.

Attach a detailed description of the work described above including photographs, drawings showing proposed improvements, colors, materials.

Attach a minimum of two estimates for the proposed work.

STATEMENT OF UNDERSTANDING

1. I agree to comply with the guidelines and procedures of the Woodstock Façade Improvement Program.
2. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, and receipts upon completion of the approved improvements.
3. I understand that Façade Improvement funds are subject to audit and taxation and that the City is required to report the amount and recipient of said grants to the I.R.S.
4. I understand that work done before a Façade Improvement Agreement is approved by the authorized City representative(s), project costs are not eligible for reimbursement through this program.

Signature of Applicant: Richard Tom Jim In

AUTHORIZATION OF OWNER

If the applicant is other than the owner, the owner must complete the following certificate:

I certify that I am the owner of property at 218 N. Throop St, and that I authorize the applicant to apply for a reimbursement grant under the Woodstock Façade Improvement Program and undertake the approved improvements.

Signature of Owner: Jim In

## SCOPE OF WORK:

**DESCRIPTION OF WORK:** Please describe in detail the work to be done. The description should include information about the current state of the property, historic features, materials, methods, design, measurement, project phasing, reason for work and expected completion date. Demolition requests must include the proposed reuse of the site. Relocation requests must include information about the new site. Additional pages may be attached.

### Low Bids:

\$2,491.00

Signage - Remove current red sign.  
- Replace with custom wood sign.

\$1,956.23

+\$1,149.64

Lighting - Add sign lights above new sign (5)  
Add lights above 4 windows north side of building.

\$5,071.00

Awnings - Replace existing awning with black awning plain, black canvas, same design shape as Ethereal.  
- Add 4 black canvas awnings over windows on north side of building with logo.

\$1,580.00

Masonry - Repair/tuckpoint north wall of building.

\$12,247.87

- As soon as facade improvements are approved by the city we will schedule fabrication of a custom wood sign, awnings, order lights & install. Prior to installation tuckpointing repair is to be done first. Pending city approval + permits.

Attached - 2 canvas awning quotes

2 tuckpointing quotes

2 Electrical quotes

2 Light quotes

2 sign quotes - Rick Johnson quote

The woodensign co. quote - see attached note

**COST OF WORK:** The Historic Preservation Commission strongly recommends that applicants obtain a detailed cost estimate or estimates before you proceed with your project. Have you obtained a cost estimate for the work items and products described above? yes



25434 West Route 173  
 Antioch, IL 60002  
 Phone: 847-395-1470  
 Fax: 847-395-7695

# Estimate

Date	Estimate #
6/2/2020	15128

Name / Address
Chop Suey Hut 218 N Throop St Woodstock, IL

Rep

Item	Description	Qty	Total
Sales Estimate Awning	New Aluminum Mill Finished Awning - Qty (5) Size: Qty (1) 20' 6" wide x 2' 8" projection x 3' 8" including 6" rigid valance Qty (4) 3' 7" wide x 24" projection x 3' 8" including 6" rigid valance Graphics only on 4 smaller awning Material: Docril, Black - Full 10 year warranty Remove (1) old frame Install new  *note: you must remove any electric *		5,071.00

<b>Subtotal</b>	\$5,071.00
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	<b>\$5,071.00</b>

Requires 1/2 down at signing of estimate, with balance due upon completion of job.  
 ESTIMATE GOOD FOR 30 DAYS.



May 23, 2020

Richard Tom  
Chop Suey Hut  
218 N. Troop St.  
Woodstock, IL 60098

Email

**REVISED PROPOSAL**

Traditional style stationary awning(s) with open ends and a hemmed straight style free hanging valance manufactured complete and installed on the building, including the removal and disposal of the existing awning, but excluding any repairs to the building surface as this type of work is not within our scope of work. Frame made of welded 1" square and 1/2" round galvanized steel Silver tubing, with the welds ground and primed, then **all painted Black**. Using **Sunbrella, non-fire-retardant shade fabric, #4608, Black**, with the fabric attached to the frame using the lace-on fabric attachment method. **Excluding any and all lettering or signage of any kind.**

1 Awning on the west face front,  
Size: 20'5" w x 3'0" h plus 8" valance x 4'6" out **\$3440.00**

**AND**

4 Awnings on the north face side of the building with an awning over each single window  
Each size: 5'0" w x 3'0" h plus 8" valance x 4'6" out **\$3000.00**

} **\$6,440**

**OR**

1 Continues awning system on the west and north face of the building  
Size: 23'10" wide on the west and 22'0" wide on the north x 3'0" h plus 8" valance x 4'6" out  
**\$8180.00**

-Any or all lettering/logos require an electronic file formatted as .eps or .ai or .pdf file. Artwork set-up and/or clean-up fees may apply at \$75.00/hour.

**-Permit to be obtained by customer at no cost to Evanston Awning Co., prior to production or installation.**

-Prior to our receipt of the full contract with 50% deposit, fabric samples and shop drawings (limit of (2) revisions) will be provided for owner's approval and city permits upon our receipt of a 10% drawing deposit, which is non-refundable but applicable to the full contract once all approvals are received.

-Installation to be determined, weather permitting, upon our receipt of the signed contract, 50% deposit of the total order and fabric color selections. The balance is due on installation. This proposal becomes a bona fide contract when signed and returned.

Thank you,  
George Schaefer, CPP, Sales Manager

Please proceed with the order described above. I grant Evanston Awning Co. a security interest in this merchandise until paid, unless prohibited by law.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Enclosed is my check for 50% deposit in the amount of \$ \_\_\_\_\_ or please charge my credit card (VISA, MasterCard or Discover) **with the understanding that there will be a 3% convenience fee for charges over \$1000.00 added to the contract amount.** Credit card type \_\_\_\_\_

Acct # \_\_\_\_\_ 3# Security code \_\_\_\_\_ Exp. \_\_\_\_\_

Credit card billing address # and zip code \_\_\_\_\_

**Rick Johnson**  
**Morning Woodworking**  
 458 Lake Ave.  
 Woodstock, IL 60098  
 815.687.6595  
[rjmorningwood@gmail.com](mailto:rjmorningwood@gmail.com)

July 5, 2020

**Bill To:**  
 Richard Tom Chop Suey Hut  
 218 N. Throop St  
 Woodstock, IL 60098

Carved Cedar Sign 16'x33"

- The sign will be all cedar wood 16'x33" and about 3 inches thick.
- Raised letters and numbers with carved out background.
- Raised boarder and dentil work.
- CHOP SUEY HUT letters about 20 inches tall.
- Chinese writing right and left sides.
- The boarder width about 2 inches.
- Painted 3 coats, sealed top coat 3-4 coats (front and back).
- Installed above the front door and windows into brick mortar with anchor bolts.
- Rental of lift for installation.



MATERIAL	QUANTITY	COST	TOTAL
Cedar	24	\$ 42.00	\$ 1,008.00
Exterior Wood Glue / #10 Biscuit Joints		\$ 75.00	\$ 75.00
Paint/Stain/Sealant		\$ 125.00	\$ 125.00
Anchor Bolts	12	\$ 4.00	\$ 48.00
Rental of Lift Equipment	1	\$ 135.00	\$ 135.00
Labor		\$ 1,100.00	\$ 1,100.00

Total			\$ 2,491.00
-------	--	--	-------------

Things to consider: A deposit of \$1,000 will be needed to start the project.

## Chop Suey Hut sign inquiry

Tim Janda &lt;timjanda@gmail.com&gt;

Tue, May 26, 2020 at 8:27 AM

To: Esther Theofanous &lt;chopsueyhutrestaurant@gmail.com&gt;

Hi Esther,

Thank you for sending all of this info. For next steps, we'll need a retainer (1000.00) to produce some drawings depicting a few different options along with pricing for the sign. This retainer is credited toward the production cost of the sign assuming you commission us to produce it.

If you're ready to proceed, you can phone me with a credit card or put a check in the snail mail. Let me know if you have any questions. Thank you!

Tim

[Quoted text hidden]

—  
 Tim Janda  
 The Wooden Sign Company  
 W4333 County Rd ES  
 Elkhorn, WI 53121  
 web: [woodensignco.com](http://woodensignco.com)  
 mobile: (269)849-5157



Notes: Tim did the Casey Moran sign. 24K gold leaf on lettering. He will not even start a quote unless \$1000.00 retainer is given. If you are seriously considering his sign please let me know and I will send in a retainer. He said for that particular style sign (52 sq ft. it) would run a minimum of \$10,000.00 (ten thousand) to a maximum of \$20,000.00 (twenty thousand) depending upon the intricacy of the design.



Chimney Repair, Brick Cleaning, and More...

7702 Pamela Drive  
Wonder Lake, IL 60097  
www.gregsmasonry.com

Free Estimates  
Tel. 815.653.2057  
Fax 815.728.0179

<b>Proposal Submitted to :</b> Esther @ Chop Sui Hut	<b>Phone #</b> [Redacted]	<b>Date</b> 5-3-3=20
<b>Address</b> 218 Throop street	<b>Job name:</b>	
<b>City, State, Zip</b> Woostock, IL	<b>Job location</b>	

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of:

- Tuckpoint wall ( parking lot side ) Old commonbrick etirely \$ 1580.-
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Clean site and dispose of debris

All work is to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. We are insured. All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for above work and completed for the sum of

fifteen hundred eighty Dollars (\$1580)

With payments made as follows Upon completion

Authorized Signature *p. Laoli* Date: 5/3/20

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**A1 TOP NOTCH TUCKPOINTING**

CHARLES KUESTER  
OWNER/OPERATOR

**PROPOSAL OF WORK**

**To:** Ester Theofanous

Work to be performed at 218 N Throop St  
Woodstock Il.

