



## City of Woodstock

### Office of the City Manager

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

121 W. Calhoun Street  
Woodstock, Illinois 60098

Roscoe C. Stelford III  
City Manager

### WOODSTOCK CITY COUNCIL

City Council Chambers

October 20, 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 951 2212 6527, Password 635601. 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. Real Woodstock: Year in Review

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

- B. Public Comments
- C. Council Comments

**IV. CONSENT AGENDA:**

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

**A. MINUTES OF PREVIOUS MEETINGS:**

- 1. October 6, 2020 City Council Meeting

**B. WARRANTS:**

- 1. #3926
- 2. #3927

**C. MINUTES AND REPORTS:**

- 1. Old Courthouse and Sherriff's House Advisory      September 21, 2020
- 2. Woodstock Opera House Advisory Board      September 15, 2020
- 3. Woodstock Police Department Report      August 2020

**D. MANAGER'S REPORT NO. 166:**

- 1. Resolution – ITEP Grant Application for Destination Bike Path** (166a)  
Adoption of a Resolution Supporting the Submission and Execution of an Illinois Transportation Enhancement Program (ITEP) Application and Agreement between the City of Woodstock and the Illinois Department of Transportation. **DOC. 1**
- 2. Resolution – Metropolitan Mayors' Caucus Greenest Region Compact** (166b)  
Approval of a Resolution Endorsing the Metropolitan Mayors' Caucus Greenest Region Compact. **DOC. 2**
- 3. Ordinance – City Code Amendment – Prevailing Wage** (166c)  
Adoption of an Ordinance Amending Title 6, Chapter 3, Section 1 of the Woodstock City Code Regarding Wage Rates on Public Works Projects. **DOC. 3**
- 4. Old Courthouse Elevations** (166d)  
Authorization to proceed with securing the IL State Historic Tax Credits by submitting the Option #1 design.
- 5. Police Pension Levy Request** (166e)  
Acceptance of the annual statement for the Police Pension Plan's 2019/2020 fiscal year and the actuarial report presented by the Police Pension Board.

- 6. Award of Contract – First Street Plant Brine Tank Construction** (166f)  
a) Authorization to award a contract to Manusos General Contracting Inc., Fox Lake, IL for the construction of a Dual Chamber Brine Tank and prefabricated pump station at the First Street Water Treatment Plant in accordance with established plans and specifications for an amount not-to-exceed \$447,447; and  
b) Authorization to award a contract to Consulting Engineers Baxter & Woodman for an amount not-to-exceed \$46,850 to perform construction engineering services and serve as the City’s Resident Project Representative.
- 7. Resolution – Change Order #1 – 2019 Construction Engineering** (166g)  
Approval of a Resolution authorizing Change Order #1, an increase of \$36,243.25 to the current contract amount of \$30,000.00 with Hampton, Lenzini and Renwick for construction engineering and inspection services related to the 2019 Street Resurfacing Program. **DOC. 4**
- 8. Resolution – Change Order #2 – Resurfacing & Reinstallation of Traffic Signal Detector Loops** (166h)  
Approval of a Resolution authorizing Change Order #2 to the 2020 Street Resurfacing Program, an increase of \$33,261.35 to the current contract amount, as amended, of \$8,680,113.54 for the replacement of traffic signal detector loops. **DOC. 5**
- 9. Resolution – Change Order # 2 – Washington Street Water Main Project** (166i)  
Approval of a Resolution to authorization Change Order #2, an increase in the original contract amount of \$6,010.82, for the Replacement and Looping of the Washington Street Water Main and Relocation of the Lawrence Avenue Storm Sewer Project. **DOC. 6**
- 10. Award of Bids – FY20/21 Downtown Snow Removal Contract** (166j)  
Approval to waive the requirement for competitive bids and award of contracts to GRO Horticultural Enterprises, Inc. for snow-removal services; Gavers Excavating, Inc. for snow-loading services; and Bell Cartage Corp., for snow-hauling services based upon the unit prices documented within the staff report for the 2020/2021 winter season.
- 11. City Code Update – No Parking – Greenley Street** (166k)  
Approval to table action on this amendment to the Woodstock City Code, as requested, revising regulations, which limit and control on-street parking on Greenley Street between Lake Avenue and Vine Street, to a future meeting not later than November 17th, so staff has time to fully evaluate proposed alternatives and meet with all residents.
- 12. Ordinance – UDO Text Amendments** (166l)  
Adoption of An Ordinance Amending Various Sections of the City of Woodstock, Illinois Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments. **DOC. 7**
- 13. 2021 Enhanced Street Resurfacing Program** (166m)  
Authorization for a one-year delay to the City’s Enhanced Street Resurfacing Program and proceeding with a traditional funding level for the Street Maintenance Program in 2021.

**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.*



*Real* WOODSTOCK

2019-20

# 2019 Goals

- ✓ **Create new non-profit organization, Real Woodstock, with nine-person board**
- ✓ **Manage spending**
- ✓ **Connect with residents through local marketing campaigns**
- ✓ **Expand the Real Woodstock message from primarily a tourism focus to a three-pronged approach focused on visiting Woodstock, moving to/living in Woodstock and doing business in Woodstock**

**May 2019 to  
September 2020**

# Web Site Metrics

- **38.3K unique visitors came to the Real Woodstock website, up 10.1% from 2018-19**
- **53.2K page views across the Real Woodstock website, up 5.6% from 2018-19**

## Visitor Locations

- **Chicago - 13%**
- **Chicago Suburbs - 30%**
- **McHenry County - 17%**
- **Rockford Area - 2.5%**
- **Other Illinois - 1.5%**
- **Wisconsin - 5%**
- **Other States - 28%**
- **International - 2.5%**

## Most Visited Pages

- **Home Page - 11.5K**
- **Events Page - 6K**
- **Groundhog Days - 4.3K**
- **Rockstock - 2.5K**
- **Cesaroni's Story - 1.5K**
- **What's Real - 1.4K**
- **About Page - 1.2K**

# E-Newsletter Metrics

- 8.3K subscribers received 50 emails, which resulted in a total of 286K unique emails
- The delivery rate was 99.6%, the open rate 18.1% and the click rate 2.5%

# Facebook Dashboard

## Followers



10%  
Increase  
in Followers

Start of 2019 - 10,564  
Currently - 11,602

### Other Pages

Woodstock Pages	# of Likes
City of Woodstock	3801
Visit McHenry County	13237
Woodstock Chamber	2761
McHenry County Living	20038
Woodstock GHD	3177
Woodstock Opera House	7824
Woodstock Independent	10839

### Geotargeting

City	Count
Chicago, IL	35,789
Milwaukee, WI	8,410
Woodstock, IL	5,368
Madison, WI	5,197
Rockford, IL	5,034
Crystal Lake, IL	3,510
McHenry, IL	3,178
Elgin, IL	2,846
Kenosha, WI	2,258
Waukegan, IL	2,053

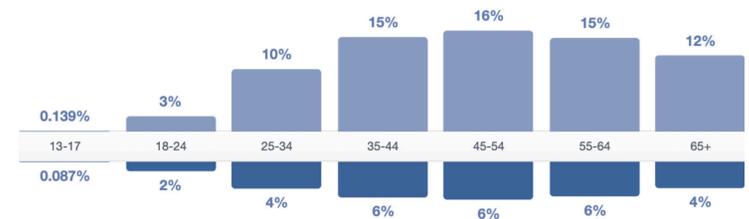
The people who follow your Page. This number is an estimate.

#### Women

72%  
Your Followers

#### Men

28%  
Your Followers



# Facebook Sample Post

**Real Woodstock**  
Published by Taylee Pardi [?] · February 2 · 🌐

If you're watching the Super Bowl tonight, watch for the Jeep commercial! It's a doozy!

The commercial features Woodstock, Bill Murray, Stephen Tobolowsky and Brian Doyle-Murray as the cast relives yet another Groundhog Day!

Thank you to Jeep for choosing Woodstock to be a part of your commercial! ... [See More](#)

**Jeep Groundhog Day Super Bowl Commercial**  
01:01

WWW.REALWOODSTOCK.COM [Learn More](#)

**Jeep Groundhog Day Super Bowl Commercial**

**40,012** People Reached      **3,486** Engagements      [Boost Again](#)

Boosted on Feb 20, 2020 By John Harris      Completed

People Reached	<b>86</b>	ThruPlays	<b>38</b>
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**Performance for Your Post**

**40,012** People Reached

**11,525** 3-Second Video Views

**1,262** Reactions, Comments & Shares

<b>690</b> Like	<b>350</b> On Post	<b>340</b> On Shares
<b>201</b> Love	<b>115</b> On Post	<b>86</b> On Shares
<b>131</b> Haha	<b>53</b> On Post	<b>78</b> On Shares
<b>65</b> Comments	<b>17</b> On Post	<b>48</b> On Shares
<b>176</b> Shares	<b>168</b> On Post	<b>8</b> On Shares

**2,224** Post Clicks

<b>291</b> Clicks to Play	<b>4</b> Link Clicks	<b>1,929</b> Other Clicks
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**NEGATIVE FEEDBACK**

<b>34</b> Hide Post	<b>9</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

**Real Woodstock**  
Published by Taylee Pardi [?] · November 12, 2019 · 🌐

Gather your friends and family for a night of wonder and lights in Real Woodstock.

Woodstock's signature holiday event, Lighting of the Square, returns the day after Thanksgiving on Friday, November 29 from 5:00-9:00 PM on the charming Woodstock Square! At 7:00 PM, a giant switch will be flipped as tens of thousands of twinkling lights illuminate the Woodstock sky.

Come to the Square early and stay late for children's activities, the Woodstock Community Choir, Santa & Mrs. Cl... [See More](#)

**Lighting of the Square | 2019 | Woodstock, IL**  
00:49

WWW.REALWOODSTOCK.COM [Learn More](#)

**Lighting of the Square | 2019 | Woodstock, IL** [Learn More](#)

**17,530** People Reached      **1,099** Engagements      [Boost Again](#)

Boosted on Nov 13, 2019 By John Harris      Completed

People Reached	<b>12.0K</b>	ThruPlays	<b>2.4K</b>
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[View Results](#)

**Performance for Your Post**

**17,530** People Reached

**11,202** 3-Second Video Views

**286** Reactions, Comments & Shares

<b>163</b> Like	<b>68</b> On Post	<b>95</b> On Shares
<b>31</b> Love	<b>13</b> On Post	<b>18</b> On Shares
<b>1</b> Wow	<b>0</b> On Post	<b>1</b> On Shares
<b>26</b> Comments	<b>1</b> On Post	<b>25</b> On Shares
<b>65</b> Shares	<b>63</b> On Post	<b>2</b> On Shares

**813** Post Clicks

<b>439</b> Clicks to Play	<b>76</b> Link Clicks	<b>298</b> Other Clicks
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**NEGATIVE FEEDBACK**

<b>1</b> Hide Post	<b>1</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

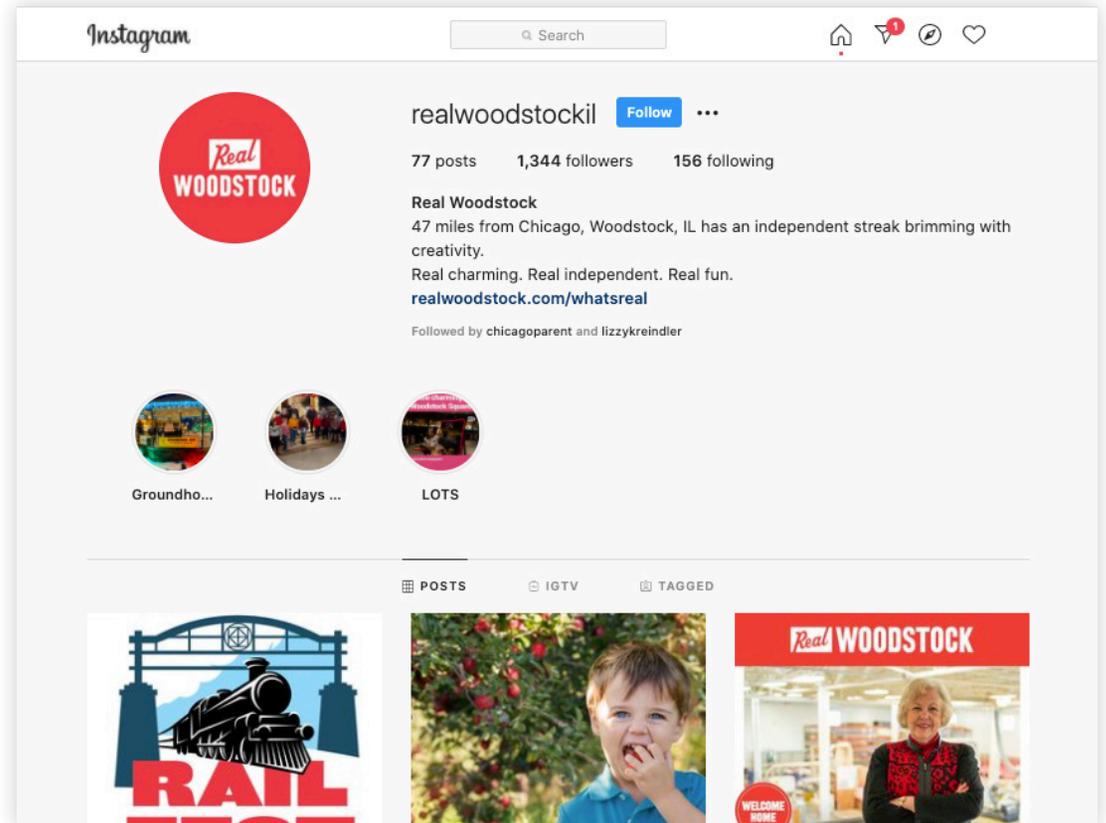
Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

# Instagram Metrics



**13%**  
Increase  
in Followers  
Since January 2019

- **Currently 1,345 followers**
- **Average reach of 685 per post**
- **Average impressions of 930 per post**
- **Average of 56 likes per post**



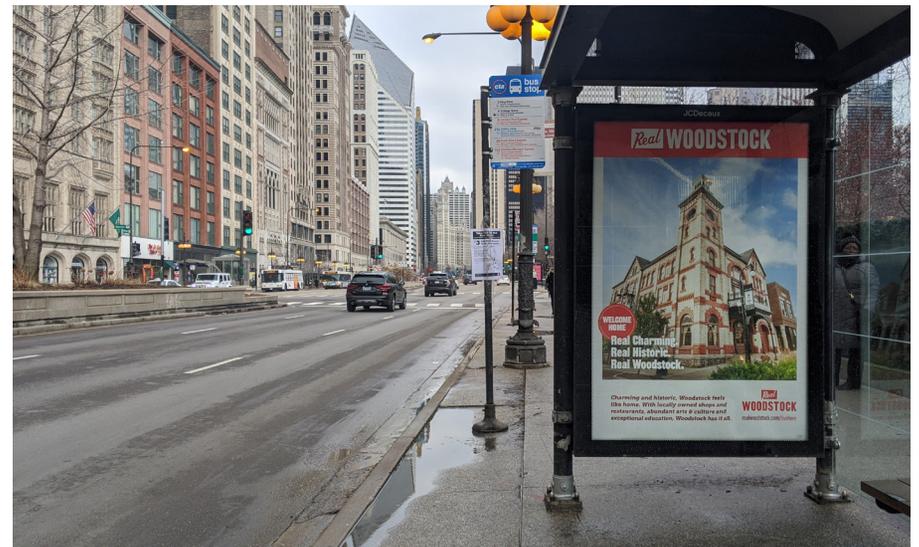
# Chicago Wolves

- 17 Home Games February - April (paused in March due to Covid)
  - Added value: One banner ad in two Wolves e-newsletters, one concourse table, 50+ lower-level tickets
  - Eight remaining games to rollover to 2020-21 season
  - Total: \$5,000
- 
- 892,000 impressions for arena takeover
  - 70,000 recipients on Wolves email list; the Real Woodstock email was sent twice
  - More than 710,000 attended Chicago Wolves games last season
  - Wolves TV reaches 360,000 viewers per season



# Downtown Bus Shelters

- Ran 2/17/20 - 3/15/20
  - 3 Paid Spots, 3 Bonus Spots
  - Total: \$5,000
- 
- Estimated four week impressions: 600,000 plus bonus impressions
  - JCDecaux bus shelter ads in six locations downtown and in Loop including Michigan Avenue and LaSalle & Madison
  - 75% of boards lasted eight weeks or more at no charge



# Woodfield Mall

- Ran 2/24/20 - 3/22/20
  - 8 Paid Spots, 2 Bonus Spots
  - Total: \$6,400
- 
- Estimated four week impressions: 11 million
  - Largest shopping mall in Illinois with 27 million visitors annually
  - About 50% of the boards are currently up at no charge



# Woodstock Independent Ads

a5 Branding  
& Digital

**Real**  
WOODSTOCK

- Monthly full-page ad
- Weekly half-page ad
- Monthly digital ad
- Total: \$4,000 every six months

Named one of the  
**MOST BEAUTIFUL,  
CHARMING SMALL  
TOWNS IN ILLINOIS**  
*by onlyinyourstate.com*

**REAL CHARMING. REAL INDEPENDENT. REAL FUN.** **Real WOODSTOCK**

Welcome to Woodstock, Illinois. Rich with arts and culture, a picturesque town square and a world-renowned Opera House, Woodstock also has an independent streak brimming with creativity and entrepreneurship. Artists and locally-owned businesses are embraced. Our school system is a leader in dual language education. And music, whether rock, folk, jazz, country or classical, fills the air indoors and out most every night.

**Plan a visit. Grow a business. Put down roots.**  
Make a life here in Real Woodstock.



LIKE US ON FACEBOOK  
[fb.me/realwoodstock](https://fb.me/realwoodstock)

FOLLOW US ON INSTAGRAM  
[@realwoodstockil](https://www.instagram.com/realwoodstockil)

DISCOVER MORE AT  
[RealWoodstock.com](https://RealWoodstock.com)



**WELCOME  
HOME**

In Woodstock, our independent streak runs deep and so does creativity, arts and culture. When you enter Read Between the Lynes, one of many independently owned businesses on the beautiful and historic Square, you'll discover Woodstock's charm in the people you meet, and in the books you uncover. Welcome home.

[realwoodstock.com/livehere](https://realwoodstock.com/livehere)

**REAL CHARMING. REAL INDEPENDENT. Real WOODSTOCK**

# Other Collateral

**WOODSTOCK**  
*Illinois*  
COMMUNITY GUIDE 2020

WOODSTOCK CHAMBER OF COMMERCE & INDUSTRY

— **Real** WOODSTOCK —  
**HOLIDAYS**  
**2019**

*Named one of the*  
**BEST CHRISTMAS TOWNS IN ILLINOIS**  
*by uslivinganddate.com*

**BRAD COLE TRIO**  
SUNDAY, JUNE 23 AT 7PM / STAGE LEFT CAFE

New York Recording Artist  
First Appearance in Wood  
TICKETS \$15

Presented by: **WOODSTOCK**, **STAGE LEFT CAFE**, **WOODSTOCK OPERA HOUSE**, **WOODSTOCK UNIVERSITY**

**WOODSTOCK FOLK WEEKEND**  
JULY 19 TO 21

**ROBBIE FULKS**  
FRIDAY AT 8PM  
WOODSTOCK OPERA HOUSE

**GREG BROWN WITH BO RAMSEY**  
SATURDAY AT 8PM  
WOODSTOCK OPERA HOUSE

**CARI RAY & THE SHAKY LE**  
SUNDAY AT 10:30PM  
WOODSTOCK SQUARE

From Robbie Fulks and Greg Brown at the Woodstock Opera House on Folk Festival on Sunday, music fills the historic square indoors and out with performances include Dan Crenshaw, Dan Hedberg and Woodhouse. The 1st First Moon Landing and Moonwalk (exactly 50 years ago) and the 50th

**WOODSTOCK**

**LAUGHSTOCK**

SATURDAY, AUGUST 17 AT 8PM  
WOODSTOCK OPERA HOUSE

**FOUR COMICS, ONLY \$25!**

LEARN MORE AT  
[REALWOODSTOCK.COM](http://REALWOODSTOCK.COM)

**WOODSTOCK** **WOODSTOCK UNIVERSITY**

**Rock Stock**

ENJOY A FREE ROCK CONCERT LIVE ON THE WOODSTOCK SQUARE

JUNE 8, JULY 6 & AUGUST 10, 2019  
WOODSTOCK, IL

Woodstock, Illinois

**LIGHTING SQUARE**  
of the

**FRIDAY, NOVEMBER 29**  
FROM 5-9PM

**Real** WOODSTOCK

**March 2020 to  
June 2020:  
Covid Response**

# Covid “Support Local” on Web

- Turned the web site into a repository of hours and offerings for residents, businesses and the community
- The list includes nearly 80 businesses, restaurants, retailers and nonprofits and is updated weekly

The screenshot shows a website with a red navigation bar containing the following links: ABOUT, WHAT'S REAL, EVENTS, NEWS, PLACES TO STAY, CONTACT.

The main content area features a red banner with the text: **REAL WOODSTOCK STANDS FOR COMMUNITY**. Below this, it says "Support local businesses, non-profits and your community". There are three icons in a row: a delivery truck, a gift card, and a dollar sign. Below each icon is a text label: "Order for Pickup or Delivery", "Buy a Gift Card", and "Donate to an Area Non-Profit". At the bottom of the banner is the **Real WOODSTOCK** logo.

To the right of the banner, the text reads: **Support the local economy and keep jobs in Woodstock. See the lists below for local restaurants, retailers and nonprofits—and how you can support the Woodstock community.**

Below this, it says: "You can support local restaurants, food service providers, retailers and businesses through takeout, delivery, online ordering and outdoor dining."

Further down, it says: "Please refer to restaurant/business websites and social media for latest updates. Additional resources for latest announcements are the [“Woodstock Restaurant & Cafe Options During COVID-19” Facebook Group](#), [Woodstock Chamber of Commerce and Industry](#) and [VisitMcHenryCounty.com](#)."

At the bottom, it says: "To make updates, additions or corrections, please [email us](#)."

# Covid “Support Local” Woodstock Independent Ad

## REAL WOODSTOCK STANDS FOR COMMUNITY

.....

In these difficult times, the Woodstock community continues to come together. While non-essential businesses are closed, you can support your community in a number of ways.

Learn more at  
[RealWoodstock.com](http://RealWoodstock.com)



### Order for Pickup or Delivery

Your favorite restaurants and stores have gotten creative and are offering meals, products, specials and even cocktails to go. Call or order online for curbside pickup and delivery.



### Buy a Gift Card

Shop online and purchase gift cards from local retailers and restaurants, and you are helping Woodstock businesses keep the doors open and lights on.



### Donate to an Area Non-Profit

We are living through a public health, economic and mental health crisis. Your support now will help an organization, its clients—and your community.

# Covid "Support Local" on Facebook

## Sample Post

**Real Woodstock**  
Published by Taylee Pardi [?] · May 13 · 🌐

On Saturday, May 16, shop virtually at participating Woodstock retailers during a Facebook Live shopping event. Support local retailers, participate in your community and see familiar faces you've been missing - all from home.

Shop Woodstock Live schedule:  
11am - Hattie & Myrt  
11:15am- Hempstock Pharms ... [See More](#)




**Performance for Your Post**

**13,500** People Reached

**433** Reactions, Comments & Shares 📊

<b>334</b> Like	<b>249</b> On Post	<b>85</b> On Shares
<b>28</b> Love	<b>19</b> On Post	<b>9</b> On Shares
<b>4</b> Wow	<b>4</b> On Post	<b>0</b> On Shares
<b>1</b> Sad	<b>1</b> On Post	<b>0</b> On Shares
<b>10</b> Comments	<b>4</b> On Post	<b>6</b> On Shares
<b>56</b> Shares	<b>56</b> On Post	<b>0</b> On Shares

**668** Post Clicks

<b>91</b> Photo Views	<b>66</b> Link Clicks 📊	<b>511</b> Other Clicks 📊
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**NEGATIVE FEEDBACK**

1 Hide Post      0 Hide All Posts  
1 Report as Spam      0 Unlike Page

Insights activity is reported in the Pacific time zone.  
Ads activity is reported in the time zone of your ad account.

**13,500**  
People Reached

**1,101**  
Engagements

[Boost Again](#)

Boosted on May 13, 2020      Completed  
By John Harris

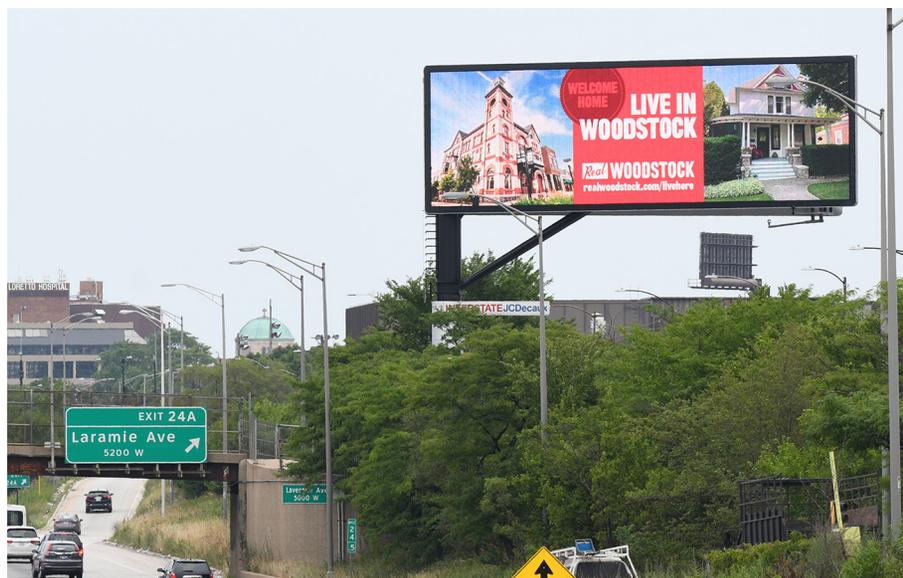
People Reached	<b>8.0K</b>	Post Engagement	<b>852</b>
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[View Results](#)

**July 2020 to  
September 2020:  
As More  
Reopened**

# Co-op Program - Outdoor Billboards

- Ran 7/13/20 - 8/9/20
- Total cost was \$4,500. Of that, \$2,900 (more than 50%) was covered by co-op
- Eight billboards for one week
- Two billboards for four weeks
- One West Loop bus shelter, cost covered 100% by co-op
- Tremendous value - Stayed up beyond purchased time



# Co-op Program - Star 105.5

- Ran 7/13/20 - 7/30/20
- \$6,000 total, fully co-oped, no investment from Real Woodstock
- (48) :60 second commercials, (60) live on-air mentions, (30) shared recorded promos, (3) social media posts, (1) eBlast, All business logos on star105.com
- These ads promoted Woodstock at a time when, due to Covid, regional community travel took the place of tourism

 **Real Woodstock**  
Published by Taylee Pardi [?] · July 17 at 2:25 PM · 🌐

Listen to [Star 105.5 McHenry County](#) to win gift cards and other prizes from local shops and businesses in Woodstock!

Thank you to our co-op partners: [D&A Salon Apothecary](#), [Clearchoice Services, Inc](#), [Pioneer Center for Human Services](#), [Ehrke's Appliance](#), [The Cherry Tree Inn Bed and Breakfast](#), [OWC Marketing #GroupD360](#), [Studio 2015 Jewelers](#), [Thumbies and Buddies Keepsakes](#), [Hempstock Pharms](#), [By Michelle Custom Furniture & Design](#), [Casting Whimsy](#), [Hattie & Myrt](#), [Wolf Eye Care](#), [Woods...](#) [See More](#)



 **Real Woodstock**  
Published by Taylee Pardi [?] · July 14 at 7:17 AM · 🌐

Listen to [Star 105.5 McHenry County](#) to win gift cards and other prizes from local shops and businesses in Woodstock. Listen throughout the day starting with [Joe Cicero](#) and Tina with the Morning Show and later with DJ Clinto in the afternoon to win prizes, including gift cards, services and more.

Thank you to our co-op partners for participating!

In Real Woodstock, community comes first. Support local.... [See More](#)



STAR105.COM  
**Win BIG and shop LOCAL | Star 105.5**  
Win gift cards & other prizes from local shops & businesses in...

# Real Estate Promotion

- Given Covid, we refocused on the resident attraction campaign to capitalize on the increase in low interest rates and trend of people moving out of cities
- Established realtor focus groups to understand where residents are coming from and what they are looking for
- Sent real estate promotion e-newsletters. No additional cost associated with this

No images? [Click here](#)

**Real WOODSTOCK**

**Woodstock, Illinois:  
Real Convenient Location.  
Real Community. Real Fun.**

**WELCOME HOME**

It's easy to fall in love with Woodstock, IL. From shopping and dining at independently owned businesses on and off the charming Woodstock Square to abundant recreational activities, the friendly, welcoming vibe will make you want to return— and think about moving here. Whether you are looking for excellent education, a creative community filled with arts and culture or your next home, Woodstock has it all.

[Browse Our Current Real Estate Listings. Find Your Next Home in Woodstock.](#)



**4312 McCauley Road, Woodstock**

Bed: 3 | Bath: 2 | 1,620 SF | \$379,900

- **40 realtors have been invited to contribute listings**
- **Since July 2020, five Real Estate e-newsletters have been sent**
- **Open rates of 15.6% to 19.7%**
- **Click rates of 1.8% to 2.5%**

# Woodstock Rail Fest

- Collaborated with MD Trains to create an event to attract visitors to Woodstock at a time when regional community travel has taken the place of tourism
- On October 10 & 11, model railroads will be in storefront windows on the Woodstock Square

**FREE ADMISSION!**

# RAIL FEST WOODSTOCK

**SATURDAY, OCTOBER 10<sup>TH</sup> 10AM - 5PM**  
**SUNDAY, OCTOBER 11<sup>TH</sup> 10AM - 4PM**  
**ON THE WOODSTOCK SQUARE, WOODSTOCK, ILLINOIS**

Explore a variety of model railroads exhibited in storefront windows on the charming and historic Woodstock Square. Whether you are a model rail enthusiast or looking for family fun, see the trains and enjoy Woodstock's local businesses, vintage and artisan boutiques, and independently owned restaurants.

**Real WOODSTOCK**  
 REALWOODSTOCK.COM

**Real Woodstock**  
 Published by Taylee Pardi [?] · September 23 at 2:40 PM · 🌐

Woodstock Rail Fest is on Saturday, October 10 from 10am to 5pm and Sunday, October 11 from 10am to 4pm.

Explore a variety of model railroads exhibited in storefront windows on the charming and historic Woodstock Square.

Whether you are a model rail enthusiast or looking for family fun, see the trains and enjoy Woodstock's local businesses, vintage and artisan boutiques, and independently owned restaurants.

**Performance for Your Post**

**2,875** People Reached

**113** Reactions, Comments & Shares

67 Like	31 On Post	36 On Shares
3 Love	1 On Post	2 On Shares
23 Comments	6 On Post	17 On Shares
20 Shares	20 On Post	0 On Shares

**116** Post Clicks

19 Photo Views	1 Link Clicks	96 Other Clicks
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**NEGATIVE FEEDBACK**

1 Hide Post	1 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

**Get More Likes, Comments and Shares**  
 When you boost this post, you'll show it to more people.

**2,875** People Reached      **229** Engagements      [Boost Post](#)

👍👎 32      3 Comments 20 Shares



# National Manufacturing Month

- Created a Woodstock Manufacturing Ad to place in the Independent and in e-newsletter, web and social
- This economic development ad highlights how Woodstock is united despite pandemic
- Manufacturing has stayed strong during difficult times and employment rates have not seen as much of an impact
- Celebrate local business

**We Celebrate  
Woodstock  
Manufacturers**

**OCTOBER**  
*National  
Manufacturing  
Month*  
**2020**

A&A Magnetics, Inc.  
AdvanTech Plastics LLC  
Alliance Contractors, Inc  
American AdBag  
American Packaging Machinery, Inc.  
Arntzen Corporation  
Berry Global Inc.  
BestMetal Corporation  
Bigfoot Construction Equipment, Inc  
BTM Industries, Inc.  
Bull Valley Hardwood, Inc  
Catalent, Inc.  
Charter Dura-Bar, Inc.

Dordan Manufacturing Company  
Dougherty Enterprises, Inc.  
Emtech Machining & Grinding, Inc.  
EPS Solutions  
Ethereal Confections  
Flocon, Inc.  
Fox Tool & Manufacturing, Inc.  
Frawley LED, Inc.  
GAMA Electronics, Inc.  
Global Component Manufacturing Inc.  
GRO Products  
Groves Incorporated

Guardian Electric Manufacturing Co  
Guy's E. Paper, LLC  
Holzlager Brewing Company  
Kraft Foods H.J. Heinz Company Brands LLC  
LandAirSea Systems, Inc.  
Lester L. Brossard & Co.  
Lindsay Metal Madness, Inc.  
Luster Leaf Products, Inc  
MAC Automation Concepts  
Matrix 4 Inc.  
Migatron Corporation  
Miller-Midwestern Die Co.  
Mommy Knows Best

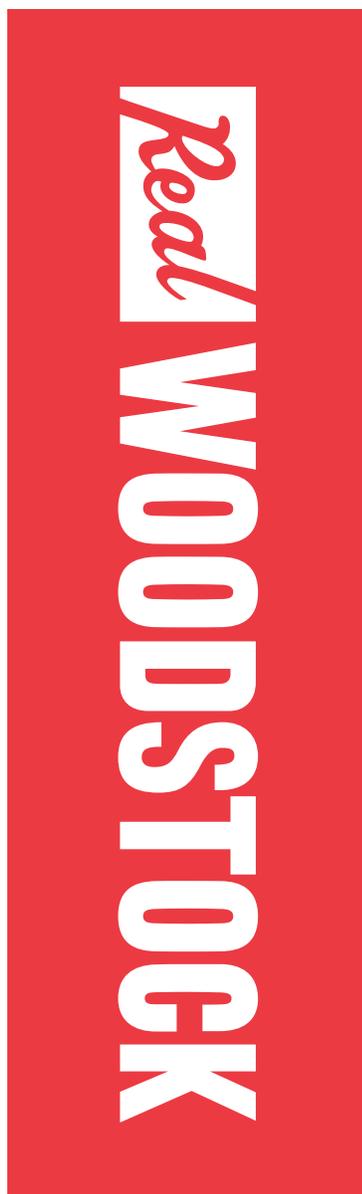
Other World Computing, Inc.  
Pacific Custom Components Corporation  
Phoenix Woodworking Corporation  
Precision Vision  
Premier Woodworking Concepts, Ltd.  
R&B Products, Inc.  
Rodifer Enterprises, Inc  
Royal Coil, Inc.  
Serien Manufacturing, Inc  
ShadowView Brewing  
Sno-Belt Industries Inc.  
Sotos Pallets Inc.

Spinco Tool & Fabricating Inc  
Superior X-Ray Tube Company  
T&K Tool & Manufacturing Company  
VG Pallet Inc  
EPS Solutions  
Wm. J. Kline & Company, Inc.  
Woolf Distributing Co Inc.  
ZeroNine Manufacturing Co., Inc.

**Real** WOODSTOCK  
RealWoodstock.com

# New Street Banners

- Created new Real Woodstock branded street banners on and off the Square that promote visiting, shopping, dining and living in Woodstock



**October 2020 to  
April 2021**

# 2020/21 Objectives

- **Build co-op advertising program with local businesses/organizations (So far, we have run co-op programs for advertising with Star 105.5 and JCDecaux outdoor billboards)**
- **Increase media spend**
- **Effectively manage professional service provider spend to maximize return on investment**
- **Expand collaboration with city departments to develop and solidify a unified branding approach**
- **Leverage partnership with Visit McHenry County to expand Real Woodstock branding opportunities through collaboration**

# What's Next

- Placement with Star 105.5 program from October to April (includes 00:15 and 00:60 spots)
- Launch Groundhog Day walking tour video in Q4 2020
- New Resident “Welcome to Woodstock” Kit Q4 2020
- Website relaunch with visitor marketing campaign Q1 2021
- Develop community video series
- Create vacant storefront signage marketing campaign
- Create RW song/jingle
- Continue to look for outdoor signs with good value and high impressions
- Continue Independent Ads from November to April
- Transfer management of web/e-news/social media
- Continue to conduct realtor focus groups and send real estate e-newsletters

# **a5 Branding & Digital**

## 2020-2021 Proposed Media Spend - TO BE UPDATED

Location	Advertising Option	OPTION 1 \$80,000	OPTION 2 \$120,000	OPTION 3 \$180,000
All	Web			
	Google AdWords	\$2,000	\$5,000	\$5,000
	Email			
	Social	\$3,000	\$5,000	\$5,000
Woodstock/ McHenry County	Woodstock Independent	\$2,500	\$5,000	\$5,000
	Northwest Herald	\$5,000	\$5,000	\$10,000
	Star 105.5	\$2,500	\$5,000	\$5,000
Northwest Suburbs	Daily Herald	\$5,000	\$5,000	\$10,000
	Chicago Wolves	\$10,000	\$10,000	\$10,000
	Metra*	\$15,000	\$15,000	\$15,000
	JCDecaux (Woodfield Mall)	\$2,500	\$5,000	\$10,000
Chicago	Metra*	\$10,000	\$15,000	\$15,000
	JCDecaux	\$2,500	\$5,000	\$10,000
	View Chicago	\$0	\$5,000	\$10,000
	Cubs	\$5,000	\$5,000	\$25,000
Rockford	Outdoor (Lamar)	\$5,000	\$5,000	\$10,000
	Radio	\$0	\$2,500	\$2,500
	Rockford IceHogs	\$0	\$5,000	\$5,000
Milwaukee	Outdoor	\$5,000	\$5,000	\$10,000
	Milwaukee Admirals	\$0	\$5,000	\$10,000
Lake Geneva	Outdoor	\$5,000	\$5,000	\$5,000
	Boat	\$0	\$2,500	\$2,500
		<b>\$80,000</b>	<b>\$120,000</b>	<b>\$180,000</b>

\* Metra spends are split in two locations because the spend would be spread across both Chicago and the NW Suburbs

**MINUTES**  
**WOODSTOCK CITY COUNCIL**  
City Council Chambers  
October 6, 2020

A regular meeting of the Woodstock City Council was called to order at 7:00 PM on Tuesday, October 6, 2020, by Mayor Sager in the Council Chambers at Woodstock City Hall. Mayor Sager noted this meeting of the Woodstock City Council is being held under the Mayor's Emergency Declaration with Council members attending remotely and those attending at City Hall observing social distancing. He stated it is being livestreamed as is the City's policy. Inviting all to participate, Mayor Sager explained the procedures to be used by the City Council, City Staff, and the Public to join today's meeting, including how comments may be made and questions asked. Mayor Sager explained the Consent Calendar.

A roll call was taken.

**COUNCIL MEMBERS PRESENT IN THE COUNCIL CHAMBERS:** Mayor Brian Sager.

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

**COUNCIL ABSENT:** None.

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

**STAFF ATTENDING REMOTELY:** Assistant City Manager/Finance Director Paul Christensen, City Attorney Ruth Schlossberg, IT Director Dan McElmeel, Building and Zoning Director Joe Napolitano, Public Works Director Jeff Van Landuyt, Economic Development Director Garrett Anderson, Library Director Nick Weber, and City Engineer Chris Tiedt.

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

**OTHERS PRESENT REMOTELY:** Friends of the Old Courthouse Board President Julie Miller.

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

### **III. FLOOR DISCUSSION**

#### **Donation to the Woodstock Public Library by the Don Witty Family**

Mayor Sager stated many individuals in the community have known the Witty family for a number of years. He stated he is taken with their corporate citizenship and their dedication to the larger community.

Mayor Sager stated members of the Witty family are present remotely this evening to make a contribution to the Woodstock Public Library in honor of their father, Don. He noted Don Witty was a role model in terms of public service, talking about his many contributions to organizations in

Woodstock, including serving on the Woodstock Public Library Board for 30 years. He also acknowledged Mr. Witty's wife of many years, the talented artist Jill Witty, and their children and grandchildren.

Mayor Sager noted \$5,000 in contributions went to the Library in Mr. Witty's name, to which the family is adding \$15,000 for a total donation of \$20,000. He stated this money will be used for the Donald Witty Reference Desk, which is a center of information for the community.

Mayor Sager expressed both his and the community's deep gratitude to the family for this donation and to Mr. Witty for his many contributions to the community, noting he was the ultimate community-minded individual.

Library Director Nick Weber expressed the Library's gratitude and thanked the family for this contribution, noting how much he and staff valued the donation and the time Mr. Witty gave to the Library and the community, noting he was a strong proponent of the Library. Mr. Weber noted this donation is doubly wonderful in this difficult time. He stated his hope the Library will dedicate the Donald Witty Reference Desk in the near future and that the family will attend.

Mayor Sager stated his pleasure at having a number of members of the Witty family attending remotely this evening, acknowledging and welcoming them.

On behalf of the Witty family, Peter Witty thanked the Mayor and Mr. Weber for their kind words. He stated his father was a great believer in small towns and believed Woodstock was the greatest of them. He talked about the significance his father felt the Woodstock Public Library brought to the community, stating his father felt a library was the glue of any small town.

Councilman Tebo noted he has known the Witty family since moving to Woodstock, stating he does not think one can find a better family. He stated Don Witty was a great friend and it is great to see him honored.

Mayor Sager stated the community began to rise up because of the contributions made by Mr. Witty over the years. On behalf of the City Council, the Library Board, and the community, he thanked Mr. Witty for his years of service. He stated he knows this took his time away from Mr. Witty's family and thanked them as well for their contribution. He stated the Donald Witty Reference Desk will bring great opportunities to many generations yet to come.

#### **Friends of the Old Courthouse Donation**

Julie Miller, President of the Friends of the Old Courthouse Board, stated she is proud to present a check in the amount of \$10,000 to be used for the restoration of the Old Courthouse and Sheriff's House, donating a total of \$40,000 on behalf of their group to this project. She talked about the purpose of the Friends' group and the various fundraisers held to raise these funds.

Mayor Sager thanked Ms. Miller and the Friends' group for their donations and their hard work on behalf of the Old Courthouse.

#### **Proclamation – Manufacturing Month in Woodstock**

Mayor Sager stated it is his honor to proclaim October as Manufacturing Month in Woodstock, noting the importance and significance of manufacturing in Woodstock including to the tax base and to its employees.

Without objection, the City Council adopted and accepted a *Proclamation Honoring Manufacturing Month in Woodstock October 2020*. Mayor Sager read the proclamation for all to hear.

Mayor Sager extended his gratitude to the manufacturing community and to each individual engaged in that sector for their contributions to the life of the Woodstock community.

**Public Comments**

There were no comments forthcoming from the Public.

**Council Comments**

There were no comments forthcoming from the City Council.

**IV. CONSENT AGENDA**

Motion by M. Turner, second by G. Tebo, to approve the Consent Agenda.

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

- Item D-6 – Ordinance – City Code Parking Amendment, No Parking Greenley Street by a member of the Public and supported by Councilman Turner

In response to a question from Mayor Sager, the following questions or comments were forthcoming from the Public or the City Council concerning items on the Consent Agenda.

Item D-9 – Ordinance – Surplus Equipment Disposal

Mayor Sager made a correction to this item, noting the sign in question is at the intersection of Kishwaukee Valley Road and Route 14, not at the intersection of Calhoun and Eastwood.

Lighting of the Square Commission Report

Mayor Sager noted the City Council had, at a previous meeting, asked Staff to take a look at all suggestions brought forward concerning Lighting of the Square. He stated they did so, putting many hours in to see if the Lighting of the Square could take place safely during these times, considering various factors. He stated they concluded it would be better to hold a virtual Lighting that will be filmed and made available to the Public. Mayor Sager stated businesses were surveyed, and the majority are in agreement. He noted the Gingerbread House Walk will be held virtually as well.

There were no Public comments on items remaining on the Consent Agenda.

Mayor Sager affirmed the Consent Agenda to include items A through D-5 and D-7 through D-12 as follows:

**A. MINUTES OF PREVIOUS MEETING**  
September 15, 2020 City Council Budget Workshop

**B. WARRANTS**                    #3923                    #3924                    #3925

**C. MINUTES AND REPORTS**

Board of Fire and Police Commissioners	June 1, 2020
Economic Development Commission	June 4, 2020
Economic Development Commission	September 3, 2020
Environmental Commission	June 4, 2020
Environmental Commission	July 13, 2020
Historic Preservation Commission	June 4, 2020
Old Courthouse and Sheriff's House Advisory Commission & Historic Preservation Commission Joint Meeting	May 18, 2020
Plan Commission	September 24, 2020
Police Pension Commission	January 14, 2020
Police Pension Commission	April 20, 2020
Woodstock Public Library Trustees	May 14, 2020
Woodstock Public Library Trustees	June 11, 2020
Woodstock Public Library Trustees	July 9, 2020
Human Resources Monthly Report	August 2020
Department of Public Works Monthly Report	August 2020
Lighting of the Square Committee Report	October 2020

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

- 1. Ordinance – Reimbursement of COVID-19 Expenses – CURES Program** – Approval of Ordinance 20-O-70, identified as Document 1, *An Ordinance Pertaining to the Local Cure Program*, 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** – Approval of Ordinance 20-O-71, identified as Document 2, *An Ordinance Approving a Final Plat for Kensington Resubdivision at the Northwest Corner of Lake Avenue and American Way, Woodstock, Illinois*
- 3. Ordinance – Zoning Map Amendment, 124 N. Madison Street** – Approval of Ordinance 20-O-72, identified as Document 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.*
- 4. Ordinance – Zoning Map Amendment, 304 W. Calhoun Street** – Approval of Ordinance 20-O-73, identified as Document 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.*
- 5. Purchase – Schryver Avenue Property** – 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.

- 7. Award of Contract – Custodial Services** – Authorization to waive the requirement for competitive bids and 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 \$6,073 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** – 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** – Approval of Ordinance 20-0-74, identified as Document 7, *An Ordinance Authorizing the Disposal of Items of Personal Property Owned by the City of Woodstock*, designating these items to be surplus property and authorizing and directing the City Manager to dispose of said property as allowed by law.
- 10. Award of Contract – Waste Water Treatment Plant Facility Plans** – 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** – 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** – Authorization for the City Manager to approve a request to erect a tent on the public way and the continued closure of Benton Street until November 30, 2020.

A roll call vote was taken on items A through D-5 and D-7 through D-12.

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

Item D-6 – Ordinance – City Code Parking Amendment, No Parking Greenley Street

Lee Wilson, Lake Avenue, stated her property backs up to Greenley Street and expressed her objection to the proposed action, noting she has lived there for 23 years and there has never been a problem.

Describing the location of her home, she stated there was nowhere for her guests to park except on Greenley Street and described the problems the proposed action would create for her especially during holiday gatherings.

At the request of Mayor Sager, Mr. Van Landuyt described how this proposed action came about, noting the requester stated cars are continually going over the curb damaging the parkway when trying to park on Greenley Street because of the narrow width of the road. Mr. Van Landuyt stated a survey was sent to the neighbors with Mrs. Wilson being the only resident to negatively respond. He noted one option would be for Mrs. Wilson's guest to park on Vine Street.

Mr. Van Landuyt confirmed Mayor Sager's statements that this street was actually and historically an alley, which became a residential street and is the reason why it is only 18-feet wide and presents various vehicular challenges, including parking, going over the curb and damage to the parkway. He noted it is not a high-traffic area.

Discussion ensued concerning various answers to the identified challenges, including the proposed action. Suggestions discussed included establishment of No Parking only on the petitioner's side of the street; turning a portion of right-of-way into a public parking area, perhaps using a portion of Mrs. Wilson's or other private property; making Greenley a one-way street; and having a "no parking here to corner" area. At the request of Mayor Sager, City Engineer Chris Tiedt provided information on the right of way and sidewalks on Greenley. In response to a question from Mrs. Wilson, Mayor Sager explained the location of the public right-of-way. Councilman Turner expressed support of moving the parking away from Mr. Hill's area and to Mrs. Wilson's side of the street. Councilman Prindiville expressed support of moving the parking to the other side of the street, but questioned using gravel to create a parking area, opining it would detract from the appearance of the street.

Dave Hill, 140 Greenley, noted the request did not come from only him. Noting he owns two properties fronting on Greenley, he described the configuration of the street with other properties having side yards and backing up to Greenley. He stated there is a very low curb and the various issues and problems he has had due to the configuration of the street and people parking on the parkway. He stated this street is below the standards of the City and opined it should not support parking. In response to a question from Councilman Turner, Mr. Hill confirmed the problem is people parking on the parkway, which causes ruts.

Mary Ann Hill, 140 Greenley, agreed the problem is the ruts caused by people parking on the parkway, but opined allowing parking on either side of the street will not solve the problem, stating there is not enough space for parked cars and two cars driving in the opposite direction.

Mayor Sager suggested postponing this item to a time specific so Staff can look into the various suggestions and have conversations with the residents to find a satisfactory approach and then bring this request back to the Council for further consideration. Councilman Prindiville requested that those

who spoke this evening reach out to Council to discuss the situation. Councilman Turner asked Staff to look at implementation of a one-way street and using part of the north side of the street for parking.

Motion by M. Turner, second by J. Prindiville, to postpone Item D-6 – Ordinance – City Code Parking Amendment, No Parking Greenley Street to a time specific, namely the next regular City Council meeting on October 20, 2020.

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

#### **V. FUTURE AGENDA ITEMS**

There were no additions or deletions to the Future Agendas.

#### **VI. ADJOURN**

Motion by G. Tebo, second by L. Lohmeyer, to adjourn this regular meeting of the Woodstock City Council to the next regular meeting to be held at 7:00 PM on Tuesday, October 20, 2020 in the Council Chambers at City Hall.

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

The meeting was adjourned at 8:23 PM.

Respectfully submitted,

Cindy Smiley  
City Clerk

Name	Department	Total Gross
BARKULIS, KENNETH	BUILDING & ZONING	2,832.00
BERTRAM, JOHN	BUILDING & ZONING	3,396.80
FALSETTI, MEGAN	BUILDING & ZONING	2,033.60
HERFF, KATHLEEN	BUILDING & ZONING	1,040.13
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	91.40
COSGRAY, ELIZABETH	CITY MANAGER	1,539.20
FLYNN, DARRIN	CITY MANAGER	500.00
HOWIE, JANE	CITY MANAGER	3,243.60
LOHMEYER, LISA	CITY MANAGER	500.00
PIERSALL, WENDY	CITY MANAGER	500.00
PRINDIVILLE, JAMES	CITY MANAGER	500.00
SMILEY, CINDY	CITY MANAGER	416.00
STELFORD III, ROSCOE	CITY MANAGER	6,818.66
TEBO, GORDON	CITY MANAGER	500.00
TURNER, MICHAEL	CITY MANAGER	500.00
WILLCOCKSON, TERESA	CITY MANAGER	3,040.06
GRIMWADE, TONY	CROSSING GUARDS	11.55
JANIGA, JOSEPH	CROSSING GUARDS	265.65
LENZI, RAYMOND	CROSSING GUARDS	11.55
LUCKEY, ROBERT	CROSSING GUARDS	11.55
MONACK, KIM	CROSSING GUARDS	557.76
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	1,428.39
BRADLEY, KATHERINE	LIBRARY	2,000.67
CAMPBELL, SARAH JANE	LIBRARY	660.93
CEREDA, VALERIA	LIBRARY	993.44
CZISCHKI, KAYLE	LIBRARY	50.00
DAWDY, KIRK	LIBRARY	2,442.75
DEL SANTO, MARYANN	LIBRARY	1,059.64
GESSERT, ELIZABETH	LIBRARY	225.00
GROSECLOSE, PAMELA	LIBRARY	1,960.67
HANSEN, MARTHA	LIBRARY	3,518.95
HUGHES, JEFFREY	LIBRARY	160.00
MILLER, LISA	LIBRARY	2,163.20

Name	Department	Total Gross
NAUERT, MARY LOU	LIBRARY	240.00
OLEARY, CAROLYN	LIBRARY	2,275.20
PALMQUIST, PEGGY	LIBRARY	352.08
REWOLDT, BAILEY S	LIBRARY	1,955.92
ROSSI, LISA	LIBRARY	630.81
SMILEY, BRIAN	LIBRARY	500.00
TOTTON SCHWARZ, LORA	LIBRARY	2,942.14
TRIPP, KATHRYN	LIBRARY	2,090.46
WEBER, NICHOLAS P	LIBRARY	4,698.26
WICKERSHEIM, SHAWN	LIBRARY	902.49
ZAMORANO, CARRIE	LIBRARY	2,439.67
CAMPBELL, DANIEL	OPERA HOUSE	4,070.46
DAWSON, LISA	OPERA HOUSE	435.53
FOGAL, CHRISTINA	OPERA HOUSE	1,035.15
GLEASON, HOLLY	OPERA HOUSE	2,387.02
MCCORMACK, JOSEPH	OPERA HOUSE	2,781.33
PUZZO, DANIEL	OPERA HOUSE	954.81
BIRDSSELL, CHRISTOPHER	PARKS	2,337.60
EDDY, BRANDON	PARKS	2,168.80
KUEHN, CARLIE	PARKS	1,873.60
LECHNER, PHILIP A	PARKS	2,693.70
LESTER, TAD	PARKS	2,445.60
LYNK, CHRIS	PARKS	3,171.56
MASS, STANLEY PHILIP	PARKS	2,489.60
MECKLENBURG, JOHN	PARKS	3,255.10
OLEARY, PATRICK	PARKS	2,833.62
SERPE, ANTHONY	PARKS	184.80
SPRING, TIMOTHY	PARKS	1,873.60
ABRAHAMSEN, SHARON L	POLICE	3,608.80
BERNARDI, NICHOLAS	POLICE	2,616.16
BERNSTEIN, JASON	POLICE	4,054.90
BRANUM, ROBBY	POLICE	4,221.62
BUTLER, MICHAEL	POLICE	2,710.72
CARRENO, IVAN	POLICE	2,521.60
CIPOLLA, CONSTANTINO	POLICE	4,441.60
DEMPSEY, DAVID	POLICE	3,772.00
DIDIER, JONATHAN D	POLICE	1,984.80
DIFRANCESCA, JAN	POLICE	2,718.40
DOLAN, RICHARD	POLICE	3,960.80
EISELSTEIN, FRED	POLICE	3,772.00
FARNUM, PAUL	POLICE	3,306.70
FISCHER, ADAM D	POLICE	3,508.56
FOURDYCE, JOSHUA	POLICE	4,540.00
GALLMAN, CHRISTOPHER	POLICE	2,521.60
GUSTAFSON, SAMUEL	POLICE	2,687.08
GUSTIS, MICHAEL	POLICE	3,789.68
HENRY, DANIEL	POLICE	3,772.01
KAROLEWICZ, ROBIN	POLICE	2,718.40
KIVLEY, MARK	POLICE	2,521.60
KOPULOS, GEORGE	POLICE	4,232.80
KRYSIK, KIMBERLY	POLICE	930.15
LANZ II, ARTHUR R	POLICE	4,725.11
LIEB, JOHN	POLICE	5,460.91

Name	Department	Total Gross
LINTNER, WILLIAM	POLICE	3,772.00
MARSHALL, SHANE	POLICE	3,960.80
MEZA, HECTOR	POLICE	2,891.20
MINNITI, CARLO	POLICE	2,706.41
MORTIMER, JEREMY	POLICE	5,332.05
MRZLAK, CHRISTINE	POLICE	942.50
MUEHLFELT, BRETT	POLICE	3,772.00
NICKELS, THOMAS	POLICE	2,891.20
PARSONS, JEFFREY	POLICE	4,859.66
PETERSON, CHAD	POLICE	325.85
PRENTICE, MATTHEW	POLICE	3,445.60
PRITCHARD, ROBERT	POLICE	5,006.90
RAPACZ, JOSHUA	POLICE	5,371.07
REED, TAMARA	POLICE	2,323.20
REITZ JR, ANDREW	POLICE	3,772.00
SCHMIDT, LUCAS	POLICE	2,781.64
SCHRAW, ADAM	POLICE	3,772.01
SHARP, DAVID	POLICE	3,617.60
SVEHLA, SPENSER	POLICE	2,876.20
SYKORA, SARA	POLICE	471.25
TABAKA, RANDALL S	POLICE	593.66
VALLE, SANDRA	POLICE	3,772.00
VORDERER, CHARLES	POLICE	3,772.00
HICKEY, TIMOTHY	PUBLIC WORKS ADMIN	2,340.00
LEWAKOWSKI, NICOLE	PUBLIC WORKS ADMIN	1,936.80
TIEDT, CHRISTOPHER	PUBLIC WORKS ADMIN	4,538.47
VAN LANDUYT, JEFFREY J	PUBLIC WORKS ADMIN	5,614.93
DUNKER, ALAN	RECREATION CENTER	2,728.13
GARZA, ANNA	RECREATION CENTER	838.86
GRIVNA, JUSTIN	RECREATION CENTER	655.20
GUIF, HANNAH	RECREATION CENTER	495.69
LISK, MARY LYNN	RECREATION CENTER	2,853.66
MAIDMENT, GRACE	RECREATION CENTER	581.48
MILLER, KYLE	RECREATION CENTER	80.00
REESE, AIMEE	RECREATION CENTER	263.73
SCHMITT, RONALD	RECREATION CENTER	466.96
TORREZ, RENEE	RECREATION CENTER	2,487.78
VIDALES, REBECCA	RECREATION CENTER	2,823.81
VIDALS, ABIGAIL	RECREATION CENTER	934.99
WASHINGTON, JONATHAN	RECREATION CENTER	40.00
ZAMORANO, GUILLERMO	RECREATION CENTER	670.45
ZINNEN, JOHN DAVID	RECREATION CENTER	4,786.63
BUTENSCHOEN, GAVIN	SEWER & WATER MAINT	2,314.23
CASTANEDA, CHRISTIAN J	SEWER & WATER MAINT	2,351.04
MAJOR, STEPHEN	SEWER & WATER MAINT	3,133.38
MARTENSON, ALEX	SEWER & WATER MAINT	2,031.33
ORTEGA II, GASPAR	SEWER & WATER MAINT	2,123.63
PARKER, SHAWN	SEWER & WATER MAINT	3,352.01
WILLIAMS, BRYANT P	SEWER & WATER MAINT	2,507.78
BURGESS, JEFFREY	STREETS	2,808.00
CHAUNCEY, JUDD T	STREETS	1,873.60
LOMBARDO, JAMES	STREETS	2,401.19
MARTINEZ JR, MAURO	STREETS	1,941.60

Name	Department	Total Gross
MAXWELL, ZACHARY	STREETS	2,098.92
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
GARRISON, ADAM	WATER TREATMENT	2,711.20
HOFFMAN, THOMAS	WATER TREATMENT	2,711.20
SCARPACE, SHANE	WATER TREATMENT	2,711.83
SMITH, WILLIAM	WATER TREATMENT	3,753.34
WHISTON, TIMOTHY	WATER TREATMENT	2,390.35
Grand Totals:	175	427,227.62

Check #	Payee	Description	Amount		Fund	GL Account Title	GL Account
129134	H W WILSON COMPANY GREY HOUS	FICTION CORE COLLECTION	295.70-	V	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129134:			295.70-				
129492	ATTN: JOHN ZABOROWSKI	RETURN OVERPAYMENT INSURANCE	4,088.83-	V	GENERAL FUND	DUE TO MCMRMA	01-00-0-239
Total 129492:			4,088.83-				
129582	OTIS SETSER	W/S REFUND 203619000-00	29.00-	V	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 129582:			29.00-				
129644	DANIEL WIDMAYER	SOFTBALL OFFICIAL	78.00		GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129644:			78.00				
129645	DON KAMPS CONSULTING	SOFTBALL OFFICIAL	78.00		GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129645:			78.00				
129646	JAY ZINNEN	SCOREKEEPER	84.00		GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129646:			84.00				
129647	JOSE M. ZAMORANO	REC CLEANING	180.00		RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 129647:			180.00				
129648	JUDITH BROWN	FITNESS INSTRUCTOR	200.00		RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129648:			200.00				
129649	MCHENRY COUNTY TRUSTEE PAYME	LOT PURCHASE FOR KIMBALL AREA	795.00		GENERAL FUND-CIP	STORMSEWER IMPROVEMENTS	82-09-7-701
Total 129649:			795.00				
129650	WYATT GRABOW	FITNESS INSTRUCTOR	215.00		RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129650:			215.00				

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129664	ADAMS BROS. GARAGE DOORS	GARAGE DOOR MAINT	1,020.00	GENERAL FUND	SERVICE TO MAINTAIN BUILDINGS	01-07-5-550
Total 129664:			1,020.00			
129665	ADVANTAGE SAFETY PLUS	STREETS MAINTAIN PAVEMENTS	90.81	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 129665:			90.81			
129666	AMERICAN VACTOR SERVICES	STREETS STORM SEWRES	505.00	GENERAL FUND	SERVICE TO MAIN. STORM SEWERS	01-06-5-560
Total 129666:			505.00			
129667	ANDY WILSON	ROW OPENING PERMIT	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129667:			100.00			
129668	ANTHONY DECRAENE	RIGHT OF WAY REFUND	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129668:			100.00			
129669	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
129669	ARAMARK UNIFORM SERVICE	WWT UNIFORMS	45.76	WATER & SEWER UTILITY FUND	UNIFORMS	60-51-4-453
Total 129669:			91.52			
129670	ASSOCIATED ELECTRICAL CONTRAC	PARK ELECTRICAL	290.07	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
Total 129670:			290.07			
129671	ATTN: JOHN ZABOROWSKI	RETURN OVERPAYMENT INSURANCE	4,088.83	GENERAL FUND	DUE TO MCMRMA	01-00-0-239
Total 129671:			4,088.83			
129672	BACKGROUNDS ONLINE	BACKGROUND CHECKS	131.60	GENERAL FUND	TESTING	01-04-5-509
Total 129672:			131.60			
129673	BRANDON EDDY	EMPLOYEE HEALTH REIM 2020	100.00	HEALTH/LIFE INSURANCE FUND	EMPLOYEE PHYSICAL DEVELOPMEN	75-00-5-548

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129673:			100.00			
129674	BRIDGET MCMINN	DANCE INSTRUCTOR	105.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129674:			105.00			
129675	BUCK BROS, INC.	MOWER TIRES AND CAP	71.96	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129675:			71.96			
129676	BULL VALLEY GOLF CLUB	GOLF CLINICS	747.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
129676	BULL VALLEY GOLF CLUB	GOLF CLINICS	1,079.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129676:			1,826.00			
129677	CABAY & COMPANY, INC	PARKS CABAY SUPPLIES	329.65	PARKS FUND	SUPPLIES	06-00-6-606
129677	CABAY & COMPANY, INC	SW CABAY SUPPLIES	59.96	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129677	CABAY & COMPANY, INC	STREETS CABAY	27.21	GENERAL FUND	SUPPLIES	01-06-6-606
129677	CABAY & COMPANY, INC	FLEET CABAY	28.20	GENERAL FUND	SUPPLIES	01-07-6-606
129677	CABAY & COMPANY, INC	CH CABAY PRODUCTS	230.66	GENERAL FUND	SUPPLIES	01-02-6-606
129677	CABAY & COMPANY, INC	PAPER SUPPLIES	57.00	WATER & SEWER UTILITY FUND	SUPPLIES	60-50-6-606
Total 129677:			732.68			
129678	CALL ONE	PHONE - CM	39.66	GENERAL FUND	COMMUNICATIONS	01-01-5-501
129678	CALL ONE	PHONE - FN	40.44	GENERAL FUND	COMMUNICATIONS	01-03-5-501
129678	CALL ONE	PHONE - HR	16.69	GENERAL FUND	COMMUNICATIONS	01-04-5-501
129678	CALL ONE	PHONE - B&Z	40.44	GENERAL FUND	COMMUNICATIONS	01-05-5-501
129678	CALL ONE	PHONE - PW	63.54	GENERAL FUND	COMMUNICATIONS	01-08-5-501
129678	CALL ONE	PHONE - REC	88.77	GENERAL FUND	COMMUNICATIONS	01-09-5-501
129678	CALL ONE	PHONE - ED	15.85	GENERAL FUND	COMMUNICATIONS	01-12-5-501
129678	CALL ONE	PHONE - IT	7.96	GENERAL FUND	COMMUNICATIONS	01-13-5-501
129678	CALL ONE	PHONE - WWW	32.35	AQUATIC CENTER FUND	COMMUNICATIONS	04-00-5-501
129678	CALL ONE	PHONE - REC CNTR	56.08	RECREATION CENTER FUND	COMMUNICATIONS	05-00-5-501
129678	CALL ONE	PHONE - PD	222.54	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
129678	CALL ONE	PHONE - OH	212.69	PERFORMING ARTS	COMMUNICATIONS	07-11-5-501
129678	CALL ONE	PHONE - LIB	144.85	LIBRARY	COMMUNICATIONS	08-00-5-501
129678	CALL ONE	PHONE - WATER/SEWER	1,138.96	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
129678	CALL ONE	PHONE - WT	175.53	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129678	CALL ONE	PHONE - WWT	307.14	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
Total 129678:			2,603.49			
129679	CDW GOVERNMENT, INC.	NEW DISPLAYS	250.38	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129679	CDW GOVERNMENT, INC.	ZEBRA PRINTER DOCK AND BATTERY	279.58	POLICE PROTECTION FUND	EQUIPMENT	03-00-7-720
129679	CDW GOVERNMENT, INC.	NEW TICKET PRINTER	647.42	POLICE PROTECTION FUND	EQUIPMENT	03-00-7-720
129679	CDW GOVERNMENT, INC.	NEW TICKET PRINTER	647.42	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
Total 129679:			1,824.80			
129680	CHARLENE STIER	W/S REIMB204698600-00	102.77	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 129680:			102.77			
129681	CINTAS CORPORATION	CINTAS WPD	83.30	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
129681	CINTAS CORPORATION	FIRST AID KIT & PARK SHOP	75.51	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129681	CINTAS CORPORATION	N PLANT SAFETY CABINETS	102.64	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
Total 129681:			261.45			
129682	CITY OF WOODSTOCK	PARKS PEACE PARK WATER	13.35	PARKS FUND	WATER AND SEWER	06-00-6-613
129682	CITY OF WOODSTOCK	PW WATER	199.80	GENERAL FUND	WATER AND SEWER	01-07-6-613
129682	CITY OF WOODSTOCK	WATER BILL	233.10	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129682	CITY OF WOODSTOCK	WATER MERRYMAN PARK	1,730.45	PARKS FUND	WATER AND SEWER	06-00-6-613
129682	CITY OF WOODSTOCK	WWT #1	73.26	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
129682	CITY OF WOODSTOCK	WWT #2	29.39	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
129682	CITY OF WOODSTOCK	WWT WATER #3	7,565.76	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
Total 129682:			9,845.11			
129683	CITY OF WOODSTOCK - PETTY CASH	POSTAGE	4.65	WATER & SEWER UTILITY FUND	POSTAGE	60-53-6-601
129683	CITY OF WOODSTOCK - PETTY CASH	PW POSTAGE	11.50	GENERAL FUND	POSTAGE	01-08-6-601
129683	CITY OF WOODSTOCK - PETTY CASH	SUPPLIES	8.77	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129683	CITY OF WOODSTOCK - PETTY CASH	SUPPLIES	10.66	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129683	CITY OF WOODSTOCK - PETTY CASH	MCCPA	30.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129683	CITY OF WOODSTOCK - PETTY CASH	SUPPLIES	16.48	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129683	CITY OF WOODSTOCK - PETTY CASH	BOFOC - DONUTS	10.94	POLICE PROTECTION FUND	BOARD OF FIRE/POLICE COM.	03-00-4-455
129683	CITY OF WOODSTOCK - PETTY CASH	POSTAGE	1.20	POLICE PROTECTION FUND	POSTAGE	03-00-6-601
129683	CITY OF WOODSTOCK - PETTY CASH	POSTAGE	10.15	POLICE PROTECTION FUND	POSTAGE	03-00-6-601

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129683:			104.35			
129684	CLARK BAIRD SMITH LLP	LEGAL EXPENSE FOR LABOR/ UNION	183.75	GENERAL FUND	LABOR RELATIONS	01-04-5-503
Total 129684:			183.75			
129685	COMMONWEALTH EDISON	STREET LIGHTS	25.26	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129685	COMMONWEALTH EDISON	EV CHARGING STATION	85.56	GENERAL FUND	SERVICE TO MAIN. STREET LIGHTS	01-06-5-557
Total 129685:			110.82			
129686	COMMUNITY PLUMBING COMPANY	PW DRINKING FOUNTAIN	250.00	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
Total 129686:			250.00			
129687	COPY EXPRESS, INC.	WPL NEWSLETTER	3,026.36	LIBRARY	OUTREACH	08-00-5-536
Total 129687:			3,026.36			
129688	CROWN RESTROOMS	CROWN RESTROOMS	149.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
129688	CROWN RESTROOMS	OTHER COMMUNITY EVENTS	370.00	GENERAL FUND	OTHER COMMUNITY EVENTS	01-11-6-615
129688	CROWN RESTROOMS	CROWN RESTROOMS	149.00	PARKS FUND	SERVICE TO MAINTAIN GROUNDS	06-00-5-551
Total 129688:			668.00			
129689	CURRAN MATERIALS COMPANY	HOT MIX SURFACE	2,724.84	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 129689:			2,724.84			
129690	DANIEL WIDMAYER	SOFTBALL OFFICIAL	52.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129690:			52.00			
129691	DAVID G. ETERNO	ADMINISTRATIVE JUDGE	568.75	ADMIN ADJUDICATION FUND	ADMINISTRATIVE JUDGE	14-00-4-450
Total 129691:			568.75			
129692	DECRAENE'S SERVICE CENTER	TOWING SERVICE	50.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN VEHICLES	03-00-5-553

