



## 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

October 6, 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 962 3300 3275, Password 858421. 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

##### A. Presentations:

1. Friends of the Old Courthouse Donation

##### B. Proclamation:

1. Manufacturing Month

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

- C. Public Comments
- D. 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. September 15, 2020 City Council Meeting

**B. WARRANTS:**

- 1. #3923
- 2. #3924
- 3. #3925

**C. MINUTES AND REPORTS:**

- 1. Board of Fire and Police Commissioners June 1, 2020
- 2. Economic Development Commission June 4, 2020
- 3. Economic Development Commission September 3, 2020
- 4. Environmental Commission June 4, 2020
- 5. Environmental Commission July 13, 2020
- 6. Historic Preservation Commission June 4, 2020
- 7. Old Courthouse and Sherriff's House Advisory and Historic Preservation Commissions – Joint Meeting May 18, 2020
- 8. Plan Commission September 24, 2020
- 9. Police Pension Commission January 14, 2020
- 10. Police Pension Commission April 20, 2020
- 11. Woodstock Public Library Trustees May 14, 2020
- 12. Woodstock Public Library Trustees June 11, 2020
- 13. Woodstock Public Library Trustees July 9, 2020
- 14. Human Resources Report August 2020
- 15. Department of Public Works Report August 2020
- 16. Lighting of the Square Committee Report October 2020

**D. MANAGER'S REPORT NO. 165:**

- 1. Ordinance – Reimbursement of COVID-19 Expenses – CURES Program (165a)**  
Approval of an Ordinance authorizing the Mayor & City Clerk to execute all required agreements and any additional documentation pertaining to the State of Illinois' Local Cure Program for COVID-19 reimbursement, as well as ratification of any previous actions.

- 2. Ordinance – Resubdivision – Aldi Site – Northeast Corner of Lake Avenue and American Way** (165b)  
Adoption of an Ordinance Approving a Final Plat for Kensington Resubdivision at the Northwest Corner of Lake Avenue and American Way, Woodstock, Illinois. **DOC. 2**
- 3. Ordinance – Zoning Map Amendment, 124 N. Madison Street** (165c)  
Adoption of an Ordinance Approving a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for the property at 124 N. Madison Street, Woodstock, Illinois. **DOC. 3**
- 4. Ordinance – Zoning Map Amendment, 304 W. Calhoun Street** (165d)  
Adoption of an Ordinance Approving a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property at 304 W. Calhoun Street, Woodstock, Illinois. **DOC. 4**
- 5. Purchase – Schryver Avenue Property** (165e)  
Authorization for the City Manager to execute all appropriate contracts and additional documentation, as well as take all necessary steps and expend funds for the purchase of the vacant parcel (PIN 13-08-156-011), currently owned by McHenry County, for the amount of \$795, subject to final review and approval by the City Attorney’s Office. **DOC. 5**
- 6. Ordinance – City Code Parking Amendment, No Parking Greenley Street** (165f)  
Approval of an Ordinance to amend the Woodstock City Code to revise the regulations limiting and controlling on-street parking on Greenley Street between Lake Avenue and Vine Street. **DOC. 6**
- 7. Award of Contract – Custodial Services** (165g)  
Authorization to award a contract for custodial services at City Hall, the Library, Public Works, Opera House and the Recreation Center to Eco Clean Maintenance, Inc., Elmhurst, IL for a monthly fee not-to-exceed \$5,973 through September 30, 2021 and that unit prices of \$0.17/ sq. ft. to strip, wax, and buff tile floors; \$0.14/ sq. ft. to clean carpets; and \$520 per month to clean the train station be approved and applied on an ”as needed basis” as determined by City staff.
- 8. Award of Contract – HVAC Preventative Maintenance and Hourly Rates** (165h)  
Authorization to award a contract to Sherman Mechanical Inc, Cary, IL based upon the rates and preventative maintenance costs as submitted in their proposal.
- 9. Ordinance – Surplus Equipment Disposal** (165i)  
Approval of an Ordinance authorizing the disposal of items of personal property owned by the City of Woodstock, be approved, designating these items to be surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law. **DOC. 7**

- 10. Award of Contract – Waste Water Treatment Plant Facility Plans** (165j)  
Authorization to award a contract for professional services from Baxter & Woodman, Inc., to update the Facilities Planning Report for the North and Southside Wastewater Treatment Plants for a total cost not-to-exceed \$50,000.
- 11. Award of Contract – Rec Center Dectron Dehumidifier Replacement** (165k)  
Approval of a contract with Sherman Mechanical, Inc., Cary, IL to purchase and install an Eight-Ton Dectron Dehumidifier serving the area housing the pool and whirlpool at the Woodstock Recreation Center at a cost not-to-exceed \$49,000.
- 12. DC Cobbs – Benton Street Tent/Closure Request** (165l)  
Council input and direction is requested before granting City Manager approval of the request to erect a tent on the public way and the continued closure of Benton Street until November 30<sup>th</sup>.

**V. FUTURE AGENDA ITEMS**

**VI. ADJOURN**

*NOTICE: In compliance with the Americans With Disabilities Act (ADA), this and all other City Council meetings are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed, please call the City Manager's Office at 815/338-4301 at least 72 hours prior to any meeting so that accommodations can be made. In light of the COVID-19 emergency and the plan for a remote meeting to protect the public health, please notify the City if you need any special accommodations to follow this meeting remotely.*



**City Manager's Office**  
Terry Willcockson  
Grants/Communications Manager

121 W. Calhoun Street  
Woodstock, Illinois 60098  
815/338-4300 ext. 11128  
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## Memo

**To:** Roscoe Stelford, City Manager  
**From:** Terry Willcockson, Grants/Communications Manager  
**Date:** September 29, 2020  
**Re:** FRIENDS OF THE OLD COURTHOUSE 2020 DONATION TO THE CITY

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Friends of the Old Courthouse continues to work diligently to promote community awareness and interest in, and funding support for, restoration of the magnificent Old Courthouse and Sheriff's House, to assist in achieving the buildings' full public use once more.

A variety of year-long efforts has resulted in accumulation of \$10,000 for donation to the City. Some of these funds reflect "left over" dollars from the group's sold-out "Dancing with the Courthouse Stars" evening at the Opera House last year, which resulted in a \$20,000 donation to the City in 2019. Funds were also raised through donations made at monthly docent-guided tours of the buildings (pre-COVID); votes cast during the group's annual Gingerbread House Walk exhibition; promoted sales of building windows no longer usable in restoration efforts; and continued sales of the FOTOC-produced "A Year in the Life of McHenry County" photography book and the FOTOC-produced "Life Imitates Art" Celebrity Calendar.

As a result, the Friends of the Old Courthouse Board of Directors—Julie Miller/President, Susan Stelford/Vice President, Tom Ellinghausen/Treasurer, Terry Willcockson/Secretary, Darrell Moore, Tina Hill, Jose Rey and Patricia Kraft—is pleased and gratified to present a check to the City of Woodstock in the amount of **\$10,000** for continued improvements to the 1857 Old Courthouse and Sheriff's House complex on the Historic Woodstock Square, and hopes to continue offering their assistance to this important restoration effort for many years to come.



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## Memo

**TO:** Roscoe Stelford, City Manager

**FROM:** Terry Willcockson, Grants/Communications Manager

**DATE:** September 28, 2020

**RE:** Proclamation Honoring 2020 October as Manufacturing Month in Woodstock

The contributions to our community made by Woodstock's valued Manufacturers cannot be overestimated, and must not be overlooked, particularly during this challenging time of ongoing staffing, supply chain and productivity pandemic concerns.

Woodstock Manufacturers play a foundational role in bringing financial stability, employment opportunities, and essential goods and services, not only to residents of Woodstock, but to people across the country and around the world. We applaud their efforts and offer our sincere appreciation.

**PROCLAMATION**  
**Honoring**  
**MANUFACTURING MONTH IN WOODSTOCK**  
**OCTOBER 2020**

**WHEREAS, *Manufacturing Day*** was celebrated across the US on October 2<sup>nd</sup>; and

**WHEREAS, *Manufacturing*** is recognized as such a vital contributor to the success of the Woodstock community and its economy, the City has expanded that celebration by declaring October as ***Manufacturing Month*** in Woodstock; and

**WHEREAS, *Manufacturing*** companies nationwide perform more than three-quarters of all private research, driving more innovation than any other sector, while offering the highest duplicator impact, with \$1.89 added to the economy for every \$1.00 spent, and the highest employment multiplier with 1.24 community jobs created for every manufacturing job created; and,

**WHEREAS, *Manufacturing*** companies today offer welcoming workplaces with clean technology-driven environments, excellent salaries, and a high level of employee benefits, including health care coverage; and,

**WHEREAS, *Manufacturing*** is the second largest employment sector in Woodstock, offering 2,500 positions locally, almost twice the national average of employment opportunities for skilled workers for this size community; and,

**WHEREAS,** of the top 19 employment categories in Woodstock, ***Manufacturing*** ranks 5<sup>th</sup> in earnings per worker, with an average salary of \$76,000, and many companies continually seek qualified workers, offering training and upward mobility; and,

**WHEREAS, *Manufacturing*** companies occupy over 4 million square feet of building space under roof in Woodstock and, ***Manufacturing*** provides enormous economic stability as the sector producing the highest Gross Regional Product figure, totaling \$255 million or almost one quarter of the economic production of our community.

**NOW, THEREFORE, BE IT PROCLAIMED** that the City Council of the City of Woodstock, on behalf of all citizens of Woodstock, wishes to congratulate and commend all Woodstock ***Manufacturing*** companies, owners and employees, for the outstanding contributions they make every day to our community and offers enthusiastic support for their continued productivity and success, and declares the month of October as Manufacturing Month in the City of Woodstock.

**APPROVED** and **ADOPTED** by the City Council of the City of Woodstock, McHenry County, the 6<sup>th</sup> day of October, 2020.

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Brian Sager, Ph.D., Mayor

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Cindy Smiley, City Clerk

**MINUTES**  
**WOODSTOCK CITY COUNCIL**  
City Council Chambers  
September 15, 2020

A regular meeting of the Woodstock City Council was called to order at 7:00 PM on Tuesday, September 15, 2020, by Deputy Mayor Turner in the Council Chambers at Woodstock City Hall. Deputy Mayor Turner noted this meeting of the Woodstock City Council is being held under the Governor's Emergency Declaration with Council members attending remotely and those attending at City Hall observing social distancing. Deputy Mayor Turner stated the meeting is being live-streamed, 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 to make comments and ask questions, and inviting all to participate. Deputy Mayor Turner explained the Consent Calendar.

A roll call was taken.

**COUNCIL MEMBERS PRESENT:** Deputy Mayor Michael Turner

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

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Roscoe Stelford.

**STAFF ATTENDING REMOTELY:** Assistant City Manager/Finance Director Paul Christensen, City Attorney Ruth Schlossberg, IT Director Dan McElmeel, Public Works Director Jeff Van Landuyt, Economic Development Director Garrett Anderson, Building and Zoning Director Joe Napolitano, City Planner Darrell Moore, and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS ATTENDING REMOTELY:** Danielle Guilli, President, Woodstock Area Chamber of Commerce and Industry.

Deputy Mayor Turner noted the presence of a quorum under the revised rules of the Governor during this COVID-19 emergency and under safety guidelines by the Open Meetings Act. Chief Deputy City Clerk Howie 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.

**B. Council Comments**

Deputy Mayor Turner stated that today is National IT Professionals Day; he recognized the City's IT Director Dan McElmeel and IT staff, and expressed his thanks and

appreciation for all the work that Mr. McElmeel and the City's IT Department has done, especially through these uncertain times during the COVID-19 pandemic.

#### IV. CONSENT AGENDA

Motion by G. Tebo, second by L. Lohmeyer to approve the Consent Agenda.

In response to a question from Deputy Mayor Turner, the following item was removed from the Consent Agenda by the City Council or the Public.

Item D-8 was removed by Councilwoman Piersall.

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

Deputy Mayor Turner affirmed the Consent Agenda to include items A through D-7, with the exception of item D-8, as follows:

**A. MINUTES OF PREVIOUS MEETING**  
September 1, 2020 City Council Meeting

**B. WARRANTS**            #3921            #3922

**C. MINUTES AND REPORTS**

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Environmental Commission           | February 6, 2020 |
| 2. Environmental Commission           | March 5, 2020    |
| 3. Woodstock Public Library Trustees  | March 12, 2020   |
| 4. Parks and Recreation Commission    | March 10, 2020   |
| 5. Economic Development Commission    | March 5, 2020    |
| 6. Economic Development Commission    | May 1, 2020      |
| 7. Plan Commission Minutes            | June 25, 2020    |
| 8. Plan Commission Minutes            | July 23, 2020    |
| 9. Opera House Advisory Board Minutes | August 18, 2020  |

**D. MANAGER'S REPORT NO. 164:**

- 1. Contractual Services – Laserfische Contactless Open Enrollment Project –**  
Authorization for the City Administration to utilize contractual services of \$9,625 for Civic Systems and \$11,200 for TKB Associates, along with any other necessary expenses not to exceed \$5,000 to design, program and implement a contactless open enrollment process in response to COVID-19.
- 2. Ordinance – Sign Variance – 11601 Catalpa Lane –** Approval of Ordinance 20-O-66, identified as Document #1, *An Ordinance Granting Variations from Section 13.8.2 (Permanent Ground Signs) to Allow a Permanent Ground Sign up to 100 Square Feet in Area and 18 feet in Height at 11601 Catalpa Lane.*

3. **Ordinance – FY19/20 Budget Amendments** – Approval of Ordinance 20-O-67, identified as Document #2, *An Ordinance Amending the Fiscal Year 2019-2020 Budget for the City of Woodstock, Illinois*.
4. **Award of Contract – Recreation Center Roof Replacement** – Authorization to award a contract to Freeport Industrial Roofing, Inc., Freeport, IL for the construction of a roof overlay w/beveled flute fillers and a 10-year labor and workmanship warranty at the Recreation Center for an amount not-to-exceed \$46,300.
5. **Award of Contract – Downtown Pavers** – Approval to award a contract for the 2020 Downtown Brick Paver Maintenance and Replacement Program to Nierman Landscape & Design of Woodstock, IL, based upon the bid unit prices to complete the downtown brick paver maintenance work for a total cost not-to-exceed \$26,700.
6. **Award of Contract – Salt Storage Building Demolition and Construction** – Authorization to award a contract to Greenfield Contractors LLC for an amount not-to-exceed \$61,500 for material, labor, and supplies necessary to construct a 40’ x 64’ Accu-Steel building for salt storage, and authorization to award a contract to Gavers Paving & Excavating, Woodstock, IL to demolish the existing dome and provide precast base blocks for the facility to constructed upon for a total cost not-to-exceed \$11,350.
7. **Award of Contract – Holiday Lights** - Approval of a contract for services to install, maintain, and remove holiday lights for the 2020 season to GRO Horticultural Enterprises, Inc., Union, IL for the draping of trees and ground bushes at a total price not-to-exceed \$30,765, and authorization to purchase from Windy City Lights, Inc., West Chicago, IL for clear and multi-color incandescent string lights at a cost not-to-exceed \$7,630; clear LED string lights at a cost not-to-exceed \$2,600; and C7 LED Bulbs and wire spools at a cost not-to-exceed \$4,177.

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

## **DISCUSSION:**

Councilwoman Piersall had questions about the food truck regulations, as presented. She opined, some information is not congruent with what Council had heard earlier this summer. One of the differences was the area in which notice should be given to restaurants, which changed from 150’ to 250’. Councilwoman Piersall was also concerned with the limit of ten events per year for each vendor. She stated these regulations make the City of Woodstock one of the strictest communities in the area. She opined that these regulations will make it more difficult for food trucks to work in Woodstock.

Deputy Mayor Turner thanked Councilwoman Piersall for her comments and asked staff for their response to these concerns. City Manager Stelford asked Director Napolitano to explain the area increase to 250’. Mr. Napolitano explained that food trucks/vendors must obtain permission from a business if the truck wants to park in front of an establishment. The notification requirement

informs the surrounding business community when the truck will be present and its location. The regulation was changed to 250' so that more establishments could be informed. Mr. Napolitano explained that permission is only needed from an establishment when the food truck/vendor will be parked on their private property.

Councilwoman Piersall stated that Council is not in the business of regulating competition. In response to a question from Councilwoman Piersall, City Manager Stelford confirmed that these regulations do not include food trucks/vendors that are part of a community event and/or the Woodstock Farmer's Market. Mr. Stelford shared additional information pertaining to processes for having food trucks at community events and the Farmer's Market. He added that event organizers must come to the City for permission to hold an event, and meetings are held to discuss event details, which include the presence of vendors.

In response to questions from Councilman Flynn, City Manager Stelford explained that the 250' guideline is for notification to restaurants based on where the food truck would be located. Mr. Stelford also explained that community events that are organized by the Chamber of Commerce are handled the same as all other community events in the City.

Mayor Sager agreed that 250' is fine as it's a notification element that allows brick and mortar establishments to be advised of an upcoming food truck event. Mayor Sager provided a definition of community events vs. mixers, and he named several community events that would be excluded from this. Mayor Sager opined that ten events per year is a limiting number of events for food trucks. He agreed with the fees of \$50 for the first event and \$25 for events after that. However, he asked that the number of opportunities for events be increased and that some of the guidelines before them be a bit more flexible. Councilwoman Piersall agreed with Mayor Sager's suggestions.

Councilman Flynn agreed with raising the number of events to allow these businesses more opportunities, G. Tebo asked what the City's history has been with food trucks before COVID? Is this something new?

In response to several questions from Councilman Tebo, City Manager Stelford said that the City hasn't had a lot of food truck requests in the past, but since the COVID-19 pandemic, the requests have increased as several establishments are working in partnership with food trucks. Mr. Anderson added that, in the past, most food trucks have been involved in community events. It was noted that Catalent has brought food trucks in for their employees on several occasions during the lunch hour.

Mr. Napolitano mentioned that several new breweries are coming in with beer gardens; however, many of these establishments don't serve food, so they are partnering with food trucks. It was noted that the licenses go to the food truck, not to the establishment that hired them. Some local businesses may assist with the licensing process for the food truck, but it is the food truck that needs to get the license. Mr. Napolitano added that Your Sister's Tomato started their business as a food truck and added a brick and mortar restaurant just a couple of years ago. Their food truck has been to several places throughout town; however, they wouldn't need a separate permit because they have a brick and mortar restaurant. Councilman Tebo expressed his concern for

businesses having a limit on how many times they could have a food truck outside their business. In response, City Manager Stelford said each food truck event is for a 3-day period of time. He opined that a business such as Catalent would probably select several different food trucks.

Councilwoman Lohmeyer said she liked the increase to 250' of notification to establishments along with the increase in number of events allowed per year and the cap of how much the City would charge a food truck per year. Councilman Prindiville expressed his concerns about the idea of an employer having a food truck every day. He suggested that the City learn more about this trend and possibly revisit this topic in the future should it becomes an issue.

Mayor Sager appreciates the thoughts and comments from Council and Staff; however, he sees the need to move forward with this food truck license. He added that should a company approach the City with some other ideas, then we'll handle that when the questions arise. Mayor Sager opined that Council should amend the proposed Ordinances. He suggested a good place to start would be to cap the annual license fee to a maximum of \$300 with 24 events on an annual basis.

Deputy Mayor Turner said he agreed that this discussion is spot-on as Council is now more aware of the ideas and suggestions before them. He wants businesses to know that they can approach Council members and City staff should they have suggestions or concerns going forward. Deputy Mayor Turner wants to keep an eye on what happens with this process along with any effects this may have on our local restaurants. He opined that food trucks are more common in the summer months, but we do need to keep an eye on this and possibly revisit.

Deputy Mayor Turner asked if any members of the public had a question. Chamber of Commerce President Danielle Gulli opined this has been a positive conversation. There was some discussion about brick and mortar businesses that also have a food truck, and how permitting or permission would be granted. Staff confirmed that those businesses would not need to pay for a permit for their food truck. There was a bit of discussion about the need for food trucks to pay sales tax.

Deputy Mayor Turner thanked Ms. Gulli for her comments. In response to a question from Deputy Mayor Turner, City Manager Stelford said he would like brick and mortar establishments to apply for a permit, but no fees would be collected. City Manager Stelford explained the process of how these businesses apply and pay sales tax. It was noted that the Ordinance prohibits food trucks in neighborhoods unless there is a specific event, such as a block party. Ms. Gulli said she is comfortable with that. City Manager Stelford added that any time a food truck participates in a community event, that event does not count against this program.

Ryan Ortmann said he likes a few things that have been said this evening. He has owned a brick and mortar establishment in Woodstock for nine years. He added that his customers have requested that they have a food truck every Friday night in addition to their outdoor service, especially now with the limited occupancy inside. Mr. Ortmann asked if a food truck could notify the surrounding establishments within 250', in a single instance, providing dates when they'd be at a specific location or if they had to notify businesses every single time. In response, Mr. Napolitano said the application will specify dates of events, all of those dates can be incorporated within one single notification per location.

Deputy Mayor Turner clarified that the notification to establishments is just that, a notice. The food truck does not need permission from all the establishments, only from the establishment it is parked in front of.

In response to a question from Councilman Flynn, Mr. Anderson said Staff will provide a list of addresses for each mobile food truck vendor once the application is received, as well as going forward with new requests. Staff will also contact food truck vendors that are vending in town without a permit. Deputy Mayor Turner reiterated that the City is not doing this to regulate; this is being done to attract these businesses and expand opportunities for our residents.

In response to a question from Mr. Ortmann, Mayor Sager said that Mr. Ortmann can contact the City for permission to have outdoor events, as he has in the past. In response to Ms. Gulli's question, City Manager Stelford said it is the City's intent that all mobile food truck vendors, even if they have a brick and mortar establishment, apply for and receive a permit; however, they don't have to pay. Mayor Sager said a food truck vendor must obtain permission from an establishment prior to parking in front of it. However, Mayor Sager doesn't believe that brick and mortar business should require a license for their mobile food truck.

Ms. Gulli asked what would happen if a food truck had received permission for a specific event, and paid the fee, but then they were unable to make it to the event. This is something the City will have to figure out going forward. In response to additional questions, Mr. Stelford explained the provision that an establishment must extend permission to a food truck before they can park in front of them and that this Ordinance does not include food trucks that are part of a community event. Mr. Stelford specified that a mobile food truck must obtain permission from the establishment owner or property owner for parking in front of both public and private property.

Deputy Mayor Turner asked if there were any additional comments from the public, and any additional comments from City Council. Further discussion ensued.

Mayor Sager moved, second by Councilwoman Piersall to approve the following Ordinances as amended:

Approval of Ordinance 20-O-68, identified as Document #3, "*An Ordinance Amending Title 3, Chapter 6, of the Woodstock, Illinois City Code Relating to Temporary Vendors and Mobile Food Trucks,*" with the following amendments:

- N. 1.) "Mobile Food Truck Vendors locating on private or public property shall provide written permission from any business(es) or merchant(s) immediately adjacent to the area on which the mobile food truck will be located," and
- Q.) To read as, "The initial fee for a Mobile Food Truck Vendor's license is fifty dollars (\$50) for the first Occasion, as defined herein, and twenty-five dollars (\$25) for each subsequent Occasion to a maximum of \$300 annually. A Mobile Food Truck Vendor's license shall be valid for a single Occasion, and no applicant shall be issued more than thirty (30) licenses, unless otherwise approved by the City Council. Provided, however, that this fee and license requirement shall be

waived for any applicant having a brick and mortar restaurant or other licensed food service establishment operating in the City;” and

Approval of Ordinance 20-O-68, identified as Document #4, “*An Ordinance Amending Various Sections of the City of Woodstock, Illinois Unified Development Ordinance Relating to Mobile Kitchens.*”

M. Turner asked for comments from the public, or comments from Council.

In response to a question from Councilman Tebo, Deputy Mayor Turner said that because brick and mortar establishments do not need to apply for a Mobile Food Truck permit, the City may not be notified as to where and when these vehicles will be. Mayor Sager said he doesn’t believe that it’s necessary for the City to know about every birthday party and wedding that those trucks will be involved with; therefore, brick and mortar establishments should not be required to apply for food truck permits.

Deputy Mayor Turner thanked all for their comments.

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

**V. FUTURE AGENDA ITEMS**

There were no items added to the tentative future agendas.

**VIII. ADJOURN**

Motion by G. Tebo , second by J. Prindiville, to adjourn this regular meeting of the Woodstock City Council to the next City Council meeting to be held at 7:00 PM on Tuesday, October 6, 2020 in the Council Chambers at City Hall.

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

The meeting was adjourned at 8:12 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy 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	1,004.57
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
AMRAEN, MONICA	CITY MANAGER	182.80
COSGRAY, ELIZABETH	CITY MANAGER	1,539.20
HOWIE, JANE	CITY MANAGER	2,993.60
SMILEY, CINDY	CITY MANAGER	100.00
STELFORD III, ROSCOE	CITY MANAGER	6,818.66
WILLCOCKSON, TERESA	CITY MANAGER	3,040.06
JANIGA, JOSEPH	CROSSING GUARDS	184.80
MONACK, KIM	CROSSING GUARDS	424.96
ANDERSON, GARRETT D	ECONOMIC DEVELOPMENT	5,234.07
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	5,490.03
CHIODO, LOUIS	INFORMATION TECHNOLOGY	2,522.40
MCELMEEL, DANIEL	INFORMATION TECHNOLOGY	4,681.02
BAUGHER, ANGELA	LIBRARY	1,404.18
BRADLEY, KATHERINE	LIBRARY	2,000.67
CAMPBELL, SARAH JANE	LIBRARY	642.97
CEREDA, VALERIA	LIBRARY	851.52
CZISCHKI, KAYLE	LIBRARY	130.00
DAWDY, KIRK	LIBRARY	2,442.76
DEL SANTO, MARYANN	LIBRARY	933.92
GESSERT, ELIZABETH	LIBRARY	155.00
GROSECLOSE, PAMELA	LIBRARY	1,960.67
HANSEN, MARTHA	LIBRARY	3,518.94
HUGHES, JEFFREY	LIBRARY	180.00
MILLER, LISA	LIBRARY	2,163.20
NAUERT, MARY LOU	LIBRARY	200.00
OLEARY, CAROLYN	LIBRARY	2,275.20
PALMQUIST, PEGGY	LIBRARY	293.40
REWOLDT, BAILEY S	LIBRARY	1,955.92
ROSSI, LISA	LIBRARY	674.82
SAGE, REBECCA	LIBRARY	337.41
SMILEY, BRIAN	LIBRARY	455.00
TOTTON SCHWARZ, LORA	LIBRARY	2,942.14
TRIPP, KATHRYN	LIBRARY	2,090.47

Name	Department	Total Gross
WEBER, NICHOLAS P	LIBRARY	4,698.27
WICKERSHEIM, SHAWN	LIBRARY	1,077.60
ZAMORANO, CARRIE	LIBRARY	2,439.67
CAMPBELL, DANIEL	OPERA HOUSE	4,070.46
DAWSON, LISA	OPERA HOUSE	125.72
FOGAL, CHRISTINA	OPERA HOUSE	1,030.00
GLEASON, HOLLY	OPERA HOUSE	2,387.02
MCCORMACK, JOSEPH	OPERA HOUSE	2,781.33
PUZZO, DANIEL	OPERA HOUSE	927.00
BIRDSELL, CHRISTOPHER	PARKS	2,337.60
EDDY, BRANDON	PARKS	2,168.80
KUEHN, CARLIE	PARKS	1,873.60
LECHNER, PHILIP A	PARKS	2,233.79
LESTER, TAD	PARKS	2,445.60
LYNK, CHRIS	PARKS	3,171.56
MASS, STANLEY PHILIP	PARKS	2,582.96
MECKLENBURG, JOHN	PARKS	3,028.00
OLEARY, PATRICK	PARKS	2,731.20
SERPE, ANTHONY	PARKS	831.60
SPRING, TIMOTHY	PARKS	1,873.60
ABRAHAMSEN, SHARON L	POLICE	3,789.25
BERNARDI, NICHOLAS	POLICE	2,647.68
BERNSTEIN, JASON	POLICE	3,960.60
BRANUM, ROBBY	POLICE	4,432.69
BUTLER, MICHAEL	POLICE	2,521.60
CARRENO, IVAN	POLICE	2,647.68
CIPOLLA, CONSTANTINO	POLICE	4,441.60
DEMPSEY, DAVID	POLICE	3,772.01
DIDIER, JONATHAN D	POLICE	1,984.80
DIFRANCESCA, JAN	POLICE	2,718.40
DOLAN, RICHARD	POLICE	4,158.84
EISELSTEIN, FRED	POLICE	3,960.61
FARNUM, PAUL	POLICE	3,306.71
FISCHER, ADAM D	POLICE	3,229.80
FOURDYCE, JOSHUA	POLICE	4,923.06
GALLMAN, CHRISTOPHER	POLICE	2,521.60
GUSTAFSON, SAMUEL	POLICE	2,521.60
GUSTIS, MICHAEL	POLICE	3,960.60
HENRY, DANIEL	POLICE	3,960.60
KAROLEWICZ, ROBIN	POLICE	2,718.40
KIVLEY, MARK	POLICE	2,521.60
KOPULOS, GEORGE	POLICE	4,232.81
KRYSIK, KIMBERLY	POLICE	858.60
LANZ II, ARTHUR R	POLICE	4,725.11
LIEB, JOHN	POLICE	5,460.91
LINTNER, WILLIAM	POLICE	3,772.00
MARSHALL, SHANE	POLICE	4,109.33
MEZA, HECTOR	POLICE	3,035.76
MINNITI, CARLO	POLICE	3,315.35
MORTIMER, JEREMY	POLICE	4,161.60
MRZLAK, CHRISTINE	POLICE	942.50
MUEHLFELT, BRETT	POLICE	3,772.01
NICKELS, THOMAS	POLICE	2,891.20

Name	Department	Total Gross
PARSONS, JEFFREY	POLICE	4,859.66
PETERSON, CHAD	POLICE	474.81
PRENTICE, MATTHEW	POLICE	3,445.61
PRITCHARD, ROBERT	POLICE	5,075.47
RAPACZ, JOSHUA	POLICE	4,798.85
REED, TAMARA	POLICE	2,323.20
REITZ JR, ANDREW	POLICE	3,960.60
SCHMIDT, LUCAS	POLICE	2,647.68
SCHRAW, ADAM	POLICE	4,402.63
SHARP, DAVID	POLICE	3,753.26
SVEHLA, SPENSER	POLICE	2,647.68
SYKORA, SARA	POLICE	942.50
TABAKA, RANDALL S	POLICE	543.62
VALLE, SANDRA	POLICE	3,772.01
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	2,728.13
GARZA, ANNA	RECREATION CENTER	867.46
GRIVNA, JUSTIN	RECREATION CENTER	829.92
GUIF, HANNAH	RECREATION CENTER	549.71
LISK, MARY LYNN	RECREATION CENTER	2,853.67
MAIDMENT, GRACE	RECREATION CENTER	549.71
MILLER, KYLE	RECREATION CENTER	60.00
REESE, AIMEE	RECREATION CENTER	294.27
TORREZ, RENEE	RECREATION CENTER	2,487.78
VIDALES, REBECCA	RECREATION CENTER	2,823.81
VIDALS, ABIGAIL	RECREATION CENTER	750.88
ZAMORANO, GUILLERMO	RECREATION CENTER	571.95
ZINNEN, JOHN DAVID	RECREATION CENTER	4,786.63
BUTENSCHOEN, GAVIN	SEWER & WATER MAINT	1,998.07
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINT	1,941.60
MAJOR, STEPHEN	SEWER & WATER MAINT	3,240.81
MARTENSON, ALEX	SEWER & WATER MAINT	2,394.60
ORTEGA II, GASPAR	SEWER & WATER MAINT	2,260.14
PARKER, SHAWN	SEWER & WATER MAINT	3,352.01
WILLIAMS, BRYANT P	SEWER & WATER MAINT	3,045.95
BURGESS, JEFFREY	STREETS	2,808.00
CHAUNCEY, JUDD T	STREETS	1,873.60
LOMBARDO, JAMES	STREETS	2,314.40
MARTINEZ JR, MAURO	STREETS	1,941.60
MAXWELL, ZACHARY	STREETS	2,014.71
SCHACHT, TREVOR	STREETS	1,996.00
STOLL, MARK T	STREETS	1,941.60
VIDALES, ROGER	STREETS	3,096.64
WEGENER, JAMES	STREETS	2,036.00
BAKER, WAYNE	WASTEWATER TREATMENT	3,028.00
BOETTCHER, BRADLEY	WASTEWATER TREATMENT	2,346.95
BOLDA, DANIEL	WASTEWATER TREATMENT	2,506.84
GEORGE, ANNE	WASTEWATER TREATMENT	3,991.40
SHEAHAN, ADAM	WASTEWATER TREATMENT	2,720.73

Name	Department	Total Gross
VIDALES, HENRY	WASTEWATER TREATMENT	2,731.20
GARRISON, ADAM	WATER TREATMENT	3,353.44
HOFFMAN, THOMAS	WATER TREATMENT	2,711.20
SCARPACE, SHANE	WATER TREATMENT	3,302.76
SMITH, WILLIAM	WATER TREATMENT	3,753.34
WHISTON, TIMOTHY	WATER TREATMENT	2,557.64
Grand Totals:	165	425,880.16

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	1,057.91
LIMBAUGH, DONNA	BUILDING & ZONING	2,858.40
MOORE, DARRELL	BUILDING & ZONING	3,267.89
NAPOLITANO, JOSEPH	BUILDING & ZONING	4,220.19
WALKINGTON, ROB	BUILDING & ZONING	3,409.60
AMRAEN, MONICA	CITY MANAGER	422.73
COSGRAY, ELIZABETH	CITY MANAGER	1,639.20
HOWIE, JANE	CITY MANAGER	2,993.60
STELFORD III, ROSCOE	CITY MANAGER	6,818.66
WILLCOCKSON, TERESA	CITY MANAGER	3,040.05
JANIGA, JOSEPH	CROSSING GUARDS	184.80
MONACK, KIM	CROSSING GUARDS	531.20
ANDERSON, GARRETT D	ECONOMIC DEVELOPMENT	5,234.07
COLTRIN, KRISTA E	ECONOMIC DEVELOPMENT	2,886.96
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	1,420.01
RAMIREZ, PAOLA	FINANCE	2,033.60
STEIGER, ALLISON	FINANCE	2,083.20
STRACZEK, WILLIAM	FINANCE	2,929.69
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
SCHOBBER, DEBORAH	HUMAN RESOURCES	5,490.03
CHIODO, LOUIS	INFORMATION TECHNOLOGY	2,522.40
MCELMEEL, DANIEL	INFORMATION TECHNOLOGY	4,681.02
BAUGHER, ANGELA	LIBRARY	1,404.18
BRADLEY, KATHERINE	LIBRARY	2,000.67
CAMPBELL, SARAH JANE	LIBRARY	556.76
CEREDA, VALERIA	LIBRARY	993.44
DAWDY, KIRK	LIBRARY	2,442.75
DEL SANTO, MARYANN	LIBRARY	1,149.44
GESSERT, ELIZABETH	LIBRARY	230.00
GROSECLOSE, PAMELA	LIBRARY	1,960.67
HANSEN, MARTHA	LIBRARY	3,518.94
HUGHES, JEFFREY	LIBRARY	230.00
MILLER, LISA	LIBRARY	2,163.20
NAUERT, MARY LOU	LIBRARY	290.00
OLEARY, CAROLYN	LIBRARY	2,275.20
PALMQUIST, PEGGY	LIBRARY	352.08
REWOLDT, BAILEY S	LIBRARY	1,955.92
ROSSI, LISA	LIBRARY	733.50
SAGE, REBECCA	LIBRARY	29.34
SMILEY, BRIAN	LIBRARY	500.00
TOTTON SCHWARZ, LORA	LIBRARY	2,942.15
TRIPP, KATHRYN	LIBRARY	2,090.46
WEBER, NICHOLAS P	LIBRARY	4,698.26
WICKERSHEIM, SHAWN	LIBRARY	987.80

Name	Department	Total Gross
ZAMORANO, CARRIE	LIBRARY	2,439.68
CAMPBELL, DANIEL	OPERA HOUSE	4,070.46
DAWSON, LISA	OPERA HOUSE	323.28
FOGAL, CHRISTINA	OPERA HOUSE	1,040.30
GLEASON, HOLLY	OPERA HOUSE	2,387.02
MCCORMACK, JOSEPH	OPERA HOUSE	2,781.33
PUZZO, DANIEL	OPERA HOUSE	931.64
BIRDSELL, CHRISTOPHER	PARKS	2,337.60
EDDY, BRANDON	PARKS	2,168.80
KUEHN, CARLIE	PARKS	1,873.60
LECHNER, PHILIP A	PARKS	2,361.60
LESTER, TAD	PARKS	2,548.77
LYNK, CHRIS	PARKS	3,171.56
MASS, STANLEY PHILIP	PARKS	2,489.60
MECKLENBURG, JOHN	PARKS	3,028.00
OLEARY, PATRICK	PARKS	2,833.62
SERPE, ANTHONY	PARKS	739.20
SPRING, TIMOTHY	PARKS	1,943.86
ABRAHAMSEN, SHARON L	POLICE	3,608.81
BERNARDI, NICHOLAS	POLICE	2,750.12
BERNSTEIN, JASON	POLICE	3,772.01
BRANUM, ROBBY	POLICE	4,221.61
BUTLER, MICHAEL	POLICE	2,584.64
CARRENO, IVAN	POLICE	2,521.60
CIPOLLA, CONSTANTINO	POLICE	4,441.60
DEMPSEY, DAVID	POLICE	3,772.01
DIDIER, JONATHAN D	POLICE	1,984.80
DIFRANCESCA, JAN	POLICE	2,718.40
DOLAN, RICHARD	POLICE	3,960.80
EISELSTEIN, FRED	POLICE	3,772.01
FARNUM, PAUL	POLICE	3,152.90
FISCHER, ADAM D	POLICE	3,076.01
FOURDYCE, JOSHUA	POLICE	4,675.00
GALLMAN, CHRISTOPHER	POLICE	2,521.60
GUSTAFSON, SAMUEL	POLICE	2,521.60
GUSTIS, MICHAEL	POLICE	3,807.36
HENRY, DANIEL	POLICE	3,772.00
KAROLEWICZ, ROBIN	POLICE	2,718.40
KIVLEY, MARK	POLICE	2,521.60
KOPULOS, GEORGE	POLICE	4,338.62
KRYSIK, KIMBERLY	POLICE	954.00
LANZ II, ARTHUR R	POLICE	4,725.11
LIEB, JOHN	POLICE	5,460.91
LINTNER, WILLIAM	POLICE	3,772.00
MARSHALL, SHANE	POLICE	4,109.33
MEZA, HECTOR	POLICE	2,891.20
MINNITI, CARLO	POLICE	2,706.40
MORTIMER, JEREMY	POLICE	4,161.60
MRZLAK, CHRISTINE	POLICE	942.50
MUEHLFELT, BRETT	POLICE	3,772.01
NICKELS, THOMAS	POLICE	2,891.20
PARSONS, JEFFREY	POLICE	4,859.65
PETERSON, CHAD	POLICE	521.36

Name	Department	Total Gross
PRENTICE, MATTHEW	POLICE	3,477.90
PRITCHARD, ROBERT	POLICE	4,718.83
RAPACZ, JOSHUA	POLICE	4,161.60
REED, TAMARA	POLICE	2,323.20
REITZ JR, ANDREW	POLICE	3,866.31
SCHMIDT, LUCAS	POLICE	2,915.60
SCHRAW, ADAM	POLICE	4,007.76
SHARP, DAVID	POLICE	3,838.05
SVEHLA, SPENSER	POLICE	2,521.60
SYKORA, SARA	POLICE	942.50
TABAKA, RANDALL S	POLICE	543.62
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	4,538.46
VAN LANDUYT, JEFFREY J	PUBLIC WORKS ADMIN	5,614.93
DUNKER, ALAN	RECREATION CENTER	2,728.14
GARZA, ANNA	RECREATION CENTER	578.31
GRIVNA, JUSTIN	RECREATION CENTER	648.48
GUIF, HANNAH	RECREATION CENTER	533.82
LISK, MARY LYNN	RECREATION CENTER	2,853.66
MAIDMENT, GRACE	RECREATION CENTER	619.61
MILLER, KYLE	RECREATION CENTER	80.00
REESE, AIMEE	RECREATION CENTER	351.72
SCHMITT, RONALD	RECREATION CENTER	71.84
TORREZ, RENEE	RECREATION CENTER	2,487.78
VIDALES, REBECCA	RECREATION CENTER	2,823.82
VIDALS, ABIGAIL	RECREATION CENTER	776.15
ZAMORANO, GUILLERMO	RECREATION CENTER	613.26
ZINNEN, JOHN DAVID	RECREATION CENTER	4,786.63
BUTENSCHOEN, GAVIN	SEWER & WATER MAINT	2,147.95
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINT	1,941.60
MAJOR, STEPHEN	SEWER & WATER MAINT	3,093.09
MARTENSON, ALEX	SEWER & WATER MAINT	2,280.97
ORTEGA II, GASPAR	SEWER & WATER MAINT	1,932.50
PARKER, SHAWN	SEWER & WATER MAINT	3,352.02
WILLIAMS, BRYANT P	SEWER & WATER MAINT	2,402.25
BURGESS, JEFFREY	STREETS	2,808.00
CHAUNCEY, JUDD T	STREETS	1,943.86
LOMBARDO, JAMES	STREETS	2,314.40
MARTINEZ JR, MAURO	STREETS	1,941.60
MAXWELL, ZACHARY	STREETS	2,014.71
SCHACHT, TREVOR	STREETS	1,996.00
STOLL, MARK T	STREETS	1,941.60
VIDALES, ROGER	STREETS	3,179.46
WEGENER, JAMES	STREETS	2,036.00
BAKER, WAYNE	WASTEWATER TREATMENT	3,028.00
BOETTCHER, BRADLEY	WASTEWATER TREATMENT	2,314.40
BOLDA, DANIEL	WASTEWATER TREATMENT	2,427.20
GEORGE, ANNE	WASTEWATER TREATMENT	3,991.40
SHEAHAN, ADAM	WASTEWATER TREATMENT	2,445.60
VIDALES, HENRY	WASTEWATER TREATMENT	2,731.20

Name	Department	Total Gross
GARRISON, ADAM	WATER TREATMENT	2,711.20
HOFFMAN, THOMAS	WATER TREATMENT	2,711.20
SCARPACE, SHANE	WATER TREATMENT	2,590.40
SMITH, WILLIAM	WATER TREATMENT	3,753.35
WHISTON, TIMOTHY	WATER TREATMENT	2,379.20
Grand Totals:	164	420,225.20

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Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
128773	SAMANTHA SIEHOFF	TBALL REFUND	45.00- V	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 128773:			45.00-			
129422	DANIEL WIDMAYER	SOFTBALL OFFICIAL	78.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129422:			78.00			
129423	JAY ZINNEN	SCOREKEEPER	42.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129423:			42.00			
129424	JOSE M. ZAMORANO	REC CLEANING	175.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 129424:			175.00			
129425	MY LITTLE BOW PEEPS SHOP LLC	LITTLE BOW PEEPS LOAN	2,484.38	REVOLVING LOAN	MY LITTLE BO PEEEPS LLC	85-00-0-143
Total 129425:			2,484.38			
129426	SECRETARY OF STATE INDEX DEPAR	NOTARY APPLICATION	10.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-01-4-454
129426	SECRETARY OF STATE INDEX DEPAR	NOTARY APPLICATION	10.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-01-4-454
129426	SECRETARY OF STATE INDEX DEPAR	NOTARY APPLICATION	10.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-03-4-454
129426	SECRETARY OF STATE INDEX DEPAR	NOTARY APPLICATION	10.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-03-4-454
Total 129426:			40.00			
129427	UNUM LIFE INSURANCE COMPANY	10/20 STANDARD COVERAGE	607.64	HEALTH/LIFE INSURANCE FUND	LIFE INSURANCE PREMIUMS	75-00-5-541
129427	UNUM LIFE INSURANCE COMPANY	10/20 ADDITIONAL COVERAGE	1,080.00	PAYROLL TAXES	FLEX- LIFE	99-99-9-963
129427	UNUM LIFE INSURANCE COMPANY	10/20 ADDITIONAL COVERAGE	.12-	HEALTH/LIFE INSURANCE FUND	LIFE INSURANCE PREMIUMS	75-00-5-541
Total 129427:			1,687.52			
129428	VISION SERVICE PLAN (IL)	30-053954-0001 SEPT 2020	55.23	HEALTH/LIFE INSURANCE FUND	EXCESS INSURANCE PREMIUMS	75-00-5-545
Total 129428:			55.23			
129449	ANNA GARZA	FITNESS INSTRUCTOR	138.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129449:			138.00			
129450	ANTHONY WALKER	FITNESS INSTRUCTOR	100.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129450:			100.00			
129451	CARRIE BERNER	FITNESS INSTRUCTOR	125.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129451:			125.00			
129452	CHERYL REIMER	FITNESS INSTRUCTOR	76.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129452:			76.00			
129453	CYNTHIA VANDERSTAPPEN	FITNESS INSTRUCTOR	120.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129453:			120.00			
129454	DON KAMPS CONSULTING	SOFTBALL OFFICIAL	78.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129454:			78.00			
129455	EMILY KUNASH	FITNESS INSTRUCTOR	175.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129455:			175.00			
129456	JAN KAYSER	FITNESS INSTRUCTOR	126.50	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129456:			126.50			
129457	JAY ZINNEN	SCOREKEEPER	84.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129457:			84.00			
129458	JILL FLORES	FITNESS INSTRUCTOR	713.25	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129458:			713.25			
129459	JOSE M. ZAMORANO	REC CLEANING	180.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129459:			180.00			
129460	JUDITH BROWN	FITNESS INSTRUCTOR	175.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129460:			175.00			
129461	KATHERINE SIMS	FITNESS INSTRUCTOR	20.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129461:			20.00			
129462	KATHLEEN ZANK	FITNESS INSTRUCTOR	84.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129462:			84.00			
129463	MOLLY O'CONNOR	FITNESS INSTRUCTOR	518.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129463:			518.00			
129464	NEVA E. LISS	FITNESS INSTRUCTOR	84.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129464:			84.00			
129465	PAMELA MCDONALD	FITNESS INSTRUCTOR	783.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129465:			783.00			
129466	TARA CALABRESE	FITNESS INSTRUCTOR	63.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129466:			63.00			
129467	TIM HICKS	FITNESS INSTRUCTOR	300.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129467:			300.00			
129468	WYATT GRABOW	FITNESS INSTRUCTOR	390.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129468:			390.00			
129481	A5 GROUP INC	A5 AUGUST INVOICE	8,856.00	GENERAL FUND	REAL WOODSTOCK W/H ACCT	01-00-0-214

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129481:			8,856.00			
129482	ADAMS BROS. GARAGE DOORS	WINDOW	170.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129482	ADAMS BROS. GARAGE DOORS	C.H GARAGE DOORS	1,897.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
Total 129482:			2,067.00			
129483	ADVANCE AUTO PARTS	SPILL MATERIAL	3.21	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129483	ADVANCE AUTO PARTS	COR BRAKES	22.05	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	SWEEPER RELAY	11.47	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	FUEL FILTER	38.15	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	MULTIFUNCTION SWITCH	39.35	PARKS FUND	MATERIAL TO MAINTAIN VEHICLES	06-00-6-622
129483	ADVANCE AUTO PARTS	HYDRAULIC FITTING	15.36	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	BRAKE PARTS	100.49	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129483	ADVANCE AUTO PARTS	AIR FILTER	33.94	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129483	ADVANCE AUTO PARTS	COR WINDOW WELD	27.59	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129483	ADVANCE AUTO PARTS	FILTER	3.63	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	FILTERS	96.23	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	HYDRAULIC FITTING	18.26	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	SPARK PLUGS	31.43	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129483	ADVANCE AUTO PARTS	BRAKES	16.27	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	HANDLE	26.67	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129483	ADVANCE AUTO PARTS	BRAKES	217.07	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	FILTER	19.58	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	FILTERS	26.33	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129483	ADVANCE AUTO PARTS	HANDLE	26.67	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129483	ADVANCE AUTO PARTS	BELT	9.23	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129483	ADVANCE AUTO PARTS	CORES	134.23	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129483	ADVANCE AUTO PARTS	BELT	16.62	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129483	ADVANCE AUTO PARTS	COR CALIPER	123.29	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 129483:			788.66			
129484	AIRGAS	WWT AIRGAS	102.75	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
129484	AIRGAS	CYLINDER LEASE	351.14	GENERAL FUND	SUPPLIES	01-07-6-606
Total 129484:			453.89			
129485	ALAN DUNKER	BONUS FOR RENOVATION WORK	200.00	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129485:			200.00			
129486	AMAZON	LIBRARY MATERIALS	1,208.24	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129486:			1,208.24			
129487	AMERICAN VACTOR SERVICES	SEWER TELEVISIONING	1,119.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
Total 129487:			1,119.00			
129488	ANDERSON	RADIATOR	174.33	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129488	ANDERSON	GANG BELTS	467.29	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129488	ANDERSON	HEDGE TRIMMER PARTS	32.95	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129488	ANDERSON	FILTERS	152.18	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
Total 129488:			826.75			
129489	ARAMARK	UNIFORM FOR EMPLOYEE	97.93	PARKS FUND	UNIFORMS	06-00-4-453
Total 129489:			97.93			
129490	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	46.23	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
129490	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	36.87	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	22.56	GENERAL FUND	UNIFORMS	01-07-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	20.46	PARKS FUND	UNIFORMS	06-00-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	24.86	GENERAL FUND	UNIFORMS	01-06-4-453
129490	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	36.87	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	22.56	GENERAL FUND	UNIFORMS	01-07-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	20.46	PARKS FUND	UNIFORMS	06-00-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	24.86	GENERAL FUND	UNIFORMS	01-06-4-453
129490	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	24.86	GENERAL FUND	UNIFORMS	01-06-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	20.46	PARKS FUND	UNIFORMS	06-00-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	22.56	GENERAL FUND	UNIFORMS	01-07-4-453
129490	ARAMARK UNIFORM SERVICE	UNIFORM CLEANING	36.87	WATER & SEWER UTILITY FUND	UNIFORMS	60-52-4-453
129490	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129490:			543.52			
129491	ASSOCIATED ELECTRICAL CONTRAC	AMP BREAKER REPAIR	1,520.00	PERFORMING ARTS	SERVICE TO MAINTAIN BUILDING	07-11-5-550
129491	ASSOCIATED ELECTRICAL CONTRAC	SERVICE TO MAINTAIN LIFT STATION	312.50	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
129491	ASSOCIATED ELECTRICAL CONTRAC	PARK ELECTRICAL	250.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129491	ASSOCIATED ELECTRICAL CONTRAC	SERVICE TO MAINTAIN LIFT STATION	500.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
Total 129491:			2,582.50			
129492	ATTN: JOHN ZABOROWSKI	RETURN OVERPAYMENT INSURANCE	4,088.83	GENERAL FUND	DUE TO MCMRMA	01-00-0-239
Total 129492:			4,088.83			
129493	AUTO TECH CENTER INC	TIRES	482.56	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129493	AUTO TECH CENTER INC	TIRES DISPOSAL	33.00	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129493	AUTO TECH CENTER INC	TIRES DISPOSAL	48.00	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 129493:			563.56			
129494	BAKER & TAYLOR BOOKS	BOOKS	391.05	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOKS	352.05	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	LIBRARY BOOKS	426.62	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOKS	272.12	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	LIBRARY BOOKS	366.08	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOK RETURN	16.74	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOK RETURN	10.80	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOK RETURN	17.32	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOKS	700.18	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOKS	318.10	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129494	BAKER & TAYLOR BOOKS	BOOKS	1,749.11	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129494:			4,530.45			
129495	BAKER & TAYLOR CONTINUATION AC	BOOKS	390.10	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129495:			390.10			
129496	BAXTER & WOODMAN, INC.	WWT ENGINEERING	105.00	WATER & SEWER UTILITY FUND	ENGINEERING SERVICES	60-53-5-503
129496	BAXTER & WOODMAN, INC.	NPDES PERMIT REVIEW	135.00	WATER & SEWER UTILITY FUND	ENGINEERING SERVICES	60-53-5-503