1.All mortar joints on common brick wall on parking side will be ground and tuck-pointed concave.

2.All bad mortar joints will be ground and tuck-pointed on adjoining wall on parking side

**OWNER to SUPPLY POWER and WATER**

**PAYMENT as follows: One Third Down Balance on Day of Completion**

**TOTAL Opt.1 \$6500**

**Total Opt.2 \$800**

**OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_**

**Delaware Electric Co. Inc.**

P.O. Box 212  
Woodstock, IL 60098

Phone 815-338-3139  
Fax 815-337-1885

June 8, 2020

Chop Suey Hut  
218 North Throop Street  
Woodstock, IL 60098  
Attn: Richard

chopsueyhutrestaurant@gmail.com

Job: Canopy Lights

We will provide and install the following:

- 9 Exterior surface mounted light opening
- 120 Feet of 1/2" conduit on exterior of building from mechanical closet to light
- 9 Install customer supplied light fixture
- 360 Feet #12 wire
- 1 Timer control
- 1 Labor hours

Total labor and material to complete: \$1956.23

If any smoke detectors are required by Village they will charged as an extra. **All work based on 2014 electric code.** A minimum service charge of \$100.00 will apply for return visits along with a charge of \$125.00 per man hour.

Any revision to plan above changing described electrical work will result in adjustment to price. Please advise us of any changes as soon as possible.

Terms: Balance due in full upon completion, plus any extras and credits to date.

Quote good for 30 Thirty days from above date

*Acceptance of Proposal*

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



JOHN BARGER, President  
P.O. Box 796, Woodstock, IL 60098  
815-338-6317 Fax: 815-337-5850

June 1, 2020

Chop Suey Hut  
218 N Throop St.  
Woodstock, IL 60098

**PROPOSAL #20-0601-02**  
**Re: 218 N. Throop St., Woodstock**

**Work as follows:**

**Sign and Awning Lighting**

**Demo**

- 1. Disconnect and remove the 3 sections of fluorescent lighting inside the existing awning. The wiring will be removed back to the first junction box and made safe at that point.

**Sign and Awning Lighting**

- 1. Install 5 owner supplied gooseneck fixtures over the front sign. The fixtures are figured to be mounted as high as possible on the vertical section of brick above the sign location.
- 2. The conduit will be surface mounted between each of the 5 fixture boxes with one single conduit going up and over the parapet wall and onto the roof.
- 3. Install 4 owner supplied gooseneck fixtures above the awnings being added at the 4 windows on the parking lot side of the building. Final height of the gooseneck fixtures is to be determined.
- 4. Each of the 4 fixture boxes will have a single conduit going up and over the parapet wall and onto the roof.
- 5. Conduit and junction boxes will be installed on roof for connection of the lights. The conduit will travel to the back of the building and be surface mounted on the back exterior to the basement elevation. At that point the conduit will enter the basement. Conduit on the roof will be supported on approved standoffs.
- 6. Purchase and install 1 Intermatic T101 time clock in the basement for control of the new lighting.
- 7. Add 1 120V lighting circuit in the existing panel.

**TOTAL JOB COST.....\$6,451.00**

**ALTERNATE #1**

- 1. Purchase 9 HTM Lighting Solutions Fovero RLM angled shade gooseneck fixtures. Fixture part number SAS10-BK-SGN24-BK. Fixtures include a 9W A19 LED light bulb.....ADD.....\$ 963.00

Continued on page two...

LIGHTS

Enter code

Apply

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

### Review items and shipping

#### Before you place your order:

Shop with Points allows customers to pay for Amazon.com purchases using credit card rewards. To see if you have rewards available or to change the rewards amount for this purchase, please change your [payment method](#).

#### Estimated delivery: May 20, 2020 - May 22, 2020

Items shipped from HTM Lighting Solutions



**10in. Satin Black Angle Shade Gooseneck Sign Light Fixture with 24in. Long Extension Arm - Wall Sconce Farmhouse, Vintage, Antique Style - UL Listed - 9W 900lm A19 LED Bulb (5000K Cool White)**

**\$120.90**

Qty: 9

Sold by: HTM Lighting Solutions

See [order summary](#) for discounts applied

Not eligible for Amazon Prime ([Learn more](#))

 Gift options not available.

**W.** Best price

#### Choose a delivery option:

- Wednesday, May 20 - Friday, May 22**  
FREE Standard Shipping
- Thursday, May 21 - Thursday, May 28**  
FREE Economy Shipping

### Order Summary

Items (9):	\$1,088.10
Shipping & handling:	\$0.00
Your Coupon Savings:	-\$6.05
Total before tax:	\$1,082.05
Estimated tax to be collected:	\$67.59

**Order total: \$1,149.64**

#### Qualifying offers:

- Your Coupon Savings

[How are shipping costs calculated?](#)

[Why didn't I qualify for Prime Shipping?](#)

Place your order

**Order total: \$1,149.64**

By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#).

\*Why has sales tax been applied? See [tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).



Office of the Mayor  
Dr. Brian Sager, Mayor  
121 W. Calhoun Street  
Woodstock, Illinois 60098

815.338.4302  
815.334.2269  
mayor@woodstockil.gov  
www.woodstockil.gov

**MEMORANDUM**  
for  
**Woodstock City Council Meeting**  
July 21<sup>st</sup>, 2020

To: Woodstock City Council  
From: Mayor Brian Sager

***Re: Nominations for Appointment and Re-appointment to City Boards and Commissions***

Colleagues:

I am nominating the identified with check marks on the following sheets for appointment or re-appointment to City Boards or Commissions for the specified terms. Those individuals highlighted are being nominated for the first time and their application forms are included for your review. Additionally, and as you will note, some are being nominated to continue to serve as Chair of the respective body.

Those nominated for re-appointment continue to serve this community, its mission and vision in an exemplary fashion and I am pleased they have chosen to continue their public service. Those nominated for initial appointment have evidenced an appreciation and passion for Woodstock and I am confident they will serve the City and its residents in a positive, contributing manner.

I am pleased to recommend all of the nominees to you and would appreciate your favorable consideration and consent.

Respectfully,

A handwritten signature in cursive script that reads "Brian Sager".

Brian Sager, Ph.D.  
Mayor

# 2020 City Boards and Commissions Membership Nominations

<u>Board or Commission</u>	<u>Appointment</u>	<u>Term to</u>
Board of Building Construction Staff Liaison: Ken Barkulis	Tom LaFontaine	2021
	John Loacker	2021
	Lt. Matt Hedges (WFRD Rep.)	2022
	✓ Chair, John Kohler, Jr.	2023
	✓ Steve Zimmerman	2023
	Vacancies (0)	
Board of Library Trustees Staff Liaison: Nick Weber	Teresa Flores	2021
	Betty Hopp	2021
	✓ Jim Hurley	2021
	Robert Laurie	2022
	Chair, Mary Ann Lenzen	2022
	Alan Fyfe	2022
	✓ Gayle Hoch	2023
	✓ Dan Lemanski	2023
	✓ Christy Johanson (Chair Elected)	2023
	Vacancies (0)	
Board of Police Commissioners Staff Liaison: Chief John Lieb	Chair, Ron Giordano	2021
	Lawrence Howell	2022
	✓ Joseph Troc	2023
		Vacancies (0)
Cultural & Social Awareness Commission Staff Liaison: Deb Schober	José Rivera	2021
	Lorna Wolff	2021
	John Hudson	2022
	John Kendall	2022
	✓ Jaci Krandel	2023
	✓ Joe Starzynski	2023
	✓ Chair, Juanita Vega	2023
	Vacancies (0)	
Economic Development Commission Staff Liaison: Garrett Anderson	John Buckley	2021
	Chris McGowan	2022
	Wayne Read	2022
	✓ Chair, Rick Francois	2023
	✓ Henry Patel	2023
	Vacancies (0)	
Electrical Commission Staff Liaison: Ken Barkulis	Russ Shafer	2021
	Bill Soucek	2022
	✓ Scott Nieman	2023
	✓ Chair, Carl (Butch) Schnulle	2023
	Vacancies (0)	

# 2020 City Boards and Commissions Membership Nominations

## Environmental Commission

Staff Liaison: Jeff Van Landuyt

Chair, Erica Poremba	2021
Stephen Wenzel (Non-Council, Land.Cons.)	2021
Ed Ellinghausen (Non-Council, Defenders)	2022
✓ Laurie Kacmar	2023
✓ Margaret Schneemann	2023
Vacancies (1)	

## Historic Preservation Commission

Staff Liaison: Darrell Moore

Jennifer Wegmann-Gabb	2021
Erica Wilson	2021
Marti Dijon	2022
Chair, Donovan Day	2022
✓ Rodney Pagliagong	2023
Vacancies (0)	

## Parks and Recreation Commission

Staff Liaison: Dave Zinnen

Bruce Farris	2021
Peter Riis	2021
Margaret Miller	2022
Chris Neuhart	2022
✓ Chair, Mike McCleary	2023
Vacancies (0)	

## Plan Commission

Staff Liaison: Joe Napolitano

Donna Besler	2021
Don Fortin	2021
Jackie Speciale	2021
Steve Gavers	2022
Bob Horell	2022
Arturo Flores	2022
✓ Chair, Cody Sheriff	2023
✓ Doreen Paluch	2023
✓ David Casner	2023
Vacancies (0)	

## Police Pension Board

Staff Liaison: Paul Christensen

Gordon Knapp	2021
Terri Abrams	2021
✓ Josh Fourdyce (Non-Council, Active)	2022
✓ Chair, Dennis Leard (Non-Council, Retired)	2022
✓ Jeremy Mortimer (Non-Council, Active)	2022
(Chair Elected)	
Vacancies (0)	