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129692:			50.00			
129693	DON KAMPS CONSULTING	SOFTBALL OFFICIAL	78.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129693:			78.00			
129694	DTN LLC	STREETS MAINTAIN PAVEMENTS	849.00	MOTER FUEL TAX FUND	SVCE TO MAINTAIN PAVEMENTS	12-00-5-589
Total 129694:			849.00			
129695	DYNEGY ENERGY SERVICES	ELECTRIC	721.26	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	308.99	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	87.79	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	1,157.01	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	819.14	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	ELECTRIC	240.71	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	1,657.88	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	158.33	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	185.75	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	43.18	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	1,648.29	RECREATION CENTER FUND	ELECTRIC	05-00-6-604
129695	DYNEGY ENERGY SERVICES	ELECTRIC	146.50	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	117.08	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	8.00	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	98.09	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	26.65	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	83.49	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	124.62	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	139.40	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	73.76	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	124.82	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	58.05	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	3.54	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	53.05	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	26.79	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	296.68	WATER & SEWER UTILITY FUND	UTILITIES- BOOSTER STATIONS	60-52-5-541
129695	DYNEGY ENERGY SERVICES	ELECTRIC	69.00	WATER & SEWER UTILITY FUND	UTILITIES- LIFT STATIONS	60-52-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	5.38	PARKS FUND	ELECTRICITY	06-00-5-540
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	80.88	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	659.85	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	58.57	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	31.82	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	287.65	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	32.56	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	395.26	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	44.29	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	133.01	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	ELECTRIC	79.87	PARKS FUND	ELECTRICITY	06-00-5-540
129695	DYNEGY ENERGY SERVICES	ELECTRIC	.26	PARKS FUND	ELECTRICITY	06-00-5-540
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	69.25	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	.35	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	6.62	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	ELECTRIC	30.50	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	103.42	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
129695	DYNEGY ENERGY SERVICES	STREET LIGHTS	83.26	MOTER FUEL TAX FUND	STREET LIGHTING	12-00-5-564
Total 129695:			10,580.65			
129696	EMILY SITKIE	DANCE INSTRUCTOR	75.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129696:			75.00			
129697	ESTATE OF ELEANOR SETSER	W/S REFUND 203619000-00	29.00	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371
Total 129697:			29.00			
129698	FLEETMASTER AUTO BODY	SQUAD REPAIR #12	1,277.14	POLICE PROTECTION FUND	SERVICE TO MAINTAIN VEHICLES	03-00-5-553
Total 129698:			1,277.14			
129699	FOREST AWARDS & ENGRAVING	BRASS PLATES-SAGER, O'LEARY	37.60	GENERAL FUND	EMPLOYEE RECOGNITION	01-04-8-811
Total 129699:			37.60			
129700	FOX VALLEY FIRE & SAFETY CO.	RADIO REPAIR	589.50	WIRELESS FUND	SERVICE TO MAINTAIN EQUIPMENT	15-00-5-550
Total 129700:			589.50			
129701	FOXCROFT MEADOWS, INC.	STREETS STORM SEWER	186.30	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129701:			186.30			
129702	GALE/CENGAGE LEARNING, INC	BOOKS	24.00	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129702	GALE/CENGAGE LEARNING, INC	BOOKS	1,785.76	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129702	GALE/CENGAGE LEARNING, INC	BOOKS	30.39	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129702	GALE/CENGAGE LEARNING, INC	BOOKS	24.79	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129702:			1,864.94			
129703	GAVERS ASPHALT PAVING	MATERIAL TO MAINTAIN PAVEMENT	377.52	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129703	GAVERS ASPHALT PAVING	STREETS SALT DOME BUILDING	5,250.00	MOTER FUEL TAX FUND	SALT STORAGE BUILDING	12-00-7-723
129703	GAVERS ASPHALT PAVING	SAND	706.03	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551
Total 129703:			6,333.55			
129704	GESKE & SONS	HOT MIX ASPHALT	207.01	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	584.84	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	290.83	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	73.03	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	93.98	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	214.00	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129704	GESKE & SONS	HOT MIX ASPHALT	115.42	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
Total 129704:			1,579.11			
129705	H R GREEN	PROFESSIONAL SERVICES	8,646.53	GENERAL FUND-CIP	IL ROUTE 47 IDOT IMPROVEMENTS	82-08-7-727
Total 129705:			8,646.53			
129706	H&H ELECTRIC CO	SERVICE TO MAINTAIN TRAFFIC SIGN	474.20	MOTER FUEL TAX FUND	SERVICE TO MAIN. TRAFFIC CONTR	12-00-5-559
Total 129706:			474.20			
129707	HACH COMPANY	POWER SUPPLY FOR SAMPLER	521.95	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129707	HACH COMPANY	POWER SUPPLY FOR SAMPLER	452.00	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129707	HACH COMPANY	POWER SUPPLY SHIPPING RETURN	69.95	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129707	HACH COMPANY	LAB CHEMICALS	2,025.41	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129707:			2,025.41			
129708	HAMPTON, LENZINI & RENWICK INC	2021 RESURFACING DESIGN ENG	121,400.00	GENERAL FUND-CIP	RESURFACING	82-08-7-703
129708	HAMPTON, LENZINI & RENWICK INC	2020 STREET RESURFACING	59,965.30	GENERAL FUND-CIP	RESURFACING	82-08-7-703
129708	HAMPTON, LENZINI & RENWICK INC	2021 RESURFACING DESIGN ENG	121,400.00	GENERAL FUND-CIP	RESURFACING	82-08-7-703
129708	HAMPTON, LENZINI & RENWICK INC	2019 STREET RESURFACING PROGR	36,433.25	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 129708:			339,198.55			
129709	HAWKINS, INC.	SODIUM THIOSULFATE NORTH	628.17	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
129709	HAWKINS, INC.	SODIUM THIOSULFATE SOUTH	303.67	WATER & SEWER UTILITY FUND	CHEMICALS	60-51-6-607
Total 129709:			931.84			
129710	HI VIZ INC	TRAFFIC CONTROLS	75.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
129710	HI VIZ INC	SIGNS	90.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
129710	HI VIZ INC	SIGNAGE	162.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
129710	HI VIZ INC	SIGNS	60.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
Total 129710:			387.00			
129711	HUB INTERNATIONAL MIDWEST WES	CONSULTING FEE	10,125.00	HEALTH/LIFE INSURANCE FUND	PROFESSIONAL SERVICES	75-00-5-503
Total 129711:			10,125.00			
129712	HUNTINGTON NATIONAL BANK	PUMP	1,085.90	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-50-6-621
129712	HUNTINGTON NATIONAL BANK	COMPOSTER FOR GARDENS	91.10	GENERAL FUND	COMMUNITY GARDEN HOLDING ACC	01-00-0-213
129712	HUNTINGTON NATIONAL BANK	MATERIALS	277.20	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
129712	HUNTINGTON NATIONAL BANK	VOLUNTEER MANAGEMENT	17.00	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
129712	HUNTINGTON NATIONAL BANK	REFUND	14.95	PARKS FUND	UNIFORMS	06-00-4-453
129712	HUNTINGTON NATIONAL BANK	REFUND	1.99	PARKS FUND	UNIFORMS	06-00-4-453
129712	HUNTINGTON NATIONAL BANK	STAGE LEFT REGISTER	20.00	PERFORMING ARTS	SUPPLIES & MATERIALS	07-13-6-606
129712	HUNTINGTON NATIONAL BANK	REGISTRATION	10.00	GENERAL FUND	TRAVEL AND TRAINING	01-04-4-452
129712	HUNTINGTON NATIONAL BANK	TRAINING REGISTRATION	95.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129712	HUNTINGTON NATIONAL BANK	TICKET PURCHASES	54.10	ESCROW FUND	OPERA HOUSE TICKETS	72-00-0-215
129712	HUNTINGTON NATIONAL BANK	PRINTER BATTERIES	109.24	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
129712	HUNTINGTON NATIONAL BANK	SERIAL ADAPTER & COMPOUND	27.68	GENERAL FUND-CIP	COMPUTER NETWORK	82-01-7-704
129712	HUNTINGTON NATIONAL BANK	SDI JACKS	44.90	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	DISPOSABLE MASKS	15.97	LIBRARY	SUPPLIES	08-00-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129712	HUNTINGTON NATIONAL BANK	PATCH PANEL	14.95	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	PH INDICATOR	186.76	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
129712	HUNTINGTON NATIONAL BANK	PHOTO SUPPLIES	114.74	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129712	HUNTINGTON NATIONAL BANK	MILEAGE CLUB	15.22	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
129712	HUNTINGTON NATIONAL BANK	LIQUOR LICENSE/CERT PAPER	11.29	GENERAL FUND	SUPPLIES	01-01-6-606
129712	HUNTINGTON NATIONAL BANK	RETURN CURTAIN -FITNESS STUDIO	87.00-	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129712	HUNTINGTON NATIONAL BANK	WALL MOUNTED FAN	188.94	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129712	HUNTINGTON NATIONAL BANK	LANDSCAPE MATERIALS	175.84	PARKS FUND	LANDSCAPE MATERIALS	06-00-6-609
129712	HUNTINGTON NATIONAL BANK	CRAFT PROGRAM	5.24	LIBRARY	SUPPLIES	08-00-6-606
129712	HUNTINGTON NATIONAL BANK	MEZA BASIC SWAT SCHOOL	777.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129712	HUNTINGTON NATIONAL BANK	4475 PUMP MANUAL	26.87	GENERAL FUND	MATERIAL TO MAINTAIN EQUIPMENT	01-07-6-621
129712	HUNTINGTON NATIONAL BANK	CRAFT SUPPLIES	43.55	LIBRARY	SUPPLIES	08-00-6-606
129712	HUNTINGTON NATIONAL BANK	TOILET DYE TABS	298.04	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606
129712	HUNTINGTON NATIONAL BANK	STAFF DINNER	201.42	LIBRARY	TRAVEL & TRAINING	08-00-4-452
129712	HUNTINGTON NATIONAL BANK	DEBRIEF LUNCH W/DEVELOPER	24.44	GENERAL FUND	EXPANSION/RETENTION SERVICES	01-12-5-536
129712	HUNTINGTON NATIONAL BANK	BULLETIN BOARD SUPPLIES	10.76	GENERAL FUND	PRINTING SERVICES/ ADVERTISING	01-09-5-537
129712	HUNTINGTON NATIONAL BANK	POWER CONDITIONER FOR BOOTH	149.00	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	SOCIAL DISTANCING FLOOR STICK	22.98	PERFORMING ARTS	SUPPLIES	07-11-6-606
129712	HUNTINGTON NATIONAL BANK	WEBINAR REGISTRATION	49.00	GENERAL FUND	TRAVEL AND TRAINING	01-04-4-452
129712	HUNTINGTON NATIONAL BANK	RACK MOUNT ACCESSORY SHELVES	218.77	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	BOOK CARTS - COVID	2,454.18	LIBRARY	SUPPLIES	08-00-6-606
129712	HUNTINGTON NATIONAL BANK	CRAFT SUPPLIES	16.00	LIBRARY	SUPPLIES	08-00-6-606
129712	HUNTINGTON NATIONAL BANK	MUMS	25.00	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129712	HUNTINGTON NATIONAL BANK	GLOVES	74.99	GENERAL FUND	SUPPLIES	01-06-6-606
129712	HUNTINGTON NATIONAL BANK	GLOVES	51.40	GENERAL FUND	SUPPLIES	01-06-6-606
129712	HUNTINGTON NATIONAL BANK	BIODEGRADABLE STAKES	157.98	GENERAL FUND	SUPPLIES	01-06-6-606
129712	HUNTINGTON NATIONAL BANK	SPACE CARPETED STUDIO RACK	169.99	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	COFFEE MACHINE FOR STAGE LEFT	2,447.20	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	TRIPOD AND BANDSTAND MP3 PLAYE	274.94	PERFORMING ARTS	EQUIPMENT	07-11-7-720
129712	HUNTINGTON NATIONAL BANK	PARKS FOR BEES	112.43	PARKS FUND	SUPPLIES	06-00-6-606
129712	HUNTINGTON NATIONAL BANK	PHOTO SUPPLIES	39.07	POLICE PROTECTION FUND	SUPPLIES	03-00-6-606
129712	HUNTINGTON NATIONAL BANK	RED PAINT	60.47	PARKS FUND	SUPPLIES	06-00-6-606
129712	HUNTINGTON NATIONAL BANK	LIBRARY PROGRAMS	53.99	LIBRARY	LIBRARY PROGRAMS	08-00-8-812
129712	HUNTINGTON NATIONAL BANK	CRACK REPAIR - TENNIS COURTS	822.26	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
129712	HUNTINGTON NATIONAL BANK	CONFERENCE REGISTRATION	50.95	GENERAL FUND	TRAVEL AND TRAINING	01-05-4-452
129712	HUNTINGTON NATIONAL BANK	CONFERENCE REGISTRATION	50.95	GENERAL FUND	TRAVEL AND TRAINING	01-05-4-452
129712	HUNTINGTON NATIONAL BANK	WATER FILTERS/EXER HANDLES	175.89	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
129712	HUNTINGTON NATIONAL BANK	EMAIL SERVICE	95.00	GENERAL FUND	PRINTING SERVICES/ ADVERTISING	01-09-5-537
129712	HUNTINGTON NATIONAL BANK	REGISTRATION REFUND	50.95-	GENERAL FUND	TRAVEL AND TRAINING	01-05-4-452
129712	HUNTINGTON NATIONAL BANK	VOLLEYBALL NET	133.74	PARKS FUND	SUPPLIES	06-00-6-606

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129712	HUNTINGTON NATIONAL BANK	SYMPOSIUM REGISTRATIOIN	199.00	LIBRARY	TRAVEL & TRAINING	08-00-4-452
129712	HUNTINGTON NATIONAL BANK	BENCHES	773.70	GENERAL FUND	RECREATION EQUIPMENT	01-09-6-611
129712	HUNTINGTON NATIONAL BANK	DRONE TRAINING - PRITCHARD	160.00	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
129712	HUNTINGTON NATIONAL BANK	FAREWELL GIFT FOR PAT B	50.00	LIBRARY	TRAVEL & TRAINING	08-00-4-452
129712	HUNTINGTON NATIONAL BANK	REGISTRATION	99.00	GENERAL FUND	TRAVEL AND TRAINING	01-04-4-452
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - CM	42.40	GENERAL FUND	COMMUNICATIONS	01-01-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - FN	60.20	GENERAL FUND	COMMUNICATIONS	01-03-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - PD	49.52	POLICE PROTECTION FUND	COMMUNICATIONS	03-00-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - BZ	124.69	GENERAL FUND	COMMUNICATIONS	01-05-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - PW	292.09	GENERAL FUND	COMMUNICATIONS	01-08-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - REC	87.70	GENERAL FUND	COMMUNICATIONS	01-09-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - ED	42.40	GENERAL FUND	COMMUNICATIONS	01-12-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - IT	89.80	GENERAL FUND	COMMUNICATIONS	01-13-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - WATER/SEWER	196.37	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-52-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - WATER	75.11	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
129712	HUNTINGTON NATIONAL BANK	CELL PHONE - WASTE WATER TREAT	96.10	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-51-5-501
129712	HUNTINGTON NATIONAL BANK	NERCOM-KELTRON BACKUP	40.85	WIRELESS FUND	COMMUNICATIONS	15-00-5-501
129712	HUNTINGTON NATIONAL BANK	SCADA CONNECTIONS	103.87	WATER & SEWER UTILITY FUND	COMMUNICATIONS	60-50-5-501
129712	HUNTINGTON NATIONAL BANK	GLOVES	39.98	GENERAL FUND	SUPPLIES	01-06-6-606
129712	HUNTINGTON NATIONAL BANK	RACE PACKET TO CALIFORNIA	13.65	GENERAL FUND	POSTAGE	01-09-6-601
129712	HUNTINGTON NATIONAL BANK	RETURN	125.26	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129712	HUNTINGTON NATIONAL BANK	DOMAIN REGISTRATION	400.00	GENERAL FUND	CITY WEBSITE	01-13-5-556
129712	HUNTINGTON NATIONAL BANK	ANNUAL TRAINING	485.00	POLICE PENSION	TRAVEL & TRAINING	70-00-4-452
129712	HUNTINGTON NATIONAL BANK	ZOOM SUBSCRIPTION	279.90	GENERAL FUND	SERVICE TO MAINTAIN EQUIPMENT	01-13-5-552
129712	HUNTINGTON NATIONAL BANK	ADOBE SUBSCRIPTION	33.99	GENERAL FUND	DUES/SUBSCRIPTIONS/BOOKS	01-12-4-454
129712	HUNTINGTON NATIONAL BANK	ADOBE SUBSCRIPTION	33.99	PERFORMING ARTS	DUES & SUBSCRIPTION	07-11-4-454
129712	HUNTINGTON NATIONAL BANK	COOLING FAN	200.44	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129712	HUNTINGTON NATIONAL BANK	ANNUAL TRAINING	1,455.00	POLICE PENSION	TRAVEL & TRAINING	70-00-4-452
Total 129712:			16,893.93			
129713	IMAGE ONE FACILITY SOLUTIONS, IN	NOVEMBER JANITORIAL SERVICE	1,169.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
129713	IMAGE ONE FACILITY SOLUTIONS, IN	COVID CLEANING SPRAY WPD	1,000.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 129713:			2,169.00			
129714	INGRAM LIBRARY SERVICES	BOOKS	243.79	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
Total 129714:			243.79			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129715	IPS INC	WATER FEATURES	20,000.00	GENERAL FUND-CIP	AQUATIC CENTER UPGRADES	82-02-7-722
Total 129715:			20,000.00			
129716	JAMIE PIERCE	DANCE INSTRUCTOR	90.00	GENERAL FUND	INSTRUCTOR CONTRACTS	01-09-5-512
Total 129716:			90.00			
129717	JAY ZINNEN	SCOREKEEPER	84.00	GENERAL FUND	ATHLETIC OFFICIALS	01-09-5-513
Total 129717:			84.00			
129718	JILL FLORES	FITNESS INSTRUCTOR	456.75	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129718:			456.75			
129719	JIM HENRY INC.	EMPLOYEE SERVICE AWARDS	1,071.76	GENERAL FUND	EMPLOYEE RECOGNITION	01-04-8-811
Total 129719:			1,071.76			
129720	JOSE CRUZ	RIGHT OF WAY REFUND	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129720:			100.00			
129721	JOSE M. ZAMORANO	REC CLEANING	180.00	RECREATION CENTER FUND	SERVICE TO MAINTAIN EQUIPMENT	05-00-5-552
Total 129721:			180.00			
129722	JS COMMUNICATIONS TECHNOLOGIE	OUTDOOR WARNING SIGN SERVICE	508.75	POLICE PROTECTION FUND	SERVICE TO MAINTAIN EQUIPMENT	03-00-5-552
Total 129722:			508.75			
129723	KRISTIE GIVEN	PROGRAM FEE REFUND	40.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129723:			40.00			
129724	L & S ELECTRIC	SERVICE ON GRINDER MOTOR	2,357.00	WATER & SEWER UTILITY FUND	SERVICE TO MAINTAIN EQUIPMENT	60-51-5-552
Total 129724:			2,357.00			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129725	LAKESIDE INTERNATIONAL LLC	CAB HARNESS	116.12	GENERAL FUND	MATERIALS TO MAIN. VEHICLES	01-06-6-622
129725	LAKESIDE INTERNATIONAL LLC	KEY CYLINDERS	175.73	WATER & SEWER UTILITY FUND	MATERIALS TO MAINT. VEHICLES	60-52-6-622
Total 129725:			291.85			
129726	LANDSCAPE FORMS, INC.	GARBAGE CANS	870.00	PARKS FUND	MATERIAL TO MAINTAIN GROUNDS	06-00-6-623
Total 129726:			870.00			
129727	LOGSDON OFFICE SUPPLY	OFFICE SUPPLIES	65.48	GENERAL FUND	SUPPLIES	01-05-6-606
Total 129727:			65.48			
129728	MARIA RAMOS	REC PROGRAM REFUND	35.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129728:			35.00			
129729	MCGRATH CONSULTING GROUP INC	COMP & CLASS STUDY	10,500.00	GENERAL FUND	CLASSIFICATION PLAN MAINT.	01-04-5-560
Total 129729:			10,500.00			
129730	MCMASTER-CARR SUPPLY COMPANY	GRINDER SUPPLIES	96.55	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
Total 129730:			96.55			
129731	MDC ENVIRONMENTAL SERVICES	RECYCLE TOTERS	900.00	ESCROW FUND	RECYCLE TOTES	72-00-0-274
129731	MDC ENVIRONMENTAL SERVICES	GARBAGE STICKERS	5,700.00	ESCROW FUND	GARBAGE STICKERS	72-00-0-272
129731	MDC ENVIRONMENTAL SERVICES	YARDWASTE STICKERS	8,550.00	ESCROW FUND	YARD WASTE STICKERS	72-00-0-271
Total 129731:			15,150.00			
129732	MENARDS	SUPPLIES	59.67	GENERAL FUND	SUPPLIES	01-06-6-606
129732	MENARDS	STREETS TRAFFIC CONTROL	191.68	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
129732	MENARDS	SUPPLIES	109.98	GENERAL FUND	SUPPLIES	01-06-6-606
129732	MENARDS	SUPPLIES	38.99	GENERAL FUND	SUPPLIES	01-06-6-606
129732	MENARDS	RC POOL CHEMICALS	21.88	RECREATION CENTER FUND	POOL CHEMICALS	05-00-6-607
129732	MENARDS	RC DRILL BITS, COFFEE, COURT 2	43.32	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129732	MENARDS	GARDEN HOSE	77.96	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129732	MENARDS	TRIM, NAILS, TAPE	138.12	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN BUILDING	60-51-6-620
129732	MENARDS	SUPPLIES	50.88	WATER & SEWER UTILITY FUND	SUPPLIES	60-50-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129732	MENARDS	INOVAIR BUILDING SUPPLIES	50.25	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN BUILDING	60-51-6-620
129732	MENARDS	RC DEHUMIDIFIER	168.35	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129732	MENARDS	GRINDER SUPPLIES	31.82	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129732	MENARDS	RC FLOOR CLEANER	24.94	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129732	MENARDS	RC DOOR KEYPAD	123.98	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129732	MENARDS	GRINDER SUPPLIES	11.63	WATER & SEWER UTILITY FUND	MATERIAL TO MAINTAIN EQUIP.	60-51-6-621
129732	MENARDS	PW REPAIR SUPPLIES	14.35	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
129732	MENARDS	REPAIRS AT WWW	29.63	AQUATIC CENTER FUND	MATERIAL TO MAINTAIN BUILDING	04-00-6-620
129732	MENARDS	PARKS SUPPLIES	5.04	PARKS FUND	SUPPLIES	06-00-6-606
129732	MENARDS	SUPPLIES	58.66	GENERAL FUND	SUPPLIES	01-06-6-606
129732	MENARDS	SOAP	19.59	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129732	MENARDS	RENOVATION TO COURT 2	17.25	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
Total 129732:			1,287.97			
129733	MICHAEL LAWLER	633 SHUBERT ST.	100.00	ESCROW FUND	RIGHT OF WAY PERMITS	72-00-0-217
Total 129733:			100.00			
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	8,894.89	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	13,620.40	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	722.12	PARKS FUND	ELECTRICITY	06-00-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	338.29	PARKS FUND	ELECTRICITY	06-00-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	3,923.59	WATER & SEWER UTILITY FUND	UTILITIES	60-50-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	7,279.50	WATER & SEWER UTILITY FUND	UTILITIES	60-51-5-540
129734	MIDAMERICAN ENERGY SERVICES LL	ELECTRIC	184.41	AQUATIC CENTER FUND	ELECTRIC	04-00-6-604
Total 129734:			34,963.20			
129735	MIDWEST PAPER RETRIEVER	RECYCLING	5.00	LIBRARY	PROFESSIONAL SERVICES	08-00-5-518
Total 129735:			5.00			
129736	MIDWEST SALT LLC	SALT FIRST ST	2,909.75	WATER & SEWER UTILITY FUND	SALT	60-50-6-610
Total 129736:			2,909.75			
129737	MIDWEST TAPE	LIBRARY ADB, ACD, DVD	509.17	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740
129737	MIDWEST TAPE	LIBRARY ACD & DVD	97.40	LIBRARY	BOOKS & OTHER LIBRARY MATERIAL	08-00-7-740

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129737:			606.57			
129738	NALCO CROSSBOW WATER	DI EXPRESS, CARBON CARTRIDGE, F	252.02	WATER & SEWER UTILITY FUND	LAB CHEMICALS	60-51-6-615
Total 129738:			252.02			
129739	NICOR	NICOR SOUTH PLANT	51.29	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-51-6-603
129739	NICOR	GAS SEMINARY	632.23	WATER & SEWER UTILITY FUND	FUEL-HEATING	60-50-6-603
Total 129739:			683.52			
129740	OTTOSEN DINOLFO	LEGAL	400.00	POLICE PENSION	LEGAL	70-00-5-502
Total 129740:			400.00			
129741	PARAMOUNT FENCE	STREETS MAINTAIN PAVEMENTS	1,900.00	GENERAL FUND	SERVICE TO MAINTAIN PAVEMENTS	01-06-5-555
Total 129741:			1,900.00			
129742	PDC LABORATORIES, INC.	COLIFORM TESTING	150.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-50-5-509
129742	PDC LABORATORIES, INC.	LAB SERVICES	2,035.00	WATER & SEWER UTILITY FUND	LABORATORY TESTING SERVICES	60-50-5-509
Total 129742:			2,185.00			
129743	PETER BOZIC	FACADE IMPROVEMENT PROGRAM	5,000.00	TAX INCREMENT FINANCING FUND	FACADE IMP. PROGRAM	41-00-7-723
Total 129743:			5,000.00			
129744	PLOTE CONSTRUCTION INC	2020 STREET RESERFACING	588,842.80	GENERAL FUND-CIP	RESURFACING	82-08-7-703
Total 129744:			588,842.80			
129745	PRAIRIECATE	PRAIRIE CAT MEMBERSHIP	8,256.50	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 129745:			8,256.50			
129746	PROQUEST INFORMATION & LEARNI	NEWSPAPER DATA BASE	2,255.76	LIBRARY	ELECTRONIC ACCESS	08-00-5-517

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129746:			2,255.76			
129747	QUILL CORPORATION	INK CARTRIDGES	417.66	LIBRARY	SUPPLIES	08-00-6-606
129747	QUILL CORPORATION	WPL SUPPLIES	59.29	LIBRARY	SUPPLIES	08-00-6-606
129747	QUILL CORPORATION	TAX FORMS	110.65	GENERAL FUND	SUPPLIES	01-03-6-606
Total 129747:			587.60			
129748	RALPH'S GENERAL RENT-ALL	PARKS RENTAL	846.72	PARKS FUND	EQUIPMENT RENTAL	06-00-5-543
Total 129748:			846.72			
129749	RANGER REDI MIX INC	STORM SEWER REPAIR MATERIALS	4,225.00	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
129749	RANGER REDI MIX INC	STREETS STORMSEWER	475.00	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
129749	RANGER REDI MIX INC	CONCRETE FOR SIDEWALK PROGRA	685.50	GENERAL FUND	MATERIALS TO MAIN. PAVEMENTS	01-06-6-627
129749	RANGER REDI MIX INC	STORM SEWER REPAIR MATERIALS	538.00	GENERAL FUND	MATERIALS TO MAIN. STORM SWRS	01-06-6-625
Total 129749:			5,923.50			
129750	READY REFRESH BY NESTLE	5 GALLON BOTTLES OF WATER	43.91	WATER & SEWER UTILITY FUND	LAB CHEMICALS	60-51-6-615
Total 129750:			43.91			
129751	SHOWCASES	PREMIUM ECO-FRIENDLY 12 CD ALB	17.52	LIBRARY	SUPPLIES	08-00-6-606
129751	SHOWCASES	PREMIUM ECO-FRIENDLY 12 CD ALB	311.04	LIBRARY	SUPPLIES	08-00-6-606
129751	SHOWCASES	PROCESSING SUPPLIES	251.42	LIBRARY	SUPPLIES	08-00-6-606
Total 129751:			579.98			
129752	STANDARD CHAIR OF GARDNER	MAYOR RETIREMENT	319.00	GENERAL FUND	TRAVEL & TRAINING	01-01-4-452
Total 129752:			319.00			
129753	STATELINE TECHNOLOGIES	IT SUPPORT	2,776.00	LIBRARY	ELECTRONIC ACCESS	08-00-5-517
Total 129753:			2,776.00			
129754	STUART & KATHLEEN DULL	WS 104165200-03	181.62	WATER & SEWER UTILITY FUND	WATER & SEWER SALES	60-00-3-371

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129754:			181.62			
129755	SUSAN NIEVES	REFUND FOR DANCE	43.00	GENERAL FUND	RECREATION PROGRAM FEES	01-00-3-327
Total 129755:			43.00			
129756	SYNAGRO TECHNOLOGIES INC	SLUDGE DISPOSAL	9,569.00	WATER & SEWER UTILITY FUND	SLUDGE DISPOSAL	60-51-5-551
Total 129756:			9,569.00			
129757	TANYA THOMAS	REC CENTER REFUND	180.00	RECREATION CENTER FUND	MONTHLY MEMBERSHIPS	05-00-3-326
Total 129757:			180.00			
129758	THIRD MILLENNIUM ASSOCIATES, INC	UTIL BILL PRINT OCT 2020	456.57	ENVIRONMENTAL MANAGEMENT FUN	PRINTING EXPENSE	90-00-5-537
Total 129758:			456.57			
129759	THOMPSON ELEVATOR INSPECTION	ELEVATOR INSPECTIONS	100.00	GENERAL FUND	ELEVATOR INSPECTION FEES	01-05-5-567
129759	THOMPSON ELEVATOR INSPECTION	ELEVATOR INSPECTIONS	533.00	GENERAL FUND	ELEVATOR INSPECTION FEES	01-05-5-567
129759	THOMPSON ELEVATOR INSPECTION	ELEVATOR INSPECTIONS	451.00	GENERAL FUND	ELEVATOR INSPECTION FEES	01-05-5-567
Total 129759:			1,084.00			
129760	TRAFFIC CONTROL AND PROTECTIO	MATERIAL TO MAINTAIN TRAFFIC CO	1,392.00	GENERAL FUND	MATERIALS TO MAIN. TRAFFIC CTL	01-06-6-629
Total 129760:			1,392.00			
129761	ULINE ATTN: ACCOUNTS RECEIVABLE	STREETS SUPPLIES	312.72	GENERAL FUND	SUPPLIES	01-06-6-606
Total 129761:			312.72			
129762	ULTRA STROBE COMMUNICATIONS	UTV UPFIT	3,377.35	POLICE PROTECTION FUND	EQUIPMENT	03-00-7-720
Total 129762:			3,377.35			
129763	UNITED LABORATORIES	SUPPLIES	295.77	WATER & SEWER UTILITY FUND	SUPPLIES	60-52-6-606

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129763:			295.77			
129764	UPS	SHIPPING	23.19	GENERAL FUND	POSTAGE	01-05-6-601
129764	UPS	SHIPPING	5.79	GENERAL FUND	POSTAGE	01-13-6-601
129764	UPS	SHIPPING	79.17	GENERAL FUND	UPS HOLDING ACCOUNT	01-00-0-212
Total 129764:			108.15			
129765	USA BLUEBOOK	ADAPTER AND PAPER	121.33	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
129765	USA BLUEBOOK	LAB CHEMICALS	501.17	WATER & SEWER UTILITY FUND	LABORATORY CHEMICALS	60-50-6-615
129765	USA BLUEBOOK	SURGE PROTECTOR FOR BLOWERS	299.66	WATER & SEWER UTILITY FUND	SUPPLIES	60-51-6-606
Total 129765:			922.16			
129766	VERTIV CORPORATION	UPS BATTERY SERVICE	1,862.00	POLICE PROTECTION FUND	SERVICE TO MAINTAIN BUILDING	03-00-5-550
Total 129766:			1,862.00			
129767	VIKING CHEMICAL COMPANY	CHLORINE GAS	1,956.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
129767	VIKING CHEMICAL COMPANY	CYLINDER CREDIT	1,290.00	WATER & SEWER UTILITY FUND	CHEMICALS	60-50-6-607
Total 129767:			666.00			
129768	WAL-MART COMMUNITY	REC CENTER MUMS	15.68	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129768	WAL-MART COMMUNITY	RC VENDING SUPPLIES	21.54	RECREATION CENTER FUND	PROGRAM SUPPLIES	05-00-6-612
129768	WAL-MART COMMUNITY	REC CENTER MUMS	25.66	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129768	WAL-MART COMMUNITY	RC BATTERIES	7.26	RECREATION CENTER FUND	MATERIAL TO MAINTAIN EQUIPMENT	05-00-6-621
129768	WAL-MART COMMUNITY	GOODIE BAGS VIRTUAL RACE	17.14	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 129768:			87.28			
129769	WILL ENTERPRISES	TEAM AWARDS MEN'S SOFTBALL	545.68	GENERAL FUND	PROGRAM SUPPLIES	01-09-6-612
Total 129769:			545.68			
129770	WILLIAM LINTER	LINTNER GREAT MEALS	202.93	POLICE PROTECTION FUND	TRAVEL & TRAINING	03-00-4-452
Total 129770:			202.93			

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
129771	WINDY CITY CLEANING EQUIPMENT	WASH BAY	96.49	GENERAL FUND	MATERIAL TO MAINTAIN BUILDINGS	01-07-6-620
Total 129771:			96.49			
129772	WINDY CITY LIGHTS	HOLIDAY LIGHTS	14,190.00	GENERAL FUND	CHRISTMAS LIGHTING	01-11-6-608
Total 129772:			14,190.00			
129773	WOLD ARCHITECTS AND ENGINEERS	TRAIN STATION IMPROVEMENTS	5,682.60	GENERAL FUND	A/R- METRA	01-00-0-126
Total 129773:			5,682.60			
129774	WOODSTOCK FIRE & RESCUE DISTR	2020 2% FOREIGN FIRE INSURANCE	42,849.59	GENERAL FUND	DUE TO/FROM OTHER FUNDS	01-00-0-230
Total 129774:			42,849.59			
129775	WOODSTOCK LUMBER COMPANY	PLEXI GLASS REC CENTER	110.26	RECREATION CENTER FUND	MATERIAL TO MAINTAIN BUILDING	05-00-6-620
129775	WOODSTOCK LUMBER COMPANY	STREETS SUPPLIES	294.75	GENERAL FUND	SUPPLIES	01-06-6-606
129775	WOODSTOCK LUMBER COMPANY	STREETS SIDEWALK	189.76	MOTER FUEL TAX FUND	SIDEWALK REPLACEMENT	12-00-7-721
129775	WOODSTOCK LUMBER COMPANY	STREETS SUPPLIES	18.77	GENERAL FUND	SUPPLIES	01-06-6-606
129775	WOODSTOCK LUMBER COMPANY	SUPPLIES	96.15	GENERAL FUND	SUPPLIES	01-06-6-606
Total 129775:			709.69			
129776	WYATT GRABOW	FITNESS INSTRUCTOR	110.00	RECREATION CENTER FUND	INSTRUCTORS/PERSONAL TRAINERS	05-00-3-431
Total 129776:			110.00			
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL FEES	1,968.75	GENERAL FUND	LEGAL SERVICES	01-05-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	DISTRESSED PROPERTY - LEGAL	306.25	GENERAL FUND	DISTRESSED PROPERTY PROGRAM	01-05-8-801
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL	2,307.00	GENERAL FUND	LEGAL SERVICES	01-01-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL COVID MATTERS	393.75	GENERAL FUND	LEGAL SERVICES	01-01-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL FINANCE DEPT	393.75	GENERAL FUND	LEGAL EXPENSES	01-03-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL FEES ADJUDICATION	612.50	ADMIN ADJUDICATION FUND	LEGAL SERVICES	14-00-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	TIF#1 LEGAL	1,225.00	TAX INCREMENT FINANCING FUND	LEGAL SERVICES	41-00-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	TIF#2 LEGAL	2,962.50	TIF CIP	LEGAL SERVICES	42-00-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	LEGAL FEES	4,866.40	POLICE PROTECTION FUND	LEGAL EXPENSES	03-00-5-502
129777	ZUKOWSKI ROGERS FLOOD MCARDL	ROUNDAABOUT	3,521.04	GENERAL FUND-CIP	ROUNDAABOUT-SOUTH STREET	82-08-7-726

Check #	Payee	Description	Amount	Fund	GL Account Title	GL Account
Total 129777:			18,556.94			
Grand Totals:			1,249,524.95			

## City of Woodstock

Huntington National Bank - Check #129712

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>LAST NAME</b>	<b>DATE</b>
MIXTECA, INC.	DEBRIEF LUNCH W/DEVELOPER	\$ 24.44	ANDERSON	09/30/2020
HOBBY-LOBBY #0186	CRAFT PROGRAM	\$ 5.24	BRADLEY	09/11/2020
DOLLAR TREE, INC.	CRAFT SUPPLIES	\$ 43.55	BRADLEY	09/06/2020
AMZN MKTP US*MK1EB13D2	RACK MOUNT ACCESSORY SHELVES	\$ 218.77	CAMPBELL	10/03/2020
PAYFLOW/PAYPAL	TICKET PURCHASES	\$ 54.10	CAMPBELL	10/02/2020
AMZN MKTP US*M40C95WH0	POWER CONDITIONER FOR BOOTH	\$ 149.00	CAMPBELL	10/01/2020
AMZN MKTP US*MK9A453F1	SPACE CARPETED STUDIO RACK	\$ 169.99	CAMPBELL	09/30/2020
AMZN MKTP US*M41QR0QU2	TRIPOD AND BANDSTAND MP3 PLAYE	\$ 274.94	CAMPBELL	09/24/2020
SHOPKEEP.COM INC.	STAGE LEFT REGISTER	\$ 20.00	CAMPBELL	09/11/2020
NORLAB INC.	TOILET DYE TABS	\$ 298.04	CHRISTENSEN	09/30/2020
ILLINOIS PUBLIC PENSIO	ANNUAL TRAINING	\$ 1,455.00	CHRISTENSEN	09/17/2020
ILLINOIS PUBLIC PENSIO	ANNUAL TRAINING	\$ 485.00	CHRISTENSEN	09/17/2020
JENKINS ELECTRIC COMPA	COOLING FAN	\$ 200.44	GEORGE	09/10/2020
K-LOG, INC.	BOOK CARTS - COVID	\$ 2,454.18	HANSEN	09/09/2020
IN *SOURCE 4 INDUSTRIE	4475 PUMP MANUAL	\$ 26.87	LAMZ	09/23/2020
PSI SERVICES LLC	DRONE TRAINING - PRITCHARD	\$ 160.00	LANZ	09/28/2020
PAYPAL *NTOA	MEZA BASIC SWAT SCHOOL	\$ 777.00	LANZ	09/10/2020
SAFE KIDS WORLDWIDE	TRAINING REGISTRATION	\$ 95.00	LANZ	09/04/2020
JC LICHT - 1283 - CRYST	RED PAINT	\$ 60.47	LYNK	09/30/2020
DICK'SSPORTINGGOODS.CO	VOLLEYBALL NET	\$ 133.74	LYNK	09/17/2020
AMZN MKTP US*MU9SD4UJ0	PARKS FOR BEES	\$ 112.43	LYNK	09/16/2020
SPARTAN ATHLETIC CO	CRACK REPAIR - TENNIS COURTS	\$ 822.26	LYNK	09/11/2020
KOLZES CORNER GARDENS	LANDSCAPE MATERIALS	\$ 175.84	LYNK	09/01/2020
KOLZES CORNER GARDENS	MATERIALS	\$ 277.20	LYNK	09/02/2020

# City of Woodstock

Huntington National Bank - Check #129712

VENDOR	DESCRIPTION	AMOUNT	LAST NAME	DATE
ADOBE ID CREATIVE CLD	ADOBE SUBSCRIPTION	\$ 33.99	MCELMEEL	10/02/2020
ADOBE ID CREATIVE CLD	ADOBE SUBSCRIPTION	\$ 33.99	MCELMEEL	10/02/2020
AMZN MKTP US*M43FQ0SU0	DISPOSABLE MASKS	\$ 15.97	MCELMEEL	09/28/2020
AMZN MKTP US*M46DM6R12	PRINTER BATTERIES	\$ 109.24	MCELMEEL	09/29/2020
VZWRLSS*MY VZ VB P	NERCOM-KELTRON BACKUP	\$ 40.85	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	SCADA CONNECTIONS	\$ 103.87	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - CM	\$ 42.40	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - FN	\$ 60.20	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - PD	\$ 49.52	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - BZ	\$ 124.69	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - PW	\$ 292.09	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - REC	\$ 87.70	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - ED	\$ 42.40	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - IT	\$ 89.80	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - WATER/SEWER	\$ 196.37	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - WATER	\$ 75.11	MCELMEEL	09/25/2020
VZWRLSS*MY VZ VB P	CELL PHONE - WASTE WATER TREAT	\$ 96.10	MCELMEEL	09/25/2020
ZOOM.US	ZOOM SUBSCRIPTION	\$ 279.90	MCELMEEL	09/20/2020
AMZN MKTP US*M48E14362	SERIAL ADAPTER & COMPOUND	\$ 27.68	MCELMEEL	09/17/2020
AMZN MKTP US*M49OO5CV2	PATCH PANEL	\$ 14.95	MCELMEEL	09/14/2020
AMZN MKTP US*M48Y68JR1	SDI JACKS	\$ 44.90	MCELMEEL	09/14/2020
VRSN DOTGOVREGISTRATIO	DOMAIN REGISTRATION	\$ 400.00	MCELMEEL	09/13/2020
WWW.CGIRES* REGSXKLJPF	REGISTRATION REFUND	\$ (50.95)	NAPOLITANO	09/15/2020
WWW.CGIRES* REGGOZBRAJ	CONFERENCE REGISTRATION	\$ 50.95	NAPOLITANO	09/11/2020
WWW.CGIRES* REGSXKLJPF	CONFERENCE REGISTRATION	\$ 50.95	NAPOLITANO	09/11/2020
FBB*KINGSIZE REWARD	REFUND	\$ (14.95)	PARKER	09/10/2020
FBB*KINGSIZE REWARD	REFUND	\$ (1.99)	PARKER	09/10/2020
AMZN MKTP US*M407L8KW1	PHOTO SUPPLIES	\$ 114.74	PARSONS	09/24/2020
AMZN MKTP US*M43K12KY1	PHOTO SUPPLIES	\$ 39.07	PARSONS	09/24/2020
WPY*ILLINOIS PUBLIC EM	WEBINAR REGISTRATION	\$ 49.00	SCHOBER	09/18/2020
NEPELRA	REGISTRATION	\$ 99.00	SCHOBER	09/15/2020
STATELINE SHRM	REGISTRATION	\$ 10.00	SCHOBER	09/14/2020
HARRINGTON IND PLASTIC	PUMP	\$ 1,085.90	SMITH	09/29/2020

# City of Woodstock

Huntington National Bank - Check #129712

VENDOR	DESCRIPTION	AMOUNT	LAST NAME	DATE
AMZN MKTP US*M48BQ6SA2	SOCIAL DISTANCING FLOOR STICK	\$ 22.98	STELFORD III	09/25/2020
AMAZON.COM*M44CB2L11 A	LIQUOR LICENSE/CERT PAPER	\$ 11.29	STELFORD III	09/12/2020
BUNN-O-MATIC*BUNN CORP	COFFEE MACHINE FOR STAGE LEFT	\$ 2,447.20	STIKA	09/15/2020
AMAZON.COM*MK40K94S2	CRAFT SUPPLIES	\$ 16.00	TRIPP	10/01/2020
AMERLIBASSOC ECOMMERCE	SYMPOSIUM REGISTRATIOIN	\$ 199.00	TRIPP	09/18/2020
AMAZON.COM*M44WW8141 A	LIBRARY PROGRAMS	\$ 53.99	TRIPP	09/16/2020
AMZN MKTP US*MK5296OC0	GLOVES	\$ 39.98	VAN LANDUYT	10/02/2020
AMZN MKTP US*MK7CP5FZ0	GLOVES	\$ 74.99	VAN LANDUYT	10/03/2020
AMZN MKTP US*MK6HG5JO1	GLOVES	\$ 51.40	VAN LANDUYT	10/01/2020
AMZN MKTP US*M49TL4SH0	BIODEGRADABLE STAKES	\$ 157.98	VAN LANDUYT	09/29/2020
AMAZON.COM*MU2ZA7TS0	COMPOSTER FOR GARDENS	\$ 91.10	VAN LANDUYT	09/06/2020
TST* NAPOLI PIZZA	STAFF DINNER	\$ 201.42	WEBER	10/02/2020
WWW.VOLGISTICS.COM	VOLUNTEER MANAGEMENT	\$ 17.00	WEBER	09/07/2020
KOLZES CORNER GARDENS	FAREWELL GIFT FOR PAT B	\$ 50.00	ZAMORANO	09/04/2020
GIH*GLOBALINDUSTRIALEQ	WALL MOUNTED FAN	\$ 188.94	ZINNEN	09/26/2020
IN THE SWIM-CATALOG	PH INDICATOR	\$ 186.76	ZINNEN	09/26/2020
BUILTRITEBLEACHERS	BENCHES	\$ 773.70	ZINNEN	09/22/2020
CRICUT	BULLETIN BOARD SUPPLIES	\$ 10.76	ZINNEN	09/21/2020
FITNESS FINDERS INC	MILEAGE CLUB	\$ 15.22	ZINNEN	09/18/2020
EIG*CONSTANTCONTACT.CO	EMAIL SERVICE	\$ 95.00	ZINNEN	09/14/2020
AMZN MKTP US*M410K4C81	WATER FILTERS/EXER HANDLES	\$ 175.89	ZINNEN	09/10/2020
USPS PO 1686160098	RACE PACKET TO CALIFORNIA	\$ 13.65	ZINNEN	09/09/2020
AMZN MKTP US	RETURN	\$ (125.26)	ZINNEN	09/09/2020
WF* WAYFAIR 1695040171	RETURN CURTAIN -FITNESS STUDIO	\$ (87.00)	ZINNEN	09/03/2020
WOODSTOCK PUBLIC LIBRA	MUMS	\$ 25.00	ZINNEN	09/04/2020
	TOTAL	<u>\$ 16,893.93</u>		

**MINUTES**  
**CITY OF WOODSTOCK**  
**OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION**  
September 21, 2020

The regular meeting of the City of Woodstock Old Courthouse and Sheriff's House Advisory Commission was called to order at 7:00 PM by Chairman Dennis Sandquist on Monday, January 21, 2020 via a Zoom Workshop/Meeting.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Pam Benson, Jim Campion, Tom Ellinghausen, Jacqueline Lechner, Dean Lovewell, David Stumpf, Joseph White, and Chairman Dennis Sandquist.

**STAFF PRESENT:** City Planner/Staff Liaison Darrell Moore.

**OTHERS PRESENT:** Friends of the Old Courthouse Board Member Susan Stelford, Woodstock Independent staff Larry Lough and City Manager Office Assistant Betsy Cosgray.

**2. APPROVAL OF MINUTES**

Motion by Jim Campion, second by Jacqueline Lechner, to approve the minutes of the May 18, 2020 meeting.

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

**3. PUBLIC COMMENT**

There was no comment forthcoming from the Public.

**4. ITEMS OF BUSINESS**

a. Adoption of the 2021 Meeting Schedule. D. Moore reminded the Commission that a new schedule is being proposed to move the meetings to the second Monday of the month to avoid cancelling meetings due to holidays. Months meetings will be held are February, May, August and November. Motion by J. Lechner and second by J. Stumpf to adopt the 2021 Meeting Schedule as presented.

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

b. Review and Recommendation regarding Proposed Façade for connector building. D. Moore shared with the commission the results from the City Council meeting regarding the three options given by Gary Anderson (Studio GWA). The City Council was divided between Option 1 and Option 3. D. Moore also stated that the National Park Service review of the options resulted in Option 3 being dismissed due to the glass not fitting in with the historic nature of the building. He also stated that Studio GWA stated there may be some negotiation we can do to work with the NHP concerns.

P. Benson opined that her choice is Option 1 as it looks like it is part of the original design. J. Lechner also liked the organic look of Option 1, but was concerned with matching the brick color. D. Moore stated they would be able to use bricks from the chimney they will need to remove in the remodel. D. Sandquist also was concerned with matching the brick color, but if that could be done he would choose Option 1.

J. Champion liked Option 1, but was interested in seeing the option the City Council turned down. D. Moore described the look and explained the cost was double of the other two options.

Discussion ensued regarding the design features of Option 1. D. Stumpf supported Option 1, adding he liked how it would look when the inside was lit at night. D. Lovewell stated he doesn't hate Option 3, but Option 1 seems like a better fit for the current building. He also asked about if a plaque would be installed showing where the original building ended. J. Lechner agreed with the idea of a plaque commemorating the original building location.

D. Moore stated the Friends of the Old Courthouse and Sheriff's House has plans to keep items that might be taken from the building during the remodel and display them throughout the building or have a gallery to house the "historic items." Such a display could potentially include a plaque or other information about the historical building footprint.

D. Sandquist stated he felt there was a consensus and asked for a motion to recommend to City Council Option 1 of the Studio GWA designs. D. Stumpf moved and P. Benson seconded.

Ayes: P. Benson, J. Champion, T. Ellinghausen, J. Lechner, D. Lovewell, J. White, D. Stumpf, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: None. Motion carried.

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

a. Historic Tax Credit Application – D. Moore updated the Commission on the application process for federal and state historic tax credits. The City's renovation plans received a conditional approval from the National Park Service (NPS), which evaluates the appropriateness of alterations to buildings on the National Register and determines eligibility for federal tax credits. The approval came with a list of conditions. One conditional item was to keep a portion of the original jail cells intact. This will require clarification on whether they need to stay in their location or if they can be moved within the building. Discussion ensued regarding different ways to use the jail cells.

b. State Tax Credit Application – D. Moore stated that having the NPS approval was a necessity for the application for the Illinois Historic Tax Credit program. The selection process is based on five criteria, all of which the City should meet. There is a pre-application meeting on September 23, 2020, which will give the City an idea of other potential competing projects.

c. Studio GWA updated drawings – D. Moore went over the new floor plans for each level of the Old Courthouse and Sheriff's House.

Ground Floor – The corner, which represents the most recent addition to the building, would be removed to create a new ADA entrance in the Public House with a ramp, remodeled restrooms, removing the stairs in the Public House to make it ADA compatible throughout, including additional storage for the Public House and a new stairway for access to Cass Street.

2<sup>nd</sup> Floor – Gallery will be made into a library makerspace and art space, door removed in the west side of the building so you will be able to see all the way through the building, new restrooms near the back by the new elevator, Ethereal space behind the current gallery, café space in front of Sheriff's House, and kitchen in the back of the Sheriff's House.

3<sup>rd</sup> Floor – Event space, meeting rooms possible bridal suite with a restroom, small catering kitchen, and restroom in the connector building.

D. Moore responded to D. Lovewell's question about an outdoor space on a portion of the roof that had previously been discussed, stating it was discovered the footprint after railings were put up was too small to make the renovations worth the cost.

Responding to J. Champion's question, D. Moore stated he could email a copy of the NPS application to the Commission.

## **7. FUTURE AGENDA ITEMS**

No current items for February 8, 2021 agenda.

## **8. ADJOURNMENT**

Motion by D. Stumpf, second by T. Ellinghausen, to adjourn this meeting of the Old Courthouse and Sheriff's House Advisory Commission to the next regularly-scheduled meeting on Monday, February 8, 2021 at 7:00 PM in the Council Chambers at City Hall. Ayes: P. Benson, J. Champion, T. Ellinghausen, J. Lechner, D. Lovewell, J. White, D. Stumpf, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: None. Motion carried.

Meeting adjourned at 7:50 PM.

Respectfully submitted,

Betsy Cosgray  
City Manager Office Assistant

**MINUTES OF THE WOODSTOCK OPERA HOUSE  
ADVISORY COMMISSION  
Tuesday, September 15, 2020**

The meeting of the Advisory Commission of the City of Woodstock was called to order at 4:38 pm by Keith Johnson on Tuesday, September 15, 2020 by Zoom Meeting. A roll call was taken.

- I. **Call to Order Those present on the Zoom call were:** Keith Johnson, Lynne Kreisman, Anthony Houston, John Puzzo, Roger Zawacki, Opera House Director Daniel Campbell, and other staff, Betsy Cosgray.
- II. **Absent:** Michael Levitan, Judith Svalander, Paul Rausch.
- III. **Approval of Minutes**  
J. Puzzo motioned to approve the minutes, R. Zawacki seconded. The Tuesday, August 18, 2020 meeting minutes were approved.

**IV. COMMUNICATIONS**

**A. Committee Chair Report – Keith Johnson**

Off Square has instead been hosting Sunday night concerts at the Park in the Square for the months of August and September. Attendance continues to grow ranging from 70 to 100 people at each performance. Many people in the community appreciate the concerts.

**B. Member Reports**

1. **Roger Zawacki – Theatre 121** still planning a virtual Christmas Show. They are planning three on stage shows beginning in February 2021.
2. **Anthony Houston – Member at Large** They are happy with how the annual Jazz Festival turned out. Great feedback from the band and audience members. D. Campbell asked if they were going to do it again next year and he said yes, just not in that format, hopefully. Long-term goal is to have many jazz performances throughout the Square, working with restaurant and performance spaces.
3. **Lynne Kreisman – Woodstock Fine Arts Association** They are hosting their first online speaker with Katherine Grey, glass artist on Thursday, September 17, 2020.
4. **John Puzzo – Friends of the Opera House** voted to start a sponsorship program as their yearly fundraising. Still waiting to make a decision on the Lighting of the Square event.

**C. Managing Director Report - Daniel Campbell gave an update on some of the work being done around the Opera House:**

- Installation of video wiring, retooling the sound board area, and camera installation. Work continues to have live streaming available in October. D. Campbell asked the representatives to take the information back to their groups to see if they have content for live streaming.
- The the sound booth remodel in the balcony continues to progress to have a more permanent structure. They are able to do this with only losing 7 seats in the balcony.
- The railing structure has been chosen for the Stage Left Café ramp and will be installed by October. The stage will also be moved to the west wall to assist with better use of space.
- The WOH hosted a concert on the Square on Saturday, September 12, which was well attended despite the rain. There is another concert on September 26, Studebaker John and the Hawks.
- Answering a question from K. Johnson, D. Campbell stated he invites all Stage Left Café users to come in to provide input regarding the stage relocation.

**V. OLD BUSINESS**

- A. Mayor Invitation – K. Johnson stated he would like some guidance on the meeting. Mayor Brian Sager will be at the October meeting to give the board an understanding of their role with the Council. D. Campbell invited everyone to give K. Johnson ideas for new business.

**VI. NEW BUSINESS**

NONE

The next meeting: October 20, 2020

Motion to adjourn. J. Puzzo motioned and R. Zawacki seconded. A roll-call was taken with all ayes.

Meeting adjourned at 5:00 pm.

Respectfully submitted,  
Betsy Cosgray



**Police Department**

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

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

To: Roscoe C. Stelford III, City Manager  
From: John L. Lieb, Chief of Police  
Re: August 2020 Monthly Report  
Date: September 30<sup>th</sup>, 2020

Woodstock Police either initiated or responded to 2,232 calls for service during the month of August; 633 more service calls than created in August 2019.

There were 93 reported crimes during the month; 3 more than reported in August 2019. There was 1 fewer criminal arrest comparing this August with last year. There were 86 more traffic arrests compared to August 2019. Lastly, there were 34 fewer vehicle crashes this August compared to 2019.

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

- On August 3<sup>rd</sup>, Detective Sharp assisted the Patrol Division with a Death Investigation. The decedent died of natural causes.
- On August 3<sup>rd</sup>, Detective Sharp assisted the Patrol Division with a Missing Juvenile investigation. The investigation revealed that a male juvenile (victim) had left his home during the evening hours in order to meet an adult female (suspect). Allegedly, the suspect lured the victim out of state. Due to excellent police work, the victim was located at a hotel by police officers in another state who assisted us with our investigation. The victim was returned home to his parents unharmed and without incident. The suspect faces several felony charges in relation to this incident.
- On August 4<sup>th</sup>, Detective Sergeant Fourdyce investigated a Suspicious Incident as an assist to the Lake County Sheriff's Department's Investigation Division. The incident involves the well-being of a foster child who still has supervised visitation with the child's biological parents.



NATIONAL TRUST  
for HISTORIC PRESERVATION®

DOZEN DISTINCTIVE  
DESTINATIONS 2007

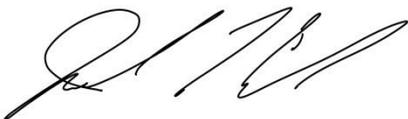
***Woodstock is proud to have been recognized as a 2007 Distinctive Destination  
by the National Trust for Historic Preservation***

- On August 14<sup>th</sup>, Detective Marshall was assigned a Criminal Sexual Assault investigation. Detective Marshall is still actively working this case and it remains open at this time.
- On August 14<sup>th</sup>, Detective Dolan was assigned a Criminal Sexual Assault investigation. The victim reported this incident to another jurisdiction, who shared the report with us. Detective Dolan remains actively working this investigation.
- On August 20<sup>th</sup>, Detective Dolan was called out to investigate a possible Drug Induced Homicide investigation. The Patrol Division located an unresponsive subject during a call for service originally dispatched as a medical issue. Detective Dolan located evidence of illegal narcotic consumption at the scene. With the assistance of a witness, Detective Dolan was able to identify subjects who had provided the victim with narcotics just prior to her death. With the assistance of the McHenry County State's Attorney's Office and the McHenry County Sheriff's Department, a search warrant was conducted on a Woodstock residence which led to the arrest of two subjects who allegedly provided the victim with the narcotics. The suspects face multiple felony charges with additional charges pending.
- On August 20<sup>th</sup>, Detective Sharp was assigned a Solicitation of a Minor investigation. A victim sensitive interview (VSI) was conducted with the assistance of the Child Advocacy Center (CAC). The information learned in the interview of the minor resulted in the McHenry County State's Attorney's Office issuing a search warrant on the residence of the suspect to collect any evidence of the alleged crimes. The entire Investigations Division assisted in executing the search warrant. Numerous items of potential evidence were collected at the scene. This case remains open at this time.
- There were numerous reports of Burglary from Motor Vehicles throughout the month. Every member of the Investigations Division continues to actively work these investigations and is attempting to identify potential suspect(s).
- There were also multiple vehicles stolen during the month of August. Through information sharing with other area police agencies, we have learned that there are two vehicle theft crews working in our area of the state; one out of Chicago and one out of Rockford. So far, three vehicles stolen from Woodstock residents have been located and recovered in Rockford. The entire division continues to work to identify the suspects in these thefts.
- Evidence Custodian Peterson has seen an increase in the amount of time required of him to fulfill subpoena requests. Requests for squad car, body-worn camera, and facility video have increased drastically in 2020.
- SRO Prentice and SRO Gustis remain assigned to the Patrol Division until the 2020-21 school year resumes in-person instruction.

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

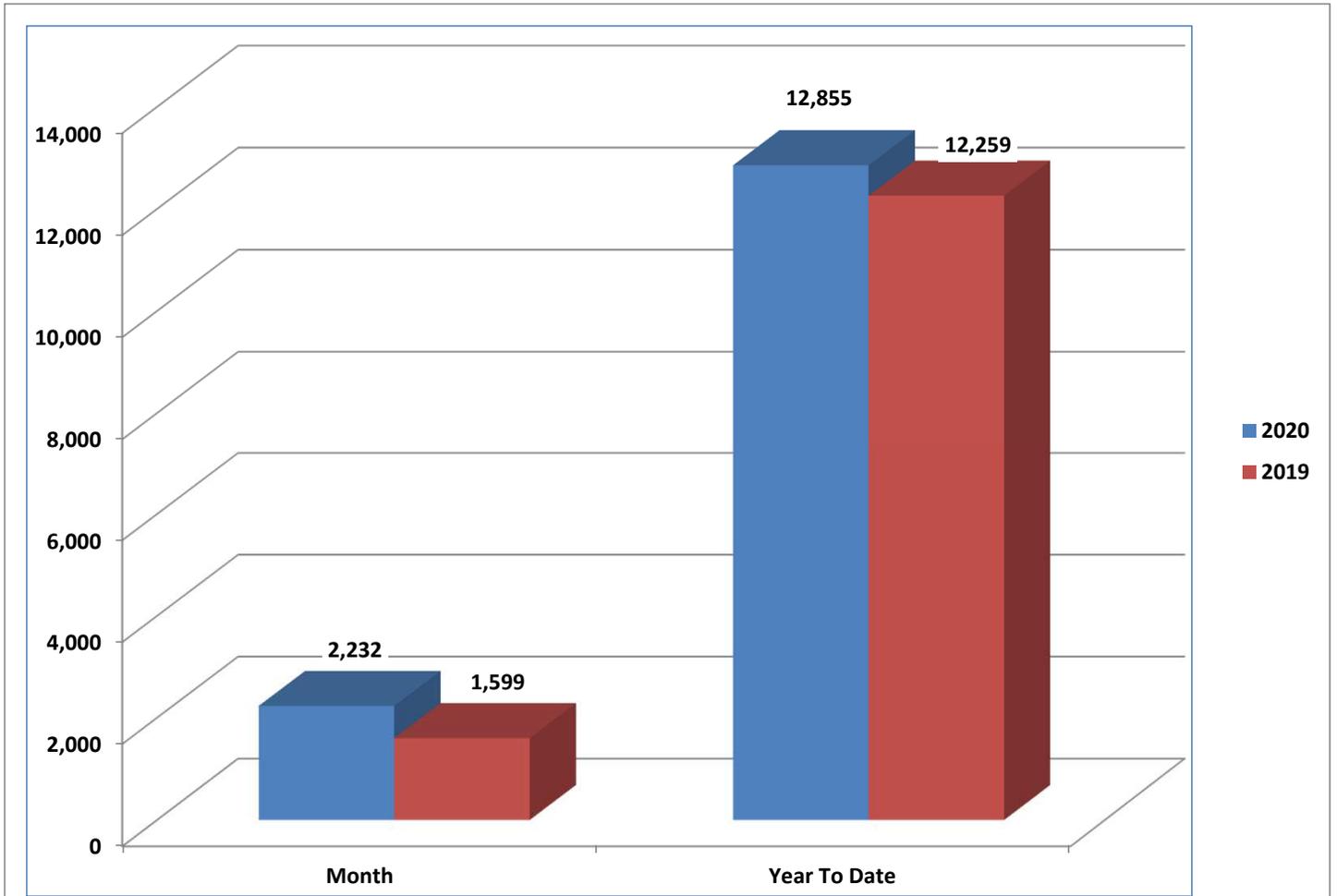
- Attendance and participation in police training conducted by outside sources continues to be minimal due to health safety precautions during the COVID-19 threat. However, there were discussions which indicated that there is a level of willingness for outside sources to resume in-person training sessions that observe safe/sanitized conditions. Despite the lack of traditional off-site training, the WPD Range Masters were able to conduct in-house recertification training with the sworn personnel on defensive tactics and Electronic Control Devices (AKA: Tasers).
- On August 7<sup>th</sup>, the Pioneer Center coordinated and conducted a morale-boosting parade for all Pioneer Center clients. The Woodstock Police Department was honored to be participants in the parade that occurred in Emricson Park. The police department's participation was noticed and appreciated by all who attended.
- On August 10<sup>th</sup>, Officer Fred Eiselstein served as the guest speaker at the "Coffee With The Chief" program. He provided an informative presentation on "Scams and Fraud – What are we seeing lately?" as well as an update on activities in Beat 21.
- On August 14<sup>th</sup>, members of the Patrol Division monitored a vigil by a group who are trying to encourage the McHenry County Sheriff's Office to discontinue its contract with ICE (Immigration and Customs Enforcement). The event occurred without issue in the Park In The Square.
- On August 18<sup>th</sup>, members of the WPD Administration participated in a discussion on how to best implement the "Live 4 Lali" program in Woodstock. The mobile outreach program is designed to be a harm-reduction model for those afflicted with drug addiction.
- On August 24<sup>th</sup>, the Woodstock Police Department welcomed its fall college intern. Ms. Mellinger is a senior at Western Illinois University, and it is her intent to become a police officer upon graduation from WIU. WPD Interns get the opportunity to experience each division of the department during the internship to gain a broader perspective of municipal policing.
- On August 26<sup>th</sup>, Officer Hector Meza successfully passed the multi-jurisdictional SWAT assessment. He will be the third Woodstock Officer to join the team. Participation in this program not only provides specialized training to Woodstock Officers, but also leads to the sharing of scarce resources among agencies.
- On August 1<sup>st</sup> through August 31<sup>st</sup>, every member of the Woodstock Police Department endeavored to exemplify the department's mission statement: "Providing the highest quality of police services by working with our community and sharing our mutual responsibilities for safety, service, and problem resolution." Thank you for your continued support as we continue to serve the Woodstock Community.

With sincerest respect,



John L. Lieb  
Chief of Police

# WOODSTOCK POLICE DEPARTMENT AUGUST MONTHLY REPORT



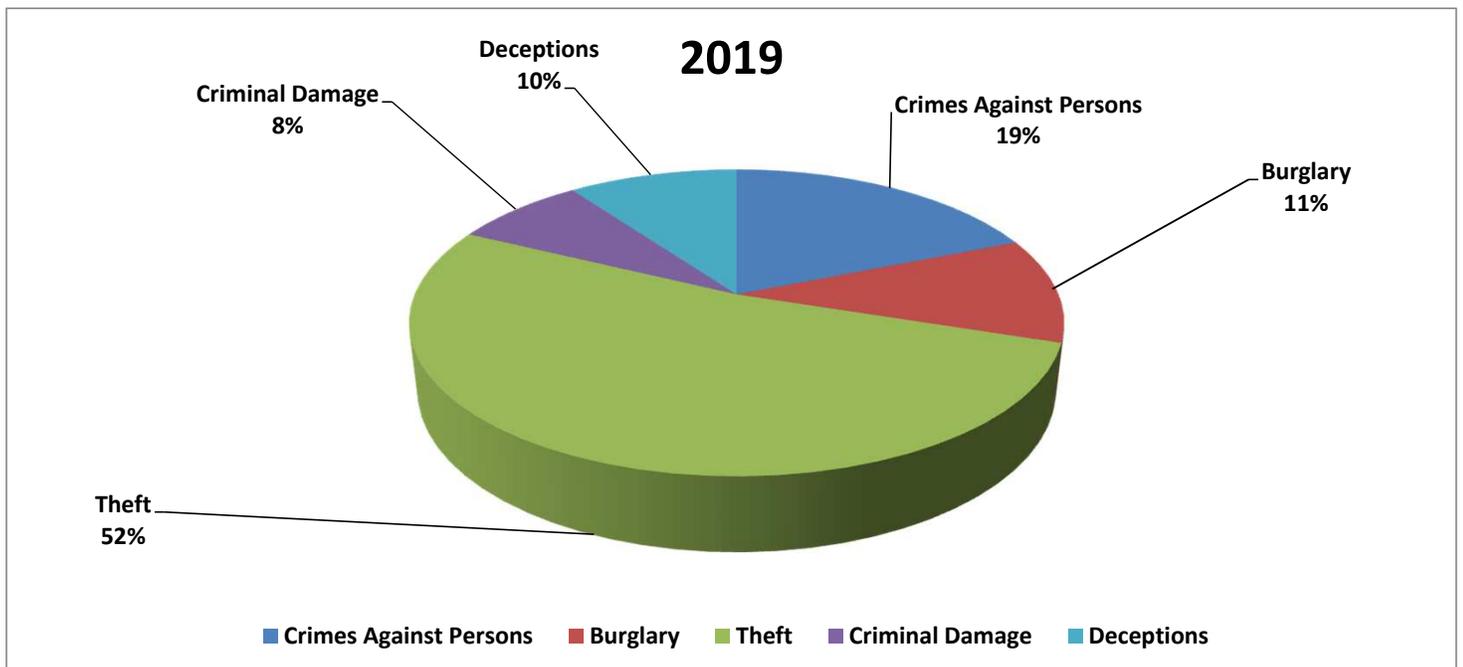
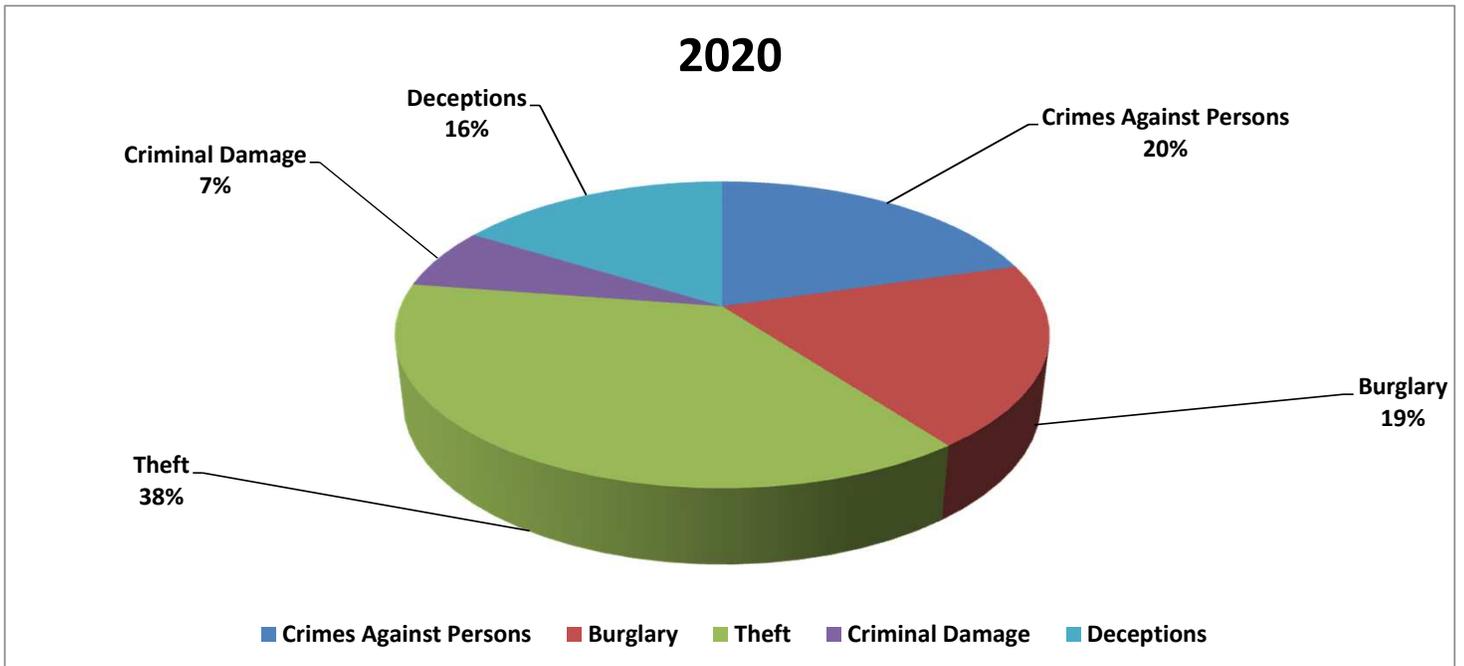
**CALLS FOR POLICE SERVICE**

# WOODSTOCK POLICE DEPARTMENT

## AUGUST MONTHLY REPORT

REPORTED CRIME CATEGORIES	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
<b>CRIMES AGAINST PERSONS</b>				
Homicide	0	0	0	1
Criminal Sexual Abuse	1	2	13	16
Robbery	0	0	3	2
Battery	16	14	126	156
Assault	2	1	8	6
Reckless Homicide	0	0	0	0
<b>CRIMES AGAINST PROPERTY</b>				
Burglary	0	2	5	7
Burglary to Residence	0	1	2	7
Burglary to Vehicle	18	7	30	20
<b>THEFTS</b>				
Felony	4	9	33	41
Misdemeanor	21	21	81	91
Retail Theft	7	14	46	86
Motor Vehicle Theft	3	3	10	12
<b>CRIMINAL DAMAGE TO PROPERTY</b>				
Felony	2	0	11	11
Misdemeanor	4	7	87	81
Arson	0	0	1	0
<b>DECEPTIONS</b>				
Deceptive Practice	0	0	3	6
Forgery	2	3	22	22
Theft of Labor / Service	0	0	2	4
All Other Deceptions	13	6	47	58
<b>TOTAL CRIMES REPORTED</b>	<b>93</b>	<b>90</b>	<b>530</b>	<b>627</b>

# WOODSTOCK POLICE DEPARTMENT AUGUST MONTHLY REPORT



## REPORTED CRIMES COMPARISONS

# WOODSTOCK POLICE DEPARTMENT

## AUGUST MONTHLY REPORT

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

Crimes Against Persons	9	8	70	58
Crimes Against Property	5	9	49	67
Crimes Against Society	17	18	88	58
Arrests for Outside Agencies	12	5	50	55
Juvenile Arrests	2	6	48	85
<b>Total Criminal Arrests</b>	<b>45</b>	<b>46</b>	<b>305</b>	<b>323</b>

### TRAFFIC ARRESTS

From Accidents	15	37	130	237
Driving Under the Influence	1	4	21	16
Driving While Suspended	11	8	76	75
Insurance Violations	12	15	115	92
Other Traffic Arrests	232	121	891	1,009
<b>Total Traffic Arrests</b>	<b>271</b>	<b>185</b>	<b>1,233</b>	<b>1,429</b>

### TRAFFIC CRASHES

Fatal Crashes	0	0	1	1
Personal Injury	0	9	37	50
Property Damage	27	49	196	329
Private Property	14	17	94	144
<b>Total Crashes</b>	<b>41</b>	<b>75</b>	<b>328</b>	<b>524</b>

# WOODSTOCK POLICE DEPARTMENT

## AUGUST MONTHLY REPORT

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

Calls for Service	2,232	1,599	12,855	12,259
Miles Patrolled	24,561	18,545	180,554	153,401
Total Written Reports	284	318	2,044	2,377
Tavern Checks	297	291	1,978	2,559
Outside Agency Assists	17	6	70	74
Fire/Rescue Calls	358	373	2,926	3,036

### PARKING VIOLATIONS

Total Parking Violations	203	105	1,428	1,547
<b>Total Fines Collected</b>	<b>\$2,470</b>	<b>\$3,020</b>	<b>\$30,844</b>	<b>\$36,805</b>

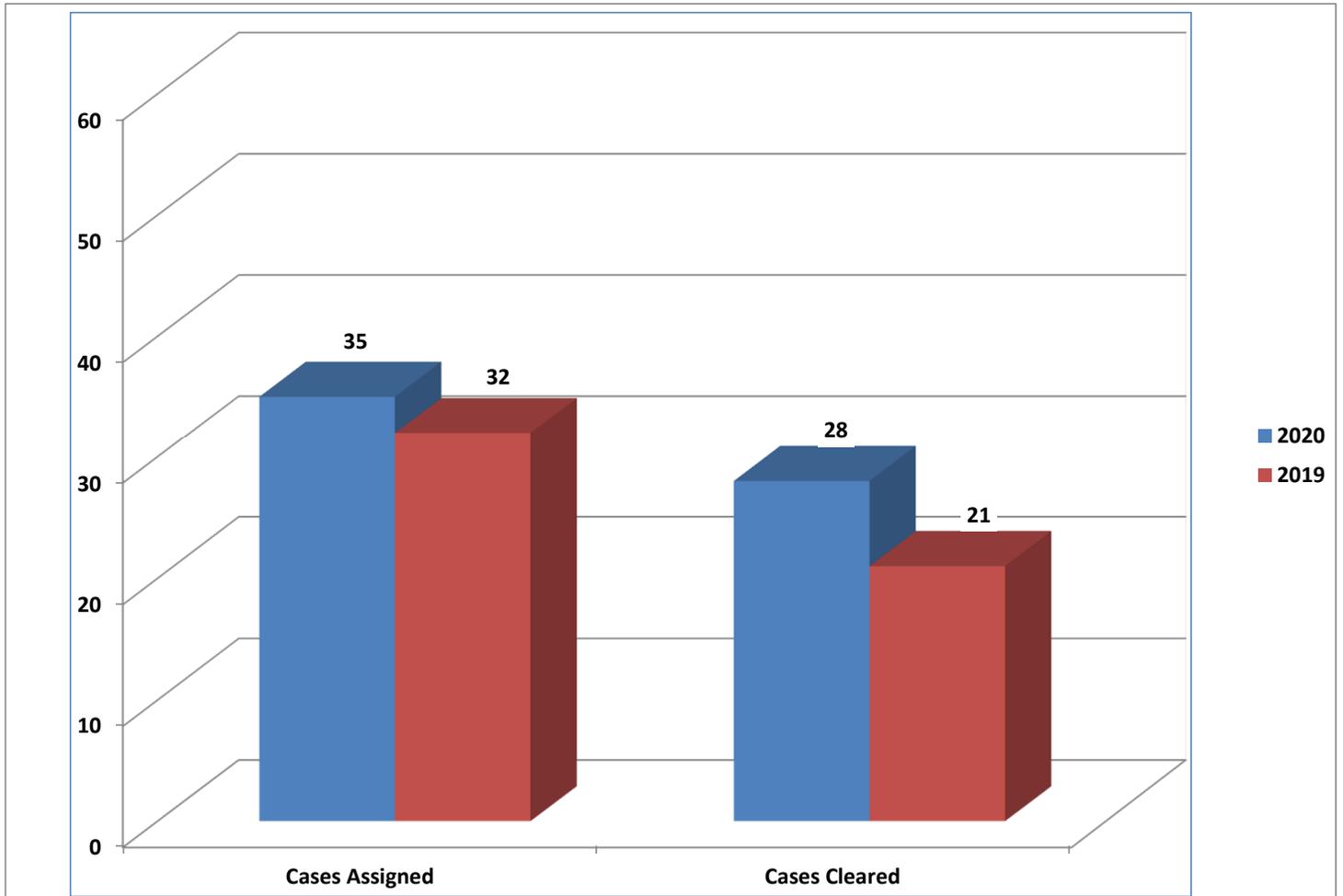
### PROPERTY SUMMARY

Stolen Property Value	\$22,550	\$41,786	\$277,312	\$187,553
Recovered Property Value	\$9,364	\$26,330	\$171,293	\$85,217
Vandalized Property Value	\$2,553	\$1,750	\$20,235	\$39,048

### ADDITIONAL FEES/FINES SUMMARY

Vehicle Impound Fees	\$200	\$2,000	\$14,700	\$12,000
Bail Processing Fees	\$220	\$140	\$1,360	\$1,340
Fingerprinting Fees	\$190	\$170	\$510	\$860
Report Copying Fees	\$195	\$112	\$942	\$1,150

# WOODSTOCK POLICE DEPARTMENT AUGUST MONTHLY REPORT



## INVESTIGATIONS DIVISION MONTHLY CASE COMPARISONS

# WOODSTOCK POLICE DEPARTMENT AUGUST MONTHLY REPORT

INVESTIGATIONS DIVISION	Month 2020	Month 2019	Year to Date 2020	Year to Date 2019
<b>CASES ASSIGNED</b>				
Felony Cases	31	19	125	111
Misdemeanor Cases	1	4	39	79
Non Criminal Cases	3	9	41	43
<b>Total Cases Assigned</b>	<b>35</b>	<b>32</b>	<b>205</b>	<b>233</b>
<b>CASES CLEARED</b>				
Felony Cases	23	8	123	92
Misdemeanor Cases	2	4	40	74
Non Criminal Cases	3	9	43	43
<b>Total Cases Cleared</b>	<b>28</b>	<b>21</b>	<b>206</b>	<b>209</b>

### NARRATIVE SUMMARY:

Cases assigned and investigated by the Investigations Division this month included: one(1) Unlawful Use of Credit Card, one(1) Criminal Trespass to Motor Vehicle, one(1) Suspicious Incident, one(1) Drug Induced Homicide, one(1) Death Investigation, one(1) Missing Juvenile, two(2) Theft Over \$500, two(2) Identity Theft, two(2) Forgery, three(3) Theft of Motor Vehicle, four(4) Sex Crimes, and sixteen(16) Burglary from Motor Vehicle.