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129496	BAXTER & WOODMAN, INC.	BRINE TANK CONSTRUCTION	11,431.36	WATER & SEWER CIP	WATER TREATMENT PLANT MAINT	61-00-7-705
Total 129496:			11,671.36			
129497	BONNELL INDUSTRIES, INC	LEAF MACHINE	960.98	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129497	BONNELL INDUSTRIES, INC	LEAF MACHINE	97.50	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
Total 129497:			1,058.48			
129498	BOTTS WELDING SERVICE	WWT TWO INCH PIPE	156.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129498	BOTTS WELDING SERVICE	BACK UP LAMPS	16.26	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129498	BOTTS WELDING SERVICE	TAILLAMP	70.74	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129498	BOTTS WELDING SERVICE	WWT TWO INCH PIPE	182.21	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129498	BOTTS WELDING SERVICE	HUB CAP LEAF MACHINE	75.60	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
Total 129498:			500.81			
129499	BRIDGET MCMINN	DANCE INSTRUCTOR	140.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129499:			140.00			
129500	BTM INDUSTRIES INC	BANNER BRACKETS	1,138.20	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
Total 129500:			1,138.20			
129501	BUCK BROS, INC.	GATOR SEAL	43.58	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129501	BUCK BROS, INC.	TRIMMER SWITCH	4.91	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129501:			48.49			
129502	BULL VALLEY FORD	EVAP VALVE	65.44	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129502	BULL VALLEY FORD	INTAKE GASKET	12.47	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 129502:			77.91			
129503	CABAY & COMPANY, INC	SW CABAY SUPPLIES	90.02	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129503	CABAY & COMPANY, INC	PARKS CABAY SUPPLIES	141.46	PARKS FUND	SUPPLIES	06-00-6-606
129503	CABAY & COMPANY, INC	STREETS CABAY	90.02	GENERAL FUND	SUPPLIES	01-06-6-606
129503	CABAY & COMPANY, INC	FLEET CABAY	25.77	GENERAL FUND	SUPPLIES	01-07-6-606
129503	CABAY & COMPANY, INC	WPL SUPPLIES	119.97	LIBRARY	SUPPLIES	08-00-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129503	CABAY & COMPANY, INC	WPL SUPPLIES	183.59	LIBRARY	SUPPLIES	08-00-6-606
129503	CABAY & COMPANY, INC	RC TP SOAP	218.85	GENERAL FUND	SUPPLIES	01-02-6-606
129503	CABAY & COMPANY, INC	WPL SUPPLIES	175.00	LIBRARY	SUPPLIES	08-00-6-606
129503	CABAY & COMPANY, INC	WPL SUPPLIES	129.69	LIBRARY	SUPPLIES	08-00-6-606
129503	CABAY & COMPANY, INC	WPD SUPPLIES	363.76	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129503	CABAY & COMPANY, INC	FLEET CABAY	19.44	GENERAL FUND	SUPPLIES	01-07-6-606
129503	CABAY & COMPANY, INC	PARKS CABAY SUPPLIES	71.28	PARKS FUND	SUPPLIES	06-00-6-606
129503	CABAY & COMPANY, INC	SW CABAY SUPPLIES	38.88	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129503	CABAY & COMPANY, INC	STREETS CABAY	45.40	GENERAL FUND	SUPPLIES	01-06-6-606
129503	CABAY & COMPANY, INC	WWT CABAY	87.50	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129503	CABAY & COMPANY, INC	REC CENTER WIPES, TRASH BAGS	332.50	RECREATION CENTER FUND	OFFICE/JANITORIAL SUPPLIES	05-00-6-606
129503	CABAY & COMPANY, INC	WPD SUPPLIES	350.00	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129503	CABAY & COMPANY, INC	WPL SUPPLIES	46.90	LIBRARY	SUPPLIES	08-00-6-606
129503	CABAY & COMPANY, INC	WPL SUPPLIES	475.64	LIBRARY	SUPPLIES	08-00-6-606
Total 129503:			3,005.67			
129504	CALL ONE	PHONE - CM	30.69	GENERAL FUND	COMMUNICATIONS	01-01-5-501
129504	CALL ONE	PHONE - FN	31.29	GENERAL FUND	COMMUNICATIONS	01-03-5-501
129504	CALL ONE	PHONE - HR	12.92	GENERAL FUND	COMMUNICATIONS	01-04-5-501
129504	CALL ONE	PHONE - BZ	31.29	GENERAL FUND	COMMUNICATIONS	01-05-5-501
129504	CALL ONE	PHONE - PW	49.17	GENERAL FUND	COMMUNICATIONS	01-08-5-501
129504	CALL ONE	PHONE - REC	68.69	GENERAL FUND	COMMUNICATIONS	01-09-5-501
129504	CALL ONE	PHONE - ED	12.27	GENERAL FUND	COMMUNICATIONS	01-12-5-501
129504	CALL ONE	PHONE - IT	6.17	GENERAL FUND	COMMUNICATIONS	01-13-5-501
129504	CALL ONE	PHONE - WWW	25.03	AQUATIC CENTER FUND	COMMUNICATIONS	04-00-5-501
129504	CALL ONE	PHONE - REC CNTR	56.19	RECREATION CENTER FUND	COMMUNICATIONS	05-00-5-501
129504	CALL ONE	PHONE - PD	198.79	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
129504	CALL ONE	PHONE - OH	203.94	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
129504	CALL ONE	PHONE - LIB	124.88	LIBRARY	COMMUNICATIONS	08-00-5-501
129504	CALL ONE	PHONE - WT	172.43	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
129504	CALL ONE	PHONE - WWT	301.86	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
129504	CALL ONE	PHONE - WATER/SEWER	1,140.56	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
Total 129504:			2,466.17			
129505	CARDINAL TRACKING	STANDARD ANNUAL LICENSE	2,903.90	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 129505:			2,903.90			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129506	CENTURY SPRINGS	WATER SUPPLIES	25.05	GENERAL FUND	SUPPLIES	01-01-6-606
129506	CENTURY SPRINGS	WATER SUPPLIES	39.75	GENERAL FUND	SUPPLIES	01-01-6-606
Total 129506:			64.80			
129507	CHEMSEARCH	HAND SANITIZER	257.17	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
Total 129507:			257.17			
129508	CINTAS CORPORATION	HAND SANITIZER	46.00	GENERAL FUND	SUPPLIES	01-01-6-606
129508	CINTAS CORPORATION	STREETS MED CABINET	38.57	GENERAL FUND	SUPPLIES	01-06-6-606
129508	CINTAS CORPORATION	PW PARK MED CABINET	60.61	PARKS FUND	SUPPLIES	06-00-6-606
129508	CINTAS CORPORATION	SW MED CABINET	33.00	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129508	CINTAS CORPORATION	FLEET MED CABINET	16.50	GENERAL FUND	SUPPLIES	01-07-6-606
Total 129508:			194.68			
129509	CITY OF WOODSTOCK	WPD WATER BILL	233.10	POLICE PROTECTION FUND	WATER & SEWER	03-00-6-613
Total 129509:			233.10			
129510	COLETTE NEWTON	TAE KWON DO REFUND	62.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129510:			62.00			
129511	COMCAST	WPD COMCAST	31.75	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454
129511	COMCAST	INTERNET - FIRST STREET	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
129511	COMCAST	INTERNET - TAPPAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
129511	COMCAST	INTERNET - 800 DIECKMAN	78.40	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
129511	COMCAST	INTERNET - CITY HALL	223.35	GENERAL FUND	COMMUNICATIONS	01-13-5-501
129511	COMCAST	INTERNET - OPERA HOUSE	16.59	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
129511	COMCAST	INTERNET - LIBRARY	78.40	LIBRARY	COMMUNICATIONS	08-00-5-501
129511	COMCAST	INTERNET - NERCOM	148.35	WIRELESS FUND	COMMUNICATIONS	15-00-5-501
129511	COMCAST	PW - TV	39.38	GENERAL FUND	DUES & SUBSCRIPTIONS	01-08-4-454
Total 129511:			773.02			
129512	COMPLETE NORTHERN ILLINOIS FEN	MM FIELD STORM FENCE REPAIR	2,860.00	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129512:			2,860.00			
129513	CONCENTRIC INTEGRATION LLC	SCADA SERVICES	901.58	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-50-5-552
129513	CONCENTRIC INTEGRATION LLC	TELEMETRY SERVICE	727.88	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
129513	CONCENTRIC INTEGRATION LLC	SCADA SERVICES	1,148.75	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-50-5-552
129513	CONCENTRIC INTEGRATION LLC	SCADA EQUIPMENT	1,895.72	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-50-6-621
Total 129513:			4,673.93			
129514	CONSERV FS	DIESEL	560.68	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	DIESEL	1,387.88	GENERAL FUND	GAS & OIL	01-06-6-602
129514	CONSERV FS	GAS	260.13	GENERAL FUND	GASOLINE & OIL	01-08-6-602
129514	CONSERV FS	GAS	101.40	GENERAL FUND	GASOLINE AND OIL	01-05-6-602
129514	CONSERV FS	GAS	304.21	GENERAL FUND	GASOLINE AND OIL	01-05-6-602
129514	CONSERV FS	GAS	61.77	GENERAL FUND	GAS & OIL	01-07-6-602
129514	CONSERV FS	GAS	394.12	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	DIESEL	984.44	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-51-6-602
129514	CONSERV FS	GAS	35.23	GENERAL FUND	GAS & OIL	01-07-6-602
129514	CONSERV FS	GAS	531.71	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	PARKS WEED KILLER	148.50	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129514	CONSERV FS	DIESEL	2,011.18	GENERAL FUND	GAS & OIL	01-06-6-602
129514	CONSERV FS	GAS	633.48	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	GAS	564.92	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	GAS	627.33	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	GAS	115.96	PARKS FUND	GASOLINE & OIL	06-00-6-602
129514	CONSERV FS	GAS	88.18	GENERAL FUND	GAS & OIL	01-09-6-602
129514	CONSERV FS	GAS	61.72	GENERAL FUND	GAS & OIL	01-06-6-602
129514	CONSERV FS	GAS	110.48	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-50-6-602
129514	CONSERV FS	DIESEL	293.94	GENERAL FUND	GAS & OIL	01-06-6-602
129514	CONSERV FS	DIESEL	37.38	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-50-6-602
129514	CONSERV FS	DIESEL	1,411.73	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
129514	CONSERV FS	GAS	295.14	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-50-6-602
129514	CONSERV FS	GAS	379.53	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
129514	CONSERV FS	GENERATOR FUEL	106.34	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
Total 129514:			11,507.38			
129515	COPY EXPRESS, INC.	CITY SCENE POST CARDS,	2,992.02	SPECIAL RECREATION FUND	REC SUPPLEMENT TO NEWSLETTER	16-00-5-536
129515	COPY EXPRESS, INC.	ENVELOPES	6.60	GENERAL FUND	SUPPLIES	01-01-6-606

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129515	COPY EXPRESS, INC.	ENVELOPES	350.01	GENERAL FUND	SUPPLIES	01-03-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	6.60	GENERAL FUND	SUPPLIES	01-04-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	99.06	GENERAL FUND	SUPPLIES	01-05-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	43.59	ADMIN ADJUDICATION FUND	SUPPLIES	14-00-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	19.81	GENERAL FUND	SUPPLIES	01-08-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	19.81	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	79.25	WIRELESS FUND	POSTAGE	15-00-6-601
129515	COPY EXPRESS, INC.	ENVELOPES	2.64	WATER & SEWER UTILITY FUND	SUPPLIES	60-53-6-606
129515	COPY EXPRESS, INC.	ENVELOPES	33.02	PERFORMING ARTS	SUPPLIES	07-11-6-606
Total 129515:			3,652.41			
129516	CORE & MAIN LP	PARKS STORM DRAINS	293.35	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129516	CORE & MAIN LP	MATERIALS FOR WATER SYSTEM	499.80	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
129516	CORE & MAIN LP	PARKS STORM DRAINS	23.40	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129516	CORE & MAIN LP	MATERIALS FOR WATER SYSTEM	1,089.85	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
129516	CORE & MAIN LP	MATERIALS FOR WATER SYSTEM	341.27	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
129516	CORE & MAIN LP	MATERIALS FOR WATER SYSTEM	1,462.64	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 129516:			3,710.31			
129517	CORKSCREW GYMNASTICS AND SPO	GYMNASTICS LESSONS	313.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129517:			313.00			
129518	COTG	ROTARY DUES	57.00	GENERAL FUND	DUES & SUBSCRIPTIONS	01-01-4-454
129518	COTG	XEROX CLICK COUNT - PD ADMIN	112.20	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 129518:			169.20			
129519	COUNTRYSIDE GARDEN CENTER	FLOWERS DOWNTOWN	369.31	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
129519	COUNTRYSIDE GARDEN CENTER	FLOWERS DOWNTOWN	409.28	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
Total 129519:			778.59			
129520	CROWN RESTROOMS	CROWN RESTROOMS	149.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129520	CROWN RESTROOMS	CROWN RESTROOMS	129.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129520	CROWN RESTROOMS	CROWN RESTROOMS	407.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129520	CROWN RESTROOMS	CROWN RESTROOMS	120.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551

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Total 129520:			805.00			
129521	CRYSTAL CLEAN	USED OIL	26.25	ENVIRONMENTAL MANAGEMENT FUN	WASTE DISPOSAL SERVICES	90-00-5-560
Total 129521:			26.25			
129522	DANIEL WIDMAYER	SOFTBALL OFFICIAL	104.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129522:			104.00			
129523	DELL MARKETING LP	NEW COMPUTER	1,963.18	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129523	DELL MARKETING LP	NEW COMPUTER	610.28	WATER & SEWER UTILITY FUND	EQUIPMENT	60-52-7-720
Total 129523:			2,573.46			
129524	DEMCO INC	PROCESSING & MENDING SUPPLIES	227.20	LIBRARY	SUPPLIES	08-00-6-606
129524	DEMCO INC	PROCESSING SUPPLIES	103.07	LIBRARY	SUPPLIES	08-00-6-606
129524	DEMCO INC	PROCESSING & MENDING SUPPLIES	200.54	LIBRARY	SUPPLIES	08-00-6-606
Total 129524:			530.81			
129525	DEVIN SMITH	137 TERRY CT	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129525:			100.00			
129526	DIANA CRUZ	TAE KWON DO REFUND	85.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129526:			85.00			
129527	DISPLAY SALES	BANNER RODS	231.60	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
Total 129527:			231.60			
129528	DOOR SERVICES, INC	CH DOOR SERVICE	466.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
Total 129528:			466.00			
129529	DREISILKER ELECTRIC MOTORS INC	BELTS FOR BLOWER ONE	99.27	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621

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Total 129529:			99.27			
129530	DYNEGY ENERGY SERVICES	STREET LIGHTS	43.94	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129530	DYNEGY ENERGY SERVICES	STREET LIGHTS	15,744.70	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
Total 129530:			15,788.64			
129531	EBCSO INFORMATION SERVICES PAY	MAG SUBSCRIPTIONS	11.03	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129531:			11.03			
129532	EBY GRAPHICS INC	EBY GRAPHICS	566.50	GENERAL FUND-CIP	ANNUAL POLICE VEHICLE PURCHAS	82-03-7-701
129532	EBY GRAPHICS INC	UTV GRAPHICS	200.71	POLICE PROTECTION FUND	EQUIPMENT	03-00-7-720
Total 129532:			767.21			
129533	ELISE HARLAND	REC REFUND	65.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129533:			65.00			
129534	EMILY GAY	TAE KWON DO REFUND	85.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129534:			85.00			
129535	FLOW-TECHNICS INC	CONTRACTOR TO REPAIR BOOSTER	585.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. WATER MAINS	60-52-5-554
Total 129535:			585.00			
129536	FMPLUS-GREEN LTD	LIBRARY JANITORIAL	1,582.88	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
129536	FMPLUS-GREEN LTD	C.H JANITORIAL	1,280.55	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
129536	FMPLUS-GREEN LTD	REC JANITORIAL	1,274.50	RECREATION CENTER FUND	SERVICE TO MAINTAIN BUILDING	05-00-5-550
129536	FMPLUS-GREEN LTD	C.H BASEMENT	300.95	GENERAL FUND	SERVICE TO MAINTAIN BUILDING	01-02-5-550
Total 129536:			4,438.88			
129537	FOX VALLEY FIRE & SAFETY CO.	REMOVED RADIO	84.00	WIRELESS FUND	NEW ALARM CONNECTION FEES	15-00-3-350
129537	FOX VALLEY FIRE & SAFETY CO.	FIRE ALARM REPAIR	234.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-02-5-552
129537	FOX VALLEY FIRE & SAFETY CO.	RADIO REPAIR	168.00	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550
129537	FOX VALLEY FIRE & SAFETY CO.	RADIO MAINTENANCE	1,957.50	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550

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129537	FOX VALLEY FIRE & SAFETY CO.	RADIO REPAIR	589.50	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550
Total 129537:			3,033.00			
129538	GALE/CENGAGE LEARNING, INC	LIBRARY MATERIALS	59.98	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129538	GALE/CENGAGE LEARNING, INC	LIBRARY MATERIALS	30.39	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129538:			90.37			
129539	GALLS LLC	BIKE PATROL EQUIPMENT	63.53	POLICE PROTECTION FUND	UNIFORM ALLOWANCE	03-00-4-453
Total 129539:			63.53			
129540	GAVERS ASPHALT PAVING	STREET SWEEPING HAULING	1,675.00	ENVIRONMENTAL MANAGEMENT FUN	WASTE DISPOSAL SERVICES	90-00-5-560
129540	GAVERS ASPHALT PAVING	CONTRACTOR ASSISTED WITH EXCA	200.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. WATER MAINS	60-52-5-554
129540	GAVERS ASPHALT PAVING	CONTRACTOR ASSISTED WITH EXCA	3,209.70	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. WATER MAINS	60-52-5-554
Total 129540:			5,084.70			
129541	GLOBE CONSTRUCTION INC	2020 SIDEWALK CONSTRUCTION	18,997.25	MOTER FUEL TAX FUND	SIDEWALK REPLACEMENT	12-00-7-721
Total 129541:			18,997.25			
129542	GRAINGER	BRINE FILTERS	450.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-50-6-621
129542	GRAINGER	REBAR CUTTER	54.50	WATER & SEWER UTILITY FUND	TOOLS	60-51-6-605
Total 129542:			504.50			
129543	GRANICUS	GRANICUS MAINTENANCE	6,890.18	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
Total 129543:			6,890.18			
129544	HAMPTON, LENZINI & RENWICK INC	WETLAND REVIEW	1,747.50	GENERAL FUND	ENGINEERING SERVICES	01-08-5-503
129544	HAMPTON, LENZINI & RENWICK INC	2020 STREET RESURFACING	105,285.50	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 129544:			107,033.00			
129545	HAWKINS, INC.	SODIUM THIOSULFATE NORTH	684.78	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
129545	HAWKINS, INC.	SODIUM THIOSULFATE SOUTH	290.69	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
129545	HAWKINS, INC.	SODIUM THIOSULFATE NORTH	587.73	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607

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129545	HAWKINS, INC.	SODIUM THIOSULFATE SOUTH	282.10	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
129545	HAWKINS, INC.	SODIUM HYPOCHLORITE	1,408.55	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 129545:			3,253.85			
129546	HEALTH AS WE AGE	WELLNESS EXPENSE	149.00	HEALTH/LIFE INSURANCE FUND	WELLNESS PROGRAM FEES	75-00-5-505
Total 129546:			149.00			
129547	HOWARD LEE & SONS, INC	LEVEL GAUGES	325.24	GENERAL FUND	EQUIPMENT	01-07-7-720
Total 129547:			325.24			
129548	HYDROTEX	OIL	108.80	POLICE PROTECTION FUND	GASOLINE & OIL	03-00-6-602
129548	HYDROTEX	OIL	65.16	PARKS FUND	GASOLINE & OIL	06-00-6-602
129548	HYDROTEX	OIL	196.10	GENERAL FUND	GAS & OIL	01-06-6-602
129548	HYDROTEX	OIL	22.78	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-50-6-602
129548	HYDROTEX	OIL	130.94	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
129548	HYDROTEX	OIL	108.80	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-51-6-602
129548	HYDROTEX	OIL	285.63	POLICE PROTECTION FUND	GASOLINE & OIL	03-00-6-602
129548	HYDROTEX	OIL	48.05	PARKS FUND	GASOLINE & OIL	06-00-6-602
129548	HYDROTEX	OIL	341.68	GENERAL FUND	GAS & OIL	01-06-6-602
129548	HYDROTEX	OIL	214.44	WATER & SEWER UTILITY FUND	GASOLINE & OIL	60-52-6-602
Total 129548:			1,522.38			
129549	IL OFFICE OF STATE FIRE MARSHALL	INSPECTION/CERTIFICATION FEES	100.00	PERFORMING ARTS	SERVICE TO MAINTAIN BUILDING	07-11-5-550
Total 129549:			100.00			
129550	ILLINOIS ASSOCIATION OF CHIEFS O	MEMBERSHIP DUES	95.00	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454
129550	ILLINOIS ASSOCIATION OF CHIEFS O	MEMBERSHIP DUES	220.00	POLICE PROTECTION FUND	DUES & SUBSCRIPTIONS	03-00-4-454
Total 129550:			315.00			
129551	INGRAM LIBRARY SERVICES	BOOKS	71.91	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129551:			71.91			
129552	JAY ZINNEN	SCOREKEEPER	60.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129552:			60.00			
129553	JC CROSS CO.	#1 ROTARY BLOWER	8,185.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
129553	JC CROSS CO.	#1 ROTARY MOTOR	1,810.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
Total 129553:			9,995.00			
129554	JOHN WHITE STABLES	HORSEBACK LESSONS	460.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129554:			460.00			
129555	JOSE M. ZAMORANO	REC CLEANING	180.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 129555:			180.00			
129556	JOYCE A NARDULLI LLC	LEGISLATIVE ADVOCATE	5,000.00	GENERAL FUND	LEGISLATIVE ADVOCATE	01-01-5-562
Total 129556:			5,000.00			
129557	KIRK DAWDY	REC CENTER REFUND	35.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 129557:			35.00			
129558	L & S ELECTRIC	GRINDER MOTOR	340.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129558:			340.00			
129559	LEE JENSEN SALES CO	REPAIRS TO SHORING PUMP	332.95	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
129559	LEE JENSEN SALES CO	PARTS FOR TRASH PUMPS	44.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
Total 129559:			376.95			
129560	LIONHEART CRITICAL POWER SPECI	GENERATOR MAINTENANCE	499.70	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
Total 129560:			499.70			
129561	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	105.56	GENERAL FUND	SUPPLIES	01-05-6-606

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Total 129561:			105.56			
129562	M.G. SERVICES LANDSCAPING	SOUTH ST MOWING	200.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129562	M.G. SERVICES LANDSCAPING	LIBRARY MULCH	3,000.00	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
129562	M.G. SERVICES LANDSCAPING	LAWN MOWING RTE 14	1,800.00	GENERAL FUND	SERVICE TO MAINTAIN PAVEMENTS	01-06-5-555
129562	M.G. SERVICES LANDSCAPING	TREE STUMPS PARKS SOUTH ST	1,200.00	PARKS FUND	TREE TRIMMING & REMOVAL	06-00-5-563
129562	M.G. SERVICES LANDSCAPING	LAWN MOWING RTE 14	1,200.00	GENERAL FUND	SERVICE TO MAINTAIN PAVEMENTS	01-06-5-555
129562	M.G. SERVICES LANDSCAPING	STREETS SOUTH ST MOWING	600.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
Total 129562:			8,000.00			
129563	MARTIN CHEVROLET	ABS MODULE	231.94	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
Total 129563:			231.94			
129564	MDC ENVIRONMENTAL SERVICES	SEPT TOTE SERVICE	110,969.25	ENVIRONMENTAL MANAGEMENT FUN	RESIDENTIAL WASTE DISPOSAL	90-00-5-561
Total 129564:			110,969.25			
129565	MENARDS	CH MATERIALS FOR BUILDING	52.99	GENERAL FUND	MATERIAL TO MAINTAIN EQUIPMENT	01-02-6-621
129565	MENARDS	PARKS TIMBERS	61.63	PARKS FUND	LUMBER	06-00-6-616
129565	MENARDS	INOVAIR WINDOW SUPPLIES	415.49	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129565	MENARDS	PARKS SUPPLIES	97.90	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	CH MATERIALS FOR BUILDING	55.57	GENERAL FUND	MATERIAL TO MAINTAIN EQUIPMENT	01-02-6-621
129565	MENARDS	IMPACT BIT SET	66.87	WATER & SEWER UTILITY FUND	TOOLS	60-51-6-605
129565	MENARDS	PD SUPPLIES BOLTS	3.96	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129565	MENARDS	POOL CHEMICALS	23.92	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
129565	MENARDS	CLEANING CHEMICALS	9.98	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129565	MENARDS	PARKS PAINTING	88.34	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129565	MENARDS	GRINDER AND DRILL BITS	132.11	WATER & SEWER UTILITY FUND	TOOLS	60-51-6-605
129565	MENARDS	WINDOW AND SUPPLIES	358.17	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN BUILDING	60-51-6-620
129565	MENARDS	REC MATERIALS	138.99	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129565	MENARDS	DETERGENT, BATTERIES	11.12	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129565	MENARDS	PW LIGHTS	35.04	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
129565	MENARDS	PARKS CEDAR FENCE	30.98	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129565	MENARDS	PARKS CEDAR FENCE	419.63	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129565	MENARDS	PARTS FOR SPIN STUDIO	28.73	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129565	MENARDS	PD CLEANING CHEMICALS	29.15	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129565	MENARDS	PARKS GROUNDS MATERIALS	155.68	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623

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129565	MENARDS	PARKS SUPPLIES	3.99	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	WPD SUPPLIES	47.02	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129565	MENARDS	SOUTH DIGESTER FLOAT PROJECT	93.08	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129565	MENARDS	SCREWDRIVER SET	34.97	WATER & SEWER UTILITY FUND	TOOLS	60-51-6-605
129565	MENARDS	SOUND BOOTH	33.32	PERFORMING ARTS	BUILDING	07-11-7-701
129565	MENARDS	SUPPLIES	128.14	WATER & SEWER UTILITY FUND	SUPPLIES	60-50-6-606
129565	MENARDS	FLOAT	20.67	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129565	MENARDS	PARKS SUPPLIES	89.37	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	SOUND BOOTH	91.32	PERFORMING ARTS	BUILDING	07-11-7-701
129565	MENARDS	CH SUPPLIES	74.93	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	VIDEO INSTALLATION	10.83	PERFORMING ARTS	BUILDING	07-11-7-701
129565	MENARDS	SUPPLIES	34.26	WATER & SEWER UTILITY FUND	SUPPLIES	60-50-6-606
129565	MENARDS	PARKS SUPPLIES LINERS	71.94	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	GALV BUSHING	3.88	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129565	MENARDS	SOUTH DIGESTER FLOAT PROJECT	96.49	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129565	MENARDS	PARKS SUPPLIES	10.47	PARKS FUND	SUPPLIES	06-00-6-606
129565	MENARDS	SOUND BOOTH	4.69	PERFORMING ARTS	BUILDING	07-11-7-701
Total 129565:			3,003.66			
129566	METROPOLITAN INDUSTRIES, INC.	CONTRACTOR REPAIRS TO LIFT STAT	3,537.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINT. SEWER MAINS	60-52-5-555
Total 129566:			3,537.00			
129567	MIDWEST SALT LLC	SALT SEMINARY	2,342.62	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT SEMINARY	2,363.94	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT FIRST ST	2,871.33	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT FIRST ST	2,783.19	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT SEMINARY	2,557.80	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT SEMINARY	2,108.16	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT FIRST ST	2,812.57	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT SEMINARY	2,399.46	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
129567	MIDWEST SALT LLC	SALT SEMINARY	2,050.30	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
Total 129567:			22,289.37			
129568	MIDWEST TAPE	LIBRARY ADB & DVD	750.58	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129568	MIDWEST TAPE	AUDIOBOOKS	215.36	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129568	MIDWEST TAPE	LIBRARY ACD & DVD	53.23	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129568:			1,019.17			
129569	MILES OVER MOUNTAINS	COVID REFUND - DEPOSIT MILES OF	100.00	PERFORMING ARTS	FACILITY RENTAL	07-00-2-360
Total 129569:			100.00			
129570	MILLER ENGINEERING CO.	REC CENTER DECTRON REPAIRS	302.50	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 129570:			302.50			
129571	MOOD MEDIA	MUSIC AT WWW	46.13	AQUATIC CENTER FUND	COMMUNICATIONS	04-00-5-501
Total 129571:			46.13			
129572	MUNICODE	WEBSITE HOSTING & SUPPORT	3,800.00	GENERAL FUND	CITY WEBSITE	01-13-5-556
Total 129572:			3,800.00			
129573	MY LITTLE BOW PEEPS SHOP LLC	LITTLE BOW PEEPS LOAN	2,484.38	REVOLVING LOAN	MY LITTLE BO PEEEPS LLC	85-00-0-143
Total 129573:			2,484.38			
129574	NAPA AUTO PARTS	FITTINGS	1.60	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129574:			1.60			
129575	NEIWEEM INDUSTRIES INC	HANDRAIL REFURBISHING	4,075.40	TIF CIP	SIDEWALK MAINTENANCE & REPLAC	42-00-7-727
Total 129575:			4,075.40			
129576	NELSON HERNANDEZ	TAE KWON DO REFUND	90.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129576:			90.00			
129577	NEWARD ELEMENT14	SAMPLER POWER SUPPLY	152.23	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129577:			152.23			
129578	NICOR	NICOR WWT SOUTH PLANT	49.77	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129578	NICOR	NICOR WWT ADMIN	46.37	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129578	NICOR	NICOR TAPPAN ST	130.35	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129578	NICOR	NICOR OLSON PARK	41.03	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129578	NICOR	GAS WELL #8	41.38	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-50-6-603
129578	NICOR	NICOR REC CENTER	245.06	RECREATION CENTER FUND	FUEL - HEATING	05-00-6-603
129578	NICOR	GAS WELL #12	41.38	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-50-6-603
129578	NICOR	NICOR WARMING HOUSE	2.60	PARKS FUND	FUEL - HEATING	06-00-6-603
129578	NICOR	GAS FOR EMERGENCY GENERATOR	42.25	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129578	NICOR	GAS FIRST ST	105.21	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-50-6-603
129578	NICOR	GAS FOR EMERGENCY GENERATOR	128.71	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129578	NICOR	NICOR TAPPAN ST	47.62	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129578	NICOR	NICOR WWW MECH BLDG	120.70	AQUATIC CENTER FUND	FUEL - HEATING	04-00-6-603
129578	NICOR	NICOR TAPPAN ST	132.40	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129578	NICOR	GAS FOR EMERGENCY GENERATOR	40.34	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129578	NICOR	GAS FOR EMERGENCY GENERATOR	41.38	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129578	NICOR	NICOR OLSON PARK	41.98	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
Total 129578:			1,298.53			
129579	NORTH EAST MULTI-REGIONAL TRAI	NEMRT CRASH II	350.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129579	NORTH EAST MULTI-REGIONAL TRAI	POLICE CYCLIST CLASS	175.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129579	NORTH EAST MULTI-REGIONAL TRAI	TRAINING	125.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
Total 129579:			650.00			
129580	O'REILLY AUTO PARTS	DOOR ACTUATOR	35.33	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
129580	O'REILLY AUTO PARTS	O2 SENSOR	63.98	GENERAL FUND	MATERIALS TO MAINTAIN VEHICLES	01-08-6-622
129580	O'REILLY AUTO PARTS	TURNED ROTORS	80.00	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129580	O'REILLY AUTO PARTS	EXHAUST ISOLATOR	2.94	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 129580:			182.25			
129581	OTIS ELEVATOR CO., INC.	ELEVATOR O.H	3,947.04	PERFORMING ARTS	SERVICE TO MAINTAIN BUILDING	07-11-5-550
129581	OTIS ELEVATOR CO., INC.	CH ELEVATOR SVC	3,891.96	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-02-5-552
129581	OTIS ELEVATOR CO., INC.	ELEVATOR LIBR.	3,947.04	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
129581	OTIS ELEVATOR CO., INC.	PD ELEVATOR SVC	4,111.56	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
129581	OTIS ELEVATOR CO., INC.	PD ELEVATOR SVC	330.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
129581	OTIS ELEVATOR CO., INC.	CH ELEVATOR SVC	330.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-02-5-552
129581	OTIS ELEVATOR CO., INC.	ELEVATOR O.H	330.00	PERFORMING ARTS	SERVICE TO MAINTAIN BUILDING	07-11-5-550
129581	OTIS ELEVATOR CO., INC.	ELEVATOR LIBR.	330.00	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129581	OTIS ELEVATOR CO., INC.	PD ELEVATOR SVC	579.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 129581:			17,796.60			
129582	OTIS SETSER	W/S REFUND 203619000-00	29.00	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 129582:			29.00			
129583	OTTOSEN DINOLFO	LEGAL	400.00	POLICE PENSION	LEGAL	70-00-5-502
Total 129583:			400.00			
129584	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	1,092.50	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129584	OVERDRIVE INC	AUDIOBOOK/ EBOOKS	62.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129584:			1,155.49			
129585	PARTS DIRECT WAREHOUSE	COOLING FAN	270.11	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129585	PARTS DIRECT WAREHOUSE	BRAKES	301.70	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
Total 129585:			571.81			
129586	PDC LABORATORIES, INC.	LABORATORY TESTING	531.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-50-5-509
129586	PDC LABORATORIES, INC.	WWT LAB TESTING	148.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-51-5-509
129586	PDC LABORATORIES, INC.	WWT LAB TESTING	148.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-51-5-509
Total 129586:			827.00			
129587	PETER LAYER	1003 DEAN ST	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129587:			100.00			
129588	PHILLIP EARL JOHNSON	MOONIE PROGRAM	300.00	GENERAL FUND	WIZARDING WORLD OF WOODSTOCK	01-11-6-622
129588	PHILLIP EARL JOHNSON	MOONIE PROGRAM	200.00	LIBRARY	TRAVEL & TRAINING	08-00-4-452
Total 129588:			500.00			
129589	PLOTE CONSTRUCTION INC	2020 STREET RESERFACING	1,014,310.03	GENERAL FUND-CIP	RESURFACING	82-08-7-703

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129589:			1,014,310.03			
129590	POLICE PENSION FUND-CITY OF WO	EXCESS PROPERTY TAX RECEIPTS F	400,000.00	POLICE PENSION	CHARLES SCWAB INVESTMENTS	70-00-0-116
Total 129590:			400,000.00			
129591	POMP'S TIRE SERVICE INC	COR RIM LEAK REPAIR	417.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-06-5-552
129591	POMP'S TIRE SERVICE INC	COR RIM REPLACEMENT	4,251.16	GENERAL FUND	SERVICE TO MAINTAIN VEHICLES	01-06-5-553
129591	POMP'S TIRE SERVICE INC	TIRES	957.64	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
129591	POMP'S TIRE SERVICE INC	TRAILER TIRES	1,074.10	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129591	POMP'S TIRE SERVICE INC	TIRES	148.16	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN VEHICLES	60-50-6-622
129591	POMP'S TIRE SERVICE INC	TIRES	1,721.20	POLICE PROTECTION FUND	MATERIAL TO MAINTAIN VEHICLES	03-00-6-622
129591	POMP'S TIRE SERVICE INC	BACKHOE TIRES	920.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. EQUIPMENT	60-52-6-621
Total 129591:			9,489.26			
129592	POOLBLU	REC CENTER SPA REPAIR	306.18	RECREATION CENTER FUND	MATERIAL TO MAINTAIN POOL	05-00-6-622
129592	POOLBLU	REC CENTER SPA REPAIR	941.52	RECREATION CENTER FUND	SERVICE TO MAINTAIN POOL	05-00-5-558
Total 129592:			1,247.70			
129593	QUADIENT LEASING USA INC	POSTAGE METER LEASE	242.78	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
Total 129593:			242.78			
129594	QUILL CORPORATION	WPL SUPPLIES	14.43	LIBRARY	SUPPLIES	08-00-6-606
129594	QUILL CORPORATION	WPL SUPPLIES	5.69	LIBRARY	SUPPLIES	08-00-6-606
129594	QUILL CORPORATION	WPL SUPPLIES	100.19	LIBRARY	SUPPLIES	08-00-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	99.54	GENERAL FUND	SUPPLIES	01-01-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	96.69	GENERAL FUND	SUPPLIES	01-03-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	51.55	GENERAL FUND	SUPPLIES	01-04-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	54.05	GENERAL FUND	SUPPLIES	01-05-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	124.96	GENERAL FUND	SUPPLIES	01-08-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	31.29	GENERAL FUND	OFFICE SUPPLIES	01-09-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	15.65	GENERAL FUND	SUPPLIES	01-12-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	31.29	PERFORMING ARTS	SUPPLIES	07-11-6-606
129594	QUILL CORPORATION	CALENDARS, SUPPLIES	15.63	GENERAL FUND	SUPPLIES	01-13-6-606
129594	QUILL CORPORATION	CALENDARS	50.80	GENERAL FUND	SUPPLIES	01-08-6-606
129594	QUILL CORPORATION	CALENDAR RETURN	39.05	GENERAL FUND	SUPPLIES	01-08-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129594:			652.71			
129595	R3 ENVIRONMENTAL MANAGEMENT	BRINE WASTE DISPOSAL	1,997.05	WATER & SEWER UTILITY FUND	REFUSE	60-50-5-560
Total 129595:			1,997.05			
129596	RANGER REDI MIX INC	MATERIAL FOR BACKFILL	675.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
Total 129596:			675.00			
129597	REACHING ACROSS ILLINOIS LIBRAR	SERVING OUR PUBLIC 3.0	25.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129597:			25.00			
129598	READY REFRESH BY NESTLE	WATER FOR LAB	119.82	WATER & SEWER UTILITY FUND	LAB CHEMICALS	60-51-6-615
Total 129598:			119.82			
129599	RECORDED BOOKS, LLC	AUDIOBOOKS	35.99	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129599	RECORDED BOOKS, LLC	CDS	71.77	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129599	RECORDED BOOKS, LLC	AUDIOBOOKS	32.91	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129599	RECORDED BOOKS, LLC	AUDIOBOOKS	59.59	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129599:			200.26			
129600	REICHERT CHEVROLET & BUICK	ABS MODULE PROGRAMMING	149.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-08-5-552
129600	REICHERT CHEVROLET & BUICK	SEAL	23.81	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 129600:			172.81			
129601	RICH PREZIOSO	SUBCONTRACTOR SOUND	75.00	PERFORMING ARTS	CONCERTS IN THE SQUARE	07-11-5-515
Total 129601:			75.00			
129602	ROBERT OERKFITZ	644 OAK ST	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129602:			100.00			
129603	ROTARY CLUB OF WOODSTOCK	ROTARY DUES ANDERSON	264.00	GENERAL FUND	DUES/SUBSCRIPTIONS/BOOKS	01-12-4-454

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129603:			264.00			
129604	RUSH TRUCK CENTER - HUNTLEY IN	TOWING AND REPAIR TO 26	1,884.20	GENERAL FUND	SERVICE TO MAINTAIN VEHICLES	01-06-5-553
Total 129604:			1,884.20			
129605	SABRINA LINDSAY	TAE KWON DO REFUND	85.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129605:			85.00			
129606	SAFETY-KLEEN SYSTEMS, INC.	SAFETY-KLEEN WWT	228.05	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
Total 129606:			228.05			
129607	SALOMI VASILEIADOU	TAE KWON DO REFUND	180.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129607:			180.00			
129608	SAMANTHA SIEHOFF	TBALL REFUND	45.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129608:			45.00			
129609	SHERMAN MECHANICAL, INC.	DEHUMIDIFIER FIRST STREET	2,500.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-50-6-621
Total 129609:			2,500.00			
129610	SHERWIN-WILLIAMS CO ACCOUNTS	PAINT FOR WWW	204.75	AQUATIC CENTER FUND	MATERIAL TO MAINTAIN BUILDING	04-00-6-620
Total 129610:			204.75			
129611	SIKICH LLP	3RD PMT FY19/20 AUDIT	20,400.00	AUDIT FUND	MUNICIPAL AUDIT	02-00-5-507
Total 129611:			20,400.00			
129612	SMITH ECOLOGICAL SYSTEMS INC	CHLORINATOR SERVICE	945.01	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-50-5-552
Total 129612:			945.01			
129613	SOIL ESSENTIALS	PARKS CORE SAMPLES	1,500.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129613:			1,500.00			
129614	STAN'S OFFICE TECHNOLOGIES, IN	COPIER CLICK COUNT	265.94	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
129614	STAN'S OFFICE TECHNOLOGIES, IN	COPIER CLICK COUNT - CM	19.80	PERFORMING ARTS	SERVICE TO MAINTAIN EQUIPMENT	07-11-5-552
129614	STAN'S OFFICE TECHNOLOGIES, IN	COPIER CLICK COUNT	35.22	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
129614	STAN'S OFFICE TECHNOLOGIES, IN	EMAIL FILTER	111.15	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
Total 129614:			432.11			
129615	SWANK MOTION PICTURES, INC	MOVIE - BIG LEBOWSKI	300.00	PERFORMING ARTS	PROGRAMMING FUND	07-11-5-525
Total 129615:			300.00			
129616	SYNAGRO TECHNOLOGIES INC	SLUDGE DISPOSAL	6,333.50	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551
Total 129616:			6,333.50			
129617	TEE JAY SERVICE COMPANY	FRONT DOOR REPAIRS	292.50	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
129617	TEE JAY SERVICE COMPANY	FRONT DOOR REPAIRS	1,004.00	LIBRARY BUILDING FUND	BUILDING & GROUNDS	09-00-7-701
Total 129617:			1,296.50			
129618	TELCOM INNOVATIONS GROUP LLC	MITEL ANNUAL MAINTENANCE AGRE	2,339.22	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
Total 129618:			2,339.22			
129619	THE HOWARD E NYHART COMP INC	POLICE PENSION ACTUARY	4,650.00	POLICE PENSION	PROFESSIONAL SERVICES	70-00-5-503
Total 129619:			4,650.00			
129620	THE NEW YORK TIMES	ANNUAL SUBSCRIPTION	533.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129620:			533.00			
129621	THIRD MILLENNIUM ASSOCIATES, INC	UTIL BILL PRINT SEPT 2020	431.48	ENVIRONMENTAL MANAGEMENT FUN	PRINTING EXPENSE	90-00-5-537
Total 129621:			431.48			
129622	THOMPSON ELEVATOR INSPECTION	ELEVATOR INSPECTIONS	451.00	GENERAL FUND	ELEVATOR INSPECTION FEES	01-05-5-567

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129622:			451.00			
129623	TKB ASSOCIATES INC	LASERFICHE PROGRAMMING HOURS	11,200.00	GENERAL FUND-CIP	ONLINE FORMS,B&Z SOFTWARE	82-01-7-714
Total 129623:			11,200.00			
129624	ULINE ATTN: ACCOUNTS RECEIVABLE	FLUID JUGS AND SORBENT ROLLS	204.62	GENERAL FUND	SUPPLIES	01-07-6-606
129624	ULINE ATTN: ACCOUNTS RECEIVABLE	GLOVES	137.83	PARKS FUND	UNIFORMS	06-00-4-453
Total 129624:			342.45			
129625	ULTRA STROBE COMMUNICATIONS	COMPUTER MOUNT	529.84	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
129625	ULTRA STROBE COMMUNICATIONS	AMBER WARNING LIGHTS	99.90	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129625	ULTRA STROBE COMMUNICATIONS	SUV UPFIT	3,864.23	GENERAL FUND-CIP	ANNUAL POLICE VEHICLE PURCHAS	82-03-7-701
Total 129625:			4,493.97			
129626	UNILOCK CHICAGO IN	PAVER BRICK FOR DOWNTOWN	4,145.20	TAX INCREMENT FINANCING FUND	DOWNTOWN BRICK REPLACEMENT	41-00-7-725
129626	UNILOCK CHICAGO IN	PAVER BRICK FOR DOWNTOWN	4,145.20	TAX INCREMENT FINANCING FUND	DOWNTOWN BRICK REPLACEMENT	41-00-7-725
Total 129626:			8,290.40			
129627	UNITED LABORATORIES	HAND SANITIZER	220.68	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129627	UNITED LABORATORIES	PARKS SUPPLIES	228.39	PARKS FUND	SUPPLIES	06-00-6-606
129627	UNITED LABORATORIES	STAIN REMOVER	222.42	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. WATER MAINS	60-52-6-624
129627	UNITED LABORATORIES	GREASE CONTROLING CHEMICALS	738.78	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
129627	UNITED LABORATORIES	GREASE CONTROLING CHEMICALS	738.78	WATER & SEWER UTILITY FUND	MATERIAL TO MAINT. SEWER MAIN	60-52-6-625
Total 129627:			2,149.05			
129628	UPS	SHIPPING	4.07	GENERAL FUND	POSTAGE	01-05-6-601
129628	UPS	SHIPPING	4.26	GENERAL FUND	POSTAGE	01-04-6-601
129628	UPS	SHIPPING	27.80	GENERAL FUND	POSTAGE	01-13-6-601
129628	UPS	SHIPPING	4.11	GENERAL FUND	POSTAGE	01-12-6-601
129628	UPS	SHIPPING	41.11	GENERAL FUND	UPS HOLDING ACCOUNT	01-00-0-212
Total 129628:			81.35			
129629	US BANK EQUIPMENT FINANCE	COPIER LEASE	462.21	LIBRARY	ELECTRONIC ACCESS	08-00-5-517

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129629:			462.21			
129630	USA BLUEBOOK	LAB CHEMICALS	455.08	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
129630	USA BLUEBOOK	WWT CHART PAPER	191.15	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129630	USA BLUEBOOK	LAB CHEMICALS	541.18	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
129630	USA BLUEBOOK	DRUM PUMP	548.35	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-50-6-621
129630	USA BLUEBOOK	SUPPLIES	202.87	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129630	USA BLUEBOOK	GLOVES	32.47	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
Total 129630:			1,971.10			
129631	USALCO	LIQUID ALUMINUM SULFATE	3,739.05	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 129631:			3,739.05			
129632	VIKING CHEMICAL COMPANY	CHLORINE & FLUORIDE	2,278.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
129632	VIKING CHEMICAL COMPANY	CYLINDER CREDIT	1,380.00-	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
129632	VIKING CHEMICAL COMPANY	CHLORINE & FLUORIDE	2,280.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
129632	VIKING CHEMICAL COMPANY	CYLINDER CREDIT	1,145.00-	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
Total 129632:			2,033.00			
129633	WENDY CULP	TAE KWON DO REFUND	105.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129633:			105.00			
129634	WEST SIDE TRACTOR SALES	COR THROTTLE PEDAL	344.34	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
129634	WEST SIDE TRACTOR SALES	COR BRAKE PEDAL	789.77	GENERAL FUND	MATERIALS TO MAIN. EQUIPMENT	01-06-6-621
Total 129634:			1,134.11			
129635	WHOLESALE DIRECT INC	WARNING LIGHTS PER RV	371.04	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
Total 129635:			371.04			
129636	WOLD ARCHITECTS AND ENGINEERS	TRAIN STATION IMPROVEMENTS	913.72	GENERAL FUND	A/R- METRA	01-00-0-126
129636	WOLD ARCHITECTS AND ENGINEERS	WTP ROOF DESIGN	493.00	WATER & SEWER CIP	WATER TREATMENT PLANT MAINT	61-00-7-705

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129636:			1,406.72			
129637	WOODSTOCK CUSD#200 BUILDINGS	D200 AUGUST 2020	4,020.33	POLICE PROTECTION FUND	GASOLINE & OIL	03-00-6-602
Total 129637:			4,020.33			
129638	WOODSTOCK FIRE & RESCUE DISTR	IMPACT FEES 05/20-08/20	7,744.00	ESCROW FUND	FIRE DISTRICT IMPACT FEES	72-00-0-220
Total 129638:			7,744.00			
129639	WOODSTOCK HEATING & COOLING I	CH AC REPAIRS	385.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-02-5-552
Total 129639:			385.00			
129640	WOODSTOCK POWER EQUIPMENT, I	KUBOTA PARTS	191.36	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
129640	WOODSTOCK POWER EQUIPMENT, I	GAUGE WHEELS	604.70	PARKS FUND	MATERIAL TO MAINTAIN EQUIPMENT	06-00-6-621
Total 129640:			796.06			
129641	WOODSTOCK SCHOOL DISTRICT 200	SCHOOL DONATIONS- MAY-AUG, 2020	152,197.00	ESCROW FUND	SCHOOL DONATIONS	72-00-0-212
Total 129641:			152,197.00			
129642	WORLD SECURITY & CONTROL, INC.	FIRE ALARM SERVICE	270.00	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-02-5-552
129642	WORLD SECURITY & CONTROL, INC.	ALARM FOR LIFT STATION	45.00	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
Total 129642:			315.00			
129643	ZULIMA P CRESPO	PAVILION REFUND	25.00	PARKS FUND	FACILITY RENTAL	06-00-2-360
Total 129643:			25.00			
Grand Totals:			2,141,860.55			

**MINUTES  
CITY OF WOODSTOCK  
BOARD OF FIRE AND POLICE COMMISSIONERS  
Monday, June 1, 2020  
5:00 p.m.  
Woodstock Police Department  
Training Room**

A Regular Meeting of the Board of Fire and Police Commissioners of the City of Woodstock was called to order at 5:00 p.m. by Chairman Ron Giordano on Monday, June 1, 2020 in the Woodstock Police Department Training Room. A roll call was taken by Tamara Reed. Minutes were taken by Tamara Reed.