## Transportation Commission

Staff Liaison: Jeff Van Landuyt

Jason Osborn	2021
Caron Wenzel	2021
Susan Hudson	2022
✓ Chair, Andrew Celentano	2020
✓ Mark Indyke	2020
Vacancies (0)	

# 2020 City Boards and Commissions Membership Nominations

## Zoning Board of Appeals

Staff Liaison: Darrell Moore

	Thomas Tierney	2022
	Chair, Timothy Huffar	2023
	Richard Ryan	2023
	Zachary Klehr	2024
	Lawrence Winters	2024
✓	Rick Bellairs	2025
✓	Howard Rigsby	2025
	Vacancies (0)	

## Opera House Advisory Commission

Staff Liaison: Daniel Campbell

	Anthony Houston	2021
	Michael Levitan	2021
	Roger Zawacki (Non-Council, Theatre 121)	2021
	Lynne Kreisman (Non-Council, WFAA)	2022
	Chair, Keith Johnson	2022
✓	Paul Rausch	2023
✓	Judith Svalander (Non-Council, JS Ballet)	2023
✓	John Puzzo (Non-Council, Friends)	2023
	Vacancies (0)	

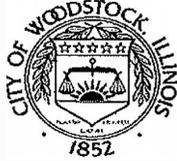
## Old Courthouse and Sheriff's House Advisory Commission

Staff Liaison: Darrell Moore

	Jessica Campbell	2021
	Jacqueline Lechner	2021
	Dr. David Stumpf	2021
✓	<b>Pamela Benson</b>	<b>2022</b>
	Chair, Dennis Sandquist	2022
	Joseph White	2022
✓	Jim Campion	2023
✓	Tom Ellinghausen	2023
✓	Dean Lovewell	2023
	Vacancies (0)	

## Real Woodstock, Inc. Board of Directors

✓	Mike Turner (Council Rep.)	2023
✓	President Danielle Gulli (Chamber Rep.)	2023
✓	Darrin Flynn (Chamber Rep.)	2023
✓	Jodie Kurtz-Osborne (Community at Large)	2023
✓	Bradley Cesaroni (Community at Large)	2023
✓	Jaki Berggren (Community at Large)	2023
✓	Arturo Flores (Community at Large)	2023
✓	Treasurer Daniel Campbell (City Staff)	2023
✓	Garrett Anderson (City Staff)	2023



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City of Woodstock 121 W. Calhoun Street Woodstock, Illinois 60098 (815) 338-4302 (815) 334-2269

**Data sheet for Advisory Board or Commission Applicants**

Please submit completed data sheet to: Mayor and City Council  
City of Woodstock  
121 West Calhoun Street  
Woodstock, IL 60098

Application for Appointment to: Economic Development, Plan, Cultural & Social Awareness Commissions

Name: David G Casner Business: \_\_\_\_\_

Address: [Redacted] Business Address: \_\_\_\_\_  
Woodstock, IL 60098

Email: [Redacted] Business Email: \_\_\_\_\_

Phone: [Redacted] Business Phone: \_\_\_\_\_

I am a resident of the City of Woodstock.  or N 0 yrs I work in the City of Woodstock. Y or

In this section, please include: (P) for Presently and (F) for Formerly.

Public Elective Offices Held: None previously

Public Appointive Positions Held: None previously

Member of Organizations (List offices held): None previously

Occupational Background: Corporate/Workplace Training and Education

Formal Education: Master's of Education in Adult & Higher Education and Bachelor of Science in  
Technology and Training

Are you generally familiar with the functions and workings of this body? YES

Have you attended meetings of this body? NO

What prompted you to apply for appointment to this position? New resident to Woodstock, I wish to be part  
of the civil community and do my part to serve the needs of the citizens of Woodstock.

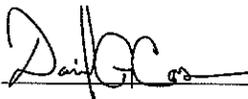
What do you believe you would be able to contribute to this Commission or Board? Curious minded, eager  
to learn and share my experience. Able to understand complex information and network and connect  
with others. Have many years of experience in public speaking.

Other Comments: \_\_\_\_\_

If there is not a position on the requested board or commission, would you be willing to be appointed to  
another body? YES, Any other commissions / bodies.

Date: 03/30/2020

Signed: \_\_\_\_\_



(If there are other considerations or a complete resume that you wish present, please attach to this sheet.)

The Mayor and City Council wish to thank you for your interest. It is very much appreciated

Date Received by Mayor: \_\_\_\_\_

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

Action Taken: \_\_\_\_\_

# DAVID G. CASNER, Ed.M.

1229 Gerry Ct, Woodstock, IL 60098 · (503) 320-9869 · mcrwd1@gmail.com · [www.davidcasner.com](http://www.davidcasner.com)

## PROFESSIONAL ACCOMPLISHMENT SUMMARY:

- Seven years of Training Delivery experience
- Senior Learning and Development Specialist
- Training Project Management
- Organizational Leadership Development
- Training Planning and Coordination
- Epic Systems Training Implementation Experience
  - Implemented Epic for five individual projects

## PROFESSIONAL EDUCATION:

Oregon State University, Corvallis, OR <i>Ed.M. in Adult and Higher Education</i>	June 2017
University of New Mexico, Albuquerque, NM <i>B.Sc. in Technology &amp; Training</i>	May 2014

## PROFESSIONAL WORK EXPERIENCE:

Epic Connect Training Manager <i>Advocate Aurora Health, Rolling Meadows, IL</i>	February 2020 – Present
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- Manages ECC training team that is responsible for providing training for APP end users including physicians, practice managers, clinical staff, scheduling/registration and billing staff on Epic Community Connect suite of products including but not limited to Prelude, Cadence, Ambulatory Care, Resolute ProFee Billing, MyChart and appropriate interoperability functionality.
- Designs, implements and oversees the ECC training program to ensure detailed training documentations and education tools are consistent with APP/AAH standards.
- Interfaces with training teams to ensure training tools are prepared and ready for training including training guides, development of practice scenarios, creation of test patients and users in training environment.
- Works collaboratively with Advocate Aurora Health resources to maximize efficiency and effectiveness in delivery of ECC education for APP providers and practice staff. Leads efforts and collaborates with Credentialed trainers, Principle trainers, HIT and Community Connect leaders to ensure training environment, user issues and curriculum are effective in meeting APP members' education needs.
- Certified in EpicCare Ambulatory and Wisdom Application by Epic Systems.

Epic Systems Application Analyst <i>Oregon Health and Science University, Portland, OR</i>	December 2017 – January 2019
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- System Application Analyst for Epic Integrated Master Files (SER, DEP, EAF)
- Implemented full-scale Epic build for Facility Structure (DEP/EAF) and Providers (SER) for Tuahly Healthcare partnership with OHSU.
- Maintain documentation for build related to DEP/EAF/SER Masterfile's and the integrity of the records wherein.
- Support all other build teams including Cadence, ADT, Wisdom, Epic Security, Billing/Claims, Referrals, EpicCare Ambulatory/Inpatient, OpTime, Beaker, Willow, MyChart, and other as a central role in the integration of the three Masterfile's.
- Certified System Analyst in EpicCare Ambulatory and Wisdom Application by Epic Systems.

Senior Facilitation and Training Specialist

October 2016 – December 2017

*Kaiser Foundation Health Plan, Portland, OR*

- Implemented a full-scale Epic learning environment for Anesthesia providers.
- Maintain training materials for all clinical courses and post training support documentation in Ambulatory, Dental, and Anesthesia.
- Medium scale Project Management in my role as Senior Training and Facilitation Specialist
- Certified Trainer in the EpicCare Ambulatory and Wisdom Application by Epic Systems.

Training System Manager/Trainer II

September 2015 – November 2016

Learning Management System Co-Administrator

*OCHIN, Inc., Portland, OR*

- Developed a robust Epic learning environment for membership employees primarily focusing on clinical and registration staff in an Ambulatory/Dental Clinics.
- Built training materials for Ambulatory and Dental courses.
- Medium scale Project Management in my role as Training Environment Manager, managed users and patients used to deliver training across multi-states and locations.
- Certified Trainer in the EpicCare Ambulatory and Wisdom Application by Epic Systems.
- Co-Managed and Built video based training and eLearning courses in our Learning Management System. Manage Users, Reporting, and Course Content.

Principal Trainer/Instructional Designer

July 2014 – July 2015

Learning Management System Administrator

*Bend Memorial Clinic, Bend, OR*

- Developed a new Epic learning environment for over 250 employees primarily focusing on clinical staff in an Ambulatory Clinic.
- Built training materials for all courses and post training support documentation for the Epic Implementation Project.
- Medium scale Project Management in my Ambulatory Clinical Application for a Medical Practice.
- Certified Principal Trainer/Instructional Designer in EpicCare Ambulatory Application by Epic Systems.
- Managed and built all EPIC EHR training and eLearning courses in our Learning Management System. Managed Users, Reporting, Content, and Multi-media creation, and System Design and Global Settings.

Employee & Organizational Development Intern

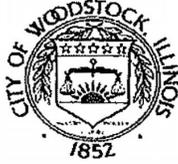
January 2014 – May 2014

*University of New Mexico, Albuquerque, NM*

- Completed a research project on Leadership / Management Development; Change Leadership & Organizational Development.
- Collaborated with EOD Team on current models, goals and objectives for future models, industry standards, cost feasibility, enhancing capability in learning strategies and techniques.
- Provided overall support of the Employee & Organizational Development's current Leadership / Professional Management program and recommended a new learning infrastructure to improve time and cost for the department as well as the UNM learning community.