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

**WOODSTOCK POLICE DEPARTMENT  
AUGUST 2020 MONTHLY REPORT  
D.A.R.E. / G.R.E.A.T. PROGRAM SUMMARY**

During the month of August, The D.A.R.E. / G.R.E.A.T Officer met with teachers and administrators at the community's schools and formulated school and class schedules for the upcoming school year.

The D.A.R.E. / G.R.E.A.T. Officer also worked on developing his instructional plans and programs.

With School District 200, the D.A.R.E./G.R.E.A.T. Officer has started teaching the curriculums through the E-learning methods, he had to develop an E-learning presentation for each class.

August 17<sup>th</sup> 2020 was the first day of school and the 2020/2021 school year is underway.

The D.A.R.E. Officer has begun teaching D.A.R.E. to Westwood Elementary, Mary Endres Elementary, Dean St. and St. Mary's.

In addition to the D.A.R.E. program, Ofc. Lintner, has been working with the Northwood Middle School 8<sup>th</sup> graders finishing up the G.R.E.A.T. program that the students had started two weeks prior to the COVID-19 school shut down. Lesson #3, of the G.R.E.A.T. program was a detailed lesson of Community and the students' community project.

Lesson #1 was introductions, ground rules for DARE class and intro to the DARE decision making model. This decision making model is a prevalent theme throughout the DARE program as it will assist students in making safe and healthy choices.

We in the IDD Department  
of Pioneer Center for  
Human Services would  
like to thank you  
for participating in  
our Summer Dash  
Parade. It was so  
much fun! The clients  
and staff truly  
enjoyed the day and  
your presence really  
made a difference.

Thank  
You

## John Lieb

---

**From:** Tamara Reed  
**Sent:** Tuesday, August 4, 2020 1:12 PM  
**To:** PD-EMP  
**Subject:** FW: Thank you!

---

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Tuesday, August 4, 2020 11:52 AM  
**To:** Tamara Reed  
**Subject:** Thank you!

I just want to thank the officer who answered our call this weekend about the ash falling on our neighborhood/houses/yards and vehicles. I regret that I did not get his name. He was very kind and accommodating – understanding our concern for a possible house fire starting because of the ash. I don't think it would have been us but perhaps a home closer to the fire.

He went above and beyond to go speak with the person who had the fire in their yard and had them put it out. He could have simply told us to call the Sheriff's dept. and left but he did not.

We appreciate the police/fire/rescue workers and stand behind you. Seeing what police in several cities are going through is appalling, heart wrenching and terrifying. I hope that rioting and abuse never reaches further and it comes to an end soon.

God bless you all and thank you for your service to our community.

[REDACTED]

Sent from [Mail](#) for Windows 10

## John Lieb

---

**From:** Tamara Reed  
**Sent:** Monday, August 31, 2020 8:43 AM  
**To:** John Lieb  
**Subject:** FW: Police Parade

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

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Sunday, August 30, 2020 7:22 PM  
**To:** Tamara Reed  
**Subject:** Police Parade

Chief Lieb,

I just wanted to say thank you for your unbelievable support today! I'm an [REDACTED] and reached out to your department for some support for my niece Clare (5 yoa) who was recently diagnosed with cancer. 5 Woodstock Police officers supported us during the parade and I can't thank you enough for the support!!! The parents of Clare we're literally crying from all the support from the community!!! Please pass on my personal gratitude for the simple gesture your Officers provided for us today!

Thumbs up for the Woodstock PD!!!!

[REDACTED]  
[REDACTED]

## John Lieb

---

**From:** Tamara Reed  
**Sent:** Monday, August 31, 2020 11:52 AM  
**To:** John Lieb  
**Subject:** FW: For Chief Lieb

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

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Monday, August 31, 2020 11:33 AM  
**To:** Tamara Reed  
**Subject:** For Chief Lieb

I am one of the folks from [REDACTED] who has met with you about [REDACTED]

Today I want to write and commend the Police Dept for being a part of a parade last night for our neighbors grandchild. Clare is only 5 and is struggling with her leukemia treatments. Her family was so grateful for the police being part of the parade.

So often we see negative things about the police. It was wonderful to see a strong positive.

I hope all of the staff and their families are well in this stressful time.

Sincerely,

[REDACTED]  
[REDACTED]



## Memo

**TO:** Roscoe Stelford, City Manager

**FROM:** Terry Willcockson, Grants/Communications Manager  
Garrett Anderson, Economic Development Director

**DATE:** October 12, 2020

**RE:** RESOLUTION FOR ITEP WALK-BIKE PATH GRANT APPLICATION

On September 1, 2020, Staff notified City Council of an Illinois Transportation Enhancement Program (ITEP) grant opening that could fund up to 80% for a proposed Walk/Bike Path project, an amenity long-requested by this community. The proposed 1.7 miles of Walk/Bike Path would serve to connect the planned and funded expansion of IL Route 47 with residential neighborhoods, shopping, entertainment, transportation and educational facilities. At that meeting, City Council approved the request for \$103,515 to fund Phase 1 Engineering for the project, thereby demonstrating the community's dedication to project completion and increasing the point ranking for the forthcoming grant application.

HLR Engineering is conducting the Phase 1 Engineering and has completed the attached estimate for the entire project, indicating a total request for ITEP funding of \$1,340,561, and showing the City's 20% required match as \$513,665. It should be noted that this number includes the \$103,515 already approved by City Council. If awarded, the ITEP program offers four years before project construction must be started.

This year's ITEP grant cycle funding includes \$75 million in additional dollars specifically directed at destination-based Walk/Bike Paths, with an emphasis on rural and low-income communities. The program includes an on-line mapping tool that identifies the project area demographics and income, and match requirements may ultimately be reduced for "high need" communities based on final analysis of submitted applications. City staff has used this tool to determine a score of 48.5 out of 100. It is unknown whether this score will be sufficient to qualify for a reduction of the local match.

To show the community's strong interest, support letters have been received from the City's Transportation Commission, McHenry County Planning & Development, McHenry County Bicycle Advocates, and Environmental Defenders of McHenry County.

The 2020 ITEP grant offers potential benefits for our community that have long been desired, but have been very difficult to fund.

***Recommendation:***

***Therefore, if Council concurs, then the attached Resolution, identified as Document #: 1, “A Resolution Supporting the Submission and Execution of an Illinois Transportation Enhancement Program (ITEP) Application and Agreement between the City of Woodstock and the Illinois Department of Transportation,” be approved.***



Reviewed and Approved by:

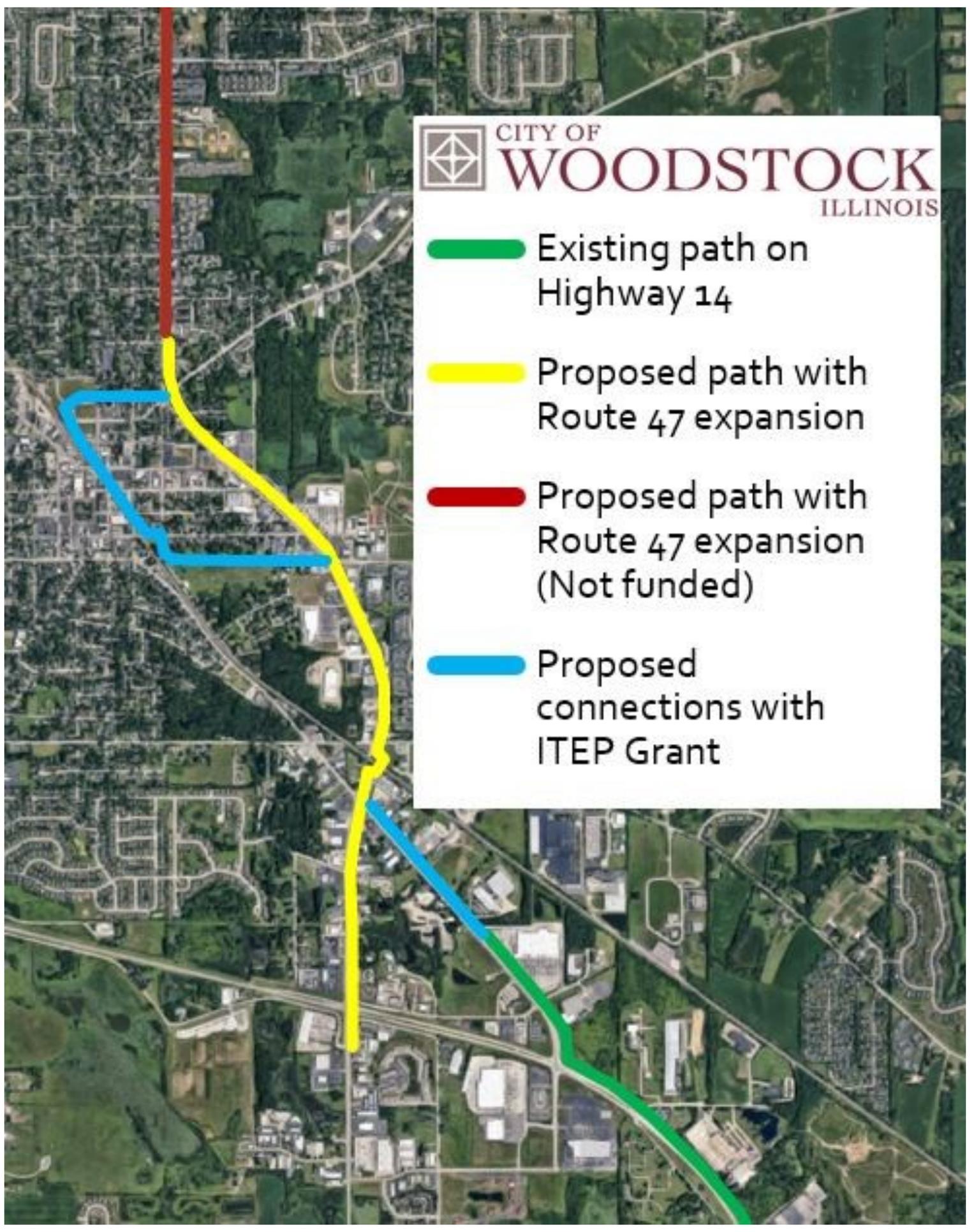
*Roscoe C. Stelford III*

City Manager



CITY OF  
**WOODSTOCK**  
ILLINOIS

-  Existing path on Highway 14
-  Proposed path with Route 47 expansion
-  Proposed path with Route 47 expansion (Not funded)
-  Proposed connections with ITEP Grant





Project:  
Woodstock Route 47 to Downtown Beyond Walk/Bike Path  
Engineering and Construction Cost Estimate

Made By: KRK 10/2020  
Checked By: RL 10/2020  
Sheet No. 1 of 1

Downtown Section

NUMBER	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
1	Shared Use Path, 10'	SQ FT	69200	\$ 7.35	\$ 508,620.00
2	Sidewalk Removal	SQ FT	9900	\$ 2.10	\$ 20,790.00
3	Detectable Warnings	SQ FT	660	\$ 42.00	\$ 27,720.00
4	Wayfinding signs	EACH	6	\$ 5,000.00	\$ 30,000.00
5	Bike Railing	FOOT	1000	\$ 190.00	\$ 190,000.00
6	Concrete Curb and Gutter	FOOT	5000	\$ 29.40	\$ 147,000.00
7	Earth Excavation, Special	CY	2000	\$ 36.75	\$ 73,500.00
8	Borrow Excavation	CY	1000	\$ 31.50	\$ 31,500.00
9	Landscape Elements	L SUM	1	\$ 20,000.00	\$ 20,000.00
10	Special Waste Disposal	CY	300	\$ 175.35	\$ 52,605.00
11					\$ -
12					\$ -
				<b>Total Cost</b>	<b>\$ 1,101,735.00</b>

Beyond Section

NUMBER	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
1	Shared Use Path, 10'	SQ FT	20500	\$ 7.35	\$ 150,675.00
2	Sidewalk Removal	SQ FT	11325	\$ 2.10	\$ 23,782.50
3	Detectable Warnings	SQ FT	340	\$ 42.00	\$ 14,280.00
4	Wayfinding signs	EACH	2	\$ 5,000.00	\$ 10,000.00
5	Bike Railing	FOOT	50	\$ 190.00	\$ 9,500.00
6	Concrete Curb and Gutter	FOOT	175	\$ 29.40	\$ 5,145.00
7	Earth Excavation, Special	CY	150	\$ 36.75	\$ 5,512.50
8	Borrow Excavation	CY	150	\$ 31.50	\$ 4,725.00
9	Landscape Elements	L SUM	1	\$ 5,000.00	\$ 5,000.00
10					\$ -
				<b>Total Cost</b>	<b>\$ 228,620.00</b>

TOTAL PROJECT COSTS					
Construction	TOTAL		\$ 1,330,355.00	\$ 1,064,284.00	\$ 266,071.00
Preliminary Engineering	L SUM		\$ 103,515.00	\$ -	\$ 103,515.00
Design Engineering	L SUM	1	\$ 110,173.50	\$ 88,138.80	\$ 22,034.70
Right-of-Way Acquisition	EACH	10	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00
Construction Engineering	L SUM	1	\$ 110,173.50	\$ 88,138.80	\$ 22,034.70
			<b>Total Cost</b>	<b>\$ 1,340,561.60</b>	<b>\$ 513,655.40</b>
				<b>Federal Funds (ITEP)</b>	<b>City of Woodstock</b>
				(Up to \$2 million)	

**Resolution No. \_\_\_\_\_****Illinois Transportation Enhancement Program (ITEP)**

A Resolution Supporting the Submission and Execution of an Illinois Transportation Enhancement Program (ITEP) Application and Agreement between the City of Woodstock and the Illinois Department of Transportation.

**Whereas**, the City of Woodstock (the "CITY"), is a municipal corporation granted the authority to study public transportation problems and developments; and to conduct, in cooperation with other public and private agencies, such studies; and

**Whereas**, the Illinois Department of Transportation (DEPARTMENT) has planned improvements along Illinois Route 47 between US Route 14 and Illinois Route 120; and

**Whereas**, the CITY desires to participate in the construction of enhancements to this project which includes 1.7 miles of shared use path, connecting the improved IL Route 47 arterial thoroughfare with residential neighborhoods, shopping, entertainment, transportation and educational facilities; and

**Whereas**, the proposed walk/bike path improvement will enable and encourage non-motorized travel opportunities throughout the community, and extend alternative travel into an existing regional network, providing safety and environmental remediation and enhancing the area's desirability for those living in, working or visiting the Woodstock community; and

**Whereas**, the community demonstrates strong support for this project, as represented by support letters received from the CITY's Transportation Commission, from McHenry County Planning & Development, from McHenry County Bicycle Advocates, and from Environmental Defenders of McHenry County; and

**Whereas**, the CITY demonstrated a significant commitment to this project and approved project initiation on September 1, 2020, instructing HLR Engineering to begin Phase I Engineering at a cost of \$103,515; and

**Whereas**, an Illinois Transportation Enhancement Program (ITEP) Grant will fund 80% of the construction and construction engineering for the project, estimated at \$1,340,561; with 20%, or \$513,655, to be paid for with local funds.

**NOW, THEREFORE**, be it resolved by the City of Woodstock:

**First:** The findings made in the prefatory portion of this Resolution are hereby adopted

**Second:** The CITY does hereby commit the local share of the project for construction and construction engineering plus any additional amounts as may be required for the CITY'S share of project costs.

***PRESENTED and ADOPTED the 20<sup>th</sup> day of October 2020***

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Brian Sager, Ph.D., Mayor

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Cindy Smiley, City Clerk



## Memo

**TO:** Roscoe Stelford, City Manager

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

**DATE:** October 15, 2020

**RE:** RESOLUTION TO ENDORSE METROPOLITAN MAYORS' CAUCUS GREENEST REGION COMPACT

The City of Woodstock has been a member of the Metropolitan Mayors' Caucus (MMC) for many years. This association of 275 municipal leaders throughout northern Illinois works together on policy initiatives and serves as a motivating force to improve the region's livability for all residents. One of the programs currently reflecting great support from MMC is the Age Friendly Livable Community initiative, with Woodstock benefiting from staff participation in MMC's dedicated Age Friendly Community Collaborative along with 35 municipal agencies that meet quarterly to share resources and strategies.

Another major initiative offered through MMC is the Greenest Region Compact. This program currently involves over 130 communities working together towards sustainability efforts and striving to be better stewards of the environment for increased livability and economic vitality. Program consensus goals reflect policy efforts in Climate, Economic Development, Energy, Land, Leadership, Mobility, Municipal Operations, Sustainable Communities, Waste & Recycling, and Water. Participants include the McHenry County Council of Governments, McHenry County Government, and neighboring communities Crystal Lake, Cary and Algonquin.

The City of Woodstock enjoys a longstanding record of developing and/or supporting major initiatives related to Greenest Region Compact concepts, as demonstrated through valued partnerships with the Environmental Defenders of McHenry County and The Land Conservancy of McHenry County. A strong foundation has already been established for Woodstock's continued progress towards sustainability measures. Adoption of MMC's Greenest Region Compact will aid those efforts, while further supporting complementary goals of the Age Friendly Livable Community program.

***Recommendation:***

***Therefore, if Council concurs, then the attached Resolution, identified as Document #:***  
  2  , ***"A Resolution Endorsing the Metropolitan Mayors' Caucus Greenest Region Compact," should be approved.***



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

**Resolution 20-R-\_\_\_\_\_**

**Resolution Endorsing  
Metropolitan Mayors Caucus' Greenest Region Compact**

**WHEREAS**, the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

**WHEREAS**, the Metropolitan Mayors Caucus' participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

**WHEREAS**, it is important for Mayors and local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

**WHEREAS**, the Metropolitan Mayors Caucus created the Greenest Region Compact to address environmental sustainability issues of global importance at the local level; and

**WHEREAS**, the Greenest Region Compact, an update to the original pledge and sometimes referred to as the Greenest Region Compact 2, is built on important environmental initiatives already underway in communities, in partnership with many non-profit, state, regional and national organizations; and

**WHEREAS**, the Greenest Region Compact synthesizes sustainability goals already adopted by leading communities in the region; and these consensus goals align with common regional, state, national and global objectives; and

**WHEREAS**, the Greenest Region Compact offers a companion Framework to guide communities of all sizes and strengths to assess their current efforts; develop a sustainability plan suited to local priorities; and will offer resources to help them succeed; and

**WHEREAS**, the consensus goals of the Greenest Region Compact will guide coordinated efforts toward enhanced quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Woodstock endorses the Greenest Region Compact proposed by the Metropolitan Mayors Caucus and agrees to work to achieve them, both in their own community and in collaboration throughout the region.

***PRESENTED and ADOPTED the 20<sup>th</sup> day of October 2020***

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Mayor Brian Sager, Ph.D.

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City Clerk Cindy Smiley



## Finance Department

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

# Memo

**To:** Roscoe Stelford, City Manager  
**From:** Paul Christensen, Assistant City Manager, Finance Director  
**Date:** October 9, 2020  
**Re:** Amend City Ordinance as it relates to Prevailing Wage

---

Recently the Prevailing Wage Law was amended by the State Legislature. One of the changes in the law affects how wages are reported. Previously wages on projects subject to prevailing wage were submitted as certified payrolls to the City. Now these wages are submitted to the Illinois Department of Labor and no longer are received by the City.

Therefore, after further review of this matter, it is being recommended by City Staff and the City Attorney that the City Code should be updated to reference compliance with the Illinois Prevailing Wage Act instead of using the current method of outlining the details of the Act within the City Code. This has the advantage that should the State amend the Prevailing Wage Act in the future, the City will not need to revise the City Code.

Therefore, it is being recommended that the following language be replaced with the language contained within the Ordinance attached.

### *6.3.1: WAGE RATES ON PUBLIC WORKS PROJECTS:*

*To the extent and as required by "an act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the city is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as determined by the department of labor of the state of Illinois as of June of the current year a copy of that determination being on file in the office of the city clerk and incorporated herein by reference. As required by said act, any and all revisions of the prevailing rate of wages by the department of labor of the state of Illinois shall supersede the department's June determination and apply to any and all public works construction undertaken by the city. The definition of any terms appearing in this chapter which are also used in aforesaid act shall be the same as in said act.*

*Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the city to the extent required by the aforesaid act.*

*The city clerk shall publicly post or keep available for inspection by any interested party in the main office of the city this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.*

*The city clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.*

*The city clerk shall promptly file a certified copy of this section with both the secretary of state index division and the department of labor of the state of Illinois. (Ord. 2296, 6-4-1991)*

**RECOMMENDATION:**

**Therefore, if City Council concurs with the proposed amendment to the City Code as it relates to Prevailing Wage, then the attached Ordinance, identified as Document #:   3  , “An Ordinance Amending Title 6, Chapter 3, Section 1 of the Woodstock City Code Regarding Wage Rates on Public Works Projects” should be approved.**



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

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

***An Ordinance Amending Title 6, Chapter 3, Section 1 of the  
Woodstock City Code Regarding Wage Rates on Public Works Projects***

**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 Illinois Prevailing Wage Act (the “Act”) has been amended by Illinois Public Act 100-1177 to, among other things, eliminate certain annual requirements imposed on local governments for determining local prevailing wage rates and for collecting certified payroll information from contractors; and

**WHEREAS**, the City Council has concluded it is in the interests of the public health, safety and welfare to update the City’s Code regarding the Illinois Prevailing Wage Act to better reflect the City’s Prevailing Wage Act requirements under the amended Act.

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

**SECTION 1:** Title 6, Chapter 3, Section 1 of the City Code regarding Wage Rates on Public Works Projects shall be deleted in its entirety and replaced with the following new text:

In contracts for public works, the City and its contractors shall adhere to the requirements of the Illinois Prevailing Wage Act, as amended (the “Act”) (820 ILCS 130/.01 et. seq.).

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

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

**SECTION 4:** This Ordinance shall be 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: \_\_\_\_\_

Z:\W\WOODSTOCK\Ordinances\Amending Title 6, Ch 3.Wage Rates Public Wks Projects.docx

**CERTIFICATION**

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

I do hereby further certify that at a regular meeting of the Woodstock City Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 the foregoing Ordinance entitled ***An Ordinance Amending Title 6, Chapter 3, Section 1 of the Woodstock City Code Regarding Wage Rates on Public Works Projects***, 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)



## MEMORANDUM

**To:** Roscoe Stelford, City Manager  
**From:** Darrell Moore, City Planner  
**Date:** October 13, 2020  
**Re:** Courthouse Connector Building Design and Project Updates

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### **Connector Building Design**

At its September 1, 2020 meeting, the City Council reviewed and discussed three options for the design of the proposed Courthouse connector building created by Studio GWA. As a result of the discussion, the Council eliminated one of the designs on the basis of cost, but could not reach a consensus on which of the remaining two designs was preferred.

Staff was directed to take the designs to the Old Courthouse and Sheriff's House Advisory Commission and the Historic Preservation Commission to gather additional input. Meetings were held by these commissions on September 21<sup>st</sup> and 28<sup>th</sup>, respectively. Both commissions were unanimous in their preference for Option 1, which features a traditional cornice and brick columns that frame oversized windows. Both commissions expressed an appreciation for how the design is a mix of old and new architectural elements.

The unanimous decisions may have been influenced in part by information from the National Parks Service (NPS) that came to the City after the City Council's discussion. On September 14<sup>th</sup>, the City received word from the NPS that the proposed renovations were conditionally approved, and that one of the conditions of the approval was that it applied only to the Option 1 design. Staff advised the commissions that the potential exists to negotiate with the NPS if the City elected to go with Option 3, which features a glass and metal exterior. Commissioners who were sympathetic to Option 3, were not so intent on the design to warrant challenging the condition from the NPS.

It is requested that City Council provide Staff with a preferred design option for the Courthouse connector building.

### **Federal Historic Tax Credits**

As stated above, the City received conditional approval from the NPS for the proposed renovations to the Old Courthouse and Sheriff's House. The approval makes the renovation project eligible for federal historic tax credits. Given the complexity of the project, a conditional approval was to

be expected. Most of the concerns raised by the NPS will be addressed when construction and mechanical design drawings are completed. However, two of the conditions have potentially major design implications. The first is the connector building exterior design (discussed above). The second is a requirement to leave at least one of the cell blocks in place in the Sheriff's House. The most recent plans for the building entail removing all of the cells from their current locations, though some will be reassembled in the basement and used for dining space. Staff has not yet reached out to the NPS for clarification as to whether keeping the cells in the building is enough to meet the condition. If not, some floor plans will need to be adjusted.

### **Illinois Historic Tax Credits**

The approval from the NPS made the Courthouse renovation project eligible to apply for the competitive Illinois Historic Tax Credit program when the second 2020 application round opened on September 23<sup>rd</sup> with a mandatory informational meeting. The meeting was the first of three steps for tax credit allocation from the State. The second step was a submission of the project through a website on October 7<sup>th</sup>. This second step recorded the precise moment of submittal after the website went live at 10:00 am. The primary purpose of this step is to serve as a tie-breaker for any equally qualified projects, as determined in Step 3. The City successfully submitted just 0.08 seconds after the application window opened—a time that is sure to be the fastest of any project submission.

Based on the turnout to the mandatory meeting (Step 1), there are known to be 26 total applicants seeking the tax credit allocation of \$7.5M. Taking a closer look at the particulars of each project, Staff has identified that only two projects (ours and one other) have the potential to score a 5 out of 5 after the Step 3 submittal. All factors taken together lead to the conclusion that the Courthouse project is assured to be allocated the entirety of the tax credits being sought. The exact amount of that allocation will depend on the total eligible expenses, but may exceed \$2M. This is in addition to the federal tax credits which may approach \$1.5M.

***Therefore, if Council is supportive, then Staff will proceed to move forward with securing the IL State Historic Tax Credits with submitting the Option #1 design.***



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



**D100 Option 1**

08/28/2020

McHENRY COUNTY COURTHOUSE & JAIL

20-1492



**studio**gwa  
PLAN DESIGN DEVELOP



**D102 Option 3**

08/28/2020

McHENRY COUNTY COURTHOUSE & JAIL

20-1492



**studio**gwa  
PLAN DESIGN DEVELOP



HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 - DESCRIPTION OF REHABILITATION



Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service. NPS Project Number 42248

1. Property Name McHenry County Courthouse and Jail
Street 101 N Johnson St.
City Woodstock County McHenry State IL Zip 60098
Name of Historic District n/a
Listed individually in the National Register of Historic Places; date of listing 8/20/1974

2. Project Data
Date of building 1857, 1887 Estimated rehabilitation costs (QRE) \$5,000,000
Number of buildings in project 1 Floor area before / after rehabilitation 29,000 / 32,200 sq ft
Start date (estimated) 12/01/2020 Use(s) before / after rehabilitation mixed / mixed
Completion date (estimated) 12/01/2022 Number of housing units before / after rehabilitation 0 / 0
Number of phases in project 2 Number of low-moderate income housing units before / after rehabilitation 0 / 0

3. Project Contact (if different from applicant)
Name Ashley Sarver Company Gary W. Anderson Architects
Street 200 Prairie St., Ste 201 City Rockford State IL
Zip 61107 Telephone (815) 963-1900 Email Address asarver@gwaarchitects.com

4. Applicant
I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable]
I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or
If I am not the fee simple owner of the above described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011).
For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.
Name Darrell Moore Signature (Sign in ink) [Signature] Date 6/29/20
Applicant Entity City of Woodstock SSN [Redacted] or TIN [Redacted]
Street 121 W. Calhoun St. City Woodstock State IL
Zip 60098 Telephone (815) 338-4300 Email Address dmoore@woodstockil.gov
Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed the Historic Preservation Certification Application - Part 2 for the above-named property and has determined that
the rehabilitation described herein is consistent with the historic character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is complete.
the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.
the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.

Date 9/11/2020 National Park Service Authorized Signature (Sign in ink) [Signature]

NPS conditions or comments attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION  
NATIONAL PARK SERVICE  
CONDITIONS**

Property Name McHenry County Courthouse Project Number 42248

Property Address 101 N Johnson St., Woodstock, IL 60098

**The rehabilitation of this property as described in the Historic Preservation Certification Application will meet the Secretary of the Interior's Standards for Rehabilitation provided that the following condition(s) is/are met:**

1. **Site/landscape:** The proposed site/landscape plans must be submitted to the SHPO and NPS for review and comment as they are developed.
2. **Signage/lighting:** Exterior signage and lighting plans must be submitted to the SHPO and NPS for review and comment as they are developed.
3. **MEP-FP:** MEP and fire-protection plans must be submitted to the SHPO and NPS for review and comment as they are developed.
4. **Judge's chambers:** Details of the proposed opening and sliding panels in the wall between the judge's chambers and courtroom must be submitted to the SHPO and NPS for review and comment.
5. **Judge's bench:** The judge's bench must be reused in a publicly accessible location in the building. Submit details to the SHPO and NPS for review and comment.

CONDITIONS  
PG. 1 OF 2

Photographs documenting that the conditions have been met must be submitted with the Request for Certification of Completed Work.

Any substantive change in the work as described in the application should be brought to the attention of the State Historic Preservation Office and the National Park Service in writing, using the Amendment/Advisory Determination form, prior to execution to ensure that the proposed project continues to meet the Standards.

7/15/2020

Date

State Historic Preservation Office Signature

**The National Park Service has determined that this project will meet the Secretary of the Interior Standards for Rehabilitation if the condition(s) listed above are met.**

9/11/2020

Date

National Park Service Signature

**HISTORIC PRESERVATION CERTIFICATION APPLICATION  
NATIONAL PARK SERVICE  
CONDITIONS**

Property Name McHenry County Courthouse and Jail Project Number 42248

Property Address 101 N. Johnson Street, Woodstock, IL

The rehabilitation of this property as described in the Historic Preservation Certification Application will meet the Secretary of the Interior's Standards for Rehabilitation provided that the following condition(s) is/are met:

Conditions continued, Page 2 of 2

1. **Addition:** The proposed location and massing of the connector addition between the Courthouse and Jail is acceptable in concept. Additional information regarding design details, fenestration, and cladding material was submitted to SHPO and NPS by the project contact via email on 8/31/2020. Of the three options presented, Option 1 (Sheet D100), consisting of brick masonry cladding, curtain wall fenestration, and a simple cornice, will meet the Standards. Any alterations to this design must be submitted to SHPO and NPS for review and approval prior to construction. Options 2 and 3 do not meet the Standards as design and materials are incompatible with the historic character of the buildings.
2. **Jail cells:** This approval does not extend to the demolition of all three extant cell blocks, which are character-defining features of the Jail. At a minimum, one block of cells must remain in place. There may be potential for modification once a tenant-specific build out is available, but it is expected that retention of one group of cells will be required as part of the rehabilitation project. Revised details and drawings must be submitted to SHPO and NPS for review.

CONDITIONS  
Pg. 2 of 2

Photographs documenting that the conditions have been met must be submitted with the Request for Certification of Completed Work.

Any substantive change in the work as described in the application should be brought to the attention of the State Historic Preservation Office and the National Park Service in writing, using the Amendment/Advisory Determination form, prior to execution to ensure that the proposed project continues to meet the Standards.

The National Park Service has determined that this project will meet the Secretary of the Interior Standards for Rehabilitation if the condition(s) listed above are met.

9/11/2020

Date

Dwight Tandy

National Park Service Signature



## Finance Department

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

# Memo

**To:** Roscoe Stelford, City Manager  
**From:** Paul Christensen, Assistant City Manager/Finance Director  
**Date:** October 13, 2020  
**Re:** Police Pension Actuarial Valuation

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In accordance with Illinois State Statutes (40 ILCS 3-143), the Police Pension Board is required to report to the City Council the financial position of the Police Pension Fund as of its fiscal year end (i.e., April 30, 2020). In addition, the Police Pension Board is required by State law to submit a funding request to the City Council based on the results of an actuarial valuation. This request must be submitted prior to the City's adoption of its property tax levy. Attached is a copy of the Police Pension Board's report for FY19/20 and the Board's request for the calendar year 2020 property tax extension.

The Police Pension Board's request for 2020 has been determined through an actuarial calculation performed by the City's actuary Michael Zurek with Nyhart as required by Illinois State Statute (40 ILCS 5/1A-111). A copy of Mr. Zurek's actuarial report has been attached for the City Council's review.

The City is required by Illinois State Statute (40 ILCS 5/1A-111; 3-127) to deposit the necessary funds with the Police Pension that have been determined through an actuarial valuation. In addition, State law requires that the Police Pension reach 90% funding status using the Purchase Unit Credit (PUC) method by April 30, 2045. While State Statute mandates 90% using PUC, it is recommended that the City continue to use Entry Age Normal Cost Method with a 100% funding goal as this is a more financially-sound funding method and is compliant with Generally Accepted Accounting Principles (GAAP).

### **Actuarial Valuations:**

An actuarial valuation is a means of determining the funded position for a defined benefit pension plan at a particular point in time. By using mathematical analysis and actuarial tables that include information concerning life expectancy, years of service, surviving spouses and future refunds, an actuary determines what the accrued benefits are based on the City's pension plan and compares the value of the accrued benefits to the value of the accrued assets of the Plan. A glossary of actuarial terms has been attached to this memorandum as Appendix A. The Police Pension Board has conducted a full actuarial valuation as of April 30, 2020.

## **Police Pension Plan:**

The Police Pension Fund provides for the current and future pension obligations of retired and disabled Woodstock law enforcement personnel. The Police Pension Fund was created and is administered as prescribed by Chapter 40 of Illinois Compiled Statutes Act 5, Article 3. The Illinois Department of Insurance (DOI) regulates the Woodstock Police Pension Fund. Pension benefits are defined by State Statute and can only be modified by the State legislature. Pension benefits were modified in 2010 to adopt a two-tiered structure. Employees hired prior to January 1, 2011 continue to receive benefits utilizing the previous benefit structure. Employees hired after January 1, 2011 are subject to new benefit levels, which require the accrual of longer service time before reaching retirement eligibility, imposes an early retirement penalty, caps maximum income, modifies the calculation of final average salary, reduces survivor benefits, and reduces annual increases.

The City's Police Pension Plan is a single-employer defined benefit plan. Upon retirement, officers receive a percentage of their salary dependent on age and years of service. The participant receives these benefits for the remainder of their lives. Surviving spouses are provided the same benefit without increases for the remaining period. Although a significant amount of funds have been accumulated within the Police Pension Fund, an actuarial valuation is performed to determine if the funds "on-hand" are sufficient to finance the plan requirements for all participants.

While the State of Illinois Department of Insurance provided the City with their estimate of the actuarial required employer contribution, which is collected in the form of property taxes, the City has decided to perform their own study as allowed by State Statute. By the City utilizing an independent actuary instead of the State, the actuarial valuation is able to use assumptions, such as Entry Age Normal Costing as opposed to PUC, that more closely reflect the principles of the Fund and City. Payment of this study is budgeted in the Police Pension Fund.

The current actuarial study was completed using FY19/20 data. The only change this year was to update the mortality improvement scale from the MP-2018 scale to the MP-2019 scale within the RP-2014 Mortality Table with blue collar adjustment, which resulted in a decrease in the recommended contribution. In addition, the State modified the Tier II benefits, effective January 1, 2020, which increased the recommended contribution.

A copy of the final report has been attached to this memorandum for the City Council's review. A table has been provided below comparing the results of the actuarial studies performed by the Department of Insurance (prior to 1999) and the City's actuary.

Actuarial Valuation Date April 30,	Market Value of Assets	Actuarial Accrued Liability	Funded Ratio (Based on Market Assets)	Unfunded Accrued Liability	Covered Payroll	As a Percentage of Covered Payroll
1993	\$4,096,483	\$5,941,310	69.0%	\$1,844,827	\$898,165	205.4%
1994	4,457,491	6,497,448	68.6%	2,039,957	893,754	228.3%
1996	5,160,075	7,772,303	66.4%	2,612,228	1,015,495	257.2%
1998	6,025,658	9,317,076	64.7%	3,291,418	1,124,897	292.6%
1999	6,307,895	9,477,782	66.6%	3,169,887	1,319,024	240.3%
2001	7,065,722	11,123,861	63.5%	4,058,139	1,462,886	277.4%
2002	7,405,644	12,035,087	61.5%	4,629,443	1,359,343	340.6%
2003	7,573,444	13,004,670	58.2%	5,431,226	1,642,661	330.6%
2004	8,798,099	13,619,845	64.6%	4,821,746	1,794,531	268.7%
2005	9,621,897	15,153,429	63.5%	5,531,532	2,022,026	273.6%
2006	11,325,331	16,524,646	68.5%	5,199,315	2,233,583	232.8%
2007	12,530,084	17,706,051	70.8%	5,175,967	2,573,706	201.1%
2008	13,307,776	19,977,150	66.6%	6,669,374	2,743,699	243.1%
2009	11,389,645	21,033,633	54.1%	9,643,988	2,704,686	356.6%
2010	13,724,758	21,778,790	63.0%	8,054,032	2,842,275	283.4%
2011	15,652,223	22,846,820	68.5%	7,194,597	2,782,509	258.6%
2012	15,778,582	25,132,937	62.8%	9,354,355	2,728,331	342.9%
2013	16,683,371	27,335,478	61.0%	10,652,107	2,826,492	376.9%
2014	17,845,024	28,658,155	62.3%	10,813,131	2,953,578	366.1%
2015	18,579,671	31,958,426	58.1%	13,378,755	3,046,780	439.1%
2016	17,950,727	36,437,622	49.3%	18,486,895	3,128,846	590.9%
2017	19,741,924	36,180,463	54.6%	16,438,539	3,174,036	517.9%
2018	21,225,135	34,152,700	62.1%	12,927,565	3,240,910	398.9%
2019	22,262,444	36,645,899	60.8%	14,383,455	3,434,725	419.8%
2020	22,348,648	38,082,450	58.7%	15,733,802	3,470,292	453.4%

The actuarial value of assets represents the amount of investments held by the City to fund the pensions for Police Officers, smoothed over a five-year period. The actuarial accrued liability measures the costs to provide the benefits earned by Police Officers prior to the date of the valuation. The goal is to reach full-funding status. When a plan becomes fully funded, the actuarial value of assets will equal or exceed the actuarial accrued liability. Full funding of a pension plan is a desired result, since when a plan is underfunded, the City not only has to make current service payments, but must also make payments for past service, which can place a significant burden on taxpayers. In addition, pension plans are designed to use earnings of investments to pay for benefits. When these funding payments to the Pension

Fund have not been made, the City not only must make the previously-required payment, but also provide for the lost investment income.

The 2020 study indicates that the Police Pension's funding level using the actuarial smoothed method remained the same as 2019 at 63.8%.

Based on these facts, the 2020 property tax levy necessary to properly fund the plan using Entry Age Normal Cost Method at 100% funding goal as determined by the City's consulting actuary (page 15 of the actuarial report) is \$1,417,954, or \$67,873 more than the amount required for the 2019 tax levy, primarily as a result of investment returns that were lower than the actuary assumed rate of return.

As previously mentioned, the revisions to the Police Pension benefits outlined under PA 096-01495 provided several modifications to the actuarial valuation used to determine the employer contribution. One of these provisions requires the City to Fund the plan at least the level established by amortizing 90% of the accrued liability over the actuarial value of assets as a level percentage of payroll over a twenty (20) year period.

The City could decide in future years to utilize the Projected Unit Credit Cost Method (PUC) instead of the Entry Age Normal Cost Method for the actuarial valuation. In the PUC Method, the costs for pension benefits increase as employees near retirement. Therefore, an employer with a younger workforce will see an initial reduction from adopting this valuation method; however, these costs will also increase at a more rapid pace as the combination of an aging workforce and lower investment income requires additional contributions from the employer. Using PUC, the actuary report has calculated that the minimum funding level for this year to be \$1,167,472 or \$34,359 more than last year.

The Entry Age Normal Cost Method has been historically utilized by the plan. This divides the employees' expected benefit costs evenly over their careers, resulting in a level allocation of these costs. This method is preferred by both accountants and actuaries, in general, since it provides a more accurate reflection of the true benefit costs and allows for additional contributions early during employees' careers that will then help to mitigate future costs through the receipt of investment income. The new accounting standards will continue to require utilization of the Entry Age Normal Cost Method for preparing the financial statements and note disclosures. Therefore, the attached actuarial valuation maintains the utilization of the Entry Age Normal Cost Method for allocating the employees' benefit costs.

#### **Recommendations:**

**It is recommended that the City Council accept the annual statement for the Police Pension Plan's 2019/2020 fiscal year and the actuarial report presented by the Police Pension Board.**

Please feel free to contact me with any additional questions or concerns.



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager

## Appendix A

### Glossary

#### Actuarial Terms

Accumulated Benefit Obligation	The actuarial present value of benefits (whether vested or non-vested) attributed by the pension benefit formula to employee service rendered before a specified date and based on employee service and compensation (if applicable) prior to that date. The accumulated benefit obligation differs from the projected benefit obligation in that it includes no assumption about future compensation levels. For plans with flat-benefit or non-pay-related pension benefit formulas, the accumulated benefit obligation and the projected benefit obligation are the same.
Actual Return on Plan Assets	The difference between fair value of plan assets at the end of the period and the fair value at the beginning of the period, adjusted for contributions and payments of benefits during the period.
Actuarial Accrued Liability (AAL)	The value of OPEB benefits already earned by each eligible employee for that employee's past service. Also, the Actuarial Present Value of Total Projected Benefits not provided for by future normal costs.
Actuarial Funding Method	Any of several techniques that actuaries use in determining the amounts and incidence of employer contributions to provide for pension benefits.
Actuarial Present Value	The value, as of a specified date, of an amount or series of amounts payable or receivable thereafter, with each amount adjusted to reflect (a) the time value of money (through discounts for interest) and (b) the probability of payment (by using statistical tables that predict events such as death, disability, withdrawal, or retirement) between the specified date and the expected date of payment.
Amortization	Usually refers to the process of reducing a recognized liability systematically by recognizing revenues, reducing a recognized asset systematically, or by recognizing expenses. In pension accounting, amortization is also used to refer to the systematic recognition of net pension cost over several periods including previously unrecognized amounts, for prior service cost and net gain or loss.
Annual Pension Cost	An accrual-basis measure of an employer's periodic cost of offering pension benefits in a defined benefit plan. It is the current period's ARC, plus any interest on the previous period's Net Pension Obligation, minus any adjustments necessary to the ARC.
Annual Required Contribution (ARC)	The level of employer contribution that would be required on an ongoing basis to reduce the employer's net OPEB obligation to zero. The ARC has two components: 1) The normal cost and 2) the amortized amount of the UAAL for both active employees and retirees. In other words, it is the amount needed to pay benefits as they come due, as well as to amortize additional liability over a specified period (which cannot be more than 30 years.)

Assumptions	Estimates of the occurrence of future events affecting pension costs, such as mortality, withdrawal, disablement and retirement, changes in compensation and pension benefits, and discount rates to reflect the time value of money.
Defined Benefit Pension Plan	A pension plan that defines an amount of pension benefit to be provided, usually as a function of one or more factors such as age, years of service, or compensation.
Defined Contribution Pension Plan	A plan that provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account, the returns earned on investments of those contributions, and forfeitures of other participants' benefits that may be allocated to such participant's account.
Discount Rate	The interest rate used to adjust for the time value of money.
Employer Contributions:	<p>Contributions made for the pension benefit in relation to the ARC. An employer has made a contribution in relation to the ARC if the employer has:</p> <ul style="list-style-type: none"> <li>• Made a payment of benefits directly to or on behalf of a retiree or beneficiary;</li> <li>• Made premium payments to an insurer; or</li> <li>• Irrevocably transferred assets to a trust in which plan assets are dedicated to providing benefits to retirees and/or beneficiaries.</li> </ul> <p>Assets that employers merely set aside for future benefits do not qualify as contributions for purposes of GASB 45.</p>
ERISA	The Employee Retirement Income Security Act of 1974
Expected Long-Term Rate of Return on Plan Assets	An assumption as to the rate of return on plan assets reflecting the average rate of earnings expected on the funds invested or to be invested to provide for the benefits included in the projected benefit obligation.
Expected Return on Plan Assets	An amount calculated by comparing the extent of future changes in the fair value of the plan's assets. The expected return on plan assets is determined based on the expected long-term rate of return on plan assets and the market-related value of plan assets.
Gain or Loss	A change in the value of either the projected benefit obligation or the plan assets resulting from experience different from that assumed or from a change in an actuarial assumption.
Interest Cost	The increase in the projected benefit obligation due to the passage of time.
Mortality Rate	The proportion of the number of deaths in a specified group to the number living at the beginning of the period in which the death occur. Actuaries use mortality tables, which show death rates for each age, in estimating the amount of pension benefits that will become payable.

Net Pension Cost	The amount recognized in an employer's financial statements as the cost of a pension plan for a period. Components of net pension cost are service cost, interest cost, actual return on plan assets, gain or loss, amortization of unrecognized prior service cost, and amortization of the unrecognized net obligation or asset.
Net Pension Obligation (or Asset):	The difference arrived at by subtracting all employer contributions from the Annual Pension Cost. The Net Pension Obligation is reported as a liability (or asset) in the accrual-basis financial statements.
Normal Cost	That portion of the Actuarial Present Value that is allocated to each valuation year by an actuarial cost method. Under most actuarial methods, Normal Cost can be thought of as the cost for pension benefits being earned by employees in exchange for current service. Any employer with at least one eligible employee participating in a defined benefit pension plan will have a Normal Cost each year.
Plan Amendment	A change in the terms of an existing plan or the initiation of a new plan. A plan amendment may increase benefits, including those attributed to years of service already rendered. Plan benefits are set by the State legislature.
Plan Assets:	Financial resources that have been segregated into a trust for the payment of benefits in accordance with the terms of the plan. Employer contributions to the trust are irrevocable, and assets are dedicated to providing benefits to retirees and their beneficiaries. Plan assets are also legally protected from creditors of the employer. Assets set aside by employers for pension benefits, but not deposited in a trust, are considered <i>employer assets</i> and not Plan assets.
Plan Liabilities:	Obligations payable by the plan at the reporting date. These obligations include benefits and refunds due and payable to plan members and beneficiaries, and accrued investment and administrative expenses. Plan liabilities do not include actuarial accrued liabilities for benefits that are not due and payable at the reporting date.
Prior Service Cost	The cost of retroactive benefits granted in a plan amendment.
Projected Benefit Obligation	The actuarial present value as of a specific date for all benefits attributed by the pension benefit formula to employee service rendered prior to that date. The projected benefit obligation is measured using assumptions as to future compensation levels if the pension benefit formula is based on those future compensation levels.
Service Cost	The actuarial present value of benefits attributed by the pension benefit formula to services rendered by employees during that period. The service cost component is a portion of the projected benefit obligation and is unaffected by the funded status of the plan.
Unfunded Actuarial Accrued Liability (UAAL)	The portion of the AAL over and above the Actuarial Value of Plan Assets. The UAAL is determined by three things: unfunded past Normal Costs, actuarial gains and losses (differences between actuarial assumptions and actual experience), and changes to the amount of promised benefits.

Vested Benefits	Benefits for which the employee's right to receive a present or future pension benefit is no longer contingent on remaining in the service of the employer.
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Police Pension Fund  
Board of Trustees  
Jeremy R. Mortimer, Secretary

P.O. Box 263/656 Lake Ave.  
Woodstock, Illinois 60098  
Phone 815.338.2131

October 13, 2020

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

**RE: Tax Levy Request from the Woodstock Police Pension Fund**

Dear Mayor Sager and Council Members:

Section 3-125 of the Illinois Pension Code provides that the municipality shall annually levy a tax to meet the annual actuarial requirements of the police pension fund (40 ILCS 5/3-125). The Board of Trustees of the Woodstock Police Pension Fund has reviewed the actuarial valuation, as well as the GASB 67/68 Reporting, prepared by Michael Zurek of Nyhart, for purposes of the next City tax levy.

**In light of the Board's fiduciary obligation to ensure funds are available to meet the actuarial requirements of the Fund, the Pension Board voted unanimously to request that the City Council levy and contribute the recommended actuarial amount of \$1,417,954 on behalf of the Woodstock Police Pension Fund.**

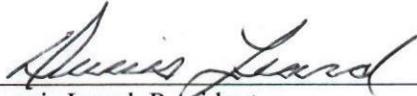
Note the following highlights from the actuarial valuation:

- The recommended contribution has increased \$67,873 from the prior year.
- This year's return on investment was a loss of 0.7% net of investment expenses. When smoothed over a five-year period, the return on the actuarial value of assets was a gain of 2.9%, net of investment expenses.
- In fiscal year ending April 30, 2020, the Fund paid over \$1.4 million in benefits to its pensioners and beneficiaries.

Enclosed please find Mr. Zurek's final actuarial valuation, as well as the Pension Board's municipal compliance report. Also enclosed is the Fund's investment policy for your review. If you have any more questions or concerns regarding the Board's request, please let us know.

Sincerely,

**WOODSTOCK POLICE PENSION FUND**



\_\_\_\_\_  
Dennis Leard, President

Enclosures – Final Actuarial Valuation  
Municipal Compliance Report  
Investment Policy

cc: Paul Christensen, Assistant City Manager/Finance Director (w/ enclosures)  
Roscoe Stelford, City Manager (w/ enclosures)



nyhart  
part of FuturePlan by Ascensus®

# City of Woodstock Police Pension Fund

May 1, 2020

Actuarial Valuation Report

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At the request of the plan sponsor, this report summarizes the City of Woodstock Police Pension Fund as of May 1, 2020 . The purpose of this report is to communicate the following results of the valuation:

- Funded Status;
- Recommended City Contribution;
- Statutory Minimum Contribution;

This report has been prepared in accordance with the applicable Federal and State laws. Consequently, it may not be appropriate for other purposes. Please contact Nyhart prior to disclosing this report to any other party or relying on its content for any purpose other than that explained above. Failure to do so may result in misrepresentation or misinterpretation of this report.

The results in this report were prepared using information provided to us by other parties. The census information has been provided to us by the employer. Asset information has been provided to us by the administrator. We have reviewed the provided data for reasonableness when compared to prior information provided, but have not audited the data. Where relevant data may be missing, we have made assumptions we believe to be reasonable. We are not aware of any significant issues with and have relied on the data provided. Any errors in the data provided may result in a different result than those provided in this report. A summary of the data used in the valuation is included in this report.

The actuarial assumptions and methods were chosen by the employer. In our opinion, all actuarial assumptions and methods are individually reasonable and in combination represent our best estimate of anticipated experience of the plan. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement. This report has been prepared in accordance with generally accepted actuarial principles and practice.

Neither Nyhart nor any of its employees have any relationship with the plan or its sponsor which could impair or appear to impair the objectivity of this report. To the extent that this report or any attachment concerns tax matters, it is not intended to be used and cannot be used by a taxpayer for the purpose of avoiding penalties that may be imposed by law.

The undersigned are compliant with the continuing education requirements of the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States and are available for any questions.

Nyhart



\_\_\_\_\_  
Michael Zurek, EA, FCA, MAAA

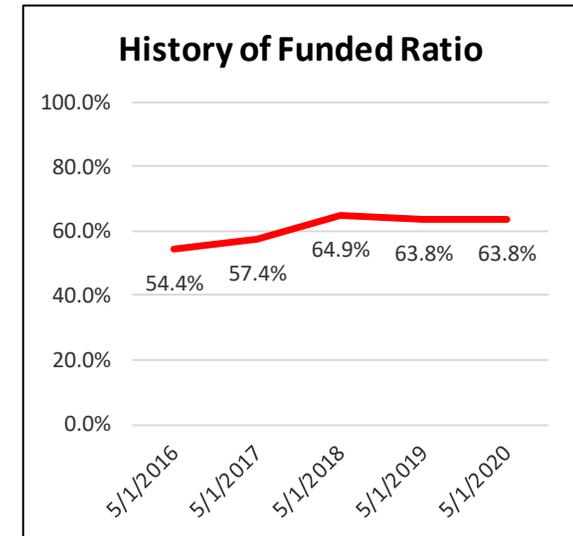
\_\_\_\_\_  
August 12, 2020

Date

## Summary Results

The actuarial valuation's primary purpose is to produce a scorecard measure displaying the funding progress of the plan toward the ultimate goal of paying benefits at retirement. The Accrued Liability is based on the Entry Age Normal actuarial cost method.

	May 1, 2019	May 1, 2020
<b>Funded Status Measures</b>		
Accrued Liability	\$ 36,645,899	\$ 38,082,450
Actuarial Value of Assets	23,373,425	24,295,160
Unfunded Accrued Liability	\$ 13,272,474	\$ 13,787,290
Funded Percentage (AVA)	63.8%	63.8%
Funded percentage (MVA)	60.8%	58.7%
<b>Cost Measures</b>		
Recommended Total Pension Contribution	\$ 1,714,289	\$ 1,785,933
Expected Employee Contributions	(364,208)	(367,979)
Recommended Net City Contribution	\$ 1,350,081	\$ 1,417,954
- as a Percentage of Payroll	39.3%	40.9%
<b>Asset Measures</b>		
Market Value of Assets (MVA)	\$ 22,262,444	\$ 22,348,648
Actuarial Value of Assets (AVA)	\$ 23,373,425	\$ 24,295,160
Actuarial Value/Market Value	105.0%	108.7%
<b>Participant Information</b>		
Active Participants	39	39
Terminated Vested Participants	6	8
Retirees, Beneficiaries, and Disabled Participants	23	22
Total	68	69
Payroll	\$ 3,434,725	\$ 3,470,297



### Changes since Prior Valuation and Key Notes

The Tier II benefit changes effective January 1, 2020 under Illinois Public Act 101-610 are included in the valuation. The changes result in an increase in benefit obligations and an increase in the recommended contribution.

The mortality improvement scale was updated from scale MP-2018 to scale MP-2019. The change results in a decrease in benefit obligations and a decrease in the recommended contribution.

**History of Valuation Results**

	5/1/2016	5/1/2017	5/1/2018	5/1/2019	5/1/2020
<b>Plan Funding</b>					
Accrued Liability	\$ 36,437,622	\$ 36,180,463	\$ 34,152,700	\$ 36,645,899	\$ 38,082,450
Actuarial Value of Assets	19,819,997	20,776,888	22,174,501	23,373,425	24,295,160
Unfunded Accrued Liability	\$ 16,617,625	\$ 15,403,575	\$ 11,978,199	\$ 13,272,474	\$ 13,787,290
Funded Percentage	54.4%	57.4%	64.9%	63.8%	63.8%
Normal Cost (NC)	\$ 846,068	\$ 823,328	\$ 706,960	\$ 748,692	\$ 746,537
NC as a Percent of Covered Payroll	27.0%	25.9%	21.8%	21.8%	21.5%
Actual Contribution	\$ 1,150,683	\$ 1,408,019	\$ 1,342,311	\$ 1,348,000	To Be Determined
Recommended Contribution	\$ 1,411,705	\$ 1,348,352	\$ 1,211,194	\$ 1,350,081	\$ 1,417,954
Recommended Contribution (% of Pay)	45.1%	42.5%	37.4%	39.3%	40.9%
Interest Rate	7.00%	7.00%	7.00%	7.00%	7.00%
<b>Rate of Return</b>					
Actuarial Value of Assets		4.1%	4.4%	3.8%	2.9%
Market Value of Assets		9.2%	5.1%	3.2%	-0.7%
<b>Demographic Information</b>					
Active Participants	37	37	37	39	39
Retired Participants	16	16	16	17	18
Beneficiaries	4	4	3	3	2
Disabled Participants	3	3	3	3	2
Terminated Vested Participants	1	2	4	6	8
Total Participants	61	62	63	68	69
Covered Payroll	\$ 3,128,846	\$ 3,174,036	\$ 3,240,910	\$ 3,434,725	\$ 3,470,297
Average Covered Pay	\$ 84,563	\$ 85,785	\$ 87,592	\$ 88,070	\$ 88,982

**Identification of Risks**

The results presented in this report are shown as single point values. However, these values are derived using assumptions about future markets and demographic behavior. If actual experience deviates from our assumptions, the actual results for the plan will consequently deviate from those presented in this report. Therefore, it is critical to understand the risks facing this pension plan. The following table shows the risks we believe are most relevant to the City of Woodstock Police Pension Fund. The risks are generally ordered with those we believe to have the most significance at the top. Also shown are possible methods by which a more detailed assessment of the risk can be performed.

**Type of Risk**

**Method to Assess Risk**

Investment Return	Scenario Testing; Asset Liability Study
Participant Longevity	Projections and Contribution Strategy
Early Retirement	
Salary Growth	

## Plan Maturity Measures - May 1, 2020

Each pension plan has a distinct life-cycle. New plans promise future benefits to active employees and then accumulate assets to pre-fund those benefits. As the plan matures, benefits are paid and the pre-funded assets begin to decumulate until ultimately, the plan pays out all benefits. A plan's maturity has a dramatic influence on how risks should be viewed. The following maturity measures illustrate where the City of Woodstock Police Pension Fund falls in its life-cycle.

### **Duration of Liabilities: 16.0**

Duration is the most common measure of plan maturity. It is defined as the sensitivity of the liabilities to a change in the interest rate assumption. The metric also approximates the weighted average length of time, in years, until benefits are expected to be paid. A plan with high duration is, by definition, more sensitive to changes in interest rates. A plan with low duration is more susceptible to risk if asset performance deviates from expectations as there would be less time to make up for market losses in adverse market environments while more favorable environments could result in trapped surplus from gains. Conversely, high duration plans can often take on more risk when investing, and low duration plans are less sensitive to interest rate fluctuations.

### **Demographic Distribution - Ratio of Actively Accruing Participants to All Participants: 56.5%**

A plan with a high ratio is more sensitive to fluctuations in salary (if a salary-based plan) and statutory changes. A plan with a low ratio is at higher risk from demographic experience. Such a plan should pay close attention to valuation assumptions as there will be less opportunity to realize future offsetting gains or losses when current experience deviates from assumptions. Plans with a low ratio also have limited opportunities to make alterations to plan design to affect future funded status.

### **Asset Leverage - Ratio of Payroll for Plan Participants to Market Value of Assets: 15.5%**

Younger plans typically have a large payroll base from which to draw in order to fund the plan while mature plans often have a large pool of assets dedicated to providing benefits to a population primarily consisting of members no longer on payroll. Plans with low asset leverage will find it more difficult to address underfunding, as the contributions needed to make up the deficit will represent a higher percentage of payroll than for a plan with high asset leverage.

### **Benefit Payment Percentage - Ratio of Annual Benefit Payments to Market Value of Assets: 7.1%**

As a plan enters its decumulation phase, a larger percentage of the pre-funded assets are paid out each year to retirees. A high percentage is not cause for alarm as long as the plan is nearly fully funded. However, such a plan is more sensitive to negative asset performance, especially if cash contributions are not an option to make up for losses.

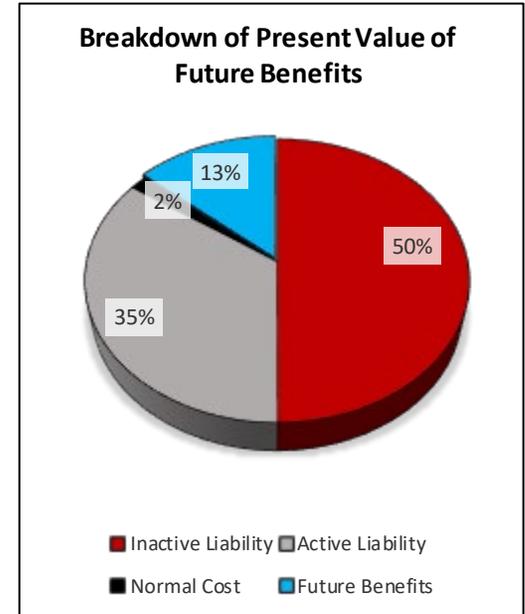
**Present Value of Future Benefits**

The Present Value of Future Benefits represents the future benefits payable to the existing participants.

**May 1, 2020**

**Present Value of Future Benefits**

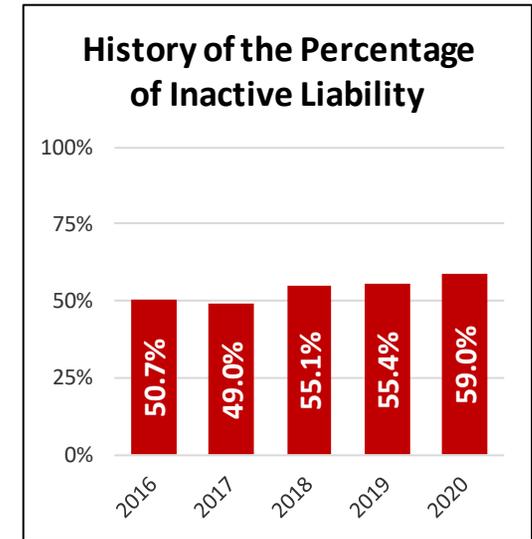
<b>Active Participants</b>	
Retirement	\$ 19,611,501
Disability	1,671,787
Death	452,266
Termination	763,699
<b>Total Active</b>	<b>\$ 22,499,253</b>
<b>Inactive participants</b>	
Retired Participants	\$ 19,479,064
Beneficiaries	243,559
Disabled Participants	1,430,353
Terminated Vested Participants	1,309,965
<b>Total Inactive</b>	<b>\$ 22,462,941</b>
<b>Total</b>	<b>\$ 44,962,194</b>
Present Value of Future Payrolls	\$ 36,000,632
Present Value of Future Employee Contributions	\$ 3,567,446



**Accrued Liability**

The Funding Liability measures the present value of benefits earned as of the valuation date, using the actuarial assumptions described in the assumption section of this report and the Entry Age Normal actuarial cost method.

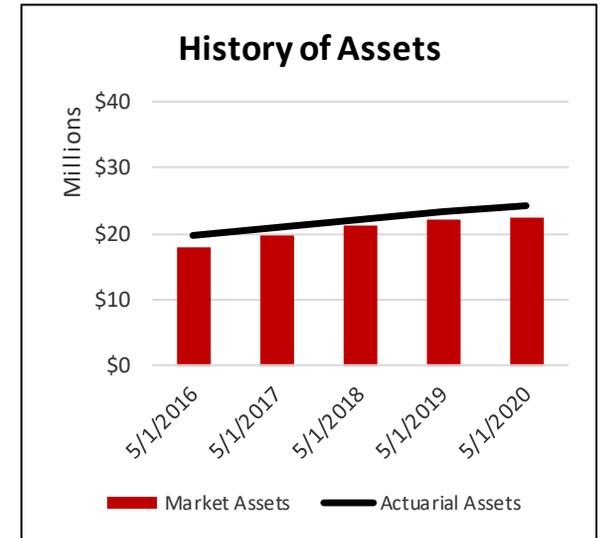
	<b>May 1, 2020</b>
<b>Funding Liabilities</b>	
Active Participants	
Retirement	\$ 14,021,542
Disability	932,030
Death	223,531
Termination	442,406
Total Active	\$ 15,619,509
Inactive Participants	
Retired Participants	\$ 19,479,064
Beneficiaries	243,559
Disabled Participants	1,430,353
Terminated Vested Participants	1,309,965
Total Inactive	\$ 22,462,941
Total	\$ 38,082,450
Normal Cost	\$ 746,537



**Asset Information**

The amount of assets backing the pension promise is the most significant driver of volatility and future costs within a pension plan. The investment performance of the assets directly offsets the ultimate cost.

	<b>May 1, 2020</b>
<b>Market Value Reconciliation</b>	
Market Value of Assets, Beginning of Prior Year	\$ 22,262,444
Contributions	
Employer Contributions	\$ 1,348,000
Member Contributions	352,046
Total	\$ 1,700,046
Investment Income	(163,092)
Benefit Payments	(1,425,460)
Administrative Expenses	(25,290)
Market Value of Assets, Beginning of Current Year	\$ 22,348,648
Return on Market Value	-0.7%
<b>Actuarial value of assets</b>	
Value at Beginning of Current Year	\$ 24,295,160



**Asset Information (continued)**

Plan Assets are used to develop funded percentages and contribution requirements.