Commissioners Present:                 Ron Giordano  
  Larry Howell

Commissioners Absent:                 Joe Troc

Staff Present:                             Chief of Police John Lieb  
  Office Coordinator Tamara Reed

Others Present:                         None

Commissioner Howell called for a Motion to approve the minutes of the March 2, 2020 Regular Meeting; second by Commissioner Giordano. Motion approved.

**Public Comment(s)**

None

**Police Recruit Testing/Hiring**

There is one name remaining on the current Patrol Officer Eligibility List. Testing will take place on July 18, 2020 at Creekside Middle School with registration beginning at 7:30 a.m. C.O.P.S. will administer the testing as they have done in the past. There have been 87 applications “sold” so far with 46 completed. The deadline to complete the application process is July 1, 2020. The application fee was lowered this time to encourage more candidates to apply.

### **Field Training Status Update on Probationary Officers**

There are no officers in Field Training at this time. One officer will complete his probation period by the end of 2020; another in early 2021.

### **Update on Organizational/Personnel Issues and Changes**

There is one officer currently out on medical leave; another assigned to light duty due to pregnancy.

Since Phase 3 began, calls for service have sky-rocketed. The D.A.R.E. Officer and both School Resource Officers have been working as Patrol Officers since school is still not in session.

The department is fortunate to be well-supplied with Personal Protection Equipment (PPE) with which to fight COVID-19; most was purchased by the department with some donated by the public.

Eight department personnel have been tested for the virus since the pandemic began; five have tested negative and three are still awaiting their results.

### **Old Business**

Chief Lieb said that the department is close to beginning the Pre-Certified Police Officer Program, but the F.O.P. is not quite onboard with it. The way the contract currently stands, it is not quite as attractive to interest high-quality candidates to the department with a true lateral transfer.

### **New Business**

None

### **Adjournment**

Motion by Commissioner Howell, second by Commissioner Giordano, to adjourn the meeting of the Board of Fire and Police Commissioners. Motion approved. Meeting adjourned at 5:30 p.m. on June 1, 2020 in the Woodstock Police Department Training Room.

Respectfully Submitted,

Tamara Reed  
Office Coordinator  
Woodstock Police Department

**MINUTES  
CITY OF WOODSTOCK  
ECONOMIC DEVELOPMENT COMMISSION  
June 4, 2020  
Council Chambers**

A Regular Meeting of the City of Woodstock Economic Development Commission was called to order by Chairman Rick Francois at 8:05 AM on Thursday, June 4, 2020 virtually, via Zoom webinar due to the COVID-19 pandemic and Governor Pritzker's stay-at-home mandate.

**ROLL CALL**

**COMMISSION MEMBERS PRESENT REMOTELY:** Chris McGowan, John Buckley and Chairman Rick Francois.

**COMMISSION MEMBERS ABSENT:** Wayne Read and Henry Patel.

**STAFF PRESENT REMOTELY:** Economic Development Director Garrett Anderson, Business Development Coordinator George Hahne, and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT REMOTELY:** None.

**ACCEPTANCE OF MINUTES:**

Motion was made by J. Buckley, second by C. McGowan, to accept the Minutes from the March 5, 2020 meeting. Ayes: C. McGowan, J. Buckley, and Chair R. Francois. Nays: none. Absentees: W. Read and H. Patel. Abstentions: none. Motion carried; Minutes were accepted.

**ACCEPTANCE OF MINUTES:**

Motion was made by J. Buckley, second C. McGowan, to accept the Minutes from the May 1, 2020 meeting. Ayes: C. McGowan, J. Buckley and Chair R. Francois. Nays: none. Absentees: W. Read and H. Patel. Abstentions: none. Motion carried; Minutes were accepted.

**PUBLIC COMMENT:** None.

G. Anderson explained that the City has been proactive in assisting restaurants and bars with outdoor dining, as approved by City Council just prior to Governor Pritzker's announcement to include outdoor dining in Phase 2, and before the start of Phase 3.

Mr. Anderson continued on to explain the City's emergency loan program, which includes a \$5,000 loan for qualified and approved businesses, a 3% interest rate with a one-year grace period and a three-year payback. The City has issued approximately 60 emergency loans and had \$500,000 available. He explained that many of the applicants

are small businesses; many in the service industry, and about half of the businesses are on the Square. Mr. Anderson said at the next City Council meeting on June 16<sup>th</sup>, Council will be asked to expand the emergency loan program to include non-profits. Some of the guidelines include, the business must have a brick & mortar location and they must include some retail. Staff is open to additional guidelines such as the number of employees. Further discussion ensued on the not-for-profit businesses as it pertains to these loans.

G. Anderson said he's meeting with a countywide group tomorrow to determine what businesses ongoing needs may be in our community; what needs are not being met. R. Francois said a lot of this is at the state level. R. Francois mentioned that video gaming is out of service due to the fact that people cannot go into restaurants and bars. This effects businesses and government at all levels. Some of Mr. Buckley's concerns included: do employers need help with purchasing PPE, hand sanitizers and disinfectants? He asked if there are any group purchasing opportunities in the area? In response, G. Anderson said the county is facilitating an employee protection; there is a small grant program available to assist employers to adjust their business practices during the pandemic. G. Anderson hopes to hear more about this at the meeting tomorrow. J. Buckley asked if business owners are seeing an uptick in mental health issues due to the pandemic; quarantine, shelter-in-place, comfort level of returning back to work; depression, general anxiety level. He added that staff members may be very concerned about returning to work; what kind of support should be in place to assist?

With regard to the areas/districts that Governor Pritzker put in place due to the COVID-19 pandemic, R. Francois asked about McHenry County divorcing itself from the City of Chicago/Cook County. G. Anderson said McHenry County came together in unity; however, the request fell on deaf ears; although there has been some pushback. The option would have been joining the Rockford-area district.

R. Francois asked about the Black Lives Matter protest/march that took place on the Square on Sunday evening, May 31<sup>st</sup>. Mr. Francois asked how the group notified the City, if there is a permitting process involved, and how the City notifies the community. There was a brief discussion on how the City was informed of the event, where the information was shared, and how Woodstock Police Department handled the situation. G. Anderson added that Krista Coltrin has a list of email addresses for local business owners and building landlords. Often times, Ms. Coltrin forwards this type of information to this group. The City believes there were over 500 people that participated and/or attended the event. J. Buckley said he believes this same group was in Huntley earlier in the day; however, that event was much smaller.

## **GENERAL BUSINESS/DISCUSSION:**

### **1. Project Activity Report – June 2020**

G. Anderson said a couple of new businesses have opened; Consumer Credit Counseling opened in the Pioneer Center's building, a ladies clothing manufacturer opened on Wanda Lane, Oliver's Bar & Grill, and Antioch Pizza. My Little Bow Peeps Boutique is

preparing to open in The Thoughtfulness Shop. FasTacos hopes to open in their new space this summer, which is across the street from their current location. Mr. Anderson mentioned additional City programs that are available to assist new businesses; historic tax credits and grant funding, to name a few. Chipotle and T-Mobile are both moving forward. Permits have been received for Cedarhurst, a 75,000 square foot assisted-living space off of Route 14 near the hospital. Kishwaukee Brewing on McConnell Road is going very well. Frisbie & Lohmeyer is moving into the old historic gas station, which they are in the process of renovating, just off of Main Street. The foundation has been poured for Woodstock Square Apartments and they are moving along. Kunes Auto Group's permit has been approved and they're moving forward. They informed the City that their sales for the month of March were scarce; however, they are almost back to normal now. The people that are stopping by are mostly serious buyers. They believe they will continue to do well as long as the auto manufacturers continue building vehicles. There was some discussion pertaining to renters in the Old Courthouse. The City is not yet negotiating incentives or leases.

G. Anderson said Mr. Hahne has several leads on restaurants and retailers; people are very interested in Woodstock.

**COMMISSION COMMENTS / UPDATES:** none.

**ADJOURNMENT:**

Motion by J. Buckley, second by C. McGowan, to adjourn this meeting. Ayes: C. McGowan, J. Buckley and Chair R. Francois. Nays: none. Absentees: W. Read and H. Patel. Abstentions: none. Motion carried. Regular Meeting adjourned at 8:58 AM. The next regular meeting is scheduled for Thursday, July 2, 2020 at 8:00 AM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk

**MINUTES  
CITY OF WOODSTOCK  
ECONOMIC DEVELOPMENT COMMISSION  
September 3, 2020  
Council Chambers**

A Regular Meeting of the City of Woodstock Economic Development Commission was called to order by Chairman Rick Francois at 8:02 AM on Thursday, September 3, 2020 virtually, via Zoom webinar due to the COVID-19 pandemic and Governor Pritzker's stay-at-home mandate.

**ROLL CALL**

**COMMISSION MEMBERS PRESENT REMOTELY:** Chris McGowan, Wayne Read, Henry Patel, and Chairman Rick Francois.

**COMMISSION MEMBERS ABSENT:** John Buckley.

**STAFF PRESENT REMOTELY:** Economic Development Director Garrett Anderson, Business Development Coordinator George Hahne, and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT REMOTELY:** None.

**ACCEPTANCE OF MINUTES:**

Motion was made by W. Read, second by C. McGowan, to accept the Minutes from the June 4, 2020 meeting. Ayes: C. McGowan, W. Read, H. Patel, and Chair R. Francois. Nays: none. Absentees: J. Buckley. Abstentions: none. Motion carried; Minutes were accepted.

**PUBLIC COMMENT:** None.

**GENERAL BUSINESS/DISCUSSION:**

Mr. Anderson shared several reports that he sends to City Council. Monthly sales tax. Projected significant declines early; however, the City is only down 4% since March. The collections are performing better than expected. Mr. Anderson shared information to further explain the details of the report.

There has been a positive change in home businesses. He explained the month-to-month break-down. The report includes an average over the past twelve months. The City is at half of the sales tax collected compared to numbers at this same time last year. Mr. Anderson shared information pertaining to specific areas of Woodstock.

Chair Francois asked if the City's sales tax changed over 2019/2020. Mr. Anderson said this includes the 1% municipal sales tax. This does not reflect the 1% Home Rule sales tax. Mr. Anderson mentioned the transformation between Benoy Motors and Kunes

Country Auto Group. Retail and home goods have definitely been hit hard due to the COVID-19 pandemic. Trending basis; grocery stores are trending up from last year. Restaurants are definitely struggling. Mr. Anderson said the spring season was better than expected. W. Read said the negatives are most vulnerable, so we definitely need to support these establishments. He was pleasantly surprised by some of these numbers, although he doesn't believe we've seen the full impact of this pandemic yet. Mr. Anderson said we believe there will be some serious strain on restaurants once the weather changes. There was some discussion about the movie theatre. H. Patel asked about numbers for hotels. Mr. Anderson said the City doesn't see a lot of sales tax from hotel/motels. Might be classified as services/financial. Mr. Anderson will look into this.

Chair Francois said this is interesting information. He asked what the City forecasted? Mr. Anderson said staff explained to City Council that we are entering an unknown, so the numbers will have to be further discussed as we move through the pandemic. W. Read agreed that some of this information is very positive. Mr. Anderson reviewed the various categories. A discussion ensued about why Woodstock didn't see as much of a decline, Woodstock doesn't have as many regional shopping centers that Crystal Lake and Algonquin have. It is believed that Woodstock residents shopped local rather than heading out to these other areas. Chair Francois agreed that the lack of commuting was a benefit to Woodstock. Retail, automotive and gas are all up. Auto dealerships saw a decline in March; however, by April the numbers were back to normal. Total sales have been consistent.

#### 1. Project Activity Report – August 2020

Mr. Anderson said the new Chipotle restaurant opened earlier this week. Swift Wash, the former Jiffy Lube, sign variance was approved regarding signage on Route 14. Cedarhurst broke ground. Kishwaukee Brewing is doing very well. Hoping to be done later this month. Woodstock Square apartments are up to their full height, as a whole they're not even as tall as the roof height on Benton Street. W. Read asked about possible occupancy? It is expected that they will open around February, owners won't start signing leases until a couple months prior to opening day.

Check out Dura-Bar, 15-acre site is installing solar panels.

Under construction, Wendy's will be remodeling, mostly the exterior. Walmart's renovations are underway; re-doing the jewelry section, which might be a Claire's inside the store. They might be doing some upgrades to their home delivery; grocery pick-up started a couple of years ago. Aldi is moving forward working in permitting process.

Cannabis growers are currently working with the state. It's possible that Woodstock might get one grower. Asked H. Patel about pet depot, still in negotiations; which would go into the former Ace Hardware strip. Proposal for the downtown Die Cast site. Two buildings, 112 total units, would be constructed at the corners of Newell and Clay Street. Very intriguing proposal, working through financial negotiations at this time. The developer is from Elgin (in response to a question from R. Francois). They've done a lot

of commercial/industrial and hotels. This would be their first residential project. One and two-bedroom apartments, geared toward young professionals, empty nesters, and retirees,

Mr. Anderson mentioned several other renovations going on in the community. New stairway and elevator in the Old Courthouse. This will go back to the OCASH & HPC for further feedback.

R. Francois talked about the high-density apartments on the Die Cast site, G. Anderson explained that the current residents in the area were opposed to the previous development project. With this project, they are generally in agreement with the developer's proposal. Mr. Anderson explained the differences between the previous project and the current proposal, which is more acceptable to the neighbors. The west would be an open space, possibly a park. He mentioned that there is still discussion about moving the train depot to the other side of the train tracks; however, we're unsure if this will happen. W. Read added that commuter traffic will continue to be greatly diminished due to the pandemic. Mr. Anderson said ridership has already decreased over the past few years, prior to the pandemic. However, there has been an increase in Crystal Lake, which could be due to the Woodstock schedule.

In response to a question from W. Read, Mr. Anderson confirmed that Frisbie-Lohmeyer is going in to the former gas station at the end of Main Street. Unsure as to what else, if anything, will be going in there.

Mr. Anderson mentioned that a former office space may be converted into apartments, not in the downtown. G. Hahne said there is a very serious investor; developed 200 hotels, multi-family dwellings, recommended to the City, they have a great reputation. Several phone meetings with them already, strong relationship with both Holiday Inn and Hilton hotels. They believe Woodstock could support an 80-room hotel. The City looks forward to their site visit in two weeks.

Fifth/Third Bank off of Catalpa Lane is going to be converted into a funeral home. Gas station is looking into putting a station in the north side of town. Metra, two projects that would help our commuters. General upgrades to our current building. Warming shelter across the tracks, not expected for another two years, it's in the budget. Long-term project, hoping to move the railyard from Crystal Lake to the west side of Woodstock. Funds have been allocated to this project, Metra is looking to acquire land. Would be about four years away.

Mr. Anderson briefly discussed a possible restaurant that was hoping to come to Woodstock, mainly a video gaming parlor.

Shooting range has fallen through on misunderstanding on budgets, as to who would pay for what. W. Read asked about investment levels, coming into the Old Courthouse, do we have a real sense of cancellation rate. Has the City recalibrated? Mr. Anderson said yes, we have revisited several ideas, long list of people that are having second thoughts,

putting projects on hold. R. Francois asked about small business tenants, what is the City hearing. Mr. Anderson said a lot of people are charging forward; however, there is a lot of concern. Outdoor dining has definitely helped. However, when the weather changes and outdoor dining no longer works, and dining can only be inside, there is a strong concern as to how the restaurants can survive. DeWane's photography, the pandemic accelerated their closing, along with Indepth Graphics. We just heard that Mixin Mingle will be closing; COVID-19 related closure. R. Francois asked about some of the programs that were available, are they still in place. Mr. Anderson provided information pertaining to some loans and grants. City emergency loan was \$5,000, fifty-six loans were issued. He explained the terms and qualifying conditions.

G. Hahne attended a conference, which indicated that tier one locations are not renting, rent is too high right now. The commercial real estate businesses are looking at tier two and three markets. They said Woodstock is between tier two and three. Traveling to Woodstock is more of an investment in time; they want all the stakeholders at their first meeting. Mr. Hahne further explained ways in which Woodstock should proceed. He remains optimistic as Woodstock could be the next new level for placement of national retail.

Chair R. Francois said next month's meeting is scheduled for October 1<sup>st</sup>; however, he will be unavailable due to a prior commitment.

**COMMISSION COMMENTS / UPDATES:** None.

**ADJOURNMENT:**

Motion by W. Read, second by C. McGown, to adjourn this meeting. Ayes: C. McGowan, W. Read, H. Patel, and Chair R. Francois. Nays: none. Absentees: J. Buckley. Abstentions: none. Motion carried. Regular Meeting adjourned at 9:05 AM. The next regular meeting is scheduled for Thursday, October 1, 2020 at 8:00 AM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk

**MINUTES  
CITY OF WOODSTOCK  
ENVIRONMENTAL COMMISSION**

June 4, 2020  
City Council Chambers

A Regular Meeting of the City of Woodstock Environmental Commission was called to order by Co-Chairperson Steve Wenzel at 5:32 PM on Thursday, June 4, 2020 virtually, via Zoom webinar due to the COVID-19 pandemic and Governor Pritzker's stay-at-home mandate.

A roll call was taken.

**COMMISSION MEMBERS PRESENT VIRTUALLY:** Ed Ellinghausen, Laurie Kacmar, Bill Donato, and Co-Chair Steve Wenzel.

**COMMISSION MEMBERS ABSENT:** Chairperson Erica Poremba.

**STAFF PRESENT VIRTUALLY:** Public Works Department Director Jeff Van Landuyt and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT:** None.

**ACCEPTANCE OF MINUTES:**

The Minutes from the March 5, 2020 Regular Meeting will be on the next meeting's agenda.

**PUBLIC COMMENT**

There was no public comment forthcoming.

**COMMISSION COMMENT:** None.

**TRANSMITTALS**

1. None

**OLD BUSINESS**

1. Restorative Efforts at Community Gardens Site – Pathway?

In response to a question from S. Wenzel, J. Van Landuyt said Melissa from The Land Conservancy was going to have herbicide applied before adding ground cover at the gardens. B. Donato mentioned that there's a pathway on one side of the site that starts at the stream and heads into the woods; however, there's some invasive species in the area. He believes the path could be connected to the garden area. S. Wenzel said the Commissioners should decide where best to locate a path that would travel near interesting features. However, he agreed with J. Van Landuyt that the path should wait until The Land Conservancy's work is completed

2. Follow-up on plans Commission had for Arbor Day

S. Wenzel stated that the Arbor Day tree planting event had to be cancelled due to the pandemic. Commissioners agreed with the suggestion to wait until McHenry County reaches Phase 4 before planning a tree planting event. S. Wenzel said he'd contact The Land Conservancy on the availability on obtaining trees for this event.

### 3. Community Garden season planned events for year

S. Wenzel suggested waiting until we reach Phase 4 before deciding on any events. It was mentioned that thirty-seven garden plots have been rented for the season with nineteen gardeners. E. Ellinghausen said he'll have materials for a larger garden; he asked if it would be too late to build it and install it yet this season. In response, J. Van Landuyt said they don't have soil available, but they can get more. There was some discussion about getting a compost pile/site started, which could be used for the gardeners. B. Donato said perhaps the City/Commissioners could donate garden plots along with produce to families in need. E. Ellinghausen said he had a conversation with an organizer of the 4-H Club, about perhaps getting people involved that could donate the veggies to those in need. L. Kacmar opined that perhaps a master game plan could include both the donation of plots and the donation of the goods. Commissioners agreed with that suggestion.

J. Van Landuyt said he'd email an aerial photo of the property so that some further decisions can be made such as the addition of a shed or a gazebo, etc. S. Wenzel asked when the Commission can hold a meeting in person. J. Van Landuyt said this can happen now as long as social distancing is observed and/or masks are worn.

Chair E. Poremba arrived at 5:47 PM. S. Wenzel updated her on what's been discussed so far. S. Wenzel said he's going to follow-up with TLC on tree availability. E. Ellinghausen said he has hundreds of white oak trees, which he offered, if there's interest. S. Wenzel said he'd check with Melissa at TLC to find out if the white oaks would work in that area. He added that TLC has a drone, so perhaps they can take footage and get some good photos of the garden site for the Commissioners. In response to a question from Chair Poremba, J. Van Landuyt said Public Works hasn't received any calls about any problems with the water availability at the garden site; he believes it's working okay. E. Poremba said she stopped at the site on Monday and there were about six gardeners there. They told her they were loving it! The gardeners own Facebook page is named "Woodstock Community Greens and Gardens, Woodstock, IL." E. Poremba said their FB page recently shared some great information about cicadas.

Chair Poremba suggested pushing the plastic straws project off until this fall or even waiting until 2021. S. Wenzel shared information about Spain single-use plastics and their desire to ban the manufacturing and use. In response to a question, J. Van Landuyt said the Styrofoam recycling center may be starting up again on June 15<sup>th</sup>.

## **NEW BUSINESS**

1. None

## **FUTURE AGENDA ITEMS**

1. Update of Environmental Master Plan – begin September 2020
2. Plastic Straws – Invite speaker in July – develop ordinance in fall of 2020
3. Ellinghausen Brine Study Update

J. Van Landuyt said Public Works is still deciding how best to move forward with the brine. They have some additional research to do to find out how best to use the product. E. Poremba suggested that Commissioners read through the Environmental Plan and get ideas of what to tackle next. She said there are a lot of great things going on and we need to be prepared and get on the same page. She asked Mr. Van Landuyt to email a copy of

the Plan to all Commissioners. Chair Poremba gave kudos to J. Van Landuyt for all his work and the work of Public Works.

The Commissioners agreed that they'd like to meet at the garden site in the next few weeks.

**ADJOURN: To a Regular Meeting Thursday, July 9, 2020 at 5:30 PM**

Motion by L. Kacmar, second by E. Ellinghausen, to adjourn this regular meeting of the Environmental Commission to the next regular meeting on Thursday, June 4, 2020. Ayes: E. Ellinghausen, L. Kacmar, B. Donato, S. Wenzel, and Chair E. Poremba. Nays: none. Abstentions: none. Absentees: none. Motion carried. Meeting adjourned at 6:03 PM.

Respectfully submitted,

Jane Howie,  
Chief Deputy City Clerk

**MINUTES**  
**CITY OF WOODSTOCK**  
**ENVIRONMENTAL COMMISSION**  
July 13, 2020  
City Council Chambers

A Special Meeting of the City of Woodstock Environmental Commission was called to order by Chairperson Erica Poremba at 5:35 PM on Monday, July 13, 2020 at the Community Gardens Site – 2495 Castle Road, Woodstock, IL.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Laurie Kacmar, Ed Ellinghausen, Bill Donato, Steve Wenzel, and Chairperson Erica Poremba.

**COMMISSION MEMBERS ABSENT:** none.

**STAFF PRESENT:** Public Works Department Director Jeff Van Landuyt and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT:** None.

**ACCEPTANCE OF MINUTES:**

Motion by S. Wenzel, second by E. Ellinghausen, to accept the Minutes from the March 5, 2020 Regular Meeting. Ayes: E. Ellinghausen, S. Wenzel and Chair E. Poremba. Nays: none. Absentees: none. Abstentions: L. Kacmar and B. Donato. Motion carried. Minutes accepted.

Motion by B. Donato, second by L. Kacmar, to accept the Minutes from the June 4, 2020 Regular Meeting. Ayes: L. Kacmar, E. Ellinghausen, B. Donato, and S. Wenzel. Nays: none. Absentees: none. Abstentions: Chair E. Poremba. Motion carried. Minutes accepted.

**PUBLIC COMMENT**

The neighbor across the street from the garden site stopped over to ask that vehicles not be parked across the street from his driveway as this causes difficulty for him to get his truck into his driveway.

**COMMISSION COMMENT:** None.

**TRANSMITTALS**

1.None.

**OLD BUSINESS**

1. Comments on drone flight videos over Castle Road Park by The Land Conservancy  
Commissioners loved the drone flight videos and asked if a video can be shared on the Gardens Facebook page. S. Wenzel will find out what's needed to share the videos on social media.

Commissioners expressed their interests in expanding the garden to allow for additional garden beds in 2021. They discussed several locations for the beds along with locations for the addition of a gazebo, shed, composting area, and pollinator garden. They also talked about the possibility of adding another community garden on the north side of Woodstock; however, research would have

to be done to determine possible sites. S. Wenzel mentioned that he'll talk to someone at The Land Conservancy to ask about removing invasive species and trees in the back of the garden site. There is also a need to get that back area mowed and the interior of the garden site weed-whipped, which J. Van Landuyt said Public Works could take care of. Commissioners are interested in using that space to install fourteen new garden beds for the 2021 gardening season.

Commissioners are interested in getting the fence painted. There was a suggestion to hold a painting event in the spring of 2021 and invite gardeners to volunteer to assist.

#### 2. Community Gardens Events – Harvest Celebration?

Commissioners are interested in hosting a sort of Harvest Fest at the garden site sometime this fall, with social distancing in place and following all guidelines set by the State of Illinois.

Commissioners asked J. Van Landuyt to find out if they still need to gather statistics on the success of the reusable bag initiative, or, due to the pandemic, if the due date for this information can be extended. Mr. Van Landuyt said he'd look into this and get back to the Commissioners with information.

### **NEW BUSINESS**

#### 1. Conversation regarding Master Plan for Castle Road Park/Community Greens

Nothing was discussed; this item will be added to a future agenda.

### **FUTURE AGENDA ITEMS**

1. Invitation to Gardeners for conversation/feedback/review of draft Master Plan – 8/6/2020
2. Preliminary Discussion about Updating of Environmental Master Plan – begin 8/6/2020
3. Ellinghausen Brine Study
4. Plastic Straws – Invite speaker in December? – develop ordinance in Summer 2021
5. Master Plan for Castle Road Park/Community Greens

### **ADJOURN: To a Regular Meeting Thursday, August 6, 2020 @ 5:30 PM**

Motion by S. Wenzel, second by B. Donato, to adjourn this regular meeting of the Environmental Commission to the next regular meeting on Thursday, August 6, 2020. Ayes: L. Kacmar, E. Ellinghausen, B. Donato, S. Wenzel and Chair E. Poremba. Nays: none. Abstentions: none. Absentees: none. Motion carried. Meeting adjourned at 6:10 PM.

Respectfully submitted,

Jane Howie,  
Chief Deputy City Clerk

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
June 4, 2020  
City Council Chambers

**I. CALL TO ORDER / ROLL CALL:**

The Special Meeting of the Historic Preservation Commission of the City of Woodstock was called to order by Chairman Donovan Day at 7:05 PM on Monday, June 4, 2020 virtually, via Zoom webinar due to the COVID-19 pandemic and Governor Pritzker's stay-at-home mandate.

**HISTORIC PRESERVATION COMMISSION MEMBERS PRESENT VIRTUALLY:** Erica Wilson, Jennifer Wegmann-Gabb, Marti Dejon, and Chair Donovan Day.

**HISTORIC PRESERVATION COMMISSION MEMBERS ABSENT:** Rodney Paglialong.

**STAFF PRESENT VIRTUALLY:** Liaison City Planner Darrell Moore and Executive Assistant/Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT VIRTUALLY:** Mr. Larry Lough, *The Woodstock Independent*.

**II. PUBLIC COMMENT:** none.

**III. NEW & OLD BUSINESS**

a. 101 S. Johnson Street (The Old Courthouse) – Certificate of Appropriateness for a patio. D. Moore thanked Commissioners for being available for this Special Meeting on short notice. He added that unfortunately the petitioners were not available to be in attendance due to the re-opening of their restaurant this evening. He continued on to inform the Commissioners that the Lopprino's request is to add an outdoor patio/seating area to the southeast lawn of the Old Courthouse. He asked Commissioners if this request was ever brought to this Commission before; no one recalled. Mr. Moore added that The Public House has wanted to expand their outdoor dining for quite some time; however, due to the COVID-19 pandemic and the issues it's caused, the restaurant owners have decided to fast forward this request.

Mr. Moore said their proposal is broken into two phases for both financial reasons and expediency. He explained that the petition would like to have approximately 80% of turf grass in the southeast lawn removed to have crushed limestone added to that area. The limestone would be compacted and prepared for outdoor dining. Mr. Moore explained that the renderings are not precise, they are more or less an expression of what they wish to accomplish. However, the big ideas are there. The Lopprino's would like to have access east of the entrance as well as on the Jackson Street side. To make this functional, a fence segment would need to be removed. If approved, that would provide the most direct route to the kitchen and dishwashing from the outdoor space. In addition to the crushed limestone, they want to erect a 20' x 30' temporary tent, which would not cover the entirety of the outdoor eating area, but is available in the near term and complies with the COVID-19 guidelines. Mr. Moore added that the grass around the perimeter would remain.

Mr. Moore continued on to explain some of the Lopprino's ideas for Phase 2 of this project. They would like to fill in almost the entirety of that segment with pavers, which would be a red and a lighter color, that would look very similar to what has been done on their north patio. This phase also includes the installation of planter boxes, some small trees and a gas firepit. A portion of the fence would be removed to include an opening for a gate. D. Moore said he would like them to use

a repurposed gate. He said the landscaping company reiterated that a lot of the rendering is concept only. The tree closest to the building would probably not happen because they'd prefer that trees would be further from the building. Also, they mentioned having a raised bed where a sign could be placed; a portion of the fence is removed to make way for this. At this time, Lopprino's are hoping for the approval of Phase 1, as this will tremendously help their business to survive. Phase 2 is aspirational to provide a sense of what they'd like to accomplish in the future. If this is approved, via Certificate of Appropriateness, then they would have permission to proceed.

Mr. Moore said this corner previously held trees that were planted before the Sheriff's House was built in 1887. Trees were on this site most of the time and came down in the 60s and 70s. Also, located in this area there is a cistern which is imbedded in the ground, matching one on the north side; the pavers go around that manhole cover. The same would be done at the new location. The City is making plans to abandon this cistern and redirecting the storm sewer over to Jackson Street. The City has wanted to do this for quite some time, just never got around to it. It is very much in the purview of this Commission to review this request and make recommendations.

E. Wilson asked if the request this evening is to vote on Phase 1 only. Or, if it is necessary to vote on both phases tonight. She opined that additional clarification is needed before she feels comfortable considering Phase 2. D. Moore said the applicants would request a vote this evening; narrowing the focus to Phase 1 this evening is entirely fair. D. Day asked if the cistern is failing or why is it being abandoned. D. Moore believes the cistern still works; however, the City has wanted to redirect this for quite some time. D. Day said he'd hate to have it filled in with gravel, it would be nice to keep it for what it is, even though its underground; it's a nice feature to the building. He suggested voting on the fence portion, which should be kept in place and perhaps a portion of the fence can be used as a gate. The concept itself, he opined is an improvement to the building. He's unsure what material is appropriate, but he believes this is a good use of the space. He wants the fence preserved as much as possible, he was okay with the concept itself.

In response to a question from M. Dejon, Mr. Moore said this concept had been presented to the Old Courthouse and Sheriff's House Advisory Commission in the past; however, City Council wanted to move forward with other ideas for the Old Courthouse before moving forward with this project. Now, because of the pandemic and the guidelines, the owners would like to move forward. In response to a question from E. Wilson, Mr. Moore said the crushed limestone would remain in place and would not cover the cistern; the pavers would go over the top of the limestone only. The cistern lid is at surface level, so they would excavate around it. E. Wilson agrees with Mr. Day about the fence in that it should be repaired, if necessary, and only a portion should be removed if needed for life safety or an egress. In response to further questions about the fence, Chair Day opined that portions of the fence around the current patio were refurbished years ago. D. Day said he remembers Public Works painting the fence years ago. M. Dejon said she agrees that we don't have enough information to make decisions on Phase 2; she's interested in only considering Phase 1 at this time.

Rodney Paglialong arrived at 7:30 PM. D. Moore provided a brief rundown of the Lopprino's request, both Phase 1 and Phase 2. He added that the drawing is conceptual only. R. Paglialong asked what the consensus of the Commission is thus far. Mr. Moore said they wish to focus on Phase 1 this evening. D. Moore said the Commission wishes to keep the cistern and to keep the fence in tack as much as possible.

In response to a question from J. Wegmann-Gabb, Mr. Moore said their intention is that the tent is only temporary during the current pandemic situation. Ms. Wilson asked if any permitting is required for the tent, or what guidelines are in place to be certain the tent doesn't become permanent. D. Moore said tents of a certain size can be used temporarily due to the pandemic. He believes the tent will only be there until October. He said if this Commission does not wish to review Phase 2 at this time, he would ask the petitioners to come back with updated renderings in the future. R. Paglialong asked what the City staff thinks about this request. D. Moore said City staff does not see a downside with outdoor dining. This area is not greatly utilized, other than the nativity scene during the holidays. It is believed that the addition would beautify this corner. R. Paglialong asked if Public House gave any indication that they needed this to improve their success. D. Moore said the Loprino's have said that this would be crucial in their recovery.

M. Dejon said she'd like to see more of what they want to do in with landscaping, incorporating trees and restoration/use of the fencing in Phase 2. E. Wilson said the concept is great, her main concern is that the original fence be preserved. Mr. Moore reiterated that Phase 1 includes the removal of a 4' segment of fence, which can be put into storage and repurposed at some time in the future. In response to a question from E. Wilson, Mr. Moore said there is a segment of the fence already in the basement of the Old Courthouse; it is definitely being kept, not thrown out. E. Wilson expressed her concern that perhaps during construction someone could throw it out. She suggested finding a more secure location for storage of the fence segments. Mr. Moore will look into this.

D. Moore shared a photo of the Jackson Street side and showed the segment that would be removed to allow for a walkway. D. Day suggested that he City search the area with a metal detector before allowing any construction begin. He has one that can be used.

D. Moore shared some information contained in the Certificate of Appropriateness. He said this document provides important details to consider. He opined it sounds like there's a consensus here; we need a motion. D. Day said with regard to Phase 1, if requested, we can go through the document as a guide. J. Wegmann-Gabb said she's okay moving forward with Phase 1. There was a consensus of all Commissioners to proceed.

Motion by D. Day to approve the Certificate of Appropriateness as presented identified as Phase 1 as depicted on page 2 of the staff analysis, preservation of the fence panels that are removed and preservation of existing cistern, second by E. Wilson. Ayes: E. Wilson, J. Wegmann-Gabb, M. Dejon, R. Paglialong and Chair D. Day. Nays: none. Abstentions: none. Absentees: none. Motion carried.

## **V. STAFF / COMMISSIONER UPDATES:**

### **a. Courthouse updates:**

D. Moore said Gary Anderson Architects completed part 2 of the application for renovations of the Old Courthouse. Council encouraged them to move forward. From here the process goes forward to the historic preservation office, which should take about two months. At the conclusion, we should have guidelines for the renovations and clarification for historic tax credits for the federal program. The City should be able to apply at the beginning of August. Mr. Moore said it is a very competitive bid process, awardees will be announced in December. We could know by the end of this year if we can go forward with this process. There were no comments.

**VI. FUTURE AGENDA ITEMS:**

With regard to future agenda items, D. Moore said nothing further has been submitted yet. R. Paglialong asked about the deck in front of Napoli Pizza. Mr. Moore said the deck was designed to be removed and taken away. It was built for outdoor dining during COVID-19 pandemic; therefore, because it's temporary, it did not have to come before this Commission. Chair Day said it's great to see the City helping out so much!

**VII. ADJOURNMENT:**

Motion made by R. Paglialong, second by J. Wegmann-Gabb, to adjourn this Regular Meeting of the Historic Preservation Commission. Ayes: E. Wilson, J. Wegmann-Gabb, M. Dejon, R. Paglialong and Chair D. Day. Nays: none. Abstentions: none. Absentees: none. Motion carried. Meeting adjourned at 7:58 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk

**MINUTES  
CITY OF WOODSTOCK  
JOINT MEETING  
OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION  
HISTORIC PRESERVATION COMMISSION**

A Special Joint Meeting of the Old Courthouse and Sheriff's House Advisory Commission (OCHASH) and the Historic Preservation Commission (HPC) was called to order at 7:00 PM by OCHASH Chairman Dennis Sandquist on Monday, May 18, 2020. This meeting was held under the Mayor's Emergency Declaration (COVID-19) with Commission members and all others attending remotely.

A roll call was taken.

**OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION MEMBERS PRESENT IN THE COUNCIL CHAMBERS:** None

**OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION MEMBERS ATTENDING REMOTELY:** Jim Campion, Tom Ellinghausen, Jacqueline Lechner, Dean Lovewell, David Stumpf, and Chairman Dennis Sandquist.

**OLD COURTHOUSE AND SHERIFF'S HOUSE COMMISSION MEMBERS ABSENT:** Jessica Campbell and Joseph White

**HISTORIC PRESERVATION COMMISSION MEMBERS PRESENT IN THE COUNCIL CHAMBERS:** None

**HISTORIC PRESERVATION COMMISSION MEMBERS ATTENDING REMOTELY:** Marti Dejon, Jennifer Wegmann-Gabb, Rodney Paglialong, Erica Wilson, and Chairman Donovan Day

**HISTORIC PRESERVATION COMMISSION MEMBERS ABSENT:** None

**STAFF PRESENT IN THE COUNCIL CHAMBERS:** None

**STAFF ATTENDING REMOTELY:** City Planner/Staff Liaison Darrell Moore and Library Director Nick Weber

**OTHERS PRESENT IN THE COUNCIL CHAMBERS:** None

**OTHERS ATTENDING REMOTELY:** City Clerk Cindy Smiley, Architect Gary Anderson, and Friends of the Old Courthouse Board Member Susan Stelford

**APPROVAL OF MINUTES**

Approval of the Courthouse Advisory Commission Minutes for January 13, 2020

Motion by D. Stumpf, second by J. Lechner, to approve the minutes of the January 13, 2020, meeting with the following change:

Addition of Jessica Campbell to those voting Aye to approve the minutes.

Ayes: J. Campion, T. Ellinghausen, J. Lechner, D. Lovewell, D. Stumpf, and Chairman D. Sandquist.  
Nays: none. Abstentions: none. Absentees: J. Campbell and J. White. Motion carried.

Approval of Historic Preservation Commission Minutes for February 24, 2020

Motion by J. Wegmann-Gabb, second by E. Wilson, to approve the minutes of the February 24, 2020 meeting of the Historic Preservation Commission.

Ayes: M. Dejon, J. Wegmann-Gabb, R. Paglialong, E. Wilson, and Chairman D. Day. Nays: none. Abstentions: none. Absentees: none.

**3. PUBLIC COMMENT**

There was no comment forthcoming from the Public.

**4. NEW & OLD BUSINESS**

Mr. Moore noted all Commission members were provided the latest designs for the Old Courthouse and Sheriff's House. He noted at the last meeting of the OCHASH there was a question as to whether the prospective tenants would be able to find their spaces in harmony with the other tenants. Mr. Moore stated three rounds of meetings were held between the prospective tenants, Gary Anderson, and himself (Mr. Moore) during which a plan was developed that works for all prospective tenants. He stated the biggest change to the plans are with the Public House describing this and showing a diagram with a new larger connector for the buildings and the elevator. He noted the existing 1970s stairs will be removed to free up space on the upper floors.

Mr. Moore then reviewed the concept design for the various floors/areas for which the Commission had diagrams, with Mr. Anderson providing additional information. Discussion following of the various proposed entrances to buildings and the various opportunities for entering the buildings. Access to the patio was discussed with Mr. Moore noting patio access will also be an entry point for the Public House. In response to a question from Chairman Sandquist, Mr. Moore noted the Public House likes the configuration of the hallway and the kitchen.

Discussion ensued of the design for the Sheriff's House with Mr. Moore noting one of the stairway entrances to the lower level will be removed. In response to questions from Commission members, Mr. Anderson described how about ½ of the jail cells will fit in the front area. He noted there are no plans to use all cells. Chairman D. Day commended all involved for working to develop a plan for all prospective users.

Brief discussion ensued of the new entrance and stairway for Cass Street with Mr. Anderson providing additional information and showing the alignment with the side of the building.

Mr. Moore described the concept design for the 1<sup>st</sup> floor of the Sheriff's House which is proposed to be occupied by The Milk House ice cream parlor, noting how people waiting to be served will line up in the interior. He stated the prospective tenant is very happy with this design and is very eager to get into the space.

He described the common areas of this floor including restrooms and the hallway to the elevator. He stated it is proposed that one of the iron stairs in the building be used in this area if possible to provide ambiance.

Mr. Moore described the kitchen to be placed in the rear of this floor responding to questions concerning venting/exhaust of the cooktop and stove.

Discussion then turned to the 2<sup>nd</sup> floor of the Sheriff's House proposed to be used by Ethereal as their Emerson & Oliver speakeasy. Mr. Moore provided information on the proposed plan, noting there will be jail cells in this area and the new Cass St. Entrance will be the most direct way people can enter this space from the Square. In response to a question from Commission members, Mr. Moore stated food will be sent from the kitchen on the lower level to this area via a dumb waiter, describing this further.

Discussion turned to the 2<sup>nd</sup> floor of the Old Courthouse which is proposed to be used as a banquet facility/meeting space to be operated by Ethereal, with Mr. Moore providing additional information. He noted the stairway will be removed and described the additional restrooms that will be added in response to a request from the City Council.

Mr. Moore described all of the individual meeting rooms and their potential uses, noting one can be used for a Bride's Room, which is an attraction for a banquet facility. He noted there is a catering kitchen proposed to be located in order to allow for smooth traffic flow to the banquet room. In response to questions, he noted the various limitations to reconfiguration including head room and exterior issues. Mr. Anderson also noted the various challenges raised by preservation agencies and the National Park Services that are precluding some of the changes suggested by the Commissions, noting they would not be supported with the use of Historic Tax Credits, which are the major source of financing for the project. He stated everything has been done to maximize the spaces. Mr. Anderson also described the HVAC system, including where the equipment will be located.

In response to further questions, Mr. Anderson stated a balcony area in the event space has been ruled out due to the load and weight transfer. Commissioner Ellinghausen expressed his pleasure with the proposed plan, especially with the flexibility provided. Discussion ensued of storage space for tables and chairs with Mr. Anderson noting how the spaces are set up will make a difference. He noted this should be considered when buying chairs. Various ideas were put forth. Discussion ensued of placement of a small stage in the Judge's Chambers area to be used for small musical groups or for the head table at a wedding. Mr. Anderson noted more discussion would be required for this element. Discussion ensued of removing and repurposing the Judge's Bench, which was supported by several Commission members. Discussion followed of the possible age of the bench and the spindles. Mr. Anderson stated ways to repurpose the bench will be explored. Mr. Moore noted there would be seating for 160 – 180 in the Old Courtroom depending upon the choice of tables and chairs, and the layout.

Mr. Anderson discussed meetings rooms A, B, and C, noting the features included to make this space more accessible and flexible to increase capacity. Discussion ensued to the curved wall in meeting room A with Mr. Anderson stating it cannot be removed per the Preservation Agency. It was noted that room C could be used as a coat room.

Discussion turned to the 1<sup>st</sup> Floor of the Old Courthouse, which will include a Makerspace/Community Arts Center operated by the Woodstock Public Library. Mr. Moore discussed the various spaces, including the area identified for more public restrooms as requested by the City Council, noting this is more than is required by Code. In response to a question from the Commission, Mr. Weber expressed approval of the layout. Mr. Moore noted there is no user designated for rooms 9 and 10. He stated it is possible to include a sink in storage room 11, noting windows will be returned to this room. He then described the entrances to the first floor and noted the window that will be returned at the end of the corridor to provide more light. In response to a question, Mr. Moore stated the election results board in room 10 will definitely be preserved. Discussion ensued of storage in the library space with Mr.

Weber stating he will work on more ideas. Discussion followed of the configuration of rooms 6 and 7 and the possibility of an opening between the two. Mr. Anderson confirmed there will be an exit door in room 8. In response to a question from Mr. Moore, Mr. Weber stated he is definitely considering the front room area for a retail space for items created in the space or items appealing to tourists. He opined this is a great place for a boutique where guests could shop, creating revenue and helping the artists with sales. In response to a question, Mr. Moore indicated there has been no further discussion about the Chamber maintaining a space in the building, noting they have time remaining on their current lease.

Discussion moved to two possible mock-ups of the Throop Street/West Side exterior, Scheme A, which features an all brick façade, and Scheme B, which features a glass façade. Noting the mock-up is a rough concept, Mr. Anderson described the designs and the materials used. He stated they give the idea of size of the area and materials proposed. He stated the staircase can be seen through Scheme A, noting the basic question is should this façade look a lot like the existing building with brick and the same kind of windows looking similar and non-descript or should the City really emphasize that this is a new area with the glass providing a look into the interior of the building. Noting there is still more work to be done on these concepts, Mr. Anderson stated the vision for this entrance is to invite people into the building, noting it can be lit from within. He stated as people drive by on Throop, they would be reminded there is something in this space. Mr. Moore noted the HPC will hear a request for a Certification of Appropriateness for this exterior at a later date.

Discussion ensued of the two facades. In response to questions about moving out the recessed area, Mr. Anderson noted the area cannot be taller or stick out further, talking about piers and pilings. Mr. Moore stated there have been discussions with the preservation agency and this is where the wall must be.

During the discussion members of the Commissions stated the following about Scheme A:

- Looks too institutional.
- Can't see that new life was breathed into the building.
- Could be good starting point.
- Would be a mistake to try to match the brick and the building.

The following remarks were made by members of the Commissions concerning Scheme B:

- It shows there is new life in the building
- Likes the ability to look in and see the old wall.
- Loves the glass showing there is new life in this building.
- Loves the ability to look through the glass.
- Good transition.
- Likes the ability to see through the glass and see the past.
- Too linear.
- Likes it better than A, but perhaps it is too modern; suggested something between.
- Likes that the framing matches the style of windows; sees a connection in the framing.
- New and unique.
- Draws the eye to the building.
- Will be illuminated at night to show the original structure.

Two Commission members advocated for something with more balance between the two presented schemes, stating they would like to see something new and inviting, but opining the glass is too modern and extreme.

Discussion continued. In response to various questions, Mr. Anderson stated he sees the railings being glass to make it as transparent as possible. It was suggested he explore building the staircase to mimic the iron one with the rivets. He noted the final design needs work to develop the estimated costs. He stated this addition will not be visible from the Square side. Mr. Anderson stated it is his hope all old window openings will be exposed.

In response to a question from Chairman Sandquist, Mr. Moore stated the goal this evening is to present this information to the Commissions to identify any red flags that may still be addressed. He stated it was the wish to show the exterior improvements proposed to make sure the Commissions were conceptually okay with this. Mr. Moore noted the City Council has seen these concepts and expressed their preference for Scheme B with the glass, stating this seems to be the preference of the majority this evening. He stated if there is a consensus on any item, it would be good to hear about it this evening while things can still be tweaked.

Chairman Sandquist stated there seems to be a majority consensus for Scheme B.

In response to a question, Mr. Anderson stated a rendering will be created for the entire rear

Noting a list of historic features to be retained was created when the City took over the Old Courthouse, Commissioner Wilson stated she would like to revisit this at a future meeting. Mr. Anderson stated he has been doing a lot of research, including the drawings from 1905, and has uncovered much information, noting some things may be original and some may not. He stated he would like to share these with the Commissions.

Commissioner Stumpf stated he sees no red flags, commending all involved for a terrific job. He opined much depends on the prospective tenants. In response to his question, Mr. Moore stated the majority are still very interested. He opined what makes this plan work is the fact that Mr. Anderson has made the spaces very versatile, noting the floor plans and spaces could be re-segmented and rearranged, talking about this briefly. He stated this is a viable project, opining there will be interest when it comes online. A brief discussion ensued of the concept of a single operator for the banquet facility.

## **5. REPORTS AND PROJECT UPDATES**

### **Rebuild Illinois Fast-Track Public Infrastructure**

Mr. Moore stated this was a program that awarded funds to shovel-ready projects that has “died” since formulation of the agenda.

He stated the City is searching for other grant/funding opportunities describing this effort further. He noted it is the intent to stay on track with the project, hoping funds will open up within the next two years.

## **7. FUTURE AGENDA ITEMS**

In response to a question from Chairman Sandquist, Mr. Moore stated the project is on target to submit to the National Park Service the beginning of June, noting their review process takes two months. He described the steps following this. He stated Mr. Anderson will refine the exterior plans for presentation to the HPC. Following a brief discussion, it was the consensus the OCHASH Commission will meet again when needed to review any significant changes and/or to review the discussions held with prospective tenants or updates, probably in July.