PROFESSIONAL SKILLS SUMMARY:

- EpicCare Ambulatory/Wisdom Certified
- Advanced Written & Oral Communication
- Independent & Team Oriented
- ADDIE Training Model Experience
- Training Design, Development, and Delivery
- Master Facilitator
- Expert in Microsoft Office Products
- Proficient in Adobe Captivate 9
- Master Training Environment Builder
- Learning Management Systems Manager
- Experienced in Instructional Design
- Strong understanding and Practical use of Adult Learning Principles
- Ability to Collaborate with Subject Matter Experts
- Experienced in conducting Training Evaluations and Assessments



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City of Woodstock 121 W. Calhoun Street Woodstock, Illinois 60098 (815) 338-4302 (815) 334-2269

Data sheet for Advisory Board or Commission Applicants

Please submit completed data sheet to: Mayor and City Council
City of Woodstock
121 West Calhoun Street
Woodstock, IL 60098

Application for Appointment to: Library Board of Trustees

Name: Jim Hurley Business: Local government

Address: [Redacted] Business Address: [Redacted]
Woodstock, IL 60098

Email: [Redacted] Business Email: [Redacted]

Phone: [Redacted] Business Phone: [Redacted]

I am a resident of the City of Woodstock. (Y) or N \_\_\_ yrs I work in the City of Woodstock. Y or (N)

In this section, please include: (P) for Presently and (F) for Formerly.

Public Elective Offices Held: None

Public Appointive Positions Held: Treasurer, Town of Linn, WI

Member of Organizations (List offices held): Wisconsin City/County Managers Association

Occupational Background: Local government administration

Formal Education: Masters of Public Administration, Univ. of Ill. at Chicago (2014)  
BA., Political Science & Religious Studies, San Diego State Univ. (2009)

Are you generally familiar with the functions and workings of this body? Yes, although I  
recognize I have plenty to learn.

Have you attended meetings of this body? No

What prompted you to apply for appointment to this position? New resident, passion about literacy  
and public sector management.

What do you believe you would be able to contribute to this Commission or Board? My background  
in public sector finance, coordinating budgets, financial  
reporting. I'm a strong believer in the value of public libraries,  
~~and~~ contribution to learning and education, remaining a foundational  
part of community, ~~and~~ and meeting the needs of residents.

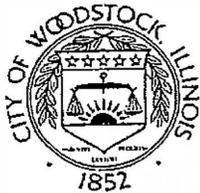
Other Comments: I have also served 2-years as an AmeriCorps member, connecting  
undergraduate students with elementary after-school and literacy programs.

If there is not a position on the requested board or commission, would you be willing to be appointed to  
another body? Yes, although I would like to research to determine  
if I believe I have the skillset to help and make a difference  
Date: 6/10/2020 Signed: [Signature] I may also have a conflicting meeting  
schedule due to my current job.

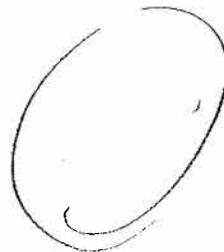
(If there are other considerations or a complete resume that you wish present, please attach to this sheet.)

The Mayor and City Council wish to thank you for your interest. It is very much appreciated

Date Received by Mayor: \_\_\_\_\_  
Date Considered: \_\_\_\_\_  
Action Taken: \_\_\_\_\_



True to its past - Confident of its future



City of Woodstock 121 W. Calhoun Street Woodstock, Illinois 60098 (815) 338-4302 Fax (815) 334-2269

**Data Sheet for Advisory Board or Commission Applicants**

Please submit completed data sheet to: Mayor and City Council  
City of Woodstock  
121 West Calhoun Street  
Woodstock, IL 60098

Application for Appointment to: Environmental Commission

Name: Margaret Schneemann Business: Chicago Metropolitan Agency for Planning

Address: [Redacted] Business Address: [Redacted]  
Woodstock, IL 60098

Telephone: (Home) [Redacted] (Business) [Redacted]

I have been a resident of the City of Woodstock for 10 years.

In this section, please include: (P) for Presently; and (F) for Formerly.

Public Elective Offices Held: None

Public Appointive Positions Held: None

Member of Organizations (List offices held):

University of Illinois Extension Unit 3 Council, co-chair  
Illinois Section American Water Works Association, water efficiency committee

Occupational Background:

Water Resource Economist 2008-present Chicago Metropolitan Agency for Planning  
Policy Analysis 2006-2006 University of Illinois Extension  
Assistant Professor 2001-2006 University of Illinois Institute for Health Research and Policy  
Robert Morris University Business School

Formal Education: M.S. Resource Economics and Policy, University of ME 1997  
B.A. Economics Colby College BA, 1973

Are you generally familiar with the functions and workings of this body? Yes.

Have you attended meetings of this body? No.

What prompted you to apply for appointment to this position? \_\_\_\_\_

Councilman Jim Brindville encouraged me to apply, during a McHenry County Water Resources Action Plan (WRAP) meeting.

What do you believe you would be able to contribute to this Commission or Board?

I have 20+ years experience working in environmental policy and planning. For the past 10 years, I have been leading projects to create resilient communities in the region. I have been

Other comments: living in Woodstock for 10 years and so have a good sense of the community character.

Date 8/20/19 Signed Margaret Schmees

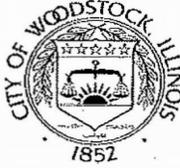
(If there are other considerations or a complete resume that you wish to present, please attach to this sheet.)

The Mayor and City Council wish to thank you for your interest. It is very much appreciated.

Dated Received by Mayor: \_\_\_\_\_

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

Action Taken: \_\_\_\_\_



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City of Woodstock 121 W. Calhoun Street Woodstock, Illinois 60098 (815) 338-4302 (815) 334-2269

**Data sheet for Advisory Board or Commission Applicants**

Please submit completed data sheet to: Mayor and City Council  
City of Woodstock  
121 West Calhoun Street  
Woodstock, IL 60098

Application for Appointment to: OLD COURTHOUSE SHERIFF'S HOUSE ADVISORY BOARD

Name: PAMELA BENSON Business: \_\_\_\_\_

Address: [REDACTED] Business Address: \_\_\_\_\_  
WOODSTOCK, IL.

Email: [REDACTED] Business Email: \_\_\_\_\_

Phone: [REDACTED] Business Phone: [REDACTED]

I am a resident of the City of Woodstock. (Y or N) Y yrs I work in the City of Woodstock. (Y or N) Y

In this section, please include: (P) for Presently and (F) for Formerly.

Public Elective Offices Held: NONE

Public Appointive Positions Held: NONE

Member of Organizations (List offices held): I.C.E. (IT Corp Organization) CHAIRMAN, SECRETARY, EVENT COORDINATOR  
NIKKEN-CHICAGO LEADERSHIP-CHAIRMAN, MGT. COORD., EVENT COORDINATOR

Occupational Background: IT / BUSINESS CONSULTANT, SENIOR PROJECT MGR.

Formal Education: DEPAUL UNIVERSITY 3+ years

Are you generally familiar with the functions and workings of this body? SOMEWHAT.

Have you attended meetings of this body? No. Feb. meeting was cancelled.

What prompted you to apply for appointment to this position? MAYOR OF WOODSTOCK - after I inquired about the facts Commission

What do you believe you would be able to contribute to this Commission or Board? \_\_\_\_\_

I managed multi-million dollar projects, many of which were failing when I was brought in to see the big picture. I have lived in Montgomery County about 30 years. I love the arts, the Square. I realize that I do not know what I don't know - and that is where to start.

If there is not a position on the requested board or commission, would you be willing to be appointed to another body? YES.

Date: 3/3/2020 Signed: Camela Benson

(If there are other considerations or a complete resume that you wish present, please attach to this sheet.)

The Mayor and City Council wish to thank you for your interest. It is very much appreciated

Date Received by Mayor: \_\_\_\_\_  
Date Considered: \_\_\_\_\_  
Action Taken: \_\_\_\_\_

**ORDINANCE NO. 20-O- 49*****An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at 311 Lake Avenue***

**WHEREAS**, the City of Woodstock (the “City”), McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois in addition to all other case and statutory law, including but not limited to the Equity in Eminent Domain Act, P.A. 094-1055, as amended, and the statutes set forth herein, empowering the City relative to the subject matter of this Ordinance;

**WHEREAS**, pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.* (the “Code”), the City is authorized to acquire by eminent domain such property that is useful, advantageous or desirable for municipal purposes or public welfare. Section 11-61-1 of the Code provides as follows:

Sec. 11-61-1. The corporate authorities of each municipality may exercise the right of eminent domain by condemnation proceedings in conformity with the provisions of the constitution and statutes of the State of Illinois for the acquirement of property useful, advantageous or desirable for municipal purposes or public welfare including property in unincorporated areas outside of but adjacent and contiguous to the municipality where required for street or highway purposes by the municipality.

In addition, 65 ILCS 5/11-61-2 provides as follows:

Sec. 11-61-2. The corporate authorities of each municipality may vacate, lay out, establish, open, alter, widen, extend, grade, pave, or otherwise improve streets, alleys, avenues, sidewalks, wharves, parks, and public grounds; and for these purposes or uses to take real property or portions thereof belonging to the taking municipality, or to counties, school districts, boards of education, sanitary districts or sanitary district trustees, forest preserve districts or forest preserve district commissioners, and park districts or park commissioners, even though the property is already devoted to a public use, when the taking will not materially impair or interfere with the use already existing and will not be detrimental to the public.