	May 1, 2020
1. Expected Market Value of Assets	
(a) Market Value of Assets, Beginning of Prior Year	\$ 22,262,444
(b) Contributions	1,700,046
(c) Benefit Payments	(1,425,460)
(d) Administrative Expenses	(25,290)
(e) Expected Return	1,567,096
(f) Expected Market Value of Assets, Beginning of Current Year	\$ 24,078,836
2. Market Value of Assets, Beginning of Current Year	\$ 22,348,648
3. Actual Return on Market Value	\$ (163,092)
4. Amount Subject to Phase-in [(3)-(1e)]	\$ (1,730,188)
5. Phase-in of Asset Gain/(Loss)	
(a) Current Year [80% x \$ (1,730,188) ]	\$ (1,384,150)
(b) First Prior Year [60% x \$ (815,273)]	(489,164)
(c) Second Prior Year [40% x \$ (381,039) ]	(152,416)
(d) Third Prior Year [20% x \$ 396,089 ]	79,218
(e) Total Phase-in	\$ (1,946,512)
6. Actuarial Value of Assets, Beginning of Current Year [(2)-(5e)]	\$ 24,295,160
7. Return on Actuarial Value of Assets	2.9%

**Reconciliation of Gain/Loss**

**May 1, 2020**

**Liability (Gain)/Loss**

Actuarial Liability, Beginning of Prior Year	\$ 36,645,899
Normal Cost	748,692
Benefit Payments	(1,425,460)
Expected Interest	2,567,730
	2,567,730
Expected Actuarial Liability, Beginning of Current Year	\$ 38,536,861
Actual Actuarial Liability, Before Changes	\$ 38,129,276
Liability (Gain)/Loss	\$ (407,585)

**Asset (Gain)/Loss**

Actuarial Value of Assets, Beginning of Prior Year	\$ 23,373,425
Contributions	1,700,046
Benefit Payments and Administrative Expenses	(1,450,750)
Expected Return	1,644,865
	1,644,865
Expected Actuarial Value of Assets, Beginning of Current Year	\$ 25,267,586
Actual Actuarial Value of Assets, Beginning of Current Year	\$ 24,295,160
Asset (Gain)/Loss	\$ 972,426

**Total (Gain)/Loss**

\$ 564,841

**Development of Recommended Contribution**

The recommended contribution is the annual amount needed to fund the plan to 100% by the end of the 2041 fiscal year as a level percentage of payroll, using the Entry Age Normal actuarial cost method. The recommended contribution is subject to the State statutory minimum, which is the annual amount needed to fund the plan to 90% by the end of the 2040 fiscal year as a level percentage of payroll, using the Projected Unit Credit actuarial cost method.

**May 1, 2020**

**Funded Position**

1. Entry Age Normal Accrued Liability	\$ 38,082,450
2. 100% of Entry Age Normal Accrued Liability	\$ 38,082,450
3. Actuarial Value of Assets	24,295,160
4. Unfunded Actuarial Accrued Liability (UAAL) (2 – 3)	\$ 13,787,290

**Recommended Contribution**

1. Normal Cost	\$ 746,537
2. Administrative Expenses	25,290
3. Amortization of UAAL	897,270
4. Applicable Interest	116,836
5. Total Recommended Contribution	\$ 1,785,933
6. Expected Employee Contributions	367,979
7. Net Recommended City Contribution (5 – 6)	\$ 1,417,954
8. Minimum Contribution (Public Act 096-1495 Tax Levy Requirement)	\$ 1,167,472
9. Final Recommended Contribution [max (7,8)]	\$ 1,417,954
As a Percentage of Expected Payroll	40.9%



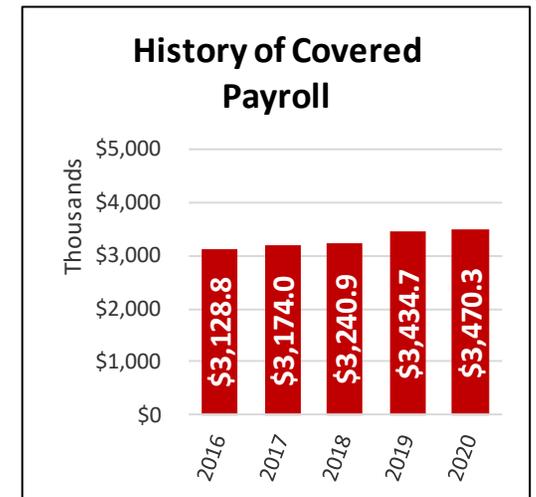
The Plan's Normal Cost plus interest on the Unfunded Actuarial Accrued Liability is \$ 1,395,926 .

A contribution greater than the Normal Cost plus interest on the Unfunded Actuarial Accrued Liability will reduce the Unfunded Actuarial Accrued Liability, if all other assumptions are met. A contribution less than the Normal Cost plus interest on the Unfunded Actuarial Accrued Liability will increase the Unfunded Actuarial Accrued Liability, if all other assumptions are met. Consider making a contribution greater than the Normal Cost plus interest on the Unfunded Actuarial Accrued Liability in order to pay down the Plan's shortfall more rapidly if that amount is greater than your funding policy contribution.

**Demographic Information**

The foundation of a reliable actuarial report is the participant information provided by the plan sponsor. Monitoring trends in demographic information is crucial for long-term pension planning.

	May 1, 2019	May 1, 2020
<b>Participant Counts</b>		
Active Participants	39	39
Retired Participants	17	18
Beneficiaries	3	2
Disabled Participants	3	2
Terminated Vested Participants	6	8
<b>Total Participants</b>	<b>68</b>	<b>69</b>
<b>Active Participant Demographics</b>		
Average Age	39.2	38.4
Average Service	12.3	11.5
Average Compensation	\$ 88,070	\$ 88,982
<b>Covered Payroll</b>	<b>\$ 3,434,725</b>	<b>\$ 3,470,297</b>



Demographic Information (continued)

	May 1, 2019	May 1, 2020
<b>Retiree Statistics</b>		
Average Age	66.1	65.1
Average Monthly Pension Benefit	\$ 5,875	\$ 6,100
<b>Beneficiary Statistics</b>		
Average Age	84.0	81.5
Average Monthly Pension Benefit	\$ 1,946	\$ 1,599
<b>Disabled Participants Statistics</b>		
Average Age	64.9	61.1
Average Monthly Pension Benefit	\$ 3,413	\$ 4,028
<b>Terminated Participants Statistics</b>		
Average Age	39.2	38.8
Average Monthly Pension Benefit*	\$ 2,396	\$ 2,923

\* Average monthly pension benefit does not include participants eligible for a return of contributions only.

Participant Reconciliation

	Active	Terminated Vested	Disabled	Retired	Beneficiaries	Totals
<b>Prior Year</b>	39	6	3	17	3	68
<b>Active</b>						
To Retired	(2)	0	0	2	0	0
To Disabled	0	0	0	0	0	0
To Terminated Vested	(2)	2	0	0	0	0
To Death	0	0	0	0	0	0
Terminated Nonvested (return of employee contributions)	0	0	0	0	0	0
<b>Terminated Vested</b>						
To Retired	0	0	0	0	0	0
Return of employee contributions	0	0	0	0	0	0
<b>Disabled</b>						
To Death without Beneficiary	0	0	(1)	0	0	(1)
<b>Retired</b>						
To Death with Beneficiary	0	0	0	0	0	0
To Death without Beneficiary	0	0	0	(1)	0	(1)
<b>Beneficiaries</b>						
To Death	0	0	0	0	(1)	(1)
<b>Additions</b>	4	0	0	0	0	4
<b>Departures</b>	0	0	0	0	0	0
<b>Current Year</b>	39	8	2	18	2	69

**Active Participant Schedule**

Active participant information grouped based on age and service.

Age Group	Years of Service										Total	Average Pay
	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & Up		
Under 25	2										2	59,149
25 to 29	1	6	1								8	65,587
30 to 34	1	1									2	59,149
35 to 39		2	1	3	3						9	94,123
40 to 44				1	5	2					8	103,174
45 to 49			1	1	2	2					6	99,854
50 to 54					2	1	1				4	109,347
55 to 59												
60 to 64												
65 to 69												
70 & up												
<b>Total</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>5</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>88,982</b>

## Eligibility for Participation

Police Officers of the City of Woodstock

## Accrual of Benefits

For employees hired prior to January 1, 2011, the normal retirement benefit is equal to 50% of the final salary plus 2.5% of any service over 20 years (with a maximum of 30) times the final salary. There is a minimum benefit of \$1,000 per month. The benefit is paid as a 100% joint and survivor benefit with the spouse, children under 18, or dependent parents of the participants as the survivor.

For employees hired after or on January 1, 2011, the normal retirement benefit is equal to 2.5% of the final average salary times benefit service (maximum 30 years.) The benefit is paid as a 66.67% joint and survivor benefit with the spouse, children under 18, or dependent parents of the participants as the survivor.

## Benefits

### Normal Retirement

Eligibility	For employees hired prior to January 1, 2011, the normal retirement date is the first day of the month on or after completion of 20 years of service and attainment of age 50.  For employees hired after or on January 1, 2011, the normal retirement date is the first day of the month on or after completion of 10 years of service and attainment of age 55.
Benefit	Unreduced Accrued Benefit payable immediately.

### Early Retirement

Eligibility	For employees hired prior to January 1, 2011 and terminating with less than 20 years of service For employees hired after or on January 1, 2011 who has attained age 50 and has 10 years of service.
Benefit	For those hired prior to January 1, 2011 the Accrued Benefit of 2.5% of final salary times service shall be paid at age 60. For those hired after or on January 1, 2011 the Accrued Benefit is reduced by 0.5% for each month prior to age 55

### Termination

Eligibility	Participants terminating before 20 years of service.
Benefit	Refund of Contributions

**Disability In The Line of Duty**

Eligibility	For participants who become disabled in the line of duty.
Benefit	The greater of 65% of the final salary or the accrued benefit

**Disability Not In The Line of Duty**

Eligibility	For participants who become disabled outside of the line of duty.
Benefit	50% of the final salary

**Death In the Line of Duty**

Eligibility	For participants who die in the line of duty.
Benefit	The benefit is 100% of final salary paid to the survivor.

**Death Not In the Line of Duty**

Eligibility	For participants who die outside of the line of duty.
Benefit	For those hired before 1/1/2011 with greater than 20 years of service, a benefit of 100% of the accrued benefit is paid to the survivor. For those with more than 10 years of service, but less than 20 years of service, a benefit of 50% of the final salary is paid to the survivor.  For those hired after 1/1/2011, a benefit equal to the greater of 54% of Final Salary and 66-2/3% of the accrued benefit is paid to the survivor.

**Compensation**

Final Salary is the salary attached to the rank held on the last day of service, or one year prior to the last day, whichever is greater.

Final Average Salary is the average monthly salary obtained by dividing the total salary of the police officer during the 48 consecutive months of service within the last 60 months of service in which the total salary was the highest by the number of months of service in that period. Salary will not exceed \$106,800 adjusted from January 1, 2011 with the lesser of 3% and 100% of the CPI on November 1.

**Credited Service**

For Vesting and Benefit Accrual purposes, pension service credit is based on elapsed time from hire.

**Employee Contributions**

9.91% of Compensation

**COLA**

Eligibility All Participants

Benefit For employees hired prior to January 1, 2011 a compound COLA of 3% is granted each year after attainment of age 55 and 1 year of payments.

For employees hired after or on January 1, 2011 a simple COLA of the lesser of 3% and 50% of the CPI on November 1 is granted each year after attainment of age 60 and 1 year of payments.

For disabled employees, a simple COLA is available after attainment of age 60 and 1 year of payments. For employees hired prior to January 1, 2011 the COLA is 3%. For employees hired after January 1, 2011, the COLA is the lesser of 3% and 50% of the CPI on November 1.

**Plan Provisions Not Included**

We are not aware of any plan provisions not included in the valuation

**Adjustments Made for Subsequent Events**

We are not aware of any event following the measurement date and prior to the date of this report that would materially impact the results of this report.

Except where otherwise indicated, the following assumptions were selected by the plan sponsor with the concurrence of the actuary. Prescribed assumptions are based on the requirements of the relevant law and applicable regulations. The actuary was not able to evaluate the prescribed assumptions for reasonableness for the purpose of the measurement.

<b>Valuation Date</b>	May 1, 2020																				
<b>Participant and Asset Information Collected as of</b>	May 1, 2020																				
<b>Actuarial Cost Method (CO)</b>	Entry Age Normal Cost Method																				
<b>Amortization Method – Recommended Contribution (CO)</b>	Closed level percentage of payroll amortization of 100% of the Unfunded Actuarial Accrued Liability using a 3.50% payroll growth assumption over the period ending on April 30, 2041 (21-year amortization in 2020)																				
<b>Asset Method</b>	5-year smoothing of asset gains and losses																				
<b>Interest Rates (CO)</b>	7.00%, net of investment expenses																				
<b>Inflation (FE)</b>	2.50%																				
<b>Annual Pay Increases (FE)</b>	Recommended increases from the 2017 IDOI experience study. Sample rates include:																				
	<table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Service</u></th> <th style="text-align: left;"><u>Rate</u></th> <th style="text-align: left;"><u>Service</u></th> <th style="text-align: left;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>11.00%</td> <td>20</td> <td>3.75%</td> </tr> <tr> <td>5</td> <td>7.00%</td> <td>25</td> <td>3.75%</td> </tr> <tr> <td>10</td> <td>4.00%</td> <td>30</td> <td>3.75%</td> </tr> <tr> <td>15</td> <td>4.00%</td> <td>35</td> <td>3.50%</td> </tr> </tbody> </table>	<u>Service</u>	<u>Rate</u>	<u>Service</u>	<u>Rate</u>	0	11.00%	20	3.75%	5	7.00%	25	3.75%	10	4.00%	30	3.75%	15	4.00%	35	3.50%
<u>Service</u>	<u>Rate</u>	<u>Service</u>	<u>Rate</u>																		
0	11.00%	20	3.75%																		
5	7.00%	25	3.75%																		
10	4.00%	30	3.75%																		
15	4.00%	35	3.50%																		
<b>Ad-hoc Cost-of-living Increases</b>	3.0% (1.25% for those hired after 1/1/2011)																				
<b>Mortality Rates (FE)</b>																					
Healthy	RP-2014 Mortality Table with blue collar adjustment, projected generationally using improvement Scale MP-2019 from 2013																				
Disabled	115% of the Healthy Mortality Table, projected generationally using improvement Scale MP-2019 from 2013																				
	10% of deaths are assumed to be in the line of duty																				

**Retirement Rates (FE)**

Recommended rates from the 2017 IDOI experience study:

Tier I		Tier II	
<u>Age</u>	<u>Rate</u>	<u>Age</u>	<u>Rate</u>
50-51	15%	50-54	5%
52-54	20%	55	40%
55-64	25%	56-64	25%
65-69	40%	65-69	40%
70+	100%	70+	100%

**Disability Rates (FE)**

Recommended rates from the 2017 IDOI experience study. Sample rates include:

<u>Age</u>	<u>Rate</u>
20	0.000%
30	0.140%
40	0.420%
50	0.710%

60% of disabilities are assumed to be in the line of duty

**Termination Rates (FE)**

Recommended rates from the 2017 IDOI experience study. Sample rates include:

<u>Age</u>	<u>Rate</u>
20	10.40%
30	5.60%
40	1.90%
50	1.50%

**Marital Status and Ages (FE)**

80% of participants are assumed to be married with female spouses 3 years younger.

**Expense Load**

Equal to the administrative expenses paid in the prior year.

**Funding Policy**

Normal cost, plus an amortization of the unfunded liability to as a level percent of payroll to attain 100% funding in fiscal 2040 using the Entry Age Normal Cost method.

FE indicates an assumption representing an estimate of future experience

MD indicates an assumption representing observations of estimates inherent in market data

CO indicates as assumption representing a combination of an estimate of future experience and observations of market data

The actuarial report also shows the necessary items required for plan reporting and the any state requirements.

- ✓ Minimum contribution (Public Act 096-1495 Tax Levy Requirement)

**Minimum Contribution (Public Act 096-1495 Tax Levy Requirement)**

**May 1, 2020**

1. Accrued liability using projected unit credit cost method	\$ 36,266,621
2. 90% of Accrued liability	\$ 32,639,959
3. Actuarial value of assets	24,295,160
4. Unfunded liability to be amortized [(2)-(3)]	\$ 8,344,799
5. Total normal cost using projected unit credit cost method	\$ 847,833
6. Administrative expenses	25,290
7. 20-year level pay amortization of (4)	561,878
8. Applicable interest	100,450
9. Minimum contribution (5 + 6 + 7 + 8)	\$ 1,535,451
10. Expected employee contributions	367,979
11. Net employer minimum contribution (9 – 10)	\$ 1,167,472

**Actuarial Cost Method**

Projected Unit Credit

**Amortization Method**

Closed level percentage of payroll amortization of 90% of Unfunded Actuarial Accrued Liability using a 3.50% payroll growth assumption over the period ending on April 30, 2040 (20-year amortization in 2020)

**Asset Method**

5-year smoothing of asset gains and losses

**Interest Rate**

7.00%, net of investment expenses

**EXHIBIT A**  
**WOODSTOCK POLICE PENSION FUND**  
**Statement of Investment Policy, Objectives and Guidelines**  
**July 2020**

**I. Scope and Purpose**

This investment policy applies to all assets of the Woodstock Police Pension Fund. The Primary objective of the Woodstock Police Pension Fund is to provide eligible employees with retirement benefits.

**II. Parties Associated with the Plan**

**A. Board of Trustees for the Woodstock Police Pension Fund**

1. Holds ultimate responsibility for the Fund and the appropriateness of its investment policy and its execution.
2. May retain consultants, money investment advisors, and other advisors to implement and execute investment policy as it relates to the Fund.
3. Reviews adequacy or need for change of this statement.
4. Meets quarterly and reviews reports concerning the Funds asset management.
5. Engages a custodian.
6. Defines investment policy, objectives and guidelines for the Fund including risk tolerance.
7. Administers the Fund in accordance with the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3.

**B. Custodian**

1. Accepts possession of securities for safe keeping; collects and disburses income collects principal of sold, matured or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
2. Provides timely monthly statements, which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
3. Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.

**C. Investment Advisor**

1. Assists the Board of Trustees in developing investment policy guidelines, including asset class choices, asset allocation targets and risk diversification.
2. Provides the Board of Trustees with objective information on plan investment decisions.
3. Monitors the performance of the Aggregate Plan, Investment advisors and provides regular quarterly reports to the Board of Trustees, which aids them in determining the progress toward the investment objectives.

4. Will have full discretion of the management of the assets allocated to the investment advisors, subject to overall investment guidelines set by the Board of Trustees.
5. Serves as fiduciary with respect to the Pension Fund.
6. Will abide by the Illinois Pension Code which governs the Illinois Downstate Police Pension Funds, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3, and will abide by duties, responsibilities and guidelines detailed in any specific investment advisor agreement entered into by the investment advisor and Board of Trustees.
7. Will report at least quarterly the current investments held in their account, their current market value and all transactions within the account.
8. Will communicate any major changes in economic outlook, investment strategy, or any other factors, which affect implementation of their investment process, or the investment objective of the Plan.
9. Will inform the Board of any qualitative change in the investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.
10. The Investment Advisor is expected to manage assets in a style like the one utilized over the past three (3) years. Any significant deviation from the investment advisors stated style would require written approval from the Board of Trustees
11. Is at least one of the following: (i) registered as an investment adviser under the federal Investment Advisers Act of 1940 (15 U.S.C. 80b-1, et seq.); (ii) registered as an investment adviser under the Illinois Securities Law of 1953;<sup>1</sup> (iii) a bank, as defined in the Investment Advisers Act of 1940;<sup>2</sup> or (iv) an insurance company authorized to transact business in this State.

### III. Investment Objectives and Guidelines

#### A. Policies

1. The primary Policies of the fund, in order of priority are as follows:
  - a. **Liquidity** The investment portfolio will remain sufficiently liquid to enable the pension fund to pay all necessary benefits and meet all operating requirements, which might be reasonably anticipated.
  - b. **Safety** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such the Board of Trustees has consciously diversified the aggregate fund to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio. Diversification is to be interpreted to include diversification by asset type, by characteristic, by number of investments, and in the case of Investment advisors by investment style.
  - c. **Return on Investment** Assets will be invested to achieve attractive real rates of return. Following the prudent Man Standard for preservation of capital, assets will be invested to achieve the highest possible rate of return, consistent with the plans tolerance for risk as determined by the Board of Trustees in its role as a fiduciary.

2. Investment management can be delegated to external professional organizations. The Investment advisors/investment Advisor will operate within a set of guidelines, objectives and constraints, which are attached hereto. It is the judgment of the board at this time that there is no immediate need for liquidity with respect to those assets, which are managed by money investment advisors. In the short term, the Board believes that the obligations of the fund will be met by other monies and should not be a concern of any investment advisor. The Board will periodically provide investment advisors with an estimate of expected net cash flows with sufficient advance notice to allow the orderly buildup of necessary liquid reserves.
3. As a Downstate Police Pension Fund in the State of Illinois, the Fund is restricted by the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3. These statutes are hereby incorporated into this policy statement by reference herein.
4. Investments made in contracts and agreements of Life Insurance Companies licensed to do business in the State of Illinois shall be rated at least A+ by A.M. Best Company, Aa rated by Moody's, and AA+ rated by Standard and Poor's rating services. Notwithstanding, the portfolio of the general account of the Insurance Company shall not invest more 10% of the portfolio in real estate and/or more than 10% of the portfolio in bonds with ratings of less than Baa1 by Moody's or BBB+ by Standard and Poor's.
5. The total investment in the accounts described in paragraph 4 above shall not exceed 10% of the aggregate market value of the Fund.
6. Investment grade U.S. dollar denominated non-convertible corporate bonds may be held in the portfolio. Said securities shall be rated investment grade by at least one of the two largest rating services at time of purchase. Issuers that are downgraded to less than investment grade by two of the largest rating services must be sold within 90 days from the date of the downgrade.
7. Proxies shall be voted by the Board of Trustees unless investment advisors who have discretionary control over assets of the plan are employed. Then the plans investment advisors shall vote all proxies in the best interest of the Board. Should voting issues or situations arise which are not covered specifically in the guidelines, or if policy guidelines clarification is needed by an investment advisor, the Board of Trustees should be considered as the source for such clarification.
8. In accordance with the Investment Sustainability requirements of the Illinois Pension Code, the Board recognizes material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Board, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4) human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. (40 ILCS 5/1-113.6 and 1-113.17)

**B. Prohibited Transactions**

1. Prohibited Transactions are those transactions specifically prohibited in the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Sections 1-110, and 1-111, as well as:
  - a. Short selling,
  - b. Margin transactions,
  - c. Transactions involving futures or options contracts,
  - d. Reverse repurchase agreements,
  - e. Repurchase agreements,

- f. Borrowing or lending of cash or securities,
- g. Derivatives
- h. Collateralized Mortgage Obligations
- i. Commercial paper
- J. American Depository Receipts (ADR's)

Nothing in this section shall prohibit the plan from owning eligible long only instruments that may make use of the above strategies.

**C. Portfolio Asset Allocation Guidelines**

1. The Board of Trustees has adopted the asset allocation policy shown below for Plan assets. Target percentages have been determined for each asset class along with allocations ranges. Percentage allocations are intended to serve as guidelines. The maximum percentage equity allocation shall not exceed 65% unless excess equity allocations are achieved through growth. The Investment Advisor shall rebalance to a maximum equity allocation of 65% prior to the close of the fiscal year. The board shall review their asset allocations at each regularly scheduled quarterly meeting and rebalance as seen fit based upon prevailing market conditions.

	<b>Min</b>	<b>Target</b>	<b>Max</b>
Cash	1%	2%	5%
Fixed Income	15%	33%	45%
Large-cap Equities	20%	50%	60%
Small-cap Equities	3%	5%	10%
International Equities	3%	4%	10%
Emerging Market Equities	0%	1%	5%
Real Estate	0.0%	5%	10%

2. Cash investments shall be defined as funds, which can be quickly liquidated without loss of principal.
3. Fixed income investments shall be defined as U.S. Government or U.S Government agency bonds, certificates of deposit, Investment grade general obligation debt issued by the State of Illinois or any county, township or Municipal Corporation of the State of Illinois, U.S. dollar denominated non-convertible investment grade corporate bonds, fixed annuities or guaranteed investment contracts of any insurance company and commingled trust accounts, which only invest in the above described investment vehicles. For the purposes of asset allocation only, Fixed income investments shall also include diversified open end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of, bonds, or money market instruments, and exchange traded funds (ETF's) comprised of fixed income securities and do not employ inverse or leveraged strategies. Investments in any mutual fund shall be recorded as "equity" for DOI regulation, reporting, and statutory rebalancing purposes.
4. Equity securities shall be defined as common stocks created or existing under the laws of the United States and are listed on a national securities exchange, board of trade or are quoted in the National Association of Securities Dealers Automated Quotation System National Market System. Said issuers shall have been in existence for at least 5 years and have not been in arrears of any payment of dividends on its preferred stock during the preceding 5 years. Domestic Equities shall also be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of common or preferred stocks, bonds, or money market instruments, exchange traded funds

(ETF's) which do not employ inverse or leveraged strategies and separate accounts of life insurance companies.

5. International and real estate securities shall be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of stocks, bonds, or money market instruments or International and real estate Exchange Traded Funds (ETF's) which do not employ inverse or leveraged strategies.

#### **IV Fixed Income Guidelines**

1. The Investment Advisor shall be permitted to invest in the fixed income investments described in section 3 paragraph 3 above.
2. Up to 10% of the fixed account may be invested in general obligation bonds issued by the State of Illinois, or any county, township or Municipal Corporation of the State of Illinois.
3. Up to 35% of the fixed income portfolio may be invested in U.S. dollar denominated corporate bonds subject to the following restrictions. No single issuer shall carry a weight greater than 5% of the fixed income portfolio at the time of purchase. Further said securities shall be rated not less than A by Standard and Poor's or A2 by Moody's at time of purchase. If an issuer is downgraded to less than investment grade by either Moody's or Standard and Poor's, then said securities shall be sold within 90 days of the date of the downgrade.
4. Up to 10% of the fixed income portfolio may be invested in diversified open end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of, bonds, or money market instruments, and exchange traded funds (ETF's) comprised of fixed income securities which do not employ inverse or leveraged strategies.
5. Up to 10% of the fixed income portfolio may be invested in FDIC insured certificates of deposit of any Federally Chartered Bank. Certificates of deposit in any Illinois Chartered Bank are allowed so long as said bank certifies annually to the board of trustees it does not engage in predatory lending practices.
6. The original issue size of securities affords a high degree of marketability.
7. In FDIC insured certificates of deposit of any Federally Chartered Bank. Certificates of deposit in any Illinois Chartered Bank are allowed so long as said bank certifies annually to the board of trustees it does not engage in predatory lending practices.
8. In money market mutual funds registered under the investment act of 1940, if portfolio of any such money market fund is limited to obligations described in paragraphs a, b, and c above.
9. Investment advisor performance shall be measured using a three-year moving average and meet or exceed net of fees the returns of an unmanaged market index comprised of the Barclays Capital Intermediate Aggregate Bond Index. The return on the funds' investments shall include net income and appreciation.

10. Achieve a total rate of return, gross of fees of the top 50% of a peer group of active fixed income investment advisors with like investment constraints. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.

11. Performance will be reviewed for the following three months, Calendar Year to Date, one, three and five years and since inception.

**V. Large-cap Domestic Equity Guidelines**

1. Cash should not exceed 10% of the equity portfolio.
2. Large-cap domestic equity securities shall mean mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and are Registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of at least \$250 million and invest in a diversified portfolio of domestic common or preferred stocks. Domestic equity securities shall also include Exchange Traded Funds (ETF's) which do not employ inverse or leverage strategies and invest in a portfolio of domestic preferred and common stock.
3. The investment advisor is expected to prudently diversify the portfolio across industry/economic sectors. It is expected that at least 90% of the major industry sectors in the S&P 500 index will be represented in the portfolio.
4. Generally, the equity portfolio shall display the risk and return characteristics of the S&P 500. Risk will be measured by the annualized standard deviation of monthly returns.
5. Achieve a total rate of return, gross of fees, of the top 40% of a peer group of active large cap blend mutual funds. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors and the S&P 500 index. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.
6. Performance will be reviewed for most recent quarter, Calendar Year to Date, trailing one, three and five years and since inception

**VI. Large-cap Strategic Beta Guidelines**

1. Cash should not exceed 2% of the equity portfolio.
2. Domestic equity securities shall mean Factor (rules based) Exchange Traded Funds (ETF's) which do not employ inverse or leverage strategies and invest in a portfolio of domestic preferred and common stock.
3. The investment advisor is expected to prudently diversify the portfolio across industry/economic sectors. It is expected that at least 90% of the major industry sectors in S&P 500 total return index will be represented in the portfolio.
4. Generally, the equity portfolio shall display the risk and return characteristics of the S&P 500. Risk will be measured by the annualized standard deviation of monthly returns.
5. Achieve a total rate of return, gross of fees, of the top 40% of a peer group of large cap blend mutual funds. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors and the S&P 500 index. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.

6. Performance will be reviewed for most recent quarter, Calendar Year to Date, trailing one, three and five years.

#### **VII Small-cap Equity Guidelines**

1. Cash should not exceed 2% of the equity portfolio.
2. Small-cap domestic equity securities shall mean mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and are Registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of at least \$250 million and invest in a diversified portfolio of domestic common or preferred stocks. Domestic equity securities shall also include small company Exchange Traded Funds (ETF's) which do not employ inverse or leverage strategies and invest in a portfolio of domestic preferred and common stock.
3. The investment advisor is expected to prudently diversify the portfolio across industry/economic sectors. It is expected that at least 90% of the major industry sectors in S&P 600 index will be represented in the portfolio.
4. Generally, the small cap equity portfolio shall display the risk and return characteristics of the S&P 600 index. Risk will be measured by the annualized standard deviation of monthly returns.
5. Achieve a total rate of return, gross of fees, of the top 40% of a peer group of active small cap core mutual funds. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors and the S&P 600 index. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.
6. Performance will be reviewed for most recent quarter, Calendar Year to Date, trailing one, three, and five years.

#### **VIII International Equity Guidelines**

1. Cash should not exceed 15% of the equity portfolio
2. International Equities shall mean mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, that have been in operation for at least five (5) years, have total assets of at least \$250 million and invest in a diversified portfolio of common or preferred stocks, which are geographically diversified in a number of regions including the Americas (U.S. and Canada), Greater Europe, Emerging Markets and Greater Asia. Said portfolio shall not have more than a 15% exposure in the United States and Canada. International equity securities shall also include foreign broad market, region, and country Exchange Traded Funds (ETF's) which do not employ inverse or leverage strategies including country funds.
3. The investment advisor is expected to prudently diversify the portfolio across economic sectors. It is expected that at least 90% of the industry sectors in the S&P 500 index will be represented in the portfolio.
4. Generally, the equity portfolio shall display the risk and return characteristics of the MSCI EAFE Free NR and MSCI ACWI ex-US indices. Risk will be measured by the annualized standard deviation of monthly returns.
5. Achieve a total rate of return, gross of fees, of the top 40% of a peer group of active developed foreign large cap blend mutual funds. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors and the MSCI EAFE Free NR index. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.

6. Performance will be reviewed for most recent quarter, Calendar Year to Date, trailing one, three, and five years.

#### **IX Real Estate Equity Guidelines**

- 1 Real Estate equity securities shall mean mutual funds managed by an investment company as the Illinois Securities Law of 1953, have been in operation for at least five (5) years, have total assets of at least \$250 million, which invest in a diversified portfolio of international or U.S. publicly traded Real Estate Investment Trusts. 75% of the company's total revenue must be derived from the ownership and operation of real estate assets to be considered an eligible REIT. Real Estate equity securities shall also include Exchange traded Funds (ETF's) which do not employ inverse or leverage strategies and separate accounts of a life insurance company authorized to do business in the State of Illinois.
- 2 The investment advisor is expected to prudently diversify the portfolio across all real estate sectors. It is expected that at least 90% of the major real estate sectors index will be represented in the portfolio.
- 3 Generally, the REIT equity portfolio shall display the risk and return characteristics MSCI US REIT index. Risk will be measured by the annualized standard deviation of monthly returns.
- 4 Generally, real estate insurance company separate account portfolios shall display the risk and return characteristics of NCREIF ODCE index. Risk will be measured by the annualized standard deviation of monthly returns.
- 5 REIT and real estate separate accounts shall achieve a total rate of return, gross of fees, of the top 40% of their respective peer groups. Returns shall be evaluated in conjunction with the risk taken by the investment advisor relative to the risk taken by the universe of investment advisors. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.
- 6 Performance will be reviewed for most recent quarter, Calendar Year to Date, trailing one, three and five years.

#### **X Plan Performance**

1. Over a 5-year investment horizon it is the goal of the aggregate plan to meet or exceed a total rate of return of 7.0%. This investment goal is not meant to be imposed on each investment advisor. Specific investment goals and constraints for each investment advisor, if any, shall be incorporated as part of this statement. Each investment advisor shall receive a written set of investment advisor guidelines outlining his specific goals and constraints as they may differ from those objectives of the entire plan.
2. Meet or exceed the return of the blended market indices of 35% of the Barclays Capital Intermediate Aggregate Bond Index and 65% of the S&P 500 total return Index.
3. The Fund shall generally display an overall level of risk in the aggregate portfolio which is consistent with the risk associated with the benchmarks specified in paragraph 2 above. Risk will be measured by the annualized standard deviation of monthly returns.
4. The Board of Trustees understands that in order to achieve its objectives for the Plans assets, the Plan will experience volatility of returns and fluctuations of market value as well as periods of losses. Losses will be viewed within the context of appropriate market indices.
5. Performance will be reviewed for the most current quarter, calendar year to date, trailing one, three, and five years.



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To: Roscoe Stelford, City Manager

From: Will Smith, Water Treatment Superintendent

Re: **Award of Contract for Construction of a Dual Chamber Brine Tank at the First Street Water Treatment Plant**

Date: October 14, 2020

The last improvement project at the First Street Water Treatment Plant was in FY09/10. For the most part, the improvements were focused on automation, telemetry and the renovation and updating of equipment and treatment processes. Woodstock's water treatment facilities are designed to soften water, and as a result, tanks are required to create a salt brine solution used to regenerate the softener media. At the time of the last improvements, it was a known fact that the existing underground brine tanks were constructed on Union Pacific Railroad right-of-way. A portion of the project was dedicated to the removal of the existing tanks in addition to their relocation onto City-owned property. During the design phase of the project, it was discovered that the City did not own enough land to accommodate the footprint of new underground tanks so a prefabricated above-ground brine tank was purchased and installed instead.

This above ground brine maker has experienced operational problems, mainly due to winter temperatures. One of four freeze panels located within the fiberglass wall of the tank has failed. These freeze panels are not repairable because they are actually molded into the fiberglass wall. In addition, the only way to measure the salt level inside of the brine maker is by mechanical measurement. The cable system that provides this measurement is prone to failure, and requires removal and factory repair on a near annual basis. The brine maker also requires annual cleaning to avoid brine pump failure. When cleaning the tank, it is necessary to take the plant out of service for a period of up to three days. This includes one full day to clean the tank and two days to replenish the salt. Since this tank is singular, any kind of significant failure would require the plant to be taken out of service. With the style and design of the above-ground tank as it exists today, freezing during the winter months would be the biggest cause of failure.



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In 2020, the City purchased the land adjacent to the First Street Water Treatment Plant providing some options for the construction of an inground dual-chamber brine tank and pre-fabricated brine pumping station to replace the existing above-ground brine maker. New inground brine tanks will allow for:

- Direct operator measurement. Will no longer need to rely on mechanical measurement.
- No need to remove the plant from service to perform annual cleaning.
- Resistance to freezing in severe winter temperatures.
- Salt deliveries in the above ground tank require provisions for unloading pneumatically (requiring a specialized trailer) as opposed to the salt being gravity fed.

Bid documents were prepared and provided to contractors for the construction of the dual-chamber brine tanks and installation of the pre-fabricated pumping station. On Wednesday, October 14, 2020 bids were opened. The City received eight competitive bids to construct the brine tanks, install the pre-fabricated pumping station and perform all work indicated in the project specifications. Bid results are as follows:

<u>Bidder</u>	<u>Total Bid</u>
Manusos General Contracting Inc. Fox Lake, IL	\$447,447
Schaeffges Brothers Inc. Wheeling, IL	\$491,000
H. Linden & Sons Sewer and Water Inc. Plano, IL	\$550,000
Boller Construction Waukegan, IL	\$603,700
IHC Construction Companies LLC Elgin, IL	\$616,000
Marc Kresmery Construction LLC Elgin, IL	\$618,700
Martam Construction Inc. Elgin, IL	\$636,065
MAG Construction Company Highland Park, IL	\$657,480

Based upon the bids that were received, Manusos General Contracting Inc., Fox Lake, IL is the lowest responsible bidder. Manusos General Contracting has a long-standing relationship with the City. They were the lowest responsible bidders for the last major improvement project at the Seminary Avenue Water Treatment Facility as well as the project referenced in this memo in FY09/10 at the First Street Water Treatment Plant. As a result, the City is confident in their ability to complete this project within budget and without interruption to the delivery of water to its water customers.

Along with this request to approve a contract for construction, it is recommended that a contract be awarded to Consulting Engineers Baxter & Woodman in the amount of \$46,850 for services provided during construction. Services will include but not be limited to execution of required documents from the contractor prior to starting work, administration of a pre-construction meeting and progress meetings, review of construction schedule and list of sub-contractors, review and approval of shop drawings and submittals, change orders, requests for payment, field

observation, punch lists, verification of compliance with project specifications and IEPA requirements, final payment and project closeout.

In the approved FY20/21 Utility Fund CIP line item #61-00-7-705 titled Water Treatment Plant Maintenance, \$480,000 was budgeted for this brine tank construction project, the roof repair project at the First Street Plant and the design of a water booster station on Lake Avenue. The roof project has been bid out, approved, and is underway and the water booster station design can be deferred to the next budget year, leaving a balance in this line item of approximately \$281,700 to pay for expenses related to the construction of brine tanks. Because of the long lead time for the delivery of the prefabricated brine pump station, this project is expected to carry into FY21/22. If this project is approved, the following expenditures should be anticipated:

<u>Fiscal Year</u>	<u>Const. Expenditures</u>	<u>Const. Eng., Expenditures</u>	<u>Total per Fiscal Year</u>
20/21	\$290,800.00	\$28,100.00	\$318,900.00
21/22	\$156,647.00	\$18,750.00	\$175,397.00
Total Contract Amt.	\$447,447.00	\$46,850.00	

In order to keep the First Street Water Treatment Plant in service and to ensure that the water supply is softened and capacity is adequate for existing customers and future growth, **it is recommended that a contract be awarded to Manusos General Contracting Inc., Fox Lake, IL for the construction of a Dual Chamber Brine Tank and prefabricated pump station at the First Street Water Treatment Plant in accordance with established plans and specifications for an amount not-to-exceed \$447,447 and that a contract be awarded to Consulting Engineers Baxter & Woodman for an amount not-to-exceed \$46,850 to perform construction engineering services and serve as the City's Resident Project Representative.** Funds to pay for these expenditures will be distributed over two separate fiscal years.

c: Jeff Van Landuyt  
All Bidders



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



**Department of Public Works**  
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To: Mr. Roscoe Stelford, City Manager

From: Christopher Tiedt, City Engineer

Re: **Approval of Change Order No. 1 for Construction Engineering Inspection Services for the 2019 Street Resurfacing Program.**

Date: October 13, 2020

On August 2, 2019, the City Council awarded a contract to Hampton, Lenzini and Renwick, Inc. (HLR), Elgin, IL in the amount of \$30,000.00 to provide Construction Engineering Inspection Services for the 2019 Street Resurfacing Program. The original proposal from HLR contemplated that approximately half of the construction engineering inspection services work would be completed by HLR staff and half would be completed by the City of Woodstock engineering staff.

As mentioned previously, a contract was awarded in early August 2019. With the exception of the removal and replacement of curb and sidewalk adjacent to the streets being resurfaced, no other work was completed in 2019 because of a late construction start and a sudden change in weather. Plans were made to commence the program in the Spring of 2020, not knowing at that time that there would be staffing changes within the City's Engineering staff, and that the COVID-19 pandemic would create the need for HLR to perform all construction engineering inspection services for the 2019 Street Resurfacing Program instead of approximately half, as was originally anticipated.

Original plans called for the City's Engineering Inspector to oversee the 2019 resurfacing program with a knowledgeable tenured Construction Engineer from HLR, who has a significant amount of experience on Woodstock projects and is very well respected in the field. This individual was to provide training on project management (i.e., documentation, measuring, pay request generation, etc.).

Once the pandemic surfaced, the Construction Engineer decided not to expose himself to the virus and a new person was brought in to oversee the work. At the same time, other projects demanded oversight from the City's Engineering Inspector limiting the attention that could be given to the resurfacing contract. The need to have an employee from the City's consulting engineering firm oversee the work resulted in an increase to the original contract value, and therefore, requires a change order be approved since it is obligated to approve a change order if there is a net increase in the final contract cost.

The following change order has been prepared and is being submitted for approval to document a change to the scope of the original anticipated time allotted for construction engineering inspection

services. The City is obligated to determine that at least one of the following conditions exists to approve a change order that results in a net increase or decrease in the cost of construction by \$10,000 or more, or that the time of completion is increased or decreased by 30 days or more.

- The circumstances, which necessitate the change, were not reasonably foreseeable at the time the contract was signed.
- The change is germane to the original contract as signed.
- The change is in the best interest of the City.

This change order results in an increase in the amount of the contract for construction engineering inspection services previously approved by the City Council.

Available funds for FY20/21 resurfacing total \$11,206,400 from the General Fund CIP Budget under line item #82-08-7-703. The changes made with this change order were not foreseen at the time the contract was awarded, all work completed falls within the general scope and project limits of the original contract, and the change order is in the best interest of the City.

**Therefore, it is recommended that the attached Resolution, identified as Document # 4, authorizing Change Order #1, an increase of \$36,243.25 to the current contract amount of \$30,000.00, be approved.** It should be noted that even with this added expense, construction engineering fees for the 2019 Street Resurfacing Program were approximately 3.5% of the total project cost. Typical fees for these types of services normally range between six and ten percent depending upon the complexity of the project.

c: Jeff Van Landuyt



Reviewed and Approved by:

*Roscoe C. Stefford III*  
City Manager

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE CONTRACT FOR 2019 STREET RESURFACING PROGRAM**

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

**WHEREAS**, the City Council of the City of Woodstock, McHenry County, Illinois, on August 2, 2019 authorized the Mayor and Clerk to enter into a contract (the “Contract”) with Hampton, Lenzini and Renwick, Inc., (the “Contractor”) that exceeded \$10,000; and

**WHEREAS**, pursuant to the terms of the Contract, the Contractor agreed to provide all labor, equipment, supplies, and related items associated with construction engineering inspection services for the 2019 Street Resurfacing Program; and

**WHEREAS**, since that Contract was approved by the City Council, the scope of services to be provided by the Contractor needs to be revised, necessitating an increase in the contract amount and a change order in the Contract; and

**WHEREAS**, the Contractor is to make the changes requested by the City; and

**WHEREAS**, pursuant to 720 ILCS 5/33E-9, Change orders, the City Council finds (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Agreement was entered; and (2) the change is germane to the original Agreement as signed, and (3) the change order is in the best interest of the City; and

**WHEREAS**, 720 ILCS 5/33E-9 requires that any change order be made in writing.

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

That the provisions outlined in the attached Change Order No. 1 dated October 13, 2020 is hereby approved and the City Manager or his designee is authorized to execute the Change Order incorporating said proposal.

Passed this 20<sup>th</sup> day of October, 2020.

Ayes:  
Nays:  
Abstentions:  
Absentees:

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

Attest:  
\_\_\_\_\_  
City Clerk



# City of WOODSTOCK

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## **CHANGE ORDER NO. 1 2019 STREET RESURFACING PROGRAM**

Owner: City of Woodstock  
Contractor: Hampton, Lenzini and Renwick, Inc.  
Date of Contract Award: August 2, 2019

On August 2, 2019 the City Council of the City of Woodstock awarded the contract to provide construction engineering inspection services for the 2019 Street Resurfacing Program.

The City has determined that it will be beneficial to increase the contract value to include additional manhours for construction engineering inspection services than what was originally anticipated.

- 1) The circumstances necessitating this change were not reasonably foreseeable at the time the contract was awarded; and
- 2) This change is germane to the original contract as approved and signed by the City of Woodstock; and
- 3) This change is in the best interest of the City.

Both the City of Woodstock and the Contractor agree that all terms, conditions, and specifications included with the bid documents and plans shall remain unchanged.

Contract amount as awarded	\$ 30,000.00
Amount of this change order, not to exceed	<u>36,243.25</u>
Final contract amount	\$ 66,243.25

Approved By City of Woodstock:

\_\_\_\_\_  
Roscoe Stelford  
City Manager



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To: Mr. Roscoe Stelford, City Manager  
From: Christopher Tiedt, City Engineer  
Re: **Change Order #2 - 2020 Street Resurfacing Program**  
Date: October 8, 2020

The City utilized a unit-price bid to award the contract associated with its 2020 Street Resurfacing Program versus a fixed-price bid. Under the unit-price method, the engineer calculates the estimated quantities needed for various pay items, and the bidders then provide the unit price for each of the pay items. However, it is normal under almost all construction contracts that there will be some variation of the final quantities of work required to complete each contract, and there may be the need for some additional work that was not identified at the time of the bids. As a result, it is not uncommon to encounter the need for an adjustment of the contract price during and at the end of a construction project based on the work that was actually completed and documented by the City Engineer and/or its consultants. This adjustment of the contract price is authorized using change orders.

The following change order has been prepared and is being submitted for approval to document a change to the scope of the improvements to include the installation of traffic signal detector loops in certain locations. The City is obligated to determine that at least one of the following conditions exists to approve a change order that results in a net increase or decrease in the cost of construction by \$10,000 or more, or that the time of completion is increased or decreased by 30 days or more.

- The circumstances, which necessitate the change, were not reasonably foreseeable at the time the contract was signed.
- The change is germane to the original contract as signed.
- The change is in the best interest of the City.

This change order results in an increase in cost based on the contract for the street resurfacing amount previously approved by the City Council.



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Available funds for FY20/21 resurfacing total \$11,206,400 from the General Fund CIP Budget under line item #82-08-7-703. On April 7, 2020, the City Council awarded a contract to Plote Construction, Inc., Hoffman Estates, IL in the amount of \$8,632,329.54 to complete the 2020 Street Resurfacing Program. On August 18, 2020, Change Order #1 was approved by City Council to increase the contract amount by \$47,784.00 for a total contract value of \$8,680,113.54 due to poor soil conditions in the sub structure of the road base on Banford Road.

Change Order #2 is associated with the installation of new traffic signal detector loops at the City-owned and maintained intersections of Lake Avenue and Catalpa Lane/Kilkenny Court; and Lake Avenue and the Menards/Farm and Fleet entrance. The existing traffic signal detector loops were removed at each of these intersections during the pavement milling operations associated with the resurfacing process. The replacement of these traffic signal detector loops was not originally anticipated to be required when this project was bid out and; therefore, a unit price for this work was not included in the original contract. These traffic signal detector loops are required so that the traffic signals will function properly at each of the City-owned intersections and; therefore, need to be reinstalled. It is preferred that the new traffic signal detector loops be installed prior to the placement of the final asphalt surface. In order to keep the 2020 Street Resurfacing Program moving forward, Plote Construction was asked to provide a cost for this work to ensure that it could be accomplished in a timely manner. The proposed cost was reviewed by the City and its consultants and found to be competitive and reasonable.

The changes made with this change order were not foreseen at the time the contract was awarded, all work completed falls within the general scope and project limits of the original contract, and the change order is in the best interest of the City.

**Therefore, it is recommended that the attached Resolution, identified as Document #: 5, “A Resolution Authorizing a Change Order in the Contract for 2020 Street Resurfacing Program,” authorizing Change Order #2, an increase of \$33,261.35 to the current contract amount, as amended, of \$8,680,113.54, be approved.**

Cc: Jeff Van Landuyt



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

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

**A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE CONTRACT FOR 2020 STREET RESURFACING PROGRAM**

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

**WHEREAS**, the City Council of the City of Woodstock, McHenry County, Illinois, on April 7, 2020 authorized the Mayor and Clerk to enter into a contract (the “Contract”) with Plote Construction, Inc., (the “Contractor”) that exceeded \$10,000; and

**WHEREAS**, pursuant to the terms of the Contract, the Contractor agreed to provide all labor, equipment, supplies, and related items to complete the resurfacing of all streets identified in the 2020 Street Resurfacing Program; and

**WHEREAS**, since that Contract was approved by the City Council, the scope of services to be provided by the Contractor needs to be revised, necessitating an increase in the contract amount and a change order in the Contract; and

**WHEREAS**, the Contractor is to make the changes requested by the City; and

**WHEREAS**, pursuant to 720 ILCS 5/33E-9, Change orders, the City Council finds (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Agreement was entered; and (2) the change is germane to the original Agreement as signed, and (3) the change order is in the best interest of the City; and

**WHEREAS**, 720 ILCS 5/33E-9 requires that any change order be made in writing.

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

That the provisions outlined in the attached Change Order No. 2, dated October 8, 2020 is hereby approved and the City Manager or his designee is authorized to execute the Change Order incorporating said proposal.

Passed this 20<sup>th</sup> day of October, 2020.

- Ayes:
- Nays:
- Abstentions:
- Absentees:

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

Attest:  
\_\_\_\_\_  
City Clerk Cindy Smiley



# City of WOODSTOCK

**Department of Public Works**  
326 Washington Street  
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815/338-6118 • fax 815/334-2263  
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## **CHANGE ORDER NO. 2 2020 STREET RESURFACING PROGRAM**

Owner: City of Woodstock  
Contractor: Plote Construction, Inc.  
Date of Contract Award: April 7, 2020

On April 7, 2020 the City Council of the City of Woodstock awarded the contract to provide and install certain improvements for the resurfacing of City Streets.

The City has determined that it will be beneficial to change the scope of the improvements to include the installation of traffic signal loop detector as needed at a rate of \$18.53 per lineal foot (LF). (Estimated 1,795 LF @ \$18.53 = \$33,261.35 for loop detector installation)

- 1) The circumstances necessitating this change were not reasonably foreseeable at the time the contract was awarded; and
- 2) This change is germane to the original contract as approved and signed by the City of Woodstock; and
- 3) This change is in the best interest of the City.

Both the City of Woodstock and the Contractor agree that all terms, conditions, and specifications included with the bid documents and plans shall remain unchanged.

Contract amount as amended	\$ 8,680,113.54
Amount of this change order, not to exceed	\$ 33,261.35
Final contract amount	\$ 8,713,374.89

Approved By City of Woodstock:

\_\_\_\_\_  
City Manager



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To: Mr. Roscoe Stelford, City Manager

From: Christopher Tiedt, City Engineer

Re: **Approval of Change Order No. 2 Associated with the Contract Awarded for the Replacement and Looping of the Washington Street Water Main, and the Relocation of the Lawrence Avenue Storm Sewer Project**

Date: October 7, 2020

On December 17, 2019, the City Council awarded a contract and Change Order #1 to H. Linden and Sons Sewer and Water Inc., Plano, IL in the amount of \$670,841.00 to complete two projects under one single contract. This contract includes the relocation of a storm sewer on Lawrence Avenue and the replacement of a water main on Washington Street to include a loop to eliminate a dead end and improve water quality. H. Linden and Sons has completed all work associated with this contract at a total cost of \$676,851.82.

The City normally utilizes unit prices for the award of contracts associated with infrastructure improvements versus a fixed-price bid. Under the unit-price method, the engineer calculates the estimated quantities needed for various pay items, and the bidders then provide the unit price for each of the pay items. However, it is normal under almost all construction contracts that there will be some variation in the final quantities of work required to complete each contract. There may also be the need for some additional work to be performed by the contractor that was not originally identified at the time of the bids and the contract was awarded. As a result, the need for final adjustments of the contract price at the end of a construction project based on the work that was actually performed and the final quantities, as documented by the City Engineer. The City is obligated to approve a change order if there is a net increase in the final contract cost.

With this contract now complete, the final balancing change order being presented for the Replacement and Looping of the Washington Street Water Main, and the Relocation of the Lawrence Avenue Storm Sewer Project identifies that there is a net increase to the previously awarded contract value of \$6,010.82.

This increase in the contract value is attributed to the removal and replacement of brick pavers in a driveway along Lawrence Avenue, the need for additional asphalt paving restoration work on Lawrence Avenue, and additional work resulting from unforeseen utility conflicts on Washington Street. The aforementioned items were not originally anticipated during the design phase of this project, and therefore, this work or unit pricing was not incorporated into the final engineering drawings utilized during the bidding process.

Available funds for this project were budgeted in two separate funds, the General Corporate – CIP Fund, line item #82-09-7-701, titled Storm Sewer Improvements and the Water & Sewer – CIP Fund, line item #61-00-7-703, titled Water Main Replacement & Construction. There are funds available to cover the costs associated with this change order.

The changes made with this final change order were not foreseen at the time the contract was awarded, all work completed falls within the general scope and project limits of the original contract, and the final change order is in the best interest of the City. **Therefore, it is recommended that the attached Resolution, identified as Document #:         <sup>6</sup>, authorizing Change Order #2, an increase in the original contract amount of \$6,010.82, be approved.**

c: Jeff Van Landuyt  
H. Linden and Sons Sewer and Water Inc.



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

**RESOLUTION NO. 20-R-\_\_\_****A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE CONTRACT FOR THE REPLACEMENT AND LOOPING OF THE WASHINGTON STREET WATER MAIN, AND THE RELOCATION OF THE LAWRENCE AVENUE STORM SEWER PROJECT**

**WHEREAS**, the City of Woodstock, McHenry County, Illinois (the “City”), is a duly organized and validly existing home-rule municipality of the State of Illinois pursuant to Article VII, Section 6(a) of the 1970 Illinois Constitution and the laws of this State, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Constitution of the State of Illinois; and,

**WHEREAS**, the City Council of the City of Woodstock, McHenry County, Illinois, on June 5, 2018 authorized the Mayor and City Clerk to enter into a contract (the “Contract”) with H. Linden and Sons Sewer and Water Inc., (the “Contractor”) that exceeded \$10,000; and

**WHEREAS**, pursuant to the terms of the Contract, the Contractor agreed to provide all labor, equipment, supplies, and related items to complete the replacement and looping of the Washington Street water main, and the relocation of the Lawrence Avenue storm sewer project; and

**WHEREAS**, since that Contract was approved by the City Council, the scope of services to be provided by the Contractor needs to be revised, necessitating an increase in the contract amount and a change order in the Contract; and

**WHEREAS**, the Contractor is to make the changes requested by the City; and

**WHEREAS**, pursuant to 720 ILCS 5/33E-9, Change orders, the City Council finds (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Agreement was entered; (2) the change is germane to the original Agreement as signed; and (3) the change order is in the best interest of the City; and

**WHEREAS**, 720 ILCS 5/33E-9 requires that any change order be made in writing.

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

That the provisions outlined in the attached Change Order No. 2, dated October 7, 2020 is hereby approved and the City Manager or his designee is authorized to execute the Change Order incorporating said proposal.

Passed this 20<sup>th</sup> day of October, 2020.

Ayes:

Nays:

Abstentions:

Absentees:

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

Attest:

\_\_\_\_\_  
City Clerk



**Department of Public Works**  
 326 Washington Street  
 Woodstock, Illinois 60098  
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**CHANGE ORDER NO. 2**

**FOR THE REPLACEMENT AND LOOPING OF THE WASHINGTON STREET WATER MAIN AND THE RELOCATION OF THE LAWRENCE AVENUE STORM SEWER PROJECT**

Owner: City of Woodstock  
 Contractor: H. Linden and Sons Sewer and Water Inc.  
 Date of Contract Award: December 17, 2019

On December 17, 2019 the City Council of the City of Woodstock awarded the contract for the replacement and looping of the Washington Street water main, and the relocation of the Lawrence Avenue storm sewer project.

The City has determined that it will be beneficial to change the scope of the improvements to include extra work that was required as a result of some unforeseen conflicts between the design and existing utilities, and documented final contract quantities; and the City Council has determined that;

- 1) The circumstances necessitating this change were not reasonably foreseeable at the time the contract was awarded; and
- 2) This change is germane to the original contract as approved and signed by the City of Woodstock; and
- 3) This change is in the best interest of the City.

Both the City of Woodstock and the Contractor agree that all terms, conditions, and specifications included with the bid documents and plans shall remain unchanged.

Contract amount as awarded	\$ 670,841.00
Amount of this change order, not to exceed	<u>6,010.82</u>
Final contract amount	\$ 676,851.82

Approved By City of Woodstock:

\_\_\_\_\_  
 Roscoe C. Stelford, III, City Manager



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**To:** Roscoe Stelford, City Manager

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

**Re:** **Approval of Proposals for the 2020/2021 Winter Season for Contracted Downtown Snow Removal Services**

**Date:** October 13, 2020

As fall progresses and winter approaches, the Department of Public Works reviews its citywide snow plan and makes necessary revisions to encompass changes in staff, snow removal strategies, and the efficient integration of new equipment. To ensure the appropriate amount of resources and equipment remain present on all City roadways, the City of Woodstock relies on the services of contractors to help clear and remove snow from the downtown area. Given the particular needs for the efficient removal of snow from this area and the inability for one single firm to own all of the equipment that is required, three (3) separate contracts are managed in order to gather, load, and haul snowfall that accumulates in the downtown. There is a lack of space in the downtown to store snow accumulation and for a number of years the City has been successful in managing a hauling and removal program. This program is essential for safe vehicular movement within the Square and without it there would be a negative impact on commerce in and around the downtown.

In the fall of each year, Public Works used to solicit interested parties through a bid process and make an award based upon the lowest responsible bidder. However, in the past, awarding a contract to the lowest competitive bidder has provided cause for concern. Bidders occasionally subcontract to companies that have little or no knowledge of the Woodstock community. Poor performance and communication between contractors often result in a reduction in effectiveness for this “time sensitive” procedure. In years past, subcontractors have complained to the City that general contractors are not paying them in a timely manner. One year, two of the three low bidders defaulted on the first day that snow was forecasted leaving the City without contracted services to perform snow removal on the Square. The requisite equipment was not in place for



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the first snowfall and the City could not get in contact with the firm. They were out of state at the time with no knowledge of weather conditions in Woodstock. The City scrambled to get local contractors to prepare equipment that same day and provide necessary services for the downtown. In cases like this, it is difficult to obtain contractors this late into the season because most if not all of them already have contracts confirmed for the winter season.

To address issues of this nature, Public Works staff recommends waiving competitive bids and contracting these services with local firms experienced with the City's operations and a history of being reliable and reputable. The decision to control the distribution of bid documents proved successful in reducing the time spent cleaning up after each event; improved quality of provided services; decreased the amount of damage to landscaped bump-out islands; and loyalty to the City for their services anywhere in the community in the event of a blizzard.

The FY20/21 MFT Budget includes \$100,000 in line item # 12-00-5-588 titled Equipment Rental which encompasses expenses related to snow removal services in the downtown as well as City-owned public parking lots. Historical data accumulated during previous years guides this budget; therefore, a severe winter may result in elevated costs for services rendered. To secure reliable services for this effort, staff requested proposals from local contractors based upon working knowledge of their ability to provide timely quality service, appropriate size and quantity of equipment, and capable equipment operators.

Not unlike years past, in 2020 the City sent out a Request for Proposals (RFP) to two contractors who have successfully coordinated snow removal services for a number of years and a third contractor who the City had successfully worked with last year to provide snow hauling services. Each of the three (3) contracts are described as follows:

### **Snow Removal Services**

This portion of the contract requires the largest number of vehicles and operators to complete the clearing of accumulated snow, and involves the physical pushing and collection of accumulated snow within a defined downtown area to locations for loading and hauling. The timing of this work is critical to the City's business community so it generally takes place between 11:00 PM and 6:00 AM under the supervision of Street Division staff. In addition, this contractor is responsible for clearing snow from nine (9) municipal parking lots.

GRO Horticultural Enterprises, Inc. (GRO) of nearby Union has satisfactorily performed snow removal services for the City during the past seven winter seasons. They know and own their role in the program, which is the most critical phase of this process as other contractors are dependent on the efficient removal of snow from the downtown. The proposal submitted by GRO for the 2020/2021 winter season reflects **no increase** for events which require all of the equipment that has been requested.

The following table outlines the type of equipment, quantities, and hourly rates associated with the activity they would perform:

Snow-Removal Services		GRO Horticultural Enterprises, Inc.	
ITEM	QUANTITY	Hourly rate / ea.	Total hourly rate
Loader w/ 16' snow pusher	2	\$164	\$328
Loader w/ 14' snow pusher	2	\$144	\$288
Loader w/ 10' snow pusher	2	\$133	\$266
Pickup w/ 8' snow plow	2	\$100	\$200
Skid steer w/ 8' reversible snow blades	3	\$104	\$312
Skid steer w/ 8' snow blade & 30" wing	1	\$114	\$228
	Up to 12 as needed	<b>Maximum hourly rate - \$1,622 – dependent on level of required response</b>	

### **Snow Loading Services**

Once the accumulated snow is cleared and consolidated, another contracted firm loads the snow into dump trucks. To qualify as a bidder for this portion of the program the vendor must demonstrate the ability to provide three, seven-yard rubber-tired loaders and two, five-yard rubber-tired loaders as this equipment has the ability to load trucks at a faster rate of speed. Normally, Gavers Excavating, Inc. of Woodstock provides this service using equipment from their aggregate business. Because they are familiar with the City's plan and the other cooperating contractors, they bring efficiency and experience to the program. Having this firm under contract also assures that they will have their equipment at our disposal in the event of a blizzard or major snowfall. Staff is pleased with their service over recent winters and recommends the City retain them for snow loading services during the 2020/2021 season. The proposal submitted by Gavers for snow loading services mirrors the bid submitted for the previous winter with **no increase**.

The following table outlines the type of equipment, quantities, and hourly rates needed for snow loading services:

Snow-Loading Services		Gavers Excavating, Inc.	
ITEM	QUANTITY	Hourly rate / ea.	TOTAL hourly rate
7 cu. yd. rubber tired loader	3	\$275	\$825
5 cu. yd. rubber tired loader	2	\$275	\$550
	Up to 5 as needed	<b>Maximum hourly rate - \$1,375 - dependent on level of required response</b>	

## Snow Hauling Services

The third and final portion of the City’s contracted snow removal program involves the provision of up to eight, twenty cubic-yard dump trucks to transport the snow to a remote storage site. Bell Cartage Corp., Elgin, IL had satisfactorily performed snow-hauling services for the City last winter. They submitted a proposal for services to be performed this coming winter with **no increase** in their hourly rate as compared to last winter. Another firm that the City has great respect for submitted a proposal for the provision of snow hauling services, but their hourly rate was approximately 48% higher than that which was submitted by Bell Cartage Corp. That rate comparison was included in the table below. The following outlines the type of equipment, quantities, and hourly rates needed for snow hauling services:

<b>Snow Hauling Services</b>			<b>Bell Cartage Corp, Elgin, IL</b>	<b>Dahm Enterprises, Wonder Lake, IL</b>
<i>Items</i>	<i>Quantity Requested</i>	<i>Quantity Provided</i>	<i>Single Vehicle Hourly Rate</i>	<i>Single Vehicle Hourly Rate</i>
20 CU YD Dump Truck	8	8	\$98.00 *	\$145.00 *
*Include One Hour Travel Time				

## Summary

A competitive bid contract for these services carries with it a significant level of risk. As previously stated, the City has had trouble with contractors classified as the lowest responsible bidder who have not been reliable, experienced, or committed to the City’s snow-removal program needs. The inability to fully observe and evaluate a contractor’s performance prior to the first snowfall creates issues. Should the selected contractor prove unreliable, most of the remaining capable and reputable firms will have already committed their equipment and labor to other organizations, and therefore, be unavailable to the City. The City benefits from collaborating with local businesses that have prior experience and a demonstrated commitment to the City. The Woodstock Square is unique and the City does not have the sufficient equipment or the personnel necessary to effectively and efficiently clear, load, and haul accumulated snow from the downtown area concurrent with efforts plowing and salting local streets throughout the City. The City is dependent upon outside contractors to complete this vital function.

**Therefore, it is recommended that the City Council waive the requirement for competitive bids and award a contract to GRO Horticultural Enterprises, Inc. for snow-removal services; Gavers Excavating, Inc. for snow-loading services; and Bell Cartage Corp., for snow-hauling services based upon the unit prices documented in this report for the 2020/2021 winter season.** Note that none of these firms are requesting any increase in their hourly rates for services this upcoming winter season. If approved, the rates and terms for these contracts shall remain fixed through April 15, 2021. All activity performed under this contract will take place on an as-needed basis initiated by either the Street Superintendent, or their designee.

c: Roger Vidales  
Bell Cartage Corp.  
Gavers Excavating  
GRO Horticultural Enterprises



Reviewed and Approved by:

*Roscoe C. Stefford III*  
City Manager



Department of Public Works  
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To: Roscoe Stelford, City Manager

From: Christopher Tiedt, City Engineer

**RE: Update to 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: October 13, 2020

At the October 6, 2020 City Council meeting, a motion was made and approved to table action until the October 20, 2020 City Council meeting on the proposed amendment to the Woodstock City Code that would revise the regulations limiting and controlling on-street parking on Greenley Street between Lake Avenue and Vine Street. City Council also directed staff to evaluate additional alternatives, as presented, and work with the residents on Greenley Street for resolution. To date, staff has been gathering the necessary information to evaluate proposed alternatives identified at the October 6<sup>th</sup> City Council meeting. While on site gathering data, staff members were approached by residents of the neighborhood who offered their individual perspectives on several of the recommended alternatives. Because of the extent of the evaluation necessary to come to a resolution in this matter, it would be difficult to provide an action item for the City Council to vote upon in such a short time frame.

Staff is requesting additional time to review the pros and cons with each alternative and then have an opportunity to bring the best alternative(s) forward for consideration by affected residents. It is hopeful that this could be completed before bringing it back to the City Council for a vote on an appropriate resolution.

**It is recommended that the City Council table action on this amendment to the Woodstock City Code as requested revising regulations, which limit and control on-street parking on Greenley Street between Lake Avenue and Vine Street, to a future meeting not later than November 17<sup>th</sup>, so staff has time to fully evaluate proposed alternatives and meet with all residents.**

Cc: Paul Christensen  
Jeff Van Landuyt  
David Hill  
Lee Wilson



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager



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## MEMORANDUM

**FOR:** October 20, 2020 City Council Meeting

**TO:** Roscoe Stelford, City Manager

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

**SUBJECT:** **Ordinance Amending Various Chapters of the Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments**

**ATTACHMENTS:**

- 1) Correspondence to the Plan Commission Relating to Preliminary Plats, Final Plats and Planned Unit Developments
- 2) Proposed UDO Text Language, Redline Version and Clean Version
- 3) Excerpt from the Minutes of the 12/05/19, 01/23/20, and 2/20/20 Plan Commission Meetings
- 4) Ordinance Amending Various Chapters of the Woodstock Unified Development Ordinance

Staff is proposing various amendments to the text of the Unified Development Ordinance (UDO) to improve the development review process for Planned Unit Developments (PUD), Preliminary and Final Plats. The proposed changes are designed to assist both developers and City Staff by clarifying the steps and procedures in the review process, clearly listing required submittals and when such submittals may be waived, and making conceptual review mandatory in order to provide feedback to a developer early on in the process.

Proposed amendments to the UDO text include:

- The definition of a Planned Unit Development (PUD) has been amended so that the language in Chapter 2, Definitions is now the same as in Chapter 5, Planned Unit Developments.

- References to “variations” as part of a PUD have been deleted and changed to “exceptions.” The use of the word variation in the context of a PUD is misleading and unnecessary as variation implies a separate review process and separate approval criteria.
- Pre-Application Review process has been clarified:
  - 1) A Sketch Plan Conference with City Staff is required as a first step. This is an initial meeting with the developer to discuss the general concepts of a development plan, to provide initial feedback on City requirements, and to go over the City review process.
  - 2) Pre-Application Review by the Plan Commission would be the next step. This is a mandatory meeting with the Plan Commission to discuss a proposed development and provide initial feedback from the Commission. At this time, the Plan Commission can discuss and provide direction to the developer regarding any waivers from the submittal requirements.
  - 3) Pre-Application Review by the City Council would be the final step in pre-application review process. This step would not be mandatory, but instead would be at the discretion of City Staff or at the request of the developer. This would allow smaller, less controversial projects to move more quickly through the process, while larger, potentially controversial projects would be directed to the Council for review.
- Required submittals to review a Preliminary Plat/PUD have been clarified. The existing language requires the submittal of some very specific plans at the preliminary plat/PUD process (i.e., plant species depicted and size identified for proposed landscaping, a detailed management plan for protection of natural areas, phasing plan, etc.). The proposed language would require submittals for landscaping, lighting, architectural, open space maintenance and the like to be more preliminary in nature, with less specifics. Since these plans often change as a development proceeds through the review process, a developer would not need to make a significant initial investment in detailed plans, and instead could wait until the after the preliminary plat/PUD is approved.
- Final detailed plans for landscaping, lighting, architectural, open space amenities and maintenance, covenants and the like would be required as part of the Final Plat/PUD process. These would be submitted with the final plat and final engineering plans so that the final development proposed can be reviewed and evaluated as a complete and total package.

The Plan Commission recommended approval of the proposed text amendments (8-0 vote).

**If the City Council concurs with the requested Text Amendments, then it is recommended that Council adopt the attached Ordinance, identified as Document #: 7, “An Ordinance Amending Various Sections of the City of Woodstock, Illinois Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments.”**



Reviewed and Approved by:

*Roscoe C. Stelford III*  
City Manager

#### **4.1.6 Public Hearing Notices**

##### **B. Types of Notices**

1. Property Owner Notice. When the provisions of this Ordinance require notice to be made to neighboring property owners, the petitioner shall deliver in person or mail notice by certified mail, return receipt requested, to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer. A mailed notice shall be made via ~~certified First Class mail with "return receipt requested."~~ certified First Class mail ~~A delivered notice shall be witnessed and attested to by the petitioner or petitioner's agent.~~ At a minimum, notice shall be made to all record owners of property adjacent to the subject property, excluding public right-of-way

#### **4.3.3 Public Hearing Notice**

Upon receipt of the required application and a determination that it is complete, the Community Development Director shall authorize the scheduling of a required public hearing before the Plan Commission. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the requirements of this Ordinance. Owners of all property within 250 feet of the subject property shall be notified. The petitioner shall ~~deliver in person or~~ mail notice by certified First Class mail, ~~return receipt requested~~, to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer.

#### **4.4.3 Public Hearing Notice**

Upon receipt of the required application and a determination that it is complete, the Community Development Director shall authorize the scheduling of a required public hearing before the Plan Commission. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the requirements of this Ordinance. Owners of all property within 250 feet of the subject property shall be notified. The petitioner shall ~~deliver in person or~~ mail notice by certified First Class mail, ~~return receipt requested~~, to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer.

#### **4.5.3 Public Hearing Notice**

Upon receipt of the required zoning variation application and a determination that it is complete, the Community Development Director shall authorize the scheduling of a required public hearing before the Zoning Board of Appeals. Neighbor and newspaper notices shall be provided for all public hearings in accordance with the requirements of this Chapter. Owners of all property abutting or across the road, street, or alley from the subject property shall be notified. The petitioner shall ~~deliver in person or~~ mail notice by certified First Class mail, ~~return receipt requested~~, to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer.