## **8. ADJOURNMENT**

Motion by D. Stumpf, second by T. Ellinghausen, to adjourn this joint meeting of the Old Courthouse and Sheriff's House Advisory Commission and the Historic Preservation Commission.

### Old Courthouse and Sheriff's House Advisory Commission:

Ayes: J. Campion, T. Ellinghausen, J. Lechner, D. Lovewell, D. Stumpf, and Chairman D. Sandquist.  
Nays: none. Abstentions: none. Absentees: J. Campbell and J. White. Motion carried.

### Historic Preservation Commission:

Ayes: M. Dejon, J. Wegmann-Gabb, R. Paglialong, E. Wilson, and Chairman D. Day. Nays: none.  
Abstentions: none. Absentees: none. Motion carried.

Meeting adjourned at 9:15 PM.

Respectfully submitted,

Cindy Smiley  
City Clerk

**MINUTES**  
**CITY OF WOODSTOCK**  
**PLAN COMMISSION**  
September 24, 2020

A regular meeting of the Woodstock Plan Commission was called to order at 7:00 PM by Chairman Cody Sheriff on Thursday, September 24, 2020. This meeting of the Plan Commission was held under the Governor's Emergency Declaration with all members attending remotely.

A roll call was taken.

**PLAN COMMISSION MEMBERS ATTENDING REMOTELY:** Donna Besler, David Casner, Arturo Flores, Donald Fortin, Robert Horrell, Doreen Paluch and Chairman Cody Sheriff.

**COMMISSION MEMBERS ABSENT:** Jackie Speciale and Steve Gavers.

**STAFF ATTENDING REMOTELY:** Building & Zoning Director Joe Napolitano and Executive Assistant/Chief Deputy City Clerk Jane Howie

**OTHERS PRESENT REMOTELY:** Peter and Anne Maidment, Sherry Bykowski, James Bykowski II, Dan Rea and Niki Kaemerer.

**APPROVAL OF AGENDA**

Chairman Sheriff noted that the minutes of the August 27, 2020 meeting were not ready and that this item should be removed from the agenda. Motion by Paluch, second by Horrell, to approve the agenda as amended. A roll call vote was taken. Ayes: Besler, Casner, Flores, Fortin, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Speciale and Gavers. Motion carried.

**1. PUBLIC COMMENT:** None.

**2. OLD BUSINESS:** None.

**3. NEW BUSINESS**

- a) **Public Hearing** – Zoning Map Amendment from B4 Office District to B2C Central Business District for 304 W. Calhoun Street, Peter and Anne Maidment.

A roll call was taken to confirm a quorum.

**PLAN COMMISSION MEMBERS PRESENT ATTENDING REMOTELY:** Besler, Casner, Flores, Fortin, Horrell, Paluch and Sheriff.

**PLAN COMMISSION MEMBERS ABSENT:** Gavers and Speciale.

Chairman Sheriff confirmed the presence of a quorum and that all notices were appropriately sent and posted.

Chairman Sheriff opened the Public Hearing at 7:05 PM and swore in the petitioners, Peter and Anne Maidment.

Mr. and Mrs. Maidment own the building located at 304 W. Calhoun Street, just west of the Harris Bank parking lot. They have been trying to sell the property for over a year. Their realtor has indicated that there is a lot of interest to use the property residentially, but not for offices. Since the property is close to the Square, the petitioners are requesting B2C zoning, which would allow offices and commercial, but also open it up for residential uses.

Chairman Sheriff asked for questions from Commissioners. Commissioner Casner asked if this has ever been zoned residential in the past. Mr. Napolitano said he researched available records back to the 1970s. The property was zoned for offices back then. Ms. Maidment mentioned that this is the third oldest building in Woodstock. She provided some background of the building and noted that it looks to have been a business and home in the past.

Chairman Sheriff asked for questions from members of the public. There were none.

Chairman Sheriff asked for comments from Commissioners. Commissioner Paluch said she supports the requested rezoning, as the property is adjacent to B2C zoning and there are residential and commercial uses existing nearby.

Commissioner Horrell agreed with Commissioner Paluch, and he said that he has no objection with this zoning request.

At 7:13 PM, it was noted that Commissioner Gavers was present and participating in the meeting via telephone and this should be noted in the minutes. The Public Hearing closed at 7:13 PM.

Motion by Fortin, second by Paluch, to approve a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property located at 304 W. Calhoun Street. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Speciale. Motion carried.

- b) **Public Hearing** – Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for 124 N. Madison Street, Sherry Bykowski.

A roll call was taken to confirm a quorum.

**PLAN COMMISSION MEMBERS PRESENT ATTENDING REMOTELY:** Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Sheriff.

**PLAN COMMISSION MEMBERS ABSENT:** Speciale.

Chairman Sheriff confirmed the presence of a quorum and that all notices were appropriately sent and posted.

Chairman Sheriff opened the Public Hearing at 7:14 PM and swore in petitioners Sherry Bykowski and her son, James Bykowski, II.

Ms. Bykowski stated that she is requesting the zoning change because the mortgage company requires proper zoning on this property to obtain a mortgage loan. B2C allows single family residential and is similar to other property in the area.

Chairman Sheriff asked for questions from Commissioners. Commissioner Horrell asked about the PIN 13-05-391-001. He added that when he looked at the map overlay, it appeared that there are two parcel numbers. Ms. Bykowski noted that their lot consists of two (2) half parcels, but they are combined under one PIN.

Chairman Sheriff asked for questions from members of the public. There were none.

Chairman Sheriff asked if there were any comments from Commissioners. Commissioner Paluch said she is in favor of this petition as it eliminates the non-conforming status of the property. Mr. Napolitano stated that Staff is in support of this request, as well. Mr. Napolitano noted that three years ago the City identified several other residential properties with B3 zoning and some were looking to sell their properties and having the same problem trying to obtain a mortgage. Several were rezoned to B2C at that time. The Public Hearing closed at 7:22 PM.

Motion by Paluch, second by Gavers, to approve a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for 124 N. Madison Street. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: J. Speciale. Motion carried.

- c) **Public Meeting** – Final Plat (Minor Subdivision) for the Kensington Resubdivision (Aldi), a Resubdivision of Lots 7 and 8 of the Ruth Center Subdivision, Kensington Development Partners.

Chairman Sheriff opened the meeting. Dan Rea, Kensington Development Partners, and Niki Kaemerer, RWG Engineering, were introduced as the petitioners.

Mr. Rea thanked Commissioners for considering their request to re-subdivide Lots 7 & 8 in the Ruth Center Subdivision. The reason for the change is the Aldi store requires a slightly larger lot to accommodate their building and site improvements. Moving the lot line to the northwest would meet their needs.

In response to a request for clarification from Commissioner Paluch, Mr. Rea said there will still be two separate lots, they are only moving the existing lot line and easements.

In response to a question from Commissioner Casner, Mr. Rea said proposed Lot 2 will still be a usable lot for future development.

Chairman Sheriff asked if there were any comments from Commissioners. Hearing none, Mr. Napolitano noted that the City supports the change and has no concerns. It was noted that there were a couple of typos in the surveyor's certificate, and these have already been corrected.

Commissioner Paluch thinks the reconfiguration of the lots is appropriate and would allow for the intended use, as well as a future use on Lot 2.

Motion by Horrell, second by Gavers to recommend the approval of the Final Plat for the Kensington Resubdivision (Aldi), a Resubdivision of Lots 7 and 8 of the Ruth Center Subdivision, subject to the corrections to the Surveyor's Certificate identified in the Staff Report. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: J. Speciale. Motion carried.

#### 4. DISCUSSION

Mr. Napolitano said there will most likely be a meeting in October. A developer is looking at the outlot in the Jewel/Osco subdivision for a two-unit building, one of which would be a dentist's office. The property is zoned B5, so they would need a special-use permit.

Mr. Napolitano mentioned that the City is still working with the PanCor team regarding the Die Cast site. The hold-up is in trying to come to an equitable agreement on incentives and costs. He stated that all five floors of the Woodstock apartments are up and contractors are currently putting on the roof. The developer may offer tours of the building to City officials. Foundation work for Cedarhurst senior living is underway. Walmart is doing interior modifications. And plans were approved for the former 5/3 Bank on Catalpa, for a new funeral home. Mr. Napolitano mentioned that the City has not received any word on the cannabis craft growers.

Old Courthouse renovations are moving along. The City applied for historic Federal tax credits and has received tentative approval. The plan for improvements includes an elevator and central stairway along Tryon Street. Building plans are being developed by Gary Anderson Architects. Council will be taking action to move forward on this project in the very near future.

Commissioner Paluch mentioned that she and Chairman Sheriff recently participated in an APA workshop. She opined that the first session of the workshop was very helpful and asked if this workshop would be available for other Plan Commissioners to view. Chairman Sheriff expressed his agreement. Mr. Napolitano said he will check into it.

Commissioner Paluch suggested that this Commission revisit the Comprehensive Plan. Mr. Napolitano said this is on Staff's radar. To do it in-house would take up a lot of Staff time and hiring a consultant could cost upwards of \$100,000. He mentioned that the RTA has grants for these types of projects and this is being investigated.

Commissioner Horrell said it's important for Commissioners to have a copy of the Comprehensive Plan. Commissioner Horrell said he likes to have a hard copy so that he can open maps. In response to a question, Mr. Napolitano said the Plan and maps are available online, as the department has tried to get away from printing these documents. Commissioner Casner said he does not have a hard copy, but would use the online version. Mr. Napolitano said he would share the link with Commissioners, or print a hard copy for any Commissioner that wants one.

Chairman Sheriff commended Commissioner Speciale, as she is part of a team helping the Red Cross hurricane damage down south.

**5. ADJOURN**

Motion by Paluch, second by Casner, to adjourn. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Speciale. Motion carried. Meeting adjourned at 7:44 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk

**WOODSTOCK POLICE PENSION FUND  
MINUTES OF THE BOARD OF TRUSTEES**

**TUESDAY, JANUARY 14, 2020**

A meeting of the Board of Trustees of the Woodstock Police Pension Fund was called to order by Vice President Terri Abrams at 6:03 p.m. on Tuesday, January 14, 2020 at the Woodstock Police Department located at 656 Lake Avenue, Woodstock, Illinois. The call of this meeting is to cover items set forth in the agenda that was posted with the meeting notice. Notice of this hearing was posted forty-eight hours in advance at the Woodstock City Hall and Woodstock Police Department. All media was notified of this meeting. All Board members were notified of this meeting. A roll call was taken.

Board Members Present: Terri Abrams, Gordon Knapp and Jeremy Mortimer.

Board Members Absent: Dennis Leard and Joshua Fourdyce.

Others Present: Carolyn Welch Clifford, Attorney, Ottosen DiNolfo; Paul Christensen, Woodstock City Finance Director; Stephen McLeod, Wall Capital Group, and Kathleen Phillips, Administrative Assistant to the Fund.

APPROVAL OF MINUTES: Motion by Trustee Mortimer to approve the minutes from the regular quarterly meeting of October 15, 2019. Seconded by Trustee Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.

Nays: None.

Abstentions: None.

Absentees: Dennis Leard and Joshua Fourdyce.

Motion carried.

ACCOUNTANT/TREASURER'S REPORT: Mr. Christensen reviewed the Pension Fund's balance sheet and indicated that they will be in need of a transfer of \$120,000 from Wall Capital Group to cover the January payroll; and then again for the February, March and April payroll. Mr. Christensen also summarized the

gain and loss statement which reflects a net gain of \$1.6 million from May 1<sup>st</sup> through November 30<sup>th</sup>.

Mr. Christensen produced current copies of the Warrant List associated with the Fund which will reflect any bills the City of Woodstock pays on behalf of the Fund. Mr. Christensen pointed out that the legal bill reflected to Ottosen DiNolfo may be in error due to an accounting error on the Pension Fund's end, and he will be working with Attorney Clifford to straighten that out.

Trustee Abrams had a question regarding Ottosen DiNolfo billable hours, whether or not they fall under the Retainer Agreement. Mr. Christensen advised the Board members that he is in discussion with Ottosen DiNolfo regarding this same matter and hopes to have it reconciled and cleared up by the next meeting.

On the Warrant List, Mr. Christensen explained that the payment to Larry Scinto was in error and that has been voided out. The payment to Zukowski, Rogers, Flood & McArdle was in an effort to get the EIN number with the IRS. A copy of the letter from the IRS indicating the correct EIN number was given to Trustee Mortimer for the Pension Fund's files. Motion by Trustee Mortimer to approve the Warrant List as presented by Mr. Christensen. Seconded by Mr. Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.  
Motion carried.

Mr. Christensen will continue to provide a monthly Warrant List for the pensioners' payroll which should remain constant each month, except for the January statutory increase.

INVESTMENT REPORT-WALL CAPITAL GROUP: Stephen McLeod handed out a packet to all the Board members, as well as Attorney Clifford and Mr. Christensen. The portfolio return for the fourth quarter of 2019 was 5.26%, net of fees. Mr. McLeod walked through the investment report with the Board members and indicated that the portfolio is well positioned and their recommendation is no asset re-allocation at this time. After discussion,

Mr. Christensen will provide Mr. McLeod with an annual cash-flow statement to help Mr. McLeod anticipate approximate times of cash flow coming in from the City and cash required by the City. Mr. McLeod will email the Pension Fund's investment performance evaluation to Mr. Christensen going forward. Motion by Mr. Mortimer to accept the December 31, 2019 performance evaluation as presented by Wall Capital Group. Seconded by Mr. Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.  
Motion carried.

COMMUNICATIONS AND REPORTS: Regarding the Affidavits of Continued Eligibility, there was discussion with reference to Attorney Clifford providing a form letter and Affidavit that will be drafted and sent out by the City of Woodstock's Financial Office in conjunction with Trustee Mortimer to surviving spouses and pensioners.

Regarding the Death Auditing Services Mr. Christensen will contact Mr. Zurek to ensure the proper language appears in the Nyhart agreement and that Attorney Clifford is authorized to speak on the Pension Fund's behalf.

After discussion the election procedure will remain the same for this year's election and if there will be any changes, there will be a notice sent out ahead of time indicating a change in procedure for the next election.

APPLICATIONS FOR MEMBERSHIP: Trustee Mortimer informed the members that there are three new hires who began employment on September 9, 2019: Mark Kivley, Spenser A. Svehla and Lucas J. Schmidt. All three officers are Tier 2 members. Motion by Trustee Mortimer to accept these new officers into the Pension Fund. Seconded by Mr. Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.  
Motion carried.

OLD BUSINESS:

DRAFT BOARD RULES: Attorney Clifford suggested tabling the review of the draft board rules until the April meeting when all Board members are present.

NEW BUSINESS:

ANNUAL PENSION INCREASES: Mr. Christensen presented the Board members with a spreadsheet showing the 3 percent increases for the pension payments to recipients for 2020. Mr. Amati will turn fifty-five this year so as of September 1, 2020 there will be an increase in his payment of 4.5 percent. Motion by Trustee Mortimer to approve the annual increase as presented. Seconded by Trustee Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.  
Motion carried.

REVIEW AND APPROVAL OF ATTORNEY ENGAGEMENT LETTER: Attorney Clifford provided the Board members with a copy of the engagement letter and the Retainer Agreement. The engagement letter covers the calendar year 2020 which includes the same language and hourly rate as the previous engagement letter. The Retainer Agreement reflects a fee of \$400 per month or \$4,800 annually which would be billed at the end of each month. A change in the Retainer Fee does indicate that the Board's rules and forms will now be part of the Retainer, which would include any policy updates forthcoming, especially with the consolidation process. Discussion was had concerning the increase in the monthly fee from \$250 to \$400 per month, but it was decided to lock in the \$400 per month fee at this time. Motion by Trustee Mortimer to accept the engagement letter and

Retainer Agreement of Ottosen DiNolfo for the year 2020 for \$400 per month or \$4,800 annually. Seconded by Trustee Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.  
Motion carried.

ATTORNEY'S REPORT: Attorney Clifford presented the Board members with a copy of Pension Insights (First Quarter) and reviewed the new laws that affect this Board. The first is Public Act 101-0546 which deals with modifications to the Unclaimed Property Act. As of November 1<sup>st</sup> there will have to be a report made to the Illinois State Treasurer regarding any individuals the Board was unable to locate to disperse their funds. The State Treasurer will most likely have some guidance on this issue along with some forms to handle these instances.

Attorney Clifford also explained P.A. 101-0434 dealing with FOIA exceptions for a public body's financial information. This law now gives the Board authority to redact account information, et cetera, for FOIA requests.

P.A. 101-0473, the Illinois Sustainable Investing Act provides that any entity with public assets include in the investment policies statements regarding sustainability. The Board's investment policy will need to be updated.

P.A. 101-0375, The Illinois First Responders Suicide Prevention Act deals with the protection of mental health documents and how they are dealt with should a disability application be received by the Pension Board.

CONSOLIDATION LAW: The Governor signed the consolidation law and it became effective January 1, 2020. The change to Article 1 include turning over the assets to the newly-consolidated fund called the Police Officers Pension Investment Fund. After that transition occurs during the first thirty months, the actuarial authority will be taken over by the newly-consolidated fund and will make determinations about contributions from the municipality.

Attorney Clifford highlighted some additional changes which include currently-serving trustees will now be required to take a four-hour training course offered

through IPPFA, and going forward there will be a reduced training requirement of eight hours. Until the transition period ends, we will continue to coordinate our actuarial work with the City, have the actuarial statement prepared and the City will levy in accordance with that actuarial. After the transition period ends June 30, 2020, the new fund will hire an actuary and make a determination on how to manage employer contributions going forward.

Attorney Clifford explained the proposed changes to Tier 2 members which include the new definition of final average salary and a cap for pensionable salaries. A local bank account will be maintained in order to continue to pay the monthly benefits, as the local boards will continue to be responsible for benefit decisions. The Governor will appoint a nine-member transition board within one month of the effective date, but the permanent board will consist of elected positions and take office early next year.

Attorney Clifford explained the transfer of assets process as follows: No less than thirty-day notice to the Pension Fund that the assets will be transferred and a CPA appointed by the new fund will conduct an audit of the Pension Fund's assets. Once the audit is completed, the Pension Fund will be provided a certified asset list. Upon receipt of this certified asset list all trading on the portfolio must stop. Within ten business days the transfer of assets will be initiated by the newly-consolidated fund. At that point the Board's fiduciary responsibility ends and the Board will be provided with a receipt for the assets.

Attorney Clifford noted that there may be an indication that the Article 3 and 4 Funds' fiscal years may need to match the new consolidated funds' fiscal year, which is July 1<sup>st</sup> by statute. The Pension Board will receive a quarterly investment report from the consolidated fund.

**REVIEW FIRE CALL ARTICLE:** Attorney Clifford handed out an article for the Board members to review at their leisure dealing with pension fund risk assessments.

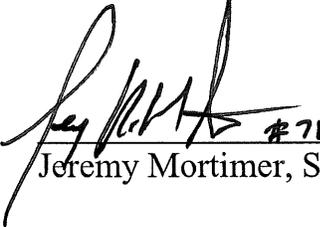
**TRUSTEE TRAINING UPDATE:** After discussion it was determined that all Board members are up to date on their training requirements.

ADJOURNMENT: Motion to adjourn the meeting at 7:26 p.m. by  
Trustee Mortimer. Seconded by Trustee Knapp. A roll call was taken.

Ayes: Terri Abrams, Jeremy Mortimer and Gordon Knapp.  
Nays: None.  
Abstentions: None.  
Absentees: Dennis Leard and Joshua Fourdyce.

Motion carried.

Respectfully submitted,

  
Jeremy Mortimer, Secretary

4/20/2020  
Date Approved by Board

Minutes prepared by Kathleen Phillips

**WOODSTOCK POLICE PENSION FUND  
MINUTES OF THE BOARD OF TRUSTEES**

**MONDAY, APRIL 20, 2020**

A meeting of the Board of Trustees of the Woodstock Police Pension Fund was called to order by President Dennis Leard at 6:13 p.m. on Monday, April 20, 2020 via video conference in accordance with Section 6 of Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5). The call of this meeting is to cover items set forth in the agenda that was posted with the meeting notice. Notice of this meeting was posted forty-eight hours in advance at the Woodstock City Hall and Woodstock Police Department. All media was notified of this meeting. All Board members were notified of this meeting. A roll call was taken.

Board Members Present: Dennis Leard, Terri Abrams, Gordon Knapp, Jeremy Mortimer and Joshua Fourdyce.

Board Members Absent: None.

Others Present: Carolyn Welch Clifford, Attorney, Ottosen DiNolfo; Paul Christensen, Woodstock City Finance Director; David Wall and Stephen McLeod, Wall Capital Group and Kathleen Phillips, Administrative Assistant to the Fund.

APPROVAL OF MINUTES: Motion by Trustee Mortimer to approve the minutes from the regular quarterly meeting of January 14, 2020. Seconded by Trustee Abrams. A roll call was taken.

Ayes: Dennis Leard, Terri Abrams, Jeremy Mortimer, Gordon Knapp and Joshua Fourdyce.

Nays: None.

Abstentions: None.

Absentees: None.

Motion carried.

CLOSED MEETING MINUTES: Trustee Mortimer is continuing to go through the closed meeting files to compile an inventory of closed meeting minutes for future reference. Motion by Trustee Mortimer to continue to keep these closed meeting minutes closed. Seconded by Trustee Abrams. A roll call was taken.

Ayes: Dennis Leard, Terri Abrams, Jeremy Mortimer, Gordon Knapp and Joshua Fourdyce.

Nays: None.

Abstentions: None.

Absentees: None.

Motion carried.

ACCOUNTANT/TREASURER'S REPORT: Trustee Abrams questioned the Cash in Bank entry on the Balance Sheet provided by Mr. Christensen.

Mr. Christensen advised that that reflects monies on hand to pay monthly expenses. If more is required, Mr. Christensen will notify Wall Capital Group for a transfer of funds. Mr. Christensen did request an additional \$125,000 to be wire transferred on today's date to meet benefit expenses.

Mr. Christensen reported on the Balance Sheet which indicates a loss of approximately 5% as well as the Warrant List indicating the quarterly expenses. Motion by Trustee Knapp to approve payment of the expenses reflected on the Warrant List. Seconded by Trustee Mortimer. A roll call was taken.

Ayes: Dennis Leard, Terri Abrams, Jeremy Mortimer, Gordon Knapp and Joshua Fourdyce.

Nays: None.

Abstentions: None.

Absentees: None.

Motion carried.

Mr. Christensen informed the Board members that the Gain & Loss report was inadvertently left off of his prior email but he will provide that to all members on Tuesday, April 21, 2020.

ANNUAL DOI COMPLIANCE FEE: Attorney Clifford indicated that this fee will be due to the DOI by June 30<sup>th</sup> which is before the next Board meeting so it will appear on the next Warrant List after it has been remitted.

**INVESTMENT REPORT-WALL CAPITAL GROUP:** Stephen McLeod had previously emailed all meeting participants the quarterly investment report. Mr. McLeod reviewed the investment report with the Board members. Mr. Wall explained the portfolio's underperformance in conjunction with the current Stay-at-Home Order as the result of the COVID-19 pandemic. Mr. Wall suggested adding 2% in equities into the S & P Index Fund which would be approximately \$150,000 in thirty-day intervals. This allocation can be revisited at the July Board meeting. After discussion, there was a motion by Trustee Abrams to move \$100,000 in thirty-day intervals to commence in the month of April 2020 into the S & P Index Fund. Seconded by Trustee Mortimer. A roll call was taken.

Ayes: Dennis Leard, Terri Abrams, Jeremy Mortimer, Gordon Knapp and Joshua Fourdyce.  
Nays: None.  
Abstentions: None.  
Absentees: None.  
Motion carried.

**COMMUNICATIONS AND REPORTS:** Regarding the Affidavits of Continued Eligibility, Attorney Clifford recommended that the form letter and Affidavit this year be sent out without the notarization requirement due to the social distancing restrictions imposed with the COVID-19 situation. The City of Woodstock's Financial Office is planning on sending these out as soon as possible. In the future these letters and Affidavits will be sent out May 1<sup>st</sup> with a notarization requirement.

Regarding the Death Auditing Services with Nyhart, Attorney Clifford reported that the HIPAA language needs to be added to the renewal of the contract between the City and Nyhart, but that the service itself is up and running.

Mr. Christensen reported that the Pension Board is in compliance with the filings of the Annual Statements of Economic Interests according to the County.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS:** Trustee Mortimer informed the members that there no applications pending.

**APPLICATION FOR RETIREMENT/DISABILITY BENEFITS:**

Trustee Mortimer reported that Officer Valle has decided to withdraw her disability application and has returned to duty. Attorney Clifford suggested that Trustee Mortimer request that Officer Valle submit in writing her wish to withdraw her disability application for her file.

**OLD BUSINESS:**

**DRAFT BOARD RULES UPDATE:** President Leard requested that Attorney Clifford supply the Board members with the draft board rules. Attorney Clifford will add a few finishing touches to the Board rules, forward them to the members and review them together at the July meeting.

**NEW BUSINESS:**

**ELECTIONS:** Trustee Abrams reported that there were 16 returned envelopes for the active candidate election for the two trustee seats. Jeremy Mortimer received 16 votes and Joshua Fourdyce received 16 votes, and thus were unanimously re-elected for two more years. There were 20 returned envelopes for the beneficiary candidate election. Dennis Leard received 20 votes, and was unanimously re-elected for two more years.

President Leard broached the subject of utilizing election by acclamation in the future when only one person is nominated. Attorney Clifford indicated that same topic would be included in the new rules and regulations.

**STATUS OF TRUSTEE APPOINTMENTS:** Mr. Christensen advised that Trustee Abrams would be reappointed by Mayor Sager in May 2020 to retain her position on the Board for an additional two years.

**DOI ANNUAL STATEMENT/AUDITING AND ACTUARIAL PROCESSES:** Mr. Christensen reported that the City of Woodstock would be responsible for the accounting and filing of the Annual Statement for the Board that is due by October 31, 2020.

ATTORNEY'S REPORT: Attorney Clifford had forwarded to the Board members prior to the meeting a copy of an article from The Fire Call concerning the Consolidation Law for their review. Attorney Clifford also provided a copy of amendments to the Open Meetings Act and handling disability applications or annual IMEs during the COVID-19 pandemic.

TRUSTEE TRAINING UPDATE: President Leard advised that the IPPFA and IGFOA are offering online classes, but that all members had fulfilled their training obligations due by April 30, 2020. Trustee Abrams needs to provide her training paperwork to Trustee Mortimer before the DOI Annual Statement is filed in October.

ADJOURNMENT: Motion to adjourn the meeting at 7:11 p.m. by Trustee Mortimer. Seconded by Trustee Knapp. A roll call was taken.

Ayes: Dennis Leard, Terri Abrams, Jeremy Mortimer, Gordon Knapp and Joshua Fourdyce.

Nays: None.

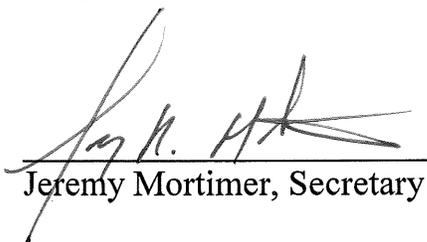
Abstentions: None.

Absentees: None.

Motion carried.

Motion carried.

Respectfully submitted,

  
\_\_\_\_\_  
Jeremy Mortimer, Secretary

7/14/2020  
\_\_\_\_\_  
Date Approved by Board

Minutes prepared by Kathleen Phillips

**WOODSTOCK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Thursday, May 14, 2020**  
**Minutes**

**CALL TO ORDER:**

Secretary Robert Laurie called to order the May 14, 2020, Regular Meeting of the Woodstock Public Library Board of Trustees at 7:37 p.m. The meeting was held via video conference.

**PRESENT:**

Marybeth Urbin, Al Fyfe, Gayle Hoch, Teresa Flores, Christy Johanson, and Robert Laurie

**OTHERS PRESENT:**

Nick Weber, Library Director  
Stephanie Hernandez, Library Staff  
Paul Christensen, Asst. City Manager

**ABSENT:**

Mary Ann Lenzen and Dan Lemanski

**MINUTES OF PREVIOUS MEETINGS:**

Al Fyfe moved to approve the minutes of the March 12, 2020, regular meeting as presented. Christy Johanson seconded, and the motion passed.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

None.

**COMMUNICATIONS:**

None.

**LIBRARY EXPENDITURES:**

Robert Laurie moved to approve the combined March and April 2020 Warrant, as presented, of operating and building expenditures. Gayle Hoch seconded, and the motion passed.

**LIBRARIAN'S REPORT:**

Nick Weber presented the most recent Librarian's Report, a copy of which is attached. Items of note include the many actions the library has taken to continue to serve the community despite the restraints imposed by the COVID-19 pandemic.

**UNFINISHED BUSINESS:**

- **Discussion on Building Projects:** A new plan is being formulated to deal with ongoing roof leaks. Chairs are being re-upholstered.

**NEW BUSINESS:**

- **Discussion on COVID-19 impacts and plans:** Nick Weber reviewed how the library and its employees have been impacted by the COVID-19 pandemic.
- **Discussion on tentative timeline for recommencing library services:** Nick Weber reviewed a tentative plan for restarting library services and reopening the building, largely built around State mandates.

ADJOURNMENT:

Gayle Hoch moved that the meeting be adjourned at 8:43 p.m.

Robert Laurie seconded, and the motion passed.

# Woodstock Public Library

## Administrative & Staff Reports – May 2020

### *DIRECTOR'S REPORT*

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Library life returned to some semblance of normality over the preceding four weeks. Although the building remains closed, most of the staff have returned to work and we are once again circulating materials via curbside pick-up. In our first week of curbside delivery, we served 290 patrons. The service has been successful enough, that we are considering how to do it on Saturdays, most likely from 1-4 pm.

Despite being closed, the library staff has been busy. Most of our furloughed part-time staff returned to work in anticipation of curbside delivery, which is a labor-intensive service. We continue to rotate staff as much as possible, and everyone has been conscientious about maintaining distancing and wearing their masks. Our virtual Summer Reading Program also kicked off at the beginning of June, and so far things have been going fairly smoothly. After one week, we have 105 registrations and over 300 hours of reading logged. This is lower than typical for the program, but under the circumstances, the participation has been encouraging. The Facebook Live event that served as the Summer Reading kick-off was a lot of fun, with good online participation.

Toler construction has completed most of the interior work at the library for the office remodeling and ESL move. The emergency exit has also been installed and looks good. The new doorway has proven very useful as a way to provide curbside delivery without creating a bottleneck at the front doors. A bid packet for the roof is being prepared, with the repairing of the rotunda roof as an alternate. The worst of the upholstered chairs (eight) have been reupholstered.

The Friends of the Library continue to work on taking the mini-links raffle virtual, and they are exploring other ways to fundraise under the new conditions. With no inside for displays, the library staff has been busy creating window displays, with the most recent being a Pride display on the windows in the southeast corner. Additionally, the Opera House liked our Woodstock Willie video so much, they have been working with Kirk Dawdy on creating one of their own.

### *CIRCULATION & PROGRAMMING*

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#### **May 2020**

With the closing of the building since mid-March, the circulation and programming numbers for May don't really mean anything. Digital check-outs remain well above the previous norm, and we are starting to circulate materials again, beginning in June. Virtual programming has been fairly successful, with good attendance for our virtual chair yoga and story times, and should continue to increase as we retool for a different way of doing things.

## ***FINANCIALS***

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FY20/21's budget has been set, but with the expected decline in revenues, may need to be adjusted down the road. FY19/20's budget came in with a surplus on the operating side, as we spent much less in late March and April than would typically be spent. The building still came in well over budget, but this was expected with the installation of the three new HVAC units. The roof continues to spring new, small leaks that require patching by NIR Roofing, so the plan to replace the membrane in FY20/21 is still a go at this time.

## ***MEETING/ORGANIZATION SUMMARIES***

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### **City Meetings/City News**

The City Council has been meeting virtually and have been working closely with City staff to provide assistance to businesses and residents of Woodstock during the COVID-19 crises. The small business loan program has been popular and very appreciated, and the City has been busy working with restaurants and stores on how to meet the loosened, but still limiting, parameters of the Governor's order.

### **Community Outreach**

As mentioned above, we have been busy decorating our windows as part of participating in various community activities and events. Additionally, our social media pages have been busy, with lots of praise and kudos from the community. Planning for a scaled down, more structured Witches and Wizards of Woodstock has begun, with the hope that the event can still go on in October.

## ***YOUTH SERVICES***

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### **Summer Reading programming:**

- After taking a few weeks off, Pamela and Janet are back to offering 4 storytimes a week in both English and Spanish via Facebook and YouTube. Pamela posts a storytime on Tuesdays and Fridays, and we post Janet's Spanish storytimes on Monday and Thursday evenings.
- During our first week of SRP, we handed out 50 craft kits for storytime patrons, 14 rainbow jars for elementary patrons, and 14 unicorn notebook crafts for our YA programs. Each week we'll put out different crafts.
- Statistics: We have 104 registrations so far (73 children, 31 YA) and 316 hours read (208 children, 108 YA). This is off considerably from last year (157/48 and 894/604).

### **Reader's Advisory:**

- Pamela created a reader's advisory online form for parents to fill out for their children. So far we have gotten 7 forms turned in, and the parents have been very positive with their feedback.
- Pamela also created picture book bundles for young patrons based on a theme that parents can request. She created 10 diverse characters book bundles which were all

checked out within 2 days, and she has gotten requests to make more. She also created 10 PRIDE month bundles that will be promoted today through Facebook.

- Kate is working on setting up collections for the 2021 Illinois Book Award nominees (Monarch, Bluestem, Caudill, and Lincoln) and will be promoting these books to patrons throughout the summer. Schools usually pull from these lists for their Battle of the Books competition, so patrons will be asking for them.

### **Children's Room:**

In an effort to better serve our young readers when we reopen, we are rearranging some of the collections to highlight them more. The early chapter books that are currently shelved in the regular chapter books will be pulled out and put with the beginner reader books. The early reader audiobooks, Playaway Views, and picture books that have a CD accompany them will be moved to shelving by the DVDs and music CDs. The holiday books will switch places with the backpacks.

### ***ADULT PROGRAMMING***

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In May, we offered several adult programs virtually. Weekly Yoga on Zoom has been well attended and we are extending that program for another month. Terry Lynch joined us, via Zoom, for his Apollo 13: NASA's Near Disaster program. The program was well attended and Mr. Lynch allowed us to record the program and upload it to the library YouTube account so that additional patrons could watch at their leisure.

### ***CALENDAR (<https://il.evanced.info/woodstock/lib/eventcalendar.asp>)***

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#### **Upcoming Events & Dates of Import:**

- Online Toddler Storytime in Spanish, Mondays, 5:00-5:30 pm
- Online Toddler Storytime, Tuesdays, 10:00-10:30 am
- Online Family Storytime, Thursdays, 10:00-10:30 am
- Online Family Storytime in Spanish, Fridays, 10:00-10:30 am
- Monday, June 15, Virtual Program, 7:00-8:30 pm: Healthy Living for Your Brain and Body
- Tuesday, June 16, 3:00-7:00 pm: Versiti Blood Drive

**WOODSTOCK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Thursday, June 11, 2020**  
**Minutes**

**CALL TO ORDER:**

Secretary Robert Laurie called the June 11, 2020, Regular Meeting of the Woodstock Public Library Board of Trustees to order at 7:35 p.m. The meeting was held via Zoom video conferencing as part of the ongoing COVID-19 restrictions.

**PRESENT:**

Marybeth Urbin, Al Fyfe, Teresa Flores, Christy Johanson, and Robert Laurie, with Mary Ann Lenzen joining at 7:39 p.m.

**OTHERS PRESENT:**

Nick Weber, Library Director  
Paul Christensen, Asst. City Manager

**ABSENT:**

Dan Lemanski and Gayle Hoch,

**MINUTES OF PREVIOUS MEETINGS:**

Al Fyfe moved to approve the minutes of the May 14, 2020, regular meeting as presented. Marybeth Urbin seconded, and the motion passed unanimously.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

None.

**COMMUNICATIONS:**

None.

**LIBRARY EXPENDITURES:**

Christy Johanson moved to approve the May 2020 Warrant, as presented. Mary Ann Lenzen seconded, and the motion passed unanimously.

**LIBRARIAN'S REPORT:**

Nick Weber presented the most recent Librarian's Report, a copy of which is attached. Most staff are back in the building, curbside delivery is going well, and plans are in the works for reopening.

**UNFINISHED BUSINESS:**

- **Discussion on Building Projects:** Most construction work has been completed. A few minor things still need to be installed/adjusted, but overall the work is complete and ready for the reopening.
- **Discussion on COVID-19 impacts and plans:**
  - Curbside Delivery: began last week. Will expand to Saturdays June 13, 2020. 271 individual deliveries were completed in the first week.
  - Reopening plans: Assuming Illinois moves to Phase IV by the end of June, the library plans to reopen July 6. The downstairs level, which includes meeting rooms and Friends' book sale room will remain closed to the public. Study

rooms will not be available and instead will be utilized as quarantine space for returned materials.

- Safety measures: Guided by state mandates. All service desks will have plexiglass barriers installed, everyone, public and patron, will have to wear a mask, roughly half the chairs and computers have been removed, and various other modifications will be in place.
- Delivery service (transfer of materials among libraries): Gearing up for resumption. Materials will be returning to their home library over the next two weeks and the system should be restarting on Monday, June 29.

NEW BUSINESS:

- **Staffing:** Two of the staff are leaving/retiring, with plans in place for replacement positions. Additionally, one staff member will be out on leave for 6-8 weeks beginning next week.
- **Discussion and Vote on Benevolent Sharing of Benefit Time Policy:** Robert Laurie moved to approve the “Benevolent Sharing of Sick Time Policy.” Marybeth Urbin seconded, and the motion passed unanimously.

ADJOURNMENT:

Mary Ann Lenzen moved that the meeting be adjourned at 8:25 p.m. Al Fyfe seconded, and the motion passed.

# Woodstock Public Library

## Administrative & Staff Reports – June 2020

### *DIRECTOR'S REPORT*

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During June we had nearly all of staff members back in the building, either doing curbside delivery activities or getting ready for reopening. Neither circulation nor visitation were measurable in any meaningful way in June. We did complete over 1,300 curbside deliveries during the month.

All of our various building projects were wrapped up in June with the exception of the roof, which is nearly ready to go out for bid. Katie has moved into her new office space, and the new ESL room is working in a temporary capacity as a pantry overflow location. Johnson Controls was out several times to work on the old HVAC system in the old building—this system was still functioning, but very inefficiently and erratically because of its age and the deterioration of the pipe joints and connections. This was not an expected expense for this year, but it was deemed necessary to prevent undue wear and tear on the new boilers and the new compressor.

On the staffing side of operations, we have returned all of our current employees to active status. We are still down several positions; however, with Stephanie's departure, Pamela on sick leave and Mary Sugden working a modified schedule. On the plus side, a former employee, Valeria Cereda, will be returning to the staff in the very near future as a Library Assistant II. Valeria was a very good employee who had moved out of the area—we are excited to have her returning, especially since she is a fluent Spanish speaker.

### *CIRCULATION & PROGRAMMING*

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#### **June 2020**

Circulation and patron visits were non-existent in June, but we did do 1,348 curbside deliveries. A variety of online events and programs were held, and we even hosted an in-person blood drive. With the building closed, it was possible to spread out the nurses and the patient stations so that much needed blood could be donated.

### *FINANCIALS*

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Spending out of the new fiscal budget is under way.

### *MEETING/ORGANIZATION SUMMARIES*

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#### **City Meetings/City News**

The City Council met remotely in June, with mostly routine business. The City has been very active in helping local businesses with the impacts of the pandemic, and they have also been proactive in dealing with the variety of issues that have been front and center in America since the controversial death of George Floyd.

## **Community Outreach**

During the month the library staff engaged in several outreach and community support activities. The WWoW Committee met to work through how to proceed with the event under the current COVID-19 restrictions. The library hosted a blood drive, and we participated in the Pride Promenade event.

## ***YOUTH SERVICES***

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### **Stats (as of 6/29/20 at 2:30 PM)**

- Children: 97 registrants have read 773 hours. This is down from last year at this time when we had 401 readers reading 4,859 hours.
- YA: 45 registrants have read 600 hours. This is down from last year at this time when we had 132 readers reading 2,659 hours.

With the low numbers for summer reading, Kate is considering having a winter reading program with the same theme. This way we can use more of the materials we had planned on using over the summer like the 4,000 buttons that Kate made over quarantine.

### **Summer Reading programming/craft kits:**

- We've handed out 50 craft kits each week for storytime patrons and 200 in total. These are available for pick up outside by the pantry.
- We've handed out 60 crafts so far for elementary and YA crafts. Since these have more components, these are available for pick up through curbside.
- There were no new kits or storytimes for the week of June 28th- July 4<sup>th</sup>. This was going to be a break from programming anyway because of the holiday.
- With the library open, we will have all crafts available at the children's desk.
- We have an average of 15 views for the Toddler storytimes. Family storytimes have an average of 5 views. Spanish storytimes have an average of 18 views.

## ***ADULT PROGRAMMING***

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In June, Katie Bradley created a Dino Terrarium adult craft kit that patrons could pick up via our curbside pickup service. All the kits were given out in a little more than a week and several patrons shared pictures of their completed crafts on the library Facebook page. Our Weekly Yoga class on Zoom continued through June as well. The instructor has been recording the live classes so that other patrons are able to watch the classes at days/times that work for them.

## ***CALENDAR (<https://il.evanced.info/woodstock/lib/eventcalendar.asp>)***

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### **Upcoming Events & Dates of Import:**

- Mondays & Thursdays, 5:30 – 6:00 pm: Virtual Spanish Story Times
- Tuesdays & Fridays, 10:00 – 10:30 am: Virtual Toddler Story Times
- Monday, July 20, 6:30 – 7:30 pm: Virtual “The A,B,C, and D’s of Medicare”

**WOODSTOCK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Thursday, July 9, 2020**  
**Minutes**

**CALL TO ORDER:**

President Mary Ann Lenzen called to order the July 9, 2020, Regular Meeting of the Woodstock Public Library Board of Trustees at 7:30 p.m. The meeting was held via Zoom video conferencing as part of the ongoing COVID-19 restrictions.

**PRESENT:**

Marybeth Urbin, Teresa Flores, Christy Johanson, Robert Laurie, Mary Ann Lenzen, Dan Lemanski, and Gayle Hoch.

**OTHERS PRESENT:**

Nick Weber, Library Director  
Paul Christensen, Asst. City Manager

**ABSENT:** Al Fyfe

**MINUTES OF PREVIOUS MEETINGS:**

Mary Ann Lenzen moved to approve the minutes of the June 11, 2020, regular meeting as presented. Dan Lemanski seconded, and the motion passed unanimously.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

None.

**COMMUNICATIONS:**

None.

**LIBRARY EXPENDITURES:**

Marybeth Urbin moved to approve the combined May 2020 Warrant, as presented. Mary Ann Lenzen seconded, and the motion passed unanimously.

**LIBRARIAN'S REPORT:**

Nick Weber presented the most recent Librarian's Report, a copy of which is attached. The library's re-opening, with new rules and policies, came off successfully, with no significant problems to report. So far, patron visits are significantly down from pre-COVID levels, but as more patrons learn that we are open, the number of visitors should continue to increase. Patrons have been good about abiding by the new rules and restrictions.

**UNFINISHED BUSINESS:**

- **Discussion on Building Projects:**
  - **Roof:** On behalf of the library, public works is close to sending out a call for bids for the roof. The rotunda roof will be bid as an alternate.
  - **COVID-19 Prep:** All proscribed precautions are in place to maximize safe use of the library for staff and patrons.
- **Staffing:** All current employees are back on active status. A former employee has been re-hired on a part-time basis and boosts the library's ability to serve Spanish speakers.

NEW BUSINESS:

- **Witches and Wizards of Woodstock:** This year's event, on October 25<sup>th</sup>, while free to all, will be a ticketed and smaller event.

ADJOURNMENT:

Mary Ann Lenzen moved that the meeting be adjourned at 8:16 p.m. Christy Johanson seconded, and the motion passed.

# Woodstock Public Library

## Administrative & Staff Reports – July 2020

### *DIRECTOR'S REPORT*

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Reopening took place on July 6 and it was great to welcome back our patrons—and they were equally happy to be back. The first week was quiet, with patron attendance much lower than would typically be the case in July. Patron visits have increased every week; however, we were much closer to our normal numbers by the end of the month than at the beginning of the month. The exception is in the Children's Department, most likely because the toys and fun activities normally available in the rotunda area remain in storage. With the building open, curbside deliveries have dropped off significantly, though we still do several a day.

The library's roof project is currently out for bid. We are again rearranging the interior of the building, this time in preparation for the D200 school district moving to 100% eLearning for this fall. We anticipate a fair number of students needing our wi-fi to participate in their virtual classes, so we are setting up additional tables, with one chair each. Additionally, we will be letting students into the building beginning at 8 am, with the "normal" building hours remaining the same as currently set—M-Th, 10-7 and F&S, 10-5.

On the staffing side of operations, Valeria has quickly learned the new system and new protocols, and is already a strong member of the team. Pamela Franklin remains out on medical leave, but she will begin working part-time from home next week, and will hopefully be back in the library within another two weeks.

### *CIRCULATION & PROGRAMMING*

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#### **July 2020**

Circulation and patron visits were, unsurprisingly, way down in July compared to last year. We had 8,148 visits during July, compared to 13,028 last year. A variety of online events and programs were held, and we even hosted an in-person "MCC-to-Go" event in the parking lot.

### *FINANCIALS*

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Spending out of the new fiscal budget is under way. There was a significant surplus in last year's budget, due to minimal spending in March and April, but most of that surplus will need to be expended in this fiscal year.

## *MEETING/ORGANIZATION SUMMARIES*

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### **City Meetings/City News**

The City Council met remotely in July, with mostly routine business. The City has been very active in helping local businesses with the impacts of the pandemic.

### **Community Outreach**

During the month the library staff engaged in several outreach and community support activities. The WWoW Committee met to work through how to proceed with the event under the current COVID-19 restrictions.

## *YOUTH SERVICES*

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### **Final Summer Reading Stats**

- Children: We had a total of 106 registrants read 1,699 hours. This is down from last year when we had 432 Registrants read about 7,850 hours.
- YA: We had 50 registrants read 1,346 hours. This is down from last year at this time when we had 139 registrants read 4,544 hours.

Most of the families Kate talked to were really excited about doing a winter reading program. We'll run this from November 27<sup>th</sup>-January 31<sup>st</sup>.

### **Summer Reading programming/craft kits:**

- We handed out 50 craft kits each week for storytime patrons, so 400 total. These were available at the children's desk and outside by the Food Pantry.
- We handed out about 180 crafts for elementary and YA patrons.
- We had an average of 12 views for each of the Toddler storytimes. Family storytimes had an average of 8 views. Spanish storytimes had an average of 18 views.

With the low stats, Pamela posted a Survey Monkey poll on FB to find out how to better reach our patrons. Storytimes may shift to a FB live or zoom-type session. We're also looking at utilizing Friends money to boost the Facebook posts with the storytime videos as well as other virtual programming.

### **Children's Room:**

Public Works moved shelving units and added more shelving against the wall. Most of the moving/shifting has happened:

- Graphic novels have been moved to wooden shelving by the children's bathrooms.
- The holiday books have moved next to the picture books.
- The backpacks will go where the holiday books were.
- The beginner reader books were shifted down to the new wall shelving to make room for the new "Early Chapter book" section. Kate and Pamela are still working on this.

### **E-Learning preparation:**

Management team is working on plans to support D200 students with E-learning for the beginning of the 2020-2021 school year.

- While there will be an increase in tables in J and YA (including upper area outside of YA), these tables will be spread out to promote social distancing and will only have 1-2 chairs per table.
  - Martha is working with D200 to possibly get student desks if needed.
- There is the possibility of opening early for D200 students and their adult caregivers (for students in 5<sup>th</sup> grade or younger) to model the class day.

### ***ADULT PROGRAMMING***

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In July, Angie Baugher created Christmas in July adult craft kits that patrons could pick up at the adult reference desk or via our curbside pickup service. Patrons had the choice of Pinecone Christmas Trees or Puzzle Piece Ornaments.

We hosted McHenry County College, in our parking lot, for their first MCC-To-Go event. Many 2020 high school graduates, who were considering MCC, did not get the chance to attend an in-person admission/registration event during the spring semester of their senior year due to the pandemic. To give these prospective students a chance to ask their questions and learn about MCC, admissions staff created MCC-To-Go events and partnered with public libraries, around the county, as their hosts.

### ***CALENDAR (<https://il.evanced.info/woodstock/lib/eventcalendar.asp>)***

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Upcoming Events & Dates of Import:

- Mondays & Thursdays, 5:30 – 6:00 pm: Virtual Spanish Story Times
- Tuesdays & Fridays, 10:00 – 10:30 am: Virtual Toddler Story Times
- Wednesdays, 5:00-7:00 pm: Friends Book Donation
- Monday, August 31, 7:00 – 8:30 pm: Virtual “COVID-19: Dealing with Anxiety and Depression”

Human Resources Department - HR Info re: Recruiting, onboarding and offboarding.

Monthly Report, page 1

August 2020

**RECRUITMENTS**

Position/Department	Date Posted	# Applicants	Status
<i>Note: Effective 2/25/2015, 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: 3 Eligible: 16	3rd posting closed 7/10/2020, with acceptance of applications until filled	Following the review of the 4 candidates who submitted written assessments, 3 were invited for a 1st interview via Zoom, which took place on 8/13/2020. After the 8/13/2020 interviews, 2 candidates were invited for a 2nd in-person interview on 8/23/2020 and 8/24/2020 respectively. In addition, a 3rd candidate was interviewed for a 1st in-person interview on 8/26/2020; this individual did not proceed to a 2nd interview. A contingent offer was extended to one candidate on 8/30/2020 and was accepted. This candidate is currently in the pre-hire check process (background check, including credit and driving record checks, as well as employer and professional reference checks). The candidate's tentative start day will be in mid-October 2020.
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): 85	2nd Launch: Posting closed 7/1/2020. 1st Launch: Posting closed 3/11/2020	The BOFPC determined that the top 12 individuals that passed the written exam on 8/18/2020 would continue on to oral interviews scheduled for 9/12/2020. The remaining 20 candidates that passed the 7/18 written exam were sent letters advising them that they will be on the secondary list should the initial list be exhausted.