**WHEREAS**, the “Subject Property”, as hereinafter defined, is legally described as follows:

“Parcel 4”: P.I.N. 13-08-130-001

That part of Lot 204 of the Assessor’s Plat of Section 8, Township 44 North, Range 7 East of the Third Principal Meridian described as follows, using bearings as referenced to Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Beginning at the most westerly point of said Lot 204; thence South 89 degrees 50 minutes 58 seconds East, 72.00 feet along the north line of said Lot 204, said line also being the south

right-of-way line of East South Street; thence South 22 degrees 00 minutes 17 seconds West, 47.64 feet to the southwesterly line of said Lot 204, said line also being the northeasterly right-of-way line of Lake Avenue; thence North 50 degrees 40 minutes 20 seconds West, 70.00 feet along said southwesterly line to the Point of Beginning.

Common Address: 311 Lake Avenue, Woodstock, Illinois  
Said parcel contains 0.036 acre, more or less.

**WHEREAS**, the Subject Property is depicted in Exhibit A hereto.

**WHEREAS**, the City wishes to acquire title to the Subject Property to lay out, establish, open, alter, widen, extend, grade, pave and otherwise improve the City's existing streets in and upon the Subject Property in order to construct a traffic "roundabout." Under the laws of the State of Illinois, including portions of the Code cited in the preceding paragraphs, the City is authorized to acquire fee simple title the Subject Property insofar as it is necessary that the City have and acquire the Subject Property for the above-described purposes and the public welfare to enable the City construct such traffic roundabout on the Subject Property; and

**WHEREAS**, the City's negotiator has negotiated with the owners of the Subject Property, as well as their attorneys, offered compensation in accordance with an appraisal of the Subject Property, but the parties were unable to reach an agreement as to compensation and are at an impasse; and

**WHEREAS**, the acquisition of the Subject Property is necessary for a public purpose and the Subject Property would remain under the ownership and control of the City; and

**WHEREAS**, for the reasons and findings set forth above, the City's Council believes that the acquisition of title to the Subject Property is necessary for a public purpose or purposes as contemplated by § 5-5-5(b) of the Eminent Domain Act, 735 ILCS 30/5-5-5; and

**WHEREAS**, Section 6(a) of Article VII, of the Illinois Constitution provides as follows:

Except as limited by this Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals, and welfare.

**WHEREAS**, the Subject Property is within the City's corporate boundaries and the exercise of eminent domain to acquire the Subject Property pertains to the City's government and affairs;

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

**SECTION 1:** The foregoing recitals are incorporated herein as if fully set forth herein. The City determines that is necessary and desirable that the Subject Property be acquired in fee simple title for the reasons and public purposes set forth above and in accordance with the

statutory authority set forth above. The City Manager, City staff and counsel are authorized and directed to take such steps, either by still additional negotiation or eminent domain, to acquire title to the Subject Property in accordance with applicable law.

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

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

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

Ayes:  
Nays:  
Abstentions:  
Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Published: \_\_\_\_\_

Z:\W\WOODSTOCK\Ordinances\EminentDomain.Roundabout.doc

Exhibit A: Plat of Dedication Depicting the Subject Property (“Parcel 4”)



**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Ordinance entitled *An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at 311 Lake Avenue*, was duly passed by said City Council.

The pamphlet form of Ordinance No. 20-O-\_\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the City Clerk.

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

Given under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)

**ORDINANCE NO. 20-O- 50*****An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at the Northeast Quadrant of Madison Street and South Street***

**WHEREAS**, the City of Woodstock (the “City”), McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois in addition to all other case and statutory law, including but not limited to the Equity in Eminent Domain Act, P.A. 094-1055, as amended, and the statutes set forth herein, empowering the City relative to the subject matter of this Ordinance;

**WHEREAS**, pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.* (the “Code”), the City is authorized to acquire by eminent domain such property that is useful, advantageous or desirable for municipal purposes or public welfare. Section 11-61-1 of the Code provides as follows:

Sec. 11-61-1. The corporate authorities of each municipality may exercise the right of eminent domain by condemnation proceedings in conformity with the provisions of the constitution and statutes of the State of Illinois for the acquirement of property useful, advantageous or desirable for municipal purposes or public welfare including property in unincorporated areas outside of but adjacent and contiguous to the municipality where required for street or highway purposes by the municipality.

In addition, 65 ILCS 5/11-61-2 provides as follows:

Sec. 11-61-2. The corporate authorities of each municipality may vacate, lay out, establish, open, alter, widen, extend, grade, pave, or otherwise improve streets, alleys, avenues, sidewalks, wharves, parks, and public grounds; and for these purposes or uses to take real property or portions thereof belonging to the taking municipality, or to counties, school districts, boards of education, sanitary districts or sanitary district trustees, forest preserve districts or forest preserve district commissioners, and park districts or park commissioners, even though the property is already devoted to a public use, when the taking will not materially impair or interfere with the use already existing and will not be detrimental to the public.

**WHEREAS**, the “Subject Property”, as hereinafter defined, is legally described as follows:

“Parcel 3”: P.I.N. 13-05-386-004

The south 40 feet of Lots 7 and 8 in Block 18 in the Original Plat of Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, in the City of Woodstock, McHenry County, Illinois.

Common Address: northeast quadrant of Madison Street and South Street, Woodstock, Illinois  
Said parcel contains 0.110 acre, more or less.

**WHEREAS**, the Subject Property is depicted in Exhibit A hereto; and

**WHEREAS**, the City wishes to acquire title to the Subject Property to lay out, establish, open, alter, widen, extend, grade, pave and otherwise improve the City's existing streets in and upon the Subject Property in order to construct a traffic "roundabout." Under the laws of the State of Illinois, including portions of the Code cited in the preceding paragraphs, the City is authorized to acquire fee simple title the Subject Property insofar as it is necessary that the City have and acquire the Subject Property for the above-described purposes and the public welfare to enable the City construct such traffic roundabout on the Subject Property; and

**WHEREAS**, the City's negotiator has negotiated with the owners of the Subject Property, as well as their attorneys, offered compensation in accordance with an appraisal of the Subject Property, but the parties were unable to reach an agreement as to compensation and are at an impasse; and

**WHEREAS**, the acquisition of the Subject Property is necessary for a public purpose and the Subject Property would remain under the ownership and control of the City; and

**WHEREAS**, for the reasons and findings set forth above, the City's Council believes that the acquisition of title to the Subject Property is necessary for a public purpose or purposes as contemplated by § 5-5-5(b) of the Eminent Domain Act, 735 ILCS 30/5-5-5; and

**WHEREAS**, Section 6(a) of Article VII, of the Illinois Constitution provides as follows:

Except as limited by this Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals, and welfare.

**WHEREAS**, the Subject Property is within the City's corporate boundaries and the exercise of eminent domain to acquire the Subject Property pertains to the City's government and affairs;

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

**SECTION 1:** The foregoing recitals are incorporated herein as if fully set forth herein. The City determines that is necessary and desirable that the Subject Property be acquired in fee simple title for the reasons and public purposes set forth above and in accordance with the statutory authority set forth above. The City Manager, City staff and counsel are authorized and directed to take such steps, either by still additional negotiation or eminent domain, to acquire title to the Subject Property in accordance with applicable law.

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

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

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

Ayes:  
Nays:  
Abstentions:  
Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Published: \_\_\_\_\_

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Exhibit A: Plat of Dedication Depicting the Subject Property (“Parcel 3”)



**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Ordinance entitled *An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at the Northeast Quadrant of Madison Street and South Street*, was duly passed by said City Council.

The pamphlet form of Ordinance No. 20-O-\_\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the City Clerk.

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

Given under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)

**ORDINANCE NO. 20-O-51*****An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property and a Temporary Easement Located at 219 S. Madison Street***

**WHEREAS**, the City of Woodstock (the “City”), McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois in addition to all other case and statutory law, including but not limited to the Equity in Eminent Domain Act, P.A. 094-1055, as amended, and the statutes set forth herein, empowering the City relative to the subject matter of this Ordinance;

**WHEREAS**, pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.* (the “Code”), the City is authorized to acquire by eminent domain such property that is useful, advantageous or desirable for municipal purposes or public welfare. Section 11-61-1 of the Code provides as follows:

Sec. 11-61-1. The corporate authorities of each municipality may exercise the right of eminent domain by condemnation proceedings in conformity with the provisions of the constitution and statutes of the State of Illinois for the acquirement of property useful, advantageous or desirable for municipal purposes or public welfare including property in unincorporated areas outside of but adjacent and contiguous to the municipality where required for street or highway purposes by the municipality.

In addition, 65 ILCS 5/11-61-2 provides as follows:

Sec. 11-61-2. The corporate authorities of each municipality may vacate, lay out, establish, open, alter, widen, extend, grade, pave, or otherwise improve streets, alleys, avenues, sidewalks, wharves, parks, and public grounds; and for these purposes or uses to take real property or portions thereof belonging to the taking municipality, or to counties, school districts, boards of education, sanitary districts or sanitary district trustees, forest preserve districts or forest preserve district commissioners, and park districts or park commissioners, even though the property is already devoted to a public use, when the taking will not materially impair or interfere with the use already existing and will not be detrimental to the public.

**WHEREAS**, the “Subject Property”, as hereinafter defined, is legally described as follows:

“Parcel 2”: P.I.N. 13-05-386-008

That part of the north 47.5 feet of the south 87.5 feet of Lots 7 and 8 in Block 18 in the Original Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, in the City of Woodstock, McHenry County, Illinois, described as follows using bearings as referenced to

Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Commencing at a 5/8-inch iron pipe found at the southwest corner of said Lot 7; thence North 0 degrees 22 minutes 24 seconds West, 40.00 feet on the west line of said Lot 7 to the south line of said north 47.5 feet of the south 87.5 feet of Lots 7 and 8 for the Point of Beginning; thence North 89 degrees 14 minutes 44 seconds East, 15.06 feet along said south line; thence northwesterly, 27.31 feet on a curve to the right having a radius of 69.42 feet, the chord of said curve bears North 34 degrees 05 minutes 52 seconds West, 27.13 feet to the aforesaid west line of Lot 7; thence South 0 degrees 22 minutes 24 seconds East, 22.67 feet along said west line to the Point of Beginning.