#### 4.5.4 Administrative Review and Action

A request to modify by twenty (20) percent or less any numeric standard set forth in Table 7A.2 or in Sections 7A.3, 9.8, 9.12, or 9.17 of this Ordinance, except standards pertaining to required lot area, may be reviewed and approved by the Community Development Director as an administrative variation, in which case a public hearing is not required. Before such variation may be granted, a notice of the intent to grant such variation shall be sent by ~~certified~~ First Class mail to the record owners of property abutting or across the road, street, or alley from the subject property. If any such owner files a written objection with the Community Development Director within fifteen (15) days of receipt of such notice, the variation must then be presented to the Zoning Board of Appeals and City Council in accordance with the provisions of this Chapter. The approval of an administrative variation shall be based on the “standards for zoning variations” set forth herein.

#### 5.2 ~~Planned Unit Development~~ Reserved

~~A PUD is a tract or parcel of land, the use and development of which is approved and authorized by City Council ordinance, containing two or more principal buildings or which is more than two acres in size, and which is developed as a unit under single ownership or unified control. Any condominium project or any townhome or townhouse project, whether proposed in one or more buildings, or any residential subdivision, shall be a PUD. A PUD may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site and to achieve a unified overall development. A PUD may not be required to completely conform to all of the regulations of the zoning district in which it is located.~~

#### 2.2 Definitions

**Planned Unit Development (PUD):** shall mean ~~a tract of land,~~ one or more contiguous tracts of land in single or unified ownership, which the development of which is approved and authorized by City Council ordinance, and contains two (2) or more principal buildings or has an area of two or more acres, and is developed as a single unit or under single ownership or unified control. A PUD may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site and to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. ~~A PUD development should blend densities and design features with surrounding uses and may, based upon good design, combine uses not normally permitted together.~~ For the purposes of this Code, any condominium project or any townhome or townhouse project, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.

#### 5.5 Relationship of PUD to Zoning Map and this Ordinance

- C. As part of the PUD approval process, ~~variances and waivers of~~ exceptions to the requirements otherwise set forth in this Ordinance may be granted without proceeding through a separate ~~variation or waiver approval process~~

### 5.8.1 General Standards.

~~D. The approved number of dwelling units or occupancy units shall not exceed the number of dwelling units permitted by the regulations of the underlying zoning district, except as provided for in this Ordinance.~~

### **6A.10 Vacations; 6A.10.2 Applications for Vacation Approval; 6A.10.3 Requirements; 6A.10.4 Distribution of Application; 6A.10.5 City Council Review and Action; and 6A.10.6 Recording**

Staff recommends that these Sections be relocated as a stand-alone chapter in the UDO.

### **6A.11 Variations**

~~Where the City Council finds that there are hardships or practical difficulties that may result from strict compliance with the subdivision and PUD regulations of the City, or where as a practical matter said regulations are not applicable or necessary, or where better site design and development amenities will result, it may approve or approve with specific conditions, requested subdivision variations or exceptions to the requirements of these regulations. Such variations or exceptions shall not, however, have the effect of nullifying the intent and purpose of these regulations. A petition for such a variation or exception shall be presented to the Plan Commission for a recommendation prior to the petition being presented to and acted upon by the City Council. Such a petition may be reviewed by the Plan Commission at the same time a preliminary plat or final plat is presented for review. A separate public hearing on such a variation is not required.~~

### **6B.2.2 Public Hearing Requirement**

~~Because the subdivision/PUD submittal may include a request for variations, waivers, or exceptions, or because required zoning specifications may be amended as part of the subdivision/PUD approval process, the~~ The Plan Commission shall conduct a public hearing on all preliminary plat submittals. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the provisions of this Ordinance. Owners of all property within 250 feet of the subject property shall be notified. The petitioner shall ~~deliver in person or mail notice by certified~~ First Class mail, ~~return receipt requested,~~ to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer. The date for the public hearing shall be established by the Community Development Director.

### **6B.2.3 Preliminary Plat Procedure**

F. After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove the preliminary plat, or may refer it back to the Plan Commission for additional consideration. The City Council's action shall occur within thirty (30) days following the date on which the preliminary plat submittal is presented to the City for consideration and placed on a City Council meeting agenda. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. When a preliminary plat is referred back to the Plan Commission for additional consideration, no additional neighbor, newspaper or posted notices shall be required.

### **6B.2.4 Preliminary Plat Content**

Additional discussion needed.

**TABLE 7A.4**

Under **ENTERTAINMENT AND RECREATION** include “Indoor Shooting Range” in the list of uses, as a Special Use in the B3, B5, M1 and M2 Districts.

## Chapter 9.8, Schedule of Required Parking

<b>Table 9.1: Minimum Parking Requirements by Use</b>		
Use	Number of Parking Spaces	Required for Each
<b>RESIDENTIAL</b>		
Single family detached residence	2	Dwelling unit
Single family attached residence	2	Dwelling unit
Multi-family dwelling unit	<del>2.5</del>	
• <u>Studio or 1 bedroom</u>	<del>1.1</del>	<u>Dwelling unit</u>
• <u>2 bedroom</u>	<del>1.75</del>	<u>Dwelling unit</u>
• <u>More than 2 bedrooms</u>	<del>2.0</del>	Dwelling unit (0.5 spaces may be land banked)
Group homes	2	3 bedrooms
Hotel, motel	1.2	Sleeping room (plus required parking for accessory or affiliated uses)
Senior housing - independent living	1.5	Dwelling unit (0.5 space may be land banked)
Senior housing – assisted living	0.75	<del>Bedroom</del> <u>Dwelling unit</u>
<b>COMMERCIAL</b>		
Offices: general and professional	<del>4-3</del>	1000 sq. ft. gross floor area
Offices: medical and dental	<del>6-4</del>	1000 sq. ft. gross floor area
Offices: veterinary	<del>5-4</del>	1000 sq. ft. gross floor area
Banks	<del>5-3</del>	1000 sq. ft. gross floor area plus 4 stacking spaces per drive thru lane
Retail: shopping centers	<del>4-5-3</del>	1000 sq. ft. gross floor area
Retail: furniture, carpet, appliance	<del>4-3</del>	1000 sq. ft. gross floor area
Retail: building supplies	<del>4-3</del>	1000 sq. ft. gross floor area
Retail: home improvement center	<del>4-3</del>	1000 sq. ft. gross floor area
Retail: garden center, nursery	<del>4-3</del>	1000 sq. ft. gross floor area
Automobile, truck, RV, motorcycle, and equipment sales	5 +4	1000 sq. ft. showroom area per work bay
Automobile service station, including car wash	1 + <del>4-2</del> + <del>5-4</del>	Stacking space per fueling station per work bay per 1000 sq. ft. gross floor area of convenience store
Funeral home	1 +1	3 seats space for each funeral home vehicle
Daycare center (child)	1	6 children based on license or permit (pick-up/drop-off spaces may be included)
Daycare center (adult)	1	5 adults (pick-up/drop-off spaces may be included)
Theater	1	3 seats
Restaurant: sit down	1	3 seats
Restaurant: fast food	1 +	100 SF 6 stacking spaces per drive thru lane
Bars, taverns	1	3 seats
Amusement center, recreational center, roller skating or ice skating	5 or	1000 SF or 1 per 3 seats—whichever is greater
Bowling alley	5 +	Lane plus parking required for accessory or affiliated uses
Health club or fitness center	1	100 sq. ft. of gross floor area
Beauty shop or barber shop	3	Chair or station
Contractor shops (e.g. decorators, plumbers, electricians, exterminators, etc.)	3	1000 sq. ft. gross floor area
Retail or service establishments not listed above	<del>5-3</del>	1000 sq. ft. gross floor area
<b>INDUSTRIAL, INCLUDING STORAGE, WHOLESALE AND MANUFACTURING</b>		
Wholesale, office, warehouse	<del>4-3</del> +1	1000 sq. ft. office area plus 1000 sq. ft. warehouse area (0.5 per 1000 sq. ft. may be land banked.)
Open storage of materials	*	*To be determined by Community Development Director at the time of project review
Warehouse, transfer, storage, distribution	1.5	1000 sq. ft. (0.5 per 1000 sq. ft. may be landbanked.)

Warehouse, including commercial sales to public	4 +1	1000 sq. ft office 1000 sq. ft. warehouse/showroom/sales area (0.5 per 1000 sq. ft. may be landbanked.)
Self storage	3 +1	Entire use 50 storage units
Manufacturing	2 or 1 +4 +1 +1	1000 sq. ft. of active manufacturing, or per employee, whichever is greater, 1000 sq. ft. of office area 1000 sq. ft. of warehouse area 500 sq. ft. of speculative area (Landbanked spaces may be approved by Community Development Director at the time of project review)
<b>INSTITUTIONAL and OTHER</b>		
Hospital	*	*To be determined based on special use process
Auditorium, stadium, theater, church and other places of assembly	1	3 seats
Elementary school and junior high school	1	3 seats or per every 72 inches of width in main place of assembly
Senior high school	1	3 seats or per every 72 inches of width in main place of assembly
Nursing home	1	3 beds
Museum	4	1000 sq. ft. (2 may be landbanked)
Civic clubs, fraternal lodges	1	3 seats
Outdoor recreation facility	*	*Determined by Community Development Director at time of project review
Kennel	*	*Determined by Community Development Director at time of project review
Subdivision swimming pool, clubhouse	*	*Determined by Community Development Director at time of project review
Drive thru not elsewhere specified	5	Service lane
Uses not specifically listed	*	*As determined by Community Development Director thru planned unit development or project review process, based on requirements for similar uses.

## **SUBDIVISION/PUD PROCESS**

For August 27, 2020 Plan Commission Meeting

Previously discussed and recommended for approval:

- 1) Revised Definition of Planned Unit Development (Section 2.2 and 5.2):

### **2.2 Planned Unit Development**

A PUD is one or more contiguous tracts of land in single or unified ownership, the development of which is approved and authorized by City Council ordinance, which may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. For the purposes of this Code, any apartment project having more than 8 units, any condominium project or any townhome or townhouse project, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.

- 2) Revised language to eliminate “Variations” in PUD’s and call them “Exceptions.”

### **6A.11 Exceptions from District Regulations**

A PUD is subject to the underlying district regulations unless exceptions are granted as part of the PUD approval process. Exceptions may be granted where, as a practical matter, said regulations are not applicable or necessary or where a higher level of site design and development amenity are proposed. A listing of all requested exceptions from the underlying district requirements shall be provided with any petition for a PUD.

- 3) New **CHAPTER 6D, PLATS OF VACATION** (Language moved from current Section 6A.10, see attached)

Proposed changes for discussion by Plan Commission:

**CHAPTER 6A** (see attached)

**CHAPTER 6B** (see attached)

**CHAPTER 6C** (see attached)

## PROPOSED UDO TEXT CHANGES

For February 20, 2020 Plan Commission Meeting

### 4.1.6 Public Hearing Notices

### 2.2 Definitions

Planned Unit Development (PUD): shall mean a tract of land, one or more contiguous tracts of land in single or unified ownership, the development of which is approved and authorized by City Council ordinance, and contains two (2) or more principal buildings or has an area of two or more acres, and is developed as a single unit or under single ownership or unified control. A PUD which may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. A PUD development should blend densities and design features with surrounding uses and may, based upon good design, combine uses not normally permitted together. For the purposes of this Code, any apartment project having more than 8 units, any condominium project or any townhome or townhouse project, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.

### 6A.11 Variations Exceptions from District Regulations

~~Where the City Council finds that there are hardships or practical difficulties that may result from strict compliance with the subdivision and PUD regulations of the City, or A PUD is subject to the underlying district regulations unless exceptions are granted as part of the PUD approval process. Exceptions may be granted where, as a practical matter, said regulations are not applicable or necessary or where a higher level of site design and development amenity are proposed. A listing of all requested exceptions from the underlying district requirements shall be provided with any petition for a PUD. better site design and development amenities will result, it may approve or approve with specific conditions, requested subdivision variations or exceptions to the requirements of these regulations. Such variations or exceptions shall not, however, have the effect of nullifying the intent and purpose of these regulations. A petition for such a variation or exception shall be presented to the Plan Commission for a recommendation prior to the petition being presented to and acted upon by the City Council. Such a petition may be reviewed by the Plan Commission at the same time a preliminary plat or final plat is presented for review. A separate public hearing on such a variation is not required.~~

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

Attached are excerpts from the UDO's from the Village of Geneva, Illinois and the Village of Lemont, Illinois. Both utilize a Preliminary PUD and a Final PUD process and I believe this is a good approach for the City to use. Please review these ordinances and the plat checklists and be prepared to discuss the pros and cons at the meeting.

#### 7.B.2.26

#### Outside Display, Sales, Storage – Supplemental Use

No outside display, sale, or storage of materials (raw, semi-finished, or finished in nature), vehicles, equipment, merchandise, and other similar goods or containers, shall be permitted as a principal use, except when approved as a supplemental use. Consideration and approval of such activity as a supplemental use shall be based on the following standards:

- A. A site plan, site lighting plan, landscape plan, and building elevations prepared in accordance with the City's project review standards and guidelines shall be submitted to demonstrate that the proposed outside display, sale, or storage will not negatively impact the surrounding properties.
- B. Outside display, sales, and storage shall not interfere with on-site pedestrian and vehicular circulation, nor shall it encroach upon or reduce the number of required parking spaces.
- C. All outside storage areas shall be screened by a fence, wall, berm or densely planted evergreens and other landscaping at a height sufficient to block the view of the storage area from neighboring properties and adjoining streets. Screening must comply with fence, site distance, and appearance regulations set forth in the City's project review standards and guidelines, in the City Code, and elsewhere in this Ordinance.
- D. All activities involving the manufacture, assembly, disassembly, repair, servicing, cleaning and testing of materials, products, vehicles, or other goods, shall take place solely within an enclosed building.
- E. Outside display, sales, and storage which comprise the principal use of a site, shall comply with the required setbacks for principal uses and structures. Where a principal building is setback well behind the front yard setback line, display may occur between the front of the building and the setback line only if the applicant can demonstrate that there are no adverse impacts.
- F. All materials shall be secured so as not to become windblown and all refuse containers shall be screened.
- G. All outside storage areas shall be paved with asphalt or concrete, unless the applicant can demonstrate that an alternative surface will not have an adverse impact.
- H. Existing outside sales, display, or storage uses that are rendered non-conforming by virtue of enactment of this Ordinance shall be made conforming, to the greatest extent possible.
- I. Outside display, sales, and storage areas which are accessory to a principal use, shall meet setback requirements for accessory uses in the applicable zoning district.

This is the current language in the UDO. The options for the Plan Commission to consider are:

- 1) Leave the current language as is, with no parking or display on the grass allowed.
- 2) Allow parking and display on the grass during the day and require all vehicles be moved off the grass overnight.
- 3) Allow parking and display on the grass for limited periods each year. As a suggestion, up to three (3) times a year (spring, summer, fall), for no more than 14 days per event. A business could be required to submit a plan to the City showing where the display will be occurring.
- 4) Allow parking and display on the grass with no limitations.

In any instance where parking and display would be allowed on the grass, the City would require that any area damaged or disturbed would have to be restored within a limited time frame.

# WOODSTOCK

- C. The Plan Commission shall review the preliminary plat to determine that the purpose and intent of these regulations are carried out. After conducting a required public hearing on the preliminary 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. Such a recommendation shall be made within thirty (30) days following the date on which the required public hearing is concluded and closed. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension.
- D. If the Plan Commission recommends disapproval of a preliminary plat or does not render a recommendation, the Community Development Director shall provide the applicant with written notification indicating the effect of the Commission's recommendation, the reasons for the Commission's action, and direction for continuing the preliminary plat approval process.
- E. The Plan Commission's action shall be 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.
- F. After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove the preliminary plat, or may refer it back to the Plan Commission for additional consideration. The City Council's action shall occur within thirty (30) days following the date on which the preliminary plat submittal is presented to the City for consideration and placed on a City Council meeting agenda. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension.
- G. Approval of a preliminary plat by the City Council is valid for a time period of 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 Community Development Director. 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. (Ordinance Number 10-O-39, adopted August 3, 2010).
- H. Approval of a preliminary plat constitutes acceptance of the overall planning and design concepts and, except as provided for herein, is a prerequisite for the filing of a final plat. Approval of a preliminary plat does not constitute approval of the final plat. Rather, it shall be deemed an expression of preliminary approval of the layout depicted on the preliminary plat and a guide to the preparation of final plat documents. Such approval allows the applicant to proceed with the preparation of final engineering plans and final plat documents.

## **6B.2.4 Preliminary Plat Content**

The preliminary plat submittal shall include the following material, except as may be waived by the Plan Commission or, if pertaining to preliminary engineering plan requirements, as may be

waived by the City Engineer. This material shall be submitted with the application for review by the City prior to being submitted for distribution to the Plan Commission.

A. **Application.** The developer shall complete and submit a Development Review Application which may be obtained from the Community Development Department.

B. **Preliminary Plat Submittals.** The preliminary plat shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Community Development Director. The preliminary plat shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided. Linear dimensions shall be given in feet and decimals of a foot and area dimensions shall be given in acres or square feet. The submittal materials required by this section shall be numbered consecutively and bound into a package that contains the (1) Preliminary Plat, (2) Existing Conditions and Natural Resources Map/Report, (3) Preliminary Engineering Plan and (4) Planning Report. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the sheet number, the name of the developer, the name and address of the preparer, and the date on which it was prepared. The planning report may be presented on 8.5 inch by 11 inch paper. The preliminary plat submittals shall contain the following information:

1. **Preliminary Plat.** The preliminary plat shall contain the following information which shall be presented so as to provide a realistic depiction of the proposed development:

a.	The name of the subdivision/PUD and the name of the developer, along with a statement of the present ownership of all land within the project. The name of the subdivision/PUD shall not duplicate any other in McHenry County except when it is an addition to an existing subdivision/PUD.
b.	Legal description of property and boundary survey prepared by a registered Illinois Land Surveyor or registered Illinois Professional Engineer. The legal description shall include relevant section and quarter-section lines, township, range, meridian, and property lines, including their bearings and distances. The boundary survey shall include angles, bearings, azimuths, dimensions, and curve data for all existing property and right-of-way lines, as well as the location of all existing recorded easements on the property. If a development is intended to occur in phases, said phases should be delineated if known.
c.	A location map showing the site in relation to the City of Woodstock.
d.	The location of the following proposed improvements shall be depicted: <ul style="list-style-type: none"> <li>▪ Lots. The layout, design, dimensions and building setback lines of all proposed lots. The design of proposed lots which results in the formation of irregularly shaped lot lines is prohibited unless such lines follow natural features such as streams, wetlands, or similar natural features. All lots shall be consecutively numbered and outlots shall be designated by letter.</li> <li>▪ Rights-of-Way. The layout and design of all proposed public and private streets and street right-of-way. Right-of-way widths and cul-de-sac radii shall be labeled and proposed street names shall appear on the plat. Street names shall not duplicate any other street in the City of Woodstock, in the underlying township, or within the 60098 zip code area except when the street is an extension of an existing street.</li> <li>▪ Open Space Areas. All proposed open space areas shall be identified by type (such as natural resource protection area, wetland buffer, private recreation, storm water</li> </ul>

	management, etc.) and proposed ownership (easement, homeowners association, lot owner, etc.).
	▪ Dedications. All land intended to be used for schools, parks, recreation areas, or other similar purposes shall be depicted as "outlots" and designated with and subject to an appropriate easement.
e.	A preliminary plan depicting landscape features and amenities intended to be installed as part of the proposed development.

2. **Existing Conditions and Natural Resources Map/Report.** This submittal is intended to provide information regarding the current features on a site, its physical and environmental features, how these features may be impacted by the development activity, and how the design of the development accommodates these features. The Existing Conditions and Natural Resources Map/Report is part of the required preliminary plat materials and shall be submitted at the same time as the preliminary plat. It is not required for a minor subdivision/PUD or where a proposed subdivision/PUD consists of the division of land previously subdivided or developed. The Existing Conditions and Natural Resources Map/Report shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided.

a.	The existing lots, parcels, road rights-of-way and easements, including street names, on the subject site and all adjoining lands.
b.	The location of all existing constructed features including but not limited to streets, driveways, farm roads, buildings, foundations, walls, drain tiles, drainage routes, and trails.
c.	Existing zoning on the site and on adjoining lands, and names and locations of adjoining subdivisions. If a zoning change is being requested, proposed zoning must also be indicated.
d.	Topographic elevations with one foot contours, including ridge lines, referenced to United States Geological Survey (USGS) datum benchmarks (USGS mean sea level), with spot elevations along all drainage channels or swales. Ridgelines shall be clearly delineated. If deemed necessary by the City Engineer, said contour lines shall extend beyond the development boundaries a distance of one-hundred feet onto adjoining land.
e.	The location and delineation of wetlands, streams, creeks, surface hydrological features, natural drainage swales, and the 100-year floodplain. If wetlands extend beyond the subdivision/PUD boundary, a separate document or map shall be provided that shows the general extent of the entire wetland.
f.	The location of significant vegetation, meadows, cultivated land, pastures, permanent grass land, wooded areas, and areas of natural plant coverage. A survey of trees by name, type, condition, and location which have a diameter at breast height (DBH) of four or more inches shall be provided. If the tree survey is provided in textual form, it shall be accompanied by a map showing the location of said trees, topography, and proposed lot and parcel lines. Where trees are part of a group or cluster that will be preserved, identification of individual trees is not required. Trees to be removed shall be identified.
g.	An analysis of soil types and conditions on the subdivision/PUD site shall be provided. Such an analysis shall be based on soil borings taken from the site and a minimum of one soil boring per developable acre at a minimum depth of eight feet. Areas not intended for development activity, characterized by natural features, or not used for building or construction activity, may be excluded from this requirement and the number of borings required may be adjusted by the City Engineer. The City Engineer may also require additional soil boring information as part of the final engineering plan submittal.

	Soil and subsurface conditions, as well as unique geological features, shall be identified. The depth below existing grade of the seasonal high water table and its directional flow shall be provided.
h.	A Natural Resources Plan containing a detailed program for the management, maintenance, preservation, and protection of natural resources on the development site.

3. **Preliminary Engineering Plan.** The location and dimensions of the following infrastructure improvements and landscape amenities shall be shown:

a.	Street and roadway information, including proposed roadways with pavement dimensions, right-of-way width, centerline stationing at 100-foot intervals, horizontal curve data, intersection radii and center line slopes indicating direction and slope.
b.	An analysis of existing and projected traffic patterns and volumes, based on the type of development activity being proposed and the number of dwelling or occupancy units. No subdivision/PUD shall be approved if its development will result in a lower level of service. The maximum amount of traffic that will be permitted in the City shall be the Institute of Traffic Engineers' level of service C, unless a lesser level of service is deemed acceptable by the City Engineer.
c.	Sanitary sewer system improvements, including the location of proposed sanitary sewers and associated structures, such as manholes and lift stations. The size, direction of flow and connection to off-site collection sewers shall be indicated.
d.	Water system infrastructure, including the location and size of all proposed water mains and associated structures, such as valves, vaults, and fire hydrants. The connection to off-site water distribution system mains shall be indicated.
e.	Storm water management facilities, including the location and description of proposed components of the storm water management system.
f.	Proposed parkway and lot landscaping, with individual plant species identified and depicted.
g.	Proposed grading improvements, including existing and proposed grading contours.

4. **Planning Report.** The information required herein may be presented on 8.5 inch by 11 inch paper and compiled into a single report which includes the following:

a.	A location map depicting the subject site in relation to the City of Woodstock and major roads, along with the common address of the property and its parcel identification numbers (PIN).
b.	The names and addresses of the owners of record of the subject property. When the subject property is owned in trust, the names of beneficiaries, their addresses, and their percent interest in said trust shall be provided. A copy of the most current deed conveying ownership of the property to the listed owners shall be filed with the City.
c.	The names, addresses, and telephone numbers of individuals and firms involved in the design and development of the subdivision/PUD, including but not limited to the developer, the developer's attorney, and the developer's engineer.
d.	A narrative explanation of the development, including how it relates to the City's comprehensive planning documents.
e.	General exterior architectural plans and facade details which depict the proposed architectural design of the development. These are not required if single-family detached dwellings are proposed or if lots are intended to be developed by separate builders and contractors.
f.	Narrative information regarding: <ul style="list-style-type: none"> <li>▪ The zoning of the subject property and a general description of the major features of</li> </ul>

	<p>the development. If a zoning change is contemplated, the proposed zoning should be stated.</p> <ul style="list-style-type: none"> <li>▪ The type of subdivision (residential, commercial, industrial, planned development, traditional neighborhood design, etc.).</li> <li>▪ The minimum lot standards required by the existing or proposed zoning, along with a sketch of a typical lot or lots for each use.</li> <li>▪ The following lot and area characteristics in tabular form: average lot area, minimum lot area and maximum lot area, area in street right-of-way, number of dwelling units for a residential subdivision, and proposed uses for a non-residential subdivision or for a mixed use development.</li> <li>▪ A description of proposed school and park sites, if any. It should be noted if a cash contribution in lieu of land dedication is proposed.</li> <li>▪ The zoning status and land use of abutting properties.</li> <li>▪ A list of any variations, waivers, or exceptions requested as part of the overall subdivision/PUD approval.</li> <li>▪ A general assessment of revenue and expenditure impacts that local governing and taxing bodies are likely to experience as a result of the proposed development.</li> </ul> <p>Draft language, in the form of covenants or deed restrictions, which addresses how common areas, including but not limited to storm water management facilities and open space, will be owned and maintained.</p>
g.	<p>Narrative information regarding infrastructure improvements, including:</p> <ul style="list-style-type: none"> <li>▪ Roadway improvements. The name, classification, existing and ultimate right-of-way width of each publicly dedicated road right-of-way adjoining the subject property.</li> <li>▪ Typical right-of-way cross section, along with total linear feet of proposed roads and the length of all proposed cul-de-sacs, if any.</li> <li>▪ Storm water management improvements, including preliminary description of the proposed storm water management system, which may include preliminary drainage for roads, depiction of flood-prone areas and drainage ways, and locations of detention area, swales, channels, culverts, compensatory water storage areas, and other similar components, unless deemed not applicable by the City Engineer.</li> <li>▪ Sanitary sewer and water system improvements, including a preliminary description of the proposed water and sanitary sewer systems, which may include the following unless deemed not applicable by the City Engineer: flow direction, points of connection to the existing systems, a description of necessary easements, a determination if a lift station will be needed or if existing lift stations will need to be upgraded, invert elevations at points of connection and lowest on-site invert elevation, a discussion of current and future looping requirements, and a discussion of major anticipated system improvements (such as water storage facilities, lift stations, booster stations, and emergency generators) and their proposed locations.</li> </ul>
h.	<p>If applicable, a <u>Natural Resources Information (NRI)</u> report prepared by the McHenry County Soil and Water Conservation Service and applicable Illinois Department of Natural Resources (IDNR) reports.</p>
i.	<p>If applicable, an <u>Endangered Species Consultation Program Action Report</u> from the Illinois Department of Natural Resources. (Ordinance Number 09-O-64, adopted October 20, 2009).</p>
j.	<p>If applicable, comments from the Illinois Historic Preservation Agency regarding compliance with Section 106 of the National Historic Preservation Act of 1966, as amended and its implementing regulations, 36 CFR 800: "Protection of Historic Properties".</p>

# WOODSTOCK

- K. The City, at its discretion, may require the establishment of a "back up" special service area (SSA) in order to provide funds necessary to support the maintenance and upkeep of land set aside, dedicated, or used for required utilities and development improvements. Such a requirement may be a condition of final plat approval and the creation of such an SSA shall occur prior to the sale of individual lots or building sites.

## 6C.1.3 Final Plat Content

The final plat submittal shall include the following material, except as may be waived by the Plan Commission or City Council. The final plat and required submittals, except for the final engineering plan submittal, shall be presented for review by the Community Development Director prior to the final plat being presented to the Plan Commission.

- A. Application. If not previously submitted and on file with the City, the developer shall complete and submit a Development Review Application which may be obtained from the Community Development Department.
- B. Final Plat Submittals. The following information and documentation is required in order to proceed through the final plat review and approval process. Requirements for Final Engineering Plans and Reports are set forth in Section 6C.2 of this Ordinance.

1. **Final Plat.** The final plat shall be prepared by a registered Illinois Licensed Surveyor on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Community Development Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The final plat shall contain the following information:

a.	The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any;
b.	The location of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from.
c.	A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation.
d.	Proposed platted improvements, including: <ul style="list-style-type: none"><li>▪ The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided.</li><li>▪ The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names.</li><li>▪ The size and type of proposed utility, drainage, and storm water management, wetland preservation, access, and other easements.</li><li>▪ Open space areas shall be identified by type (such as natural resource protection area,</li></ul>

	<p>private park site, etc.) and designated as outlots.</p> <ul style="list-style-type: none"> <li>▪ All lands to be dedicated for schools, parks, or other public purposes shall be identified.</li> <li>▪ A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes.</li> </ul>
e.	<p>Certificates and signature blocks, including:</p> <ul style="list-style-type: none"> <li>▪ Owner's certificate and signature block.</li> <li>▪ Surveyor's certificate and signature block, including statements by an Illinois registered surveyor that required monuments have been set, whether the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels.</li> <li>▪ County Clerk's certificate and signature block.</li> <li>▪ County Recorder's certificate and signature block.</li> <li>▪ Plan Commission certificate and signature block.</li> <li>▪ City Council certificate and signature block.</li> <li>▪ Drainage certificate and signature block, signed by owner and engineer.</li> <li>▪ A "Plat submitted for recording by..." certificate suitable for designating the name and address of the individual submitting the final plat to the County Recorder for recording purposes.</li> <li>▪ School District certificate.</li> <li>▪ If the property abuts a State highway or State maintained road, an Illinois Department of Transportation certificate and/or signature block may be required prior to recording of the final plat. If the property abuts a County maintained road, a McHenry County Engineer and/or signature block may be required prior to recording of the final plat.</li> <li>▪ Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features.</li> </ul>
f.	<p>Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants, and/or restrictions, if any, affecting the proposed subdivision/PUD shall be provided.</p>
g.	<p>When the subdivision/PUD contains easements for public utilities, open space, wetland areas, and locations of dedicated ingress/egress routes, language granting use of such easements to all applicable utility companies shall be provided.</p>
h.	<p>When a subdivision/PUD contains storm water management facilities and other open space areas that are intended to be maintained by a property owner's association or conservation group, covenants and restrictions regarding said association or group and its maintenance duties shall be provided. The covenants and restrictions document shall be reviewed by the City Attorney.</p>
i.	<p>Within a residential subdivision/PUD, no lot shall be approved, recorded, or sold within the development until a declaration of covenants and restrictions or other document, necessary to establish a permanent homeowners association responsible for the care and maintenance of open space has been approved by the City and has been executed. In lieu of such a homeowners association, the City may approve the use of a conservation organization which shall be responsible for owning or otherwise having jurisdiction over the open space for purposes of care and maintenance. A statement of covenants and restrictions addressing this requirement shall be provided.</p>
j.	<p>Final IDNR consultation results and reports.</p>

# LEMONT

## *Lemont Unified Development Ordinance*

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### **17.08.040 PERMITTED DEVIATIONS FROM VILLAGE ORDINANCES**

Except as specifically provided otherwise in this chapter, planned unit developments shall be developed in conformity with this Unified Development Ordinance. Modifications that deviate from the bulk, density, and design provisions of this ordinance are privileges and will be considered by the Village only in direct response to tangible community benefits received from the PUD. These benefits shall be in the form of exceptional amenities, such as outstanding architecture, the design and amount of open space, the quantity and quality of landscaping, sensitivity to existing topography or drainage, preservation of existing mature trees of exceptional quality, or other similar traits.

### **17.08.050 PUD APPROVAL PROCESS**

A PUD shall be granted as a special use to the zoning district in which it is located. The Village Board is the final decision-making body. PUDs shall be processed, reviewed and approved in three steps: pre-application review by the Technical Review Committee, PUD preliminary plan/plat, and PUD final plan/plat. The preliminary plan/plat and the final plan/plat may be filed and approved simultaneously provided all public hearing requirements are met.

### **17.08.060 PRE-APPLICATION REVIEW**

**A. Submission and Distribution of Plans.** Prior to filing a formal application for approval of a PUD, the developer shall request on forms available from the Community Development Department a concept plan review by the Technical Review Committee (TRC). Upon receipt of a complete application for TRC review, the Community Development Department shall distribute copies of the application to the TRC members and schedule a meeting of the TRC. Unless agreed upon by the applicant, this meeting shall be no later than 45 days after submission of the complete application. At a minimum, the application for concept plan review shall include:

1. Map showing the location of the proposed development and surrounding land uses; and
2. Concept site plan showing locations of streets, buildings, and any subdivision of land; and
3. Information regarding site topography, drainage, and intentions for storm water management and extension/hook-

up of water and sewer lines and utilities.

4. A concept landscape plan depicting location of existing vegetation and general location and type of intended landscaping.
5. Building elevations with proposed materials.

**B. Technical Review Committee Meeting.** The TRC is advisory only. Nothing offered or said by the Village staff or TRC members shall be construed as an approval of the project or approval of any particular element of the project. All advice and recommendations are subject to modification during later stages of the approval process. The purposes of the TRC meeting are to help the applicant determine whether:

1. The concept plan appears to be in conformity with the land-use policies and objectives of the Village; and
2. The concept plan appears to be in compliance with the provisions of this ordinance and all other applicable Village standards; and
3. Any other governmental body has objections or suggestions concerning the proposal.

**C. Post-Meeting Report.** Each member of the TRC will be given an opportunity to present recommendations on the concept plan, and the Community Development Director shall provide a written report to the applicant containing a summary of the TRC members' recommendations.

#### 17.08.070 PUD PRELIMINARY PLAN/PLAT

**A. Overview.** Upon completion of the pre-application stage of the PUD process, the applicant shall prepare and submit a preliminary plan/plat for the proposed development. The purpose of the PUD preliminary plan/plat is for the applicant to obtain preliminary approval by the Village Board that the intended development is acceptable and that the applicant can reasonably proceed with the preparation of detailed site, architecture, engineering, and landscaping plans.

**B. Pre-Hearing Actions.**

1. The applicant shall submit an application for PUD preliminary plan/plat approval for the proposed development. The PUD preliminary plan/plat shall be processed concurrently with any required annexation, annexation agreements, Zoning Map amendments, or variation approvals. All PUD preliminary plan/plats shall require review and recommendation by the Planning and Zoning Commission except for those PUDs located entirely or partially within the DD District, which shall be reviewed directly by the Village Board. (O-10-14)
2. The Community Development Director shall review each PUD preliminary plan/plat application for completeness and, if the application is complete, schedule a public hearing before the appropriate body. The hearing shall be no later than 90 days after the submission of a complete application unless the petitioner agrees otherwise.
3. Public notice for the hearing shall be posted in accordance with §17.04.050 of this ordinance.
4. Prior to the scheduled public hearing the Community Development Director shall review the PUD Preliminary plan/plat application for compliance with the objectives and adopted land use plans and the regulations of this ordinance and forward a report of the review with recommendations to the appropriate hearing body.

**C. Public Hearings.** The hearing body shall conduct a public hearing on the PUD preliminary plan/plat and shall preserve a record of the public hearing.

1. If the hearing is before the Planning and Zoning Commission, that body shall either recommend approval, approval with conditions, or denial of the application. The recommendation shall be forwarded with findings of fact to the Village Board. The recommendation with findings shall be forwarded to the Village Board for consideration within 90 days of the conclusion of the public hearing, unless a delay is agreed upon by the petitioner.
2. If the hearing is before the Village Board, the Board shall, upon completion of the public hearing, direct the Community

Development Department to prepare the appropriate ordinances and resolutions with suitable findings of fact.

- D. Preliminary Plan/Plat Approval.** The Village Board shall accept or reject the preliminary plan/plat within 60 days after its next regular meeting following the receipt of the written recommendations of the Planning and Zoning Commission, or, if the Village Board conducted the hearing, within 90 days of the conclusion of the hearing. The Village Board may require such special conditions in the approval of the preliminary plan/plat as it may deem necessary to insure conformity with the intent and goals of this ordinance. Upon approval by the Village Board a record shall be prepared including findings of fact and setting forth the terms of relief and/or variances granted from existing ordinances.
- E. Effect of Approval.** Once a PUD preliminary plan/plat is approved, applicants shall proceed to the final plan/plat stage of the development review and approval process. Approval of the PUD preliminary plan/plat shall not constitute approval of the final plan/plat. Rather it shall be deemed an expression of the approval of the layout submitted on the preliminary plan or plans.
- F. Lapse of Approval.** A PUD preliminary plan/plat shall lapse and be of no further effect if a complete PUD final plan/plat application has not been submitted to the Community Development Department within 12 months of the date of the PUD preliminary plan/plat approval. The Village Board may, at its sole discretion, grant extensions of this 12-month period.

#### 17.08.080 PUD FINAL PLAN/PLAT

- A. Overview.** Upon completion of the PUD preliminary plan/plat stage of the PUD process, the applicant shall prepare and submit a final plan/plat for the proposed development. The application for approval of the final development plan of a PUD may be submitted in phases.
- B. PUD Final Plan/Plat Approval.** Within one year of approval of the PUD Preliminary Plan/Plat, the applicant shall file for approval a PUD Final Plan/Plat covering all or part of the approved PUD Preliminary Plan/Plat. The PUD Final Plan/Plat shall be in substantial compliance with the PUD Preliminary Plan/Plat, i.e., the number of dwelling units has not been increased, the height of the buildings has not been increased, building materials are the same or of equal

quality, and the general quantities and quality of the landscaping material is the same, and any changes to the final engineering do not alter the general design characteristics of the PUD Preliminary Plan/Plat.

1. The application for PUD Final Plan/Plat shall be made to the Community Development Director, who upon confirmation of the application's completeness, shall forward it to other appropriate Village staff for review and comment. The Final Plan/Plat with staff comments shall be reviewed by the Planning & Zoning Commission. The Planning & Zoning Commission shall determine whether the PUD Final Plan/Plat is in substantial conformance with the PUD Preliminary Plan/Plat, and forward its determination to the Village Board.
2. The Village Board, upon receiving the determination from the Planning & Zoning Commission shall vote to either approve or disapprove the PUD Final Plan/Plat. (Ord O-54-09)

**C. Lapse of Approval.** A PUD final plan/plat shall lapse and be of no further effect if site development does not commence within 12 months of the date of final plan/plat approval. The Village Board may, at its sole discretion, grant extensions of this 12-month period.

**D. Recording of Plats.** Recording of plats shall be accomplished in accordance with §17.04.110 of this ordinance.

#### **17.08.090 CHANGES TO APPROVED PLANS/PLATS**

Changes to approved PUD final plans/plats may be modified only in accordance with the provisions of this section. Likewise, any change of a final plan/plat from an approved preliminary plan/plat shall be modified only in accordance with the provisions of this section. The requirements of this section are intended to ensure that significant changes to plans/plats do not occur without the opportunity for public input at a hearing.

**A. Major Modification of Plans.** Major modifications of plans shall require re-review and re-approval in accordance with the provisions of 17.08.070 of this ordinance. A "major modification" to an approved PUD plan/plat is any modification that meets any of the following thresholds: (O-29-15)

1. Increases the number of dwelling units; or

2. Increases the height of any structure; or
3. Increases the non-residential floor area by more than 5%; or
4. Increases the impervious surface coverage by more than 2.5%; or
5. Decreases storm water detention or otherwise significantly alters the storm water management for the site; or
6. Reduces the amount of open space; or
7. Reduces the amount of landscaping plant material by more than 5%; or
8. Significantly alters the appearance of structures or signs; or
9. Replaces approved exterior materials with materials generally considered to be inferior products; or
10. Otherwise represents a change to the overall character of the previously approved plan/plot.

**B. Minor Modifications of Plans.** Minor modifications of plans shall be approved by the Community Development Director upon consultation with the President of the Board of Trustees and the Chairman of the Planning and Zoning Commission. A "minor modification" to an approved plan is any change that does not meet the thresholds in paragraph A of this section.

LEMONT

## Form 507-B – PUD Preliminary Plan/Plat Packet Requirements

All packets shall:

- Be collated and bound;
- Contain a table of contents;
- Contain all documents listed on the checklist below, with all large maps/plans folded; and
- Be tabbed and labeled with exhibit numbers. See below for the desired sequence of exhibits.

All maps and plans shall contain the following information:

- North arrow or other indication of true north or map north;
- Date of map/plan preparation;
- Name of person preparing map/plan; and
- Scale. Scale may be expressed verbally (e.g. 1 inch equals 60 ft.). Other forms of scale, while not required, are desirable (e.g. bar scale or ratio such as 1:24,000).

PUD PRELIMINARY PLAN/PLAT REQUIRED PACKET MATERIALS		
EXHIBIT	DESCRIPTION	OFFICE USE ONLY
A	<b>APPLICATION FORM</b> Copy of the completed and signed application.	
B	<b>PROJECT SUMMARY</b> Provide a written overview of the proposed project. This statement should include how the proposal responds to comments received at the Technical Review Committee meeting, if applicable. Additionally, provide a quantitative summary that includes the following: <ul style="list-style-type: none"><li>• Acreage and/or square footage of subject site</li><li>• Square footage of commercial space</li><li>• Proposed residential density (dwelling units / gross site area)</li><li>• Total square footage covered by structures</li><li>• Total square footage covered by roads and other impervious surfaces</li><li>• Total square footage of commonly owned and maintained open space</li><li>• Number of off-street parking spaces</li></ul>	
C	<b>RESTRICTIONS &amp; COVENANTS (if applicable)</b> Draft of any proposed protective restrictions and covenants or existing restrictions and covenants.	
D	<b>DECLARATION OF EASEMENTS</b> A statement of any easements that will be required for public improvements (ie: water service), and whether easements have been obtained.	
E	<b>TRAFFIC STUDY</b>	

	<p>A traffic impact study prepared by a qualified traffic analyst. The traffic study shall indicate the volume of traffic to be generated by the PUD or a phase of it and also indicate any special engineering or design features and/or traffic regulation devices needed to ensure the proper safety of traffic circulation to, through, and around the PUD. The requirement for a traffic impact study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant traffic impacts on the surrounding area. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p>	
F	<p><b>MARKET RESEARCH STUDY</b></p> <p>If a shopping center development is planned, adequate evidence to establish the need for and feasibility of such development shall be provided. The evidence shall be in the form of a market research report. The requirement for a market research study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant impacts on the surrounding area or Village. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p>	
G	<p><b>ECONOMIC IMPACT STUDY</b></p> <p>A tax impact study detailing the impact which the PUD will have upon taxing bodies and the expected number of students that will be generated by any residential portion of the development. The requirement for an economic impact study may be waived by the Community Development Director when he/she determines that the nature and scope of the development will be unlikely to have significant economic impacts on the surrounding area or Village. This waiver shall be obtained in writing, prior to submission of the submittal packet, and the written waiver approval shall be included as an exhibit in lieu of the traffic study. Note that this waiver does not preclude Village staff, the Planning &amp; Zoning Commission, or the Village Board from requesting a study once the PUD review is underway.</p>	
H	<p><b>PLAT OF SURVEY/ EXISTING CONDITIONS MAP(S)</b></p> <p>A map or series of maps, as appropriate, drawn at a scale of 1 inch equals 100 ft. or greater, that indicates the location of the subject site and the territory within 200 ft. of the subject property and includes the following:</p> <ul style="list-style-type: none"> <li>• Corporate and County boundaries</li> <li>• Current roads or public rights of way</li> <li>• Addresses and/or PINs of immediately adjacent properties and names, as they appear on most current tax records of the county, of the property owners</li> <li>• Existing buildings on site and within 200 ft. of the site</li> </ul>	

	<ul style="list-style-type: none"> <li>Existing topography of site shown at intervals no greater than two feet</li> <li>Wetland areas</li> <li>Portions of the site in any floodway and/or floodplain fringe area</li> <li>Streams, drainage ditches, culverts, and standing water</li> <li>Soil problem areas based upon a soil survey</li> </ul>	
I	<p><b>SITE PLAN</b></p> <p>A site plan indicating the arrangement and location of proposed:</p> <ul style="list-style-type: none"> <li>Structures</li> <li>Setbacks of all structures</li> <li>Right-of-way alignments, widths and names of streets</li> <li>Off-street parking and service areas</li> <li>Areas to be dedicated for recreation, schools, or open space</li> <li>Pedestrian circulation system, including sidewalks and trails</li> <li>Lot subdivision</li> <li>Easements</li> <li>Topographic features</li> </ul>	
J	<p><b>ENGINEERING PLANS</b></p> <p>The preliminary engineering plans for all public or private support facilities including roads, sidewalks, drainage ditches, culverts and water retention areas, sanitary sewers, storm sewers, water supply lines, and illumination.</p>	
K	<p><b>PHOTOMETRIC PLAN</b></p> <p>The proposed photometrics (level of illumination) of the site as well as the specific design details of all exterior light sources including:</p> <ul style="list-style-type: none"> <li>light color</li> <li>height of light fixtures</li> <li>illustration of fixtures</li> <li>screening of illumination</li> </ul>	
L	<p><b>LANDSCAPE PLANS</b></p> <p>A landscape plan prepared in the same scale as the site plan. See Chapter 17.20 of the Unified Development Ordinance for landscape plan requirements.</p>	
M	<p><b>TREE PRESERVATION PLAN</b></p> <p>The tree preservation plan shall consist of a tree survey that graphically shows the location of trees on site, identifies those trees to be preserved, and details efforts to protect those trees during construction. See Unified Development Ordinance Section 17.20.130 for more information on tree preservation plans.</p>	
N	<p><b>BUILDING ELEVATIONS</b></p> <p>Architectural renderings of all elevations of all proposed buildings, including trash enclosures, or perspective drawings of the same. All exterior materials and colors should be indicated.</p>	
O	<p><b>SIGN PLAN (if applicable)</b></p> <p>Elevations of the sign face(s) shall be prepared, to scale, and shall indicate sign design, dimensions, materials, colors, and method of illumination.</p>	
P	<p><b>Additional information as required by the Community Development Director</b></p>	

# Form 508-B – PUD Final Plan/Plat Packet Requirements

All packets shall:

- Be collated and bound;
- Contain a table of contents;
- Contain all documents listed on the checklist below, with all oversized (ie: larger than 8.5x11) maps/plans folded; and
- Be tabbed and labeled with exhibit numbers. (See below for the desired sequence of exhibits.)

All maps and plans shall contain the following information:

- North arrow or other indication of true north or map north;
- Date of map/plan preparation;
- Name of person preparing map/plan; and
- Scale. Scale may be expressed verbally (e.g. 1 inch equals 60 ft.). Other forms of scale, while not required, are desirable (e.g. bar scale or ratio such as 1:24,000).

<b>PUD FINAL PLAN/PLAT REQUIRED PACKET MATERIALS</b>		
<b>EXHIBIT</b>	<b>DESCRIPTION</b>	<b>OFFICE USE ONLY</b>
<b>A</b>	<b>APPLICATION FORM</b> Copy of the completed and signed application.	
<b>B</b>	<b>RESTRICTIONS &amp; COVENANTS (if applicable)</b> Draft of any proposed protective restrictions and covenants or existing restrictions and covenants.	
<b>C</b>	<b>DECLARATION OF EASEMENTS</b> A statement of any easements that will be required for public improvements (ie: water service), and whether easements have been obtained.	
<b>D</b>	<b>FINAL PLAT (if applicable)</b> <ul style="list-style-type: none"> <li>• Proposed name of subdivision not duplicating name of any plat heretofore recorded in the Village or the appropriate county.</li> <li>• Location by township, section, town, and range, or by other legal description.</li> <li>• An identification system for all lots and blocks.</li> <li>• Accurate angular and linear dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features. Lot lines to show dimensions in feet and hundredths. All dimensions shown on curved lines shall be arc distances.</li> <li>• True angles and distances to the nearest established street lines or established survey monuments (not less than two), which shall be accurately described in the plat.</li> <li>• North point (true north).</li> <li>• Township, county, or section lines accurately tied to the lines of the subdivision by distance and angles.</li> <li>• An indication of the square footage of all lots within the subdivision.</li> </ul>	

	<ul style="list-style-type: none"> <li>• All horizontal dimensions, including radii, internal angles, points of tangency and curvature, tangent bearings and lengths of arcs.</li> <li>• Accurate location of all monuments, which shall meet the requirements of the Illinois Compiled Statutes.</li> <li>• Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, or for the exclusive use of the property owners within the subdivision, with use purpose indicated on the plat.</li> <li>• All easements required for the installation and maintenance of utilities (electric, water, waste water, gas, telephone, etc.) together with a statement that dedicates the easements to the Village or other appropriate authority.</li> <li>• All scenic or access easements together with a statement that dedicates the easements to the Village or other appropriate authority.</li> <li>• Certification by a licensed surveyor, to the effect that the plat represents a survey made by him/her and that monuments and markers shown thereon exist as shown and that all dimensions are correct.</li> <li>• Notarized certifications.</li> <li>• Supporting documents as required by the Village, such as special studies, landscaping plans, homeowners' association covenants and agreements, etc.</li> </ul>	
E	<p><b>FINAL ENGINEERING PLANS</b></p> <p>Final engineering plans are required for all public or private support facilities including roads, sidewalks, drainage ditches, culverts and water retention areas, sanitary sewers, storm sewers, water supply lines, and illumination. Final engineering plans shall include:</p> <ul style="list-style-type: none"> <li>• A title sheet showing – the name of the project, section, township and range, an index of sheets, a tabulation of symbols, locations of benchmarks, and a graphic location with respect to the nearest traveled streets and roads.</li> <li>• A detailed grading plan indicating the vertical elevations of all buildings, lot corners, and point of change in gradient. Directions of flow of surface waters will be delineated with arrows and the gradient of the land indicated above with arrows. Curb elevations will be indicated opposite each lot corner and at all changes in gradient.</li> <li>• A detailed plan of street improvements showing horizontal and vertical location of all street improvements and including horizontal and vertical locations of all points of curvature, points of intersection, points of tangency, points of vertical curvature, points of vertical intersection, and points of vertical tangency. Radii of intersection of streets will be shown on this plan.</li> <li>• A detailed plan of storm improvements showing horizontal and vertical location of all manholes, catch basins, inlets, headwalls, and the like and indicating lengths, types, and grades and gradients of all storm sewers. Manholes, catch basins and inlets will be dimensioned from lot corners.</li> <li>• A detailed plan of sanitary sewer improvements showing horizontal and vertical locations of all manholes, and indicating</li> </ul>	

	<p>lengths, types, and grade and gradients of all sanitary sewers. Manholes will be dimensioned from lot corners.</p> <ul style="list-style-type: none"> <li>• A detailed plan of water system improvements indicating horizontal and vertical location of all fire hydrants and valve vaults and showing lengths, sizes, and locations of all water mains. Fire hydrants and valve vaults will be dimensioned from lot corners.</li> <li>• Plans and profiles drawn to scale not to exceed one inch equals one hundred feet (1"=100') horizontally and one inch equals ten feet (1"=10') vertically, indicating additional horizontal and vertical locations of streets, sewers, appurtenances, and the existing grade.</li> <li>• Such additional details as necessary to clarify the extent or manner of construction.</li> <li>• Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable to the Village.</li> <li>• A detailed cost estimate of the work to be performed.</li> <li>• A detailed erosion control plan showing clearing, stockpiling, construction sequences, configuration of erosion controls and areas to be landscaped or lawns established. Proposed schedules for restoration must be submitted with the plan.</li> <li>• Existing and proposed cross sections at intervals not more than 100 feet of proposed roadways where roadway grading and alignments will impact on undisturbed ground must be provided.</li> </ul>	
F	<p><b>FINAL PHOTOMETRIC PLAN</b>  The proposed photometrics (level of illumination) of the site as well as the specific design details of all exterior light sources including:</p> <ul style="list-style-type: none"> <li>• light color</li> <li>• height of light fixtures</li> <li>• illustration of fixtures</li> <li>• Screening of illumination</li> </ul>	
G	<p><b>FINAL LANDSCAPE PLANS</b>  A landscape plan prepared in the same scale as the site plan. Final landscaping plans shall contain all of the details listed in Chapter 17.20 of the Unified Development Ordinance.</p>	
H	<p><b>TREE PRESERVATION PLAN</b>  The tree preservation plan shall consist of a tree survey that graphically shows the location of trees on site, identifies those trees to be preserved, and details efforts to protect those trees during construction. See Section 17.20.130 of the Unified Development Ordinance for information regarding tree preservation.</p>	
I	<p><b>BUILDING ELEVATIONS</b>  Architectural renderings of all elevations of all proposed buildings, including trash enclosures, or perspective drawings of the same. All exterior materials and colors should be indicated.</p>	
J	<p><b>SIGN PLAN (if applicable)</b>  Elevations of the sign face(s) shall be prepared, to scale, and shall indicate sign design, dimensions, materials, colors, and method of illumination.</p>	
K	<p>Additional information as required by the Community Development Director</p>	

# GENEVA

## 11-9-3: - INITIATION:

The owner of the property for which a planned unit development is sought may initiate a request for a special use planned unit development. (Ord. 95-28, 5-1-1995)

## 11-9-4: - PROCEDURE FOR INITIATION; APPLICATION:

A. Preapplication Conference: Prior to filing a formal application for approval of a planned unit development, the developer shall request a preapplication conference with the director of community development. The director of economic development shall be invited to attend conferences for projects proposing nonresidential land-uses. The purpose of the conference is to allow the developer to present a general concept of his proposed development prior to the preparation of detailed plans. For this purpose the presentation shall include, but not be limited to, the following:

1. Written "letter of intent" from the developer establishing his intentions as to development of the land.
2. Sketch plans and ideas regarding land use, the design and scale of commercial or industrial development, dwelling type or other intended occupancy(s), and density, street and lot arrangement, and tentative lot sizes.
3. Tentative proposals regarding water supply, sewage disposal, surface drainage and street improvements, as appropriate.

The director of community development shall advise the developer of the zoning requirements and city plans which might affect the proposed development as well as the procedural steps for approval.

Sketch plan review may be required, or desired, before the planning and zoning commission or city council to provide greater exposure and input in the early planning stages. Either the director of community development or applicant can request a meeting with the planning and zoning commission, city council, or both, to discuss the sketch plan.

B. Application; Preliminary, Final And Combined Plans: The owner of the property for which a special use planned unit development is sought shall file an application with the community development department, which application shall be accompanied by a nonrefundable fee established from time to time by the city council. The community development department will not accept an incomplete application. The application shall contain the following information:

1. Preliminary Plan: Following the pre-application conference, the preliminary plan of the planned unit development shall be filed with the director of community development, who shall in turn forward copies, within ninety (90) days, to the planning and zoning

commission for its consideration and public hearing. Required documentation in the preliminary plan includes:

- a. Name, address and telephone number of the owner. If property ownership is in trust, the name and address of each person or entity owning an interest in the applicant or owner and the extent of such ownership interest unless any of such entities is a corporation or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest.
  - b. Name, address and telephone number of the applicant including the name and address of each person or entity owning an interest in the applicant or owner and the extent of such ownership interest unless any of such entities is a corporation or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest. For purposes of this subsection, the term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application. The application shall include the signature of the owner(s).
  - c. An affidavit in which the applicant: 1) lists the names and addresses of the record owners of each parcel of property located within a five hundred foot (500') distance of the subject property, including public streets and rights-of-way; and 2) states under oath that the list is true and correct to the best of the applicant's knowledge and belief.
  - d. A plat of survey and legal description for the entire tract in which the planned unit development is sought and a legal description of each zoning district as part of the planned unit development.
  - e. The preliminary plan and supporting data shall be in accordance with the provisions of section 11-9-6 of this chapter.
2. Final Plan: The final planned unit development plan shall conform substantially to the preliminary plan as approved, and may be submitted in stages with each stage reflecting a portion of the approved preliminary plan which is proposed to be recorded and developed; provided, however, that such portion conforms to all requirements of these regulations. Required documentation in the plan includes:
- a. The names, addresses and telephone numbers of the applicant including the name and address of each person or entity owning an interest in the property. Where ownership interest has changed from the time of preliminary plan approval, a statement in accord with subsection B1a of this section.
  - b. The final plan and supporting data shall be in accordance with the provisions of

section 11-9-6 of this chapter.

- c. The final plan shall be accompanied by a written construction schedule for the development.
3. Combined Preliminary And Final Plan: The preliminary and final plan may be filed and simultaneously approved, if all requirements are met. Nonrefundable application fees for each preliminary and final plan approval shall apply. (Ord. 95-28, 5-1-1995; Ord. 2017-07, 4-17-2017; Ord. No. 2019-17, §§ 37, 38, 8-5-2019)

#### 11-9-5: - PROCEDURE FOR DECISIONS:

##### A. Procedure For Decision Preliminary Plan:

1. Planning and Zoning Commission Public Hearing And Recommendation: The commission shall hold a public hearing on each proposed planned unit development in accordance with section 11-14-4 of this title, and forward its findings and recommendations to grant or deny the plan to the city council, within ninety (90) days of close of the hearing. This time period may be extended by mutual consent of the planning and zoning commission and applicant.
2. City Council Action: The city council shall grant or deny the requested planned unit development.
3. Record Of Actions And Proceedings: Upon approval of the preliminary plan by the city council, a record shall be prepared including findings of fact, recommendations of city departments and officers, exceptions or bonuses granted, conditions applied, and modifications ordered. This statement shall be maintained on file with the development plans.
4. Approved Preliminary Plans; Timing Of Final Plan Submission: Approval of a preliminary planned unit development plan shall not constitute approval of the final plan, rather it shall be deemed an expression of approval of the layout submitted on the preliminary plan as a guide to the preparation of the final plan or plans. The final plan, or the first phase of the final plan shall be submitted by the developer not later than two (2) years (or such additional time, as may be authorized by the commission from time to time) after approval of the preliminary plan.

##### B. Procedure For Decision; Final Plan:

1. Planning and Zoning Commission Review And Recommendation: The final plan and supporting data shall be filed with the director of community development and forwarded to the planning and zoning commission for determination (within sixty (60) days of the date the item first appears on the planning and zoning commission agenda) whether the final plan is in conformity with these regulations and in agreement with the approved preliminary plan.

After review of the final plan and supporting data, the planning and zoning commission shall forward their findings and a recommendation to the city council.

2. City Council Action: The city council shall grant or deny the final planned unit development application. (Ord. 95-28, 5-1-1995; Ord. No. 2019-17, §§ 39, 40, 8-5-2019)

#### 11-9-6: - SPECIFIC CONTENT OF PLANS:

Planned unit development plans and supporting data shall include, but not be limited to, the following information:

##### A. Preliminary Plan:

1. Each application shall include forty (40) copies of all full sized documents and drawings. For all graphic and plan drawings, a scale of not less than one inch equals one hundred feet (1" = 100') shall be used. In no event shall individual sheets or drawings exceed thirty inches by forty-two inches (30" × 42"). In addition, one set of reduced copies sized at eleven inches by seventeen inches (11" × 17") shall be submitted. All sets of drawings submitted shall be folded. The submission may be composed of one or more sheets and shall include:
  - a. Boundary lines - bearings and distances.
  - b. Easements - location, width, and purpose (including fire lanes).
  - c. Utilities on, and adjacent to, the tract: location, size, and invert elevation of sanitary and storm sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone lines and street lights; direction and distance to, and size of, nearest water mains and sewers adjacent to the tract showing invert elevation of sewers.
  - d. Ground elevations on the tract: for land that slopes less than one-half percent (0.5%), show one foot (1') contours; show spot elevations at all breaks in grades, along all drainage channels or swales, and at selected points not more than one hundred feet (100') apart in all directions at two foot (2') contours. Contour lines shall extend a minimum of fifty feet (50') beyond the property line.
  - e. Floodplains, wetlands and any naturally forested or wooded areas.
  - f. Areas that can reasonably be expected to or which do contain soils or materials contaminated with but not limited to heavy metals, petroleum products, PCBs, pesticides, fly ash, or other toxic or hazardous materials.
  - g. Underground storage tanks, if any.
  - h. Areas located within one thousand feet (1,000') of a former sanitary landfill, dump or disposal area.
  - i. Surface and subsurface conditions of the tract. Location and results of tests made

to ascertain subsurface soil, rock, and ground water conditions; depth to ground water unless test pits are dry at a depth of five feet (5').

- j. Pertinent conditions on adjoining land: approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of major buildings, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences.
  - k. Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract. (Information to be supplied by city staff.)
  - l. Zoning on, and within two hundred fifty feet (250') adjacent to, the tract.
  - m. Uses of each building or structure, as well as the specific overall land use of the premises.
  - n. Title and certificates - present tract designation according to official records in offices of the Kane County recorder of deeds and title under which the proposed development is to be recorded.
  - o. Open space - all parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.
  - p. General location, purpose, and height of each building, other than single-family residences on individual lots.
  - q. Map and development data including:
    - Name of development
    - North point, scale, and date of preparation.
    - Location/vicinity map (scale: 1" = 1,000')
    - Total acreage of site
    - Total land dedicated to open space
    - Total impervious surface area
  - r. A landscape plan.
  - s. A preliminary signage plan indicating intentions for freestanding and wall signage.
  - t. A preliminary plat of subdivision.
2. Planned Unit Development: Explanation of the character of the planned unit development and the reasons why it has been planned to take advantage of the flexibility of these regulations. A description of all variations from overlying district regulations must be provided.
- a. Schedule: Development schedule indicating:
    - (1) Stages in which project will be built with emphasis on area, density, use, and public facilities such as open space to be developed with each stage. Over all

design of each stage shall be shown on the plan and through supporting graphic material.

(2) Approximate dates for beginning and completion of each stage.

- b. Covenants: Proposed agreements, provisions, or covenants which will govern the use, maintenance and continued protection of the planned unit development and any of its common open space.
- c. Density: Provide information on the density of residential uses, including dwelling units per acre, the number of dwelling units by type and the number of buildings by type.
- d. Nonresidential Use: Provide information on the type and amount of ancillary and nonresidential uses in a residential development, including the amount and location of common open space.
- e. Service Facilities: Provide information on all service facilities and off-street parking facilities.
- f. Architectural Plans: Preliminary architectural plans, including elevations for all primary buildings shall be submitted in sufficient detail to permit an understanding of the style of the development, the design of the building and the number, size, and type of dwelling units.
- g. Facilities plans including engineering (including street profile plans) for:
  - Roads, including classification, width of pavement
  - Sidewalks
  - Sanitary sewers
  - Storm drainage
  - Water supply system
  - Underground lighting program
  - A concept landscape planting plan
- h. Special studies and analyses as necessary, including, but not limited to:
  - Fiscal impact analysis
  - Market feasibility analysis
  - Traffic impact analysis

B. Final Plan Stage:

1. Final Detailed Plan: A final plan, suitable for recording with the Kane County recorder of deeds shall be prepared. The purpose of the planned unit development plan is to designate with particularity the land subdivided into conventional lots as well as the division of other lands, not so treated, into common open areas and building areas, and to designate and limit the specific internal uses of each building or structure, as well as

of the land in general. The final plan shall meet the submission requirements of subsection A1 of this section. Further, the final plan of the planned unit development shall include, but not be limited to:

- a. Names, addresses and telephone numbers for the developers and professionals as part of the development assisting in the preparation of any aspect of plans.
  - b. An accurate legal description of the entire area under immediate development within the planned unit development.
  - c. A final plat of subdivision (for those areas for which final plan approval is sought).
  - d. An accurate legal description of each separate unsubdivided use area, including common open space.
  - e. Designation of the exact location of all buildings to be constructed, and a designation of the specific uses to which each building shall be put.
  - f. Certificates, seals, and signatures required for the dedication of land, final plat of subdivision and recording of documents.
  - g. Existing and proposed grading plans.
  - h. A landscaping plan in accord with chapter 10 of this title.
  - i. Final engineering plans and drawings.
  - j. Final utilities and drainage plan.
  - k. Final development and construction schedule.
  - l. Final architectural plans.
  - m. Master signage plan.
  - n. Tabulations on each separate unsubdivided use area, including land area, number of buildings, number of dwelling units per acre.
2. Common Open Space Documents: All common open space, at the option of the city, shall be:
- a. Conveyed to a municipal or public corporation or conveyed to a not for profit corporation or entity established for the purpose of benefiting the owners and residents of the planned unit development or adjoining property owners or any one or more of them; or
  - b. Guaranteed by a restrictive covenant describing the open space and its maintenance and improvement, running with the land for the benefit of residents of the planned unit development or adjoining property owners and/or both.
  - c. Guaranteed by conservation easement in accordance with state law.
3. Public Facilities: All public facilities and improvements made necessary as a result of the planned unit development shall be guaranteed through escrow deposit, letter of credit, surety bond, or letter of commitment, issued by a bank, savings and loan association,

surety, or insurance company, in favor of the city, which guaranty is deemed good and sufficient by the city, in an amount equal to one hundred ten percent (110%) in a form approved by the city. (Ord. No. 2011-04, § 2, 1-18-2011)

4. Covenants: Final agreements, provisions, or covenants shall govern the use, maintenance and continued protection of the planned unit development.

C. City's Authority To Retain Outside Professional Services: In accordance with applicable state and local law, the city may retain professional assistance from outside the city staff in the review of information submitted pursuant to this section, or as otherwise required by the director of community development to carry out the purpose of the same. All reasonable costs incurred as a result of such professional assistance shall be borne by the applicant. (Ord. 95-28, 5-1-1995)

#### 11-9-7: - PLANNED UNIT DEVELOPMENT CHANGES:

A planned unit development shall be developed only according to the approved and recorded final plan and all supporting data. The recorded final plan and supporting data together with all recorded amendments shall be binding on the applicants, their successors, grantees and assigns and shall limit and control the use of premises (including the internal use of buildings and structures) and location of structures in the planned unit development as set forth therein. Changes in the approved planned unit development shall follow the procedures for a final PUD. (Ord. 95-28, 5-1-1995)



## Application Requirements for a Preliminary Plat of Subdivision

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(1 copy)**
- A nonrefundable application fee in the amount of five hundred dollars (\$500.00). The Planning and Zoning Commission review process is designed to allow for two (2) iterations of staff review comments. An additional fee of one hundred dollars (\$100.00) shall be required for each subsequent review.
- A deposit in the amount of five hundred dollars (\$500.00) to cover third party costs such as publication of legal notices, preparation of meeting minutes, preparation of public hearing transcripts, and final document recordation. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount. Any remaining balance on a deposit will be refunded in a timely manner once all fees have been paid.
- A typed narrative description of the request and a statement indicating, in detail, the different features of the development and how each feature will benefit the development, the surrounding community, and the City as a whole. **(10 hard copies and 1 electronic copy in PDF format)**
- The legal description, as well as the address and Permanent Index Number(s) (P.I.N.), of the subject property submitted electronically in Microsoft WORD format. They may be submitted on a compact disc, USB flash drive, or by email to the City Planner.
- Proof of ownership of the subject property, a purchase agreement, or authorization letter from the property owner. An authorization letter shall specifically state the plat of subdivision being requested and exactly what is intended to be done with the subject property. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the plat of subdivision. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the application. **(1 copy)**
- A list containing the name and mailing address of the taxpayer of record and Permanent Index Number (P.I.N.) of all properties within five hundred (500) feet of the subject property, including all properties that are separated by a public right-of-way. **(1 copy)**
- An affidavit of accuracy signed by the person that created the list of property owners within five hundred (500) feet of the subject property. Please use Exhibit B as an example or feel free to use Exhibit B itself. The City of Geneva employs a Notary Public at City Hall for your convenience. **(1 copy)**
- Unsealed, unstuffed, stamped envelopes addressed to each of the property owners within five hundred (500) feet of the subject property. The envelopes shall list the City of Geneva as the return address, not the applicant.

Return address: City of Geneva  
22 South First Street  
Geneva, IL 60134

- A preliminary plat of subdivision drawn to scale and large enough to clearly show all the applicable information required to determine compliance with the Zoning and Subdivision Ordinances. Please refer to the preliminary plat of subdivision checklist, attached hereto as

Exhibit C. (6 folded full size copies, 4 folded 11" x 17" copies and 1 electronic copy in PDF format)

- A preliminary landscape plan prepared by a state of Illinois registered landscape architect, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 10 of the Zoning Ordinance. Please refer to the landscape plan checklist, attached hereto as Exhibit D. (6 folded full size copies, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)
- A tree preservation plan prepared by an ISA certified arborist or state of Illinois registered landscape architect, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 10A of the Zoning Ordinance. (6 folded full size copies, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)
- A copy of a completed Land Use Opinion Application, attached hereto as Exhibit E. All applicants are required to submit a Land Use Opinion Application with the Kane-DuPage Soil and Water Conservation District. It is the responsibility of the applicant to file the required application prior to or at the time of submittal for a plat of subdivision. (1 copy)
- Any proposed agreements, provisions, or covenants which will govern the use, maintenance and continued protection of subdivision and any of its common open space. (10 hard copies and 1 electronic copy submitted in PDF format)
- A development schedule indicating stages in which the project will be built with emphasis on area, density, use, and public facilities such as open space to be developed with each stage. Overall design of each stage shall be shown on the plans and supporting graphic material. Approximate dates for the beginning and completion of each stage shall be included. (10 hard copies and 1 electronic copy submitted in PDF format)
- A traffic impact analysis, if required by City staff. If required, it is strongly recommended that the applicant schedule a pre-application meeting with City staff to outline the scope of the study. (10 hard copies, 1 electronic copy submitted in PDF format)
- A fiscal impact study, if required by staff, including an analysis of the current and expected market trends and the impact the development will have on the market, and analysis of the taxes to be generated by the proposed development and the cost to the various taxing bodies to provide the necessary services to the development. (10 hard copies, 1 electronic copy submitted in PDF format)
- A completed Stormwater Permit Application, attached hereto as Exhibit F, including an application fee of \$50.00 made payable to the City of Geneva.
- A deposit in the amount of \$2,500.00 for professional assistance retained by the City in the review of information submitted. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.
- Preliminary engineering plans stamped by a licensed professional engineer and drawn to scale, large enough to clearly show all of the applicable information required to determine compliance with the City of Geneva's development regulations. Please refer to the general notes, standard details, and special details attached hereto as Exhibit G. (6 folded full size copies signed and sealed by a registered professional engineer, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)

A copy of a completed Kane County Road Improvement Impact Fee application, attached hereto as Exhibit H. All applicants are required to submit a Kane County Road Improvement Impact Fee application with the Department of Transportation. It is the responsibility of the applicant to file the required application prior to or at the time of submittal for this application.  
(1 copy)

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**All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. It is strongly suggested that the applicant schedule an appointment with the City Planner prior to and at the time of submittal so that the submittal documents can be reviewed for accuracy and completeness.**

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Questions may be directed to the City Planner at (630) 845-9654.