**NEW HIRES/CHANGES**

Position/Department	Name	Start Date / Effective Date	Date Position Accepted	Notes
Recreation Center Staff - Return from Furlough	Kyle Miller	8/20/2020		In August 2020, 1 furloughed LPT Rec Staff was invited back to work.

**TERMINATIONS**

Position/Department	Name	Last Date	Separation Reason
LPT Shelver - Library	Patricia Bergeson	7/2/2020	Resignation. Notified of departure in August.
LPT Crossing Guard - Police	Harry Luckey	7/27/2020	Resignation. Notified of departure in August.
LPT Crossing Guard - Police	Sandra Luckey	8/12/2020	Resignation.
Public Works Seasonal Hires	Daniel Cosgray, Adam Thomas, Austin Gibson, Aiden Martys, Matthew Shook, Ryan Diss, Gaven Conaster, Owen Hirschev	7/20/2020 - 8/28/2020	End of seasonal work period.

**Human Resources Department - Risk Management**

Monthly Report, page 2

**August 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. This was a covered expense and a check was received during August, thus this will be removed from subsequent monthly reports.
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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 Officer was not injured. The resident then left the scene, but was apprehended by WPD.
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**Personal Liability--**

Fall at the Rec Center	11/13/2019	On July 6th, a summons was received from an attorney for a Recreation Center member who tripped and fell on November 13, 2019, seeking damages for her injuries. The claim was submitted to CCMSI along with several waivers signed by this particular member. The City will be defended by Ancel Glink on this matter.
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**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 three months off of work. A workers compensation claim was filed and is being investigated. A pension application has been offered, but not retrieved 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. As for compensability of the injury by workers compensation, her report will address that and we are still awaiting that report.
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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. The surgery 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. This employee returned to full duty effective 9/1/2020; therefore, this will be removed from subsequent monthly reports.
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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 returned to work on July 6th as he was released early per his request. As this was a surgical claim, settlement discussions will more than likely be held ~6 months after medical treatment has ceased and MMI (Maximum Medical Improvement) has been reached.
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Facilities Maintenance Worker II (Recreation Center) - Fractured ribs and sutures to hand	8/24/2020	A Rec Center Facilities Maintenance Worker II fell approximately 10 feet from a 20-foot extension ladder while he was pulling wires for a new use of a racketball court due to COVID-19. He was injured severely with five displaced rib fractures, and a laceration to his hand requiring five sutures. He was treated at Mercy Occupational Health, sent to Northwestern Medicine hospital, and then referred to a Trauma Specialist at Mercy Rockford for the treatment of his injuries. He remains off of work until released by the Trauma Specialist with whom an appointment has been scheduled for 9/16/2020.
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**Human Resources Department - HR Activity and projects**

Monthly Report, page 3

**August 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 following the approval and adoption of the new Local 150 CBA. During July, the arbitrator assigned to this case started to ask about the arbitration hearing and whether the City wished to conduct this via phone. Kelly Coyle from CBS initially indicated that we would agree to a stipulated hearing on this matter, but once she saw some of the stipulations from Local 150, she indicated our chances may be better going to a phone hearing as the stipulations were absurd. I have not heard an update on this matter, yet I have received notice that Local 150 attorney handling this matter, Ken Edwards, is leaving 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. This grievance was denied. Meetings were established and then canceled by Local 150 due to illness and then the pandemic closures/shelter in place orders fell upon us. Director Van Landuyt contacted Local 150 May 12th to request a meeting, which was held via Zoom on May 28th. Director Van Landuyt provided his Step 1 response to Local 150 on June 17th. HR Director Schober received this grievance, advanced to Step 2 on July 1st and a meeting was held on July 16th. The Step 2 response, due from HR Director Schober, was provided to Local 150 (following CBS Attorney review by Kelly Coyle), was provided to Local 150 on August 3rd. Local 150 advanced the grievance to Step 3 (City Manager Stelford) on August 24th and meeting dates were requested by HR Director Schober
2020 Patrol Eligibility List - Police	May 2020 to present	HR Coordinator May continued to coordinate with Chief Lieb and the BOFPC in regards to the establishment of the 2020 Patrol Officer Eligibility List. The BOFPC determined that the top 12 individuals that passed the written exam on 8/18/2020 would continue on to oral interviews scheduled for 9/12/2020. The remaining 20 candidates that passed the 7/18 written exam were then sent letters that they will be on the secondary list should the initial list be exhausted.
Hub International Webinar: Creating a Successful Virtual Open Enrollment for Your Organization and Employees	8/5/2020	HR Director Schober attended this webinar as the City's Open Enrollment processes will be virtual this year due to COVID-19. Additionally, HR is working with IT and Finance to create an electronic Open Enrollment form/process to ensure that the process is "touchless" due to COVID-19.
MCMRMA Board Meeting	8/6/2020	HR Director Schober attended the Zoom Meeting as the MCMRMA delegate for the City of Woodstock.
Hub International Webinar: Supporting Your Employees' Mental Health in Times of Crisis	8/12/2020	HR Director Schober attended this webinar.
Hub International Webinar: Mapping a Compliance Strategy in Times of Rapid Change	8/19/2020	HR Director Schober attended this webinar.
Wellness Provider Demos (via Webex Meetings)	8/20/2020	HR Director Schober, HR Coordinator Jill May, and the Health and Wellness Rep from Hub International sat through three (3) Zoom presentations by wellness providers that the City is considering for 2021 and beyond as the current Wellness provider, HAWA, is no longer meeting the City's needs.
Pre-Renewal Meeting with HUB International for Medical, Rx and Dental cost trending	8/26/2020	HR Director Schober and HR Coordinator May attended a pre-renewal conference call with the City's insurance broker, HUB International.
Off-Boarding - 2020 Summer Seasonal Hires - Public Works	August 2020	HR Coordinator May successfully offboarded eight of the Public Works Department's summer seasonal hires.
2020 Employee Flu Shot Clinic	August 2020	HR Coordinator May continues to prepare for the 2020 Employee Flu Shot Clinic, which will be held on 9/16/2020. The event will be an on-site event held at City Hall with Walgreens providing the clinic. Masks will continue to be required to enter City Hall and social distancing will occur. The event will not require a copay for any employees, spouses and dependents 10 and over on the City's medical plan. There will be a \$33 fee for anyone not on the plan. Registration for the event opened on 8/11/2020 and was sent out to all staff with City email and retirees on the City's medical plan. Directors were provided with marketing materials to post at their departments, particularly for those employees that do not have a City email address.
2020 Employee Service Awards	August 2020	HR Coordinator May continues to plan the 2020 Employee Service Awards. Employees previously returned their pin/gift card selection to Human Resources. Pins were ordered from the vendor the first week in August. The Finance Department was previously provided the complete list of employees that will receive floating holiday hours. Due to COVID-19, the Employee Service Awards will be held virtually via a City Council meeting, date TBD. IT Director McElmeel and HR Coordinator May have been tasked to coordinate on creating this virtual program.
Public Works Director Recruitment Process - Interviews	August 2020	HR Director Schober with the other members of the recruitment committee (Roscoe Stelford, Paul Christensen, and Jeff Van Landuyt) spent this month reviewing all candidates and their respective submissions, scheduling 1st interviews via Zoom (with three candidates) and 2nd interviews via in person interviews and tours with a day long process for each of the two finalists. Additionally, a 3rd candidate from a local municipality was interviewed in person while observing social distancing and was not considered further for the role. By the end of the month the chosen finalist was offered the role and work began immediately on the Assistant Director of Public Works role.

# **DEPARTMENT OF PUBLIC WORKS**

## **MONTHLY REPORT**

### **AUGUST 2020**

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## **Resident Compliments**

- ❖ **Thank you for allowing us to use the City-owned property adjacent to ours to allow extra space for our son and daughter-in-law's wedding! A special Thank You to Chris for coming out twice to mow and making sure it was "Wedding Ready." We certainly appreciated his extra effort! -Helen Jonker**



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

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

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

**Date:** September 8, 2020

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

**Ongoing Construction Projects:**

- **NICOR Gas Modernization Project:** Engineering continued to observe restoration efforts by CSI 3000 in various areas where work took place for the NICOR Gas Modernization project. This work included asphalt, concrete and landscaping restoration work.
- **Kishwaukee Brewery:** Construction continues on the building exterior as well as the interior build-out. Despite all underground utility work being completed, Engineering continues to perform site SWPPP inspections as needed. Final acceptance inspections will need to be performed by Engineering.
- **Woodstock Square Apartments:** Conditional Engineering Approval was previously granted to allow site work to begin. Engineering continues to perform SWPPP inspections of the site as needed and observation of utility installation work when it occurs. Approval from IDOT is still pending and is required before any proposed work in the Madison Street and Church Street ROW can take place.
- **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 granted Final Engineering Approval and all IEPA and IDOT permits were obtained. A majority of mass grading work has been completed and utility work started. Engineering continues to perform SWPPP inspections of the site as needed and observation of utility installation work when it occurs.
- **Kunes Country Chrysler:** Remodeling work continued this last month at the car dealership. Some of the improvements required the installation of sanitary and storm sewer pipe. All utility work completed by Scapin Construction was observed and inspected by Engineering.

**Residential Developments:**

- 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.

**City Projects:**

- **2019 Street Maintenance Program:** Roadway Lines, a subcontractor for A-Lamp, completed all pavement marking on the newly resurfaced roads that were included with the 2019 Street Resurfacing Program. Some minor landscaping restoration work is all that remains.



- **2020 Street Maintenance Program:** Engineering, HLR (City's consultant) and Plote



Construction continued work on the program during the month of August and continued to make great progress. Quadrant #2, located west of Illinois Route 47 and north of South Street and Quadrant #1, located East of Route 47 and North of Illinois Route 120 are mostly completed, with the

exception of a few punch list items. Plote has completed all concrete work and milling off old asphalt surface in Quadrant #4, located East of Route 47 and South of Illinois Route 120 and has mostly completed the placement of new asphalt binder in this Quadrant. AC Concrete, Plote's concrete sub-contractor, also started removal and replacement of concrete curbs and sidewalk in Quadrant #3, located west of Route 47 and south of South Street.

- **Washington Street Watermain:** H. Linden and Sons completed the installation of all new watermain contemplated for this project. In addition to this, all existing services were transferred over to the new watermain and the old watermain has been abandoned. The only work that remains now is to complete final restoration of all areas disturbed during this project. Engineering has kept a close eye on this project and inspected all this work on a daily basis.



- **2020 Reclamite Program:** Corrective Asphalt Materials (CAM) completed the application of Reclamite on the following streets:
  - Forest Street from Austin Avenue to Blakely Street
  - Blakely Street from Highland Avenue to Kimball Avenue
  - Gerry Street from Gerry Court to Hickory Lane
  - Moraine Street from South Street to Westwood Trail
  - Douglas Street from E. Judd Street to Calhoun Street
  - W. Halma Lane from Halma Lane to E. Halma Lane

Reclamite is a petroleum maltene-based rejuvenation agent that penetrates deep into the surface to reinforce the binder that bonds the asphalt and aggregate together and seals the surface “in-depth” to preserve the pavement’s surface for many years after application. Reclamite is applied to improve the durability, flexibility and viscosity of the asphalt surface. It also helps improve the road’s ability to withstand the ravages of the weather, the sun’s ultraviolet rays, freeze-thaw conditions and the traffic on the road.



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

**From:** Nicole Lewakowski, Office Coordinator

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

**Date:** September 3, 2020

### **Event Activities**

- Attended event meetings for MD Trains Expo, Witches and Wizards of Woodstock, Halloween, and Lighting of the Square.
- Coordinated efforts for Pioneer Center Parade at Emricson and Stand Up Against Racism Vigil at PITS.
- Coordinated and arranged accommodations to support Movies in the Park, Sunday Concert Series, and City Band Concert in PITS.

### **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 information and links for Fall City Scene publication including fall hydrant flushing and leaf collection.
- Mailed hydrant flushing notices to business owners.
- Updated Public Works website removing outdated information.
- Assisted with the approval of eight Oversize/Overweight Permit applications.
- Invoiced for seven Oversize/Overweight Permits (July).
- Created (158) CSRs originating from resident and employee concerns.
- Updated all completions or scheduled services in the open CSR database.
- Assisted with the approval of 15 submitted Right-of-Way Opening Permit applications and issued two permit refunds.
- Reported two streetlight outages to ComEd.
- Fielded two FOIA requests.
- Responded to multiple Community Gardens requests and/or questions. Including a meeting to discuss composting and re-installing new locks and gate closures.
- Provided coordination and information on a road closures on Cass St. to provide Ethereal the opportunity to have live outdoor music for customers and residents on Saturdays.
- Processed and facilitated two dumpster requests.
- Processed and coordinated for one block party, one wedding on City property and one rehearsal dinner at Emricson.



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- Drafted and mailed four leak letters.
- Reported four IDOT concerns from residents.
- Developed and posted for three bids; Roof Overlay at Library, Roof Overlay at Rec Center, and Downtown Paver Maintenance and Replacement.
- Attended and recorded for 1<sup>st</sup> Street Water Treatment Roof bid with Wold Engineers and Pavement Striping bid.
- Facilitated 1 I/I application and approval of same.
- Facilitated and notified for Dorr Township Closure of Davis Rd. and the subsequent extension of closure.

**To:** Jeff Van Landuyt, Public Works Director  
**From:** Rob Lamz, Fleet Maintenance Superintendent  
**Re:** Fleet Maintenance Division Monthly Report – August 2020  
**Date:** September 3, 2020

August was a hot month, with some big accomplishments for the Fleet Division. Staff strived to keep the Fleet going, with rust repairs, continued summer services on CDL vehicles, and CDL training. The fight against corrosion continued in August, with multiple units needing urgent attention and repairs due to rust related failures. Following are some noteworthy items from August.

With the Secretary of State offices opening back up and the bulk of the rush on driver's services waning, the Fleet Division took advantage of this and cracked the books and brought out the cones to sharpen the skills of technicians Devin Smith and Matt Van Auken. Both technicians are recent hires, with under a year of tenure here at Woodstock. They both attained permits on their own just before the start of COVID-19, so they had a book-foundation. In that same period of time, we capitalized on parts and service runs, using that as seat time for them to gain comfort with the driving characteristics of the Sewer and Water Division's blue dump truck that is used for testing. I tested the two technicians on the pre-trip inspection, the brake system check, and the skills test to provide them with the best chances to succeed when in front of the CDL proctors. The rest is behind us now, with my promising of a supervisor-provided lunch if they were to obtain their CDL. Happy to say that lunch was on me two days in a row, ending with two happy technicians who can now drive on their own.

Corrosion and rust continue to plague the Fleet Division, with large and urgent issues taking critical units out of service. The Streets Division loader, Unit 115, is the main front-end loader for all of Public Works. Fleet Staff serviced this unit in the beginning of the month. Replacing a corroded attachment line on the front of the arms that had rusted through and had a live hydraulic leak. Two weeks later, Streets Staff brought the machine back, noting that it had no throttle response. I fired up the diagnostics, where I observed the accelerator pedal position remained at zero. I unplugged the pedal, observing a data change from zero to three lines, pointing that communications



between the pedal and the engine computer were intact. We ordered a replacement pedal at a cost of nearly \$380 and began replacing it, finding not only that the advanced corrosion caused the current pedal to fail, but the cab was so corroded that the lower sections of the front windshield were no longer attached. When taking out the floor mat, technicians also found piles of rock salt amassed near all the pedal assemblies. With the floor cleaned and the salt removed, Fleet found over a half inch of the flange securing the brake pedal to the floor had dissolved, which could cause a serious issue. Technicians ordered the brake pedal assembly as well for an additional \$750 for installation. Staff used 3M Window Weld to re-adhere the window to the cab of the unit while the pedal assemblies were out. Staff talked with Streets staff about the condition of the loader, released the unit to Streets to be cleaned, and had the Streets Division apply a layer of corrosion converting/resisting paint to the floor of the unit before getting the final release from Fleet for regular use.



Corrosion also led to the replacement of twelve CDL unit wheels in August, with the condition of the rim assemblies questionable. Unit 23, the older Streets Division wing truck hit the rack for summer service where staff observed significant corrosion. Staff relied on assistance from a local vendor to replace the wheel and tire assemblies, after also discovering a zipper failure in the right front tire. With new wheels and tires, staff completed the service to the wing truck and put it back into storage. The other six wheels in question belonged to the Water Division's CDL dump truck, Unit 41. These wheels had previously been repainted, and had started to show signs of advanced corrosion and scale. Since this unit is the main vehicle used for CDL training and testing, Fleet technicians dismantled all six wheels and tires, installing the original tires on six reconditioned wheels.



The Police Department had a failure on one of the Interceptor Sedans in August; a departure from our routine tires, brakes, and oil changes. Unit 26 was leaking in the PD lot, losing engine coolant and resulting in an out of service tag. Fleet staff picked up the unit and drove it to the shop where the diagnostics began. Staff checked for leaks, finding nothing other than a residue around the overflow, pointing to overheating rather than a simple leak. Staff ran the vehicle, questioning whether the electric fan was operational. Continued testing led to discovery of a faulty cooling fan, requiring the removal and replacement of the whole radiator shroud and fan assembly as they are one piece. Staff verified the repair and released the unit into service.





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Just when we thought we were done with the Parks Division Woods Gang mower, August proved that not to be the case. The operator noticed a belt had torn on one of the side wings and brought it down for repairs. Technicians observed a large amount of grease within the belt guards from the spindles, as well as another deck belt on its way out. Staff replaced all three belts after Parks Staff cleaned the mower. In addition to the repair work, staff serviced the tractor. Staff observed the cumbersome process of deck-cover removal, where the operator had to have access to the top and the bottom of the deck for the hardware. Fleet staff welded carriage bolts to the underside of the deck, allowing the operators to quickly remove the covers. Staff discussed altering the greasing schedules as well, alleviating some work for the operator, while hoping to mitigate some of the excess grease buildup under the covers.

Staff dove deep into the Parks Division Bobcat, Unit 106 in August after staff noticed a leak coming from the rear of the unit. Fleet technicians traced the leak down to the main hydraulic line coming from the filter assembly to the valve manifold beneath the cab. Staff flipped up the cab to access the back side of the line on the manifold and placed a plywood sheet over the open gearbox compartment to lay on for access. Staff left the filter housing loose on the other end for access, removed and made a new line, cleaned the mess within, and returned the unit to service.

To: Jeff Van Landuyt, Public Works Director  
From: Chris Lynk, Parks and Facilities Superintendent  
Re: Parks and Facilities Division Monthly Report  
Date: August 31, 2020

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**Parks Tasks:**

- Parks is completing improvements to the tables purchased from Will Oaks Campsite. Several tables needed wood replacment as well as new hardware. All tables are being cleaned and painted before being added to our existing inventory.
- Our fall landscaping transition is in full swing downtown. Mums were planted in many of the landscape bumpouts. As the colder weather approaches, staff will remove annuals and cut back tall grasses in preparation for winter. Fall clean up and planting will continue into the month of September along with weekly garbage collection, weed control, and park improvements.



- Parks made improvements to field 5 at Bates park in August. We removed existing trip hazards at the outfield/infield transition by removing approximately 8 feet of grass over the entire length of the infield arc, then laid 3,400 square feet of new sod as well as 60 tons of new Triple Play ballfield mix.

- Wild weather on August 6<sup>th</sup> brought strong storms with wind gusts around 70 mph, which resulted in damage to multiple areas. A large Oak Tree near Banford Park was blown over and drew a lot of attention from residents. This Oak Tree was approximately 300 years old based on height and trunk base size. Wind damage was also evident at Merryman Park. Windscreens blew off at several fields and portable toilets were also blown over. This weather event resulted in 26 Customer Service Requests for tree maintenance the day of and several more in the days that followed.
- In August, playground equipment and landscaping were evaluated at several parks. Staff trimmed bushes and cleaned landscape beds at McConnell Rd Park and MaryAnn Park. Additionally, shrubbery near entry signage at many city properties were trimmed for improved visibility.



### **Facilities Tasks:**

- **Library**
  - New front door sensors were installed.
  - Multiple site visits with roofing companies for new roof bid were conducted.
  - We held tours for rotunda replacement.
  - Painting projects are in progress as requested by the Library Director.
- **City Hall**
  - New A/C unit was installed for City Manager's Office.
  - New thermostats were installed in B&Z and City Manager's Office.
  - New belt was installed in the exhaust fan serving Council Chambers.
- **PD**
  - Generator was serviced and tested for proper function according to code.
  - Staff is in the process of getting UPS (backup battery) scheduled for service.
  - Cleaned out a blockage in drainage system for RTU that caused water damage in the records room.
  - All door hardware and handles were serviced and several tumblers were replaced.

- **Opera House**
  - Attended a sit-down meeting with the Opera House Director to finalize plans for pursuing CIP projects in the coming months.
  - We are scheduling quotes for fire safety upgrades.
  - We are scheduling for lightning suppression safety quotes.
  
- **Rec Center**
  - Received quotes for pool room Dectron dehumidifier unit and sent them to the Recreation Director for approval.
  - Scheduled multiple site visits for perspective Recreation Center roof bidders.
  
- **Public Works**
  - Cleaned and organized storage closets.
  - Changed out light bulbs in the waiting area.
  - Hand sanitizing stations were assembled and delivered to city buildings including the Opera House, Recreation Center, Library, City Hall and Public Works.



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To: Jeff Van Landuyt, Public Works Director  
From: Roger Vidales Streets Interim Superintendent/Foreman  
Re: Street Division Monthly Report – August 2020  
Date: September 14, 2020

Item	Goal	Description	YTD20/21	
			Aug	Actual
Internal Training	Provide 40 hours of documented training for division employees each year	Hours per employee	Training is held off due to Covid-19	0
Storm Sewer Maintenance	Clean storm sewer lines	Feet	300	1,200
Street Sweeping	Sweep at least 1,000 center lane miles/ year	Center Lane Miles	423	1,287
Sidewalk Replacement	Replace 700 lineal feet of hazardous sidewalk per year	Lineal Feet	150	600
Storm Sewer Intakes	Repair failed storm sewer intakes	Number Repaired	13	39

**Sign Maintenance**

Employees responded to emergency signage requests and incoming CSRs for signage on an individual basis with 15 Sign repairs completed for the month of August. In addition, the Division repaired/replaced signs according to MUTCD Guidelines based on condition.

### **Pothole Patching**

During August, staff used forty-three (43) ton of Hot Mix to complete road repairs and fill potholes on City streets. The material is kept at the recommended temperature in a tow-behind diesel-fired cart. Staff shovels the material into potholes, dust the area with Portland cement or cement, and finish by tire rolling the area with a pickup truck. A three men crew tackles this task as often as possible to maintain and improve roadway quality, as well as in response to resident requests.

### **Intake Repairs**

The street division receives requests for intake repair, storm sewer pipe repair, and sink hole repairs. Each request is different falling anywhere between patching the storm pipe to replacing the storm pipe. Intake repairs consist of a full rebuild, which is rebuilding a new structure from bottom to top, with a new base, brick, frame and lid. For the month of August, streets completed 13 combined repairs of storm pipe and intake repairs from daily resident request and from our tabulated list for the year.



### **Streets Sweeping**

We have 117 miles of road to keep clean and we make four rounds of sweeping throughout the City of Woodstock per year. We sweep the downtown area on Mondays and Fridays to keep the Square presentable for all residents and visitors. For the month of August, we had 53 loads of debris, or 159 cubic yards collected. The resulting water usage was 14,000 gallons, or 40 tanks, 423 miles were covered and the corresponding fuel usage was 289.7 gallons, a significant increase from July.



### **Sidewalk R/R Program**

Streets Division has a program that continually targets replacement of sidewalks. In August, we removed and replaced, or repaired 150 square feet.



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To: Jeff Van Landuyt, Public Works Director  
From: Shawn Parker, Sewer & Water Maintenance Division Superintendent  
Re: Sewer & Water Division Monthly Report – August 2020  
Date: September 3, 2020

### **Water Distribution System**

- One (1) water main break in August: 804 Washington Street.
- Assisted contractor with disconnecting water and sanitary sewer services at 330 Short Street.
- Located b-boxes at: 520 Park Street (found, not keyable), 1215 Thomas Drive (found, keyable), 519 Highland Avenue (found, keyable), 441 Center Street (found, keyable), 805 Dean Street (can't find), 2428 Bridgewater Drive (found, keyable), 801 Victoria Drive (found, keyable), 519 Lawndale Avenue (found, not keyable), 730 Dean Street (found, keyable), 543 McHenry Avenue (found, keyable), and 411 Birch Road (found, keyable, won't turn).
- Checked water quality at: 954 Quill Court, 136 Terry Court, 808 Robert Drive, 680 Verdi Street, 865/867 Carol Avenue, 920 Pleasant Street, 951 Dakota Drive, and 1033 Wheeler Street (softener issue).
- Replaced valve box top at Russel Court and Julie Street.
- Dug up and replaced a broken valve at 725 Lake Avenue.
- Rebuilt valve vault at Kimball Avenue and Blakley Avenue.
- Assisted with water leaks at 121 Sunshine Lane and 400 Summit Avenue.
- Assisted property owner at 330 Eastwood Drive with finding water service leak.
- Assisted resident with a plugged faucet at 751 Washington Street.
- Collected pump hours for two (2) water booster stations (weekly).
- Checked two water booster stations five days a week.

### **Sanitary Sewer System**

- Responded to one (1) sewer main backup at 608 Ridgeland Avenue (theirs).
- Checked auto dialer alarms each Wednesday for lift station.
- Dumped grease-controlling chemicals every Friday.
- Collected pump hour readings for all twenty (20) sanitary sewer lift stations (twice a week).
- Repaired broken sanitary sewer force main on South Street.
- Had two employees on standby for 24 hours at lift station without power on 8/10/20.
- Replaced 3 backup batteries at three different lift stations.
- Cleaned pumps at Wanda Lane lift station (cleaned out every Friday).
- Checked twenty (20) lift stations; five days per week.

**Monthly Activities**

- Water meter readings, final readings, and 10 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: 12.
- Postings: 120.
- Leak inspections: 0.
- JULIE Requests: 627-2020, 473-2019, 650-2018.
- Assisted McHenry County Fire Departments with trench training.
- Assisted Fire/Rescue District with cleaning of floor drains.

Item	Goal	Actual
Internal training	Provide minimum of 40 hours of documented training for each employee each year	20 hours
Maintain water system valves & hydrants	Repair/replace valves & hydrants as necessary	<ul style="list-style-type: none"> <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

**To:** Jeff Van Landuyt, Public Works Director  
**From:** Anne George, Wastewater Treatment Superintendent  
**Re:** Wastewater Treatment Division Monthly Report –August 2020  
**Date:** September 10, 2020

**South Plant:**

- Division employees thoroughly scrubbed and degreased the three rotary blowers.
- Division employees cleaned the final sampler and washed out the 3” trash pump and hoses.
- An employee from Concentric was on-site to analyze the digesters for future installation of high-level floats.
- Division employees drained and washed out both the east and west chlorine contact tanks.
- All activity was routine in nature; preventive maintenance on equipment, buildings and grounds and normal plant operations.

**North Plant:**

- Division employees completed rebuilding the hut that encompasses the airline to the #1 digester and they installed a door to make it more accessible.
- A representative from R3 was on-site to collect a sample from the grit beds for analysis to ensure we can safely haul the material to a landfill.
- Division employees installed two new risers on the #1 Digester. They also installed a new riser on the east primary tank.
- Division employees installed a new water regulator on the deionized water system in the laboratory.
- Division employees drained the west primary and made repairs to the gear that runs the sludge chain; they also repaired several washers that hold the plastic flight in place. Once the west primary was complete, the east primary was drained, and repairs were made to one of the guide brackets, reinstallation of a blade, and more washers were reattached.
- Division employees drained the north clarifier and removed all the rags from the sludge arm. With the use of the City vactor, we were able to remove bags and other debris from the floor of the clarifier. Division employees also made repairs to a hole that formed at the end of the sludge arm.
- Division employees installed the repaired #1 rotary blower and motor.
- Division employees continue to practice safe distancing, use of hand sanitizers, hand washing and sanitizing surfaces.
- All other activity was routine in nature; preventative maintenance on equipment, buildings and grounds, and normal plant operations.

**Personnel**

- All division employees reviewed protocols and procedures for wasting activated sludge at both facilities.



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**CITY OF WOODSTOCK**  
**SOUTHSIDE WASTEWATER TREATMENT PLANT**  
**MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT**  
**August, 2020**

**FLOW CONDITIONS**

	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Average Daily Flow (MGD)	1.750	1.341	1.490	1.055	1.510
Maximum Daily Flow (MGD)	5.400	2.230	3.582	1.170	2.910
Minimum Daily Flow (MGD)	not applicable	1.000	1.000	0.892	0.892
Rain/Snow Amount (inches)	not applicable	2.03	27.10	3.64	28.84

**COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS**

	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
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**CBOD<sub>5</sub> (mg/l)**

monthly average	10	1	1	1	1
daily maximum	20	1	n/a	3	n/a
# of violations		0	0	0	0

**Suspended Solids (mg/l)**

monthly average	12	3	3	4	3.1
daily maximum	24	7	n/a	10	n/a
# of violations		0	0	0	0

**Fecal Coliform (colonies/100 ml)**

daily maximum	400	8	18	25	75
# of violations		0	0	0	0

**pH**

minimum	6	7.2	7.2	7.2	7.2
maximum	9	7.7	8.2	7.7	8
# of violations		0	0	0	0

**Chlorine Residual (mg/l)**

maximum	0.05	0.01	0.03	0.03	0.04
# of violations		0	0	0	0

**Ammonia Nitrogen (mg/l)**

monthly average	1.1	0.1	0.08	0.06	0.07
weekly average max	4.8	0.12	n/a	0.1	n/a
daily maximum	5.5	0.14	n/a	0.14	n/a
# of violations		0	0	0	0



# City of WOODSTOCK

Department of Public Works  
326 Washington St.  
Woodstock, Illinois 60098  
[www.woodstockil.gov](http://www.woodstockil.gov)

815/338-6118  
fax 815/334-2263

## MONTHLY REPORT OF DISCHARGE - SOUTHSIDE WASTEWATER TREATMENT PLANT

August, 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	13,410	14,870	10,550	15,101
Based on BOD <sub>5</sub> @ 0.17 lb/capita/d	15,605	9,276	8,273	5,590	7,191
Based on TSS @ 0.20 lb/capita/d	13,964	10,401	10,180	8,139	9,002

### PLANT EFFICIENCY

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD <sub>5</sub> removal (%)	95.7	94.5	99.1	98.7
Measured with TSS removal (%)	98.4	98.2	97.8	97.8
Measured with NH <sub>3</sub> N removal (%)	99.5	99.5	99.7	99.6

### 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)		0.289	2.358	0.437	2.034
Dry Tons		12.86	123.11	18.66	104.05
Removed from facility gal	Land application	0	0	0	0
Dry Tons		0	0	0	0
Gallons	N. Plant Press	0	1,191,500	175,000	1,345,000
Dry Tons		0	85.15	7.61	81.82
cubic yards removed	Drying Beds	0	0	0	0
Dry Tons		0	0	0	0



# City of WOODSTOCK

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CITY OF WOODSTOCK					
NORTHSIDE WASTEWATER TREATMENT PLANT					
MONTHLY REPORT OF DISCHARGE - FINAL EFFLUENT					
August, 2020					
<b>FLOW CONDITIONS</b>					
	Design Capacity	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Average Daily Flow (MGD)	3.500	1.901	2.710	1.688	2.560
Maximum Daily Flow (MGD)	10.500	2.904	10.959	3.153	6.240
Minimum Daily Flow (MGD)	not applicable	1.398	1.398	1.244	1.244
Rain/Snow Amount (inches)	not applicable	2.45	31.05	3.08	31.77
<b>COMPLIANCE PARAMETERS AND PERMIT REQUIREMENTS</b>					
	Permit Limits	This Month	Year To Date	This Month Last Year	Year to Date Last Year
<b>CBOD<sub>5</sub> (mg/l)</b>					
monthly average	10	2	2	2	2.1
daily maximum	20	2	3	3	4
# of violations		0	0	0	0
<b>Suspended Solids (mg/l)</b>					
monthly average	12	5	6.5	4	7.1
daily maximum	24	11	11.4	10	12.5
# of violations		0	0	0	0
<b>Fecal Coliform (colonies/100 ml)</b>					
daily maximum	400	3	215	135	135
# of violations		0	0	0	0
<b>pH</b>					
minimum	6	7.6	7.5	7.8	7.5
maximum	9	8	8	8.1	8.1
# of violations		0	0	0	0
<b>Chlorine Residual (mg/l)</b>					
maximum	0.05	0.05	0.05	0.03	0.05
# of violations		0	0	0	0
<b>Ammonia Nitrogen (mg/l)</b>					
monthly average*	1.5*	0.42	0.55	0.42	0.55
daily maximum	3.0*	0.69	n/a	0.63	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					

**MONTHLY REPORT OF DISCHARGE - NORTHSIDE WASTEWATER TREATMENT PLANT**

**August, 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	15,208	21,671	13,504	20,479
Based on BOD <sub>5</sub> @ 0.17 lb/capita/day	27,988	17,720	17,374	13,167	14,041
Based on TSS @ 0.20 lb/capita/day	27,996	16,013	17,167	20,765	18,193

**PLANT EFFICIENCY**

	This Month	Year To Date	This Month Last Year	Year to Date Last Year
Measured with BOD <sub>5</sub> removal (%)	98.9	95.9	98.7	98.1
Measured with TSS removal (%)	97.5	95.7	98.6	95.7
Measured with NH <sub>3</sub> N removal (%)	97.3	95.2	97.3	95.1

**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	6 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**

***AUGUST 2020***  
***MONTHLY REPORT***

On August 10<sup>th</sup>, a derecho moved through the area mid-afternoon. This wind event caused significant damage in Iowa, Illinois and Indiana. Woodstock was on the northern fringe of the bow echo. Winds here were estimated in the 60 plus mph range. The water treatment plants experienced multiple short duration power interruptions. The only extended interruption occurred at the Lake Avenue elevated storage tank. This tank is the control tank for our water plants. The water level in this plant dictates the operation of both water plants. During this power outage it was necessary to manually control plant operations by observing the analog pressure gauge at the tank site. The power to the tank was restored 26 hours later and the system returned to normal operation.

August 2020 was one of the driest on record and the sixth warmest on record. In August of 2020 we pumped over seven million **more** gallons of water than August of 2019. Notably, August 2019 was a dry month as well. The water demand prompted the City to postpone fall hydrant flushing to September 21<sup>st</sup>. This was done to keep capacity for fire protection and equipment failure.

**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 2021.
- 4.) IEPA compliance – 100% compliance at this time.
- 5.) Accidents causing damage to Person or Property – no accidents to date & 100% compliance.



# City of WOODSTOCK

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Date	REMARKS
10-Aug	Wind event caused short duration power interruptions at both plants and a 26 hour outage at Lake tower,
12-Aug	Power fail at McConnell tower. 1 hour. Com Ed removing storm damage from power lines.
15-Aug	Short duration power fail the McConnell tower and First Street.
21-Aug	Brine pump failure at Seminary. Cracked fitting repaired, pumps back online.
30-Aug	Power fail at First Street, source switched to backup feed. Power outage at Hill St tower. Power restored in 2 hours.

## WATER TREATMENT PLANTS REPORT

August 2020

Zeolite Treatment	First Street Plant		Seminary Avenue Plant		Total	Total
	2020	2019	2020	2019	2020	2019
Total water pumped & treated	gal. 30,010,000	25,641,000	53,092,000	50,288,000	83,102,000	75,929,000
Total water for softener backwash	gal. 961,200	803,000	1,276,000	1,155,000	2,237,200	1,958,000
Total water for iron removal backwash	gal. 721,000	625,000	1,305,000	1,236,000	2,026,000	1,861,000
Total water distributed	gal. 27,770,000	23,662,000	49,511,000	47,002,000	77,281,000	70,664,000
Total raw water for blending	gal. 6,753,000	5,624,000	20,350,000	20,270,000	27,103,000	25,894,000
Average daily pumping rate (dist.)	gpd. 895,806	763,290	1,597,129	1,516,194	2,492,935	2,279,484
Salt used	lbs. 193,320	153,780	259,170	239,610	452,490	393,390
Chlorine used	lbs. 1,341	739	2,304	2,095	3,645	2,834
Hydrofluosilicic Acid used	lbs. 290	262	687	419	977	681
Sodium Polyphosphate used	lbs. 2,238	2,038	3,606	3,676	5,844	5,714

WATER QUALITY - DISTRIBUTION			WATER QUALITY INFORMATION			WATER QUALITY INFORMATION			PEAK FLOW COMBINED	
HARDNESS	10.14	GPG	HARDNESS	6.76	GPG	HARDNESS	12.0	GPG	3,065,000 gals	August 31st
IRON	0.04	PPM	IRON	0.06	PPM	IRON	0.04	PPM	(DISTRIBUTION)	
RESIDUAL CHLORINE	1.02	PPM	RESIDUAL CHLORINE	1.56	PPM	RESIDUAL CHLORINE	2.15	PPM		
pH	7.6		pH	7.9		pH	7.5			
FLUORIDE	0.65	PPM	FLUORIDE	0.69	PPM	FLUORIDE	0.75	PPM		
PO 4	0.83	PPM	PO 4	0.98	PPM	PO 4	0.86	PPM		
SODIUM	77.52	PPM								

REMARKS:

Will Smith: Water Treatment Superintendent



**Economic Development Department**

Garrett Anderson, Director

[www.woodstockil.gov](http://www.woodstockil.gov)

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121 W. Calhoun Street  
Woodstock, IL 60098

**TO:** Roscoe C. Stelford III, City Manager  
**FROM:** Garrett Anderson, Economic Development Director  
Krista Coltrin, Economic Development Coordinator  
**RE: Lighting of the Square Committee Updates**

The Lighting of the Square is one of the signature events that residents and visitors acknowledge when speaking of the charm, history and community that make Woodstock a special place. While acknowledging that this is an important tradition for many residents, staff has been tasked with exploring how to retain significant components of the event, and other associated holiday traditions, while working within the State of Illinois' Phase 4 guidelines related to the COVID-19 pandemic.

After City Council's discussion of the event at its August 4<sup>th</sup> meeting, staff and community partners revisited the various elements of the event and associated holiday activities to determine which ones could be organized within the Phase 4 guidelines, while still offering a sense of normalcy and tradition to our residents.

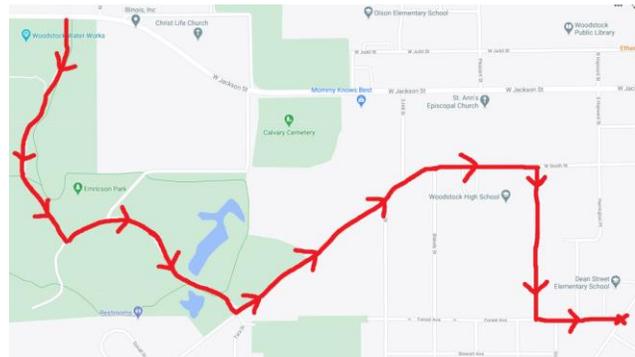
Based on the results of numerous meetings as well as feedback from the downtown business community, provided below is an update of the current status of some of the holiday traditions:

- Lights – Public Works is prepared and on schedule to install the lights on the Square and around the Downtown. One adjustment this year is how accent colors will be used. This year, all the trees on the Square will be decorated in white. Red and green lights will be used in lower perimeter bushes around the Park in the Square as accents, but will be arranged on separate circuits, allowing the colored lights to be disconnected after December and only the white lights remaining in January and early February.
- Lighting of the Square Ceremony – Downtown business owners have voiced concern about the safety of bringing the community together en masse at one moment to “flip the switch.” Several have indicated their intention to close for the evening if a large event is held, in part based on occupancy limitations within their establishments as well as social distancing and health safety concerns for themselves as well as their staff. Many options have been considered and, therefore, we are not planning an in-person Lighting at a specific time. At the August 4<sup>th</sup> meeting, the Council discussed holding a ticketed event to limit capacity. While the Opera House does have the capability to issue tickets, isolating the event to within the park would not prohibit crowds gathering on the sidewalks or streets. Similarly, controlling downtown access via a ticket would be impossible with seven street entrances, 15 sidewalk entrances, and over two-dozen storefronts, which could provide rear access to their guests.

- At this point, the plans for reconfiguring the celebration include the following elements:
  - o The evening of Friday, November 27<sup>th</sup> will still be recognized as the traditional first day of the holiday season and would be the first night that the lights on the Square are illuminated for the public. However, rather than designating a specific time, the lights will simply come on at sunset, just as they will do every night through Groundhog Days in early February.
  - o There will be no Activities Tent this year. It has previously been located at the corner of E. Jackson and Benton Streets and included activities such as children’s crafts, Library story time and non-profit organizations.
  - o The Opera House staff is exploring options for filming a virtual ceremony ahead of time, to be posted on websites and social media accounts on the evening of November 27<sup>th</sup>.
  - o The Chamber is considering a community contest to encourage individuals and business owners to place more lights on homes and businesses to promote community pride. Depending on expected participation, it has also been suggested that all residents be encouraged to turn on their own lights at home at the same time on November 27<sup>th</sup> via a countdown, which would be included as part of the virtual event.
  - o The Chamber, Visit McHenry County CVB and local media are still preparing to promote the evening and the weekend as the beginning of the holiday season, coinciding with Small Business Saturday, which falls on Saturday, November 28<sup>th</sup>.
- Santa and his Hut – This year, Santa will relocate to the Stage Left Café, where social distancing requirements can be met. Currently, the plan is to place the Santa Hut on the Square in its usual location, but to post signage redirecting potential visitors to the front doors (or possibly the east side doors) of the Opera House. From there, they will queue through the Christmas Tree Walk in the Community Room en route to the meeting with “the man in red.” Santa will be seated in his usual chair on the stage, facing a small bench in front of the stage where the children will sit to converse with him. The Opera House staff is creating an attractive backdrop for the all-important family photo-op. This scenario will allow Santa to remain in the picture, but in the background, rather than posing together with each family. So that traditional holiday events are spread out across the season, he will take up his chair beginning December 4<sup>th</sup> through December 23<sup>rd</sup>. The Opera House Box Office will make a free ticket available to families every five minutes to control the pace of visitors. Anticipated Santa hours will be Mon-Thurs 5:00-7:30 p.m. and Fri-Sun 1:00-5:00 p.m. The City Administration will work with the Chamber of Commerce to try to determine methods to allow Square businesses to assist with the distribution of Santa tickets.
- The Christmas Tree Walk – The procession through the Opera House to view the decorated Christmas trees will continue as held in the past. However, due to limited space, there will be a lottery to determine this year’s participants. The path will begin at the front door, through the two community rooms, then exit past the box office and back out the front doors. The exhibit runs November 27<sup>th</sup> through December 23<sup>rd</sup>, Mon-Thurs 4:00-8:00 p.m. and Fri-Sun 1:00-5:00 p.m.
  - o The line through the Tree Walk will intentionally overlap with the path for visiting Santa so that families can view the trees while waiting in line.
- Opera House Programs – Opera House staff is still finalizing the calendar, but they do expect to have some holiday programming, which will not conflict with the timing of the Santa visits.

One such performance will be The Nutcracker Ballet, which will be presented in a shorter, one-hour format with dates and times to be determined.

- Outdoor Dining – While outdoor dining in November has been uncommon in the past, D.C. Cobbs is currently proposing to erect a tent that would allow additional seating capacity on Benton Street to continue through the end of November. City staff welcomes other creative solutions to seating capacity limitations as they are brought to us, but as previously decided by the Council, most of the City-owned outdoor dining tables are to be removed at the end of October.
- Gingerbread House Walk – Friends of the Old Courthouse will not be hosting a gingerbread house exhibit this year.
- Carriage Rides – Carriage rides will not be held this year.
- Friends of the Opera House Fundraiser Gala – The annual event has been cancelled.
- Christmas Parade and Cookies & Milk with Santa – In years past, the parade began at Dean Street School heading north on Dean Street. into and around the Square and exiting on S. Johnson Street into the City Hall parking lot. The event terminated at the City Hall garage with families enjoying a cookies and milk reception during their visit with Santa. For this year, the Cookies & Milk with Santa portion has been cancelled and the parade rerouted to encourage public safety during the pandemic. This year’s route begins at Woodstock Water Works in Emricson Park, winding south through the park to South Street. The parade will then turn northeast on South Street, south on Putnam Avenue and east on Forest Avenue, ending at Dean Street Elementary School. Parade participation will consist of vehicles or floats only; there will be no walkers allowed. Also, the distribution of candy will be prohibited. Residents will be encouraged to park in every other space along the route to accommodate social distancing. The parade will take place on Sunday, November 29<sup>th</sup> beginning at 2:00 p.m.
- Chamber of Commerce/Real Woodstock – The Chamber of Commerce and Real Woodstock are collaborating on several marketing campaigns as well as activities to promote community and business engagement throughout the holiday season:
  - o Ladies Night Out – This event is typically held on the Thursday night following Lighting of the Square. This year, to support downtown businesses while reducing single-night crowd sizes, the ticketed events will be held on four Thursday evenings: November 19<sup>th</sup>, and December 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup>. The Chamber is promoting the event and encouraging all downtown retailers to participate with specials and extended hours on these dates; open carry of alcohol has been approved for each night.
  - o Small Business Saturday – Star 105.5 will broadcast live from the Square on Saturday, November 28<sup>th</sup> from 10:00 a.m. to noon.
  - o Star 105.5 Commercials – There will be between five and 18 Woodstock commercials per week between October 5<sup>th</sup>, 2020 and April 2021.
  - o Star 105.5 Business Advertising Co-op – Novemer 9<sup>th</sup>-30<sup>th</sup> aimed at promoting regional tourism within the county.



- Traditional “Find the Pickle” Scavenger Hunt – The Chamber is engaging Kraft Heinz (Claussen Pickle) on a possible scavenger hunt involving local businesses.
- Residential and Business Decorating Contest – Details are yet to be determined. It is anticipated that there will be various categories with prizes in each category and one grand-prize winner.

The tradition of viewing the lights on the Square is an important one to the community and should continue within the context of current health guidelines. After confirming with Mayor Sager, staff is moving forward with the previously described reconfiguration of Lighting of the Square and associated holiday activities. Residents will be encouraged to visit the Square - *at their convenience* - on the evening of November 27<sup>th</sup> and continuing throughout the holiday season, with appropriate messaging reinforced through targeted marketing and ticketed events. Additionally, staff recognizes that the Lighting of the Square event is typically the best sales day for many downtown businesses. Therefore, staff would encourage businesses to consider remaining open on the evening of November 27<sup>th</sup> for those persons visiting the Square as a continuation of their family’s tradition, as well as to consider additional evening hours throughout the holiday season to accommodate more shoppers. Staff will also remain engaged with the Chamber of Commerce and community partners to promote Woodstock as a safe destination to shop, dine and explore during the upcoming holiday season.



**City Manager's Office**  
Terry Willcockson  
Grants/Communications Manager

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## Memo

**TO:** Roscoe Stelford, City Manager

**FROM:** Terry Willcockson, Grants/Communications Manager

**DATE:** September 22, 2020

**RE:** CURE Ordinance to Allow Reimbursement of COVID-19 Expenses

Congress passed the CARES Act earlier this year to offer financial support for program expenses in response to COVID-19 pandemic needs. A further program from the CARES Act funding was developed by the State of Illinois, specifically to reimburse municipalities for related unbudgeted pandemic expenses; this program is known as the Local Coronavirus Urgent Remediation Emergency (CURE).

CURE is administered through the Illinois Department of Commerce and Economic Opportunity (DCEO) based on specific maximum allocations to cities located outside five Chicago collar counties. Woodstock was allocated \$1,053,107 as the maximum amount of qualified reimbursable expenditures.

The program provides reimbursement for a variety of safety, sanitation and communications products and services offered by cities to the public with 100% funding for eligible receipts based on stringent COVID-related criteria. This can include certain payroll expenses related to public safety as well as materials and supplies.

The program guidelines require an Ordinance be approved, providing the Mayor with authority to submit the identified expenses on behalf of the City of Woodstock. The Finance Department is continuing to identify and catalog all related pandemic expenses and will be submitting receipts for reimbursement before the established deadline of December 31, 2020.

As previously mentioned, Woodstock was allocated \$1,053,107 as a maximum for CARES Act funding. The City's initial submittal was anticipated to be less than \$100,000 in qualified expenses based on the limited eligibility requirements. However, the Illinois Municipal League (IML) has recently reported an update by the U.S. Department of the Treasury's Office of Inspector General to their CARES Act guidance, which would expand the use of funding for local governments. The

major change now incorporates a presumption that public safety personnel costs are eligible without the need to identify operational changes as a result from COVID-19 in daily enforcement activities and eliminates the requirement for these costs to be unbudgeted. The DCEO has recently confirmed the State's corresponding modification to the CURE program, which will now allow the City to receive the entire \$1,053,107 allocation.

IML has developed a model Ordinance providing the authority to the Mayor to execute the required agreement to apply and received the CURE funds. The required form has already been completed and submitted to the State. The attached Ordinance would authorize the Mayor to execute any future documentation necessary for this program as well as ratify any previous actions.