Said parcel contains 0.003 acre or 145 square feet, more or less (the “Subject Property”).

**WHEREAS**, the City also wishes to acquire a five-year temporary construction easement legally described as follows:

“Parcel 2 Temporary Easement” – P.I.N. 13-05-386-008

The north 47.5 feet of the south 87.5 feet of Lots 7 and 8 in Block 18 in the Original Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, situated in the County of McHenry, in the State of Illinois, described as follows, using bearings as referenced to Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Commencing at a 5/8-inch iron pipe found at the southwest corner of said Lot 7; thence North 0 degrees 22 minutes 24 seconds West, 62.67 feet along the west line of said Lot 7 to the Point of Beginning; thence continuing North 0 degrees 22 minutes 24 seconds West, 20.41 feet along said west line; thence North 89 degrees 42 minutes 37 seconds East, 12.36 feet; thence South 0 degrees 17 minutes 23 seconds East, 29.21 feet; thence South 89 degrees 57 minutes 09 seconds East, 26.25 feet; thence South 0 degrees 10 minutes 38 seconds West, 13.45 feet to the south line of said 47.5 feet of the south 87.5 feet of Lots 7 and 8; thence South 89 degrees 14 minutes 44 seconds West, 23.38 feet along said south line; thence northwesterly, 27.31 feet on a curve to the right, having a radius of 69.42 feet, the chord of said curve bears North 34 degrees 05 minutes 52 seconds West, 27.13 feet to the Point of Beginning.

Said parcel contains 0.017 acre, more or less (the “Temporary Easement”).

**WHEREAS**, the Subject Property and the land underlying the Temporary Easement are depicted in Exhibit A hereto; and

**WHEREAS**, the City wishes to acquire title to the Subject Property to lay out, establish, open, alter, widen, extend, grade, pave and otherwise improve the City’s existing streets in and upon the Subject Property in order to construct a traffic “roundabout.” Under the laws of the State of Illinois, including portions of the Code cited in the preceding paragraphs, the City is authorized to acquire fee simple title the Subject Property insofar as it is necessary that the City

have and acquire the Subject Property for the above-described purposes and the public welfare as well as the Temporary Easement to enable the City construct such traffic roundabout on the Subject Property; and

**WHEREAS**, the Temporary Easement is necessary to acquire for the public purpose of constructing such traffic roundabout on the Subject Property; and

**WHEREAS**, the City's negotiator has negotiated with the owners of the Subject Property and the land underlying the Temporary Easement, as well as their attorneys, offered compensation in accordance with an appraisal of the Subject Property and the Temporary Easement, but the parties were unable to reach an agreement as to compensation and are at an impasse; and

**WHEREAS**, the acquisition of the Subject Property and Temporary Easement is necessary for a public purpose and the Subject Property and Temporary Easement would remain under the ownership and control of the City; and

**WHEREAS**, for the reasons and findings set forth above, the City's Council believes that the acquisition of title to the Subject Property and the acquisition of the Temporary Easement are necessary for a public purpose or purposes as contemplated by § 5-5-5(b) of the Eminent Domain Act, 735 ILCS 30/5-5-5; and

**WHEREAS**, Section 6(a) of Article VII, of the Illinois Constitution provides as follows:

Except as limited by this Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals, and welfare.

**WHEREAS**, the Subject Property and the land underlying the Temporary Easement are within the City's corporate boundaries and the exercise of eminent domain to acquire the Subject Property and the Temporary Easement pertains to the City's government and affairs;

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

**SECTION 1:** The foregoing recitals are incorporated herein as if fully set forth herein. The City determines that is necessary and desirable that the Subject Property be acquired in fee simple title and that the Temporary Easement be acquired for the reasons and public purposes set forth above and in accordance with the statutory authority set forth above. The City Manager, City staff and counsel are authorized and directed to take such steps, either by still additional negotiation or eminent domain, to acquire title to the Subject Property and to acquire the Temporary Easement and in accordance with applicable law.

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

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

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

Ayes:

Nays:

Abstentions:

Absentees:

APPROVED:

\_\_\_\_\_  
Mayor Brian Sager, Ph.D.

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

Passed: \_\_\_\_\_

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

Published: \_\_\_\_\_

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Exhibit A: Plat of Dedication Depicting the Subject Property (“Parcel 2”) and the Temporary Easement (“Parcel 2TE”)



**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Ordinance entitled *An Ordinance Authorizing the City to Bring an Eminent Domain Proceeding to Acquire Certain Property Located at 219 S. Madison Street*, was duly passed by said City Council.

The pamphlet form of Ordinance No. 20-O-\_\_\_\_\_, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the City Hall, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the City Clerk.

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

Given under my hand and corporate seal of the City of Woodstock this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(SEAL)

**RESOLUTION NO. 20-\_\_\_\_\_**

***A Resolution Requesting Authority from the General Assembly to Exercise Certain Powers Regarding Eminent Domain to Acquire Certain Real Property Located at 219 S. Madison Street, 311 Lake Avenue and Property Located at Northeast Quadrant of Madison Street and South Street in the City of Woodstock, County of McHenry, State of Illinois***

**WHEREAS**, the City of Woodstock, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Resolution constitutes an exercise of the City's home rule powers and functions as granted in the Constitution of the State of Illinois; and

**WHEREAS**, the City of Woodstock, County of McHenry, State of Illinois (the "City") is a duly organized and existing city created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the City; and

**WHEREAS**, the City Mayor (the "Mayor"), Brian Sager, PhD, the City Clerk, Cindy Smiley, and the City Council of the City (the "City Council"), James Prindiville, Darrin Flynn, Lisa Lohmeyer, Mike Turner, Wendy Piersall, and Gordon Tebo, constitute the duly elected, qualified, and acting officials of the City; and

**WHEREAS**, at its meeting of July 17, 2020, the Mayor and the City Council (collectively, the "Corporate Authorities") determined by Ordinances Nos 20-O-49, 20-O-50, 20-O-51 the acquisition of title to all or part of the following properties is necessary for a public purpose or purposes as contemplated by § 5-5-5(b) of the Eminent Domain Act, 735 ILCS 30/5-5-5: i) 311 Lake Avenue (the "Hunt Property"); ii) Northeast Quadrant of Madison Street and South Street (the "Hunt Property"); and iii) 219 S. Madison Street (the "Dittmer Property"), all in Woodstock, Illinois 60098, and legally described in Exhibit A, attached hereto and incorporated herein by reference (the "Subject Properties"), by either negotiation or condemnation; and

**WHEREAS**, negotiations having failed, condemnation now the remaining recourse, the Corporate Authorities held a public hearing pertaining to the Subject Properties on July 21, 2020, regarding exercising the right of eminent domain by condemnation proceedings and specifically by quick take, in conformity with the provisions of the Constitution and statutes of the State of Illinois, and including specifically pursuant to 735 ILCS 30/1-1-1, *et seq.*, and including the use of quick take powers under Section 30/20-5-5(b), *et seq.*, of the Eminent Domain Act; and

**WHEREAS**, following such hearing, the Corporate Authorities by this resolution hereby intend to request approval, and do hereby request approval, of legislation by the Illinois General Assembly authorizing the City to acquire the Subject Properties by eminent domain by the use of quick take powers under Section 30/20-5-5(b), *et seq.*, of the Eminent Domain Act; and

**WHEREAS**, the Corporate Authorities request such authority to exercise quick take for the period of one (1) year following the adoption of this Resolution; and

**WHEREAS**, based on the foregoing, the Corporate Authorities have determined that the Mayor, the City Attorney, and/or their respective designee(s) are hereby authorized to take all necessary actions relating to or collateral to the purpose of this Resolution; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interests of the City to acquire the Subject Properties as aforesaid; and

**WHEREAS**, the acquisition of the Subject Properties will serve the public purpose to enable the City to lay out, establish, widen, extend, grade, pave and otherwise improve its streets by constructing a traffic roundabout thereto and to utilize the temporary easement described above to enable the City to construct such traffic roundabout; and

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

## **ARTICLE I. IN GENERAL**

**Section 1. Incorporation Clause.** All of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct, and the City Council does hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

**Section 2. Purpose.** The purpose of this Resolution is to request approval of legislation by the Illinois General Assembly authorizing the City to acquire the Subject Properties by eminent domain by the use of quick take powers under Section 30/20-5-5, *et seq.*, of the Eminent Domain Act and to authorize and direct the Mayor or his designee to draft and execute all necessary documents and perform all necessary tasks to effectuate the intent of this Resolution.

**Section 3. Invocation of Authority.** This Resolution is adopted pursuant to the authority granted to the City by the Constitution of the State of Illinois and the Illinois Compiled Statutes.

**Section 4. State Law Adopted.** All applicable provisions of the Illinois Compiled Statutes, including the Illinois Municipal Code, as may be amended from time to time, relating to the purposes of this Resolution, are hereby incorporated herein by reference.