**EXHIBIT C**

**PRELIMINARY PLAT OF SUBDIVISION CHECKLIST**  
City of Geneva

Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Review Complete by: \_\_\_\_\_

The following information must be shown on all preliminary PUD plans:

**PROJECT INFORMATION**

- Proposed name of development
- Legal description of parcel
- Names, addresses and telephone numbers of owner and applicant
- Names, addresses and telephone numbers of person or firm who prepared the plans
- Scale and north arrow
- Location map (1" – 1000')
- Date of preparation and revision dates
- Written approval of County/State Highway Official (if necessary)

**EXISTING CONDITIONS**

- Dimensions of all property lines
- Existing building setback lines, easements, covenants, reservations and right-of-way
- Building and structures
- Sidewalks, streets, alleys, driveways, parking areas, etc.
- Street or parking lot lighting
- Existing utilities including water, sewer, electric, wells and septic
- Existing fences
- Natural or man-made watercourses and bodies of water and wetlands, if any
- Limits of Flood plan, if any
- Existing topography at one (1) foot contour intervals

**PROPOSED CONDITIONS**

- Layout and dimension of all proposed lots including area
- Proposed building setback lines, easements, covenants, reservations and right-of-ways
- Lot lines, zoning classifications, and building footprints on all adjoining lots
- Existing buildings and structures to remain or be removed
- Proposed new buildings and structures (identify entries and exists)
- Any locations intended for the outdoor display or storage of goods and merchandise
- Existing sidewalks, streets, alleys, driveways, parking areas, etc., to remain or be removed
- Proposed new sidewalks, streets, alleys, driveways, parking areas, etc.
- Pavement markings, circulation signage
- Location and method of screening outdoor refuse containers (provide details of screening)
- Proposed fences
- Location and elevations of all proposed flush-mounted and freestanding signage
- Proposed utilities including water, sewer and electric
- Slopes, terraces or retaining walls
- Proposed retention/detention facilities
- Plans to protect or alter wetlands, if any
- Proposed grading and drainage one (1) foot contour intervals
- Site data table, to include:

- Total area of site in square feet and acres
- Number of proposed dwelling units (residential)
- Dwelling units per acre (residential)
- Total square footage of buildings (commercial)
- Floor area ratio
- Lot coverage ratio
- Total number of required parking spaces (per *Chapter 11* of the *Zoning Ordinance*)
- Total number of proposed parking spaces



### Application Requirements for a Final Plat of Subdivision

- A completed and signed copy of the application form, attached hereto as Exhibit A. **(1 copy)**
- A nonrefundable application fee in the amount of five hundred dollars (\$500.00). The Planning and Zoning Commission review process is designed to allow for two (2) iterations of staff review comments. An additional fee of one hundred dollars (\$100.00) shall be required for each subsequent review.
- A typed narrative description of the request and a statement of how the request meets the planning objectives and character of the approved preliminary plat of subdivision. The statement shall indicate, in detail, the different features of the development and how each feature will benefit the development, the surrounding community, and the City as a whole. **(10 hard copies and 1 electronic copy submitted in PDF format)**
- The legal description of the subject property. The legal description may be submitted on a plat of survey.
- Proof of ownership of the subject property, a purchase agreement, or authorization letter from the property owner. An authorization letter shall specifically state the plat of subdivision being requested and exactly what is intended to be done with the subject property. The letter shall also specifically indicate that consent is being granted to the applicant to pursue the plat of subdivision. The letter shall be dated, signed by the property owner and include the mailing address of the property owner. The original copy of the letter shall be submitted with the application. **(1 copy)**
- A final plat of subdivision drawn to scale and large enough to clearly show all the applicable information required to determine compliance with the Zoning and Subdivision Ordinances. Please refer to the final plat of subdivision checklist, attached hereto as Exhibit B. **(6 folded full size copies, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)**
- A final landscape plan prepared by a state of Illinois registered landscape architect, drawn to scale and large enough to clearly show all of the applicable information required by Chapter 10 of the Zoning Ordinance. Please refer to the landscape plan checklist, attached hereto as Exhibit C. **(6 folded full size copies, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)**
- Final agreements, provisions, or covenants which will govern the use, maintenance and continued protection of the planned unit development and any of its common open space. **(10 hard copies and 1 electronic copy submitted in PDF format)**
- Final engineering plans stamped by a licensed professional engineer and drawn to scale, large enough to clearly show all of the applicable information required to determine compliance with the City of Geneva's development regulations. Please refer to the general notes, standard details, and special details attached hereto as Exhibit E. **(6 folded full size copies signed and sealed by a registered professional engineer, 4 folded 11" x 17" copies, and 1 electronic copy submitted in PDF format)**

- A final development and construction schedule. (10 hard copies and 1 electronic copy submitted in PDF format)
- A copy of a completed Land/Cash worksheet if the project includes residential units. Please contact the City Planner to request an electronic copy of the worksheet.

\*\*\*\*\*  
**All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. It is strongly suggested that the applicant schedule an appointment with the City Planner prior to and at the time of submittal so that the submittal documents can be reviewed for accuracy and completeness.**  
\*\*\*\*\*

Questions may be directed to the City Planner at (630) 845-9654.

**EXHIBIT B**

**FINAL PLAT OF SUBDIVISION CHECKLIST**  
City of Geneva

Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Review Complete by: \_\_\_\_\_

The following information must be shown on all site plans:

**PROJECT INFORMATION**

- Proposed name of development
- Legal description of parcel
- Names, addresses and telephone numbers of owner and applicant
- Names, addresses and telephone numbers of person or firm who prepared the plans
- Scale and north arrow
- Location map (1" = 1000')
- Date of preparation and revision dates
- Written approval of County/State Highway Official (if necessary)

**EXISTING CONDITIONS**

- Dimensions of all property lines
- Existing building setback lines, easements, covenants, reservations and right-of-way
- Building and structures
- Sidewalks, streets, alleys, driveways, parking areas, etc.
- Street or parking lot lighting
- Existing utilities including water, sewer, electric, wells and septic
- Existing fences
- Natural or man-made watercourses and bodies of water and wetlands, if any
- Limits of Flood plan, if any
- Existing topography at one (1) foot contour intervals

## PROPOSED CONDITIONS

- Layout and dimension of all proposed lots including area
- Proposed building setback lines, easements, covenants, reservations and right-of-ways
- Lot lines, zoning classifications, and building footprints on all adjoining lots
- Existing buildings and structures to remain or be removed
- Proposed new buildings and structures (identify entries and exists)
- Any locations intended for the outdoor display or storage of goods and merchandise
- Existing sidewalks, streets, alleys, driveways, parking areas, etc., to remain or be removed
- Proposed new sidewalks, streets, alleys, driveways, parking areas, etc.
- Pavement markings, circulation signage
- Location and method of screening outdoor refuse containers (provide details of screening)
- Proposed fences
- Location and elevations of all proposed flush-mounted and freestanding signage
- Proposed utilities including water, sewer and electric
- Slopes, terraces or retaining walls
- Proposed retention/detention facilities
- Plans to protect or alter wetlands, if any
- Proposed grading and drainage one (1) foot contour intervals
- Site data table, to include:
  - Total area of site in square feet and acres
  - Number of proposed dwelling units (residential)
  - Dwelling units per acre (residential)
  - Total square footage of buildings (commercial)
  - Floor area ratio
  - Lot coverage ratio
  - Total number of required parking spaces (per *Chapter 11* of the *Zoning Ordinance*)
  - Total number of proposed parking spaces

# EXHIBIT C

## LANDSCAPE PLAN CHECKLIST

City of Geneva

Name of Project: \_\_\_\_\_

Names of Applicant: \_\_\_\_\_

Review Completed by: \_\_\_\_\_

### The following information must be shown on all landscape plans:

- Proposed perimeter yard and transitional yard setback lines.
- Existing and proposed easements, covenants, reservations, and rights-of-way.
- Proposed new buildings and structures (identify entries and exits).
- Any locations intended for the outdoor display or storage of goods and merchandise.
- Proposed sidewalks, streets, alleys, driveways, parking areas, etc.
- Location of proposed underground and above ground utilities.
- Location and method of screening outdoor refuse containers (provide detail of screening).
- Proposed fences.
- Location and topography of all proposed berms.
- Slopes, terraces, or retaining walls.
- Proposed retention/detention facilities.
- Plans to protect or alter wetlands, if any.
- Location of all off-street loading areas and method of screening.
- Location of all proposed water lines and sprinkler heads associated with irrigation system.
- Species, planting size, and location of proposed plant material required under *Chapter 10 of the Zoning Ordinance*.
- Proposed exterior building mounted or freestanding lighting, including details for light standards, lamps and luminaries, and a statement that such lighting will meet the requirements of *Chapter 11 of the Zoning Ordinance*.
- Proposed screening of rooftop mechanical equipment and above ground utility equipment.
- Landscape data table, to include:
  - Total area of site in square feet and acres.
  - Total area devoted to off-street parking.
  - Total area of interior parking lot landscaping (defined per ordinance).
  - Total area of internal landscaping (defined per ordinance).
- As a separate drawing, an existing tree survey and preservation plan required under *Chapter 10A of the Zoning Ordinance*.

# EXHIBIT D

## PRELIMINARY LANDSCAPE PLAN CHECKLIST

City of Geneva

Name of Project: \_\_\_\_\_

Names of Applicant: \_\_\_\_\_

Review Completed by: \_\_\_\_\_

### The following information must be shown on all landscape plans:

- Proposed perimeter yard and transitional yard setback lines.
- Existing and proposed easements, covenants, reservations, and rights-of-way.
- Proposed new buildings and structures (identify entries and exits).
- Any locations intended for the outdoor display or storage of goods and merchandise.
- Proposed sidewalks, streets, alleys, driveways, parking areas, etc.
- Location of proposed underground and above ground utilities.
- Location and method of screening outdoor refuse containers (provide detail of screening).
- Proposed fences.
- Location and topography of all proposed berms.
- Slopes, terraces, or retaining walls.
- Proposed retention/detention facilities.
- Plans to protect or alter wetlands, if any.
- Location of all off-street loading areas and method of screening.
- Location of all proposed water lines and sprinkler heads associated with irrigation system.
- Species, planting size, and location of proposed plant material required under *Chapter 10* of the *Zoning Ordinance*.
- Proposed exterior building mounted or freestanding lighting, including details for light standards, lamps and luminaries, and a statement that such lighting will meet the requirements of *Chapter 11* of the *Zoning Ordinance*.
- Proposed screening of rooftop mechanical equipment and above ground utility equipment.
- Landscape data table, to include:
  - Total area of site in square feet and acres.
  - Total area devoted to off-street parking.
  - Total area of interior parking lot landscaping (defined per ordinance).
  - Total area of internal landscaping (defined per ordinance).
- As a separate drawing, an existing tree survey and preservation plan required under *Chapter 10A* of the *Zoning Ordinance*.

## **SUBDIVISION/PUD PROCESS**

Discussed and recommended for approval by Plan Commission:

- 1) Revised Definition of Planned Unit Development (Section 2.2 and 5.2):

### **2.2 Planned Unit Development**

A PUD is one or more contiguous tracts of land in single or unified ownership, the development of which is approved and authorized by City Council ordinance, which may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. For the purposes of this Code, any multi-family development having more than 8 units, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.

- 2) Revised language to eliminate “Variations” in PUD’s and call them “Exceptions.”

### **6A.11 Exceptions from District Regulations**

A PUD is subject to the underlying district regulations unless exceptions are granted as part of the PUD approval process. Exceptions may be granted where, as a practical matter, said regulations are not applicable or necessary or where a higher level of site design and development amenity are proposed.

- 3) New **CHAPTER 6D, PLATS OF VACATION** (Language moved from current Section 6A.10, see attached)

Proposed changes for discussion by Plan Commission:

**CHAPTER 6A** (see attached)

**CHAPTER 6B** (see attached)

**CHAPTER 6C** (see attached)

## Chapter 6A

### GENERAL REQUIREMENTS FOR SUBDIVISIONS, PLANNED UNIT DEVELOPMENTS AND PLATS

- 6A.1 General Requirements
- 6A.2 General Subdivision Procedures
- 6A.3 Waivers of Submittal Requirements
- 6A.4 Off-site Improvements
- 6A.5 Easements
- 6A.6 Monument Standards
- 6A.7 Improvement Guarantees
- 6A.8 Pre-Construction Meeting
- 6A.9 Site Debris
- 6A.10 Site Grading and Excavation
- ~~6A.10 Vacations~~
- 6A.11 Variations Exceptions
- 6A.12 Appeals of Subdivision and PUD Decisions
- 6A.13 Recording a Final Plat
- 6A.14 Final Plat Changes

#### 6A.1 General Requirements

##### 6A.1.1 Authority

The regulations set forth herein are adopted pursuant to the authority delegated to municipalities in Chapter 765, Act 205 entitled “Plat Act”, of the 2004 Illinois Compiled Statutes, as revised and pursuant to the City’s home rule authority. Specifically excepted from the provisions of this Chapter are those instances enumerated in said Plat Act where its provisions do not apply and where no subdivision plat is required, including:

- A. The division or subdivision of land into parcels or tracts of five (5) acres or more in size which does not require any new streets or easements for access.
- B. The division of lots or blocks of less than one (1) acre in any recorded subdivision which does not involve any new streets or easements of access.
- C. The sale or exchange of parcels of land between owners of adjoining and contiguous land.
- D. The conveyance of parcels of land or interests therein for use as a right of way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easements of access.
- E. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.

- F. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
- G. The conveyance of land made to correct descriptions in prior conveyances.
- H. The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959 and not involving any new streets or easements of access.
- I. The sale of a single lot of less than 5 acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land.

#### **6A.1.2 Jurisdiction and Applicability**

- A. The layout, design, and engineering of all subdivision/PUD improvements shall comply with the provisions of these regulations and other applicable county, state, and federal requirements, except as may be varied or waived in accordance with the provisions of this Ordinance. No person may subdivide land except in accordance with this Ordinance and with applicable laws of the State of Illinois.
- B. Pursuant to the authority granted under the provisions of the Illinois Municipal Code (65 ILCS 5/11.12-4 through 5/11.12-12) the regulations set forth herein shall apply to any division of land within the City of Woodstock and to any division of land within one and one-half miles of the incorporated limits of the City of Woodstock. No land within the territorial jurisdiction of the City shall be subdivided or re-subdivided, and no subdivision heretofore platted shall be vacated unless approved by the City Council in accordance with procedures set forth herein. Exceptions to this provision may be approved by the City Council or authorized through the adoption of an intergovernmental agreement.
- C. Except has provided for in Chapter 5 (Planned Unit Developments) of this Ordinance or elsewhere in this Ordinance, the regulations and procedures set forth herein shall apply to PUD projects and the subdividing of land within the City.

#### **Commentary:**

*A petition for approval of a Planned Unit Development, as discussed in Chapter 5 of this Ordinance, is processed in accordance with the same submittal and content requirements of a subdivision. All planned unit developments, unless otherwise provided for, must comply with the requirements of Chapters 6A, 6B, and 6C. The subdivision/PUD regulations set forth in this Ordinance provide for the flexible review of development proposals and the ability to obtain relief from the specific requirements of the zoning and platting requirements, where such relief would result in a better project or increased benefit for the City.*

- D. No building permit for a structure shall be issued for any parcel or lot created by subdivision after the effective date of this Ordinance, unless said parcel or lot is in conformity with the provisions of this Ordinance. No construction of any public or private improvements required by this Ordinance shall take place or commence except in conformity with these regulations.
- E. Land divisions specifically exempted by the Plat Act are also exempt from this Chapter except where a new parcel is created entirely or partially from the division of one or more existing lots or parcels. In this instance, a plat of survey shall be prepared and signed by a registered Illinois Land Surveyor and shall be submitted to the Building and Zoning Director who shall review it to determine conformance with the City's zoning regulations. Such a plat shall not be recorded until approved by the Building and Zoning Director.

### **6A.1.3 Major and Minor Subdivisions**

- A. A major subdivision/ PUD shall be processed in accordance with Chapter 6B and Chapter 6C of this Ordinance.
- B. A minor subdivision/PUD shall be processed in accordance with Chapter 6C of this Ordinance.

### **6A.2 General Subdivision and PUD Procedures (previously 6A.9)**

#### **6A.2.1 Purpose**

~~The purpose of this Section is to set forth the process for obtaining subdivision/PUD approval and to provide a description of required documents and materials which must be submitted in order for the City to review and verify compliance with the standards and specifications set forth herein and elsewhere in this Ordinance.~~

#### **6A.2.2 Application**

Application for subdivision/PUD approval shall be made on forms provided by the City and shall be accompanied by required documents and materials, as well as required filing fees and development review fees. Detailed material and other information, including public hearing requirements, specified by this Chapter shall be required for the various meetings and at such times as prescribed by the Building and Zoning Director. Each step shall be reviewed and certified by the Building and Zoning Director as being in accordance with the requirements of this Chapter. Specific procedures and content requirements for subdivision/PUD approval are set forth in Chapters 6B and 6C. Additional standards for PUD projects are set forth in Chapter 5 of this Ordinance.

As noted in Section 1.9 of this Ordinance, when an application pertaining to land depicted as "resource conservation" or "resource conservation corridor" in the City's comprehensive planning documents, or for land that is characterized by sensitive natural resources, is submitted for subdivision/PUD approval, compliance with the conservation design standards and requirements set forth in Chapter 8 of this Ordinance is required unless waived by the Plan Commission.

### **6A.2.3 Owner/Applicant**

An application for subdivision or PUD approval may be filed by the owner of the subject property or by the owner's authorized representative. A contract purchaser of the subject property may be designated as the owner's authorized representative.

### **6A.3 Waivers of Submittal Requirements (previously Section 6A.12)**

In the event the Plan Commission determines that any of the items or materials required as part of an application are not necessary or applicable, the Commission may waive the requirement if the waiver is consistent with the purpose of these regulations and not required by State statutes. Such a waiver shall be reviewed at the same time a pre-application review submittal or preliminary plat is presented to the Plan Commission. A separate public hearing on such petition is not required. An appeal of the Plan Commission's determination regarding waivers of submittal requirements may be presented to the City Council by the developer and must be submitted for City Council consideration within no more than thirty (30) days of the Plan Commission's action.

### **6A.4 Off-Site Improvements (previously Section 6A.7)**

The Plan Commission may recommend and the City Council may require the installation of off-site improvements. Such improvements may include, but are not limited to streets, sidewalks, and public utilities. The need for such improvements shall be specifically attributable to the proposed subdivision/PUD unless the development site is the subject of a proposed annexation agreement, in which case the terms of such agreement shall apply and have precedence.

### **6A.5 Easements (previously Section 6A.8)**

- A. Easements shall be provided for all utilities, floodplains, drainage ways, detention and/or retention facilities, similar features, and when necessary, for ingress and egress.
- B. Easements shall include a provision prohibiting the placement of above ground utilities.
- C. Easements shall include a provision prohibiting the placement of trees, shrubs, bushes, fences, sheds, or other similar features and encroachments, without the approval of the City Engineer.
- D. Easements for public utilities shall have a minimum total width of at least twenty (20) feet unless a lesser width is approved by public utility companies using the easement and/or the City.
- E. Language describing an easement shall be approved by the Building and Zoning Director or City Engineer, and be prepared in a form suitable for recording with the McHenry County Recorder.

### **6A.6 Monument Standards**

Each new subdivision and PUD shall be provided with monuments located on the subject site and described on the final plat.

A. Reference must be made upon the plat to known and permanent monuments from which future surveys may be made.

B. The surveyor must, at the time of making his survey, set in such manner that they will not be moved by frost, monuments marking the external boundaries of the tract to be divided or subdivided and must designate upon the plat the point where they may be found. These monuments shall be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line, and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream; except that when such corners or points fall within a street, or proposed future street, the monuments must be placed in the right-of-way line of the street. Two of the monuments must be of stone or reinforced concrete and must be set at opposite extremities of the property being platted. One such monument shall be marked with a U.S.G.S. elevation established by the surveyor and its location and elevation shown on the plat.

C. All internal boundaries, corners and points must be monumented in the field. These monuments must be placed at all block corners, at each end of all curves, at the points where a curve changes its radius, and at all angle points in any line. All lots must be monumented in the field with 2 or more monuments.

D. The aforesaid monument standards may be altered by the City Engineer based on factors unique to a development site or if alternative monument standards are determined to be acceptable by the City Engineer.

## **6A.7 Improvement Guarantees (previously Section 6A.2)**

### **6A.7.1 General Standards**

Improvement and payment guarantees are required to ensure the safe, timely, and proper installation and maintenance of required public and site improvements in the City. The type and duration of the guarantee is structured to achieve this goal without adding unnecessary costs for either the developer or the City. Prior to the recording of a final plat, a plat of resubdivision, the start of improvement construction, and the issuance of building permits, the developer shall post a letter of credit, bond, or cash escrow (“Performance Guarantee”) with the City to guarantee the construction of all required public and site improvements. The term “letter of credit” when used in this Ordinance may be used interchangeably with the term “bond” only to the extent required by 30 ILCS550/3. (Ordinance Number 09-O-64, adopted October 20, 2009).

### **6A.7.2 Cash Escrow Requirements**

A. **Establishing Account.** An escrow account in the amount required shall be established with a financial institution located in the State of Illinois (*hereinafter referred to as the escrowee*) which is acceptable to the City Attorney. The account shall be administered by the escrowee in accordance with the provisions of an escrow agreement negotiated by the City and the owner or developer and approved by the City Attorney. Such agreement shall contain provisions for specific application of such funds, partial contract payouts, contract retention percentages until completion, the prorated reduction of deposit excess, final escrow settlement, and other pertinent administrative matters as may be required.

- B. **Fund Disbursement.** The escrowee shall disburse funds from time to time for the purposes provided upon presentation of and in accordance with a reduction request issued by the owner's engineer and approved by the City Engineer. Such disbursements shall not be subject to approval or disapproval by the owner or escrowee or their agents other than said owner's engineer. Each reduction request shall be accompanied by all appropriate sworn statements, affidavits and supporting waivers of lien in full compliance with the Illinois Mechanics Lien Act.

#### **6A.7.3 Letter of Credit and Bond Requirements**

- A. **Form of Letters of Credit.** Any Letter of Credit and any Maintenance Guarantee Letter of Credit provided under this Chapter 6A shall be in a form satisfactory to the City Attorney, and shall be from a bank acceptable to the City having capital resources of at least \$50,000,000, with an office in the Chicago Metropolitan Area and insured by the Federal Deposit Insurance Corporation. Each letter of credit shall, at a minimum, provide that (1) it shall expire no earlier than the later of one year following the date of its issuance (unless a longer period is required by the City) and 45 days after delivery to both the City Manager and City Attorney of written notice that such letter of credit will expire; (2) it may be drawn on by the City based upon the City Engineer's certification that the developer has failed to fulfill any of the obligations for which the letter of credit is security; (3) it shall not require the consent of the developer prior to any draw on it by the City; (4) it shall not be cancelled without the prior written consent of the City; and (5) if at any time it will expire within 45 or any lesser number of days, and if it has not been renewed, and if any obligation of the developer for which it is security remains uncompleted or unsatisfactory, then the City, without notice and without being required to take any further action of any nature whatsoever, may call and draw down the letter of credit and thereafter either hold all proceeds as security for the satisfactory completion of all such obligations or employ the proceeds to complete all such obligations and reimburse the City for any and all costs and expenses, including legal fees and administrative costs, incurred by the City, as the City shall determine.
- B. **Performance Bonds.** If a performance bond is used as the Performance Guarantee, the form attached as Appendix B shall be used. Any modifications to or deviation from this form are subject to review and approval by both the City Attorney and City Manager.

#### **6A.7.4 Performance Guarantee Reductions**

Reductions in the amount of the Performance Guarantee may be initiated by the developer or the City. If initiated by the developer, the reduction request shall be in written form and shall include copies of plans, cost estimates, test reports, certifications, construction schedules and/or other documentation as required by the City Engineer to justify the request. Upon receipt of a request to reduce the amount of the Performance Guarantee, the City Engineer shall inspect the improvements guaranteed under the Performance Guarantee. If the inspection is successful, the City Engineer may approve the partial or full release of funds or the return of a Letter of Credit in writing. If the inspection is unsuccessful, the developer shall be responsible for correcting all deficiencies and/or addressing all items needing corrective action as determined by the City Engineer.

#### **6A.7.5 Insufficient Fund Balance or Inadequate Performance Guarantee**

If, at any time before the construction of all required improvements is completed or before the Maintenance Guarantee period has lapsed either:

- A. the Performance Guarantee is not sufficient, in the sole judgment of the City Engineer, to cover:
  - 1) the cost of construction of required public and site improvements and all unpaid or reasonably anticipated City engineering and inspection costs; or
  - 2) the unpaid costs of correcting any and all defects and deficiencies in those required public and site improvements and all unpaid or reasonably anticipated City engineering and inspection costs; or
  
- B. by reason of any order, decree or writ of any court, or for any other reason, the undisbursed fund balance or bond amount is withheld, diminished or otherwise unavailable for the purposes provided herein, or the City determines that the bank issuing either the Performance and Payment Letter of Credit or the Maintenance Guarantee Letter of Credit is without capital resources of at least \$50,000,000, is unable to meet any federal or state requirement for reserves, is insolvent, is in danger of becoming any of the foregoing, or is otherwise in danger of being unable or unwilling to honor such letter of credit at any time during its term, or if the City otherwise reasonably deems itself to be insecure,

then within 10 days following a demand by the City, the developer shall increase the balance to such amount as required by the City for such purposes or shall provide such guarantee of performance as may be required by the City including, if necessary in the City's opinion, a replacement letter of credit from a bank satisfactory to the City. Failure to so increase the Performance Guarantee shall be grounds for the City to draw down or call upon the entire remaining Performance Guarantee.

#### **6A.7.6 Guarantee Amount**

The amount of the Performance Guarantee shall be sufficient to cover all construction costs and the applicant's engineering and inspection costs.

- A. Such Performance Guarantee shall be in the following minimum amounts unless the applicant can show that certain of the costs have already been paid:
  - 1) Construction Cost: One hundred ten (110) percent of the estimated construction cost prepared by the applicant's engineer and as approved by the City Engineer, plus
  - 2) City Engineering and Inspection Costs: To be paid for separately by the developer and or owner prior to beginning any work. The fee shall be equivalent to seven (7) percent of the construction cost estimate prepared by the applicant's engineer and approved by the City Engineer. The City Engineer may, upon good cause and at his/her discretion, require a fee of less than seven (7) percent.

#### **6A.7.7 Time Limits**

All Performance Guarantees shall provide that if required improvements are not installed within two (2) years of the date of recording of a final plat, the City Engineer may deem the developer in

default and proceed in accordance with the provisions outlined under the following section entitled "Default". In the event the City Engineer determines that the developer has failed to install proposed improvements in accordance with the approved plans and specifications or has failed to comply with the terms of the aforesaid guarantees, the City Engineer may advise the applicant of failure in writing and give thirty (30) days to cure such default (unless a lesser period is authorized elsewhere in this UDO). If the developer fails to cure said default, the City may at its option, declare applicant in default and, upon written notification to escrowee and/or financial institution or bond company of such declaration of default, all funds on deposit or guaranteed pursuant to the Performance Guarantee shall be disbursed to the City.

#### **6A.7.8 Maintenance Guarantee**

The developer shall guarantee all public improvements against defects in materials and workmanship for a period of eighteen (18) months from the date of acceptance of public improvements or approval of private improvements which, during said eighteen (18) month period may become damaged or deficient due to defective materials or workmanship or otherwise. No maintenance period shall end between the first day of November and the first day of April. Final inspections prior to the release of maintenance guarantee funds will be conducted between the first day of April and the first day of October. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.7.9 Conditions of Maintenance Guarantee**

The developer shall establish a cash escrow account or provide a letter of credit in an amount equal to ten (10) percent of the final construction costs of public improvements. The purpose of such cash escrow account or letter of credit is to guarantee the availability of funds to replace defective materials within the limits of the improvements. Said escrow account or letter of credit shall remain in force for an eighteen (18) month maintenance period and shall be available for use by the City to implement repairs deemed necessary for public safety and which the applicant has neglected to repair within forty-eight (48) hours of notification. Disbursements from the cash escrow account or pursuant to the letter of credit shall be made solely upon the direction of the City and shall not be subject to approval or disapproval by the applicant or escrowee or the financial institution issuing the letter of credit or their agents.

#### **6A.7.10 Return of Funds**

Within forty-five (45) days following the eighteen (18) month maintenance period and upon acceptance of said improvements and upon receipt of a written request, the City will return remaining funds to the financial institution which supplied the escrow funds or return the letter of credit. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.8 Pre-Construction Meeting (previously Section 6A.3)**

- A. Prior to starting the installation of required subdivision/PUD improvements a pre-construction meeting shall be held with the City Engineer to inform the developer of the City's ordinances, regulations, policies, and requirements pertaining to such construction. The pre-construction meeting should be attended by the developer's engineer, site contractor, and site inspector.

- B. Items discussed during the pre-construction meeting shall include the following: permitted hours of construction, siltation fencing and erosion control, required improvement inspections and reports, maintenance of public improvements, site access, tree protection and preservation, off-site deposition of dirt and debris, the placement of dirt, debris, and/or construction material on public right-of-way, construction vehicle and equipment access routes, materials to be used, and emergency contacts. The cost of conducting required inspections for any public improvements, whether said inspections are conducted by City personnel or by the developer's site inspector, shall be the responsibility of the developer.
- C. Building permits for new construction shall not be issued until required public improvements are installed and serve the building site. Such public improvements shall include sanitary sewer, storm sewer, potable water, stormwater detention and management, and a paved street surface, i.e., binder course. Permission may be granted by the Building and Zoning Director to begin installation of building footings, foundations, and underground plumbing and sewer improvements, and similar building features prior to the installation of said public improvements and in order to avoid restrictions which may occur due to inclement or seasonal weather conditions. Such activity, however, is done entirely at the owner's risk.

#### **6A.9 Site Debris (previously Section 6A.4)**

The developer shall be responsible for containing and securing on the site, and for removing from the site, undergrowth, debris, rubbish, trash, excess dirt, or any other unsightly materials upon the development site, including that, which is generated by construction and development activity. Such materials shall not be burned on the site. Treatment and disposal of sanitary and industrial wastes shall be in conformity with the published standards of the State of Illinois. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.10 Site Grading and Excavating**

No grading, excavating, or filling of a subdivision/PUD site shall commence until applicable improvement guarantees have been provided and a pre-construction meeting held. Plans for grading, excavating, and filling shall be prepared and constructed in accordance with the specifications of the City.

The mass grading of development sites is limited to between 20 and 40 acres at any one time. Large developments shall stabilize areas of up to 40 acres that are graded before proceeding with subsequent grading activity. Areas of the site that have been rough-graded, but will not be subject to immediate building and development activity shall be seeded to lessen wind, soil, and water erosion.

Buffers installed to protect natural resources and amenities, or buffers which are located in close proximity to or abut such natural resources and amenities, shall be planted and stabilized prior to the start of grading activity.

#### **6A.10 Vacations (moved to Chapter 6D)**

~~This section establishes required approval procedures for vacating plats, streets, alleys, easements, public places, or parts thereof.~~

**Commentary:**

*To implement the goal of protecting sensitive natural resources, these regulations encourage subdivision/planned unit development design that preserves natural resources and other significant environmental features. The following step-by-step “conservation design” process provides guidance in designing developments which acknowledge the importance of ecologically sensitive resources and the need to maintain and protect environmental amenities and features of a site.*

*The foremost factor to consider when developing property is the land. The first step is to identify all natural resources (floodplain, wetlands, lakes, ponds, channels and other water bodies, steep slopes, mature and young woodlands and significant trees, meadows and prairies, and soil types) that are present on the site. Significant vistas and scenic areas that are present on the property and worthy of preservation should also be identified.*

*This step will provide an indication of areas that are free of sensitive natural resources and other significant features where building and development activity should occur on a property. The McHenry County Soil and Water Conservation Service maintains information that may be used initially to identify the natural resources and conservation areas at the pre-application stage of the subdivision approval process.*

*The second step is locating building sites. Once natural and conservation areas are identified, building sites should be located to take advantage of open space and scenic views. Smaller lot areas and smaller lot widths which maximize the number of lots facing natural and conservation areas should be considered in order to provide more efficient use of the usable land.*

*After open space and conservation lands have been identified and building locations established, the third step is to design the street and circulation network to provide access to building sites and to allow movement throughout the subdivision. The street layout should avoid sensitive natural resources such as wetlands, woodlands, significant tree stands, and wildlife habitats, and should be designed to take advantage of open space vistas. Interconnection of internal streets and street connections to adjoining lands should be provided to create opportunities for future connectivity.*

*The fourth step, after conservation areas are identified, building sites established, and streets located, is to establish lot lines. A mix of building styles and uses will allow for flexible lot sizes and design, and enable a subdivision to take maximum advantage of conservation subdivision concepts*

*The fifth and final step in this process is to determine how each building site can be served by essential public utilities. This may require innovation on the part of the engineering professional in order to provide utility service while protecting natural resources and amenities.*

*Additional information regarding the protection and preservation of natural resources can be found in Chapter 8 (Conservation Design Standards and Regulations) and Exhibit I (Conservation Subdivision Design).*

**6A.10.1 Authority to Initiate**

~~The following groups and individuals shall have standing to file an application for vacation:~~

- ~~A. The owner of the property that is the subject of the vacation request;~~
- ~~B. The City Council;~~

- ~~C. Property owners adjoining public street right of way that is the subject of the vacation request. The owners of property on both sides of the right of way to be vacated are required to jointly file for the vacation of said right of way; and~~
- ~~D. A bona fide association of property owners provided the association is properly registered with the State, is organized to receive, hold, and convey real property, and undertakes to develop the property for the use and benefit of the association in a manner that is compatible with the existing adjoining land uses.~~

#### ~~6A.10.2 Applications for Vacation Approval~~

~~Applications for vacation approval shall be submitted to the City Engineer with required documentation. Applications for approval of a vacation may be filed and processed concurrently with other development applications.~~

#### ~~6A.10.3 Requirements~~

~~A vacation application shall include but not be limited to the following items:~~

- ~~A. Name and address of applicants.~~
- ~~B. Name and address of owners of record of the property subject to the vacation request.~~
- ~~C. Name and address of all owners of record of land adjoining the property subject to the vacation request.~~
- ~~D. Legal description of property being vacated and plat of vacation showing how vacated land will be distributed to adjacent land owners.~~

#### ~~6A.10.4 Distribution of Application~~

~~Upon receipt of a complete application for vacation the City Engineer shall obtain relevant input from affected reviewing individuals and agencies. If necessary, copies of the application shall be distributed to said individuals and agencies.~~

#### ~~6A.10.5 City Council Review and Action~~

~~When public street right of way or public property is to be vacated, the City Council shall conduct a required public hearing on the proposed vacation. The City Council may require that the owner or owners of property abutting a platted area, street, alley, easement, public place, or part thereof proposed for vacation provide compensation in an amount which in the judgment of the City Council is equal to the benefits accrued to said owner or owners by reason of such vacation. An ordinance providing for such vacation may be approved or approved with conditions by the affirmative vote of the City Council.~~

#### **6A.10.6 — Recording**

All approved ordinances providing for the vacation of all or part of said street, alley, or public place, or part thereof shall be recorded with the McHenry County Recorder.

#### **6A.11 Variations Exceptions from District Regulations**

~~Where the City Council finds that there are hardships or practical difficulties that may result from strict compliance with the subdivision and PUD regulations of the City, or where as a practical matter said regulations are not applicable or necessary, or where better site design and development amenities will result, it may approve or approve with specific conditions, requested subdivision variations or exceptions to the requirements of these regulations. Such variations or exceptions shall not, however, have the effect of nullifying the intent and purpose of these regulations. A petition for such a variation or exception shall be presented to the Plan Commission for a recommendation prior to the petition being presented to and acted upon by the City Council. Such a petition may be reviewed by the Plan Commission at the same time a preliminary plat or final plat is presented for review. A separate public hearing on such a variation is not required.~~

A PUD is subject to the underlying district regulations unless exceptions are granted as part of the PUD approval process. Exceptions may be granted where, as a practical matter, said regulations are not applicable or necessary or where a higher level of site design and development amenity are proposed. A listing of all requested exceptions from the underlying district requirements shall be provided with any petition for a PUD.

#### **6A.12 Appeals of Subdivision and PUD Decisions**

Developers aggrieved by decisions or determinations of the Building and Zoning Director or City Engineer regarding the subdivision of land or a PUD, and the improvements required therein, may appeal such decisions or determinations to the City Manager. A request for an appeal must be made in writing within twenty-one (21) days of the decision or determination. The City Manager may act to uphold or overturn the action of the Building and Zoning Director or City Engineer. If aggrieved by the City Manager's decision regarding such appeal, the developer may appeal to the City Council.

#### **6A.13 Recording a Final Plat**

Approval of a final plat shall be effective upon its recording with the McHenry County Recorder. Such recording shall occur no more than twelve (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 and Zoning Director. Any additional extensions may only be granted by the City Council.

## **6A.14 Final Plat Changes**

A subdivision or PUD shall be developed according to the approved and recorded final plat and all supporting data. The recorded final plat and supporting data, together with any and all recorded amendments, shall be binding on the applicants, their successors, grantees and assigns, and shall limit and control the use of the development site as set forth herein. Changes to the recorded final plat may be made as provided for herein.

### **6A.14.1 Major Changes**

Major changes are changes which alter the concept or intent of an approved subdivision or PUD including, but not limited to, increases in density and/or the number of lots, and changes in road standards or location. A major change shall include the following:

- An increase in the number of dwelling units by more than 5 percent.
- An increase in the floor area devoted to non-residential uses by more than 5 percent.
- An increase in the impervious surface devoted to nonresidential uses by more than 10 percent.
- An increase in impervious surfaces by more than 10,000 square feet.
- A decrease in the amount of dedicated open space by more than 5 percent.

Such changes may only be approved by the submission of an amended final plat and by following applicable final plat procedures. All major changes to the final plat shall be recorded with the McHenry County Recorder as amendments to the final plat or as a new and corrected final plat. The Building and Zoning Director shall determine what constitutes a “major change”. Major changes may require revisions to final engineering plans.

### **6A.14.2 Minor Changes**

Minor changes are any changes that do not comprise a “major change.” Minor changes may include such activities as adding accessory structures or additions to principal structures or adjusting the location of principal structures in order to accommodate required site improvements, provided they do not meet the threshold for classification as a “major modification.” The Building and Zoning Director, after consultation with the City Engineer regarding relevant site engineering issues and with the City Planner regarding applicable site appearance issues, may from time to time, approve minor changes within the project. The Building and Zoning Director may approve minor changes in the final plat which do not change the concept or intent of the development or that are in conflict with the provisions and intent of this Ordinance.

## Chapter 6B

### SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS: PRE-APPLICATION AND PRELIMINARY PLAT APPROVAL PROCESSES

**6B.1 Subdivision/PUD Pre-Application Process**

**6B.2 Subdivision/PUD Preliminary Plat Process**

**6B.1 Subdivision/PUD Pre-Application Process**

**6B.1.1 Purpose**

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 and City Council to learn what the developer is proposing and to provide relevant comments early on in the development process.

Unless otherwise waived by the ~~The Building and Zoning~~ Building and Zoning Director ~~or the developer may request that~~ pre-application review material shall be presented to the Plan Commission for purposes of informal discussion and input. Such discussion shall occur at a regularly scheduled Plan Commission meeting. Except as provided for in this Ordinance, comments made by the City Administration or Plan Commission during a pre-application review discussion are advisory only and not binding on either the applicant, the City administration, the Plan Commission, or the City Council.

**6B.1.2 Pre-Application Procedure & Content**

- A. Sketch Plan Conference. Before filing an application for plat/PUD approval, the developer shall meet with the ~~Building and Zoning~~ Building and Zoning Director and other relevant City personnel. The purpose of the conference is to allow the developer to present a general concept of their proposed development prior to the preparation of detailed plans. The City shall advise the developer of the zoning requirements and city plans which might affect the proposed development as well as the procedural steps for approval. In preparation for this meeting the applicant shall submit a sketch plan containing the name of the development, the name/address of both the property owner and the developer, north arrow, a scale of not less than one inch to one hundred feet, present zoning and zoning on abutting land, date of preparation, number and size of proposed lots, and the acreage of the site shall also be provided.

The ~~Building and Zoning~~ Building and Zoning Director shall forward the pre-application review material to the Woodstock Fire/Rescue District for review and input regarding fire safety and emergency access. If the proposed subdivision/PUD contains a residential component, the pre-application review material shall be forwarded to (1) the Parks and Recreation Commission for review and recommendations regarding the need for and

location of public park amenities, and to (2) Woodstock Community Unit School District 200 for review and input regarding impact on school capacity and access.

B. Pre-Application Review by Plan Commission. After a sketch plan conference is held, the developer shall present pre-application review materials to the Plan Commission for informal discussion. Such discussion shall occur at any regularly scheduled or special Plan Commission, but no public notification requirements shall be required. The applicant's submittal shall include information regarding site conditions and land characteristics, including but not limited to the following materials:

- ~~▪ a plat of survey and legal description of the subject site.~~
- Written "letter of intent" from the developer establishing their intentions as to development of the land and background information on past development experience.
- a location map of the subject site, including ownership information and acreage.
- existing and proposed zoning, and a description of proposed land uses.
- density, street and lot arrangement, tentative lot sizes proposed lot lines and dimensions, building and structure locations, and the location of existing streets and lots abutting the site, and the number of occupancy units. The sketch plan shall also depict proposed streets, and surrounding land uses.
- major development features, and the general location of natural and environmental resources, including woodlands, wetlands, floodplain, and soil conditions.
- tentative proposals regarding water supply, sewage disposal, surface drainage and street improvements, as appropriate.

C. Pre-Application Review by City Council. Pre-application review by the City Council may be required or desired to provide greater exposure and input in the early planning stages. Either the Director of Building and Zoning or applicant can request a pre-application meeting with the City Council.

~~The sketch plan~~ Pre-application plans shall be prepared on 24 inch by 36 inch sheets, and accompanying descriptive materials may be on 8-1/2 inch by 11 inch sheets. The sketch plan is not intended to be completed as a precisely engineered plan but must contain sufficient detail to permit a technical and planning review.

~~6B.1.3~~ ~~Pre-application Referrals~~ (existing language moved to 6B.1.2.A)

## **6B.2 Subdivision/PUD Preliminary Plat Process**

### **6B.2.1 Purpose**

~~The purpose of a preliminary plat is to allow the City to evaluate a proposed development and its impact on the surrounding area and community, to comment on its design, and to provide direction as to how to the developer should proceed.~~ The preliminary plat indicates the layout and design of a subdivision/PUD, and includes information pertaining to proposed streets, lot lines, physical characteristics, environmental features, and preliminary site engineering improvements. An approved preliminary plat gives the developer a commitment from the City that the development design is acceptable and that preparation of required final engineering plans and final plat documents may begin.

### **6B.2.2 Public Hearing Requirement**

Because the subdivision/PUD submittal may include a request for ~~variations, waivers, or~~ exceptions from the requirements of this code, or because required zoning specifications may be amended as part of the subdivision/PUD approval process, the Plan Commission shall conduct a public hearing on all preliminary plat submittals. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the provisions of this Ordinance. Owners of all property within 250 feet of the subject property shall be notified. The petitioner shall mail notice by First Class US Mail to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer. The date for the public hearing shall be established by the Building and Zoning Director.

### **6B.2.3 Preliminary Plat/PUD Procedure**

- A. Written application for preliminary plat/PUD review shall be made in a manner prescribed by the City. The application shall be accompanied by required fees, supporting data, plans, and other required information to indicate the extent and nature of the subdivision.
- B. The preliminary plat/PUD application and supporting data shall be reviewed by the Building and Zoning Director to determine its compliance with submittal requirements. Once the application and the supporting data are deemed complete, copies of it shall be submitted to the Plan Commission for a recommendation.
- C. The Plan Commission shall review the preliminary plat/PUD to determine that the purpose and intent of these regulations are carried out. After conducting a required public hearing on the preliminary plat/PUD, 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. Such a recommendation shall be made within thirty (30) days following the date on which the required public hearing is concluded and closed. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension.
- D. If the Plan Commission recommends disapproval of a preliminary plat/PUD or does not render a recommendation, the Building and Zoning Director shall provide the applicant with written notification indicating the effect of the Commission's recommendation, the reasons for the Commission's action, and direction for continuing the preliminary plat approval process.
- E. The Plan Commission's action shall be 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.
- F. After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove the preliminary plat/PUD, or may refer it back to the Plan Commission for additional

consideration. The City Council's action shall occur within thirty (30) days following the date on which the preliminary plat/PUD submittal is presented to the City for consideration and placed on a City Council meeting agenda. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. When a preliminary plat/PUD is referred back to the Plan Commission for additional consideration, no additional neighbor, newspaper or posted notices shall be required, provided that said referral is to a date certain.

- G. Approval of a preliminary plat/PUD by the City Council is valid for a time period of 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 Building and Zoning Director. 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.
- H. Approval of a preliminary plat/PUD constitutes acceptance of the overall planning and design concepts and, except as provided for herein, is a prerequisite for the filing of a final plat. Approval of a preliminary plat/PUD does not constitute approval of the final plat. Rather, it shall be deemed an expression of preliminary approval of the layout depicted on the preliminary plat/PUD and a guide to the preparation of final plat documents. Such approval allows the applicant to proceed with the preparation of final engineering plans and final plat documents.

#### **6B.2.4 Preliminary Plat/PUD Content**

The preliminary plat/PUD submittal shall include the following material, except as may be waived by the Plan Commission or City Council as part of the pre-application meeting(s), or if pertaining to preliminary engineering plan requirements, as may be waived by the City Engineer. This material shall be submitted with the application for review by the City prior to being submitted for distribution to the Plan Commission.

- A. **Application.** The developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department, and shall include:
- 1) Name, address and telephone number of the owner. If property ownership is in trust, the name and address of each person or entity owning an interest in the property and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation, LLC or partnership need be identified by name, address and extent of interest.
  - 2) Name, address and telephone number of the applicant, if different from the owner, including the name and address of each person or entity owning an interest in the applicant and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation, LLC or partnership need be identified by name, address and extent of interest. For purposes of this subsection, the term ownership interest shall include any legal or equitable interest held at the

time of the application in the real property which is the subject of the application. The application shall include the signature of the owner(s).

- 3) An affidavit in which the applicant: a) lists the names and addresses of the record owners of each parcel of property located within two-hundred and fifty feet (250') of the subject property, excluding public streets and rights-of-way; and b) states under oath that the list is true and correct to the best of the applicant's knowledge and belief.
- 4) A plat of survey and legal description for the entire tract in which the planned unit development is sought and a legal description of each zoning district as part of the planned unit development.

**B. Preliminary Plat Required Submittals.** The submittal materials required by this section shall be numbered consecutively and bound into a package that contains the (1) Preliminary Plat/Preliminary PUD, (2) Existing Conditions and Natural Resources Map/Report, (3) Preliminary Engineering Plan and (4) Planning Report. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the sheet number, the name of the developer, the name and address of the preparer, and the date on which it was prepared. The planning report may be presented on 8.5 inch by 11 inch paper. ~~The preliminary plat/PUD submittals shall contain the following information:~~

**1. Preliminary Plat/PUD.** The preliminary plat/PUD shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Building and Zoning Director. The preliminary plat shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided. Linear dimensions shall be given in feet and decimals of a foot and area dimensions shall be given in acres or square feet. The preliminary plat/PUD shall contain the following information ~~which shall be presented so as to provide a realistic depiction of the proposed development:~~

a.	The name of the subdivision/PUD and the name of the developer, along with a statement of the present ownership of all land within the project. The name of the subdivision/PUD shall not duplicate any other in McHenry County except when it is an addition to an existing subdivision/PUD.
b.	Legal description of property and boundary survey prepared by a registered Illinois Land Surveyor or registered Illinois Professional Engineer. The legal description shall include relevant section and quarter-section lines, township, range, meridian, and property lines, including their bearings and distances. The boundary survey shall include angles, bearings, azimuths, dimensions, and curve data for all existing property and right-of-way lines, as well as the location of all existing recorded easements on the property. If a development is intended to occur in phases, said phases should be delineated if known.
c.	A location map showing the site in relation to the City of Woodstock.
d.	The location of the following proposed improvements shall be depicted: <ul style="list-style-type: none"> <li>▪ Lots. The layout, design, dimensions and building setback lines of all proposed lots. The design of proposed lots which results in the formation of irregularly shaped lot lines is prohibited unless such lines follow natural features such as streams, wetlands, or similar natural features. All lots shall be consecutively numbered and outlots shall be designated by letter.</li> <li>▪ Rights-of-Way. The layout and design of all proposed public and private streets and street right-of-way. Right-of-way widths and cul-de-sac radii shall be labeled</li> </ul>

	<p>and proposed street names shall appear on the plat. Street names shall not duplicate any other street in the City of Woodstock, in the underlying township, or within the 60098 zip code area except when the street is an extension of an existing street.</p> <ul style="list-style-type: none"> <li>▪ Open Space Areas. All proposed open space areas shall be identified by type (such as natural resource protection area, wetland buffer, private recreation, storm water management, etc.) and proposed ownership (easement, homeowners association, lot owner, etc.).</li> <li>▪ Dedications. All land intended to be used for schools, parks, recreation areas, or other similar purposes shall be depicted as “outlots” and designated with and subject to an appropriate easement.</li> </ul>
e.	A preliminary plan depicting <u>preliminary</u> landscape features and amenities intended to be installed as part of the proposed development.

**2. Existing Conditions and Natural Resources Map/Report.** This submittal is intended to provide information regarding the current features on a site, its physical and environmental features, how these features may be impacted by the development activity, and how the design of the development accommodates these features. The Existing Conditions and Natural Resources Map/Report is part of the required preliminary plat materials and shall be submitted at the same time as the preliminary plat. It is not required for a minor subdivision/PUD or where a proposed subdivision/PUD consists of the division of land previously subdivided or developed. The Existing Conditions and Natural Resources Map/Report shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided.

a.	The existing lots, parcels, road rights-of-way and easements, including street names, on the subject site and all adjoining lands.
b.	The location of all existing constructed features including but not limited to streets, driveways, farm roads, buildings, foundations, walls, drain tiles, drainage routes, and trails.
c.	Existing zoning on the site and on adjoining lands, and names and locations of adjoining subdivisions. If a zoning change is being requested, proposed zoning must also be indicated.
d.	Topographic elevations with one foot contours, including ridge lines, referenced to United States Geological Survey (USGS) datum benchmarks (USGS mean sea level), with spot elevations along all drainage channels or swales. Ridgelines shall be clearly delineated. If deemed necessary by the City Engineer, said contour lines shall extend beyond the development boundaries a distance of one-hundred feet onto adjoining land.
e.	The location and delineation of wetlands, streams, creeks, surface hydrological features, natural drainage swales, and the 100-year floodplain. If wetlands extend beyond the subdivision/PUD boundary, a separate document or map shall be provided that shows the general extent of the entire wetland.
f.	The location of significant vegetation, meadows, cultivated land, pastures, permanent grass land, wooded areas, and areas of natural plant coverage. A survey of trees by name, type, condition, and location which have a diameter at breast height (DBH) of four or more inches shall be provided. If the tree survey is provided in textual form, it shall be accompanied by a map showing the location of said trees, topography, and proposed lot and parcel lines. Where trees are part of a group or cluster that will be preserved, identification of individual trees is not required. Trees to be removed shall be identified.
g.	An analysis of soil types and conditions on the subdivision/PUD site shall be provided. Such an analysis shall be based on soil borings taken from the site and a minimum of

	one soil boring per developable acre at a minimum depth of eight feet. Areas not intended for development activity, characterized by natural features, or not used for building or construction activity, may be excluded from this requirement and the number of borings required may be adjusted by the City Engineer. The City Engineer may also require additional soil boring information as part of the final engineering plan submittal. Soil and subsurface conditions, as well as unique geological features, shall be identified. The depth below existing grade of the seasonal high water table and its directional flow shall be provided.
h.	<del>A Natural Resources Plan containing a detailed program for the management, maintenance, preservation, and protection of natural resources on the development site.</del>

**3. Preliminary Engineering Plan.** The location and dimensions of the following infrastructure improvements and landscape amenities shall be shown:

a.	Street and roadway information, including proposed roadways with pavement dimensions, right-of-way width, centerline stationing at 100-foot intervals, horizontal curve data, intersection radii and center line slopes indicating direction and slope.
b.	An analysis of existing and projected traffic patterns and volumes, based on the type of development activity being proposed and the number of dwelling or occupancy units. No subdivision/PUD shall be approved if its development will result in a lower level of service. The maximum amount of traffic that will be permitted in the City shall be the Institute of Traffic Engineers' level of service C, unless a lesser level of service is deemed acceptable by the City Engineer.
c.	Sanitary sewer system improvements, including the location of proposed sanitary sewers and associated structures, such as manholes and lift stations. The size, direction of flow and connection to off-site collection sewers shall be indicated.
d.	Water system infrastructure, including the location and size of all proposed water mains and associated structures, such as valves, vaults, and fire hydrants. The connection to off-site water distribution system mains shall be indicated.
e.	Storm water management facilities, including the location and description of proposed components of the storm water management system.
f.	<del>Proposed parkway and lot landscaping, with individual plant species identified and depicted.</del>
g.	Proposed grading improvements, including existing and proposed grading contours.

**4. Planning Report.** The information required herein may be presented on 8.5 inch by 11 inch paper and compiled into a single report which includes the following:

a.	<del>A location map depicting the subject site in relation to the City of Woodstock and major roads, along with the common address of the property and its parcel identification numbers (PIN).</del>
b.	<del>The names and addresses of the owners of record of the subject property. When the subject property is owned in trust, the names of beneficiaries, their addresses, and their percent interest in said trust shall be provided. A copy of the most current deed conveying ownership of the property to the listed owners shall be filed with the City.</del>
c.	The names, addresses, and telephone numbers of individuals and firms involved in the design and development of the subdivision/PUD, including but not limited to the developer, the developer's attorney, and the developer's engineer.
d.	<del>A narrative explanation of the development, including how it relates to the City's comprehensive planning documents.</del>
d.	<del>General Preliminary exterior architectural plans and facade details in sufficient detail to permit an understanding of the style which depict the proposed architectural design of</del>

	the development. These are not required if single-family detached dwellings are proposed or if lots are intended to be developed by separate builders and contractors.
e.	<p>Narrative information regarding:</p> <ul style="list-style-type: none"> <li>▪ The zoning of the subject property and a general description of the major features of the development. If a zoning change is contemplated, the proposed zoning should be stated.</li> <li>▪ The type of subdivision (residential, commercial, industrial, planned development, traditional neighborhood design, etc.).</li> <li>▪ The minimum lot standards required by the existing or proposed zoning, along with a sketch of a typical lot or lots for each use.</li> <li>▪ The following lot and area characteristics in tabular form: average lot area, minimum lot area and maximum lot area, area in street right-of-way, number of dwelling units for a residential subdivision, and proposed uses for a non-residential subdivision or for a mixed-use development.</li> <li>▪ A description of proposed school and park sites, if any. It should be noted if a cash contribution in lieu of land dedication is proposed.</li> <li>▪ The zoning status and land use of abutting properties.</li> <li>▪ A list of any <del>variations, waivers, or</del> exceptions requested as part of the overall subdivision/PUD approval.</li> <li>▪ <u>Explanation of the character of the PUD and the reasons why it has been planned to take advantage of the flexibility of these regulations, including how it relates to the City's comprehensive planning documents.</u></li> <li>▪ A general assessment of revenue and expenditure impacts that local governing and taxing bodies are likely to experience as a result of the proposed development.</li> </ul>
f.	Draft language, in the form of covenants or deed restrictions, which addresses how common areas, including but not limited to storm water management facilities and open space, will be owned and maintained.
g.	<p><u>Special plans, studies and analyses as deemed necessary, including, but not limited to:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Preliminary landscaping plans</u></li> <li>▪ <u>Preliminary lighting plans</u></li> <li>▪ <u>Preliminary master signage plans</u></li> <li>▪ <u>Fiscal impact analysis</u></li> <li>▪ <u>Market feasibility analysis</u></li> <li>▪ <u>Traffic impact analysis</u></li> </ul>
h.	<p>Narrative information regarding infrastructure improvements, including:</p> <ul style="list-style-type: none"> <li>▪ Roadway improvements. The name, classification, existing and ultimate right-of-way width of each publicly dedicated road right-of-way adjoining the subject property.</li> <li>▪ Typical right-of-way cross section, along with total linear feet of proposed roads and the length of all proposed cul-de-sacs, if any.</li> <li>▪ Storm water management improvements, including preliminary description of the proposed storm water management system, which may include preliminary drainage for roads, depiction of flood-prone areas and drainage ways, and locations of detention area, swales, channels, culverts, compensatory water storage areas, and other similar components, unless deemed not applicable by the City Engineer.</li> <li>▪ Sanitary sewer and water system improvements, including a preliminary description of the proposed water and sanitary sewer systems, which may include the following unless deemed not applicable by the City Engineer: flow direction, points of connection to the existing systems, a description of necessary easements, a determination if a lift station will be needed or if existing lift stations will need to be upgraded, invert elevations at points of connection and lowest on-site invert</li> </ul>

	elevation, a discussion of current and future looping requirements, and a discussion of major anticipated system improvements (such as water storage facilities, lift stations, booster stations, and emergency generators) and their proposed locations.
i.	If applicable, a <u>Natural Resources Information</u> (NRI) report prepared by the McHenry County Soil and Water Conservation Service and applicable Illinois Department of Natural Resources (IDNR) reports.
j.	If applicable, an <u>Endangered Species Consultation Program Action Report</u> from the Illinois Department of Natural Resources. (Ordinance Number 09-O-64, adopted October 20, 2009).
k.	If applicable, comments from the Illinois Historic Preservation Agency regarding compliance with Section 106 of the National Historic Preservation Act of 1966, as amended and its implementing regulations, 36 CFR 800: "Protection of Historic Properties".

**Commentary:**

*The Illinois Statutes, 70 ILCS 405/22-02a, establish criteria for when a Natural Resources Information (NRI) report is required. The responsibility for applying for, receiving, and submitting such a report to the City is with the developer. An NRI shall be in place at the time the preliminary plat is submitted. The developer is responsible for demonstrating how natural resource issues raised in the NRI have been or will be addressed.*

*The Illinois Department of Natural Resources' (IDNR) consultation process, as discussed in the Illinois Compiled Statutes, 520 ILCS 10/11, shall be initiated before Preliminary Plat approval and completed before Final Engineering Plan approval. The developer is responsible for submitting all necessary documents and for following through with the consultation process. Based on the consultation process, additional area may need to be set aside or additional measures taken to protect natural resource areas.*

## Chapter 6C

### SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS: FINAL PLAT AND FINAL ENGINEERING PLAN CONTENT AND APPROVAL PROCESSES

- 6C.1 Subdivision/PUD Final Plat Process
- 6C.2 Subdivision/PUD Final Engineering Plans

#### 6C.1 Subdivision/PUD Final Plat Process

##### 6C.1.1 Purpose

The purpose of a final plat is to indicate the final layout of a subdivision/PUD and to depict proposed streets, lot lines, easements, and signatures of approval. A final plat shall be drawn in general accordance with the approved preliminary plat. A final plat, upon recording, legally creates the subdivision/PUD. Minor changes may be made to the final plat in order to accommodate necessary site improvements and engineering requirements, subject to the approval of the ~~Building and Zoning~~ Building and Zoning Director.

##### 6C.1.2 Final Plat/PUD Procedure

- A. After approval of a preliminary plat/PUD by the City Council and the fulfillment of the requirements of these regulations, written application for final plat/PUD review shall be made in the manner prescribed by the City. The application shall be accompanied by required supporting data, plans, and other required information and shall be presented to the Building and Zoning Director. ~~Said application materials shall be submitted at least 45 days prior to the regular meeting at which they are expected to be considered by the Plan Commission.~~
- B. A final plat/PUD shall be in substantial conformance with the approved preliminary plat/PUD. A final plat may be for the entire development site or may be submitted in phases for a portion of the site. A final plat for a phase of a subdivision/PUD shall conform to all requirements and regulations contained in this Chapter and with Woodstock's engineering standards and specifications in effect at the time of plat consideration, regardless of when the preliminary plat was approved.
- C. Final engineering plans shall be substantially approved by the City Engineer prior to final plat consideration by the Plan Commission and City Council. The City Engineer may approve final engineering plans subject to specific revisions and/or conditions.
- D. The final plat/PUD and any supporting data shall be reviewed by the Building and Zoning Director to determine its compliance with these regulations and that it is in substantial conformance with the approved preliminary plat/PUD. Once the final plat/PUD and any required supporting data are deemed complete, it shall be submitted to the Plan Commission for consideration. A final plat/PUD shall not be presented to the Plan Commission until it has been determined that there are no outstanding invoices,

liens, or similar financial encumbrances on the subdivision/PUD site which are payable and due to the City.

- E. The Plan Commission shall review the final plat/PUD at a public meeting to determine that it is in substantial conformance with the approved preliminary plat/PUD. The Plan Commission shall approve, approve with conditions, or deny approval of the final plat, or indicate why action cannot be taken. Such action shall occur within thirty (30) days following the date on which the final plat/PUD is placed on a Plan Commission meeting agenda and consideration of the final plat/PUD commences. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension. The Plan Commission's action shall be valid for twelve months, within which time the final plat/PUD shall be presented to the City for City Council consideration. Failure to present the final plat/PUD to the City Council within this time frame shall result in said plat being void.
- F. If the Plan Commission does not approve a final plat or does not make a decision, the Building and Zoning Director shall notify the applicant of the effect of the Commission's action, the reasons for said action, and directions for continuing the final plat approval process.
- G. Regardless of the Plan Commission's action, the City Council shall approve, approve with conditions, or disapprove the final plat. The City Council's action shall occur within thirty (30) days following the date on which the final plat/PUD is placed on a City Council meeting agenda and consideration of the final plat/PUD commences. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. Approval of a final plat/PUD by the City Council is valid for a time period of one year, within which time the final plat/PID must be recorded.
- H. If final plat/PUD approval is applied for in phases, application for all subsequent phases shall be made no later than 6 years after preliminary plat/PUD approval has been granted. If application for approval of final plats for subsequent phases has not been made within the specified deadline, the preliminary plat/PUD shall expire for that phase. Upon application by the owner of the property, the Plan Commission may extend the applicable submission deadline for a specific phase.
- I. Construction of required improvements may commence only after the final plat/PUD and supporting data have been recorded with the McHenry County Recorder of Deeds, the appropriate improvement guarantee has been filed, and certified copies of the plat have been submitted to the City. General site preparation activity may be approved by the City Engineer at the City Engineer's discretion if the appropriate improvement guarantee has been filed.
- J. No building permit shall be issued on any lot until the final plat/PUD has been recorded, and required public improvements and infrastructure are installed and functioning, including but not limited to curbs and gutters, street base/binder course, storm water detention/retention facilities, storm sewers, sanitary sewers, water mains, and essential private utilities. The Building and Zoning Director may approve the start of footing and foundation activity and the installation of underground sanitary sewer and water services prior to the installation of all public improvements if the Building and Zoning Director

determines that such activity can commence without any threat to the public health, safety, or welfare.

- K. The City, at its discretion, may require the establishment of a “back up” special service area (SSA) in order to provide funds necessary to support the maintenance and upkeep of land set side, dedicated, or used for required utilities and development improvements. Such a requirement may be a condition of final plat/PUD approval and the creation of such an SSA shall occur prior to the sale of individual lots or building sites.

### 6C.1.3 Final Plat/PUD Content

The final plat/PUD submittal shall include the following material, except as may be waived by the Plan Commission or City Council. The final plat/PUD and required submittals, except for the final engineering plan submittal, shall be presented for review by the Building and Zoning Director prior to the final plat/PUD being presented to the Plan Commission.

- A. **Application.** ~~If not previously submitted and on file with the City, the developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department.~~ The developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department. If ownership of the subject property and/or the applicant is not the same as the ownership and/or applicant information provided on the preliminary plat/PUD, the application shall include:

- 1) Name, address and telephone number of the owner. If property ownership is in trust, the name and address of each person or entity owning an interest in the property and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest.
- 2) Name, address and telephone number of the applicant, if different from the owner, including the name and address of each person or entity owning an interest in the applicant and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest. For purposes of this subsection, the term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application. The application shall include the signature of the owner(s).

- B. **Final Plat Required Submittals.** The following information and documentation is required in order to proceed through the final plat ~~and approval process.~~ ~~Requirements for Final Engineering Plans and Reports are set forth in Section 6C.2 of this Ordinance.~~

1. **Final Plat.** The final plat shall be prepared by a registered Illinois Licensed Surveyor on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Building and Zoning Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals

of a foot. Area dimensions shall be given in acres or square feet. The final plat shall contain the following information:

a.	The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any.
b.	The location of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from.
c.	A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation.
d.	<p>Proposed platted improvements, including:</p> <ul style="list-style-type: none"> <li>▪ The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided.</li> <li>▪ The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names.</li> <li>▪ The size and type of proposed utility, drainage, and storm water management, wetland preservation, access, and other easements.</li> <li>▪ Open space areas shall be identified by type (such as natural resource protection area, private park site, etc.) and designated as outlots.</li> <li>▪ All lands to be dedicated for schools, parks, or other public purposes shall be identified.</li> <li>▪ A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes.</li> </ul>
e.	<p>Certificates and signature blocks, including:</p> <ul style="list-style-type: none"> <li>▪ Owner's certificate and signature block.</li> <li>▪ Surveyor's certificate and signature block, including statements by an Illinois registered surveyor that required monuments have been set, whether the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels.</li> <li>▪ County Clerk's certificate and signature block.</li> <li>▪ County Recorder's certificate and signature block.</li> <li>▪ Plan Commission certificate and signature block.</li> <li>▪ City Council certificate and signature block.</li> <li>▪ Drainage certificate and signature block, signed by owner and engineer.</li> <li>▪ A "Plat submitted for recording by..." certificate suitable for designating the name and address of the individual submitting the final plat to the County Recorder for recording purposes.</li> <li>▪ School District certificate.</li> <li>▪ If the property abuts a State highway or State maintained road, an Illinois Department of Transportation certificate and/or signature block may be required prior to recording of the final plat. If the property abuts a County maintained road, a McHenry County Engineer and/or signature block may be required prior to recording of the final plat.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features.</li> </ul>
f.	Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants, and/or restrictions, if any, affecting the proposed subdivision/PUD shall be provided.
g.	When the subdivision/PUD contains easements for public utilities, open space, wetland areas, and locations of dedicated ingress/egress routes, language granting use of such easements to all applicable utility companies shall be provided.
h.	When a subdivision/PUD contains storm water management facilities and other open space areas that are intended to be maintained by a property owner's association or conservation group, covenants and restrictions regarding said association or group and its maintenance duties shall be provided. The covenants and restrictions document shall be reviewed by the City Attorney <u>and recorded prior to issuance of a building permit for any lot or structure with the development.</u>
i.	Within a residential subdivision/PUD, no lot shall be approved, recorded, or sold within the development until a declaration of covenants and restrictions or other document, necessary to establish a permanent homeowners association responsible for the care and maintenance of open space has been approved by the City and has been executed <u>and recorded.</u> In lieu of such a homeowners association, the City may approve the use of a conservation organization which shall be responsible for owning or otherwise having jurisdiction over the open space for purposes of care and maintenance. A statement of covenants and restrictions addressing this requirement shall be provided.
j.	Final IDNR consultation results and reports.

2. **Final PUD Information.** For a PUD, final landscaping plans, final architectural plans, final lighting plans and a master signage plan shall be provided, if applicable. A tentative development and construction schedule shall also be provided.
3. **Final Engineering Plans and Reports.** Final engineering plans and reports shall be submitted in accordance with the provisions of Section 6C.2 of this Ordinance.

## **6C.2 Subdivision/PUD Final Engineering Plans**

Final engineering plans, prepared in accordance with City of Woodstock public improvement standards and specifications, shall be submitted on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the City Engineer. A graphic scale and north arrow shall be provided and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The City Engineer may require revisions to approved final engineering plans or additional site engineering improvements due to unforeseen site conditions, physical features, and/or off-site factors which were not anticipated or adequately addressed during the preparation, review, and approval of final engineering plans.

The plans required by this subsection shall be numbered consecutively and bound into a package that will include the information and sheets listed as (a) through (g) below.