**Therefore, if Council is supportive of the application and submittal for reimbursement utilizing the State's CURE program, then it is recommended that the attached Ordinance, identified as Document #:     1    , "An Ordinance Pertaining to the Local Cure Program," be approved.**



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager

ORDINANCE NO. 20-O-\_\_\_\_\_

AN ORDINANCE PERTAINING TO THE LOCAL CURE PROGRAM

WHEREAS, the City of Woodstock, Illinois, in McHenry County, Illinois, (“City”) is an Illinois municipality, eligible for reimbursement of funds through the Local Coronavirus Urgent Remediation Emergency Support Program (Local CURE Program), 20 ILCS 605/605-1045; and

WHEREAS, the Local CURE Program is funded from financial assistance the State of Illinois received through the U.S. Department of the Treasury’s Coronavirus Relief Fund (CFDA No. 21.019) authorized under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act, P.L. 116-136 (“CARES Act”); and

WHEREAS, as a Local Government recipient of financial support through the Local CURE Program, the City is required to utilize the financial support received from the Illinois Department of Commerce and Economic Opportunity (the “Department”) for the specific purposes and in compliance with the terms and certifications of the Local CURE Program; and

WHEREAS, the corporate authorities of the City have determined that it is advisable, necessary and in the best interest of the City to enter into the attached Local CURE Program Financial Support Conditions and Certification in order to participate in and receive the funding pursuant to the Local CURE Program.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

ARTICLE 1

The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

ARTICLE 2

The Financial Support Conditions and Certification in substantially the form of the exhibit attached hereto is hereby incorporated herein by reference, authorized and approved.

ARTICLE 3

The City Council hereby authorizes the Mayor to execute and deliver any documentation necessary for the City to participate in and submit requests for support from the CURE program, and the City Clerk is hereby authorized to attest to the Mayor’s execution of any such documentation. The City Council further hereby ratifies any previous actions by the Mayor and the City Clerk related to the execution, delivery and attestation of any documentation related to the CURE program, including those documents attached to this Ordinance as Exhibit A.

ARTICLE 4

SEVERABILITY. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

ARTICLE 5

REPEAL OF CONFLICTING PROVISIONS. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

ARTICLE 6

EFFECTIVE DATE. This Ordinance shall be in full force and effect on October 6, 2020.

Passed the 6<sup>th</sup> day of October, 2020.

Ayes:

Nays:

Abstentions:

Absentees:

Approved this 6<sup>th</sup> day of October, 2020.

---

Mayor Brian Sager, Ph.D.

ATTEST:

---

City Clerk Cindy Smiley

LOCAL CORONAVIRUS URGENT REMEDIATION EMERGENCY SUPPORT PROGRAM  
("Local CURE Program")

FINANCIAL SUPPORT CONDITIONS AND CERTIFICATION

**City of Woodstock** ("Local Government"), with its principal office at **121 W Calhoun St, Woodstock, IL 60098**, is eligible to receive an amount not to exceed **\$1,053,107** ("allotment") as financial support pursuant to the Local CURE Program.

The Local CURE Program is funded from financial assistance the State of Illinois received through the U.S. Department of the Treasury's Coronavirus Relief Fund (CFDA No. 21.019) authorized under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act, P.L. 116-136 ("CARES Act").

As a Local Government recipient of financial support through the Local CURE program, the Local Government is required to utilize the financial support received from the Illinois Department of Commerce and Economic Opportunity (the "Department") for the specific purposes as set forth below. To participate in the Local CURE Program, the Local Government must remain in compliance with the terms and certifications stated herein. Please review the items below carefully, as the Local Government and its representative shall warrant that all material facts presented are accurate. If the Local Government is unable to provide this assurance, it is ineligible to receive financial support under the Local CURE Program.

The Department may enter into an agreement with one or more third parties to assist in the administration of the Local CURE Program. The Local Government shall adhere to all instructions or guidance issued by the Department's third party vendors in addition to those of the Department.

The allowable uses of program funds and eligible expenditures set forth in this certification will be modified by the Department, in accordance with the Illinois Administrative Procedure Act, if the CARES Act or the U.S. Department of the Treasury guidance is amended to authorize different categories of eligible uses or eligible expenses.

The Local Government should return this signed Financial Support Conditions and Certification by **October 1, 2020**.

FINANCIAL SUPPORT CONDITIONS

As the authorized representative of the Local Government, I agree and certify that the Local Government:

### General Information

1. Provided true and accurate information on the following documents, as applicable: the application and the IRS Form W-9.
2. Will have, by the time Local Government submits its first request for reimbursement, an active registration on the federal System for Award Management (“SAM”) and will maintain an active SAM registration throughout the duration of the Local Government’s participation in the Local CURE Program.
3. Is a “unit of local government” as defined by the Illinois Constitution, Article VII, Section 1 and has the legal authority to apply for and receive financial support under the Local CURE Program.
4. Is not located completely within one or more of the five Illinois counties that received direct allotments from the CARES Act fund (Cook, DuPage, Kane, Lake, or Will).

### Local CURE Program Requirements

5. Has incurred or will incur eligible costs, as defined by 14 Ill. Admin. Code Part 700, for which it will seek reimbursement from the Department under the Local CURE Program. Specifically, the costs incurred by the Local Government:
  - a. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
  - b. are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the unit of local government; and
  - c. were or will be incurred during the period that begins on March 1, 2020 and ends December 30, 2020.
6. Understands that pursuant to the Local CURE Program, the Local Government will only be permitted to seek reimbursement from the Department for costs that have already been expended for services performed or goods received. No advance payments will be permitted.
7. Shall seek reimbursement from one or more of the following five categories of eligible incurred expenses:
  - a. Medical expenses, including but not limited to: expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, costs of providing COVID-19 testing, and emergency medical response expenses;
  - b. Public health expenses, including but not limited to: expenses for communication and enforcement by local governments of public health orders related to COVID-19;
  - c. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services were substantially dedicated to mitigating or responding to COVID-19;
  - d. Expenses for actions taken to facilitate compliance with COVID-19 related public health measures; and
  - e. Any other COVID-19 related expenses reasonably necessary to the function of government, or for other uses approved by the Department, that satisfy the Local CURE Program eligibility criteria. The Local Government must document how expenses are related to COVID-19.

8. Understands that to be eligible for reimbursement, the Local Government must have had services performed or received goods to respond directly to the public health emergency with respect to COVID-19 by December 30, 2020.
9. Understands that it is Local Government's responsibility to communicate with and report to the Department Local Government's needs regarding the allotment on a regular basis, as directed by the Department. This includes the requirement that Local Government report as soon as practicable if it believes that a portion of the allotment will not be utilized by the Local Government, OR if Local Government is in need of additional funds in excess of the allotment, for costs which will be incurred by December 30, 2020 and which will comply with all the Local CURE Program requirements.
10. Understands that on or around **November 1, 2020**, the Department will send a notice to Local Government indicating that it must report in detail: (a) how Local Government intends to spend the remainder of the initial allotment, and (b) any anticipated eligible expenses through December 30, 2020 in excess of the local government's initial allotment. If, by **December 1, 2020**, Local Government does not submit a report to the Department, or the detailed report submitted by Local Government reveals that some or all of the allotment will not be utilized by the Local Government, the Department will redirect, in accordance with 14 Ill. Admin. Code Part 700, the projected unspent balance to other local governments eligible for the Local CURE Program, which have reported a need for funds.
11. Understands that all requests for reimbursement for any Local CURE Program allotment received by Local Government before February 1, 2021 must be received by the Department or its third party administrator by **January 31, 2021**.
12. Understands that if Local Government's allotment has a remaining balance of funds for which Local Government has not sought reimbursement by January 31, 2021, on **February 1, 2021**, the remaining balance will be redirected to one or more local governments eligible for the Local CURE Program, which have a need for funds.
13. Understands that if the Local Government receives an allotment on or after **February 1, 2021**, the Local Government must submit all requests for reimbursement for this allotment to the Department or its third party administrator by **February 28, 2021**.
14. Understands that for any allotment received by Local Government on or after December 1, 2020, to be eligible for reimbursement, the Local Government must have had services performed or received goods to respond directly to the public health emergency with respect to COVID-19 by December 30, 2020.
15. Understands that the Local Government will submit to the Department or its third party administrator requests for reimbursement on forms provided by the Department or its third party administrator, including all required supporting documentation and in the manner requested by the Department or third party administrator, that the third party administrator will review the information received for eligibility, and if approved, the payment(s) will be released by the Department to the Local Government.
16. Understands that funds received through the Local CURE Program may not be used to fill shortfalls in the Local Government's revenue to cover expenditures that would not otherwise qualify under the program unless the Department authorizes such expenditures, in accordance with the Illinois Administrative Procedure Act, after a modification to the CARES Act or subsequent guidance issued by the U.S. Department of the Treasury.

17. Shall not seek reimbursement for incurred expenses under the Local CURE Program for which the Local Government has received or will receive a duplicate benefit through another State or federal funding opportunity.
18. Understands that any funding provided through the Local CURE Program is authorized under section 601(a) of the Social Security Act, as added by section 5001 of the CARES Act. The Local Government shall follow all requirements of the CARES Act, including, but not limited to, all related guidance, including subsequent guidance, issued by the U.S. Department of the Treasury.
19. Shall use the funds received from the Department in accordance with the requirements of the Local CURE Program, including the statute (20 ILCS 605/605-1045), rules (14 Ill. Admin. Code Part 700), including any amendments thereto, and all written guidance and manuals issued by the Department and/or its third party administrator. The Department, as the administrator of the Local CURE Program, has the authority to take any action necessary to bring Local Government into compliance with the program requirements.
20. Understands that the Department reserves the right to seek a refund from the Local Government if the Department, another State agency or the federal government finds that the Local Government: (a) made a false or fraudulent statement to the Department or its third party administrator; (b) made a false or fraudulent claim for funds; or (c) spent the Local CURE Program funds on ineligible expenses or for duplicate costs that were reimbursed through another federal or State program.

#### Local CURE Program Administrative Requirements

21. Shall provide all necessary forms, documentation and information as required or requested by the Department or its third party administrator(s) to operate the Local CURE Program.
22. Shall submit all required reports and information requested by the Department or the third party administrator including, but not limited to, information demonstrating funds received under the Local CURE Program were deposited in an account held by the Local Government.
23. When requesting a reimbursement, shall submit a report certifying the costs, as required by 2 CFR 200.415, and provide all documentation and information required by 14 Ill. Admin. Code Part 700, and any other information requested by the Department or its third party administrator.
24. Shall include Local CURE funding in the applicable financial statement and/or audit of the Local Government, including a Single Audit pursuant to the Single Audit Act (31 U.S.C. §§7501-7507).
25. Shall not seek reimbursement for costs paid to an entity on the federal or State debarred and suspended list.
26. Shall comply with the following provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200): 2 CFR 200.303 regarding internal controls; 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management; subpart E regarding cost eligibility requirements; and subpart F regarding audit requirements.

## General Administrative Requirements

27. Is complying with all relevant State and federal laws and regulations.
28. And its affiliate(s), is/are not barred from receiving the Local CURE Program funds because the Local Government, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless the Local Government, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and the Local Government acknowledges the Department may terminate and/or seek a refund of the Local Government's Local CURE Program allotment if this certification is false (30 ILCS 500/50-11).
29. Shall continue to comply, as applicable, with the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), the Davis-Bacon Act (40 U.S.C. 276a-276-1), the Drug-Free Workplace Act of 1988 (44 CFR, Part 17, Subpart F), the Fair Labor Standards Act (29 U.S.C. 201), and the Illinois Prevailing Wage Act (820 ILCS 130/1).
30. Shall comply with all relevant laws and regulations concerning non-discrimination.
31. Shall pay no appropriated funds to any person for influencing or attempting to influence an officer or employee of federal, State or local government, or an employee of a member of any federal, State or local government in connection with the awarding of any State and federal contract, the making of any State and federal grant, the making of any State and federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State and federal contract, grant, loan or cooperative agreement.
32. Shall prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interests or personal gain.
33. Has no action, lawsuit or proceeding pending or, to the knowledge of the Local Government, threatened which questions the legality or propriety of the transactions contemplated by the receipt of funds through the Local CURE Program or which will have a material adverse effect on the performance required by the Local Government.
34. Has not received any notice of any investigation conducted or charges, complaints or actions brought by the State of Illinois or any governmental body within the State of Illinois regarding the Local Government or its principals and key personnel that will be involved in the use of the Local CURE Program funds received.
35. Has not received any notice that any of its principals or key personnel that will be involved in the use of the Local CURE Program funds are the subject of any criminal investigations or charges.
36. Understands that neither the Department nor the Local Government shall be liable for actions chargeable to the other party related to the Department's provision of funds to the Local Government including, but not limited to, the negligent acts and omissions of a party's agents, employees or subcontractors in the performance of their duties, unless such liability is imposed by law.
37. Understands that receiving funds pursuant to the Local CURE Program is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend the Local Government's allotment, in whole or in part, without penalty or further payment being required, if (i) sufficient funds have not been appropriated or otherwise made available to the Department by the State or the federal funding source, (ii) the Governor or the Department

reserves funds, or (iii) the Governor or the Department determines that funds will not or may not be available for payment. The Department shall provide notice, in writing, to the Local Government of any such funding failure and its election to terminate or suspend Local Government's allotment as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of the written notice unless otherwise indicated.

#### Accessibility of Records and Retention

38. Shall make books, records, related papers, supporting documentation, financial records and personnel relevant to the Local CURE Program available to authorized Department representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, federal authorities, and any other person as may be authorized by the Department (including auditors), by the State of Illinois or by federal statute. Local Government shall cooperate fully in any such audit or inquiry. Failure by the Local Government to maintain books, records, financial records and supporting documentation shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Local CURE Program for which adequate books, records, financial records and supporting documentation are not available to support disbursement.
39. Understands that the Department or its third party administrator will conduct monitoring of the Local CURE Program to ensure funds were spent in accordance with the Local CURE Program statute and the administrative rules.
40. Shall provide to any agent authorized by the Department, upon presentation of credentials, full access to, and the right to examine, any document, papers and records either in hard copy or electronic format, of the Local Government involving transactions related to the Local CURE Program.
41. Shall maintain for five (5) years from the date of submission of the final request for reimbursement, adequate books, all financial records and supporting documents, statistical records and all other records pertinent to the Local CURE Program. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

#### Other Expenditures Prohibited by the CARES Act

42. Shall not seek reimbursement under the Local CURE Program for expenditures prohibited by section 5001(b) of the CARES Act, including, but not limited to:
  - a. advocacy for the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act;
  - b. dissemination of deliberately false or misleading scientific information;
  - c. lobbying; or
  - d. expenses for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition

caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

**Please Answer the Following Questions:**

1. Does the Local Government intend to use the full allotment of funds set forth in the first paragraph, above?  Yes  No
  - a. If yes, the Local Government agrees that it shall notify the Department as soon as practicable if the Local Government determines that it will not use its full allotment.
  - b. If no, approximately, how much of the allotment does the Local Government plan to use? \$ \_\_\_\_\_
  
2. Does the Local Government have or estimate it will have additional Local CURE Program eligible expenses greater than the allotment set forth in the first paragraph, above?  
 Yes  No
  - a. If yes, please provide an estimate of the additional funds needed and the types of expenses generally. \_\_\_\_\_  
\_\_\_\_\_
  
3. Does the Local Government plan to use any of the funds received through the Local CURE program from the Department as a required match component for another State or federal program?  Yes  No
  - a. If yes, please describe the program(s). \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

The individual below, acting in the capacity to represent the Local Government in completion of this certification, certifies that all information contained herein, is true to the best of his/her knowledge and belief.

I declare under penalty of perjury that the above statements are true and correct.

**Authorized Representative**

\_\_\_\_\_  
Signature     **Brian Sager, Mayor**      
Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

    **36-6006165**      
Local Government FEIN

    **010241495**      
Local Government DUNS Number

**Primary Local Government Contact for Local CURE Program**

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

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

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_



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

## MEMORANDUM

**FOR:** October 6, 2020, City Council Meeting

**TO:** Roscoe Stelford, City Manager

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

**SUBJECT:** Ordinance Granting Approval of the Final Plat for Kensington Resubdivision, a Resubdivision of Lots 7 and 8 of the Ruth Center Subdivision at the Northwest Corner of Lake Avenue and American Way

**ATTACHMENTS:**

- 1) Petition for Final Plat
- 2) Report to the Plan Commission
- 3) Minutes of the 09/24/20 Plan Commission Meeting
- 4) Ordinance Approving the Final Plat for Kensington Resubdivision
- 5) Final Plat for Kensington Resubdivision

The petitioner is requesting approval of a Final Plat for the Kensington Resubdivision (a Minor Subdivision), which resubdivides Lots 7 and 8 of the Ruth Center Subdivision located on Lake Avenue, across from Walmart. Kensington Development Partners is purchasing Lots 7 and 8 in the Ruth Center Subdivision. The proposed resubdivision would move the existing lot line (between Lots 7 and 8) and required utility easements in order to create a larger lot (proposed Lot 1) for the new Aldi store. Typically, the exchange of land between two adjoining lots is exempt from the requirements of the Illinois Plat Act. However, the petitioner has expressed a desire to accomplish this through the subdivision process.

The plat complies with all final plat requirements in the UDO. No changes to the previously approved engineering plans for the development are proposed.

The Plan Commission had no concerns with the request and recommended approval (8-0 vote) of the Final Plat for Kensington Resubdivision, subject to minor corrections in the Surveyor's Certificate. The plat has been corrected and the updated version is included as Exhibit A in the attached Ordinance.

**If the City Council concurs, then it is recommended that Council adopt the attached Ordinance, identified as Document No.   2  , “An Ordinance Approving a Final Plat for Kensington Resubdivision at the Northwest Corner of Lake Avenue and American Way, Woodstock, Illinois.”**



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



**City of**  
**WOODSTOCK**  
Department of Building & Zoning  
121 W. Calhoun Street  
Woodstock, Illinois 60098

phone 815.338.4305  
fax 815.334.2267  
bandzdept@woodstockil.gov  
www.woodstockil.gov

**APPLICATION FOR APPROVAL OF A  
PLAT OF SUBDIVISION**

The undersigned respectfully request the Plan Commission and City Council of the City of Woodstock, Illinois, consider the:

Preliminary Plat

Final Plat

For the following parcel(s) of land:

BEING A RESUBDIVISION OF ALL OF LOTS 7 AND 8 IN FINAL PLAT OF RUTH CENTER WOODSTOCK, ILLINOIS  
IN THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD  
PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, ILLINOIS.

Property Identification Number(s) (PIN): 13-16-126-014 Lot 7  
13-16-126-113 Lot 8

Address/Location of Property: NW Corner of Lake Ave and American Ave

Size of Property: 3.79 acres (+/-). Current Zoning: B3

Name of Applicant: Kensington Development Partners

Name of Owner: CR & HR Holdings LLC

Address: 700 Commerce Drive, Suite 130  
Oak Brook, IL 60523

Address: 1166 Lake Ave  
Woodstock, IL 60098

Phone: 630-402-6065

Phone: 815-338-5900

E-Mail: Dan@kensingtondev.com

E-Mail: CRuth@alliancecontractors.com

**Owner Must Provide Evidence of Ownership/Interest in Property**

Present Use of the Property: partially vacant land with storage sheds

Intended Use with Subdivision: future commercial development

The applicant certifies that all of the above representations are true and correct and they have read and understand all information attached to this application. The applicant also certifies that they have read Chapter 5, Chapter 6, Chapter 8 and Chapter 10 of the City of Woodstock Unified Development Ordinance and the application procedures attached to this application.

*Daniel R.*  
Signature of Applicant

Date Received (City Use Only)

Signature of Owner (if different than applicant)

**PLAT OF SUBDIVISION PROCEDURES**  
**WOODSTOCK UNIFIED DEVELOPMENT ORDINANCE**

The proposed subdivision of land in the City of Woodstock falls into one of the following categories:

*Minor Subdivision:* shall mean the division of any lot, tract or parcel of land that does not involve any one or more of the following: (a) any new streets or easements required for access; (b) the creation of more than ten lots; (c) a planned unit development. A Minor Subdivision is processed in accordance with Chapter 6C of the UDO and requires a public meeting before the Plan Commission.

*Major Subdivision:* shall mean a subdivision not classified as a minor subdivision. A Major Subdivision also requires the approval of a Special Use Permit/Planned Unit Development (PUD) and is processed in accordance with Chapters 5, 6B and 6C of the UDO and requires a public hearing before the Plan Commission.

**PRE-APPLICATION REVIEW**

Pre-application review in accordance with Section 6B.1 of the UDO is recommended for both Minor and Major Subdivisions. The purpose of pre-application review is to allow the developer to become better informed about the City's subdivision/PUD requirements and for the City Administration and/or Plan Commission to learn what the developer is proposing and to provide relevant comments (non-binding).

In advance of this meeting the applicant must submit a sketch plan depicting the overall development proposal. At a minimum the sketch plan should include the information listed in Section 6B.1.2 of the UDO, but additional information necessary to convey the characteristics of the proposed development is accepted. The sketch plan is not intended to be a precisely engineered plan but must contain sufficient detail to allow a conceptual review. Pre-application materials are forwarded to the various City departments, to the Woodstock Fire/Rescue District and to Woodstock Community Unit School District 200 (residential subdivisions).

Generally, a Pre-Application Meeting is held approximately two weeks after a sketch plan is submitted. After receiving comments, a developer may decide to move forward with plans as submitted, make adjustments to the plans based on the feedback received or withdraw the proposal.

**APPLICATION**

Applications for a subdivision are submitted to the Building & Zoning Department and must be accompanied by required plans, supporting data and fee. Submittal requirements are found in the UDO, Chapter 6B.2.4 (Preliminary Plat) and Chapter 6C.1.3 (Final Plat) and are summarized on the attached checklists. Incomplete applications or those lacking required information may be rejected and cause delays in the review process.

**APPLICABLE FEES**

A base fee of \$570.00, plus \$65.00 per each acre or portion thereof is required for any subdivision plat. The fee is paid at the time of application.

**PUBLIC MEETING/PUBLIC HEARING DATES ARE DETERMINED BY CITY STAFF**

A public meeting or public hearing regarding a subdivision plat will be scheduled upon the receipt of a completed application and payment of all required fees. The applicant will be notified of the meeting date and is required to comply with all applicable public notification requirements.

### **PLAN COMMISSION**

The Plan Commission reviews all plats to determine that the purpose and intent of the UDO regulations are carried out. After conducting a required public hearing or meeting on the plat, the Plan Commission shall recommend to the City Council approval, approval with conditions, or disapproval, or indicate the reasons why a recommendation cannot be made. For preliminary plats, the Plan Commission's action is valid for 12 months, within which time the preliminary plat must be presented to the City Council for consideration. If the preliminary plat is not submitted within this time frame, the Plan Commission's recommendation shall expire and be void.

### **CITY COUNCIL**

After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove a plat, or may refer it back to the Plan Commission for additional consideration. Approval of a preliminary plat by the City Council is valid for 12 months. Within this time period, final engineering plans shall be submitted to the City Engineer and a final plat for the first phase of development or for the entire subdivision/PUD shall be submitted to the City. If said submittals do not occur within the specified time frame, the preliminary plat shall expire and be void, unless said 12 month time period is extended to a specific date by the City Council at its discretion.

### **FINAL PLAT APPROVAL**

Approval of a final plat shall be effective upon its recording with the McHenry County Recorder. Such recording is the responsibility of the developer and shall occur no more than 12 months after approval of the final plat by the City Council. Failure to record the final plat by this deadline shall require its full resubmittal before the Plan Commission and City Council. After the final plat is recorded, certified copies shall be submitted to the City. Final covenants or restrictions governing the use and maintenance of the subdivision shall be recorded at the same time that the final plat is recorded. In order to provide additional time in which to record a final plat, a one-time extension of final plat approval for up to one (1) year may be granted by the Building & Zoning Director. Any additional extensions may only be granted by the City Council.

## **PUBLIC NOTICE REQUIREMENTS**

All Major Subdivisions (preliminary and final) require the approval of a Special Use Permit/Planned Unit Development (PUD), which requires a public hearing before the Plan Commission. The date for the public hearing or meeting shall be established by the Building & Zoning Director. *DO NOT complete any public notice requirements until the hearing or meeting date is confirmed!*

## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

When a public hearing before the Plan Commission is required, the following notification requirements shall apply:

### **Legal Notice in the Newspaper**

The petitioner is required to have a legal notice published in a local newspaper (the *Northwest Herald* or *Woodstock Independent*), not more than 30 days nor less than 15 days prior to the Plan Commission public hearing date (do not count the day of the hearing). The notice should be submitted to the Building & Zoning Department for approval prior to submitting the notice to the newspaper. The notice must be delivered to the newspaper classified department several business days before the date on which the legal notice is published. Due to differing deadlines, the applicant should check with the preferred newspaper to determine deadlines. The legal notice shall be in the form of the attached sample.

### **Notice to Nearby Property Owners**

The petitioner is required to distribute a copy of the Legal Notice by Certified Mail (with return receipt) to all owners of property within 250 feet of the subject property. In many instances it is appropriate to include a cover letter with the Legal Notice in order to explain the request being made and to help answer any questions which may arise prior to the public hearing date. Names and addresses of surrounding property owners can be obtained from the McHenry County Assessor's Office. Mailing must occur not more than 30 days nor less than 15 days prior to the scheduled public hearing date (do not count the day of the hearing). Return receipts must be submitted to the Building & Zoning Department no later than the date of the public hearing.

### **Sign Posting**

A sign providing notice of the required public hearing is required to be posted on the Subject Property. The sign shall be visible from an abutting public right-of-way. The sign must be placed on the subject property not more than 30 days nor less than 15 days prior to the scheduled public hearing date (do not count the day of the hearing). Signs are provided by the Building & Zoning Department unless other provisions are made.

## **PUBLIC MEETING NOTIFICATION REQUIREMENTS**

A public meeting before the Plan Commission is required for a. The following notification requirements must be followed in accordance with State law.

# FINAL PLAT OF RESUBDIVISION KENSINGTON RESUBDIVISION

BEING A RESUBDIVISION OF ALL OF LOTS 7 AND 8 IN FINAL PLAT OF RUTH CENTER WOODSTOCK, ILLINOIS IN THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, ILLINOIS.

### SURVEYOR CERTIFICATE

STATE OF ILLINOIS } S.S.  
COUNTY OF DU PAGE } S.S.

THIS IS TO CERTIFY THAT I, JOSEPH F. GENTILE, ILLINOIS PROFESSIONAL LAND SURVEYOR, NUMBER 2925, HAVE SURVEYED AND PLATTED FOR THE PURPOSE OF RESUBDIVISION THE FOLLOWING DESCRIBED PROPERTY:

ALL OF LOTS 7 AND 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 5 IN THE PLAT OF INDUSTRIAL HEIGHTS SUBDIVISION AS RECORDED IN DOCUMENT 878784 DATED APRIL 26, 1984, ACCORDING TO THE PLAT OF SAID RUTH CENTER SUBDIVISION RECORDED FEBRUARY 16, 2007 AS DOCUMENT NO. 2007R001095, IN MCHENRY COUNTY, ILLINOIS.

PROPERTY COMMONLY KNOWN AS: VACANT LAND, WOODSTOCK, ILLINOIS  
CONTAINING: 98,769.36 SQ. FT., 2.27 AC. (MORE OR LESS)

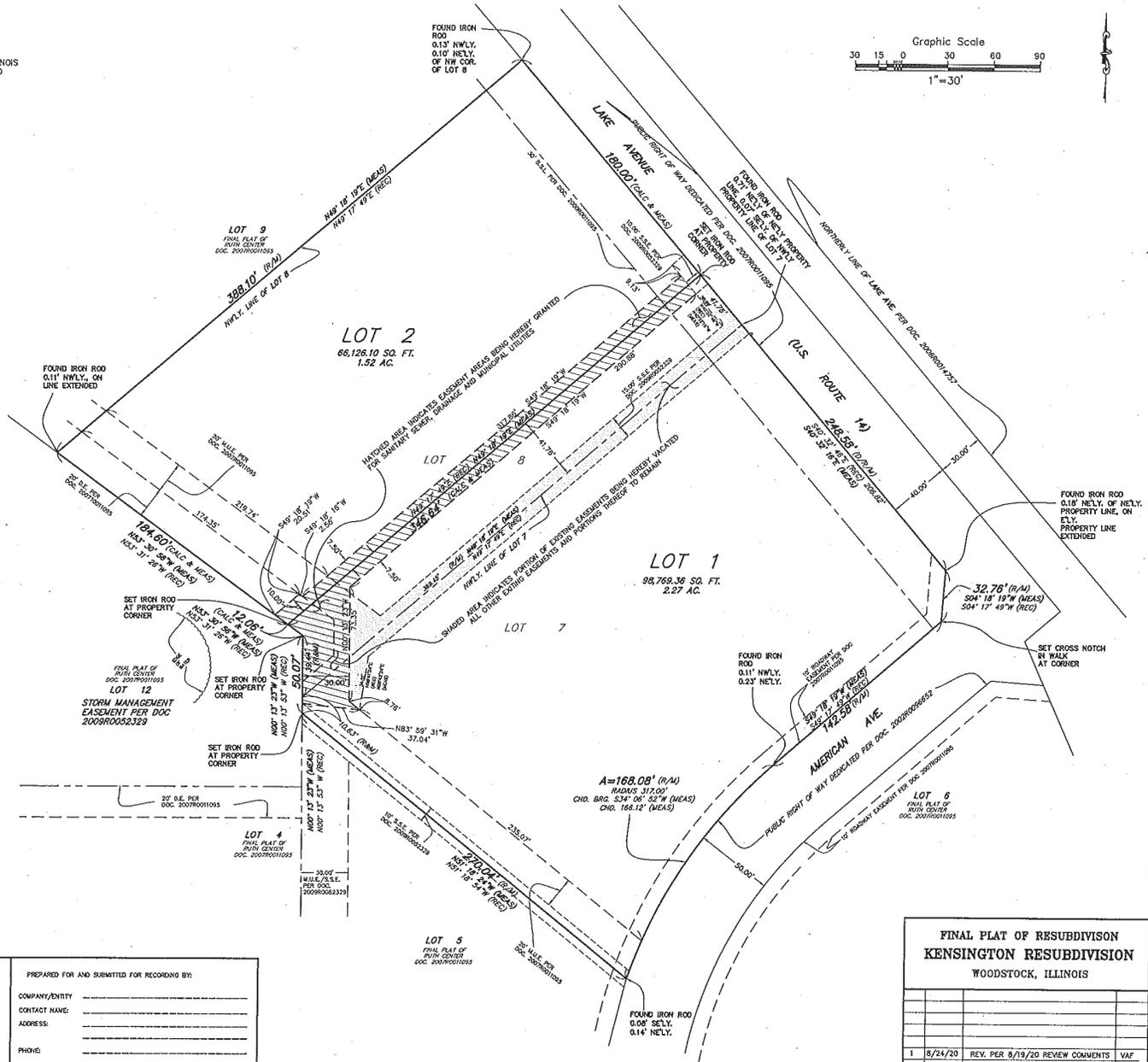
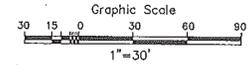
ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF. I ALSO CERTIFY THAT THE LAND IS WITHIN THE CORPORATE LIMITS OF THE CITY OF WOODSTOCK WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND MAP AND IS EXERCISING THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE AS AMENDED.

### I FURTHER CERTIFY TO THE FOLLOWING:

- THAT THE PARCEL(S) INCLUDED IN THIS RECORD OF DEED IS/ARE NOT LOCATED IN SPECIAL FLOOD HAZARD AREA IDENTIFIED FOR THE CITY OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS, AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NUMBER 1711C0203A DATED NOVEMBER 16, 2006, AND IS IN ZONE "X", AREAS DETERMINED TO BE OF MINIMAL FLOOD HAZARD.
- THAT CORNER MONUMENTS HAVE BEEN SET AS NOTED HEREON
- THAT THE BASIS OF BEARINGS IS ILLINOIS STATE PLANE EAST ZONE COORDINATE SYSTEM

GIVEN UNDER MY HAND AND SEAL THIS 17TH DAY OF JULY, A.D. 2020

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2925  
MY LICENSE EXPIRES NOVEMBER 30, 2020



### ABBREVIATION LEGEND

D.E.	DRAINAGE EASEMENT
U.E.	UTILITY EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
M.E.	MINORITY EASEMENT
B.S.L.	BALUNGO SETBACK LINE
R/A/C	RECORD/MEASURED/CALCULATED
D/R/N	DEED/RECORD/MEASURED
REC	RECORD
MEAS	MEASURED
CALC	CALCULATED

### AREA DATA

LOT 1 - 2.27 AC.
LOT 2 - 1.52 AC.
TOTAL - 3.79 AC.
NO ROAD DEMONSTRATIONS REQUIRED
NO OUTLOT/OPEN AREAS REQUIRED
NO DETENTION REQUIRED (EXISTING PER PREVIOUS SUBDIVISION)

PREPARED BY:  
**GENTILE & ASSOCIATES, INC.**  
PROFESSIONAL LAND SURVEYORS  
550 E. ST. CHARLES PLACE  
LOUISVILLE, ILLINOIS 60148  
PHONE (630) 918-8182  
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184.002870  
DRAWN BY: VAF  
ORDER NO: 20-22071-RES F SHEET 1 of 2

OWNER:  
**KENSINGTON DEVELOPMENT PARTNERS**  
CONTACT: DANIEL REA  
700 COMMERCE DRIVE  
SUITE 130  
OAKBROOK, ILLINOIS 60521  
P: (630) 443-8358  
M: (630) 654-3279

PREPARED FOR AND SUBMITTED FOR RECORD BY:  
COMPANY/ENTITY: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

FINAL PLAT OF RESUBDIVISION KENSINGTON RESUBDIVISION WOODSTOCK, ILLINOIS			
1	8/24/20	REV. PER 8/19/20 REVIEW COMMENTS	VAF
NO.	DATE	DESCRIPTION	BY



**WOODSTOCK PLAN COMMISSION**  
**STAFF REPORT**  
**September 24, 2020**

**PUBLIC MEETING: APPROVAL OF A FINAL PLAT (MINOR SUBDIVISION) FOR THE KENSINGTON RESUBDIVISION (ALDI) AT THE NORTHWEST CORNER OF LAKE AVENUE AND AMERICAN WAY**

PETITIONER: Kensington Development Partners

OWNER: CR & HR Holdings (Amcore Investment Group NA 1703)

**REQUESTED ACTION:** The petitioner is requesting approval of the Final Plat (Minor Subdivision) for the Kensington Resubdivision (Aldi), which resubdivides Lots 7 and 8 of the Ruth Center Subdivision. Notice of the public meeting before the Plan Commission has been provided as required by law.

**SITE DATA:**

**EXISTING LAND USE, ZONING AND LOT AREA:** The subject property is zoned B3 Service and Retail District and consists of 3.79 acres. The site is primarily vacant, except for four (4) storage sheds that will be removed prior to the start of construction (refer to zoning map and aerial photograph).

**ADJACENT LAND USE:**

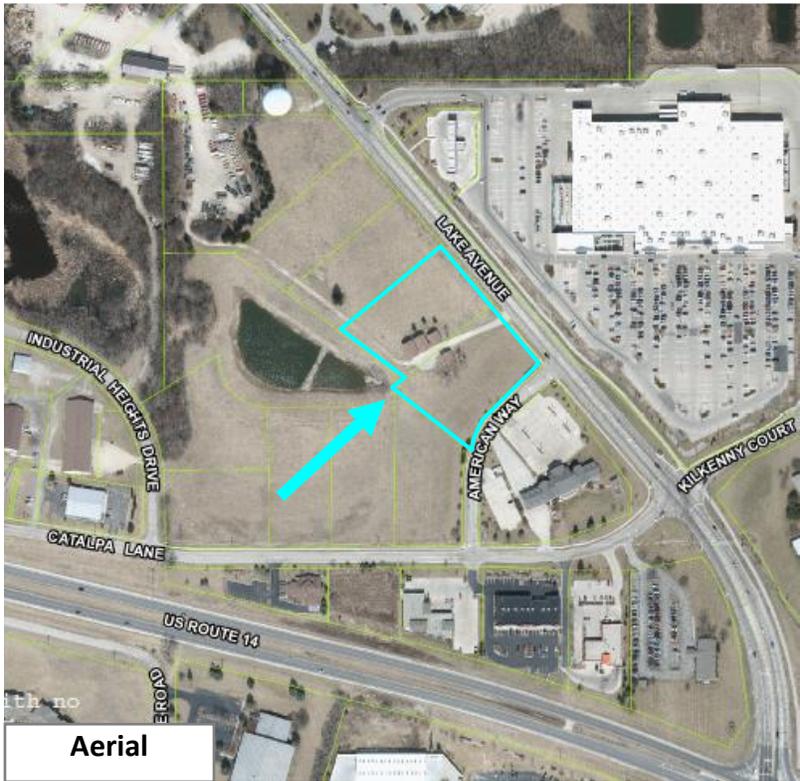
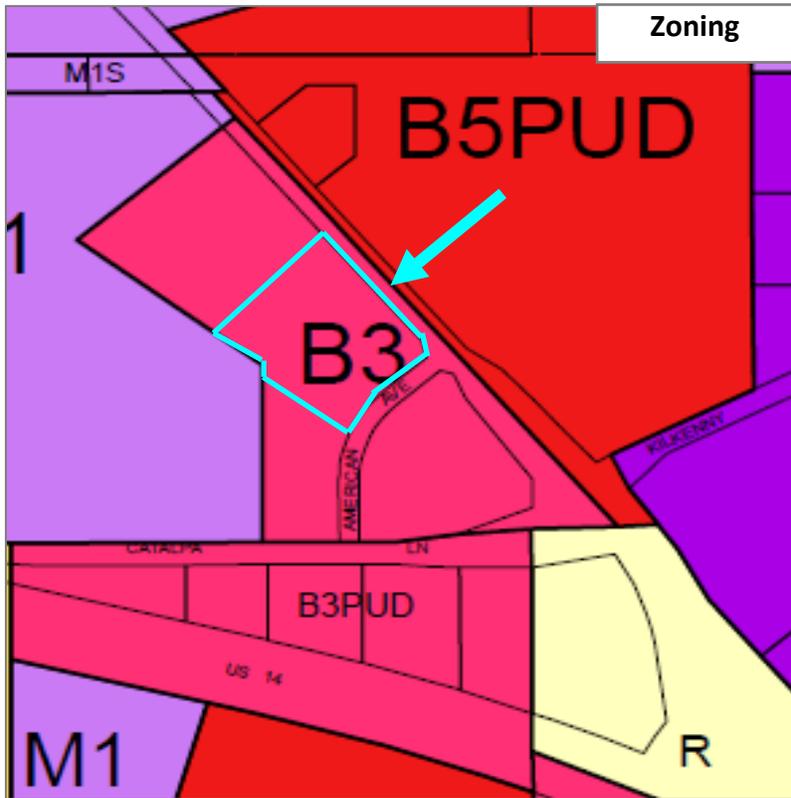
NW	Vacant
NE	Retail (Walmart)
SE	Commercial (bank)
SW	Vacant

**ADJACENT ZONING:**

NW	B3
NE	B5 PUD
E	B3
SW	M1, B3

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

**PLANNING POLICIES STATUS:** The Woodstock Comprehensive Plan indicates this area is designated for Commercial, Industrial, and Office Mixed Use.



### **PROJECT DESCRIPTION**

The petitioner is requesting approval of a Final Plat for the Kensington Resubdivision, which resubdivides Lots 7 and 8 of the Ruth Center Subdivision located on Lake Avenue, across from Walmart. Kensington Development Partners is purchasing Lots 7 and 8 in the Ruth Center Subdivision. The proposed resubdivision would move the existing lot line (between Lots 7 and 8) and required utility easements in order to create a larger lot (proposed Lot 1) for the new Aldi store. Typically, the exchange of land between two adjoining lots is exempt from the requirements of the Illinois Plat Act. However, the petitioner has expressed a desire to accomplish this through the subdivision process.

### **STAFF ANALYSIS**

Staff has no concerns with the proposed resubdivision. The two proposed lots would meet B3 requirements for lot area and lot width. Proposed easements are appropriate and are in accordance with the previously approved and platted easements. No changes to the previously approved engineering plans for the development are proposed. The plat complies with all final plat requirements in the UDO. There are two minor typos in the Surveyor's Certificate on page 1 of the plat: the 2nd full paragraph starts, AL OF LOTS 7 AND 8... and this should read, ALL OF LOTS 7 AND 8. Also, the line that starts, CONTAINING: 98,769.36 SQ. FT., 2.27 AC. (MORE OR LESS) is incorrect as that is only the size of proposed Lot 1. It should read, CONTAINING: 164,895.46 SQ. FT., 3.79 AC. (MORE OR LESS). These have been pointed out to the petitioner and they have agreed to make these corrections.

### **RECOMMENDATION**

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

**Move to recommend that the Final Plat for the Kensington Resubdivision be approved, subject to the corrections identified in the Staff Report.**

**EXCERPT FROM SEPTEMBER 24, 2020 PLAN COMMISSION MEETING MINUTES**

- c) **Public Meeting** – Final Plat (Minor Subdivision) for the Kensington Resubdivision (Aldi), a Resubdivision of Lots 7 and 8 of the Ruth Center Subdivision, Kensington Development Partners.

Chairman Sheriff opened the meeting. Dan Rea, Kensington Development Partners, and Niki Kaemerer, RWG Engineering, were introduced as the petitioners.

Mr. Rea thanked Commissioners for considering their request to re-subdivide Lots 7 & 8 in the Ruth Center Subdivision. The reason for the change is because the Aldi store requires a slightly larger lot to accommodate their building and site improvements. Moving the lot line to the northwest would meet their needs.

In response to a request for clarification from Commissioner Paluch, Mr. Rea said there will still be two separate lots, they are only moving the existing lot line and easements.

In response to a question from Commissioner Casner, Mr. Rea said proposed Lot 2 will still be a usable lot for future development.

Chairman Sheriff asked if there were any comments from Commissioners. Hearing none, Mr. Napolitano noted that the City supports the change and has no concerns. It was noted that there were a couple of typos in the surveyor's certificate, and these have already been corrected.

Commissioner Paluch thinks the reconfiguration of the lots is appropriate and would allow for the intended use, as well as a future use on Lot 2.

Motion by Horrell, second by Gavers to recommend the approval of the Final Plat for the Kensington Resubdivision (Aldi), a Resubdivision of Lots 7 and 8 of the Ruth Center Subdivision, subject to the corrections to the Surveyor's Certificate identified in the Staff Report. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: J. Speciale. Motion carried.

**ORDINANCE NO. 20-O-\_\_\_\_\_*****An Ordinance Approving a Final Plat for the Kensington Resubdivision at the Northwest Corner of Lake Avenue and American Way, 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, the Woodstock Unified Development Ordinance (the "UDO") provides for the approval of final plats of subdivision; and

WHEREAS, Kensington Development Partners (the "Petitioner") submitted a petition for approval of a Final Plat for the Kensington Resubdivision for the property commonly known as the Northwest Corner of Lake Avenue and American Way, Woodstock, Illinois and legally described on Exhibit A, attached hereto (the "Subject Property"); and

WHEREAS, on September 25, 2020 and after due notice as provided by law, the Woodstock Plan Commission conducted a public meeting on the Final Plat for the Subject Property; and

WHEREAS, the Plan Commission recommended by an 8-0 vote that the proposed Final Plat for the Subject Property be approved, subject to certain conditions; and

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

BE IT ORDAINED by the 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 Final Plat for the Kensington Resubdivision, prepared by Gentile & Associates, Inc., last revised date 8/24/2020, and hereby attached as Exhibit B, shall be approved.

SECTION 3: 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 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: A certified copy of this Ordinance shall be recorded in the office of the McHenry County Recorder of Deeds.

SECTION 6: This Ordinance shall be known as Ordinance 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.

Ayes:

Nays:

Abstentions:

Absentees:

APPROVED:

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

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

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

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

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

## **EXHIBIT A**

Lots 7 and 8 in the 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, as recorded in Document 2007R0011095, in McHenry County, Illinois.

# Exhibit B Final Plat

## FINAL PLAT OF RESUBDIVISION KENSINGTON RESUBDIVISION

BEING A RESUBDIVISION OF ALL OF LOTS 7 AND 8 IN FINAL PLAT OF RUTH CENTER WOODSTOCK, ILLINOIS IN THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, ILLINOIS.

### SURVEYOR CERTIFICATE

STATE OF ILLINOIS ) S.S.  
COUNTY OF DuPAGE )

THIS IS TO CERTIFY THAT I, JOSEPH F. GENTILE, ILLINOIS PROFESSIONAL LAND SURVEYOR, NUMBER 2925, HAVE SURVEYED AND PLATTED FOR THE PURPOSE OF RESUBDIVISION THE FOLLOWING DESCRIBED PROPERTY:

ALL OF LOTS 7 AND 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 5 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 MCHENRY COUNTY, ILLINOIS.

PROPERTY COMMONLY KNOWN AS: VACANT LAND, WOODSTOCK, ILLINOIS  
CONTAINING: 164,895.46 SQ. FT., 3.79 AC. (MORE OR LESS)

ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF. I ALSO CERTIFY THAT THE LAND IS WITHIN THE CORPORATE LIMITS OF THE CITY OF WOODSTOCK WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND MAP AND IS EXERCISING THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE AS AMENDED.

### I FURTHER CERTIFY TO THE FOLLOWING:

-THAT THE PARCEL(S) INCLUDED IN THIS RECORD OF DEED IS/ARE NOT LOCATED IN SPECIAL FLOOD HAZARD AREA IDENTIFIED FOR THE CITY OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS, AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NUMBER 17111C0200J DATED NOVEMBER 16, 2006, AND IS IN ZONE "X", AREAS DETERMINED TO BE OF MINIMAL FLOOD HAZARD.

-THAT CORNER MONUMENTS HAVE BEEN SET AS NOTED HEREON

-THAT THE BASIS OF BEARINGS IS ILLINOIS STATE PLANE EAST ZONE COORDINATE SYSTEM

GIVEN UNDER MY HAND AND SEAL THIS 17TH DAY OF JULY, A.D. 2020

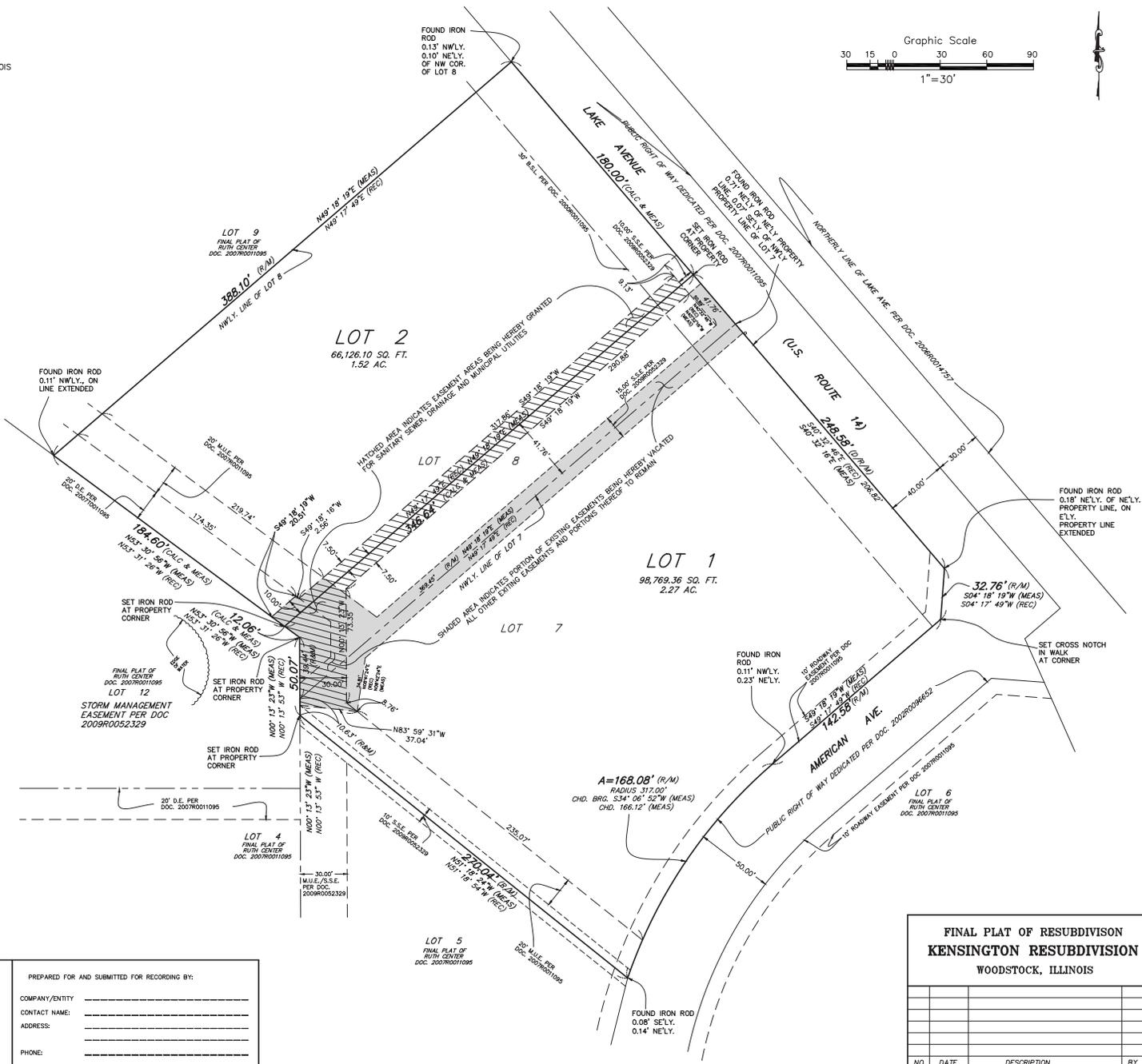
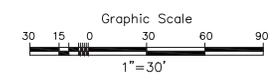
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2925  
MY LICENSE EXPIRES NOVEMBER 30, 2020

### ABBREVIATION LEGEND

D.E.	DRAINAGE EASEMENT
U.E.	UTILITY EASEMENT
S.S.E.	SANITARY SEWER EASEMENT
M.U.E.	MUNICIPALITY EASEMENT
B.S.L.	BUILDING SETBACK LINE
R/M/C	RECORD/MEASURED/CALCULATED
D/R/M	DEED/RECORD/MEASURED
REC	RECORD
MEAS	MEASURED
CALC	CALCULATED

### AREA DATA

LOT 1 - 2.27 AC.
LOT 2 - 1.52 AC.
TOTAL - 3.79 AC
NO ROAD DEDICATIONS REQUIRED
NO OUTLOT/OPEN AREAS REQUIRED
NO DETENTION REQUIRED (EXISTING PER PREVIOUS SUBDIVISION)



PREPARED BY:  
**GENTILE & ASSOCIATES, INC.**  
PROFESSIONAL LAND SURVEYORS  
550 E. ST. CHARLES PLACE  
LOMBARD, ILLINOIS 60148  
PHONE (630) 816-6282  
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184.0022870  
DRAWN BY: VAF  
ORDER NO.: 20-22071-RES F SHEET 1 OF 2

OWNER  
**KENSINGTON DEVELOPMENT PARTNERS**  
CONTACT: DANIEL REA  
700 COMMERCE DRIVE  
SUITE 130  
CHAMBRICK, ILLINOIS 60523  
D: (630) 473-8550  
M: (630) 664-2279

PREPARED FOR AND SUBMITTED FOR RECORDING BY:  
COMPANY/ENTITY \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

FINAL PLAT OF RESUBDIVISION KENSINGTON RESUBDIVISION WOODSTOCK, ILLINOIS			
NO.	DATE	DESCRIPTION	BY



## 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 6<sup>th</sup> day of October, 2020, the foregoing Ordinance entitled *An Ordinance Approving a Final Plat for Kensington Resubdivision at the Northwest Corner of Lake Avenue and American Way, Woodstock, Illinois*, 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)



# 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:** October 6, 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 from B3 Service and Retail District to B2C Central Business District at 124 N. Madison Street

**ATTACHMENTS:**

- 1) Petition for Zoning Map Amendment
- 2) Report to the Plan Commission
- 3) Minutes of the 09/24/20 Plan Commission Meeting
- 4) Ordinance Approving a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District at 124 N. Madison Street

The petitioner, Sherry Bykowski, is requesting to rezone the subject property from B3 Service and Retail District to B2C Central Business District. The subject property has been used as a single-family home for many years, but B3 zoning does not allow single-family residential uses. B2C allows single-family residential dwellings and the requested zoning change would bring the parcel into compliance. No physical changes to the property are proposed. In 2017, the City initiated a mass rezoning of several similar properties in the vicinity and the petitioner was invited to participate at that time, but declined.