## **ARTICLE II. REQUEST FOR APPROVAL OF LEGISLATION**

**Section 1. Request and Authority.** That the Corporate Authorities hereby request approval of legislation by the Illinois General Assembly authorizing the City to acquire the Subject Properties by eminent domain and specifically by the use of quick take powers under Section 30/20-5-5, *et seq.*, of the Eminent Domain Act. That the Corporate Authorities hereby authorize and direct the Mayor or his designee to draft and execute all necessary documents and perform all necessary tasks to effectuate the intent of this Resolution. That this Resolution shall be published as set forth by statute and/or Illinois General Assembly Rules and a copy be forwarded to appropriate designated offices of the Illinois General Assembly. That the Mayor or his designee, and the City Attorney as may be required, are hereby authorized and directed to draft, execute, and complete any and all documents

deemed necessary, to effectuate the intent of this Resolution, whether or not such other documents are attached hereto. That the City Clerk is hereby authorized and directed to attest to, countersign, and affix the seal of the City to all such documents as are deemed necessary.

**Section 2. Other Actions Authorized.** The officers and employees of the City shall take all actions reasonably required or necessary to carry out and give effect to the intent of this Resolution and otherwise to consummate the purchase of the Subject Properties, and shall take all actions necessary in conformity therewith including, without limitation, the execution and delivery of all documents required to be delivered in connection with the actions contemplated herein.

**Section 3. Acts of City Officials.** That all past, present, and future acts and doings of the officials of the City that are in conformity with the purpose and intent of this Resolution are hereby, in all respects, ratified, approved, authorized, and confirmed.

### **ARTICLE III. HEADINGS, SAVINGS CLAUSES, PUBLICATION, EFFECTIVE DATE**

**Section 1. Headings.** The headings for the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provisions of this Resolution.

**Section 2. Severability.** The provisions of this Resolution are hereby declared to be severable and should any provision, clause, sentence, paragraph, sub-paragraph, section, or part of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision, clause, sentence, paragraph, sub-paragraph, section, or part thereof shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect. It is hereby declared to be the legislative intent of the City Council that this Resolution would have been adopted had not such unconstitutional or invalid provision, clause, sentence, paragraph, sub-paragraph, section, or part thereof been included.

**Section 3. Superseder.** All code provisions, ordinances, resolutions, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**Section 4. Publication.** A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the City as provided by the Illinois Municipal Code, as amended.

**Section 5. Effective Date.** This Resolution shall be in full force and effect upon its passage, approval, and publication, as provided by law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

---

Mayor Brian Sager, PhD

ATTEST:

---

City Clerk Cindy Smiley

## CERTIFICATION

I, Cindy Smiley, do hereby certify that I am the duly appointed and qualified Clerk of the City of Woodstock, McHenry County, Illinois, and that as such Clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the Mayor and City Council of said City.

I do hereby further certify that at a regular meeting of the Mayor and City Council of the City of Woodstock, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the foregoing Resolution, **A Resolution Requesting Authority from the General Assembly to Exercise Certain Powers Regarding Eminent Domain to Acquire Certain Real Property Located at 219 S. Madison Street, 311 Lake Avenue and Property Located at Northeast Quadrant of Madison Street and South Street in the City of Woodstock, County of McHenry, State of Illinois**, was duly passed and approved by the Mayor and City Council of the City of Woodstock.

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

IN WITNESS WHEREOF, I have affixed my name as Clerk and caused the seal of said City to be affixed hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

Cindy Smiley, Clerk  
City of Woodstock,  
McHenry County, Illinois

(CITY SEAL)

EXHIBIT A

“Parcel 2”: Part of P.I.N. 13-05-386-008

That part of the north 47.5 feet of the south 87.5 feet of Lots 7 and 8 in Block 18 in the Original Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, in the City of Woodstock, McHenry County, Illinois, described as follows using bearings as referenced to Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Commencing at a 5/8-inch iron pipe found at the southwest corner of said Lot 7; thence North 0 degrees 22 minutes 24 seconds West, 40.00 feet on the west line of said Lot 7 to the south line of said north 47.5 feet of the south 87.5 feet of Lots 7 and 8 for the Point of Beginning; thence North 89 degrees 14 minutes 44 seconds East, 15.06 feet along said south line; thence northwesterly, 27.31 feet on a curve to the right having a radius of 69.42 feet, the chord of said curve bears North 34 degrees 05 minutes 52 seconds West, 27.13 feet to the aforesaid west line of Lot 7; thence South 0 degrees 22 minutes 24 seconds East, 22.67 feet along said west line to the Point of Beginning.

Common Address: 219 S. Madison Street, Woodstock, IL 60098  
Said parcel contains 0.003 acre or 145 square feet, more or less

“Parcel 2 TE”: Part of P.I.N. 13-05-386-008

The north 47.5 feet of the south 87.5 feet of Lots 7 and 8 in Block 18 in the Original Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, situated in the County of McHenry, in the State of Illinois, described as follows, using bearings as referenced to Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Commencing at a 5/8-inch iron pipe found at the southwest corner of said Lot 7; thence North 0 degrees 22 minutes 24 seconds West, 62.67 feet along the west line of said Lot 7 to the Point of Beginning; thence continuing North 0 degrees 22 minutes 24 seconds West, 20.41 feet along said west line; thence North 89 degrees 42 minutes 37 seconds East, 12.36 feet; thence South 0 degrees 17 minutes 23 seconds East, 29.21 feet; thence South 89 degrees 57 minutes 09 seconds East, 26.25 feet; thence South 0 degrees 10 minutes 38 seconds West, 13.45 feet to the south line of said 47.5 feet of the south 87.5 feet of Lots 7 and 8; thence South 89 degrees 14 minutes 44 seconds West, 23.38 feet along said south line; thence northwesterly, 27.31 feet on a curve to the right, having a radius of 69.42 feet, the chord of said curve bears North 34 degrees 05 minutes 52 seconds West, 27.13 feet to the Point of Beginning.

Common Address: 219 S. Madison Street, Woodstock, IL 60098  
Said parcel contains 0.017 acre, more or less

“Parcel 3”: Part of P.I.N. 13-05-386-004

The south 40 feet of Lots 7 and 8 in Block 18 in the Original Plat of Town of Centerville, now City of Woodstock, a subdivision of part of the Southwest Quarter of Section 5, Township 44 North, Range 7 East of the Third Principal Meridian, according to the plat recorded June 10, 1844, in Book D of Deeds, page 201, in the City of Woodstock, McHenry County, Illinois.

Common Address: N/A

Said parcel contains 0.110 acre, more or less.

“Parcel 4”: Part of P.I.N. 13-08-130-001

That part of Lot 204 of the Assessor’s Plat of Section 8, Township 44 North, Range 7 East of the Third Principal Meridian described as follows, using bearings as referenced to Illinois State Plane Coordinate System, East Zone North American Datum 1983 (2011 Adjustment):

Beginning at the most westerly point of said Lot 204; thence South 89 degrees 50 minutes 58 seconds East, 72.00 feet along the north line of said Lot 204, said line also being the south right-of-way line of East South Street; thence South 22 degrees 00 minutes 17 seconds West, 47.64 feet to the southwesterly line of said Lot 204, said line also being the northeasterly right-of-way line of Lake Avenue; thence North 50 degrees 40 minutes 20 seconds West, 70.00 feet along said southwesterly line to the Point of Beginning.

Common Address: 311 Lake Avenue, Woodstock, Illinois

Said parcel contains 0.036 acre, more or less.



**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**  
**Garrett Anderson, Economic Development Director**  
**Jeff Van Landuyt, Public Works Director**

**Date: July 15, 2020**

**Re: Recreation Department, Recreation Center, Park Amenities, and Economic Development – Updates Regarding 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.

At the May 5<sup>th</sup> Council meeting, the summer Recreation programs, Woodstock Waterworks pool season, Opera House programs, and various park amenities were discussed in light of the Restore Illinois Plan. Many programs were cancelled or delayed and Council requested reviews of these policy decisions at appropriate times. In addition, many new programs have been implemented in response to COVID-19 to support and assist our local business community and these programs are continuing to be monitored by the Economic Development Department.

With the recent decision by the Governor to advance our region to Phase 4, the City Administration has prepared this memorandum to discuss proposed changes to certain areas of the City’s operations. Thanks in large part to the efforts of the Opera House and Public Works staff, the City Administration has been successful at offering Summer Band Concerts to our residents in the Park in the Square for the 136<sup>th</sup> season, while protecting public health. In addition, working with the Fourth of July Committee, a successful fireworks display was provided to our community, again taking precautions to protect public health.

The Opera House is tentatively working on an August 1<sup>st</sup> opening date with limited programming. Plans are currently being developed by Opera House Staff and clarifications are being pursued with the appropriate state agencies seeking interpretations of the Phase 4 guidance specific to our theater.

The following is an update on the current status of the Recreation Department and Recreation Center operations, pavilion scheduling and field scheduling that have occurred now that Woodstock has moved to Phase 4 of the Restore Illinois Plan.

### **Recreation Department:**

The Rec Department is now offering a variety of programs on a limited basis and in compliance with the Illinois Department of Public Health's guidelines.

For youths, the Rec Department is offering the following programs:

- Tball/Bittie Ball
- Horseback riding
- Tot/kids rock
- Art camp
- Tumbling/gymnastics
- Summer camp (an abbreviated Playground Program)
- Virtual magic
- Walking artists
- Volleyball camp
- Golf lessons
- Floral arrangement
- Flag football camp



For adults, programs include:

- Men's softball league
- Golf
- Ballroom dance
- Fused glass
- 43-mile challenge
- Sunset yoga.

### **Recreation Center:**

Although the number is rather fluid, our current full-time members are around 900, of which around 100 have put their membership on hold. When we closed in March, FT membership was around 1,100. We have around 200 members who have worked out since we reopened.