**Commentary:**

*When special circumstances exist or where existing conditions justify additional engineering details not otherwise required in this Chapter, the City Engineer may impose further engineering plan and improvement requirements. The City Engineer may also require that proposed public improvements comply with the recommendations set forth in the City's water, storm water, and sanitary sewer system master planning documents.*

Based on the design of the proposed development and its environmental and physical characteristics, the City Engineer may waive all or a portion of this information or may require additional information. Additional sheets may be provided to portray information unique to the proposed subdivision/PUD. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the title of the sheet, the sheet number and the name, address, and telephone number of the design engineer. The date of the original design and any revision dates shall be listed. Revisions as indicated in the revision block shall be noted clearly on all applicable sheets. The following subsections detail the information required on each of the sheets. Any other additional information required by the City Engineer shall also be provided.

a.	<p><u>Cover Page</u> labeled "Cover Page," which shall include:</p> <ul style="list-style-type: none"><li>▪ A location map depicting the location of the subject property in relation to the City of Woodstock and major roads, and the Parcel Identification Number(s)</li><li>▪ An index of all the following sheets and a legend of all symbols and abbreviations used in the plans.</li><li>▪ The imprinted seal, signature, and license expiration date of the professional engineer responsible for preparing the plans.</li><li>▪ Required general notes, required by the City Engineer as applicable.</li></ul>
b.	<p><u>Overall Plan</u> (if required) labeled "Overall Plan," which shall include a depiction of the layout of all lots and road rights-of-way, lot numbers, road names, water mains, sanitary sewers and storm sewers drawn to a scale that is easily read and which can be portrayed conveniently on a single 24 inch by 36 inch sheet. Match lines shall be provided if the overall plan is drawn at a scale of 1 inch equals 50 feet and on multiple sheets. If platted or constructed in phases, the perimeter of each phase shall be designated.</p>
c.	<p><u>Existing Conditions</u> labeled "Existing Conditions," which shall include the same existing conditions information required as part of the preliminary plat submittal.</p>
d.	<p><u>Grading and Drainage Plan</u> labeled "Grading and Drainage Plan," which shall include the following information:</p> <ul style="list-style-type: none"><li>▪ Existing conditions as set forth on the Existing Conditions Plan.</li><li>▪ Platted improvements, including the location of proposed lots, road rights-of-way and easements, including lot numbers and street names.</li><li>▪ Engineered improvements, including the location of proposed structures, roads, sidewalks within the road right-of-way and other impervious surfaces.</li><li>▪ Phase limits if the subdivision/PUD will be platted or constructed in phases.</li><li>▪ Grading and drainage improvements, including the following:<ul style="list-style-type: none"><li>➤ Topographic survey with contours at not greater than 1 foot intervals. Proposed spot elevations shall be provided at all breaks in grade and where necessary to indicate grade changes in areas of low relief.</li><li>➤ Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>➤ Indications of flow in all existing and proposed swales and drainage ways, including the slope of channel and existing and proposed cross-sections and profiles.</li> <li>➤ The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles.</li> <li>➤ The location of all existing detention basins to be maintained, enlarged or otherwise altered, and proposed basins and their design showing the length, width and dimension; berm elevations; normal and high water elevations, bottom slope elevation, control structure details, and 1 foot contours.</li> <li>➤ The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations.</li> <li>➤ Proposed culverts and bridges, their materials, elevations and waterway openings.</li> <li>➤ Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes thereto, together with the calculated high water elevations expected from stormwater overland flow, and the relationship of structures, roads and other utilities.</li> <li>➤ Drainage calculations and, if required by the City Engineer, water system modeling data and information.</li> <li>➤ The limits of grading and other construction activity.</li> <li>➤ Pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow.</li> </ul>
e.	<p><u>Field Tile Survey/Report</u> which shall be labeled “Field Tile Survey/Report” and which shall indicate existing field drainage tiles located by means of trenching and other appropriate methods. Field tiles disturbed during the site development process must be reconnected by those responsible for their disturbance, unless the approved drainage plan allows for their relocation. The Field Tile Survey/Report shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ A topographic map depicting the location of each trench and identified to correspond with the tile investigation report and field staked at no less than 50 foot intervals.</li> <li>▪ Location of each drain tile with a flow direction arrow, tile size and any connection to adjoining properties.</li> <li>▪ A summary of the tile investigation report showing trench identification number, tile size, material and quality, percentage of tile filled with water, percentage of restrictions caused by silting, depth of ground water, and soil texture at grade.</li> <li>▪ Name, address and telephone number of person or firm conducting tile location investigation.</li> </ul>
f.	<p><u>Natural Resource Protection/Soil Erosion and Sediment Control Plans</u> which shall be labeled “Natural Resource Protection/Soil Erosion and Sediment Control Plan” and shall be prepared as an overlay to the Grading and Drainage Plan described above. For the purpose of legibility, the Grading and Drainage Plan shall be screened before the addition of the Natural Resource Protection/Soil Erosion and Sediment Control information required by this section. The natural resource protection portion of the plan shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location and extent of all natural resource protection areas and the location, type and nature of all temporary and permanent measures and practices utilized to protect natural resource protection areas from development activities.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The location of all trees which are to be preserved and the type and nature of all temporary and permanent measures and practices utilized to protect individual trees and stands of trees from development activity.</li> <li>▪ A table indicating the gross area prior to development and land disturbing activities of each identified natural resource,</li> <li>▪ The net area prior to development of each identified natural resource area, and</li> <li>▪ The percentage of each natural resource area that is protected.</li> </ul> <p>The soil erosion and sediment control portion of the plan shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location and description, including standard details, of all sediment control measures and design specifications of sediment basins and traps, including outlet details. The drainage area tributary to each sediment control measure shall be delineated on the plan.</li> <li>▪ The location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of fertilizer application, kind and quality of mulching for both temporary and permanent vegetative control measures, and types of non-vegetative stabilization measures.</li> <li>▪ The location and description of all runoff control measures, including diversions, waterways and outlets.</li> <li>▪ The location and description of methods to prevent tracking of sediment offsite, including construction entrance details, as appropriate, and a description of dust and traffic control measures.</li> <li>▪ The locations of stockpiles and description of stabilization methods, and descriptions of off-site fill or borrow volumes, locations, and methods of stabilization.</li> <li>▪ Provisions for maintenance control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance.</li> <li>▪ Identification, including, address, and telephone number, if applicable, of the person or legal entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed.</li> <li>▪ A written narrative description of proposed phasing of the construction activity, including stripping and clearing, rough grading and construction, and final grading and landscaping. Phasing should identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of installation of sediment control measures, clearing and grading, installation of temporary soil stabilization measures, installation of storm drainage, street and parking area paving, final grading, and the establishment of permanent ground cover and the removal of temporary measures.</li> </ul>
g.	<p><u>Infrastructure Improvement Plans and Profiles</u> which is labeled “Infrastructure Improvement Plan.” Plan and profile views shall be shown on the same sheet using the same scale. The plan view shall be located at the top of the sheet with the corresponding profile shown below. Plans and profiles shall be prepared with (1) a horizontal scale between 1 inch equals 50 feet and 1 inch equals 20 feet and (2) a vertical scale with a 10 to 1 ratio to the horizontal scale. The City Engineer may approve alternate scales. The sheets comprising the Infrastructure Improvements Plan shall contain existing conditions, platted improvements, and phasing limits. The following information shall be provided:</p>

▪ **Road and Utility Improvement Details.**

- Plan view: The location of proposed structures, roads, sidewalks within the road right-of-way, utilities, storm sewers, water mains and other impervious surfaces dimensioned and showing widths and offsets from the centerline; the centerline of proposed roadways with construction stationing at 100 foot intervals; complete horizontal curve data for proposed roads; intersection and right-of-way radii; topography of all berms, ponds, swales and drainage adjacent to the right-of-way line; the location, type, length, size and slope of proposed sanitary sewers, storm sewers and force mains, if any, together with all related structures, including rim, invert elevations and connections to off-site collection systems; the location and design of proposed sanitary sewer lift stations, if any; the location, type, length, and size of proposed water mains, together with all vaults, valves, hydrants, service boxes and connections to off-site distribution systems; and the location and design of any proposed wells, well houses, storage facilities, and similar water works; the type and inverts of all culverts with locations noted by station and station offset; the type and inverts of all flared end sections with locations noted by station and station offset.
- Profiles: The gradelines of existing and proposed centerlines; elevations of existing and proposed centerlines at corresponding stations; complete vertical curve data; complete storm sewer and sanitary sewer lines, water mains, culverts and utilities with percent of gradient; and the gradelines of existing and proposed swales lines on both sides of road.

▪ **Road Cross-sections**

- This sheet should be labeled “Road Cross-sections” and shall be prepared at a horizontal scale of 1 inch equals 10 feet and a vertical scale of 1 inch 5 feet and shall contain the information listed in the following two items.
- Road cross-sections shall be provided at each 100-foot centerline station point, each crossroad culvert, and the center of proposed cul-de-sac and T-turnarounds.
- Road cross-sections shall show the existing ground elevation together with all engineered improvements within and under the road right-of-way. The road cross-sections shall show proposed ground elevations meeting existing ground elevation, whether inside or outside the right-of-way.

**Commentary:**

Items needed for plan and profile sheets are listed below and are required for all engineering plans. Depending on the type and complexity of a project, or based on new engineering practices and innovations, additional information may be required by the City Engineer.

*For the plan portion:*

- Centerline of proposed road with construction stationing at 100-foot intervals.
- Pavement widths and lane use (existing and proposed).
- Drainage (existing and proposed).
- Right-of-way and property lines (existing and proposed).
- Utilities (existing and proposed).
- Adjustments to utilities.
- Topography such as driveways, intersections, shoulders, trees, bush lines, berms, fences within and adjacent to the right-of-way line.
- All horizontal curve data

*For the profile portion:*

- Centerline of proposed road with construction stationing at 100-foot intervals.
- Elevations and grades (existing and proposed).
- Drainage systems, culverts, and inverts (existing and proposed).
- Ditch and swale flow lines.
- Existing and proposed centerline elevations at 100-foot intervals.
- All vertical curve data.

h.	<u>Construction Details and Specifications</u> which shall be labeled “Construction Details and Specifications” and shall contain all notes, details and/or specifications required by these and other applicable City regulations and ordinances, and that are needed for the construction of the proposed subdivision/PUD and not provided elsewhere in the Final Engineering Improvement Plans.
i.	Written <u>Engineering Report</u> presented on 8.5 inch by 11 inch paper and bound into a report which includes: <ul style="list-style-type: none"><li>▪ Contact information consisting of the names, addresses, and telephone numbers of all individuals and firms involved in the design and development of the subject subdivision/PUD, including, but not limited to, the developer, engineer, surveyor and landscape architect.</li><li>▪ Platted improvement information consisting of the average lot area and gross lot area, the area of impervious surfaces, minimum and maximum lot areas, net lot area, number of dwelling units, and proposed uses.</li><li>▪ Site development information, including a statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through the maintenance period. The statement shall contain the responsible party’s name, address, and telephone number. This information shall also include a narrative statement of the sequencing of grading, soil disturbance, and construction activities, as well as the temporary and permanent natural resource protection measures to be implemented to mitigate any negative effects of grading and other construction activities, including supporting calculations, estimated</li></ul>

	<p>schedule for installing, maintaining and removing both temporary and permanent structures and final stabilization and revegetation measures.</p> <ul style="list-style-type: none"> <li>▪ A construction schedule in the form of a linear time scale identifying each critical task involved in the construction of the subdivision/PUD and the beginning and completion of each task in relation to each other task. Exact dates are not required during the review of the Final Engineering Plans; however, specific dates will be identified at the time of the preconstruction conference.</li> <li>▪ An estimate of probable expenditures necessary to construct the proposed subdivision in full compliance with all applicable standards prepared by the engineer in the following order. If the subdivision/PUD is platted in phases, a separate cost estimate shall be prepared for each phase, including but not limited to those listed below: <ul style="list-style-type: none"> <li>➤ Mass grading and earthwork</li> <li>➤ Drainage and stormwater management improvements</li> <li>➤ Roadway improvements</li> <li>➤ Sanitary sewer and water main improvements</li> <li>➤ Landscape improvements</li> <li>➤ Soil erosion, sediment control, and natural resource protection measures and practices</li> <li>➤ Consulting services and inspections</li> </ul> </li> <li>▪ Specification text providing written specifications relating all work to be performed and material to be installed. The specification text shall be prepared in accordance with the Standard Specifications adopted by the Illinois Department of Transportation.</li> </ul>
j.	<p><u>Tree Replacement and Landscape/Planting Plan</u> which shall be labeled “Tree Replacement and Landscape/Planting Plan,” and shall comply with the standards of Section 8A.1.3, with Appendix JA, with applicable landscape standards adopted by the City Council, and shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location of proposed lots, road right-of-way and easements, including lot numbers and street names. If the subdivision will be platted in phases, the limits of each phase shall be indicated.</li> <li>▪ The location of proposed structures, roads, sidewalks within road right-of-way and other impervious surfaces.</li> <li>▪ The location of proposed parking lot landscape areas, together with the location number, species and size of landscape plant materials, and a parking lot landscape plant schedule.</li> <li>▪ The location of existing trees to be protected and their protection measures.</li> <li>▪ Reforestation areas, if required, together with the location, number, species and size of landscape materials.</li> </ul>

**Commentary:**

*Standards for landscape improvements can be found in the City of Woodstock Project Review Commission Standards and Regulations, adopted by the City Council on June 4, 2002, as amended from time to time. Standards for landscape improvements in the City's downtown area may be found in the Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District, adopted by the City Council on June 4, 2002, as amended from time to time. These documents should be consulted to prior to preparation and submittal of any landscaping plans.*

## **Chapter 6D**

### **GENERAL REQUIREMENTS FOR PLATS OF VACATION**

#### **6D.1 Vacations**

This section establishes required approval procedures for vacating plats, streets, alleys, easements, public places, or parts thereof.

#### **6D.2 Authority to Initiate**

The following groups and individuals shall have standing to file an application for vacation:

- A. The owner of the property that is the subject of the vacation request;
- B. The City Council;
- C. Property owners adjoining public street right-of-way that is the subject of the vacation request. The owners of property on both sides of the right-of-way to be vacated are required to jointly file for the vacation of said right-of-way; and
- D. A bona fide association of property owners provided the association is properly registered with the State, is organized to receive, hold, and convey real property, and undertakes to develop the property for the use and benefit of the association in a manner that is compatible with the existing adjoining land uses.

#### **6D.3 Applications for Vacation Approval**

Applications for vacation approval shall be submitted to the City Engineer with required documentation. Applications for approval of a vacation may be filed and processed concurrently with other development applications.

#### **6D.4 Requirements**

A vacation application shall include but not be limited to the following items:

- A. Name and address of applicants.
- B. Name and address of owners of record of the property subject to the vacation request.
- C. Name and address of all owners of record of land adjoining the property subject to the vacation request.
- D. Legal description of property being vacated and plat of vacation showing how vacated land will be distributed to adjacent land owners.

#### **6D.5 Distribution of Application**

Upon receipt of a complete application for vacation the City Engineer shall obtain relevant input from affected reviewing individuals and agencies. If necessary, copies of the application shall be distributed to said individuals and agencies.

#### **6D.6 City Council Review and Action**

When public street right-of-way or public property is to be vacated, the City Council shall conduct a required public hearing on the proposed vacation. The City Council may require that the owner or owners of property abutting a platted area, street, alley, easement, public place, or part thereof proposed for vacation provide compensation in an amount which in the judgment of the City Council is equal to the benefits accrued to said owner or owners by reason of such vacation. An ordinance providing for such vacation may be approved or approved with conditions by the affirmative vote of the City Council.

#### **6D.7 Recording**

All approved ordinances providing for the vacation of all or part of said street, alley, or public place, or part thereof shall be recorded with the McHenry County Recorder.

**EXCERPT FROM PLAN COMMISSION MEETING MINUTES**

**12/05/19 Plan Commission Meeting**

**C) Public Hearing – Zoning Text Amendments to Various Sections of the Unified Development Ordinance.**

Chairman Sheriff stated this is a Public Hearing to consider Zoning Text Amendments to Various Sections of the Unified Development Ordinance.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Donna Besler, Arturo Flores, Don Fortin, Steve Gavers, and Chairman Cody Sheriff.

**COMMISSION MEMBERS ABSENT:** Robert Horrell, Doreen Paluch, Jackie Speciale, and Erich Thurow

The Public Hearing was opened at 7:26 PM.

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

Mr. Napolitano stated Staff has been looking at several proposed amendments to the Unified Development Ordinance.

**PUD/Platting Process**

Noting the current language in the UDO relating to PUDs and subdivision plats was adopted in 2008 and 2010, Mr. Napolitano stated it is Staff’s wish to start a discussion in regards to various proposed changes. Referencing Founders’ Crossing, he stated it is the wish to make the process smoother and find ways to get the Plan Commission information needed to evaluate a project, while balancing this with the expenses incurred by a developer.

Mr. Napolitano provided information on the definition of a PUD. He stated Downtown development would most appropriately be handled through the PUD process, but the current definition of a PUD requires a parcel to be a minimum of two acres. He also stated the current PUD language discusses “variations” and this is really not a correct use of the term in the context of the UDO, because they have different processes and different approval criteria. He clarified that a PUD has exceptions, but they are not variations. He stated it is often difficult for Staff to review these projects and identify all of the variations, which is what the current language requires.

City Attorney Schlossberg noted a PUD allows a combination of zoning strategies and creative use of land. She stated her office has asked why there are variations in the PUD process, noting standards can be created for a PUD as part of the process. She stated this allows for creative solutions, which are advocated by the City Attorney’s office.

Mr. Napolitano stated implementation of a preapproval process has come up at the Council level to have the developer come in at the concept phase. He stated the question is whether to make a concept review a requirement, noting it has always been suggested to the developer by Staff and has been voluntary.

Commissioner Fortin stated he would not like to see a developer spend a lot of money and be rejected.

Chairman Sheriff agreed stating he has worked in communities where pre-review was mandatory. He opined the Commission could recommend both preliminary and final PUD at the same time when a developer comes back after a pre-review. Chairman Sheriff advocated for mandatory preapproval meetings for all new downtown projects and all PUDs which would not involve any approvals, but rather recommendations. He stated the developer could also go before the City Council and the Historic Preservation Commission and have a lot of input before they go for approval.

Commissioner Gavers expressed approval. He stated he would like to get rid of boulevards and talked about the Founders' Crossing process and the problems with that process.

Commissioner Fortin expressed agreement with Mr. Napolitano concerning variations, noting these are supposed to be implemented for hardships, opining that process is losing its effectiveness. He opined perhaps that language needs to be changed. He talked about variation requests for signage and canopies.

Concerning a concept plan review, Chairman Sheriff opined this should be mandatory or emphasized that it is "proceed at your own risk" if a developer does not do this. He stated he does not wish to give the impression the City is not developer friendly, but advocated for a preapproval process.

Commissioner Flores expressed agreement with the items discussed.

Noting these are the Zoning Text Amendments being reviewed and considered, Mr. Napolitano suggested continuing this public hearing, as several Commission members are absent this evening. He stated he will work on a redline version of what was discussed.

Motion by D. Besler, second by A. Flores to continue the Public Hearing to consider Zoning Text Amendments to Various Sections of the Unified Development Ordinance including those related to parking, to time specific, namely the next regularly-scheduled Plan Commission meeting on Thursday, January 23, 2020.

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

The Public Hearing was continued to January 23, 2020 at 8:50 PM.

### **01/23/20 Plan Commission Meeting**

#### **2a. Continued Public Hearing – Zoning Text Amendments Relating to Parking and Various Sections of the Unified Development Ordinance**

Chairman Sheriff noted this is a continuation of a Public Hearing to consider Zoning Text Amendments relating to parking and various sections of the Unified Development Ordinance.

A roll call was taken.

**COMMISSION MEMBERS PRESENT:** Arturo Flores, Don Fortin, Steve Gavers, Robert Horrell, Doreen Paluch, Jackie Speciale, Erich Thurow, and Chairman Cody Sheriff.

**COMMISSION MEMBERS ABSENT:** Donna Besler

The Public Hearing re-opened at 8:18 PM.

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

Mr. Napolitano stated he has developed language based on the Commission's discussion at the previous Public Hearing. He noted there are still a few outstanding items to be discussed further, but requested action on the language that he has developed for others.

#### 5.2 Planned Unit Development (Reserved)

Noting this is a repeat of the definition of the PUD, Mr. Napolitano proposed that this section be removed. By consensus, the Commission was in agreement with Staff's recommendation.

#### 2.2 Definitions – Planned Unit Development (PUD)

Commissioner Paluch asked why Mr. Napolitano is proposing deletion of "the development of which is approved and authorized by City Council ordinance," to which he noted it is not a definition and is stated in Design Standards. Commissioner Paluch stated her preference to leave this language in, opining it is helpful to state things more than once. Commissioner Horrell agreed. By consensus, it was agreed this language should remain. In response to a question from Chairman Sheriff, concerning apartments, Mr. Napolitano stated this will be discussed further.

#### 5.5 Relationship of PUD to Zoning Map and this Ordinance

Mr. Napolitano stated the proposed changes are suggested in an attempt to get rid of variance language, instead calling them exceptions, as no separate approval process is required. By consensus, the Commission was in agreement with the recommended changes.

#### 5.8.1 General Standards

By consensus, the Commission was in agreement with the recommendation to remove this section.

#### 6A.10 Vacations: 6A.10.2 Applications for Vacation Approval; 6A.10.3 Requirements; 6A.10.4 Distribution of Application; 6A.10.5 City Council Review and Action; 6A.10.6 Recording; and 6A.10.1

By consensus, the Commission was in agreement with Staff's recommendation that these sections be relocated as a stand-alone chapter in the UDO.

#### 6A.11 Variations

Mr. Napolitano recommended this title be changed to "Exceptions" rather than "Variations" to Zoning District Requirements, noting this language would mean there is no separate Public Hearing needed, but rather is part of the process. He noted other language referring to variations is also suggested to be removed. Commissioner Paluch took issue with the recommendations, opining there is no procedure identified. City Attorney Clifton noted the goal is to get away from a separate petition. Following further discussion, it was the consensus of the Commission that Mr. Napolitano will rework this section and bring it back to the Commission for further review.

#### 6.2.3 Preliminary Plat Procedure

Mr. Napolitano stated this change recommends additional language that no new notice is required as the Public Hearing is the notification. Mr. Clifton noted this is similar to when a Public Hearing is continued with no additional notice being required, because there has already been notice. Commissioner Paluch supported this recommendation, but noted when continuing a Public Hearing it is required to specify on what date it will be coming back. She opined this language should be included. After a brief discussion, by consensus the Commission was supportive with the addition of "provided that said referral is to a date certain."

Motion by D. Paluch, second by R. Horrell to recommend approval of Zoning Text Amendments relating to parking and various sections of the Unified Development Ordinance as identified by Staff and in accordance with this evening's discussion including changes recommended by the Commission.

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

Mr. Napolitano noted there has been a request from a craft grower of cannabis to move the date for the next meeting to February 20 as there is a deadline for application to the state.

Motion by R. Horrell, second by D. Fortin, to continue this Public Hearing to date specific, namely February 20, 2020.

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

The Public Hearing was continued at 9:23 PM

### **02/20/20 Plan Commission Meeting**

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

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

A roll call was taken.

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

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

The Public Hearing was opened at 7:04 PM.

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

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

#### **2.2 Definitions**

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

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

#### **6A.11 Variations from District Regulations**

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

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

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

#### Chapters 6A, 6B and 6C, Preliminary and Final Plats PUDs

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

Commissioner Horrell noted the involvement of Geneva’s Plan Commission at the pre-application review state, opining it would be good for Woodstock to have this requirement. Mr. Napolitano expressed agreement, opining it is in the best interest of the City and the developer. In response to Chairman Sheriff’s question as to whether all PUDs should be pre-reviewed or only those in the Historic District, Commissioner Horrell opined the pre-review process should be a requirement for any submittal whether for a subdivision or a PUD. Discussion ensued. Mr. Napolitano told the Commission which recent developments would have come before the Commission for pre-review under the various scenarios. It was suggested that this be left to Staff’s discretion.

City Attorney Clifton suggested pre-review for subdivisions and PUDs with other projects left to Staff’s discretion. Commissioner Paluch opined the City should be more aggressive in requiring pre-review, noting some recent issues that could have been avoided had a pre-review been done. She also opined this should not be left up to the developer. Chairman Sheriff stated the City is looking at heavy competition for Economic Development, opining developers should not have to go through so many steps. He advocated for giving some latitude to Staff or make this a requirement for all PUDs and giving Staff the ability to waive the requirement. Discussion ensued. Commissioner Paluch noted Staff already has the discretion to combine the preliminary and final plats into one step. City Attorney Clifton noted the current discussion is regarding a preliminary pre-review discussion, not the preliminary plat, explaining the concept further.

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

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

Discussion followed of possible language to be implemented. Commissioner Horrell suggested allowing a developer to come in for a pre-review and also a preliminary plat at the same time for a small project. Chairman Sheriff opined developers of small projects could get Commission comments from Staff. Mr. Napolitano stated Staff has begun holding weekly development meetings looking at potential new

development and where things are in the process, providing information on a recent meeting. He opined information on the pre-approval review requirement could be included at that meeting. Commissioner Horrell opined the pre-approval review could provide an opportunity for the Commission to waive certain requirements, such as a traffic study.

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

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

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

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

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

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

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

A roll call vote was taken.

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

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

A roll call vote was taken.

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

The Public Hearing was continued at 8:17 PM.

**08/27/20 Plan Commission Meeting**

Minutes currently unavailable.

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

### *An Ordinance Amending Various Sections of the City of Woodstock, Illinois Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments*

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, the City has petitioned for Text Amendments to various sections of the Woodstock Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments; and

WHEREAS, on January 23, 2020, February 27, 2020 and August 27, 2020, after due notice in the manner provided by law, the Plan Commission conducted a public hearing on the requested Text Amendments; and

WHEREAS, at the conclusion of said public hearing, the Plan Commission voted unanimously (8–0 vote) to recommend that the requested Text Amendments be approved; and

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

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

SECTION 1: That the definition of Planned Unit Development in Section 2.3, Definitions, of Chapter 2, Definitions, of the Woodstock Unified Development Ordinance shall be and hereby is amended to add, amend or delete the following:

**Planned Unit Development (PUD):** shall mean ~~a tract of land, one or more contiguous tracts of land in single or unified ownership, the use and~~ development of which is approved and authorized by City Council ordinance, ~~and contains two (2) or more principal buildings or has an area of two or more acres, and is developed as a single unit or under single ownership or unified control. A PUD which~~ may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site and to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. ~~A PUD development should blend densities and design features with surrounding uses and may, based upon good design, combine uses not normally permitted together. For the purposes of this Code, any multi-family project having more than eight (8) units, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.~~

SECTION 2: That Section 5.2., Planned Unit Development, of Chapter 5, Planned Unit Developments, of the Woodstock Unified Development Ordinance shall be and hereby is amended to add, amend or delete the following:

### **5.2 Planned Unit Development (PUD):**

A PUD is ~~a tract or parcel of land, one or more contiguous tracts of land in single or unified ownership, the use and development of which is approved and authorized by City Council ordinance, containing two or more principal buildings or which is more than two acres in size, and which is developed as a unit under single ownership or unified control. Any condominium project or any townhome or townhouse project, whether proposed in one or more buildings, or any residential subdivision, shall be a PUD. A PUD~~ may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site and to achieve a unified overall development. A PUD may not be required to completely conform to all of the regulations of the zoning district in which it is located. For the purposes of this Code, any multi-family project having more than eight (8) units, whether proposed in one or more buildings, or any residential subdivision, shall be considered a PUD.

SECTION 3: That Subsection C of Section 5.5., Relationship of PUD to Zoning Map and this Ordinance, of Chapter 5, Planned Unit Developments, of the Woodstock Unified Development Ordinance shall be and hereby is amended to add, amend or delete the following:

- C. As part of the PUD approval process, ~~variances and waivers of exceptions from the~~ requirements otherwise set forth in this Ordinance may be granted without proceeding through a separate variation or waiver process.

SECTION 4: That Chapter 6A, General Requirements for Subdivisions, Planned Unit Developments and Plats, of the Woodstock Unified Development Ordinance shall be and hereby is amended in accordance with Exhibit A.

SECTION 5: That Chapter 6B, General Review Procedures, of the Woodstock Unified Development Ordinance shall be and hereby is amended in accordance with Exhibit B.

SECTION 6: That Chapter 6C, Subdivisions and Planned Unit Developments: Final Plat and Final Engineering Plan Content and Approval Processes, of the Woodstock Unified Development Ordinance shall be and hereby is amended in accordance with Exhibit C.

SECTION 7: 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 8: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9: 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

**Chapter 6A**

**GENERAL REQUIREMENTS FOR SUBDIVISIONS,  
PLANNED UNIT DEVELOPMENTS AND PLATS**

- 6A.1 General Requirements
- 6A.2 Improvement Guarantees (move to Section 6A.8)
- 6A.3 Pre-Construction Meeting (move to Section 6A.9)
- 6A.4 Site Debris (move to Section 6A.11)
- 6A.5 Monument Standards (move to Section 6A.7)
- 6A.6 Site Grading and Excavation (move to Section 6A.10)
- 6A.7 Off-site Improvements (move to Section 6A.5)
- 6A.8 Easements (move to Section 6A.6)
- 6A.9 General Subdivision Procedures (move to Section 6A.2)
- ~~6A.10 Vacations (move to new Chapter 6D)~~
- ~~6A.11 Variations-Exceptions from District Regulations (move to Section 6A.4)~~
- 6A.12 Waivers of Submittal Requirements (move to Section 6A.3)
- 6A.13 Appeals of Subdivision and PUD Decisions
- 6A.14 Recording a Final Plat
- 6A.15 Final Plat Changes

6A.1 General Requirements

6A.1.1 Authority

The regulations set forth herein are adopted pursuant to the authority delegated to municipalities in Chapter 765, Act 205 entitled “Plat Act”, of the 2004 Illinois Compiled Statutes, as revised and pursuant to the City’s home rule authority. Specifically excepted from the provisions of this Chapter are those instances enumerated in said Plat Act where its provisions do not apply and where no subdivision plat is required, including:

- A. The division or subdivision of land into parcels or tracts of five (5) acres or more in size which does not require any new streets or easements for access.
- B. The division of lots or blocks of less than one (1) acre in any recorded subdivision which does not involve any new streets or easements of access.
- C. The sale or exchange of parcels of land between owners of adjoining and contiguous land.
- D. The conveyance of parcels of land or interests therein for use as a right of way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easements of access.

- E. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.
- F. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
- G. The conveyance of land made to correct descriptions in prior conveyances.
- H. The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959 and not involving any new streets or easements of access.
- I. The sale of a single lot of less than 5 acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land.

**6A.1.2 Jurisdiction and Applicability**

- A. The layout, design, and engineering of all subdivision/PUD improvements shall comply with the provisions of these regulations and other applicable county, state, and federal requirements, except as may be varied or waived in accordance with the provisions of this Ordinance. No person may subdivide land except in accordance with this Ordinance and with applicable laws of the State of Illinois.
- B. Pursuant to the authority granted under the provisions of the Illinois Municipal Code (65 ILCS 5/11.12-4 through 5/11.12-12) the regulations set forth herein shall apply to any division of land within the City of Woodstock and to any division of land within one and one-half miles of the incorporated limits of the City of Woodstock. No land within the territorial jurisdiction of the City shall be subdivided or re-subdivided, and no subdivision heretofore platted shall be vacated unless approved by the City Council in accordance with procedures set forth herein. Exceptions to this provision may be approved by the City Council or authorized through the adoption of an intergovernmental agreement.
- C. Except has provided for in Chapter 5 (Planned Unit Developments) of this Ordinance or elsewhere in this Ordinance, the regulations and procedures set forth herein shall apply to PUD projects and the subdividing of land within the City.

**Commentary:**

*A petition for approval of a Planned Unit Development, as discussed in Chapter 5 of this Ordinance, is processed in accordance with the same submittal and content requirements of a subdivision. All planned unit developments, unless otherwise provided for, must comply with the requirements of Chapters 6A, 6B, and 6C. The subdivision/PUD regulations set forth in this Ordinance provide for the flexible review of development proposals and the ability to obtain relief from the specific requirements of the zoning and platting requirements, where such relief would result in a better project or increased benefit for the City.*

- D. No building permit for a structure shall be issued for any parcel or lot created by subdivision after the effective date of this Ordinance, unless said parcel or lot is in conformity with the provisions of this Ordinance. No construction of any public or private improvements required by this Ordinance shall take place or commence except in conformity with these regulations.
- E. Land divisions specifically exempted by the Plat Act are also exempt from this Chapter except where a new parcel is created entirely or partially from the division of one or more existing lots or parcels. In this instance, a plat of survey shall be prepared and signed by a registered Illinois Land Surveyor and shall be submitted to the Community Development Director who shall review it to determine conformance with the City's zoning regulations. Such a plat shall not be recorded until approved by the Community Development Director.

### **6A.1.3 Major and Minor Subdivisions**

- A. A major subdivision/ PUD shall be processed in accordance with Chapter 6B and Chapter 6C of this Ordinance.
- B. A minor subdivision/PUD shall be processed in accordance with Chapter 6C of this Ordinance.

## **6A.2 Improvement Guarantees**

### **6A.2.1 General Standards**

Improvement and payment guarantees are required to ensure the safe, timely, and proper installation and maintenance of required public and site improvements in the City. The type and duration of the guarantee is structured to achieve this goal without adding unnecessary costs for either the developer or the City. Prior to the recording of a final plat, a plat of resubdivision, the start of improvement construction, and the issuance of building permits, the developer shall post a letter of credit, bond, or cash escrow ("Performance Guarantee") with the City to guarantee the construction of all required public and site improvements. The term "letter of credit" when used in this Ordinance may be used interchangeably with the term "bond" only to the extent required by 30 ILCS550/3.

### **6A.2.2 Cash Escrow Requirements**

- A. **Establishing Account.** An escrow account in the amount required shall be established with a financial institution located in the State of Illinois (*hereinafter referred to as the escrowee*) which is acceptable to the City Attorney. The account shall be administered by the escrowee in accordance with the provisions of an escrow agreement negotiated by the City and the owner or developer and approved by the City Attorney. Such agreement shall contain provisions for specific application of such funds, partial contract payouts, contract retention percentages until completion, the prorated reduction of deposit excess, final escrow settlement, and other pertinent administrative matters as may be required.
- B. **Fund Disbursement.** The escrowee shall disburse funds from time to time for the purposes provided upon presentation of and in accordance with a reduction request issued by the owner's engineer and approved by the City Engineer. Such disbursements shall not be subject to approval or disapproval by the owner or escrowee or their agents other than said owner's

engineer. Each reduction request shall be accompanied by all appropriate sworn statements, affidavits and supporting waivers of lien in full compliance with the Illinois Mechanics Lien Act.

### **6A.2.3 Letter of Credit and Bond Requirements**

- A. **Form of Letters of Credit.** Any Letter of Credit and any Maintenance Guarantee Letter of Credit provided under this Chapter 6A shall be in a form satisfactory to the City Attorney, and shall be from a bank acceptable to the City having capital resources of at least \$50,000,000, with an office in the Chicago Metropolitan Area and insured by the Federal Deposit Insurance Corporation. Each letter of credit shall, at a minimum, provide that (1) it shall expire no earlier than the later of one year following the date of its issuance (unless a longer period is required by the City) and 45 days after delivery to both the City Manager and City Attorney of written notice that such letter of credit will expire; (2) it may be drawn on by the City based upon the City Engineer's certification that the developer has failed to fulfill any of the obligations for which the letter of credit is security; (3) it shall not require the consent of the developer prior to any draw on it by the City; (4) it shall not be cancelled without the prior written consent of the City; and (5) if at any time it will expire within 45 or any lesser number of days, and if it has not been renewed, and if any obligation of the developer for which it is security remains uncompleted or unsatisfactory, then the City, without notice and without being required to take any further action of any nature whatsoever, may call and draw down the letter of credit and thereafter either hold all proceeds as security for the satisfactory completion of all such obligations or employ the proceeds to complete all such obligations and reimburse the City for any and all costs and expenses, including legal fees and administrative costs, incurred by the City, as the City shall determine.
- B. **Performance Bonds.** If a performance bond is used as the Performance Guarantee, the form attached as Appendix B shall be used. Any modifications to or deviation from this form are subject to review and approval by both the City Attorney and City Manager.

### **6A.2.4 Performance Guarantee Reductions**

Reductions in the amount of the Performance Guarantee may be initiated by the developer or the City. If initiated by the developer, the reduction request shall be in written form and shall include copies of plans, cost estimates, test reports, certifications, construction schedules and/or other documentation as required by the City Engineer to justify the request. Upon receipt of a request to reduce the amount of the Performance Guarantee, the City Engineer shall inspect the improvements guaranteed under the Performance Guarantee. If the inspection is successful, the City Engineer may approve the partial or full release of funds or the return of a Letter of Credit in writing. If the inspection is unsuccessful, the developer shall be responsible for correcting all deficiencies and/or addressing all items needing corrective action as determined by the City Engineer.

### **6A.2.5 Insufficient Fund Balance or Inadequate Performance Guarantee**

If, at any time before the construction of all required improvements is completed or before the Maintenance Guarantee period has lapsed either:

- A. the Performance Guarantee is not sufficient, in the sole judgment of the City Engineer, to cover:

- 1) the cost of construction of required public and site improvements and all unpaid or reasonably anticipated City engineering and inspection costs; or
  - 2) the unpaid costs of correcting any and all defects and deficiencies in those required public and site improvements and all unpaid or reasonably anticipated City engineering and inspection costs; or
- B. by reason of any order, decree or writ of any court, or for any other reason, the undisbursed fund balance or bond amount is withheld, diminished or otherwise unavailable for the purposes provided herein, or the City determines that the bank issuing either the Performance and Payment Letter of Credit or the Maintenance Guarantee Letter of Credit is without capital resources of at least \$50,000,000, is unable to meet any federal or state requirement for reserves, is insolvent, is in danger of becoming any of the foregoing, or is otherwise in danger of being unable or unwilling to honor such letter of credit at any time during its term, or if the City otherwise reasonably deems itself to be insecure,

then within 10 days following a demand by the City, the developer shall increase the balance to such amount as required by the City for such purposes or shall provide such guarantee of performance as may be required by the City including, if necessary in the City's opinion, a replacement letter of credit from a bank satisfactory to the City. Failure to so increase the Performance Guarantee shall be grounds for the City to draw down or call upon the entire remaining Performance Guarantee.

#### **6A.2.6 Guarantee Amount**

The amount of the Performance Guarantee shall be sufficient to cover all construction costs and the applicant's engineering and inspection costs.

- A. Such Performance Guarantee shall be in the following minimum amounts unless the applicant can show that certain of the costs have already been paid:
- 1) Construction Cost: One hundred ten (110) percent of the estimated construction cost prepared by the applicant's engineer and as approved by the City Engineer, plus
  - 2) City Engineering and Inspection Costs: To be paid for separately by the developer and or owner prior to beginning any work. The fee shall be equivalent to seven (7) percent of the construction cost estimate prepared by the applicant's engineer and approved by the City Engineer. The City Engineer may, upon good cause and at his/her discretion, require a fee of less than seven (7) percent.

#### **6A.2.7 Time Limits**

All Performance Guarantees shall provide that if required improvements are not installed within two (2) years of the date of recording of a final plat, the City Engineer may deem the developer in default and proceed in accordance with the provisions outlined under the following section entitled "Default". In the event the City Engineer determines that the developer has failed to install proposed improvements in accordance with the approved plans and specifications or has failed to comply with the terms of the aforesaid guarantees, the City Engineer may advise the applicant of failure in writing and give thirty (30) days to cure such default (unless a lesser period is authorized elsewhere in this UDO). If the developer fails to cure said default, the City may at its option, declare applicant in default and, upon

written notification to escrowee and/or financial institution or bond company of such declaration of default, all funds on deposit or guaranteed pursuant to the Performance Guarantee shall be disbursed to the City.

#### **6A.2.8 Maintenance Guarantee**

The developer shall guarantee all public improvements against defects in materials and workmanship for a period of eighteen (18) months from the date of acceptance of public improvements or approval of private improvements which, during said eighteen (18) month period may become damaged or deficient due to defective materials or workmanship or otherwise. No maintenance period shall end between the first day of November and the first day of April. Final inspections prior to the release of maintenance guarantee funds will be conducted between the first day of April and the first day of October. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.2.9 Conditions of Maintenance Guarantee**

The developer shall establish a cash escrow account or provide a letter of credit in an amount equal to ten (10) percent of the final construction costs of public improvements. The purpose of such cash escrow account or letter of credit is to guarantee the availability of funds to replace defective materials within the limits of the improvements. Said escrow account or letter of credit shall remain in force for an eighteen (18) month maintenance period and shall be available for use by the City to implement repairs deemed necessary for public safety and which the applicant has neglected to repair within forty-eight (48) hours of notification. Disbursements from the cash escrow account or pursuant to the letter of credit shall be made solely upon the direction of the City and shall not be subject to approval or disapproval by the applicant or escrowee or the financial institution issuing the letter of credit or their agents.

#### **6A.2.10 Return of Funds**

Within forty-five (45) days following the eighteen (18) month maintenance period and upon acceptance of said improvements and upon receipt of a written request, the City will return remaining funds to the financial institution which supplied the escrow funds or return the letter of credit. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.3 Pre-Construction Meeting**

- A. Prior to starting the installation of required subdivision/PUD improvements a pre-construction meeting shall be held with the City Engineer to inform the developer of the City's ordinances, regulations, policies, and requirements pertaining to such construction. The pre-construction meeting should be attended by the developer's engineer, site contractor, and site inspector.
- B. Items discussed during the pre-construction meeting shall include the following: permitted hours of construction, siltation fencing and erosion control, required improvement inspections and reports, maintenance of public improvements, site access, tree protection and preservation, off-site deposition of dirt and debris, the placement of dirt, debris, and/or construction material on public right-of-way, construction vehicle and equipment access routes, materials to be used, and emergency contacts. The cost of conducting required inspections for any public improvements, whether said inspections are conducted by City personnel or by the developer's site inspector, shall be the responsibility of the developer.

- C. Building permits for new construction shall not be issued until required public improvements are installed and serve the building site. Such public improvements shall include sanitary sewer, storm sewer, potable water, stormwater detention and management, and a paved street surface, i.e., binder course. Permission may be granted by the Community Development Director to begin installation of building footings, foundations, and underground plumbing and sewer improvements, and similar building features prior to the installation of said public improvements and in order to avoid restrictions which may occur due to inclement or seasonal weather conditions. Such activity, however, is done entirely at the owner's risk.

#### **6A.4 Site Debris**

The developer shall be responsible for containing and securing on the site, and for removing from the site, undergrowth, debris, rubbish, trash, excess dirt, or any other unsightly materials upon the development site, including that, which is generated by construction and development activity. Such materials shall not be burned on the site. Treatment and disposal of sanitary and industrial wastes shall be in conformity with the published standards of the State of Illinois. (Ordinance Number 09-O-64, adopted October 20, 2009).

#### **6A.5 Monument Standards**

Each new subdivision and PUD shall be provided with monuments located on the subject site and described on the final plat.

- A. Reference must be made upon the plat to known and permanent monuments from which future surveys may be made.
- B. The surveyor must, at the time of making his survey, set in such manner that they will not be moved by frost, monuments marking the external boundaries of the tract to be divided or subdivided and must designate upon the plat the point where they may be found. These monuments shall be placed at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line, and at all angle points along a meander line, the points to be not less than 20 feet back from the normal water elevation of a lake or from the bank of a stream; except that when such corners or points fall within a street, or proposed future street, the monuments must be placed in the right-of-way line of the street. Two of the monuments must be of stone or reinforced concrete and must be set at opposite extremities of the property being platted. One such monument shall be marked with a U.S.G.S. elevation established by the surveyor and its location and elevation shown on the plat.
- C. All internal boundaries, corners and points must be monumented in the field. These monuments must be placed at all block corners, at each end of all curves, at the points where a curve changes its radius, and at all angle points in any line. All lots must be monumented in the field with 2 or more monuments.
- D. The aforesaid monument standards may be altered by the City Engineer based on factors unique to a development site or if alternative monument standards are determined to be acceptable by the City Engineer.

#### **6A.6 Site Grading and Excavating**

No grading, excavating, or filling of a subdivision/PUD site shall commence until applicable improvement guarantees have been provided and a pre-construction meeting held. Plans for grading, excavating, and filling shall be prepared and constructed in accordance with the specifications of the City.

The mass grading of development sites is limited to between 20 and 40 acres at any one time. Large developments shall stabilize areas of up to 40 acres that are graded before proceeding with subsequent grading activity. Areas of the site that have been rough-graded, but will not be subject to immediate building and development activity shall be seeded to lessen wind, soil, and water erosion.

Buffers installed to protect natural resources and amenities, or buffers which are located in close proximity to or abut such natural resources and amenities, shall be planted and stabilized prior to the start of grading activity.

#### **6A.7 Off-Site Improvements**

The Plan Commission may recommend and the City Council may require the installation of off-site improvements. Such improvements may include, but are not limited to streets, sidewalks, and public utilities. The need for such improvements shall be specifically attributable to the proposed subdivision/PUD unless the development site is the subject of a proposed annexation agreement, in which case the terms of such agreement shall apply and have precedence.

#### **6A.8 Easements**

- A. Easements shall be provided for all utilities, floodplains, drainage ways, detention and/or retention facilities, similar features, and when necessary, for ingress and egress.
- B. Easements shall include a provision prohibiting the placement of above ground utilities.
- C. Easements shall include a provision prohibiting the placement of trees, shrubs, bushes, fences, sheds, or other similar features and encroachments, without the approval of the City Engineer.
- D. Easements for public utilities shall have a minimum total width of at least twenty (20) feet unless a lesser width is approved by public utility companies using the easement and/or the City.
- E. Language describing an easement shall be approved by the Community Development Director or City Engineer, and be prepared in a form suitable for recording with the McHenry County Recorder.

## 6A.9 General Subdivision and PUD Procedures

### 6A.9.1 Purpose

~~The purpose of this Section is to set forth the process for obtaining subdivision/PUD approval and to provide a description of required documents and materials which must be submitted in order for the City to review and verify compliance with the standards and specifications set forth herein and elsewhere in this Ordinance.~~

### 6A.9.2 Application

Application for subdivision/PUD approval shall be made on forms provided by the City and shall be accompanied by required documents and materials, as well as required filing fees and development review fees. Detailed material and other information, including public hearing requirements, specified by this Chapter shall be required for the various meetings and at such times as prescribed by the Community Development Director. Each step shall be reviewed and certified by the Community Development Director as being in accordance with the requirements of this Chapter. Specific procedures and content requirements for subdivision/PUD approval are set forth in Chapters 6B and 6C. Additional standards for PUD projects are set forth in Chapter 5 of this Ordinance.

As noted in Section 1.9 of this Ordinance, when an application pertaining to land depicted as “resource conservation” or “resource conservation corridor” in the City’s comprehensive planning documents, or for land that is characterized by sensitive natural resources, is submitted for subdivision/PUD approval, compliance with the conservation design standards and requirements set forth in Chapter 8 of this Ordinance is required unless waived by the Plan Commission.

### 6A.9.3 2 Owner/Applicant

An application for subdivision or PUD approval may be filed by the owner of the subject property or by the owner’s authorized representative. A contract purchaser of the subject property may be designated as the owner’s authorized representative.

### ~~6A.10 Vacations~~

~~This section establishes required approval procedures for vacating plats, streets, alleys, easements, public places, or parts thereof.~~

#### **Commentary:**

*To implement the goal of protecting sensitive natural resources, these regulations encourage subdivision/planned unit development design that preserves natural resources and other significant environmental features. The following step-by-step “conservation design” process provides guidance in designing developments which acknowledge the importance of ecologically sensitive resources and the need to maintain and protect environmental amenities and features of a site.*

*The foremost factor to consider when developing property is the land. The first step is to identify all natural resources (floodplain, wetlands, lakes, ponds, channels and other water bodies, steep slopes, mature and young woodlands and significant trees, meadows and prairies, and soil types) that are*

*present on the site. Significant vistas and scenic areas that are present on the property and worthy of preservation should also be identified.*

*This step will provide an indication of areas that are free of sensitive natural resources and other significant features where building and development activity should occur on a property. The McHenry County Soil and Water Conservation Service maintains information that may be used initially to identify the natural resources and conservation areas at the pre-application stage of the subdivision approval process.*

*The second step is locating building sites. Once natural and conservation areas are identified, building sites should be located to take advantage of open space and scenic views. Smaller lot areas and smaller lot widths which maximize the number of lots facing natural and conservation areas should be considered in order to provide more efficient use of the usable land.*

*After open space and conservation lands have been identified and building locations established, the third step is to design the street and circulation network to provide access to building sites and to allow movement throughout the subdivision. The street layout should avoid sensitive natural resources such as wetlands, woodlands, significant tree stands, and wildlife habitats, and should be designed to take advantage of open space vistas. Interconnection of internal streets and street connections to adjoining lands should be provided to create opportunities for future connectivity.*

*The fourth step, after conservation areas are identified, building sites established, and streets located, is to establish lot lines. A mix of building styles and uses will allow for flexible lot sizes and design, and enable a subdivision to take maximum advantage of conservation subdivision concepts*

*The fifth and final step in this process is to determine how each building site can be served by essential public utilities. This may require innovation on the part of the engineering professional in order to provide utility service while protecting natural resources and amenities.*

*Additional information regarding the protection and preservation of natural resources can be found in Chapter 8 (Conservation Design Standards and Regulations) and Exhibit I (Conservation Subdivision Design).*

#### **~~6A.10.1 Authority to Initiate~~**

~~The following groups and individuals shall have standing to file an application for vacation:~~

- ~~A. The owner of the property that is the subject of the vacation request;~~
- ~~B. The City Council;~~
- ~~C. Property owners adjoining public street right of way that is the subject of the vacation request. The owners of property on both sides of the right of way to be vacated are required to jointly file for the vacation of said right of way; and~~
- ~~D. A bona fide association of property owners provided the association is properly registered with the State, is organized to receive, hold, and convey real property, and undertakes to develop the property for the use and benefit of the association in a manner that is compatible with the existing adjoining land uses.~~

#### ~~6A.10.2 Applications for Vacation Approval~~

~~Applications for vacation approval shall be submitted to the City Engineer with required documentation. Applications for approval of a vacation may be filed and processed concurrently with other development applications.~~

#### ~~6A.10.3 Requirements~~

~~A vacation application shall include but not be limited to the following items:~~

~~A. Name and address of applicants.~~

~~B. Name and address of owners of record of the property subject to the vacation request.~~

~~C. Name and address of all owners of record of land adjoining the property subject to the vacation request.~~

~~D. Legal description of property being vacated and plat of vacation showing how vacated land will be distributed to adjacent land owners.~~

#### ~~6A.10.4 Distribution of Application~~

~~Upon receipt of a complete application for vacation the City Engineer shall obtain relevant input from affected reviewing individuals and agencies. If necessary, copies of the application shall be distributed to said individuals and agencies.~~

#### ~~6A.10.5 City Council Review and Action~~

~~When public street right of way or public property is to be vacated, the City Council shall conduct a required public hearing on the proposed vacation. The City Council may require that the owner or owners of property abutting a platted area, street, alley, easement, public place, or part thereof proposed for vacation provide compensation in an amount which in the judgment of the City Council is equal to the benefits accrued to said owner or owners by reason of such vacation. An ordinance providing for such vacation may be approved or approved with conditions by the affirmative vote of the City Council.~~

#### ~~6A.10.6 Recording~~

~~All approved ordinances providing for the vacation of all or part of said street, alley, or public place, or part thereof shall be recorded with the McHenry County Recorder.~~

#### ~~6A.11 Variations Exceptions from District Regulations~~

~~Where the City Council finds that there are hardships or practical difficulties that may result from strict compliance with the subdivision and PUD regulations of the City, or where as a practical matter said regulations are not applicable or necessary, or where better site design and development amenities will result, it may approve or approve with specific conditions, requested subdivision variations or exceptions to the requirements of these regulations. Such variations or exceptions shall not, however, have the effect of nullifying the intent and purpose of these regulations. A petition for such a variation~~

~~or exception shall be presented to the Plan Commission for a recommendation prior to the petition being presented to and acted upon by the City Council. Such a petition may be reviewed by the Plan Commission at the same time a preliminary plat or final plat is presented for review. A separate public hearing on such a variation is not required.~~

A PUD is subject to the underlying district regulations unless exceptions are granted as part of the PUD approval process. Exceptions may be granted where, as a practical matter, said regulations are not applicable or necessary or where a higher level of site design and development amenity are proposed.

#### **6A.12 Waivers of Submittal Requirements**

In the event the Plan Commission determines that any of the items or materials required as part of an application are not necessary or applicable, the Commission may waive the requirement if the waiver is consistent with the purpose of these regulations and not required by State statutes. Such a waiver shall be reviewed at the same time a pre-application review submittal or preliminary plat is presented to the Plan Commission. A separate public hearing on such petition is not required. An appeal of the Plan Commission's determination regarding waivers of submittal requirements may be presented to the City Council by the developer and must be submitted for City Council consideration within no more than thirty (30) days of the Plan Commission's action.

#### **6A.13 Appeals of Subdivision and PUD Decisions**

Developers aggrieved by decisions or determinations of the Community Development Director or City Engineer regarding the subdivision of land or a PUD, and the improvements required therein, may appeal such decisions or determinations to the City Manager. A request for an appeal must be made in writing within twenty-one (21) days of the decision or determination. The City Manager may act to uphold or overturn the action of the Community Development Director or City Engineer. If aggrieved by the City Manager's decision regarding such appeal, the developer may appeal to the City Council.

#### **6A.14 Recording a Final Plat**

Approval of a final plat shall be effective upon its recording with the McHenry County Recorder. Such recording shall occur no more than twelve (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 Community Development Director. Any additional extensions may only be granted by the City Council.

#### **6A.15 Final Plat Changes**

A subdivision or PUD shall be developed according to the approved and recorded final plat and all supporting data. The recorded final plat and supporting data, together with any and all recorded amendments, shall be binding on the applicants, their successors, grantees and assigns, and shall limit and control the use of the development site as set forth herein. Changes to the recorded final plat may be made as provided for herein.

### **6A.15.1 Major Changes**

Major changes are changes which alter the concept or intent of an approved subdivision or PUD including, but not limited to, increases in density and/or the number of lots, and changes in road standards or location. A major change shall include the following:

- An increase in the number of dwelling units by more than 5 percent.
- An increase in the floor area devoted to non-residential uses by more than 5 percent.
- An increase in the impervious surface devoted to nonresidential uses by more than 10 percent.
- An increase in impervious surfaces by more than 10,000 square feet.
- A decrease in the amount of dedicated open space by more than 5 percent.

Such changes may only be approved by the submission of an amended final plat and by following applicable final plat procedures. All major changes to the final plat shall be recorded with the McHenry County Recorder as amendments to the final plat or as a new and corrected final plat. The Community Development Director shall determine what constitutes a “major change”. Major changes may require revisions to final engineering plans.

### **6A.15.2 Minor Changes**

Minor changes are any changes that do not comprise a “major change.” Minor changes may include such activities as adding accessory structures or additions to principal structures or adjusting the location of principal structures in order to accommodate required site improvements, provided they do not meet the threshold for classification as a “major modification.” The Community Development Director, after consultation with the City Engineer regarding relevant site engineering issues and with the City Planner regarding applicable site appearance issues, may from time to time, approve minor changes within the project. The Community Development Director may approve minor changes in the final plat which do not change the concept or intent of the development or that are in conflict with the provisions and intent of this Ordinance.

**EXHIBIT B**

**Chapter 6B**

**SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS:  
PRE-APPLICATION AND PRELIMINARY  
PLAT APPROVAL PROCESSES**

- 6B.1**            **Subdivision/PUD Pre-Application Process**
- 6B.2**            **Subdivision/PUD Preliminary Plat Process**

**6B.1**            **Subdivision/PUD Pre-Application Process**

**6B.1.1**        **Purpose**

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 and City Council to learn what the developer is proposing and to provide relevant comments early on in the development process.

Unless otherwise waived by the ~~The Community Development Building and Zoning~~ Director ~~or the developer may request that~~ pre-application review material shall be presented to the Plan Commission for purposes of informal discussion and input. Such discussion shall occur at a regularly scheduled Plan Commission meeting. Except as provided for in this Ordinance, comments made by the City Administration or Plan Commission during a pre-application review discussion are advisory only and not binding on either the applicant, the City administration, the Plan Commission, or the City Council.

**6B.1.2**        **Pre-Application Procedure & Content**

- A. Sketch Plan Conference. Before filing an application for plat/PUD approval, the developer shall meet with the ~~Community Development Building and Zoning~~ Director and other relevant City personnel. The purpose of the conference is to allow the developer to present a general concept of their proposed development prior to the preparation of detailed plans. The City shall advise the developer of the zoning requirements and city plans which might affect the proposed development as well as the procedural steps for approval. In preparation for this meeting the applicant shall submit a sketch plan containing the name of the development, the name/address of both the property owner and the developer, north arrow, a scale of not less than one inch to one hundred feet, present zoning and zoning on abutting land, date of preparation, number and size of proposed lots, and the acreage of the site shall also be provided.

The Building and Zoning Director shall forward the pre-application review material to the Woodstock Fire/Rescue District for review and input regarding fire safety and emergency access. If the proposed subdivision/PUD contains a residential component, the pre-application review material shall be forwarded to (1) ~~the~~ Parks and Recreation Commission Staff for review and recommendations regarding the need for and location of public park amenities, and to (2) Woodstock Community Unit School District 200 for review and input regarding impact on school capacity and access.

B. Pre-Application Review by Plan Commission. After a sketch plan conference is held, the developer shall present pre-application review materials to the Plan Commission for informal discussion. Such discussion shall occur at any regularly scheduled or special Plan Commission, but no public notification requirements shall be required. The applicant's submittal shall include information regarding site conditions and land characteristics, including but not limited to the following materials:

- ~~▪ a plat of survey and legal description of the subject site.~~
- Written "letter of intent" from the developer establishing their intentions as to development of the land and background information on past development experience.
- a location map of the subject site, including ownership information and acreage.
- existing and proposed zoning, and a description of proposed land uses.
- density, street and lot arrangement, tentative lot sizes proposed lot lines and dimensions, building and structure locations, and the location of existing streets and lots abutting the site, and the number of occupancy units. The sketch plan shall also depict proposed streets, and surrounding land uses.
- major development features, and the general location of natural and environmental resources, including woodlands, wetlands, floodplain, and soil conditions.
- tentative proposals regarding water supply, sewage disposal, surface drainage and street improvements, as appropriate.

C. Pre-Application Review by City Council. Pre-application review by the City Council may be required or desired to provide greater exposure and input in the early planning stages. Either the Director of Building and Zoning or applicant can request a pre-application meeting with the City Council.

~~The sketch plan~~ Pre-application plans shall be prepared on 24 inch by 36 inch sheets, and accompanying descriptive materials may be on 8-1/2 inch by 11 inch sheets. The sketch plan is not intended to be completed as a precisely engineered plan but must contain sufficient detail to permit a technical and planning review.

~~6B.1.3~~ ~~Pre-application Referrals~~ (existing language moved to 6B.1.2.A)

## **6B.2 Subdivision/PUD Preliminary Plat Process**

### **6B.2.1 Purpose**

~~The purpose of a preliminary plat is to allow the City to evaluate a proposed development and its impact on the surrounding area and community, to comment on its design, and to provide direction as to how to the developer should proceed.~~ The preliminary plat indicates the layout and design of a subdivision/PUD, and includes information pertaining to proposed streets, lot lines, physical characteristics, environmental features, and preliminary site engineering improvements. An approved preliminary plat gives the developer a commitment from the City that the development design is acceptable and that preparation of required final engineering plans and final plat documents may begin.

### **6B.2.2 Public Hearing Requirement**

Because the subdivision/PUD submittal may include a request for ~~variations, waivers, or~~ exceptions from the requirements of this code, or because required zoning specifications may be amended as part

of the subdivision/PUD approval process, the Plan Commission shall conduct a public hearing on all preliminary plat submittals. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the provisions of this Ordinance. Owners of all property within 250 feet of the subject property shall be notified. The petitioner shall mail notice by First Class US Mail to either (1) the owner(s), as recorded in the office of the McHenry County Recorder of Deeds; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer. The date for the public hearing shall be established by the Building and Zoning Director.

### **6B.2.3 Preliminary Plat/PUD Procedure**

- A. Written application for preliminary plat/PUD review shall be made in a manner prescribed by the City. The application shall be accompanied by required fees, supporting data, plans, and other required information to indicate the extent and nature of the subdivision.
- B. The preliminary plat/PUD application and supporting data shall be reviewed by the Building and Zoning Director to determine its compliance with submittal requirements. Once the application and the supporting data are deemed complete, copies of it shall be submitted to the Plan Commission for a recommendation.
- C. The Plan Commission shall review the preliminary plat/PUD to determine that the purpose and intent of these regulations are carried out. After conducting a required public hearing on the preliminary plat/PUD, 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. Such a recommendation shall be made within thirty (30) days following the date on which the required public hearing is concluded and closed. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension.
- D. If the Plan Commission recommends disapproval of a preliminary plat/PUD or does not render a recommendation, the Building and Zoning Director shall provide the applicant with written notification indicating the effect of the Commission's recommendation, the reasons for the Commission's action, and direction for continuing the preliminary plat approval process.
- E. The Plan Commission's action shall be 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.
- F. After receiving a required recommendation from the Plan Commission, the City Council shall approve, approve with conditions and/or modifications, or disapprove the preliminary plat/PUD, or may refer it back to the Plan Commission for additional consideration. The City Council's action shall occur within thirty (30) days following the date on which the preliminary plat/PUD submittal is presented to the City for consideration and placed on a City Council meeting agenda. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. When a preliminary plat/PUD is referred back to the Plan Commission for additional consideration, no additional neighbor, newspaper or posted notices shall be required, provided that said referral is to a date certain.

- G. Approval of a preliminary plat/PUD by the City Council is valid for a time period of 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 Building and Zoning Director. 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.
- H. Approval of a preliminary plat/PUD constitutes acceptance of the overall planning and design concepts and, except as provided for herein, is a prerequisite for the filing of a final plat. Approval of a preliminary plat/PUD does not constitute approval of the final plat. Rather, it shall be deemed an expression of preliminary approval of the layout depicted on the preliminary plat/PUD and a guide to the preparation of final plat documents. Such approval allows the applicant to proceed with the preparation of final engineering plans and final plat documents.

#### 6B.2.4 Preliminary Plat/PUD Content

The preliminary plat/PUD submittal shall include the following material, except as may be waived by the Plan Commission or City Council as part of the pre-application meeting(s), or if pertaining to preliminary engineering plan requirements, as may be waived by the City Engineer. This material shall be submitted with the application for review by the City prior to being submitted for distribution to the Plan Commission.

- A. **Application.** The developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department, and shall include:
- 1) Name, address and telephone number of the owner. If property ownership is in trust, the name and address of each person or entity owning an interest in the property and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation, LLC or partnership need be identified by name, address and extent of interest.
  - 2) Name, address and telephone number of the applicant, if different from the owner, including the name and address of each person or entity owning an interest in the applicant and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation, LLC or partnership need be identified by name, address and extent of interest. For purposes of this subsection, the term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application. The application shall include the signature of the owner(s).
  - 3) An affidavit in which the applicant: a) lists the names and addresses of the record owners of each parcel of property located within two-hundred and fifty feet (250') of the subject property, excluding public streets and rights-of-way; and b) states under oath that the list is true and correct to the best of the applicant's knowledge and belief.
  - 4) A plat of survey and legal description for the entire tract in which the planned unit development is sought and a legal description of each zoning district as part of the planned unit development.
- B. **Preliminary Plat Required Submittals.** The submittal materials required by this section shall be numbered consecutively and bound into a package that contains the (1) Preliminary

Plat/Preliminary PUD, (2) Existing Conditions and Natural Resources Map/Report, (3) Preliminary Engineering Plan and (4) Planning Report. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the sheet number, the name of the developer, the name and address of the preparer, and the date on which it was prepared. The planning report may be presented on 8.5 inch by 11 inch paper. ~~The preliminary plat/PUD submittals shall contain the following information:~~

**1. Preliminary Plat/PUD.** The preliminary plat/PUD shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Building and Zoning Director. The preliminary plat shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided. Linear dimensions shall be given in feet and decimals of a foot and area dimensions shall be given in acres or square feet. The preliminary plat/PUD shall contain the following information ~~which shall be presented so as to provide a realistic depiction of the proposed development:~~

a.	The name of the subdivision/PUD and the name of the developer, along with a statement of the present ownership of all land within the project. The name of the subdivision/PUD shall not duplicate any other in McHenry County except when it is an addition to an existing subdivision/PUD.
b.	Legal description of property and boundary survey prepared by a registered Illinois Land Surveyor or registered Illinois Professional Engineer. The legal description shall include relevant section and quarter-section lines, township, range, meridian, and property lines, including their bearings and distances. The boundary survey shall include angles, bearings, azimuths, dimensions, and curve data for all existing property and right-of-way lines, as well as the location of all existing recorded easements on the property. If a development is intended to occur in phases, said phases should be delineated if known.
c.	A location map showing the site in relation to the City of Woodstock.
d.	The location of the following proposed improvements shall be depicted: <ul style="list-style-type: none"> <li>▪ Lots. The layout, design, dimensions and building setback lines of all proposed lots. The design of proposed lots which results in the formation of irregularly shaped lot lines is prohibited unless such lines follow natural features such as streams, wetlands, or similar natural features. All lots shall be consecutively numbered and outlots shall be designated by letter.</li> <li>▪ Rights-of-Way. The layout and design of all proposed public and private streets and street right-of-way. Right-of-way widths and cul-de-sac radii shall be labeled and proposed street names shall appear on the plat. Street names shall not duplicate any other street in the City of Woodstock, in the underlying township, or within the 60098 zip code area except when the street is an extension of an existing street.</li> <li>▪ Open Space Areas. All proposed open space areas shall be identified by type (such as natural resource protection area, wetland buffer, private recreation, storm water management, etc.) and proposed ownership (easement, homeowners association, lot owner, etc.).</li> <li>▪ Dedications. All land intended to be used for schools, parks, recreation areas, or other similar purposes shall be depicted as “outlots” and designated with and subject to an appropriate easement.</li> </ul>
e.	A preliminary plan depicting <u>preliminary</u> landscape features and amenities intended to be installed as part of the proposed development.

**2. Existing Conditions and Natural Resources Map/Report.** This submittal is intended to provide information regarding the current features on a site, its physical and environmental features, how these features may be impacted by the development activity, and how the design of the development accommodates these features. The Existing Conditions and Natural Resources Map/Report is part of the required preliminary plat materials and shall be submitted at the same time as the preliminary plat. It is not required for a minor subdivision/PUD or where a proposed subdivision/PUD consists of the division of land previously subdivided or developed. The Existing Conditions and Natural Resources Map/Report shall be prepared at a scale of 1 inch equals 50 feet or, if because of the area of the subdivision/PUD, one inch equals 100 feet. A graphic scale and north arrow shall be provided.

a.	The existing lots, parcels, road rights-of-way and easements, including street names, on the subject site and all adjoining lands.
b.	The location of all existing constructed features including but not limited to streets, driveways, farm roads, buildings, foundations, walls, drain tiles, drainage routes, and trails.
c.	Existing zoning on the site and on adjoining lands, and names and locations of adjoining subdivisions. If a zoning change is being requested, proposed zoning must also be indicated.
d.	Topographic elevations with one foot contours, including ridge lines, referenced to United States Geological Survey (USGS) datum benchmarks (USGS mean sea level), with spot elevations along all drainage channels or swales. Ridgelines shall be clearly delineated. If deemed necessary by the City Engineer, said contour lines shall extend beyond the development boundaries a distance of one-hundred feet onto adjoining land.
e.	The location and delineation of wetlands, streams, creeks, surface hydrological features, natural drainage swales, and the 100-year floodplain. If wetlands extend beyond the subdivision/PUD boundary, a separate document or map shall be provided that shows the general extent of the entire wetland.
f.	The location of significant vegetation, meadows, cultivated land, pastures, permanent grass land, wooded areas, and areas of natural plant coverage. A survey of trees by name, type, condition, and location which have a diameter at breast height (DBH) of four or more inches shall be provided. If the tree survey is provided in textual form, it shall be accompanied by a map showing the location of said trees, topography, and proposed lot and parcel lines. Where trees are part of a group or cluster that will be preserved, identification of individual trees is not required. Trees to be removed shall be identified.
g.	An analysis of soil types and conditions on the subdivision/PUD site shall be provided. Such an analysis shall be based on soil borings taken from the site and a minimum of one soil boring per developable acre at a minimum depth of eight feet. Areas not intended for development activity, characterized by natural features, or not used for building or construction activity, may be excluded from this requirement and the number of borings required may be adjusted by the City Engineer. The City Engineer may also require additional soil boring information as part of the final engineering plan submittal. Soil and subsurface conditions, as well as unique geological features, shall be identified. The depth below existing grade of the seasonal high water table and its directional flow shall be provided.
h.	<del>A Natural Resources Plan containing a detailed program for the management, maintenance, preservation, and protection of natural resources on the development site.</del>

**3. Preliminary Engineering Plan.** The location and dimensions of the following infrastructure improvements and landscape amenities shall be shown:

a.	Street and roadway information, including proposed roadways with pavement dimensions, right-of-way width, centerline stationing at 100-foot intervals, horizontal curve data, intersection radii and center line slopes indicating direction and slope.
b.	An analysis of existing and projected traffic patterns and volumes, based on the type of

	development activity being proposed and the number of dwelling or occupancy units. No subdivision/PUD shall be approved if its development will result in a lower level of service. The maximum amount of traffic that will be permitted in the City shall be the Institute of Traffic Engineers' level of service C, unless a lesser level of service is deemed acceptable by the City Engineer.
c.	Sanitary sewer system improvements, including the location of proposed sanitary sewers and associated structures, such as manholes and lift stations. The size, direction of flow and connection to off-site collection sewers shall be indicated.
d.	Water system infrastructure, including the location and size of all proposed water mains and associated structures, such as valves, vaults, and fire hydrants. The connection to off-site water distribution system mains shall be indicated.
e.	Storm water management facilities, including the location and description of proposed components of the storm water management system.
f.	Proposed parkway and lot landscaping, <del>with individual plant species identified and depicted.</del>
g.	Proposed grading improvements, including existing and proposed grading contours.

**4. Planning Report.** The information required herein may be presented on 8.5 inch by 11 inch paper and compiled into a single report which includes the following:

a.	<del>A location map depicting the subject site in relation to the City of Woodstock and major roads, along with the common address of the property and its parcel identification numbers (PIN).</del>
b.	<del>The names and addresses of the owners of record of the subject property. When the subject property is owned in trust, the names of beneficiaries, their addresses, and their percent interest in said trust shall be provided. A copy of the most current deed conveying ownership of the property to the listed owners shall be filed with the City.</del>
c.	The names, addresses, and telephone numbers of individuals and firms involved in the design and development of the subdivision/PUD, including but not limited to the developer, the developer's attorney, and the developer's engineer.
<del>d.</del>	<del>A narrative explanation of the development, including how it relates to the City's comprehensive planning documents.</del>
d.	<del>General Preliminary</del> exterior architectural plans and facade details in sufficient detail to permit an understanding of the style <del>which depict the proposed architectural design</del> of the development. These are not required if single-family detached dwellings are proposed or if lots are intended to be developed by separate builders and contractors.
e.	Narrative information regarding: <ul style="list-style-type: none"> <li>▪ The zoning of the subject property and a general description of the major features of the development. If a zoning change is contemplated, the proposed zoning should be stated.</li> <li>▪ The type of subdivision (residential, commercial, industrial, planned development, traditional neighborhood design, etc.).</li> <li>▪ The minimum lot standards required by the existing or proposed zoning, along with a sketch of a typical lot or lots for each use.</li> <li>▪ The following lot and area characteristics in tabular form: average lot area, minimum lot area and maximum lot area, area in street right-of-way, number of dwelling units for a residential subdivision, and proposed uses for a non-residential subdivision or for a mixed-use development.</li> <li>▪ A description of proposed school and park sites, if any. It should be noted if a cash contribution in lieu of land dedication is proposed.</li> <li>▪ The zoning status and land use of abutting properties.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <del>A list of any variations, waivers, or exceptions requested as part of the overall subdivision/PUD approval.</del></li> <li>▪ <u>Explanation of the character of the PUD and the reasons why it has been planned to take advantage of the flexibility of these regulations, including how it relates to the City's comprehensive planning documents.</u></li> <li>▪ A general assessment of revenue and expenditure impacts that local governing and taxing bodies are likely to experience as a result of the proposed development.</li> </ul>
f.	Draft language, in the form of covenants or deed restrictions, which addresses how common areas, including but not limited to storm water management facilities and open space, will be owned and maintained.
g.	<u>Special plans, studies and analyses as deemed necessary, including, but not limited to:</u> <ul style="list-style-type: none"> <li>▪ <u>Preliminary landscaping plans</u></li> <li>▪ <u>Preliminary lighting plans</u></li> <li>▪ <u>Preliminary master signage plans</u></li> <li>▪ <u>Fiscal impact analysis</u></li> <li>▪ <u>Market feasibility analysis</u></li> <li>▪ <u>Traffic impact analysis</u></li> </ul>
h.	<p>Narrative information regarding infrastructure improvements, including:</p> <ul style="list-style-type: none"> <li>▪ Roadway improvements. The name, classification, existing and ultimate right-of-way width of each publicly dedicated road right-of-way adjoining the subject property.</li> <li>▪ Typical right-of-way cross section, along with total linear feet of proposed roads and the length of all proposed cul-de-sacs, if any.</li> <li>▪ Storm water management improvements, including preliminary description of the proposed storm water management system, which may include preliminary drainage for roads, depiction of flood-prone areas and drainage ways, and locations of detention area, swales, channels, culverts, compensatory water storage areas, and other similar components, unless deemed not applicable by the City Engineer.</li> <li>▪ Sanitary sewer and water system improvements, including a preliminary description of the proposed water and sanitary sewer systems, which may include the following unless deemed not applicable by the City Engineer: flow direction, points of connection to the existing systems, a description of necessary easements, a determination if a lift station will be needed or if existing lift stations will need to be upgraded, invert elevations at points of connection and lowest on-site invert elevation, a discussion of current and future looping requirements, and a discussion of major anticipated system improvements (such as water storage facilities, lift stations, booster stations, and emergency generators) and their proposed locations.</li> </ul>
i.	If applicable, a <u>Natural Resources Information</u> (NRI) report prepared by the McHenry County Soil and Water Conservation Service and applicable Illinois Department of Natural Resources (IDNR) reports.
j.	If applicable, an <u>Endangered Species Consultation Program Action Report</u> from the Illinois Department of Natural Resources. (Ordinance Number 09-O-64, adopted October 20, 2009).
k.	If applicable, comments from the Illinois Historic Preservation Agency regarding compliance with Section 106 of the National Historic Preservation Act of 1966, as amended and its implementing regulations, 36 CFR 800: "Protection of Historic Properties".