The Plan Commission had no concerns with the request and recommended approval (8-0 vote) of a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District.

**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 and Retail District to B2C Central Business District for the property at 124 N. Madison Street, 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 }

FOR AMENDMENT OF THE UNIFIED  
DEVELOPMENT ORDINANCE OF THE CITY  
OF WOODSTOCK, ILLINOIS AND THE  
REZONING OF PROPERTY IN WOODSTOCK,  
McHENRY COUNTY, ILLINOIS }

SS

Your Petitioner, Sherry K Bykowski, respectfully represents to the Plan Commission and City Council of the City of Woodstock, Illinois, the following:

1. That Sherry K. Bykowski 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:

INSERT or ATTACH LEGAL DESCRIPTION

2. That the Subject Property has a Property Identification Number (PIN) of 13-05-391-001

3. That the Subject Property has an area of 7510<sup>sf</sup> acres, more or less, and is situated at the following address/location: 124 N. Madison St. Woodstock.

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 B2C zoning district to the north, B3 zoning district to the south, B2C zoning district to the west, and B2C zoning district to the east.

7. That the present use of the Subject Property is residential and the intended use of the Subject Property is residential.

8. That the Petitioner requests that the zoning classification of the Subject Property be changed to B2C 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 \_\_\_\_\_ zoning district; and that (iii) the City Council of the City of Woodstock change the zoning classification of the Subject Property to \_\_\_\_\_ zoning district as petitioner herein.

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

Sherry K. Bykowski  
Signature of Owner

6/17/20  
Date:

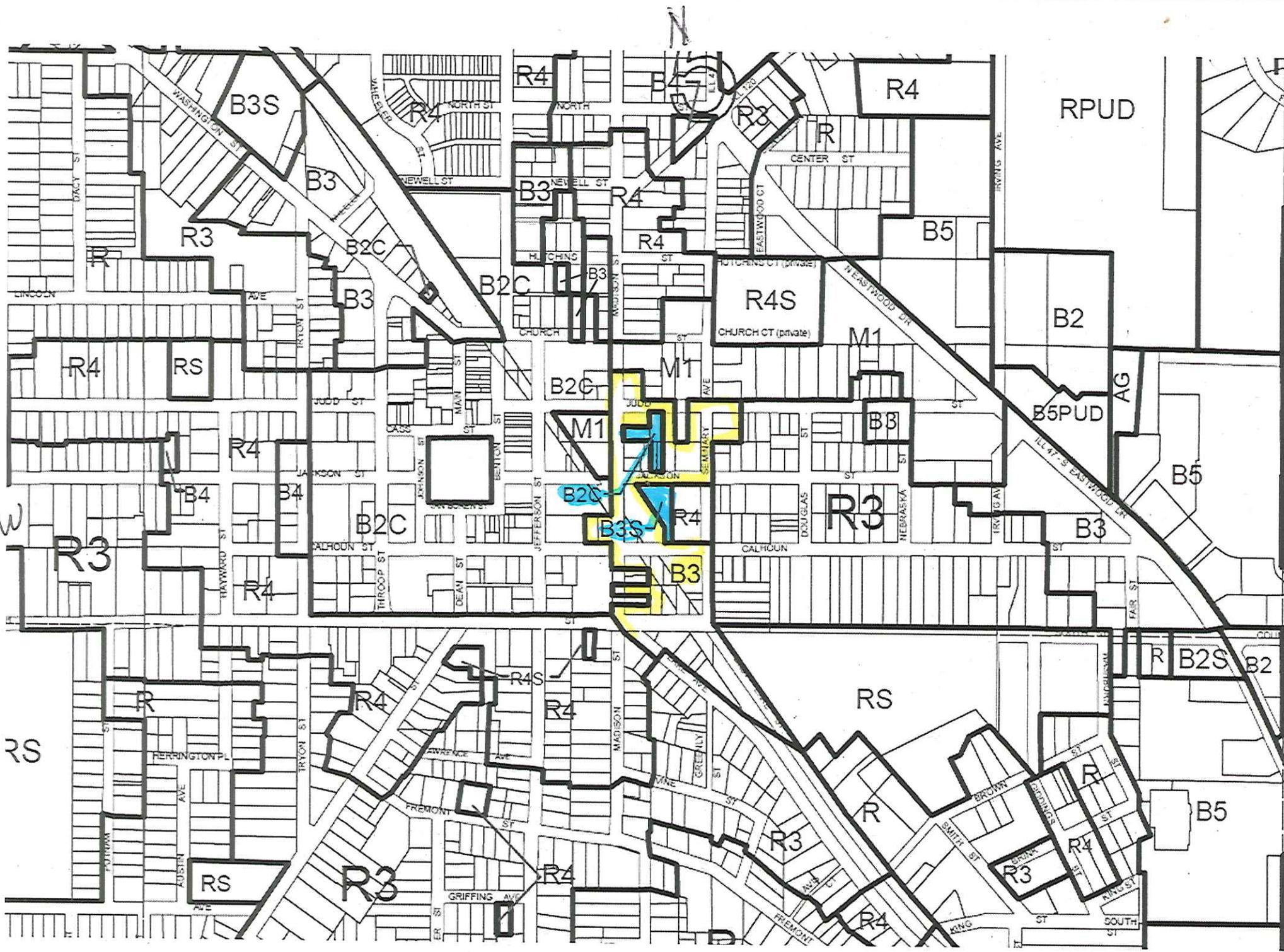
Sherry K. Bykowski  
Print Name of Owner

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

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

\_\_\_\_\_  
Print Name of Petitioner

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



## 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 24<sup>th</sup> day of September, 2020 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 Sherry K. Bykowski for rezoning from B3 Service and Retail district to B2C Central Business district, for the real estate commonly referred to as 124 N. Madison Street, Woodstock, Illinois (13-05-391-001). 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, it is impractical for the Plan Commission to meet in-person so the meeting will be held 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, September 24, 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 Chair

For publication on: September 8, 2020

Parcel Num.	Owner	Mail To Address	Mail To City	Site Address Street
13-05-384-009	MCHENRY CO YOUTH SVC BUREAU	4031 DAYTON ST	MCHENRY, IL 60050	101 S JEFFERSON ST
13-05-388-001	AURORA UNIVERSITY	347 S GLADSTONE AVE	AURORA, IL 60506	222 CHURCH ST
13-05-388-002	MARK S GAIL COOPER	17818 COLLINS RD	WOODSTOCK, IL 60098-9241	219 W JUDD ST
13-05-388-003				219 W JUDD ST
13-05-388-004				203 N MADISON ST
13-05-389-001	SG DEVELOP ENT LLC	4953 W MISSOURI AVE	GLENDALE, AZ 85301-6100	220 N MADISON ST
13-05-389-005	REAL Q CO	18N651 WESTHILL RD	WEST DUNDEE, IL 60118	320 CHURCH ST
13-05-389-007	ACIERNO DENTAL LLC	1699 E WOODFIELD RD	SCHAUMBURG, IL 60173	210 N MADISON ST
13-05-389-008	BOBBY JOE FRANCES L SCRIBNER	311 E JUDD ST	WOODSTOCK, IL 60098	311 E JUDD ST
13-05-389-010				311 E JUDD ST
13-05-389-011	ROBERT TERESA FAM TR WOLF	206 N MADISON ST	WOODSTOCK, IL 60098	206 N MADISON
13-05-389-013	DACUS PROP LLC	1006 WINTU CT	WOODSTOCK, IL 60098	333 E JUDD ST
13-05-390-001	200 E JUDD LLC	12070 W 159TH ST	HOMER GLEN, IL 60491	200 E JUDD ST
13-05-390-003				200 E JUDD ST
13-05-391-008	TILLMAN RE 301 E JACKSON ST	201 S MADISON ST	WOODSTOCK, IL 60098	301 E JACKSON ST
13-05-391-014	DONALD SUSAN METIVIER	413 N COLD SPRINGS RD	WOODSTOCK, IL 60098-8148	110 N MADISON ST
13-05-391-015	MICHAEL HILL	139 S ASH ST	PALATINE, IL 60067	116 N MADISON ST
13-05-391-017	EDUARDO C GALINDO	3620 CHADWICK LN	LAKE IN THE HILLS, IL 60156	310 E JUDD ST
13-05-391-018	CHGO TITLE LAND TR 8002374419	10 S LASALLE ST STE 2750	CHICAGO, IL 60603	314 E JUDD ST
13-05-391-019	ROBERT GILES	10706 MAPLE TREE DR	WOODSTOCK, IL 60098-8783	326 E JUDD ST
13-05-391-020	MARTHA A POPOCA LAGUNAS	115 N SEMINARY AVE	WOODSTOCK, IL 60098-3425	115 N SEMINARY AVE
13-05-391-021	SHIFT PROP LLC	333 E JACKSON ST	WOODSTOCK, IL 60098-3407	333 E JACKSON ST
13-05-391-022	CHGO TITLE LAND TR 8002374419	10 S LASALLE ST STE 2750	CHICAGO, IL 60603	327 E JACKSON ST
13-05-391-023	STEVEN MITCHELL LLC	790 ANNE ST	WOODSTOCK, IL 60098-2279	323 E JACKSON ST
13-05-391-024	SALACNIB LOUINA MOLINA	1864 YASGUR DR	WOODSTOCK, IL 60098	319 E JACKSON ST
13-05-391-025	ROBERT M MARY A MCGRATH	12716 RT 173	HEBRON, IL 60034	315 E JACKSON ST
13-05-392-002	JANET SCARPELLI	PO BOX 11	CARPENTERSVILLE, IL 60110	350 E JACKSON ST
13-05-392-005	MNB LLC	330 E JACKSON ST	WOODSTOCK, IL 60098-3408	330 E JACKSON ST
13-05-394-001	JAMES A VICKI A OLEARY	301 E CALHOUN ST	WOODSTOCK, IL 60098	301 E CALHOUN ST
13-05-394-002				301 E CALHOUN ST
13-05-394-003	BRUCE M TR FARRIS	13813 E SOUTH ST	WOODSTOCK, IL 60098	301 E CALHOUN ST
13-05-394-004				301 E CALHOUN ST
13-05-402-021	EF R JNT TEN TR LEMKE	629 W KIMBALL AVE	WOODSTOCK, IL 60098	220 N SEMINARY AVE

13-05-402-022	EQUITY TR CO CUSTODIAN	25131 CHAMBLISS CT	GAITHERSBURG, MD 20882	210 N SEMINARY AVE
13-05-402-023	JOHN J III ADRIENNE M SCHEFKE	204 N SEMINARY AVE	WOODSTOCK, IL 60098	204 N SEMINARY AVE
13-05-451-002	YESENIA EMMA GUZMAN	116 N SEMINARY AVE	WOODSTOCK, IL 60098	116 N SEMINARY AVE
13-05-451-003	CHRIS JOHN PROP LLC	6451 N NOKOMIS AVE	CHICAGO, IL 60646-2915	110 N SEMINARY AVE
13-05-451-004	TILLMAN RE 407 E JACKSON ST	201 S MADISON ST	WOODSTOCK, IL 60098	407 E JACKSON ST
13-05-451-016	JOHN JR JOHN III SCHEFKE	8206 MASON HILL RD	WOODSTOCK, IL 60098	120 N SEMINARY AVE
13-05-453-001	CID GRACE CABALUM	3365 AURORA DR	LAKE IN THE HILLS, IL 60156	402 E JACKSON ST

# RECEIPT

DATE \_\_\_\_\_

No. \_\_\_\_\_

RECEIVED FROM \_\_\_\_\_

\$ 372.00

\_\_\_\_\_ DOLLARS

 FOR RENT FOR \_\_\_\_\_

Rent - 12/12/2020 @ 12412 Mulberry

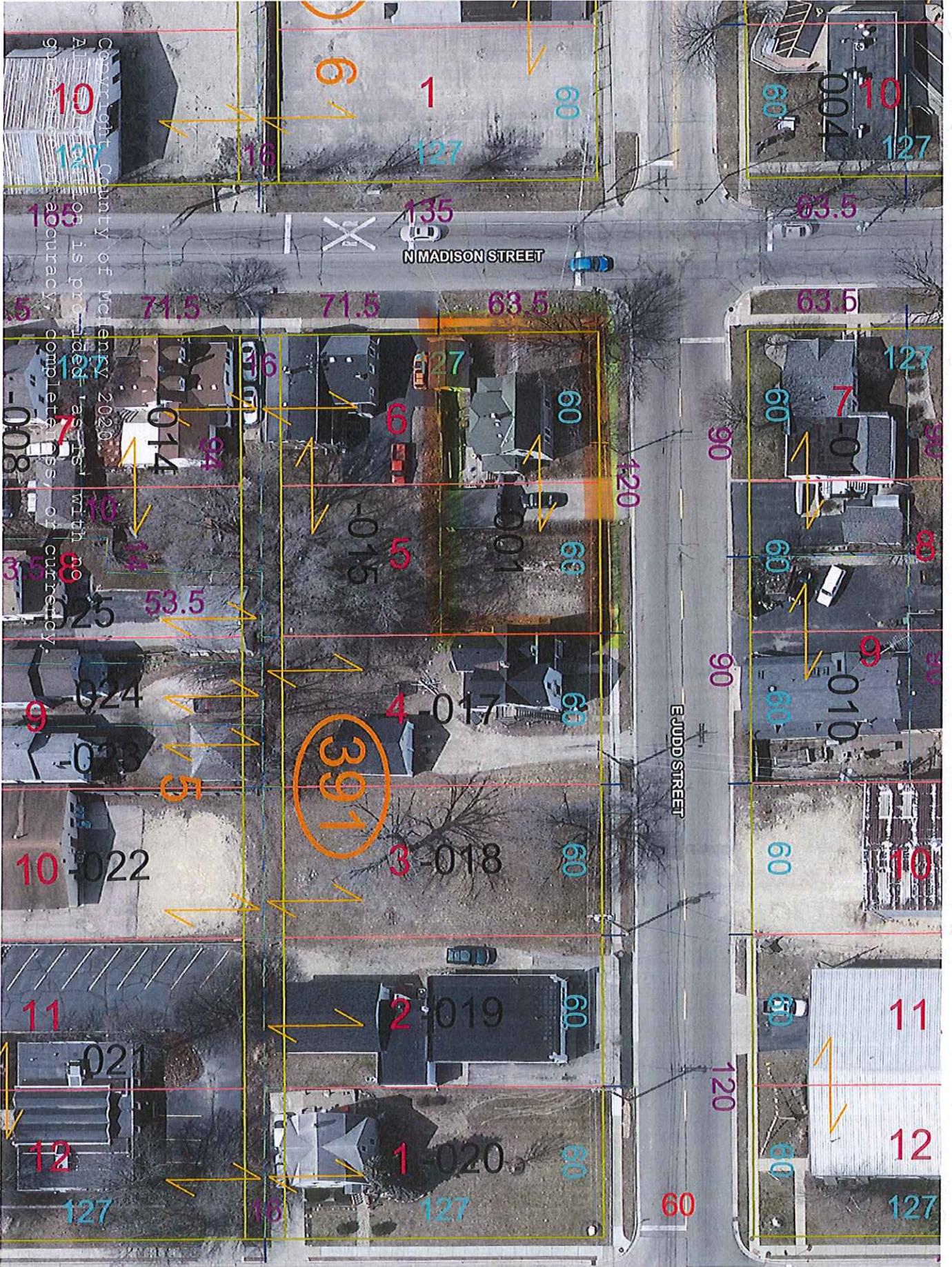
ACCOUNT	
PAYMENT	372.00
BAL. DUE	

 CASH CHECK MONEY ORDER CREDIT CARD

FROM \_\_\_\_\_

TO \_\_\_\_\_

BY \_\_\_\_\_



Copyright County of McHenry 2020  
 All data is provided "as is" with  
 no warranty of accuracy, completeness or currency.

**WOODSTOCK PLAN COMMISSION**  
**STAFF REPORT**  
**September 24, 2020**

**PUBLIC HEARING – ZONING MAP AMENDMENT FROM B3 SERVICE AND RETAIL DISTRICT TO B2C CENTRAL BUSINESS DISTRICT FOR PROPERTY AT 124 N. MADISON STREET**

PETITIONER: Sherry K. Bykowski

OWNER: Sherry K. Bykowski

**REQUESTED ACTION:** The petitioner is requesting to rezone the subject property from B3 Service & Retail District to B2C Central Business District. Notice of the public hearing before the Plan Commission has been published, posted, and mailed as required by law.

**SITE DATA:**

**EXISTING ZONING, LAND USE AND LOT AREA:** The subject property is zoned B3 Service and Retail District and used for residential purposes. The lot is 7,620 square feet in size (refer to zoning map and aerial photograph).

**ADJACENT LAND USE:**

N	Office, Residential and Industrial
S	Residential
E	Residential
W	Vacant commercial

**ADJACENT ZONING:**

N	B3 and M1
S	B2C
E	B2C
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 within the “Central Business District” land use designation. These areas are intended for a dense mix of residential, office, commercial, cultural and civic uses.



**SITE**

Location and Zoning Map

Aerial Photograph



## **PROJECT DESCRIPTION:**

The petitioner is requesting to rezone the subject property from B3 Service & Retail to B2C Central Business District. The subject property has been used as a single-family home for many years, but B3 zoning does not allow single-family residential. B2C allows single-family residential dwellings and the requested zoning change would bring the parcel into compliance. In 2017, the City initiated a mass rezoning of similar property in the vicinity and the petitioner was invited to participate at that time, but declined.

## **STAFF ANALYSIS**

Staff has no concerns with the requested rezoning. B2C zoning would eliminate the nonconforming status of the property and would not change the existing character of the neighborhood, which has a mix of residential, commercial and industrial uses.

REZONING CRITERIA: When evaluating a request to rezone land, several factors are considered. These factors, which have been summarized by the City Attorney and are based on Illinois case law, are provided below. 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? *There will be little to no impact on existing uses and zoning of abutting parcels. The proposed zoning change will bring the subject property into zoning compliance.*
- 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 property has been used residentially for many years. The proposed rezoning will not 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 rezoning would bring this residential property into compliance with zoning requirements instead of keeping them in a nonconforming status, which has a negative effect 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 rezoning would lessen the number of nonconforming uses in the city, which is seen as a public benefit.*

- 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 has been used for residential purposes for many years.*
- The length of time that the property has been vacant as currently zoned and how this compares to other land in the surrounding area. *This factor is not applicable.*
- The public or community need or benefit for the uses allowed within the proposed zoning district. *The proposed rezoning would lessen the number of nonconforming uses in the city.*

In certain 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 B2C zoning is acceptable, the Commission may discuss whether the site is suitable for commercial uses allowed under this zoning designation or if it is better suited for other activities.

**RECOMMENDATION:**

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

**Move to recommend that a zoning map amendment from B3 Service and Retail District to B2C Central Business District for the property at 124 N. Madison Street be approved. The request meets the approval criteria listed in Section 4.3.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.**

**EXCERPT FROM SEPTEMBER 24, 2020 PLAN COMMISSION MEETING MINUTES**

- b) **Public Hearing** – Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for 124 N. Madison Street, Sherry Bykowski.

A roll call was taken to confirm a quorum.

**PLAN COMMISSION MEMBERS PRESENT ATTENDING REMOTELY:** Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Sheriff.

**PLAN COMMISSION MEMBERS ABSENT:** Speciale.

Chairman Sheriff confirmed the presence of a quorum and that all notices were appropriately sent and posted.

Chairman Sheriff opened the Public Hearing at 7:14 PM and swore in petitioners Sherry Bykowski and her son, James Bykowski, II.

Ms. Bykowski stated that she is requesting the zoning change because the mortgage company requires proper zoning on this property to obtain a mortgage loan. B2C allows single family residential and is similar to other property in the area.

Chairman Sheriff asked for questions from Commissioners. Commissioner Horrell asked about the PIN 13-05-391-001. He added that when he looked at the map overlay, it appeared that there are two parcel numbers. Ms. Bykowski noted that their lot consists of two (2) half parcels, but they are combined under one PIN.

Chairman Sheriff asked for questions from members of the public. There were none.

Chairman Sheriff asked if there were any comments from Commissioners. Commissioner Paluch said she is in favor of this petition as it eliminates the non-conforming status of the property. Mr. Napolitano stated that Staff is in support of this request, as well. Mr. Napolitano noted that three years ago the City identified several other residential properties with B3 zoning and some were looking to sell their properties and having the same problem trying to obtain a mortgage. Several were rezoned to B2C at that time. The Public Hearing closed at 7:22 PM.

Motion by Paluch, second by Gavers, to approve a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for 124 N. Madison Street. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: J. Speciale. Motion carried.

**ORDINANCE NO. 20-O-\_\_\_\_\_**

***An Ordinance Approving a Zoning Map Amendment  
from B3 Service and Retail District to B2C Central Business District  
for the property at 124 N. Madison Street, 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, Sherry Bykowski (the "Petitioner") submitted an application for a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for the property located at 124 N. Madison Street, Woodstock, Illinois and legally described on Exhibit A, attached hereto (the "Subject Property"); and

WHEREAS, on September 24, 2020 and after due notice as provided by law, the Woodstock Plan Commission conducted a public hearing on the requested zoning map amendment for the Subject Property; and

WHEREAS, the Plan Commission unanimously (8 – 0 vote) recommended that the proposed zoning map amendment from B3 Service and Retail District to B2C Central Business District for the Subject Property be approved; and

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

BE IT ORDAINED by the 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 shall be granted a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District pursuant to the City of Woodstock Unified Development Ordinance (UDO).

SECTION 3: The report and findings of the Plan Commission are hereby accepted.

SECTION 4: 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 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6: A certified copy of this Ordinance shall be recorded in the office of the McHenry County Recorder of Deeds.

SECTION 7: This Ordinance shall be known as Ordinance 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.

Ayes:  
Nays:  
Abstentions:  
Absentees:

APPROVED:

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

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

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

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

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

## **EXHIBIT A**

The North half of Lots 5 and 6 in Block 5 on the Plat of Centerville, being a Subdivision in Section 5, Township 44 North, Range 7, East of the Third Principal Meridian, as recorded in the Recorder's Office of McHenry County, Illinois, in Book "D" of Deeds, page 201, 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 6<sup>th</sup> day of October, 2020, the foregoing Ordinance entitled ***An Ordinance Approving a Zoning Map Amendment from B3 Service and Retail District to B2C Central Business District for the property at 124 N. Madison Street, Woodstock, Illinois***, 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)



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

## MEMORANDUM

**FOR:** October 6, 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 from B4 Office District to B2C Central Business District at 304 W. Calhoun Street

**ATTACHMENTS:** 1) Petitions for Zoning Map Amendment  
2) Report to the Plan Commission  
3) Minutes of the 09/24/20 Plan Commission Meeting  
4) Ordinance Approving a Zoning Map Amendment from B4 Office District to B2C Central Business District at 304 W. Calhoun Street

The petitioners, Peter and Anne Maidment, are requesting to rezone the subject property from B4 Office District to B2C Central Business District. The property has been for sale for over a year, but the petitioners have been unable to secure an office buyer. Their realtor has indicated that there is interest in using the building as a home, but the B4 District does not permit residential uses. B2C zoning would allow the property to be used for residential purposes, subject to meeting all applicable building code requirements, while still allowing for office and commercial uses. No physical changes to the property are proposed.

The Plan Commission had no concerns with the request and recommended approval (8-0 vote) of a Zoning Map Amendment from B4 Office District to B2C Central Business District.

**If the City Council concurs, then it is recommended that Council adopt the attached Ordinance, identified as Document No. 4, “An Ordinance Approving a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property at 304 W. Calhoun Street, 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

FOR AMENDMENT OF THE UNIFIED  
DEVELOPMENT ORDINANCE OF THE CITY  
OF WOODSTOCK, ILLINOIS AND THE  
REZONING OF PROPERTY IN WOODSTOCK,  
McHENRY COUNTY, ILLINOIS

ss

Your Petitioner, Peter & Anne Maidment, respectfully represents to the Plan Commission and City Council of the City of Woodstock, Illinois, the following:

1. That Peter & Anne Maidment 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:

See attached legal description  
INSERT OF ATTACHED LEGAL DESCRIPTION

2. That the Subject Property has a Property Identification Number (PIN) of 13-05-358-010
3. That the Subject Property has an area of 1/4 acres, more or less, and is situated at the following address/location: 304 W. Calhoun St. Woodstock IL 60098
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 B4 zoning district.
6. That land abutting the Subject Property is presently classified as B4 zoning district to the north, R4 zoning district to the south, B4 zoning district to the west, and B2C zoning district to the east.
7. That the present use of the Subject Property is office and the intended use of the Subject Property is office or residential.
8. That the Petitioner requests that the zoning classification of the Subject Property be changed to B2C 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.

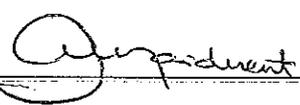
11. As required by Section 72, Chapter 148 of the Illinois Revised Statutes when the Subject Property is owned in trust, attached as Exhibit C is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the Subject Property and listing the names of all beneficiaries 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 \_\_\_\_\_ zoning district; and that (iii) the City Council of the City of Woodstock change the zoning classification of the Subject Property to \_\_\_\_\_ 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 Date: 8/22/2020

Peter Maidment Anne Maidment  
Print Name of Owner

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

\_\_\_\_\_  
Print Name of Petitioner

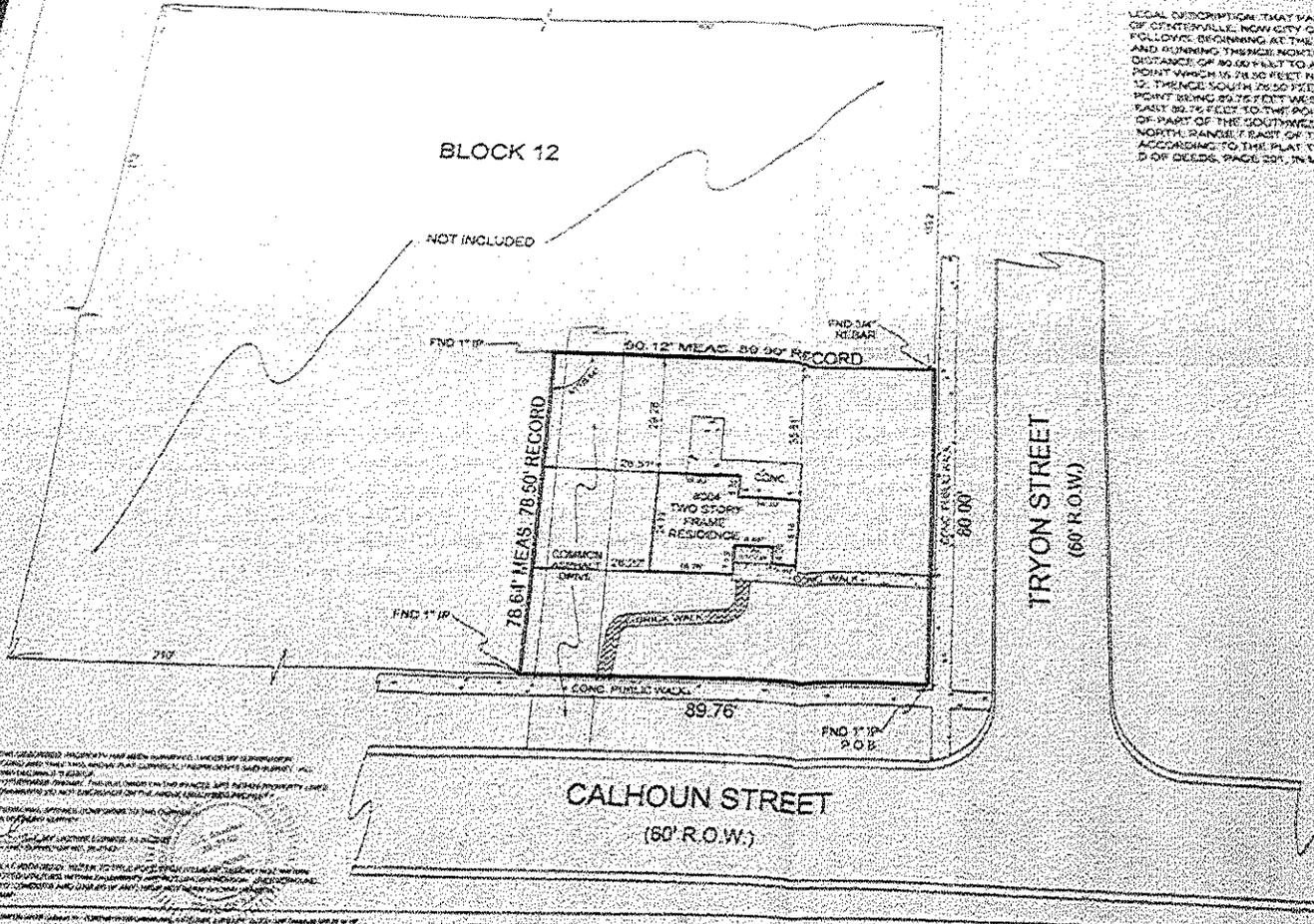
**NOTE:** If the Subject Property is held in trust, the trust officer must sign this petition as owner.

**Rezoning Petition – Peter and Anne Maidment**

**304 West Calhoun St., Woodstock, IL**

That part of block 12 of the original town of Centerville, now city of Woodstock, described as follows: beginning at the south east corner of Sud block and running then fourth north on the east line there of for a distance of 80.00 feet to a point; thence West 89.90 feet to a point which is 78.50 feet north of the south line of said block 12; thence South 78.50 feet to a point on said south line, said point being 89.76 feet west of the point of beginning; thence East 89.76 feet to the point of beginning, be A subdivision of part of the south west corner of section 5, Township 44 N., Range seven east of the third principal meridian, according to the plat there of recorded June 10, 1844 in Buck de of deeds, page 201 in McHenry County, Illinois.

# PLAT OF SURVEY



LEGAL DESCRIPTION: THAT PART OF BLOCK 12 OF THE ORIGINAL TOWN OF CENTERVILLE, NOW CITY OF MOBILE, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK AND RUNNING THENCE NORTH ON THE EAST LINE THEREOF FOR A DISTANCE OF 80.00 FEET TO A POINT; THENCE WEST 89.60 FEET TO A POINT WHICH IS 78.50 FEET NORTH OF THE SOUTH LINE OF SAID BLOCK 12; THENCE SOUTH 78.50 FEET TO A POINT ON SAID SOUTH LINE, SAID POINT BEING 89.75 FEET WEST OF THE POINT OF BEGINNING; THENCE EAST 89.75 FEET TO THE POINT OF BEGINNING, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 14 NORTH, RANGE 1 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 15, 1944 IN BOOK 2 OF DEEDS, PAGE 201, IN MOBILE COUNTY, ALABAMA.

BLOCK 12

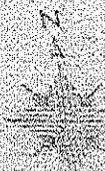
NOT INCLUDED

50.12' MEAS. 50.00' RECORD

78.84' MEAS. 78.50' RECORD

TRYON STREET  
(60' R.O.W.)

CALHOUN STREET  
(60' R.O.W.)



SCALE: 1" = 20'

LEGEND	
[Symbol]	WALK
[Symbol]	DRIVE
[Symbol]	SEWER
[Symbol]	WATER
[Symbol]	UTILITY

**LUCO CONSTRUCTION CO.**  
 2750 W. GULF BLDG. MOBILE, ALA. 36688  
 PHONE: 937-1111  
 TELETYPE: 937-1111  
 FAX: 937-1111  
 05-21-155

**Surveyor's Note:**  
 I, the undersigned, being a duly licensed Surveyor in the State of Alabama, do hereby certify that the foregoing is a true and correct copy of the original survey as shown to me by the owner of the property herein surveyed, and that the same has been compared with the original survey and found to be correct. I have also compared the same with the original survey and found it to be correct. I have also compared the same with the original survey and found it to be correct. I have also compared the same with the original survey and found it to be correct.

AFFIDAVIT OF TITLE  
COVENANT AND WARRANTY  
(Illinois)

Caution: Consult a lawyer before using or acting under this form. Neither the publisher nor the seller of this form makes any warranty with respect thereto, including any warranty of merchantability or fitness for a particular purpose

Above space for Recorder's use only

State of Illinois )  
County of McHenry ) ss

The undersigned affiant, being first duly sworn, on oath says, and also covenants with and warrants to the grantees hereinafter named: **PETER J. MAIDMENT and ANNE L. MAIDMENT.**

That affiant has an interest in the premises described below or in the proceeds thereof or is the grantor in the deed dated January 29, 2007, to **PETER J. MAIDMENT and ANNE L. MAIDMENT**, grantees,

Conveying the following described premises:

THAT PART OF BLOCK 12 OF THE ORIGINAL TOWN OF CENTERVILLE, NOW CITY OF WOODSTOCK, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK AND RUNNING THENCE NORTH ON THE EAST LINE THEREOF FOR A DISTANCE OF 80.00 FEET TO A POINT; THENCE WEST 89.90 FEET TO A POINT WHICH IS 78.50 FEET NORTH OF THE SOUTH LINE OF SAID BLOCK 12; THENCE SOUTH 78.50 FEET TO A POINT ON SAID SOUTH LINE, SAID POINT BEING 89.76 FEET WEST OF THE POINT OF BEGINNING; THENCE EAST 89.76 FEET TO THE POINT OF BEGINNING, BEING 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 THEREOF RECORDED JUNE 10, 1844 IN BOOK D OF DEEDS, PAGE 201, IN McHENRY COUNTY, ILLINOIS.

Permanent Real Estate Index Number: 13-05-308-010  
Address of Real Estate: 304 W. Calhoun Street, Woodstock, Illinois 60098

That no labor or material has been furnished for the premises within the last four months, that is not fully paid for.

That since the title date of January 29, 2007, in the report on the title issued by Attorneys' Guaranty Fund, Inc., affiant has not done or suffered to be done anything that could in any way affect the title to the premises, and no proceedings have been filed by or against affiant, nor has any judgment or decree against affiant within five days from the date hereof.

That the parties, if any, in possession of premises are bonafide tenants only, and have paid promptly and in full their rent to date, and are renting from NA to NA, and not for any longer term, and have no other or further interest whatsoever in the premises.

That all water taxes except the current bill, have been paid, and that all insurance policies assigned have been paid for. That this instrument is made to induce, and in consideration of, the said grantee's consummation of the purchase of the premises.

Affiant further states:

1. That this affidavit gives no warranties greater than those given in the Deed with its exception to title.
2. That this affidavit is also subject to the exceptions in the Title Commitment.

Subscribed and sworn to before me this 27th day of February, 2007

Notary Public

*Mary A. Fry*  
\_\_\_\_\_  
MARY A. FRY, Trustee u/a/d 7/27/00, as beneficiary of Harvard State Bank Trust #433 dated May 30, 1996

JOHN J. HOPELED

Public, State of Illinois

My Commission Expires 12/31/08

**Peter & Maidment  
440 Lawndale Avenue  
Woodstock IL 60098**

August 24, 2020

Mr. Joseph Napolitano  
Building & Zoning Director  
City of Woodstock  
121 W. Calhoun St.  
Woodstock, IL 60098

**RE: Rezoning Petition – 304 W Calhoun St.**

Dear Mr. Napolitano,

With much respect we request the City of Woodstock considers a zoning change to our historic 1860 home/office building from B4 to B2C. We have spent much time and effort to ensure the building has been well kept over the past nearly 14 years.

We have been trying to sell the building for over a year now as an office building and have had little luck in securing a buyer. However, our realtor has had many people asking if the building is a residence and she has had to state that it is zoned B4 which excludes it from being a residence.

The B2C District would keep open the option for the property to be developed commercially, but would also allow a purchaser the opportunity to use it as a single-family residence.

Therefore, we are requesting the property be rezoned from B4 to B2C.

Thank you for your time and consideration

Sincerely,



Peter J Maidment



Anne L Maidment

## 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, September 24, 2020, at 7:00 p.m. The hearing will be in regard to a petition submitted by Peter and Anne Maidment for approval of a Zoning Map Amendment from B4 Office District to B2C Central Business District for the real estate located at 304 W. Calhoun Street, 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, it is impractical for the Plan Commission to meet in-person so the meeting will be held 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, September 24, 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

SHAW MEDIA  
PO BOX 250  
CRYSTAL LAKE IL 60039-0250  
(815)459-4040

ORDER CONFIRMATION

Salesperson: BARBARA BEHRENS

Printed at 09/01/20 13:53 by bbehr-sm

Acct #: 10069745

Ad #: 1813123

Status: New

MCHENRY COUNTY PREPAID LEGALS  
PO BOX 250  
CRYSTAL LAKE IL 60014

Start: 09/02/2020 Stop: 09/02/2020

Times Ord: 1 Times Run: \*\*\*

CLEG 1.00 X 70.00 Words: 280

Total CLEG 70.00

Class: C8100 PUBLIC NOTICES

Rate: LEGAL Cost: 109.30

# Affidavits: 1

Ad Descrpt: MAP AMENDMENT-MAIDMENT

Descr Cont: 1813123

Given by: ANNE MAIDMENT

P.O. #:

Created: bbehr 09/01/20 10:46

Last Changed: bbehr 09/01/20 13:53

Contact: LEGAL CLERK  
Phone: (815)459-4040  
Fax#:  
Email:  
Agency:

URL: \_\_\_\_\_

Source: \_\_\_\_\_ Section: \_\_\_\_\_ Page: \_\_\_\_\_

Camera Ready: N Group: LEGALS AdType: \_\_\_\_\_

Misc: \_\_\_\_\_

Color: \_\_\_\_\_

Proof: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Ad#: \_\_\_\_\_

Delivery Instr: \_\_\_\_\_ Pickup Src: \_\_\_\_\_

Changes: None \_\_\_ Copy \_\_\_ Art \_\_\_ Size \_\_\_ Copy Chg Every Run \_\_\_

Coupon: \_\_\_\_\_ Gang Ad #: \_\_\_\_\_

Ad Copy Method: \_\_\_\_\_

Special Instr: \_\_\_\_\_

COMMENTS:

COPIED from AD 1812094

Cert to:

440 Lawndale Ave

Woodstock, 60098

PUB	ZONE	EDT	TP	RUN	DATES
NW	CL	97	S	09/02	
WEB	CL	99	S	09/02	
APNW	CL	97	S	09/02	

PAYMENTS:

-- 09/01/2020 109.30 VI \*\*\*\*\*6061 07140D[337717072]

(CONTINUED ON NEXT PAGE)

SHAW MEDIA  
PO BOX 250  
CRYSTAL LAKE IL 60039-0250  
(815) 459-4040

ORDER CONFIRMATION (CONTINUED)

Salesperson: BARBARA BEHRENS

Printed at 09/01/20 13:53 by bbehr-sm

-----  
Acct #: 10069745

Ad #: 1813123

Status: New

**PUBLIC NOTICE**  
**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, September 24, 2020, at 7:00 p.m. The hearing will be in regard to a petition submitted by Peter and Anna Moldrent for approval of a Zoning Map Amendment from B4 Office District to B2C Central Business District for the real estate located at 304 W. Calhoun Street, 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, it is impractical for the Plan Commission to meet in-person so the meeting will be held 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, September 24, 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

(Published in the Northwest  
Herald September 2, 2020)  
1813123

Peter & Anne Maidment

304 West Calhou St. - Schedule B -B4 to B2C

<=250 Feet from 304 West Calhoun St.

August 23, 2020

#	Pin #	Zone	Address in 250 Ft	Owner	Mailing Address (If different)
1	13-05 - 353 - 016	B4	304 W Jackson St	Harmony Falls IL LLC	same
2	13-05 - 358 - 001	R4	325 W Jackson St	First Midwest Bk TRS TR 8655	2801 W Jefferson St, Joliet, IL 60435-5274
3	13-05 - 358 - 002	R4	307 W Jackson St	First Midwest Bk TRS TR 8655	2801 W Jefferson St, Joliet, IL 60435-5274
4	13-05 - 358 - 003	B4	301 W Jackson St	301-303 W Jackson LLC	410 S. Rose Farm Rd., Woodstock IL 60098
5	13-05 - 358 - 004	R4	117 Hayward St	Hometown Ltd.	1408 Zimmerman Rd., Woodstock IL 60098
6	13-05 - 358 - 005	R4	123 Hayward St	Bert Zwaan	same
7	13-05 - 358 - 006	R4	318 W Calhoun St	Hometown Ltd.	1408 Zimmerman Rd., Woodstock IL 60098
8	13-05 - 358 - 007	R4	314 W Calhoun St	Jose A Ramirez Ibarra	same
9	13-05 - 358 - 009	B4	Calhoun St	301-303 W Jackson LLC	410 S. Rose Farm Rd., Woodstock IL 60098
10	13-05 - 359 - 002	B2C	225 W Jackson St	Realty Income IL Prop 4 LLC	c/a Harris Bank, NA, 111 W. Monroe St., Chicago, IL 60603
11	13-05 - 359 - 005	B2C	NA	Realty Income IL Prop 4 LLC	c/a Harris Bank, NA, 111 W. Monroe St., Chicago, IL 60603
12	13-05 - 359 - 006	B2C	Calhoun St	Realty Income IL Prop 4 LLC	c/a Harris Bank, NA, 111 W. Monroe St., Chicago, IL 60603
13	13-05 - 361 - 001	R4	203 S Hayward St.	Nancy Cross	same
14	13-05 - 361 - 007	R4	319 W. Calhoun St	Brent E Karen L White	same
15	13-05 - 361 - 008	R4	315 W. Calhoun St	Keeley DiFiore	same
16	13-05 - 361 - 010	R4	222 S. Tryon St.	Gail A Boyd E TR Kyle	596 Gerry St., Woodstock iL 60098
17	13-05 - 361 - 011	R4	NA	Ave Bk Northwest 935	CTLTC USMA 935, 18 Brandywine Rd., South Barrington, IL 60010
18	13-05 - 361 - 012	R4	212 S. Tryon St.	Next Generation Dev Cons LLC	8545 S Wallace, Chicago, IL 60620
19	13-05 - 362 - 001	B2C	225 W. Calhoun St	Unity Ch of Crystal Lake Inc	same
20	13-05 - 362 - 002	B2C	215 W. Calhoun St	Albert M Janice L Schmitt	same
21	13-05 - 362 - 003	B2C	211 W. Calhoun St	211 Calhoun LLC	Dallas George D DDS, 211 W Calhoun St., Woodstock, IL 60098
22	13-05 - 362 - 005	B2C	215 S Tryon St.	Lane L Larae L Borman	same
23	13-05 - 364 - 001	R4	324 W. South St.	Kristen L Steward L Smith	same
24	13-05 - 364 - 002	R4	322 W. South St.	Marisa Burkhardt	same
25	13-05 - 364 - 003	R4	320 W. South St.	Home St Bk Tr 6583	PO Box 1092, Woodstock iL 60098
26	13-05 - 364 - 004	R4	318 W. South St.	Helga G Liv Tr Hausner	318 W. South St. 4A, Woodstock IL 60098
27	13-05 - 364 - 005	R4	316 W. South St.	Deborah Pickett	same
28	13-05 - 364 - 006	R4	314 W. South St.	Weckerly Berardi H Berardi J	same

Parcel Number	Owner	Mail To Address 1	Mail To City	Site Address Street
13-05-353-014	CYNTHIA A POMMERENING	326 W JACKSON ST	WOODSTOCK, IL 60098	326 W JACKSON ST
13-05-353-015	GLORIA V TR 1 CARR	310 W JACKSON ST	WOODSTOCK, IL 60098	310 W JACKSON ST
13-05-353-016	HARMONY FALLS IL LLC	304 W JACKSON ST	WOODSTOCK, IL 60098	304 W JACKSON ST
13-05-357-005	R W TR ET AL EYRE	11618 MCCONNELL RD	WOODSTOCK, IL 60098	401 W JACKSON ST
13-05-357-006	MARGARET S FAM DECL TR EYRE	11618 MCCONNELL RD	WOODSTOCK, IL 60098-7384	128 S HAYWARD ST
13-05-357-008	JAMES R JR FRANCES HANRAHAN	415 MCHENRY AVE	WOODSTOCK, IL 60098	200 HAYWARD
13-05-357-014	ALAN COHEN	210 HAYWARD ST	WOODSTOCK, IL 60098	210 HAYWARD ST
13-05-362-006	ANDREW JOCELYN A HARDING	1051 TIMOTHY LN	WOODSTOCK, IL 60098	223 S TRYON ST
13-05-362-007	KLAUS LIV TR SCHUBERT	14215 W SOUTH ST	WOODSTOCK, IL 60098	216 W SOUTH ST
13-05-362-012	MBBA LLC	556 RANDALL RD	SOUTH ELGIN, IL 60177	200 THROOP ST
13-05-362-013	MBBA LLC	556 RANDALL RD	SOUTH ELGIN, IL 60177	208 THROOP ST

**WOODSTOCK PLAN COMMISSION  
STAFF REPORT  
September 24, 2020**

**PUBLIC HEARING – ZONING MAP AMENDMENT FROM B4 OFFICE DISTRICT TO B2C CENTRAL BUSINESS DISTRICT FOR PROPERTY AT 304 W. CALHOUN STREET**

PETITIONER: Peter and Anne Maidment

OWNERS: Peter and Anne Maidment

**REQUESTED ACTION:** The petitioner is requesting to rezone the subject property from B4 Office District to B2C Central Business District. Notice of the public hearing before the Plan Commission has been published, posted, and mailed as required by law.

**SITE DATA:**

**EXISTING ZONING, LAND USE AND LOT AREA:** The subject property is zoned B4 Office District and is currently vacant. The lot is 7,200 square feet in size (refer to zoning map and aerial photograph).