The Rec Center is currently open from 5:00 am – 7:00 pm, Monday through Friday, and 7:00 am – 3:00 pm on weekends. Normally, the Rec Center is open until 9:00 pm on weekdays and 5:00 pm on weekends.

We are offering 25 land fitness classes compared to the 45-50 classes we typically offer a week. At this time, no water aerobics classes are offered due to the inability to social distance.

As noted in earlier correspondence, the playroom, sauna, whirlpool, and tanning room are closed due to IDPH guidelines. Showers are available, but members are asked to bring their own towels.

Moving the nonelectric cardio machines to the aerobics floor and moving the fitness classes to the gym to provide better social distancing is working well.

Members have been very positive about the improvements we made during the close down including:

- The installation of new carpet in the office, circuit weight area, cardio room, and hallways
- Painting the locker rooms, gym, and family changing room
- Purchase of three new circuit weight machines, and additional free weights and benches
- Removing a rusted steel door in the pool area
- Installing numerous additional hand sanitizing stations throughout the facility
- Trimming the bushes and installing mulch in the parking lot islands

The City has purchased most of the inventory from Young Masters Martial Arts, which is going out of business. In addition to a multitude of fitness accessories, staff is very excited about the TRX equipment and the 13 spin bikes. We believe the addition of the TRX and spin classes will definitely be a positive addition to the Rec Center's business model.



### ***Field Scheduling:***

Phase 4 has allowed us to offer games again with guidelines outlined by the IDPH. Use of the fields has been heavy, especially for the older teams that are trying to make up for the loss of games in May and June. At this time, the City is not allowing tournaments.

The 24<sup>th</sup> Annual Woodstock Rec/Heatwave Girls Tournament, the Avalanche's Summer Slam, Woodstock Little League Tournament, and the MCYSA Tournament were all canceled.

### ***Pavilions:***

The Rec Department has begun accepting reservations for pavilions in Emricson Park beginning August 1<sup>st</sup>. The City Administration is in the process of purchasing an additional 33 picnic tables from a local company that will eventually be placed back in the pavilions, as the original picnic tables were repurposed to support local restaurants and offer dining within the Park in the Square.

### ***Playgrounds:***

While the majority of the City's park amenities are open, with proper social distancing, the guidance for playgrounds was unclear in the Governor's Phase 4 guidance. The City Attorney's Office has reached out to the DCEO regarding the status of park playgrounds. They have responded that the decision is at the discretion of the local municipality.

The City Administration can reach out to the McHenry County Health Department to determine their guidance, if any. The current website links to the DCEO webpage regarding Outdoor Recreation Guidelines.

The CDC guidance offers the following:

*Be thoughtful about the re-opening and care of playgrounds.*

- Consult with public health officials and refer to state and local regulations regarding the appropriate timing of re-opening playgrounds.
- Outdoor areas generally require normal [routine cleaning](#) and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should continue existing cleaning and hygiene practices for outdoor areas.
- The targeted use of disinfectants can be done effectively, efficiently, and safely on outdoor hard surfaces and objects frequently touched by multiple people (e.g., handrails, benches); make sure disinfectant has thoroughly dried before allowing children to play.
- Ensure [safe and correct use](#) and storage of disinfectants, including storing products securely away from children.

The City does not have adequate resources in personnel and cleaning supplies to constantly clean and disinfect outdoor playground equipment. The aforementioned CDC guidance also recognizes the inefficient utilization of cleaning efforts for this purpose.

### ***Economic Development:***

Action of the City Council during the March 25<sup>th</sup> Emergency Meeting included several waivers of fees and new programs. Some of these are still in effect, and continue to benefit the business community.

- ***Emergency Loans*** – Fifty six (56) loans have been issued to date, including one non-profit – the Moose Lodge, under the new allowances. The program remains available and although the pace of loan requests has slowed, one new application was received this week. Terms include a maximum loan amount of \$5,000 with zero interest and payments until May of 2021. After that date, the remaining balance bears an annual interest rate of 3%, which if paid over the intended three years would result in a monthly payment of just over \$145.
- ***Revolving Loans*** – Payments and interest have been waived for our existing Revolving Loans until the end of Phase 5, which is unknown at this time. At the time this action was taken in late March, the City had six active loans. After that date, in May, the City entered into a new loan with the My Little Bow Peeps Shop. Unless given alternative direction from the Council, City staff is not including this new loan in the group which has had their payments delayed. As the agreement stipulates, the first payment in the amount of just over \$700 would be due the first of August, 2020. My Little Bow Peeps Shop opened for business on Wednesday July 15th.
- ***Single-Use Bag Fee*** – The Council waived the fee based on State guidance regarding the perception of bringing bags from home as a possible vehicle for transmission of the virus. For now, this fee waiver remains in effect, meaning that groceries are offering product in single-use plastic bags with no per-bag fee. No recommended change is proposed at this time.

- **Curbside pickup** – At first, cones were used to designate temporary curbside pickup spots. These were well-received, but were removed at the beginning of Phase 4 as indoor dining became available, and retail businesses opened with greater capacity. It is recommended that temporary curbside pickup spots should no longer be designated in the downtown, only if restaurant dining rooms are fully closed again.
- **Outdoor Dining** – The Public Works and Economic Development Departments have been working diligently to adjust the availability of additional city-owned tables to the needs of local restaurants. Shortly before Phase 4 began, the City made a supply of tables from the parks and pool available to local restaurants to supplement their limited capacity. In addition to this, Benton Street was closed between E. Judd Street and the railroad tracks. Many restaurants have made creative arrangements for additional outdoor dining, both on their own property as well as on the downtown city sidewalks. It is recommended that the city-owned tables remain available to the restaurants as long as the weather permits continued outdoor dining. As a suggested date, the Benton Street Boardwalk was typically open until the second week of October. The closure of Benton Street should also remain in effect until October. It has been noticed by nearby businesses that these Benton Street restaurants are now taking their deliveries into the front doors on Main Street, when they had used Benton for this purpose in the past. As the plans for next year are evaluated, it is recommended that consideration be given to a plan that preserves a drive lane for delivery vehicles, garbage trucks, etc. on Benton Street, rather than a full closure.
- **Temporary Signs** – Ordinance 20-O-22, adopted by the City Council in March of this year, authorized the waiver of the required application process, permits and fees for temporary signs. The purpose of this program was to assist businesses in notifying the public of their modified operations due to the COVID-19 pandemic. Several local businesses have taken advantage of this program and the City Administration believes it has been very beneficial. Now, businesses are transitioning to Phase 4 of the Restore Illinois Plan, and are facing new challenges and continued uncertainty relating to their business operations. To further assist these businesses, the City Administration recommends that this program be extended until November 1, 2020.

***Recommendations:***

***Council's direction is requested.***



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager



**Economic Development Department**  
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**TO:** Roscoe C. Stelford III, City Manager  
**FROM:** Garrett Anderson, Economic Development Director  
**RE:** **Friday/Saturday Evenings – Partial Closure of Cass Street**

Ethereal Confections has been busy identifying creative ways to serve their customers during the past few months. This has included various delivery and takeout options as well as creative arrangements for outdoor dining.

The owners have identified an enhancement for outdoor dining that they would like to implement, which requires permission from the City Council. This involves the full closure of Cass Street in front of their business during the hours of 6:00 pm to 8:00 pm on Friday and Saturday nights. This closure would allow them to extend their dining area into the street. They would also like to invite performers to play live music during those same hours, most likely located on or near the sidewalk on the north side of the street, adjacent to the Sheriff's House.

The late timing of the closure is intended to fall after the neighboring street-level retail businesses have closed. We have received the following feedback:

- MD Trains is supportive as long as the needs of the neighbors are met.
- Bike Haven is supportive of the use. They are the last to close, at 6:00, while the others all close at 5:00.
- Interiors Anew is concerned that they typically use the time just after they close to bring in new merchandise. If a portion of the street were closed, they would prefer to have a designated loading space where their staff could load and re-stock the store.
- Winestock could not be reached prior to the publishing of this report. Staff suspects that Winestock may have interest in participating in the expanded opportunity for seating after hours.

The City Manager has been granted authority by the City Council to close downtown streets. However, this particular street was specifically discussed a few months ago at a City Council meeting, as one that should not be fully closed for street dining due to the concerns raised by several retail businesses on this block.

As another update, City staff is working with Ethereal Confections to explore the possibility of constructing rooftop dining at their Cass Street location. Some of the rooftop access was built into the recent building renovations. Their team is working on additional building plans now, which they will share with the City when ready. While the City did not give a direct incentive toward the \$1.5 million renovation of the old Elks Lodge (now Ethereal Confections), the City Council did approve \$150,000 in Revolving Loan funds. It is anticipated that this further addition of installing rooftop dining would be incentivized utilizing TIF #2 funds, although the amount has yet to be determined.

**Recommendation: City Council's direction is requested in regards to the request from Ethereal Confections involving the temporary closure of Cass Street for Friday and Saturday evenings.**



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager



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Roscoe C. Stelford III  
City Manager

**TO:** Honorable Mayor and City Council  
**FROM:** Roscoe C. Stelford III, City Manager  
**DATE:** **July 17, 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:

**August 4 – City Council Meeting**

1. Multi-Jurisdictional SWAT IGA renewal
2. Variations – Aldi
3. Real Woodstock – Presentation – Year in Review and First Quarter Update
4. No Parking – Greenley Street Ordinance
5. Lighting of the Square Discussion

**August 18, 2020 – City Council Meeting**

1. Swearing In Ceremonies
2. Incentive Pay Plan Results
3. Amend City Code – Budget Amendments 2/3 Vote
4. Cameras on the Square Contract
5. Court Resurfacing Contract
6. Recreation Center Roof Replacement Contract