**ADJACENT LAND USE:**

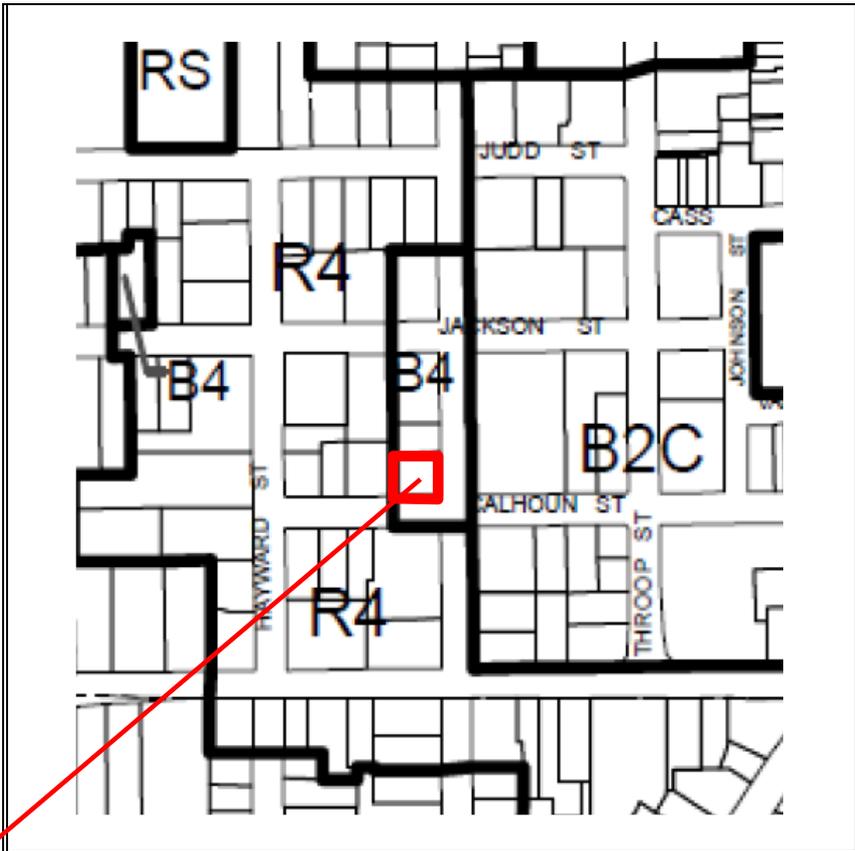
N	Office, Residential and Industrial
S	Multi-Family Residential
E	Commercial
W	Residential

**ADJACENT ZONING:**

N	B4
S	R4
E	B2C
W	R4

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

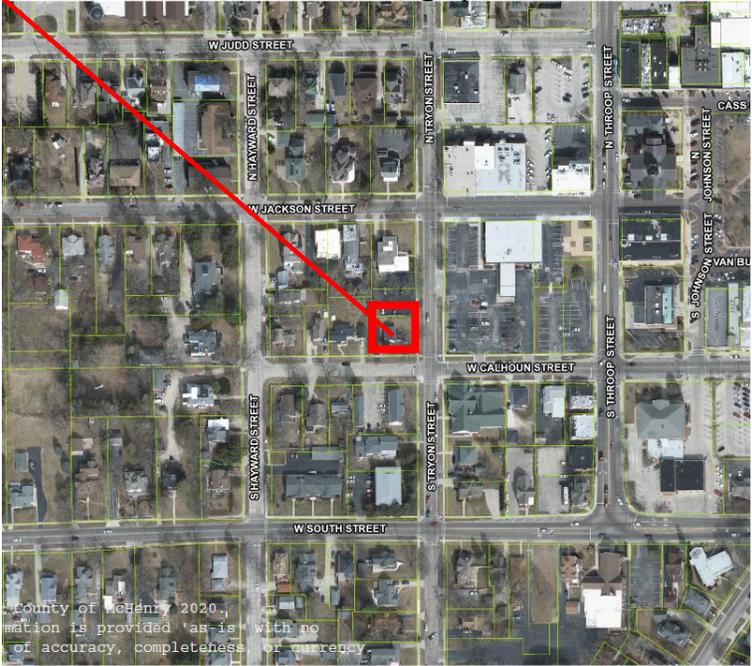
**PLANNING POLICIES STATUS:** The Woodstock Comprehensive Plan indicates that the subject property is within the “Neighborhood Residential” land use designation. These areas are intended for a mix of residential uses.



Zoning Map

**SITE**

Aerial Photograph



## **PROJECT DESCRIPTION:**

The petitioner is requesting to rezone the subject property from B4 Office District to B2C Central Business District. The property has been for sale for over a year, but the petitioners have been unable to secure an office buyer. Their realtor has indicated that there is interest in using the building as a home, but the B4 District does not permit residential uses. B2C zoning would allow the property to be used for residential purposes, subject to meeting all applicable building code requirements, while still allowing for office and commercial uses.

## **ANALYSIS**

Staff has no major concerns with the requested rezoning. B2C zoning is not likely to change the existing character of the neighborhood, which has a mix of residential, office and commercial uses.

REZONING CRITERIA: When evaluating a request to rezone land, several factors are considered. These factors, which have been summarized by the City Attorney and are based on Illinois case law, are provided below. 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? *There should be little to no impact on existing uses and zoning of abutting parcels. The proposed zoning change would open the door to additional uses on the property, but the site is in close proximity to the downtown, which has a mix of uses.*
- 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 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 public does not benefit when buildings are left vacant for long periods of time. The proposed zoning change could result in the property being occupied in a shorter period of time than it would be under the current zoning.*

- 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 considered suitable for uses allowed in the B2C District.*
- 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 been vacant for over a year. Few other nearby properties are zoned B4 and none are available for sale or lease.*
- The public or community need or benefit for the uses allowed within the proposed zoning district. *The uses allowed in the B2C district are needed in the community.*

In certain 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 B2C zoning is acceptable, the Commission may discuss whether the site is suitable for commercial uses allowed under this zoning designation or if it is better suited for other activities.

**RECOMMENDATION:**

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

**Move to recommend that a zoning map amendment from B4 Office District to B2C Central Business District for the property at 304 W. Calhoun Street be approved. The request meets the approval criteria listed in Section 4.3.7 of the Unified Development Ordinance, in accordance with the findings included in the Staff Report.**

**EXCERPT FROM SEPTEMBER 24, 2020 PLAN COMMISSION MEETING MINUTES**

- a) **Public Hearing** – Zoning Map Amendment from B4 Office District to B2C Central Business District for 304 W. Calhoun Street, Peter and Anne Maidment.

A roll call was taken to confirm a quorum.

**PLAN COMMISSION MEMBERS PRESENT ATTENDING REMOTELY:** Besler, Casner, Flores, Fortin, Horrell, Paluch and Sheriff.

**PLAN COMMISSION MEMBERS ABSENT:** Gavers and Speciale.

Chairman Sheriff confirmed the presence of a quorum and that all notices were appropriately sent and posted.

Chairman Sheriff opened the Public Hearing at 7:05 PM and swore in the petitioners, Peter and Anne Maidment.

Mr. and Mrs. Maidment own the building located at 304 W. Calhoun Street, just west of the Harris Bank parking lot. They have been trying to sell the property for over a year. Their realtor has indicated that there is a lot of interest to use the property residentially, but not for offices. Since the property is close to the Square, the petitioners are requesting B2C zoning, which would allow offices and commercial, but also open it up for residential uses.

Chairman Sheriff asked for questions from Commissioners. Commissioner Casner asked if this has ever been zoned residential in the past. Mr. Napolitano said he researched available records back to the 1970s. The property was zoned for offices back then. Ms. Maidment mentioned that this is the third oldest building in Woodstock. She provided some background of the building and noted that it looks to have been a business and home in the past.

Chairman Sheriff asked for questions from members of the public. There were none.

Chairman Sheriff asked for comments from Commissioners. Commissioner Paluch said she supports the requested rezoning, as the property is adjacent to B2C zoning and there are residential and commercial uses existing nearby.

Commissioner Horrell agreed with Commissioner Paluch, and he said that he has no objection with this zoning request.

At 7:13 PM, it was noted that Commissioner Gavers was present and participating in the meeting via telephone and this should be noted in the minutes. The Public Hearing closed at 7:13 PM.

Motion by Fortin, second by Paluch, to approve a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property located at 304 W. Calhoun Street. Ayes: Besler, Casner, Flores, Fortin, Gavers, Horrell, Paluch and Chairman Sheriff. Nays: none. Abstentions: none. Absentees: Speciale. Motion carried.

**ORDINANCE NO. 20-O-\_\_\_\_\_**

***An Ordinance Approving a Zoning Map Amendment  
from B4 Office District to B2C Central Business District  
for the property at 304 W. Calhoun Street, 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, Peter and Anne Maidment (the “Petitioners”) submitted an application for a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property located at 304 W. Calhoun Street, Woodstock, Illinois and legally described on Exhibit A, attached hereto (the “Subject Property”); and

WHEREAS, on September 24, 2020 and after due notice as provided by law, the Woodstock Plan Commission conducted a public hearing on the requested zoning map amendment for the Subject Property; and

WHEREAS, the Plan Commission unanimously (8–0 vote) recommended that the proposed zoning map amendment from B4 Office District to B2C Central Business District for the Subject Property be approved; and

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

BE IT ORDAINED by the 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 shall be granted a Zoning Map Amendment from B4 Office District to B2C Central Business District pursuant to the City of Woodstock Unified Development Ordinance (UDO).

SECTION 3: The report and findings of the Plan Commission are hereby accepted.

SECTION 4: 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 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6: A certified copy of this Ordinance shall be recorded in the office of the McHenry County Recorder of Deeds.

SECTION 7: This Ordinance shall be known as Ordinance 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.

Ayes:  
Nays:  
Abstentions:  
Absentees:

APPROVED:

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

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk Cindy Smiley

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

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

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

## EXHIBIT A

THAT PART OF BLOCK 12 OF THE ORIGINAL TOWN OF CENTERVILLE, NOW CITY OF WOODSTOCK, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID BLOCK AND RUNNING THENCE NORTH ON THE EAST LINE THEREOF FOR A DISTANCE OF 80.00 FEET TO A POINT; THENCE WEST 89.90 FEET TO A POINT WHICH IS 78.50 FEET NORTH OF THE SOUTH LINE OF SAID BLOCK 12; THENCE SOUTH 78.50 FEET TO A POINT ON SAID SOUTH LINE, SAID POINT BEING 89.76 FEET WEST OF THE POINT OF BEGINNING; THENCE EAST 89.76 FEET TO THE POINT OF BEGINNING, BEING 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 THEREOF RECORDED JUNE 10, 1844 IN BOOK D OF DEEDS, PAGE 201, 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 6<sup>th</sup> day of October, 2020, the foregoing Ordinance entitled ***An Ordinance Approving a Zoning Map Amendment from B4 Office District to B2C Central Business District for the property at 304 W. Calhoun Street, Woodstock, Illinois***, 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)



Department of Public Works  
326 Washington Street  
Woodstock, Illinois 60098

phone 815.338.6118  
fax 815.334.2263  
ctiedt@woodstockil.gov  
[www.woodstockil.gov](http://www.woodstockil.gov)

To: Roscoe Stelford, City Manager

From: Christopher Tiedt, City Engineer

RE: **Purchase of a Vacant Parcel (PIN 13-08-156-011) for the Kimball Area Stormwater Management Project**

Date: September 23, 2020

The City hired HLR to evaluate the Raintree detention basin tributaries utilizing computer modeling after several residents expressed concerns about backyard flooding on East Kimball Avenue. HLR's evaluation revealed many areas in the storm sewer system between Kimball Avenue and the Raintree detention basin that surcharged during significant rainfall events in the City. In coordination with other future improvements along this corridor, the City will take measures to alleviate areas where surcharges occur. For example, with the construction of the roundabout at Lake and Madison, the City will upsize the storm sewer as part of the project. Another recommendation that HLR provided to the City in order to address the effects of surcharging along the corridor is to construct two detention basins on East Kimball as depicted below:



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These basins would be constructed to collect stormwater runoff and release it at a slower rate after the rain event subsided. A slower release rate would benefit all properties in the watershed and help to reduce localized flooding.

The first phase of this project would be to construct a detention basin on vacant land that is not currently owned by the City and generally located in the area between Schryver Avenue, East Kimball Avenue, Dean Street and Bunker Street. The second phase of the project would be to construct a second detention basin on vacant land that is currently owned by the City of Woodstock that is generally located between East Kimball Avenue, Burbank Avenue, Bunker Street and Dean Street.

As staff began to evaluate the feasibility of this plan, staff discovered that one of the vacant parcels of land (PIN 13-08-156-011) that would need to be acquired to construct the Phase 1 Detention Basin is currently owned by McHenry County. Legal Counsel reached out to McHenry County to inquire about purchasing this property for this project and was informed that it was being prepared for sale at auction, but if the City desired to purchase the property for this project, it would be able to.

The approved FY20/21 CIP budget includes \$325,000 in line item #82-09-7-701 for Storm Sewer Improvements specifically related to the construction of these basins. This budgeted amount included funding for land acquisition.

**If the City Council is in agreement, then a motion to authorize the City Manager to execute the attached contract, identified as Document # 5, as well as take all steps necessary, execute all appropriate additional documentation, and expend funds for the purchase of the vacant parcel (PIN 13-08-156-011), currently owned by McHenry County, for the amount of \$795, subject to final review and approval by the City Attorney's Office.**

Cc: Paul Christensen  
John Lieb  
Joe Napolitano  
Jeff Van Landuyt



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

TRANSACTION NO. 0920901



## PURCHASE CONTRACT

SELLER: McHenry County, As Trustee

PURCHASER: City of Woodstock

SUBJECT PROPERTY: 13-08-156-011

TOTAL CONSIDERATION (Purchase Price + Recording Fee): \$795.00

SELLER agrees to sell and PURCHASER agrees to purchase, the SUBJECT PROPERTY for the TOTAL CONSIDERATION payable on execution hereof.

SELLER will convey and quitclaim the SUBJECT PROPERTY to PURCHASER within 90 days after the date hereof. The deed will be returned to PURCHASER directly from the Office of the Recorder of Deeds after recording.

SELLER makes no warranty or representation, of any kind or nature, as to the condition of title to the SUBJECT PROPERTY or as to the physical condition of any improvement thereon, each of which PURCHASER accepts "as is" and with all faults.

SELLER hereby grants to PURCHASER all of SELLER'S right of possession of the SUBJECT PROPERTY and any improvement thereon, and PURCHASER assumes such right of possession and the risk of loss or damage to any such improvement, and agrees to hold SELLER harmless and indemnified from any claim arising out of the condition thereof, as of this date. No personal property is sold or purchased hereunder.

PURCHASER hereby assumes all taxes and assessments upon the SUBJECT PREMISES beginning January 1 of the year 2021.

PURCHASER may, at its expense and option, obtain such title reports and surveys as to the SUBJECT PREMISES as PURCHASER may desire. PURCHASER shall advise SELLER in writing within 30 days after date hereof concerning any defect in the condition of title disclosed by such reports or surveys and rendering the title unmarketable. In the event of such notice, the conveyance to PURCHASER shall be delayed pending SELLER'S efforts to resolve the same. In event SELLER is unable or unwilling to cure such defects within a reasonable time after notice thereof, PURCHASER may elect to cancel and terminate this agreement and the rights and obligations of the parties hereunder; and in such event, SELLER shall refund to PURCHASER all sums paid hereunder if PURCHASER shall so elect. Failure to notify SELLER of any objectionable title defect as above said shall constitute a waiver thereof.

Neither of the parties hereto may assign or delegate the rights or obligations of such party hereunder without the prior express written consent of the other. All notices to the parties concerning the subject hereof shall be transmitted to the addresses set forth below their respective signatures.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

SELLER:

PURCHASER:

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

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

SELLER ADDRESS:

c/o Delinquent Tax Agent  
P. O. Box 96  
Edwardsville, IL 62025-0096

PURCHASER ADDRESS:

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



City of  
**WOODSTOCK**

Department of Public Works  
326 Washington Street  
Woodstock, Illinois 60098

phone 815.338.6118  
fax 815.334.2263  
ctiedt@woodstockil.gov  
[www.woodstockil.gov](http://www.woodstockil.gov)

To: Roscoe Stelford, City Manager

From: Christopher Tiedt, City Engineer

**RE: Ordinance Amending the Woodstock City Code to Revise the Regulations Limiting and Controlling On-Street Parking on Greenley Street between Lake Avenue and Vine Street.**

Date: September 25, 2020

The City of Woodstock Public Works Department received a request to remove the on-street parking that is currently located on the west side of Greenley Street. This request was being made due to vehicles repeatedly “hopping” the lower profile curb and damaging the parkway. Upon evaluation of this request, City staff found that the average width of Greenley Street is approximately 18’-20’ wide. City standards require a minimum pavement width of 28’ in order to properly support parking on one side of the street. These minimum pavement widths are required for public safety reasons as well as to maintain proper access to the street for larger vehicles such as emergency vehicles, plow trucks and garbage trucks.

On May 7, 2020, letters were sent to all property owners adjacent to the Greenley Street ROW informing them of the proposed changes that were to be discussed at the June 16, 2020 City Council meeting. In this letter, we also requested that they send any concerns or hardships resulting from this change to the City no later than May 22, 2020. On June 15, 2020 emails were received from one property owner expressing concerns over the proposed change and they asked that discussion of this item be postponed until the City Council meeting can be held in person so that they would have an opportunity to discuss this proposed change in person. The discussion of this item was tabled at the June 16, 2020 City Council meeting per this request. City Council meetings have been held virtually since this item was originally tabled and it is unknown at this time when this may end. That being said, the City has offered the opportunity to those parties interested in commenting on this item to come to the Council Chambers at City Hall to provide comment in person as current guidelines are allowing less than 50 people that maintain a 6-foot social distancing to meet, or virtually via Zoom meeting.

In addition to sending out letters to all property owners adjacent to the Greenley Street ROW, City staff also reached out to Chief Lieb and to the Chief Hill regarding this change. Both indicated that they would be in favor of and support this change, and did not express any concerns associated with it.



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by the National Trust for Historic Preservation***

**Therefore, if the City Council agrees, then it is recommended that the attached ordinance, identified as Document No. 6, be approved to amend the Woodstock City Code to revise the regulations limiting and controlling on street parking on Greenley Street between Lake Avenue and Vine Street.**

If approved, all required street signage will be installed within four (4) weeks based upon J.U.L.I.E. locates at the required locations.

Cc: Paul Christensen  
John Lieb  
Joe Napolitano  
Jeff Van Landuyt



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

**ORDINANCE NO. 20-O-\_\_\_\_\_**

**AN ORDINANCE PROVIDING FOR AN AMENDMENT TO THE CITY CODE  
OF THE CITY OF WOODSTOCK, McHENRY COUNTY, ILLINOIS  
PROVIDING FOR THE REVISION OF CERTAIN TRAFFIC REGULATIONS**

**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.

**WHEREAS**, it is an appropriate exercise of the police power of the City of Woodstock, McHenry County, Illinois to regulate and restrict parking and the movement of traffic on City streets; and

**WHEREAS**, the City of Woodstock has determined that it is reasonable and appropriate to revise the regulations limiting and controlling on-street parking on Greenley Street in the City of Woodstock.

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

**Section One.** That Title 5, Chapter 3, Section 7, Schedule VII of the Woodstock City Code pertaining to No Parking is hereby amended by deleting the following:

<u>Street</u>	<u>Side</u>	<u>From</u>	<u>To</u>
Greenley Street	East	Lake	Vine

**Section Two.** That Title 5, Chapter 3, Section 7, Schedule VII of the Woodstock City Code pertaining to No Parking is hereby amended by adding the following:

<u>Street</u>	<u>Side</u>	<u>From</u>	<u>To</u>
Greenley Street	Both	Lake Avenue	Vine Street

**Section Three.** That the Public Works Department is hereby authorized and directed to place appropriate signs authorized by the Ordinance.

**Section Four.** That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section Five.** That this Ordinance shall be known as Ordinance No. 20-O-\_\_\_\_ and shall be in full force and effect after its passage, approval, and publication as is required by law.

**PASSED** by the City Council of the City of Woodstock, McHenry County, Illinois and approved this 6<sup>th</sup> day of October, 2020.

Ayes:

Nays:

Abstentions:

Absentees:

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

Attest: \_\_\_\_\_  
City Clerk Cindy Smiley



**Department of Public Works**  
326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118 ♦ Fax 815/334-2263  
clynk@woodstockil.gov  
www.woodstockil.gov

To: Roscoe Stelford, City Manager

From: Chris Lynk, Parks and Facilities Superintendent

Re: **Approval to Waive Competitive Bids and Award of Contract for Custodial Services at Five (5) Municipal Facilities to Eco Clean Maintenance, Inc.**

Date: September 25, 2020

The City of Woodstock currently owns and operates a variety of public facilities that are open to the public and inhabited by City staff at differing times throughout the day. With the exception of the Police Department, the City consolidated efforts to clean these facilities with the intent to gain efficiency and control over a single service provider. The first contract was approved nearly three years ago utilizing a bid and award of contract based upon the lowest responsible bidder. From experience with custodial services, the City has learned that this type of contract is not always best served utilizing the lowest responsible bidder. The City has had a difficult time with the management and cleaning services provided under this contract despite the fact that expectations for these services are clearly communicated.

As a result, the City utilized a different approach for the process used to select custodial cleaning services. Other municipalities were contacted by Staff to identify vendors performing well in similar public settings. The City then prepared a detailed "Request for Proposal" (RFP) and sent it out to eleven (11) firms, all of which were recommended by these municipalities. On September 18, 2020 the City received three (3) proposals to provide custodial services for five (5) of Woodstock's facilities; City Hall, Recreation Center, Public Works, Opera House and Library. Monthly fees proposed by each contractor associated with the City's custodial services are as follows:

Facility	Eco Clean Maintenance Inc. Elmhurst, IL	MEGA Commercial Services, Inc. Arlington Heights, IL	Multisystem Management Company, Chicago, IL
City Hall	\$1,259	\$980	\$1,800
Recreation Center	\$1,299	\$1,600	\$2,226
Public Works	\$300	\$840	\$1,040
Opera House	\$1,025	\$1,200	\$1,110
Library	\$2,090	\$2,200	\$3,397
Monthly Totals	\$5,973	\$6,820	\$9,573

Currently, combined monthly fees for custodial services for these facilities equals \$6,286.63. In the Request for Proposal it states that one contract will be awarded to cover services at all five (5) facilities. Because the City provides paper towels, toilet tissue, soap, and trash can liners, this contract does not require the payment of prevailing wage. The City did follow up with four (4) municipal references for Eco Clean Maintenance Inc, and all were very positive about the quality of their work. Services will be required in accordance with the following schedules:

- City Hall – 5 days a week, evening schedule working around City Council and various Commission Meetings.
- Library – 7 days a week. Cleaning performed after business hours.
- Recreation Center - 7 days a week, Cleaning may not start until after 9:00 PM.
- Opera House – 4 – 5 days a week depending upon programming. Cleaning prior to 9:00 AM or after 10:00 PM.
- Public Works – 5 days a week after 5:00 PM.

In addition to these facilities, the proposal requested some unit prices to strip, wax, & buff tile floors, to clean carpets, and to clean the train station on an “as needed basis.” Public Works is looking to have those prices approved as well, and they are included in the recommendation below. Monthly cleaning costs for each facility will be charged to Departmental Operating Budgets as appropriate and approved for FY20/21. If approved, services will begin on Monday, October 12, 2020 and end on September 30, 2021.

Based upon the contractor’s qualifications and the proposed prices as submitted **it is recommended that a contract for custodial services at City Hall, the Library, Public Works, Opera House and the Recreation Center be awarded to Eco Clean Maintenance, Inc., Elmhurst, IL for a monthly fee not-to-exceed \$5,973 through September 30, 2021 and that unit prices of \$0.17/ sq. ft. to strip, wax, and buff tile floors; \$0.14/ sq. ft. to clean carpets; and \$520 per month to clean the train station be approved and applied on an “as needed basis” as determined by City staff.** The RFP has a provision for a one-year extension of the contract based upon a small increment in unit prices, favorable quality of work, and approval of both the contractor and the City. The contract extension will be brought back to the City Council for consideration of an extension prior to September 30, 2021, based on performance.

c: Jeff Van Landuyt  
Department Directors  
All Contractors



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



**Department of Public Works**  
326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118 ♦ Fax 815/334-2263  
Clynk@woodstockil.gov  
www.woodstockil.gov

**To:** Roscoe Stelford, City Manager  
**From:** Chris Lynk, Parks and Facilities Superintendent  
**Re:** **Award of a Contract for HVAC Preventative Maintenance and Service-Rate Guarantee to Sherman Mechanical, Inc.**  
**Date:** September 25, 2020

Preventative maintenance and regular service for the City's Heating, Ventilation and Air Conditioning (HVAC) Systems is a critical need if the City expects it to reach its maximum life expectancy. Transitioning from the winter heating season to the summer cooling and then summer cooling to winter heating requires system checks, cleaning and filter replacement to maintain efficiency and build confidence in its ability to provide comfort and protection.

For more than a few years, the City has let bids for the provision of preventative maintenance services and a service-rate guarantee. In each case, a contract was recommended based upon low bid and in some cases, the contractor performed well and in others the service lacked in comparison. Because the quality of the contractor is extremely important to the functionality and livelihood of the City's HVAC equipment and systems, Public Works Department has instead utilized a "Request for Proposal" (RFP) process. Local contractors were selected and offered the opportunity to submit proposals along with others with a proven performance record and/or glowing recommendations from municipalities with similar properties & operations.

Recently, the Department of Public Works solicited an RFP for a contract to service the City's HVAC systems. The RFP was sent to ten (10) Mechanical Contractors and on Friday, September 18, 2020 the following proposals were received:

	Emergency Hourly Service Rate	Non-Emergency Hourly Service Rate	Preventative Maintenance	Total
Sherman Mechanical, Inc., Cary, IL	\$170.00	\$127.00	\$16,730.00	\$17,027.00
The YMI Group, Elk Grove Village, IL	\$150.00	\$130.00	\$17,054.93	\$17,334.93
Authority Mechanical, Inc., Elk Grove Village, IL	\$172.50	\$115.00	\$20,240.00	\$20,527.50

The RFP calls out a requirement for fall preventative maintenance inspections to be completed on or before October 30, 2020 and for spring preventative maintenance inspections to be

completed on or before June 2, 2021. These inspections include one hundred forty-nine (149) gas & electric unit heaters, RTUs, steam boilers, waste oil heater, infrared heater, humidifiers, de-humidifiers, exhaust fans, etc., at twelve (12) different locations. In addition, it calls for a labor-rate guarantee and an emergency service-rate guarantee. In accordance with the RFP, the City will base a contract on the sum of the emergency hourly service rate, the service rate guarantee for work completed during non-emergency/ normal business hours and the overall bi-annual preventative maintenance program cost.

In reviewing the proposals received, **it is recommended that the City Council award a contract to Sherman Mechanical Inc, Cary, IL based upon the rates and preventative maintenance costs as submitted in their proposal.** The City is familiar with Sherman Mechanical's services in that they have in the past responded for emergency service, new equipment replacement and overtime calls. The response of their Service Techs is professional and thorough. If approved, the initial term of the contract shall be from October 6, 2020 through September 30, 2021. The RFP has a provision for a one-year extension of the contract based upon a small increment in unit prices, favorable quality of work, and approval of both the contractor and the City. The contract extension would be brought back for City Council's consideration prior to September 30, 2021, based on the contractor's performance. Funds to pay for these services will be broken out and charged to the appropriate Departmental Operating Budgets.

c: Jeff Van Landuyt  
Department Directors  
All Contractors



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



# 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:** October 6, 2020

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

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Each year, the City purchases new equipment to replace existing hardware in order to maintain their reliability and ensure efficient service to the residents of Woodstock. Once the replacement equipment is purchased and delivered to the City, the older equipment in working/saleable condition are sold, while non-working or obsolete equipment is recycled or otherwise disposed of properly.

Consequently, as it is in the best interest of the City of Woodstock, with Council's approval, the following equipment will be declared as surplus:

<u>Item Description</u>	<u>Serial Number</u>	<u>Reason for Disposal</u>
Netgear 8 port Network Switch	1DR17C3S027FC	No Longer Works
Belkin 8-Port Omniview Pro	020701005284	No Longer Works
Panasonic Fax Machine DX-800	HCP2MS003699	No Longer Works
UniFi Wireless Access Point	SWX-UAPAC/6545A	No Longer Works
Panasonic CF-53 Laptop	3DTYA74867	No Longer Works
Panasonic CF-53 Laptop	2BTYA63800	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63928	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63927	Obsolete Equipment
Panasonic CF-53 Laptop	2JT YA31449	Obsolete Equipment
Panasonic CF-53 Laptop	2JT YA31484	Obsolete Equipment
Panasonic CF-53 Laptop	2JT YA31441	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63878	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63793	Obsolete Equipment
Dell OptiPlex 790 Desktop	GHNZGS1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0T87V1	Obsolete Equipment

Dell OptiPlex 790 Desktop	C0RQ7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TD7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RK7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SR7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RP7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TJ7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SH7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0T97V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RM7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SN7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SK7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SM7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SL7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SC7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RN7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RH7V1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1GFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG2BFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1HFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1FFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG2FFQ1	Obsolete Equipment
Dell OptiPlex 745 Desktop	6777WC1	Obsolete Equipment
GE P5PS10 Battery Charger (QTY:4)	No Serial numbers	Obsolete Equipment
Kenwood KSC-24 Charger (QTY:4)	No Serial numbers	Obsolete Equipment
Patriot BCPS-AD Charger (QTY:5)	No Serial numbers	Obsolete Equipment
GE Radio	8203970	Obsolete Equipment
GE Radio	8203971	Obsolete Equipment
GE Radio	8203973	Obsolete Equipment
Patriot Ritron Radio	12812	Obsolete Equipment
Patriot Ritron Radio	12868	Obsolete Equipment
Patriot Ritron Radio	12875	Obsolete Equipment
Patriot Ritron Radio	12890	Obsolete Equipment
Patriot Ritron Radio	12882	Obsolete Equipment
Kenwood TK260G Radio	11000044	Obsolete Equipment
Kenwood TK260G Radio	11000046	Obsolete Equipment
Kenwood TK260G Radio	11000045	Obsolete Equipment
Kenwood TK260G Radio	11000046	Obsolete Equipment
HP OfficeJet 6830	TH486590Z2	No Longer Works
Apple iPad A1460	DMPJJ56HF18P	No Longer Works
APC BN1350 G Battery Backup	4B1240P11915	No Longer Works
Extreme X460-G2-24P-10GE4	1813N-41413	No Longer Works

Extreme X440-G2-249-10GE4	1904N-44836	No Longer Works
Extreme X440-24P	1242G-00568	No Longer Works
Extreme X440-24P	1242G-01779	No Longer Works
Extreme X440-24P	1232G-01388	No Longer Works
Extreme X440-24P	1242G-01603	No Longer Works
Extreme X440-24P	1242G-00551	No Longer Works
Mitel IP Phone 5320	08-00-0f-72-43-3E	No Longer Works
APC 1500 Battery Backup	4B1806P05362	No Longer Works
Trine 4580-32D Electric Strike	No Serial Number	No Longer Works
Axis P3707-PE	ACCC8EA16F08	No Longer Works
TP-Link Network Switch	217A314000913	No Longer Works
HP Deskjet 6122	Serial Number unreadable	No Longer Works
Provision Microphone (QTY:4)	No Serial Numbers	Obsolete Equipment
Ray4013 7.5 V Radio Batteries (QTY:9)	No Serial Numbers	Obsolete Equipment
Motorola Battery Charger Banks (QTY:3)	No Serial Numbers	Obsolete Equipment
Motorola MTS2000 Radios (QTY:8)	No Serial Numbers	Obsolete Equipment
Lexmark X5736DE Copy Machine	94337YV	No Longer Works
GBC Paper shredder 950S	No Serial Numbers	Obsolete Equipment
CCTV Securitypro.com multiplex	No Serial Number	Obsolete Equipment
CCTV Multiplex	No Serial Number	Obsolete Equipment
911 switch transfer boxes (QTY:2)	No Serial Number	Obsolete Equipment
Dispatch Radio Transmitters (QTY:2)	No Serial Number	Obsolete Equipment
Provision VR-X20 In Car DVR (Qty:10)	No Serial Number	Obsolete Equipment
15" in. Dispatch Dell Displays (QTY:11)	Serial Number unreadable	Obsolete Equipment
21" inch CCTV Displays (QTY:2)	No Serial Number	No Longer Works
Radio Scanners (QTY:2)	No Serial Number	No Longer Works
Woodstock Square Wood Sign	Intersection of Calhoun/Eastwood	

**Recommendation:**

**Therefore, it is recommended that the attached Ordinance, *An Ordinance Authorizing The Disposal Of Items Of Personal Property Owned By The City Of Woodstock*, identified as Document No. \_\_\_\_\_, be approved, designating these items to be surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law.**



Reviewed and Approved by:

*Roscoe C. Stefford III*  
City Manager

## ORDINANCE #20-O-\_\_\_\_

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

WHEREAS, the City of Woodstock, McHenry County, Illinois, (the “City”), 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, useful or in the best interests of the City of Woodstock to retain the personal property described on the attached Exhibit A,

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

**Section Two.** Pursuant to said Section 5/11-76-4, the City of Woodstock’s City Manager is hereby authorized and directed to either sell said property described on the attached Exhibit A to the highest bidder or dispose of said property as provided for in the Illinois Municipal Code.

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

**PASSED** by the City Council of the City of Woodstock, McHenry County, Illinois and approved this 6<sup>th</sup> day of October, 2020.

Ayes:

Nays:

Abstentions:

Absentees:

---

Mayor Brian Sager, Ph.D.

Attest: \_\_\_\_\_  
City Clerk Cindy Smiley

**EXHIBIT A**

<b>Item Description</b>	<b>Serial Number</b>	<b>Reason for Disposal</b>
Netgear 8 port Network Switch	1DR17C3S027FC	No Longer Works
Belkin 8-Port Omniview Pro	020701005284	No Longer Works
Panasonic Fax Machine DX-800	HCP2MS003699	No Longer Works
UniFi Wireless Access Point	SWX-UAPAC/6545A	No Longer Works
Panasonic CF-53 Laptop	3DTYA74867	No Longer Works
Panasonic CF-53 Laptop	2BTYA63800	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63928	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63927	Obsolete Equipment
Panasonic CF-53 Laptop	2JTYA31449	Obsolete Equipment
Panasonic CF-53 Laptop	2JTYA31484	Obsolete Equipment
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Panasonic CF-53 Laptop	2BTYA63878	Obsolete Equipment
Panasonic CF-53 Laptop	2BTYA63793	Obsolete Equipment
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Dell OptiPlex 790 Desktop	C0SG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0T87V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RQ7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TD7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TG7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RK7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RF7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SR7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RP7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0TJ7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SH7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0T97V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RM7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SN7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SK7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SM7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SL7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0SC7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RN7V1	Obsolete Equipment
Dell OptiPlex 790 Desktop	C0RH7V1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1GFQ1	Obsolete Equipment

<b>Item Description</b>	<b>Serial Number</b>	<b>Reason for Disposal</b>
Dell OptiPlex 380 Desktop	JG2BFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1HFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG1FFQ1	Obsolete Equipment
Dell OptiPlex 380 Desktop	JG2FFQ1	Obsolete Equipment
Dell OptiPlex 745 Desktop	6777WC1	Obsolete Equipment
GE P5PS10 Battery Charger (QTY:4)	No Serial numbers	Obsolete Equipment
Kenwood KSC-24 Charger (QTY:4)	No Serial numbers	Obsolete Equipment
Patriot BCPS-AD Charger (QTY:5)	No Serial numbers	Obsolete Equipment
GE Radio	8203970	Obsolete Equipment
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Patriot Ritron Radio	12868	Obsolete Equipment
Patriot Ritron Radio	12875	Obsolete Equipment
Patriot Ritron Radio	12890	Obsolete Equipment
Patriot Ritron Radio	12882	Obsolete Equipment
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APC BN1350 G Battery Backup	4B1240P11915	No Longer Works
Extreme X460-G2-24P-10GE4	1813N-41413	No Longer Works
Extreme X440-G2-249-10GE4	1904N-44836	No Longer Works
Extreme X440-24P	1242G-00568	No Longer Works
Extreme X440-24P	1242G-01779	No Longer Works
Extreme X440-24P	1232G-01388	No Longer Works
Extreme X440-24P	1242G-01603	No Longer Works
Extreme X440-24P	1242G-00551	No Longer Works
Mitel IP Phone 5320	08-00-0f-72-43-3E	No Longer Works
APC 1500 Battery Backup	4B1806P05362	No Longer Works
Trine 4580-32D Electric Strike	No Serial Number	No Longer Works
Axis P3707-PE	ACCC8EA16F08	No Longer Works
TP-Link Network Switch	217A314000913	No Longer Works
HP Deskjet 6122	Serial Number unreadable	No Longer Works
Provision Microphone (QTY:4)	No Serial Numbers	Obsolete Equipment
Ray4013 7.5 V Radio Batteries (QTY:9)	No Serial Numbers	Obsolete Equipment

<b>Item Description</b>	<b>Serial Number</b>	<b>Reason for Disposal</b>
Motorola Battery Charger Banks (QTY:3)	No Serial Numbers	Obsolete Equipment
Motorola MTS2000 Radios (QTY:8)	No Serial Numbers	Obsolete Equipment
Lexmark X5736DE Copy Machine	94337YV	No Longer Works
GBC Paper shredder 950S	No Serial Numbers	Obsolete Equipment
CCTV Securitypro.com multiplex	No Serial Number	Obsolete Equipment
CCTV Multiplex	No Serial Number	Obsolete Equipment
911 switch transfer boxes (QTY:2)	No Serial Number	Obsolete Equipment
Dispatch Radio Transmitters (QTY:2)	No Serial Number	Obsolete Equipment
Provision VR-X20 In Car DVR (Qty:10)	No Serial Number	Obsolete Equipment
15" in. Dispatch Dell Displays (QTY:11)	Serial Number unreadable	Obsolete Equipment
21" inch CCTV Displays (QTY:2)	No Serial Number	No Longer Works
Radio Scanners (QTY:2)	No Serial Number	No Longer Works
Woodstock Square Wood Sign	Intersection of Calhoun/Eastwood	



**Department of Public Works**  
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Woodstock, Illinois 60098

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To: Roscoe Stelford, City Manager

From: Anne George, Wastewater Treatment Superintendent

Re: **Approval of Professional Engineering Services from Baxter & Woodman, Inc. for the update of the City's Wastewater Facilities Planning Report**

Date: September 25, 2020

The City of Woodstock owns and operates two wastewater treatment facilities. The Northside Plant is designed to treat an average daily flow rate of 3.5 million gallons per day (MGD) with effluent discharging into Silver Creek, and the Southside Plant is designed to treat an average daily flow rate of 1.75 MGD with effluent discharging into the Kishwaukee River. Both plants are regulated by the Illinois Environmental Protection Agency (IEPA). Over time, as new regulations are put into place, facility expansions and upgrades are necessary.

The Illinois EPA looks favorably upon those treatment plants that have a "Facility Plan." The Facility Plan is a review of existing conditions such as structure, equipment, process, capacity, etc. using these conditions as a basis for recommending improvements. Budgetary cost estimates are also developed through the implementation of a plan, which can be utilized when creating long-term, capital-improvement requests. The most current Facility Plan for the City's treatment plants was completed twelve years ago, and it is time to update this document.

The Facility Plan will be based on the established Facility Planning Area (FPA) and a 20-year planning period. The plan will re-evaluate the 20-year population projections to determine the future capacity needed at each of its facilities. It will establish the existing conditions of the equipment for each of the treatment processes, evaluate improvements to meet potential future regulations, update projected hydraulic, organic, and solids loading, forecast improvements needed to expand capacity, forecast the future conditions, recommend improvements for equipment replacement, and establish a schedule (implementation plan) to make the recommended improvements.

Based upon an independent evaluation, the City believes that it can qualify for a ComEd energy grant for energy efficiency improvements at each of the wastewater treatment facilities. In order



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to be considered; however, the City will need an updated Wastewater Facilities Planning Report. This report is also necessary if the City wants to be considered for future funding for a plant expansion through the IEPA low-interest loan program.

In the approved FY20/21 Water & Sewer Capacity CIP Fund, line item #62-00-7-740 titled Utility Master Plans, \$50,000 is appropriated to hire Consulting Engineers, Baxter & Woodman, Inc., to update its Facilities Planning Report. In order to put the City in the best position to be able to use the facility plan as a guide for budgeting and planning the future of the treatment facilities, **it is recommended that a contract for Professional Services from Baxter & Woodman, Inc., be approved to update the Facilities Planning Report for the North and Southside Wastewater Treatment Plants for a total cost not-to-exceed \$50,000.**

c: Jeff Van Landuyt



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager



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

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CLynk@woodstockil.gov  
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To: Roscoe Stelford, City Manager

From: Chris Lynk, Parks and Facilities Superintendent

Re: **Approval for the Unanticipated Purchase and Installation of an Eight-Ton Dehumidifier at the Woodstock Recreation Facility**

Date: September 28, 2020

The Recreation Center is dependent upon its membership to provide the revenue to keep the facility in good condition, both physically and mechanically. As more fitness facilities open locally, the Recreation Center has to compete to attract and retain membership. The City has a large investment in the Recreation Center, which to date has been a success, and as a result, it needs to protect the integrity of the facility.

There is a 6-ton dehumidifier in the pool area that recently reached its useful life despite the fact that it receives semi-annual maintenance and filters are replaced monthly. Specifically, a major component within the unit failed and because of its age this component is getting very expensive, while at the same time its availability is getting sparser. Rather than continuing to invest in this unit which is becoming obsolete, it is suggested that it be replaced.

With this unit out of service, staff placed two portable residential dehumidifiers onto the pool deck in an attempt to lower the humidity. Due to the State's COVID-19 mandates, the whirlpool is closed. Once the State allows the City to reopen the whirlpool, the portable units will not have the capacity to reduce humidity levels, which will lead to excess moisture within the pool area. This moisture will be devastating to the building, which is a steel frame structure, and when combined with chlorine in the air, becomes extremely corrosive.

Although there is an appearance that the portable dehumidifiers are reducing humidity in the pool area, because water is not running down the walls, it is not reasonable to believe that these units are preventing pockets of moisture in remote areas of the building. It is recommended that the unit be replaced with an eight-ton unit, which will be more suitable for the size of the room and the amount of moisture that is being released into the atmosphere. Upgrading to a larger unit



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is only a difference of a few thousand dollars and in the long run it will run less and do a better job of protecting the building from excess humidity.

The City requested proposals from three Mechanical Contractors for the purchase and installation of a new dehumidifier. All three concurred with the decision to replace the existing unit and they also concurred with the decision to install a larger one than what currently exists. Proposals to remove and dispose of the existing unit followed by the purchase and installation of an eight-ton unit are as follows:

Contractor	Total Replacement Cost
Sherman Mechanical, Inc., Cary, IL	\$49,000.00
Miller Engineering Co., Rockford, IL	\$61,366.00
Platinum Heating & Cooling, Inc., Crystal Lake, IL	\$78,350.00

In order to protect the City's investment in its Recreation Facility and in an effort to keep the facility attractive for new and existing members, **it is recommended that the City Council approve a contract with Sherman Mechanical, Inc., Cary, IL to purchase and install an Eight-Ton Dectron Dehumidifier serving the area housing the pool and whirlpool at the Woodstock Recreation Center at a cost not-to-exceed \$49,000.**

This cost will be paid by the General – CIP Fund as an unbudgeted expenditure and reported in the Recreation Center Improvements line item (82-02-7-724). The additional funding required for this project will be provided either through cost savings or project delays in other line items, and/or the use of fund reserves.

c: Dave Zinnen  
Jeff Van Landuyt  
Sherman Mechanical, Inc.



Reviewed and Approved by:

*Roscoe C. Stedford III*  
City Manager



**Economic Development Department**

Garrett Anderson, Director

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**TO:** Roscoe C. Stelford III, City Manager

**FROM:** Garrett Anderson, Economic Development Director

**RE:** **Benton Street Tent/Closure Request**

As previously decided by the Council, most of the City-owned outdoor dining tables are to be removed at the end of October, including the full re-opening of Benton Street to vehicular traffic to facilitate snow removal. However, it is the intent of the City Administration to remain flexible, and welcome other creative solutions to seating capacity limitations as they are forwarded to us.

While outdoor dining in November has been uncommon in the past, D.C. Cobbs in coordination with The Cabin and Benton Street Tap are proposing to erect a tent that would allow additional seating capacity on Benton Street to continue through the end of November. This is the full text of the September 23<sup>rd</sup> email request received from Mr. Dan Hart:

*Roscoe,*

*As fall is beginning and the state does not seem to be lifting restrictions on indoor dining, we find ourselves in a rough situation. The majority of our current seating is outdoor. We have already had a few evenings where it was a bit cold for people and they decided to dine inside. Luckily with it only being a few people we could accommodate. However soon it will be too cold to seat outside and we will be forced to only use the inside of the restaurant. With the capacity numbers as they stand, and following social distancing guidelines, we can't possibly make a profit.*

*We are hopeful that as fall sets in the capacity and guidelines will improve. However, we need to be proactive to do everything we can to ensure that we can continue to be viable as a business.*

*We have met with our tent provider for the Benton street fests. They are willing to provide us with a tent and of course set up and tear down. The tent would be 30' x 60' and would be set up 10/5 and removed 11/30.*

*We would like to get the contract signed ASAP to secure this tent, as many other restaurants are in the same boat as us and looking for tents currently.*

*Blue peak would handle assembly and removal. So, we would not need assistance from city staff. As well without the pods this year, they will not need to be disassembled and stored.*

*Hopefully the city is onboard with helping us to retain some seating into the fall. Please let us know when you can.*

*Cheers, Dan*

The use of tents for outdoor dining on Benton St., as Mr. Hart notes above, has been implemented many times in the past for special events. In this case, the duration would be much longer (almost two months), but the safety precautions would be the same.

Much debate was had early during the pandemic about whether an enclosed tent constituted “outdoor dining,” and how open the tent needed to be. In this case, the applicant is not seeking outdoor dining, but rather an expansion of their indoor seating capacity. As such, they will be expected to follow all social distancing and other health and safety regulations, as if this space were an indoor space.

Title 5, Chapter 3, Section 17 of the Woodstock City Code, ammended by City Ordinance 18-O-32, approved in May of 2018, gives the City Manager the authority to close City streets, with appropriate notification to the City Council. It says:

*“The City Manager shall have authority to determine when temporary parking, standing, entry or driving restrictions are appropriate such as in the event of construction work, maintenance or authorized special events, with routine reporting to the City Council. In that event, no person shall park any vehicle upon any street or in any public parking lot nor shall any person enter or use any street, alleyway or sidewalk whenever the City Manager has authorized the posting of signage indicating any such restriction is in place.”*

In addition to this authority, to ensure flexibility to respond to the COVID-19 pandemic’s impact on the City’s business community, in June of this year the City Council gave the City Manager temporary authority, until December 31, 2020, to authorize special events and activities in any business district. That provision reads as follows:

*1.6A.7: APPROVAL OF CERTAIN SPECIAL EVENTS AND ACTIVITIES ON PRIVATE PROPERTY:*

*Until December 31, 2020, the City Manager shall have the authority to authorize special events and activities for commercial activity in any B-zoning district. This authority shall include, but not [be] limited to, the temporary erection of tents and the creation and operation of outdoor seating, service, displays and sales. This authority temporarily suspends the requirements of Section 7B.3.7 of the UDO regarding temporary use permits. The City Manager may impose conditions on such uses including, but not limited to, conditions recommended by the Woodstock Fire/Rescue District, conditions related to protecting the public health and safety, conditions provided in Section 7B.3.7 of the UDO regarding temporary use permits and conditions associated with hours of operation, noise, temporary signage, location of activities and parking. This authority shall be in addition to the authority of the City Manager to authorize certain activities in public property and rights of way pursuant to Section 5.3.17 of the City Code. The City Manager shall report regularly to the City Council on activities authorized pursuant to this Section.*

It is the recommendation of the Economic Development Department that Mr. Hart be allowed to proceed with erecting the tent on October 5<sup>th</sup>, with removal on November 30<sup>th</sup>, as proposed. While the City Manager has been granted authority under Section 1.6A.7 to approve activities of the sort proposed, because the Council had previously voted to put an end date on the Benton Street Boardwalk for the season, we believe it appropriate to notify the Council of the Manager’s intent to approve Mr.

Hart's request and to give the Council the opportunity to express objections at the October 6, 2020 meeting. Mr. Hart indicates it is their intention to install the tent on October 5<sup>th</sup>, prior to the October 6<sup>th</sup> Council meeting, with his understanding that if Council expresses objections to the requested street closure and tent erection, the tent would need to be removed by the end of October.

We reached out to the neighboring Benton St. businesses on September 25<sup>th</sup> by email, to solicit comments or concerns. The list included Oliver's Bar & Grill, Jackass Charm Corner Store, Cesaroni's Deli, The Computer Guy, The Pour House, The Cabin, Benton Street Tap, and Lady Luck Tattoo, several of these to multiple individuals. The only business which responded was Jackass Charm Corner Store. The proprietor, Ms. Valerie Deegan-Johnson indicated that, "I fully support any possible way that could extend business transactions for the restaurant industry," but had a few requests, based on experience from previous street festivals, with a similar tent setup.

1. That the tent have windows on the east and west walls (presumably to allow her to see the proceedings, and allow patrons to see her store).
2. That generators be placed as not to hinder the passage of pedestrians on the east side of Benton Street (where her store is located), and that no generators be placed within 20 feet of the entrance to her place of business (this should probably be more than 20').

These requests are reasonable and we have communicated these to D.C. Cobbs, so that the appropriate precautions can be taken. Finally, Ms. Deegan also added, "I want to thank you for reaching out and being concerned for the little company. I really do appreciate it."

In a subsequent conversation with Mr. Hart, he indicated that they will not be using generators for this tent, and if they determine extra electric heat is needed, the power will be run from their buildings. He agreed to east-facing windows, and has confirmed the tent offers windows on all sides. In a similar vein, the idea of allowing indoor advertising for the neighboring businesses was also discussed. Mr. Hart was open to the idea, if the signage was paid for by the individual businesses, and placement would be at the discretion of D.C. Cobbs. The Building Department confirmed that as long as this signage is placed inside the tent, it would not require permits from the City.

***Recommendation:***

***Based on the existing City Code, the City Manager has the authority to authorize this street closure and proposed tent with routine reporting to the City Council, so no formal changes are being requested. The City Administration seeks input and direction from the City Council before granting City Manager approval of the request to erect a tent on the public way and the continued closure of Benton Street until November 30<sup>th</sup>.***



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:** **October 6, 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:

**October 20, 2020 – City Council Meeting**

1. Real Woodstock Presentation – Year in Review and First Quarter Update
2. Police Pension Levy Request
3. First Street Water Treatment Plant Brine Tank Construction
4. Traffic Code Revisions – Parking on W. Judd Street
5. Resolution Approving ITEP Grant Application for Destination Bike Path
6. Athletic Field Fence Replacement
7. Court Resurfacing
8. Cameras on the Square
9. City Code Addition – Yield Sign on Franklinville Road at Moraine Drive
10. Approval of a Class A-2 Liquor License for Lucky Café, 460 S. Eastwood Drive
11. Change Order #2 – Resurfacing & Reinstallation of Traffic Signals
12. Snow Removal
13. Ordinance Amendment – Prevailing Wage
14. Old Courthouse Elevations
15. UDO Text Amendments
16. Enhanced Street Resurfacing Program

**November 3, 2020 – City Council Meeting**

1. Preliminary Property Tax Levy
2. Preferred Consultants
3. IDOT ROW Maintenance Agreement