**Commentary:**

*The Illinois Statutes, 70 ILCS 405/22-02a, establish criteria for when a Natural Resources Information*

*(NRI) report is required. The responsibility for applying for, receiving, and submitting such a report to the City is with the developer. An NRI shall be in place at the time the preliminary plat is submitted. The developer is responsible for demonstrating how natural resource issues raised in the NRI have been or will be addressed.*

*The Illinois Department of Natural Resources' (IDNR) consultation process, as discussed in the Illinois Compiled Statutes, 520 ILCS 10/11, shall be initiated before Preliminary Plat approval and completed before Final Engineering Plan approval. The developer is responsible for submitting all necessary documents and for following through with the consultation process. Based on the consultation process, additional area may need to be set aside or additional measures taken to protect natural resource areas.*

EXHIBIT C

**Chapter 6C**

**SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS:  
FINAL PLAT AND FINAL ENGINEERING  
PLAN CONTENT AND APPROVAL PROCESSES**

- 6C.1            Subdivision/PUD Final Plat Process**
- 6C.2            Subdivision/PUD Final Engineering Plans**

**6C.1            Subdivision/PUD Final Plat Process**

**6C.1.1        Purpose**

The purpose of a final plat is to indicate the final layout of a subdivision/PUD and to depict proposed streets, lot lines, easements, and signatures of approval. A final plat shall be drawn in general accordance with the approved preliminary plat. A final plat, upon recording, legally creates the subdivision/PUD. Minor changes may be made to the final plat in order to accommodate necessary site improvements and engineering requirements, subject to the approval of the ~~Community Development~~ Building and Zoning Director.

**6C.1.2        Final Plat/PUD Procedure**

- A. After approval of a preliminary plat/PUD by the City Council and the fulfillment of the requirements of these regulations, written application for final plat/PUD review shall be made in the manner prescribed by the City. The application shall be accompanied by required supporting data, plans, and other required information and shall be presented to the Building and Zoning Director. ~~Said application materials shall be submitted at least 45 days prior to the regular meeting at which they are expected to be considered by the Plan Commission.~~
- B. A final plat/PUD shall be in substantial conformance with the approved preliminary plat/PUD. A final plat may be for the entire development site or may be submitted in phases for a portion of the site. A final plat for a phase of a subdivision/PUD shall conform to all requirements and regulations contained in this Chapter and with Woodstock's engineering standards and specifications in effect at the time of plat consideration, regardless of when the preliminary plat was approved.
- C. Final engineering plans shall be substantially approved by the City Engineer prior to final plat consideration by the Plan Commission and City Council. The City Engineer may approve final engineering plans subject to specific revisions and/or conditions.
- D. The final plat/PUD and any supporting data shall be reviewed by the Building and Zoning Director to determine its compliance with these regulations and that it is in substantial conformance with the approved preliminary plat/PUD. Once the final plat/PUD and any

required supporting data are deemed complete, it shall be submitted to the Plan Commission for consideration. A final plat/PUD shall not be presented to the Plan Commission until it has been determined that there are no outstanding invoices, liens, or similar financial encumbrances on the subdivision/PUD site which are payable and due to the City.

- E. The Plan Commission shall review the final plat/PUD at a public meeting to determine that it is in substantial conformance with the approved preliminary plat/PUD. The Plan Commission shall approve, approve with conditions, or deny approval of the final plat, or indicate why action cannot be taken. Such action shall occur within thirty (30) days following the date on which the final plat/PUD is placed on a Plan Commission meeting agenda and consideration of the final plat/PUD commences. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension. The Plan Commission's action shall be valid for twelve months, within which time the final plat/PUD shall be presented to the City for City Council consideration. Failure to present the final plat/PUD to the City Council within this time frame shall result in said plat being void.
- F. If the Plan Commission does not approve a final plat or does not make a decision, the Building and Zoning Director shall notify the applicant of the effect of the Commission's action, the reasons for said action, and directions for continuing the final plat approval process.
- G. Regardless of the Plan Commission's action, the City Council shall approve, approve with conditions, or disapprove the final plat. The City Council's action shall occur within thirty (30) days following the date on which the final plat/PUD is placed on a City Council meeting agenda and consideration of the final plat/PUD commences. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. Approval of a final plat/PUD by the City Council is valid for a time period of one year, within which time the final plat/PID must be recorded.
- H. If final plat/PUD approval is applied for in phases, application for all subsequent phases shall be made no later than 6 years after preliminary plat/PUD approval has been granted. If application for approval of final plats for subsequent phases has not been made within the specified deadline, the preliminary plat/PUD shall expire for that phase. Upon application by the owner of the property, the Plan Commission may extend the applicable submission deadline for a specific phase.
- I. Construction of required improvements may commence only after the final plat/PUD and supporting data have been recorded with the McHenry County Recorder of Deeds, the appropriate improvement guarantee has been filed, and certified copies of the plat have been submitted to the City. General site preparation activity may be approved by the City Engineer at the City Engineer's discretion if the appropriate improvement guarantee has been filed.
- J. No building permit shall be issued on any lot until the final plat/PUD has been recorded, and required public improvements and infrastructure are installed and functioning, including but not limited to curbs and gutters, street base/binder course, storm water detention/retention facilities, storm sewers, sanitary sewers, water mains, and essential private utilities. The Building and Zoning Director may approve the start of footing and foundation activity and the installation of underground sanitary sewer and water services prior to the installation of all public improvements if the Building and Zoning Director determines that such activity can commence without any threat to the public health, safety, or welfare.

- K. The City, at its discretion, may require the establishment of a “back up” special service area (SSA) in order to provide funds necessary to support the maintenance and upkeep of land set side, dedicated, or used for required utilities and development improvements. Such a requirement may be a condition of final plat/PUD approval and the creation of such an SSA shall occur prior to the sale of individual lots or building sites.

### 6C.1.3 Final Plat/PUD Content

The final plat/PUD submittal shall include the following material, except as may be waived by the Plan Commission or City Council. The final plat/PUD and required submittals, except for the final engineering plan submittal, shall be presented for review by the Building and Zoning Director prior to the final plat/PUD being presented to the Plan Commission.

- A. **Application.** ~~If not previously submitted and on file with the City, the developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department. The developer shall complete and submit a Development Review Application which may be obtained from the Building and Zoning Department. If ownership of the subject property and/or the applicant is not the same as the ownership and/or applicant information provided on the preliminary plat/PUD, the application shall include:~~

1. Name, address and telephone number of the owner. If property ownership is in trust, the name and address of each person or entity owning an interest in the property and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest.
2. Name, address and telephone number of the applicant, if different from the owner, including the name and address of each person or entity owning an interest in the applicant and the extent of such ownership interest unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation or partnership need be identified by name, address and extent of interest. For purposes of this subsection, the term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application. The application shall include the signature of the owner(s).

- B. **Final Plat Required Submittals.** The following information and documentation is required in order to proceed through the final plat ~~and approval~~ process. ~~Requirements for Final Engineering Plans and Reports are set forth in Section 6C.2 of this Ordinance.~~

- 1. Final Plat.** The final plat shall be prepared by a registered Illinois Licensed Surveyor on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Building and Zoning Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The final plat shall contain the following information:

a.	The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any.
b.	The location of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from.
c.	A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation.
d.	Proposed platted improvements, including: <ul style="list-style-type: none"> <li>▪ The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided.</li> <li>▪ The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names.</li> <li>▪ The size and type of proposed utility, drainage, and storm water management, wetland preservation, access, and other easements.</li> <li>▪ Open space areas shall be identified by type (such as natural resource protection area, private park site, etc.) and designated as outlots.</li> <li>▪ All lands to be dedicated for schools, parks, or other public purposes shall be identified.</li> <li>▪ A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes.</li> </ul>
e.	Certificates and signature blocks, including: <ul style="list-style-type: none"> <li>▪ Owner's certificate and signature block.</li> <li>▪ Surveyor's certificate and signature block, including statements by an Illinois registered surveyor that required monuments have been set, whether the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels.</li> <li>▪ County Clerk's certificate and signature block.</li> <li>▪ County Recorder's certificate and signature block.</li> <li>▪ Plan Commission certificate and signature block.</li> <li>▪ City Council certificate and signature block.</li> <li>▪ Drainage certificate and signature block, signed by owner and engineer.</li> <li>▪ A "Plat submitted for recording by..." certificate suitable for designating the name and address of the individual submitting the final plat to the County Recorder for recording purposes.</li> <li>▪ School District certificate.</li> <li>▪ If the property abuts a State highway or State maintained road, an Illinois Department of Transportation certificate and/or signature block may be required prior to recording of the final plat. If the property abuts a County maintained road, a McHenry County Engineer and/or signature block may be required prior to recording of the final plat.</li> <li>▪ Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features.</li> </ul>

f.	Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants, and/or restrictions, if any, affecting the proposed subdivision/PUD shall be provided.
g.	When the subdivision/PUD contains easements for public utilities, open space, wetland areas, and locations of dedicated ingress/egress routes, language granting use of such easements to all applicable utility companies shall be provided.
h.	When a subdivision/PUD contains storm water management facilities and other open space areas that are intended to be maintained by a property owner's association or conservation group, covenants and restrictions regarding said association or group and its maintenance duties shall be provided. The covenants and restrictions document shall be reviewed by the City Attorney <u>and recorded prior to issuance of a building permit for any lot or structure with the development.</u>
i.	Within a residential subdivision/PUD, no lot shall be approved, recorded, or sold within the development until a declaration of covenants and restrictions or other document, necessary to establish a permanent homeowners association responsible for the care and maintenance of open space has been approved by the City and has been executed <u>and recorded.</u> In lieu of such a homeowners association, the City may approve the use of a conservation organization which shall be responsible for owning or otherwise having jurisdiction over the open space for purposes of care and maintenance. A statement of covenants and restrictions addressing this requirement shall be provided.
j.	Final IDNR consultation results and reports.

2. **Final PUD Information.** For a PUD, final landscaping plans, final architectural plans, final lighting plans and a master signage plan shall be provided, if applicable. A tentative development and construction schedule shall also be provided.
3. **Final Engineering Plans and Reports.** Final engineering plans and reports shall be submitted in accordance with the provisions of Section 6C.2 of this Ordinance.

## 6C.2 Subdivision/PUD Final Engineering Plans

Final engineering plans, prepared in accordance with City of Woodstock public improvement standards and specifications, shall be submitted on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the City Engineer. A graphic scale and north arrow shall be provided and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The City Engineer may require revisions to approved final engineering plans or additional site engineering improvements due to unforeseen site conditions, physical features, and/or off-site factors which were not anticipated or adequately addressed during the preparation, review, and approval of final engineering plans.

The plans required by this subsection shall be numbered consecutively and bound into a package that will include the information and sheets listed as (a) through (g) below.

### **Commentary:**

*When special circumstances exist or where existing conditions justify additional engineering details not otherwise required in this Chapter, the City Engineer may impose further engineering plan and improvement requirements. The City Engineer may also require that proposed public improvements*

*comply with the recommendations set forth in the City's water, storm water, and sanitary sewer system master planning documents.*

Based on the design of the proposed development and its environmental and physical characteristics, the City Engineer may waive all or a portion of this information or may require additional information. Additional sheets may be provided to portray information unique to the proposed subdivision/PUD. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the title of the sheet, the sheet number and the name, address, and telephone number of the design engineer. The date of the original design and any revision dates shall be listed. Revisions as indicated in the revision block shall be noted clearly on all applicable sheets. The following subsections detail the information required on each of the sheets. Any other additional information required by the City Engineer shall also be provided.

a.	<p><u>Cover Page</u> labeled "Cover Page," which shall include:</p> <ul style="list-style-type: none"> <li>▪ A location map depicting the location of the subject property in relation to the City of Woodstock and major roads, and the Parcel Identification Number(s)</li> <li>▪ An index of all the following sheets and a legend of all symbols and abbreviations used in the plans.</li> <li>▪ The imprinted seal, signature, and license expiration date of the professional engineer responsible for preparing the plans.</li> <li>▪ <u>Required general notes, required by the City Engineer as applicable.</u></li> </ul>
b.	<p><u>Overall Plan</u> (if required) labeled "Overall Plan," which shall include a depiction of the layout of all lots and road rights-of-way, lot numbers, road names, water mains, sanitary sewers and storm sewers drawn to a scale that is easily read and which can be portrayed conveniently on a single 24 inch by 36 inch sheet. Match lines shall be provided if the overall plan is drawn at a scale of 1 inch equals 50 feet and on multiple sheets. If platted or constructed in phases, the perimeter of each phase shall be designated.</p>
c.	<p><u>Existing Conditions</u> labeled "Existing Conditions," which shall include the same existing conditions information required as part of the preliminary plat submittal.</p>
d.	<p><u>Grading and Drainage Plan</u> labeled "Grading and Drainage Plan," which shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ Existing conditions as set forth on the Existing Conditions Plan.</li> <li>▪ Platted improvements, including the location of proposed lots, road rights-of-way and easements, including lot numbers and street names.</li> <li>▪ Engineered improvements, including the location of proposed structures, roads, sidewalks within the road right-of-way and other impervious surfaces.</li> <li>▪ Phase limits if the subdivision/PUD will be platted or constructed in phases.</li> <li>▪ Grading and drainage improvements, including the following: <ul style="list-style-type: none"> <li>➤ Topographic survey with contours at not greater than 1 foot intervals. Proposed spot elevations shall be provided at all breaks in grade and where necessary to indicate grade changes in areas of low relief.</li> <li>➤ Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities.</li> <li>➤ Indications of flow in all existing and proposed swales and drainage ways, including the slope of channel and existing and proposed cross-sections and profiles.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles.</li> <li>➤ The location of all existing detention basins to be maintained, enlarged or otherwise altered, and proposed basins and their design showing the length, width and dimension; berm elevations; normal and high water elevations, bottom slope elevation, control structure details, and 1 foot contours.</li> <li>➤ The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations.</li> <li>➤ Proposed culverts and bridges, their materials, elevations and waterway openings.</li> <li>➤ Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes thereto, together with the calculated high water elevations expected from stormwater overland flow, and the relationship of structures, roads and other utilities.</li> <li>➤ Drainage calculations and, if required by the City Engineer, water system modeling data and information.</li> <li>➤ The limits of grading and other construction activity.</li> <li>➤ Pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow.</li> </ul>
e.	<p><u>Field Tile Survey/Report</u> which shall be labeled “Field Tile Survey/Report” and which shall indicate existing field drainage tiles located by means of trenching and other appropriate methods. Field tiles disturbed during the site development process must be reconnected by those responsible for their disturbance, unless the approved drainage plan allows for their relocation. The Field Tile Survey/Report shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ A topographic map depicting the location of each trench and identified to correspond with the tile investigation report and field staked at no less than 50 foot intervals.</li> <li>▪ Location of each drain tile with a flow direction arrow, tile size and any connection to adjoining properties.</li> <li>▪ A summary of the tile investigation report showing trench identification number, tile size, material and quality, percentage of tile filled with water, percentage of restrictions caused by silting, depth of ground water, and soil texture at grade.</li> <li>▪ Name, address and telephone number of person or firm conducting tile location investigation.</li> </ul>
f.	<p><u>Natural Resource Protection/Soil Erosion and Sediment Control Plans</u> which shall be labeled “Natural Resource Protection/Soil Erosion and Sediment Control Plan” and shall be prepared as an overlay to the Grading and Drainage Plan described above. For the purpose of legibility, the Grading and Drainage Plan shall be screened before the addition of the Natural Resource Protection/Soil Erosion and Sediment Control information required by this section. The natural resource protection portion of the plan shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location and extent of all natural resource protection areas and the location, type and nature of all temporary and permanent measures and practices utilized to protect natural resource protection areas from development activities.</li> <li>▪ The location of all trees which are to be preserved and the type and nature of all temporary and permanent measures and practices utilized to protect individual trees and stands of trees from development activity.</li> <li>▪ A table indicating the gross area prior to development and land disturbing activities of each identified natural resource,</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The net area prior to development of each identified natural resource area, and</li> <li>▪ The percentage of each natural resource area that is protected.</li> </ul> <p>The soil erosion and sediment control portion of the plan shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location and description, including standard details, of all sediment control measures and design specifications of sediment basins and traps, including outlet details. The drainage area tributary to each sediment control measure shall be delineated on the plan.</li> <li>▪ The location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of fertilizer application, kind and quality of mulching for both temporary and permanent vegetative control measures, and types of non-vegetative stabilization measures.</li> <li>▪ The location and description of all runoff control measures, including diversions, waterways and outlets.</li> <li>▪ The location and description of methods to prevent tracking of sediment offsite, including construction entrance details, as appropriate, and a description of dust and traffic control measures.</li> <li>▪ The locations of stockpiles and description of stabilization methods, and descriptions of off-site fill or borrow volumes, locations, and methods of stabilization.</li> <li>▪ Provisions for maintenance control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance.</li> <li>▪ Identification, including, address, and telephone number, if applicable, of the person or legal entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed.</li> <li>▪ A written narrative description of proposed phasing of the construction activity, including stripping and clearing, rough grading and construction, and final grading and landscaping. Phasing should identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of installation of sediment control measures, clearing and grading, installation of temporary soil stabilization measures, installation of storm drainage, street and parking area paving, final grading, and the establishment of permanent ground cover and the removal of temporary measures.</li> </ul>
g.	<p><u>Infrastructure Improvement Plans and Profiles</u> which is labeled “Infrastructure Improvement Plan.” Plan and profile views shall be shown on the same sheet using the same scale. The plan view shall be located at the top of the sheet with the corresponding profile shown below. Plans and profiles shall be prepared with (1) a horizontal scale between 1 inch equals 50 feet and 1 inch equals 20 feet and (2) a vertical scale with a 10 to 1 ratio to the horizontal scale. The City Engineer may approve alternate scales. The sheets comprising the Infrastructure Improvements Plan shall contain existing conditions, platted improvements, and phasing limits. The following information shall be provided:</p> <ul style="list-style-type: none"> <li>▪ <b>Road and Utility Improvement Details.</b> <ul style="list-style-type: none"> <li>➤ Plan view: The location of proposed structures, roads, sidewalks within the road right-of-way, utilities, storm sewers, water mains and other impervious surfaces dimensioned and showing widths and offsets from the centerline; the centerline of proposed roadways with construction stationing at 100 foot intervals; complete horizontal curve data for proposed roads; intersection and right-of-way radii; topography of all berms, ponds, swales and drainage adjacent to the right-of-way line; the location, type, length, size and slope of proposed sanitary sewers, storm sewers and force mains, if any, together with all related structures, including rim, invert elevations and connections to off-site collection systems; the location and</li> </ul> </li> </ul>

	<p>design of proposed sanitary sewer lift stations, if any; the location, type, length, and size of proposed water mains, together with all vaults, valves, hydrants, service boxes and connections to off-site distribution systems; and the location and design of any proposed wells, well houses, storage facilities, and similar water works; the type and inverts of all culverts with locations noted by station and station offset; the type and inverts of all flared end sections with locations noted by station and station offset.</p> <ul style="list-style-type: none"> <li>➤ Profiles: The gradelines of existing and proposed centerlines; elevations of existing and proposed centerlines at corresponding stations; complete vertical curve data; complete storm sewer and sanitary sewer lines, water mains, culverts and utilities with percent of gradient; and the gradelines of existing and proposed swales lines on both sides of road.</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>Road Cross-sections</b> <ul style="list-style-type: none"> <li>➤ This sheet should be labeled “Road Cross-sections” and shall be prepared at a horizontal scale of 1 inch equals 10 feet and a vertical scale of 1 inch 5 feet and shall contain the information listed in the following two items.</li> <li>➤ Road cross-sections shall be provided at each 100-foot centerline station point, each crossroad culvert, and the center of proposed cul-de-sac and T-turnarounds.</li> <li>➤ Road cross-sections shall show the existing ground elevation together with all engineered improvements within and under the road right-of-way. The road cross-sections shall show proposed ground elevations meeting existing ground elevation, whether inside or outside the right-of-way.</li> </ul> </li> </ul>
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**Commentary:**

*Items needed for plan and profile sheets are listed below and are required for all engineering plans. Depending on the type and complexity of a project, or based on new engineering practices and innovations, additional information may be required by the City Engineer.*

*For the plan portion:*

- Centerline of proposed road with construction stationing at 100-foot intervals.
- Pavement widths and lane use (existing and proposed).
- Drainage (existing and proposed).
- Right-of-way and property lines (existing and proposed).
- Utilities (existing and proposed).
- Adjustments to utilities.
- Topography such as driveways, intersections, shoulders, trees, bush lines, berms, fences within and adjacent to the right-of-way line.
- All horizontal curve data

*For the profile portion:*

- Centerline of proposed road with construction stationing at 100-foot intervals.
- Elevations and grades (existing and proposed).
- Drainage systems, culverts, and inverts (existing and proposed).
- Ditch and swale flow lines.
- Existing and proposed centerline elevations at 100-foot intervals.
- All vertical curve data.

h.	<p><u>Construction Details and Specifications</u> which shall be labeled “Construction Details and Specifications” and shall contain all notes, details and/or specifications required by these and other applicable City regulations and ordinances, and that are needed for the construction of the proposed subdivision/PUD and not provided elsewhere in the Final Engineering Improvement Plans.</p>
i.	<p>Written <u>Engineering Report</u> presented on 8.5 inch by 11 inch paper and bound into a report which includes:</p> <ul style="list-style-type: none"> <li>▪ Contact information consisting of the names, addresses, and telephone numbers of all individuals and firms involved in the design and development of the subject subdivision/PUD, including, but not limited to, the developer, engineer, surveyor and landscape architect.</li> <li>▪ Platted improvement information consisting of the average lot area and gross lot area, the area of impervious surfaces, minimum and maximum lot areas, net lot area, number of dwelling units, and proposed uses.</li> <li>▪ Site development information, including a statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through the maintenance period. The statement shall contain the responsible party’s name, address, and telephone number. This information shall also include a narrative statement of the sequencing of grading, soil disturbance, and construction activities, as well as the temporary and permanent natural resource protection measures to be implemented to mitigate any negative effects of grading and other construction activities, including supporting calculations, estimated schedule for installing, maintaining and removing both temporary and permanent structures and final stabilization and revegetation measures.</li> <li>▪ A construction schedule in the form of a linear time scale identifying each critical task involved in the construction of the subdivision/PUD and the beginning and completion of each task in relation to each other task. Exact dates are not required during the review of the Final Engineering Plans; however, specific dates will be identified at the time of the preconstruction conference.</li> <li>▪ An estimate of probable expenditures necessary to construct the proposed subdivision in full compliance with all applicable standards prepared by the engineer in the following order. If the subdivision/PUD is platted in phases, a separate cost estimate shall be prepared for each phase, including but not limited to those listed below: <ul style="list-style-type: none"> <li>➤ Mass grading and earthwork</li> <li>➤ Drainage and stormwater management improvements</li> <li>➤ Roadway improvements</li> <li>➤ Sanitary sewer and water main improvements</li> <li>➤ Landscape improvements</li> <li>➤ Soil erosion, sediment control, and natural resource protection measures and practices</li> </ul> </li> </ul>

	<p>➤ Consulting services and inspections</p> <ul style="list-style-type: none"> <li>▪ Specification text providing written specifications relating all work to be performed and material to be installed. The specification text shall be prepared in accordance with the Standard Specifications adopted by the Illinois Department of Transportation.</li> </ul>
j.	<p><u>Tree Replacement and Landscape/Planting Plan</u> which shall be labeled “Tree Replacement and Landscape/Planting Plan,” and shall comply with the standards of Section 8A.1.3, with Appendix JA, with applicable landscape standards adopted by the City Council, and shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ The location of proposed lots, road right-of-way and easements, including lot numbers and street names. If the subdivision will be platted in phases, the limits of each phase shall be indicated.</li> <li>▪ The location of proposed structures, roads, sidewalks within road right-of-way and other impervious surfaces.</li> <li>▪ The location of proposed parking lot landscape areas, together with the location number, species and size of landscape plant materials, and a parking lot landscape plant schedule.</li> <li>▪ The location of existing trees to be protected and their protection measures.</li> <li>▪ Reforestation areas, if required, together with the location, number, species and size of landscape materials.</li> </ul>

**Commentary:**

*Standards for landscape improvements can be found in the City of Woodstock Project Review Commission Standards and Regulations, adopted by the City Council on June 4, 2002, as amended from time to time. Standards for landscape improvements in the City’s downtown area may be found in the Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District, adopted by the City Council on June 4, 2002, as amended from time to time. These documents should be consulted to prior to preparation and submittal of any landscaping plans.*

**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 20<sup>th</sup> day of October, 2020, the foregoing Ordinance entitled ***An Ordinance Amending Various Sections of the City of Woodstock, Illinois Unified Development Ordinance Relating to Preliminary and Final Plats, and Planned Unit Developments***, 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)



## Finance Department

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

# Memo

**To:** Honorable Mayor & City Council

**From:** Roscoe Stelford, City Manager

**Date:** October 14, 2020

**Re:** Enhanced Street Maintenance Program – Financing for 2021 Through 2024

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At the July 9, 2020 Council Special Workshop, the City Administration reviewed the remaining alternatives for the future Enhanced Street Maintenance Program. Financial projections and prospective property tax generation based on Council's preferences were developed by City staff. The associated memorandum and supporting documentation provided at the July Council Workshop has been attached for your review.

This financial analysis included the three Council-selected alternatives, a one-year deferral for each of these options, and a revision to Alternative E to reflect three various percentage increases to property taxes. Overall, the Enhanced Street Maintenance Program would require a range of increases from \$16.41 to \$87.92 in property taxes for a \$200,000 home, and a 0.24% to 2.00% water & sewer rate increase.

***Other Factors:***

Concerns were discussed regarding COVID-19 and the impact it was having financially on the community, and Council elected to hold off on moving forward with a decision related to the 2021 Enhanced Street Maintenance Program until later in the year, to allow for additional time to assess the ongoing recovery. Unfortunately, the COVID-19 crisis remains front and center, and while certain areas are improving, the restrictions intended to combat the spread of the infection are also negatively impacting the economy and heightening unemployment.

In addition, District 200 has been conducting an outreach campaign to discuss possible solutions for the Building Debt payments, which will be maturing over five years beginning in the 2021 property tax year.

Information from [D200's website](#) concerning this issue has been provided below:

*In 2006, the Woodstock community voted to approve a referendum to build three new schools and authorized the school district to issue debt to finance the construction of Woodstock North High School, Creekside Middle School and Prairiewood Elementary School. The school district has been gradually paying off this debt since that time.*

*However, in the next five years, significant increases to the debt payments for these schools are coming due — approximately \$20 million per year compared to the current debt payment of \$7.35 million.*

*If the Board of Education takes no action, the principal and interest payment would increase property taxes on a \$200,000 home by at least \$780 a year for five years beginning in 2021. However, **the Board is looking at other options to lessen the debt burden in a manner that has less impact on property taxpayers.***

***Those options include:***

- 1. Extending the debt payments out to future years*
- 2. Using cash reserves*
- 3. Cutting programs*
- 4. A combination of options*

***Conclusion:***

**If Council concurs, then it would be recommended to delay the Enhanced Street Maintenance Program for 2021 to allow for the recovery of COVID-19 and prevent the need to extend additional property taxes at this time. This will also allow needed time for District 200 to work with the community on a solution for the Building Debt payments. The City's 2021 Street Maintenance program would be based on available funding in the General – CIP Fund.**



Reviewed and Approved by:

*Roscoe C. Stelford III*

City Manager

# Memo

**To:** Roscoe Stelford, City Manager

**From:** Paul N. Christensen, Assistant City Manager/Finance Director

**Date:** July 7, 2020

**Re:** Enhanced Street Maintenance Program – 2021 – 2024 – Financing Discussion

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The City of Woodstock has been analyzing the appropriate methodology to address the condition of its streets for a number of years. The intention of this Memorandum is to provide the history regarding the City's ongoing efforts regarding proper pavement management, discuss revenue options, and review the associated financial challenges with the various options advanced by the City Council at the April 20<sup>th</sup> Council Workshop.

***History:***

At the November 17, 2015 Council meeting, a Pavement Management Report was prepared and presented by Baxter & Woodman to the City Council. Based on the report findings the current level of funding would not be sufficient to meet the increasing costs and depreciating conditions of the City's street infrastructure. To reverse these trends, new approaches would need to be adopted and additional funding identified.

In response, Council authorized the establishment of a Pavement Management Taskforce, which transmitted its final report for Council's consideration at the September 20, 2016 Council meeting. The Taskforce membership included experts throughout the County representing a majority of the larger municipalities. Overall, based on these discussions it was apparent that the challenges related to street maintenance were not limited to the City of Woodstock, but instead represented a much broader regional challenge. Several of the Home Rule municipalities participating on the Taskforce had already dedicated a portion of their Home Rule Sales Tax collections to enhance funding available for street maintenance.

At this time, the City was in the process of completing a Special Census to achieve revenue enhancements, which could potentially result in the attainment of Home Rule status. In response to several public concerns regarding Home Rule, the City Council at the June 7, 2016 meeting

adopted a Resolution, which requires additional processes and procedures for the City to increase existing taxes or implement new taxes utilizing Home Rule authority.

After completing the mandated processes and procedures, the City Council decided at the September 19, 2017 meeting to implement a 1.0% Home Rule Sales Tax, which would serve to address two separate needs with the first using this broader revenue source to reduce property taxes paid by local residents and businesses, and the second to increase funding for street maintenance. The Home Rule Sales tax went into effect on January 1, 2018, and is reported within the General – CIP Fund, which serves two purposes: 1.) to offset the elimination of the previous transfer from the General Fund (this properly compensates the General Fund for the property tax reductions absorbed by this fund) and 2.) to provide the dedicated additional funding for street maintenance.

With the maturity of a number of debt issuances over several years, the City Council expressed interest in utilizing the City's debt capacity to accelerate the progress on improving the condition of our street infrastructure. Working with Hampton Lenzini & Renwick Inc. (HLR), the City Administration developed a preferred approach to aggressively improve the condition of streets focusing on several factors including overall Pavement Condition Index (PCI) rating and estimated future costs (i.e., "Future Liabilities") to repair the remaining streets not funded during the given scenario.

At the September 16, 2019 Workshop, Council directed the City Administration to move forward with the first year of an Enhanced Street Maintenance Program, spending up to \$12.0 million for the 2020 Resurfacing Program to be funded by issuing up to \$10.0 million in General Obligation Bonds and repaid using a combination of a new local Motor Fuel Tax (\$0.03 per gallon) and additional collections generated by the increase in the State Motor Fuel Tax (\$0.19 per gallon).

The proposed 2020 Street Resurfacing Program was estimated at that time to include 208 block segments, or 22 miles of roadway (almost 1/5 of the streets in Woodstock), which would be completed by the fall of 2020. Streets determined for program inclusion were based on the required process for rehabilitation, necessitating some form of resurfacing strategy. In addition, this was expected to take advantage of a favorable asphalt market, as the State is expected to undertake a large improvement in 2021. Due to the level of engineering required in advance of required repairs, "failed" streets would be included in future program years to allow adequate time for assessment, analysis and design. In addition, the proposed approach for 2020 would prevent benefitting streets from having to experience future declines in condition that would require more costly repairs.

At the December 3, 2019 Council meeting, the required Public Hearing was conducted to institute a local Motor Fuel Tax. As a result, the Local Motor Fuel Tax Ordinance was approved at the following Council meeting. In addition, the required Ordinances that authorized the issuance of the General Obligation Bonds to finance the 2020 Enhanced Street Program were also approved at this same meeting. With the conclusion of a successful bidding process, a resurfacing contract

was awarded to Plote Construction for \$8.6 million in accordance with the specifications for the City's 2020 Enhanced Resurfacing Program at the April 6, 2020 Council meeting. The work for this project has already commenced with the focus being in the downtown to take advantage of the reduced traffic from the COVID-19 response.

***Enhanced Street Program 2021 – 2024 – Alternatives:***

A Special Council Workshop was conducted on April 20, 2020 where various Alternatives were reviewed for a future Enhanced Street Maintenance Program that would incorporate construction in the years 2021 through 2024. After reviewing the options, Council directed the City Administration to advance three Alternatives for further consideration. Those Alternatives were as follows:

*Alternative C:*

Concept: Spend the required amount each year to prevent pavement sections from dropping into the next category, which requires additional costs in future years.

This approach has the largest upfront spending over four years (\$47,738,367) and requires the largest increases to revenue as well as debt load, but does result in the largest reduction to future liabilities after 10-years (\$17,285,901 outstanding) and highest PCI rating (PCI = 76.2).

*Alternative D:*

Concept: Spend a set dollar amount of no more than \$10.0 million per year over the initial four-year period, then resume normal spending levels.

While this approach also has a significant beneficial impact to the City's street infrastructure, in comparison with Alternative C, it does not reduce the future liabilities (\$33,959,115) and increases the PCI rating (PCI = 71.8) to the same level. However, in regards to upfront costs, it does result in a \$7,694,718 reduction in the need for additional debt capacity and associated revenue generation when compared with Alternative C.

*Alternative E:*

Concept: This approach was based on dedicated revenue generation, utilizing a 1.5% increase in the City's property taxes each year to support the required debt service payment for the issuance of a General Obligation Bond.

When viewed over the initial four-year period the upfront spending for this approach is the lowest, requiring \$17,191,403 and would have the least impact on debt capacity and revenue generation; however, the resulting future liabilities are the highest (\$43,671,678) and is based on the premise that the property tax levy is increased for all ten years, while the other two Alternatives return to normal spending levels in year five. If the property tax increases are sustained over this period the PCI rating would reach 70.2, the lowest of the three current options.

### ***Analysis Update:***

In light of the COVID-19 crisis, the City Administration has worked with Ryan Livingston, HLR to update each Alternative assuming a one-year delay for the 2021 program. In these new scenarios, the 2021 resurfacing work would be determined based on available funding to prevent the requirement for any revenue increases being required next year. In addition, at the request of the Mayor, HLR has also prepared three additional alternatives based on Alt E, which was based on raising property taxes 1.7% each year. In each of these three alternatives of E, property tax amounts are raised by either 2.0%, 2.25%, or 2.5%.

### ***Considerations:***

A number of considerations related to these Alternatives have been identified including the appropriate source(s) of revenue required to pay the associated debt service, bond ratings/interest costs, and debt capacity.

### ***Revenue Source(s):***

The City has implemented two new revenues over the last three years to provide additional funding needed to improve the City's street infrastructure, including in 2018 establishing a 1.0% Home Rule Sales Tax and in 2020 a \$0.03 Local Motor Fuel Tax. For estimate purposes, every \$10.0 million in additional bonded debt will require new annual revenue generation of \$600,000 over the twenty-year period.

Other new revenues are also available for consideration by the City Council. To date, the City Administration's focus has been on utilizing property taxes to provide for any future Enhanced Street Program. With the attainment of Home Rule, the City Council is able to impose additional property taxes, even if it exceeds the Property Tax Extension Limitation Law (PTELL). However, the Home Rule Policy would need to be amended if the City Council were to elect to levy property taxes which exceeded the PTELL limitation, as the current policy prevents the City from exceeding PTELL with the exception of an emergency financial condition determined by the City Council.

While further research would be required, and if Council is supportive, other additional revenue sources could be considered including:

- Food/Beverage Tax – A number of Home Rule communities in the Chicagoland area have imposed this form of tax; however, the City Administration does not believe any of the Home Rule communities in McHenry County currently impose this revenue source; and
- Utility Taxes – Several communities in McHenry County (e.g., Algonquin, Cary, Lake in the Hills, and Lakewood) impose a utility tax, with Crystal Lake electing in 2019 to also implement this revenue source (Crystal Lake's estimate was \$2.8 million in revenue generation). Additional research would be required to determine Woodstock's estimated

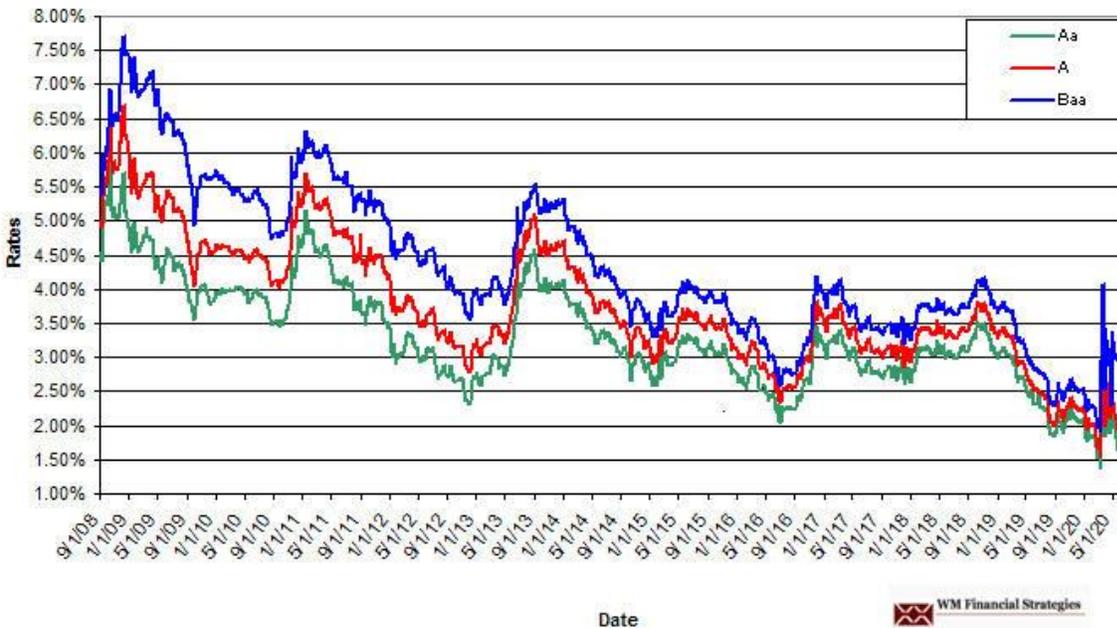
revenue generation and if usage limits could be adopted, as this would have a significant detrimental impact on a number of businesses in our community.

The City's current Home Rule Policy also requires a public hearing to be conducted and a waiting period completed prior to the adoption of any required Ordinance(s) for new taxes.

***Bond Ratings/Interest Costs:***

The importance of a stable and elevated bond rating is important when utilizing the debt markets to meet the needs of the Woodstock community. In essence, higher bond ratings allow for lower interest costs on future debt issuances and are viewed as positive indicators regarding financial management of an organization. An analysis from the City's Financial Advisor, Stephan Roberts, Director, Robert W. Baird Co. has been attached for your review. While the analysis is reliant on estimates for various factors utilized by Standard & Poors (S&P), they believe after the recent \$9.4 million issuance, the City has limited capacity for the issuance of new debt without suffering a downgrade by one category. Reductions to the City's bond ratings results in larger debt service payments for the same dollar amount of issued debt. While not substantial in today's marketplace, it can have an impact in the future years as the spread between rating levels resume back to normal levels.

**MUNICIPAL MARKET DATA INDEX  
20th YEAR MATURITY BY RATING GRADE**



***Debt Capacity:***

The aforementioned Home Rule Policy currently requires the City to honor the State’s Legal Debt Margin which applies to non-Home Rule communities. This calculation represents a legally-enforceable limit on the level of general obligation debt a given non-Home Rule municipality can have outstanding at a given time. The calculation is based on a community’s equalized assessed value multiplied by 8.625%. In addition, the Home Rule Policy prevents the City from exceeding this Legal Debt Margin, but could be amended by Council.

Please note, the following analysis only includes general obligation debt, and does not include any impact from the City’s outstanding Alternative Revenue Bonds. A table with a history of the City’s Legal Debt Margin calculation has been provided below for your review:

<b>City of Woodstock</b>					
<b>Past 10 Years</b>					
Levy Year	EAV	Outstanding Debt	Non-Home Rule Debt Capacity	Available Debt Capacity	Available Debt %
2019	\$ 522,110,432	\$ 320,000	\$ 45,032,025	\$ 44,712,025	99.3%
2018	\$ 484,126,813	\$ 635,000	\$ 41,755,938	\$ 41,120,938	98.5%
2017	\$ 458,379,526	\$ 945,000	\$ 39,535,234	\$ 38,590,234	97.6%
2016	\$ 429,872,847	\$ 1,240,000	\$ 37,076,533	\$ 35,836,533	96.7%
2015	\$ 414,195,748	\$ 1,525,000	\$ 35,724,383	\$ 34,199,383	95.7%
2014	\$ 409,309,089	\$ 1,805,000	\$ 35,302,909	\$ 33,497,909	94.9%
2013	\$ 435,124,970	\$ 2,085,000	\$ 37,529,529	\$ 35,444,529	94.4%
2012	\$ 482,130,287	\$ 2,345,000	\$ 41,583,737	\$ 39,238,737	94.4%
2011	\$ 547,043,487	\$ 2,595,000	\$ 47,182,501	\$ 44,587,501	94.5%
2010	\$ 609,108,199	\$ 2,840,000	\$ 52,535,582	\$ 49,695,582	94.6%

Provided below is an updated table illustrating the City’s Legal Debt Margin through 2040 taking into account the recent debt issuance of \$9,430,000 in 2020, and using the assumption of 5.0% annual EAV growth, which represents the average EAV growth experienced by the City over the last five years. Please note, if the prior ten-years were instead utilized, the average EAV growth for the City would have been an annual reduction of (1.4%) due to the housing crash suffered in 2008/2009.

<b>City of Woodstock</b>						
<b>Current Outstanding G.O. Debt</b>						
Levy Year	EAV	Outstanding Debt	Non-Home Rule Debt Capacity	Available Debt Capacity	Available Debt %	
2020	\$ 548,215,954	\$ 9,430,000	\$ 47,283,626	\$ 37,853,626	80.1%	
2021	\$ 575,626,751	\$ 9,025,000	\$ 49,647,807	\$ 40,622,807	81.8%	
2022	\$ 604,408,089	\$ 8,610,000	\$ 52,130,198	\$ 43,520,198	83.5%	
2023	\$ 634,628,493	\$ 8,185,000	\$ 54,736,708	\$ 46,551,708	85.0%	
2024	\$ 666,359,918	\$ 7,745,000	\$ 57,473,543	\$ 49,728,543	86.5%	
2025	\$ 699,677,914	\$ 7,290,000	\$ 60,347,220	\$ 53,057,220	87.9%	
2026	\$ 734,661,810	\$ 6,825,000	\$ 63,364,581	\$ 56,539,581	89.2%	
2027	\$ 771,394,900	\$ 6,345,000	\$ 66,532,810	\$ 60,187,810	90.5%	
2028	\$ 809,964,645	\$ 5,850,000	\$ 69,859,451	\$ 64,009,451	91.6%	
2029	\$ 850,462,877	\$ 5,340,000	\$ 73,352,423	\$ 68,012,423	92.7%	
2030	\$ 892,986,021	\$ 4,815,000	\$ 77,020,044	\$ 72,205,044	93.7%	
2031	\$ 937,635,322	\$ 4,275,000	\$ 80,871,047	\$ 76,596,047	94.7%	
2032	\$ 984,517,088	\$ 3,715,000	\$ 84,914,599	\$ 81,199,599	95.6%	
2033	\$ 1,033,742,943	\$ 3,140,000	\$ 89,160,329	\$ 86,020,329	96.5%	
2034	\$ 1,085,430,090	\$ 2,550,000	\$ 93,618,345	\$ 91,068,345	97.3%	
2035	\$ 1,139,701,594	\$ 1,940,000	\$ 98,299,263	\$ 96,359,263	98.0%	
2036	\$ 1,196,686,674	\$ 1,310,000	\$ 103,214,226	\$ 101,904,226	98.7%	
2037	\$ 1,256,521,008	\$ 665,000	\$ 108,374,937	\$ 107,709,937	99.4%	
2038	\$ 1,319,347,058	\$ -	\$ 113,793,684	\$ 113,793,684	100.0%	
2039	\$ 1,385,314,411	\$ -	\$ 119,483,368	\$ 119,483,368	100.0%	
2040	\$ 1,454,580,132	\$ -	\$ 125,457,536	\$ 125,457,536	100.0%	

The next table utilizes the most aggressive scenario (i.e., Alternative C) to determine the impact on the Legal Debt Margin, again while not including the anticipated bonds required to be issued by the Water & Sewer Fund and still based on a 5% growth factor for EAV. In addition, the repayment schedule for all new debt is based on a 20 year maturity.

<b>City of Woodstock</b>						
<b>Scenario C - Outstanding G.O. Debt/Excludes Water &amp; Sewer</b>						
Levy Year	EAV	Outstanding Debt	Non-Home Rule Debt Capacity	Available Debt Capacity	Available Debt %	
2020	\$ 548,215,954	\$ 9,430,000	\$ 47,283,626	\$ 37,853,626	80.1%	
2021	\$ 575,626,751	\$ 21,036,000	\$ 49,647,807	\$ 28,611,807	57.6%	
2022	\$ 604,408,089	\$ 29,463,200	\$ 52,130,198	\$ 22,666,998	43.5%	
2023	\$ 634,628,493	\$ 39,203,700	\$ 54,736,708	\$ 15,533,008	28.4%	
2024	\$ 666,359,918	\$ 38,948,000	\$ 57,473,543	\$ 18,525,543	32.2%	
2025	\$ 699,677,914	\$ 36,953,200	\$ 60,347,220	\$ 23,394,020	38.8%	
2026	\$ 734,661,810	\$ 34,901,000	\$ 63,364,581	\$ 28,463,581	44.9%	
2027	\$ 771,394,900	\$ 32,786,800	\$ 66,532,810	\$ 33,746,010	50.7%	
2028	\$ 809,964,645	\$ 30,608,300	\$ 69,859,451	\$ 39,251,151	56.2%	
2029	\$ 850,462,877	\$ 28,366,400	\$ 73,352,423	\$ 44,986,023	61.3%	
2030	\$ 892,986,021	\$ 26,056,200	\$ 77,020,044	\$ 50,963,844	66.2%	
2031	\$ 937,635,322	\$ 23,676,700	\$ 80,871,047	\$ 57,194,347	70.7%	
2032	\$ 984,517,088	\$ 21,223,100	\$ 84,914,599	\$ 63,691,499	75.0%	
2033	\$ 1,033,742,943	\$ 18,693,800	\$ 89,160,329	\$ 70,466,529	79.0%	
2034	\$ 1,085,430,090	\$ 16,090,400	\$ 93,618,345	\$ 77,527,945	82.8%	
2035	\$ 1,139,701,594	\$ 13,407,000	\$ 98,299,263	\$ 84,892,263	86.4%	
2036	\$ 1,196,686,674	\$ 10,642,100	\$ 103,214,226	\$ 92,572,126	89.7%	
2037	\$ 1,256,521,008	\$ 7,796,800	\$ 108,374,937	\$ 100,578,137	92.8%	
2038	\$ 1,319,347,058	\$ 4,866,300	\$ 113,793,684	\$ 108,927,384	95.7%	
2039	\$ 1,385,314,411	\$ 2,533,500	\$ 119,483,368	\$ 116,949,868	97.9%	
2040	\$ 1,454,580,132	\$ 1,006,800	\$ 125,457,536	\$ 124,450,736	99.2%	

As illustrated above, the lowest point for the Legal Debt Margin would be in Levy Year 2023 at 28.4%, which would represent the final year of major debt issuance for the City to support Alternative C, with the Legal Debt Margin improving in subsequent years as the debt is repaid. Starting in Levy Year 2025, the City would be repaying \$2,000,000 in principal per year.

The final table illustrates anticipated debt issuances, including debt financing required for Water & Sewer improvements, specifically limited to only work required by the Enhanced Street Program. In addition, no increase over the period is utilized for EAV to help determine the impact to the Legal Debt Margin based on future recessions.

<b>City of Woodstock</b>						
<b>Alternate C - Outstanding G.O. Debt and Water &amp; Sewer</b>						
Levy Year	EAV	Outstanding Debt	Non-Home Rule Debt Capacity	Available Debt Capacity	Available Debt %	
2020	\$ 522,110,432	\$ 12,355,000	\$ 45,032,025	\$ 32,677,025	72.6%	
2021	\$ 522,110,432	\$ 24,902,000	\$ 45,032,025	\$ 20,130,025	44.7%	
2022	\$ 522,110,432	\$ 33,845,600	\$ 45,032,025	\$ 11,186,425	24.8%	
2023	\$ 522,110,432	\$ 44,656,200	\$ 45,032,025	\$ 375,825	0.8%	
2024	\$ 522,110,432	\$ 44,688,100	\$ 45,032,025	\$ 343,925	0.8%	
2025	\$ 522,110,432	\$ 41,977,700	\$ 45,032,025	\$ 3,054,325	6.8%	
2026	\$ 522,110,432	\$ 39,662,100	\$ 45,032,025	\$ 5,369,925	11.9%	
2027	\$ 522,110,432	\$ 37,276,900	\$ 45,032,025	\$ 7,755,125	17.2%	
2028	\$ 522,110,432	\$ 34,819,100	\$ 45,032,025	\$ 10,212,925	22.7%	
2029	\$ 522,110,432	\$ 32,289,800	\$ 45,032,025	\$ 12,742,225	28.3%	
2030	\$ 522,110,432	\$ 29,683,500	\$ 45,032,025	\$ 15,348,525	34.1%	
2031	\$ 522,110,432	\$ 26,999,100	\$ 45,032,025	\$ 18,032,925	40.0%	
2032	\$ 522,110,432	\$ 24,231,300	\$ 45,032,025	\$ 20,800,725	46.2%	
2033	\$ 522,110,432	\$ 21,377,900	\$ 45,032,025	\$ 23,654,125	52.5%	
2034	\$ 522,110,432	\$ 18,440,700	\$ 45,032,025	\$ 26,591,325	59.0%	
2035	\$ 522,110,432	\$ 15,413,400	\$ 45,032,025	\$ 29,618,625	65.8%	
2036	\$ 522,110,432	\$ 12,294,100	\$ 45,032,025	\$ 32,737,925	72.7%	
2037	\$ 522,110,432	\$ 9,083,700	\$ 45,032,025	\$ 35,948,325	79.8%	
2038	\$ 522,110,432	\$ 5,777,600	\$ 45,032,025	\$ 39,254,425	87.2%	
2039	\$ 522,110,432	\$ 3,057,800	\$ 45,032,025	\$ 41,974,225	93.2%	
2040	\$ 522,110,432	\$ 1,259,000	\$ 45,032,025	\$ 43,773,025	97.2%	

As illustrated above, the Legal Debt Margin is available to absorb the increase in overall debt based on a very conservative analysis, which also includes Water & Sewer debt requirements, but provides no opportunities for the utilization of debt funding until Levy Year 2025. This may constrain the City if other funding priorities require the issuance of debt (e.g., Route 47 improvements).

***Conclusion:***

Staff has refined Alternatives C, D, and E as requested by City Council at the April 20<sup>th</sup> workshop. In addition to these refinements, staff has also prepared modified versions of Alternatives C, D, and E if the program was deferred one year because of COVID-19.

Also, three derivatives of Alternative E were created. The original Alternative E increased property tax rates 1.7% each year and in the modified versions property taxes are increased either 2.0%, 2.25%, or 2.5%. In these modified versions, a one-year deferral was not created; however, based on the original Alternative A, it can be expected that a one-year deferral on each of these derivatives will lower the PCI by three points at the end of the program in 2031.

While Council may prefer Alternative C due to the improved results after ten years, in response to the impact from COVID-19, either a deferral of the Enhanced Program for calendar year 2021 or possibly a hybrid approach, using an Alternative E derivative for 2021 and reconsidering other more aggressive options for 2022, may be prudent.

**City Council's direction is requested.**

Property Taxes													PCI Rating	
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Overall	2031	
Alt. C (Prevent Drop PCI)	8.84%	6.33%	7.06%	0.96%	0.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	24.44%	76.18	
Alt. C (Deferred 1 Year)	0.00%	9.37%	5.32%	7.07%	1.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	23.51%	75.12	
Alt. D (\$50M 5 Years,CIP)	5.22%	5.50%	4.21%	3.84%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	19.02%	70.84	
Alt. D (Deferred 1 Year)	0.00%	5.75%	4.45%	4.20%	4.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	18.24%	70.73	
Alt. E (1.7% PTX)	1.65%	1.71%	1.63%	1.64%	1.62%	1.62%	1.53%	1.45%	1.84%	1.76%	1.66%	19.67%	70.22	
Alt. E (Deferred 1 Year)	0.00%	2.17%	0.64%	1.60%	1.58%	1.37%	1.73%	1.34%	1.39%	1.79%	1.72%	16.24%	67.10	
Alt E-1 (2% Ptx)	2.09%	2.02%	2.05%	1.99%	1.94%	1.85%	1.88%	1.94%	1.82%	1.76%	1.71%	23.18%	71.03	
Alt E-2 (2.25% Ptx)	2.40%	2.28%	1.96%	2.21%	2.14%	2.12%	2.06%	2.02%	1.45%	1.75%	1.90%	24.71%	71.55	
Alt E-3 (2.5% Ptx)	2.59%	2.52%	2.49%	2.42%	2.33%	2.32%	2.25%	2.26%	2.14%	1.97%	2.03%	28.43%	72.82	

Water & Sewer Rates													PCI Rating	
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Overall	2031	
Alt. C (Prevent Drop PCI)	2.00%	1.13%	1.61%	0.82%	0.20%	0.24%	0.22%	0.27%	0.24%	0.23%	0.27%	8.05%	76.18	
Alt. C (Deferred 1 Year)	0.24%	1.92%	1.13%	1.61%	0.54%	0.21%	0.24%	0.22%	0.27%	0.24%	0.24%	7.68%	75.12	
Alt. D (\$50M 5 Years,CIP)	1.31%	1.03%	1.10%	1.31%	0.19%	0.23%	0.23%	0.23%	0.27%	0.45%	0.44%	7.16%	70.84	
Alt. D (Deferred 1 Year)	0.24%	1.26%	1.03%	1.10%	1.00%	0.20%	0.23%	0.23%	0.23%	0.27%	0.45%	6.56%	70.73	
Alt. E (1.7% PTX)	0.55%	0.48%	0.62%	0.59%	0.58%	0.57%	0.87%	0.99%	0.41%	0.57%	0.50%	6.85%	70.22	
Alt. E (Deferred 1 Year)	0.24%	0.53%	0.48%	0.62%	0.59%	0.58%	0.57%	0.87%	0.99%	0.41%	0.57%	6.49%	67.10	
Alt E-1 (2% Ptx)	0.70%	0.53%	0.72%	0.68%	0.74%	0.68%	0.67%	1.09%	0.81%	0.47%	0.63%	7.92%	71.03	
Alt E-2 (2.25% Ptx)	0.79%	0.57%	0.75%	0.71%	0.77%	0.72%	0.68%	1.05%	0.82%	0.54%	0.51%	8.29%	71.55	
Alt E-3 (2.5% Ptx)	0.84%	0.60%	0.79%	0.76%	0.82%	0.74%	0.71%	1.01%	0.73%	0.55%	0.54%	8.47%	72.82	

Property Taxes (\$ Increase on \$200,000 House)													PCI Rating	
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Overall	2031	
Alt. C (Prevent Drop PCI)	\$ 87.92	\$ 62.93	\$ 70.19	\$ 9.54	\$ 0.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243.01	76.18	
Alt. C (Deferred 1 Year)	\$ -	\$ 93.19	\$ 52.89	\$ 70.26	\$ 10.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233.75	75.12	
Alt. D (\$50M 5 Years,CIP)	\$ 51.94	\$ 54.66	\$ 41.89	\$ 38.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189.09	70.84	
Alt. D (Deferred 1 Year)	\$ -	\$ 57.15	\$ 44.29	\$ 41.79	\$ 39.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181.41	70.73	
Alt. E (1.7% PTX)	\$ 16.41	\$ 17.00	\$ 16.17	\$ 16.32	\$ 16.13	\$ 16.15	\$ 15.18	\$ 14.38	\$ 18.26	\$ 17.53	\$ 16.53	\$ 195.63	70.22	
Alt. E (Deferred 1 Year)	\$ -	\$ 21.55	\$ 6.40	\$ 15.87	\$ 15.75	\$ 13.64	\$ 17.17	\$ 13.34	\$ 13.85	\$ 17.82	\$ 17.11	\$ 161.53	67.10	
Alt E-1 (2% Ptx)	\$ 20.81	\$ 20.07	\$ 20.39	\$ 19.76	\$ 19.30	\$ 18.38	\$ 18.67	\$ 19.28	\$ 18.06	\$ 17.54	\$ 16.99	\$ 230.45	71.03	
Alt E-2 (2.25% Ptx)	\$ 23.89	\$ 22.68	\$ 19.50	\$ 22.01	\$ 21.32	\$ 21.11	\$ 20.51	\$ 20.10	\$ 14.43	\$ 17.38	\$ 18.90	\$ 245.68	71.55	
Alt E-3 (2.5% Ptx)	\$ 25.72	\$ 25.10	\$ 24.73	\$ 24.09	\$ 23.20	\$ 23.08	\$ 22.36	\$ 22.46	\$ 21.23	\$ 19.58	\$ 20.14	\$ 282.70	72.82	

Streets Overview

Scenario	Description
C	Minimum to prevent anticipated categorical drops in Pavement Condition Index
D	\$10M Budget per year for 5 years, with standard estimated Capital Improvement Budget
E	Annual Budget Based on specified annual Property Tax Increase

\* Estimated Based on Comparable Trends, not actually calculated

	C	C w/ 1 Yr Defer	D	D w/ 1 Yr Defer	E (1.7%)	E (1.7%) w/ 1Yr Defer	E (2%)	*E (2%) w/ 1Yr Defer	E (2.25%)	*E (2.25%) w/ 1Yr Defer	E (2.5%)	*E (2.5%) w/ 1Yr Defer
Average PCI (as of FY31/32)	76.18	75.12	70.84	70.73	70.22	67.10	71.03	67.91	71.55	68.42	72.82	69.70
Total Expenditures	\$70,673,413	\$69,056,465	\$62,710,798	\$61,136,620	\$63,397,419	\$58,480,024	\$69,202,490	\$64,285,095	\$71,505,927	\$66,588,532	\$76,744,410	\$71,827,016
Future Liabilities	\$17,285,901	\$19,968,514	\$31,495,489	\$31,539,132	\$43,671,678	\$50,072,272	\$37,783,236	\$44,183,830	\$31,936,715	\$38,337,309	\$27,138,618	\$33,539,212
Streets Projected to Drop	\$822,053	\$627,855	\$596,680	\$596,680	\$275,395	\$534,339	\$1,396,103	\$1,655,047	\$620,564	\$879,508	\$641,171	\$900,115

	FY21/22 2021	FY22/23 2022	FY23/24 2023	FY24/25 2024	FY25/26 2025	FY26/27 2026	FY27/28 2027	FY28/29 2028	FY29/30 2029	FY30/31 2030	FY31/32 2031	
C	Average PCI (Prior to Improvements)	52.14	58.22	63.48	71.81	71.74	71.91	74.54	78.00	75.81	75.23	76.18
	Total Future Liabilities	\$76,284,101	\$66,094,884	\$54,782,594	\$40,239,740	\$33,063,514	\$30,854,767	\$27,921,120	\$25,117,095	\$22,411,197	\$19,924,872	\$17,285,901
	Projected to Drop in Condition Rating	\$11,436,016	\$0	\$134,804	\$510,430	\$410,654	\$596,814	\$793,807	\$242,251	\$439,806	\$627,855	\$822,053
	Water Expenditures	\$991,860	\$738,051	\$989,518	\$535,199	\$118,435	\$126,109	\$114,753	\$139,355	\$125,208	\$117,682	\$137,316
	Sewer Expenditures	\$743,895	\$553,538	\$742,139	\$401,399	\$88,826	\$94,582	\$86,065	\$104,516	\$93,906	\$88,261	\$102,987
	General Fund Expenditures	\$13,777,407	\$10,425,213	\$13,631,913	\$4,208,234	\$2,795,292	\$2,955,208	\$3,043,013	\$3,089,881	\$3,255,781	\$3,124,729	\$3,133,138
	Total Expenditures	\$15,513,163	\$11,716,802	\$15,363,569	\$5,144,833	\$3,002,554	\$3,175,898	\$3,243,831	\$3,333,752	\$3,474,896	\$3,330,673	\$3,373,442
C w/ 1 Yr Defer	Average PCI (Prior to Improvements)	52.14	49.79	56.64	63.35	72.65	71.74	71.91	74.54	78.00	75.62	75.12
	Total Future Liabilities	\$76,284,101	\$79,172,233	\$64,063,583	\$52,564,448	\$37,611,533	\$33,063,514	\$30,854,767	\$27,921,120	\$25,117,095	\$22,454,840	\$19,968,514
	Projected to Drop in Condition Rating	\$11,436,016	\$14,960,264	\$10,907,038	\$14,888,432	\$4,741,048	\$410,654	\$596,814	\$793,807	\$242,251	\$439,806	\$627,855
	Water Expenditures	\$119,217	\$991,860	\$738,051	\$989,518	\$351,600	\$118,435	\$126,109	\$114,753	\$139,355	\$125,208	\$117,682
	Sewer Expenditures	\$89,412	\$743,895	\$553,538	\$742,139	\$263,700	\$88,826	\$94,582	\$86,065	\$104,516	\$93,906	\$88,261
	General Fund Expenditures	\$1,547,866	\$13,777,407	\$10,425,213	\$13,631,913	\$4,529,533	\$2,795,292	\$2,955,208	\$3,043,013	\$3,089,881	\$3,255,781	\$3,124,729
	Total Expenditures	\$1,756,495	\$15,513,163	\$11,716,802	\$15,363,569	\$5,144,833	\$3,002,554	\$3,175,898	\$3,243,831	\$3,333,752	\$3,474,896	\$3,330,673

Streets Overview

Scenario	Description
C	Minimum to prevent anticipated categorical drops in Pavement Condition Index
D	\$10M Budget per year for 5 years, with standard estimated Capital Improvement Budget
E	Annual Budget Based on specified annual Property Tax Increase

\* Estimated Based on Comparable Trends, not actually calculated

	C	C w/ 1 Yr Defer	D	D w/ 1 Yr Defer	E (1.7%)	E (1.7%) w/ 1Yr Defer	E (2%)	*E (2%) w/ 1Yr Defer	E (2.25%)	*E (2.25%) w/ 1Yr Defer	E (2.5%)	*E (2.5%) w/ 1Yr Defer
Average PCI (as of FY31/32)	76.18	75.12	70.84	70.73	70.22	67.10	71.03	67.91	71.55	68.42	72.82	69.70
Total Expenditures	\$70,673,413	\$69,056,465	\$62,710,798	\$61,136,620	\$63,397,419	\$58,480,024	\$69,202,490	\$64,285,095	\$71,505,927	\$66,588,532	\$76,744,410	\$71,827,016
Future Liabilities	\$17,285,901	\$19,968,514	\$31,495,489	\$31,539,132	\$43,671,678	\$50,072,272	\$37,783,236	\$44,183,830	\$31,936,715	\$38,337,309	\$27,138,618	\$33,539,212
Streets Projected to Drop	\$822,053	\$627,855	\$596,680	\$596,680	\$275,395	\$534,339	\$1,396,103	\$1,655,047	\$620,564	\$879,508	\$641,171	\$900,115

	FY21/22 2021	FY22/23 2022	FY23/24 2023	FY24/25 2024	FY25/26 2025	FY26/27 2026	FY27/28 2027	FY28/29 2028	FY29/30 2029	FY30/31 2030	FY31/32 2031
D	Average PCI (Prior to Improvements)	52.14	55.35	59.74	65.48	68.05	67.61	70.07	73.22	71.83	70.84
	Total Future Liabilities	\$76,284,101	\$71,607,002	\$64,032,564	\$54,973,187	\$44,627,784	\$42,354,057	\$39,566,656	\$36,675,645	\$33,959,115	\$31,495,489
	Projected to Drop in Condition Rating	\$11,436,016	\$5,557,519	\$1,929,564	\$5,838,357	\$325,955	\$568,110	\$711,548	\$303,775	\$354,411	\$596,680
	Water Expenditures	\$651,094	\$618,088	\$655,320	\$785,154	\$115,608	\$116,074	\$117,941	\$119,882	\$141,314	\$235,710
	Sewer Expenditures	\$488,320	\$463,566	\$491,490	\$588,866	\$86,706	\$87,055	\$88,456	\$89,912	\$105,985	\$176,783
	General Fund Expenditures	\$8,861,631	\$8,924,117	\$8,888,833	\$8,627,170	\$2,782,961	\$2,888,048	\$3,039,024	\$3,103,415	\$3,123,421	\$2,918,180
Total Expenditures	\$10,001,045	\$10,005,771	\$10,035,643	\$10,001,190	\$2,985,275	\$3,091,176	\$3,245,421	\$3,313,210	\$3,370,721	\$3,330,673	
D w/ 1 Yr Defer	Average PCI (Prior to Improvements)	52.14	49.79	53.64	59.55	66.20	68.05	67.61	70.07	73.22	71.63
	Total Future Liabilities	\$76,284,101	\$79,172,233	\$71,557,121	\$62,054,668	\$54,060,865	\$44,627,784	\$42,354,057	\$39,566,656	\$36,675,645	\$34,002,758
	Projected to Drop in Condition Rating	\$11,436,016	\$14,960,264	\$10,861,638	\$14,888,432	\$5,969,337	\$325,955	\$568,110	\$711,548	\$303,775	\$354,411
	Water Expenditures	\$119,217	\$651,094	\$618,088	\$655,320	\$601,555	\$115,608	\$116,074	\$117,941	\$119,882	\$141,314
	Sewer Expenditures	\$89,412	\$488,320	\$463,566	\$491,490	\$451,166	\$86,706	\$87,055	\$88,456	\$89,912	\$105,985
	General Fund Expenditures	\$1,547,866	\$8,861,631	\$8,924,117	\$8,888,833	\$8,948,469	\$2,782,961	\$2,888,048	\$3,039,024	\$3,103,415	\$3,123,421
Total Expenditures	\$1,756,495	\$10,001,045	\$10,005,771	\$10,035,643	\$10,001,190	\$2,985,275	\$3,091,176	\$3,245,421	\$3,313,210	\$3,370,721	

Streets Overview

Scenario	Description
C	Minimum to prevent anticipated categorical drops in Pavement Condition Index
D	\$10M Budget per year for 5 years, with standard estimated Capital Improvement Budget
E	Annual Budget Based on specified annual Property Tax Increase

\* Estimated Based on Comparable Trends, not actually calculated

	C	C w/ 1 Yr Defer	D	D w/ 1 Yr Defer	E (1.7%)	E (1.7%) w/ 1Yr Defer	E (2%)	*E (2%) w/ 1Yr Defer	E (2.25%)	*E (2.25%) w/ 1Yr Defer	E (2.5%)	*E (2.5%) w/ 1Yr Defer
Average PCI (as of FY31/32)	76.18	75.12	70.84	70.73	70.22	67.10	71.03	67.91	71.55	68.42	72.82	69.70
Total Expenditures	\$70,673,413	\$69,056,465	\$62,710,798	\$61,136,620	\$63,397,419	\$58,480,024	\$69,202,490	\$64,285,095	\$71,505,927	\$66,588,532	\$76,744,410	\$71,827,016
Future Liabilities	\$17,285,901	\$19,968,514	\$31,495,489	\$31,539,132	\$43,671,678	\$50,072,272	\$37,783,236	\$44,183,830	\$31,936,715	\$38,337,309	\$27,138,618	\$33,539,212
Streets Projected to Drop	\$822,053	\$627,855	\$596,680	\$596,680	\$275,395	\$534,339	\$1,396,103	\$1,655,047	\$620,564	\$879,508	\$641,171	\$900,115

	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
E (1.7%)	Average PCI (Prior to Improvements)	52.14	50.61	49.03	49.21	49.18	51.83	57.43	56.35	59.67	67.35	70.22
	Total Future Liabilities	\$76,284,101	\$77,119,888	\$78,049,751	\$76,877,836	\$78,471,393	\$76,136,738	\$69,949,119	\$65,277,288	\$55,724,755	\$49,682,070	\$43,671,678
	Projected to Drop in Condition Rating	\$11,436,016	\$11,070,404	\$8,056,980	\$10,940,340	\$3,465,825	\$64,170	\$694,544	\$2,460,554	\$2,435,825	\$534,339	\$275,395
	Water Expenditures	\$274,700	\$257,361	\$334,889	\$323,873	\$317,582	\$312,037	\$475,053	\$564,324	\$239,438	\$304,598	\$270,214
	Sewer Expenditures	\$206,025	\$193,021	\$251,167	\$242,905	\$238,187	\$234,028	\$356,290	\$423,243	\$179,578	\$228,449	\$202,660
	General Fund Expenditures	\$4,007,434	\$3,427,973	\$4,818,999	\$4,936,997	\$5,045,792	\$5,465,921	\$5,233,722	\$5,441,840	\$6,175,215	\$6,212,891	\$6,201,015
Total Expenditures	\$4,488,159	\$3,878,355	\$5,405,054	\$5,503,774	\$5,601,561	\$6,011,986	\$6,065,065	\$6,429,406	\$6,594,232	\$6,745,938	\$6,673,889	
E (1.7%) w/ 1 Yr Defer	Average PCI (Prior to Improvements)	52.14	49.79	48.52	47.92	48.32	48.55	51.36	57.43	56.44	59.18	67.10
	Total Future Liabilities	\$76,284,101	\$79,172,233	\$79,446,891	\$79,587,891	\$80,274,583	\$78,648,176	\$72,824,637	\$67,011,374	\$64,050,571	\$56,317,802	\$50,072,272
	Projected to Drop in Condition Rating	\$11,436,016	\$14,960,264	\$10,861,638	\$15,359,827	\$6,879,264	\$2,767,861	\$3,085,680	\$6,670,350	\$3,066,371	\$1,195,777	\$534,339
	Water Expenditures	\$119,217	\$274,700	\$257,361	\$334,889	\$323,873	\$317,582	\$312,037	\$475,053	\$567,119	\$239,438	\$304,598
	Sewer Expenditures	\$89,412	\$206,025	\$193,021	\$251,167	\$242,905	\$238,187	\$234,028	\$356,290	\$425,339	\$179,578	\$228,449
	General Fund Expenditures	\$1,547,866	\$4,007,434	\$3,427,973	\$4,818,999	\$4,936,997	\$5,045,792	\$5,465,921	\$5,233,722	\$5,436,948	\$6,175,215	\$6,212,891
Total Expenditures	\$1,756,495	\$4,488,159	\$3,878,355	\$5,405,054	\$5,503,774	\$5,601,561	\$6,011,986	\$6,065,065	\$6,429,406	\$6,594,232	\$6,745,938	

Streets Overview

Scenario	Description
C	Minimum to prevent anticipated categorical drops in Pavement Condition Index
D	\$10M Budget per year for 5 years, with standard estimated Capital Improvement Budget
E	Annual Budget Based on specified annual Property Tax Increase

\* Estimated Based on Comparable Trends, not actually calculated

	C	C w/ 1 Yr Defer	D	D w/ 1 Yr Defer	E (1.7%)	E (1.7%) w/ 1Yr Defer	E (2%)	*E (2%) w/ 1Yr Defer	E (2.25%)	*E (2.25%) w/ 1Yr Defer	E (2.5%)	*E (2.5%) w/ 1Yr Defer
Average PCI (as of FY31/32)	76.18	75.12	70.84	70.73	70.22	67.10	71.03	67.91	71.55	68.42	72.82	69.70
Total Expenditures	\$70,673,413	\$69,056,465	\$62,710,798	\$61,136,620	\$63,397,419	\$58,480,024	\$69,202,490	\$64,285,095	\$71,505,927	\$66,588,532	\$76,744,410	\$71,827,016
Future Liabilities	\$17,285,901	\$19,968,514	\$31,495,489	\$31,539,132	\$43,671,678	\$50,072,272	\$37,783,236	\$44,183,830	\$31,936,715	\$38,337,309	\$27,138,618	\$33,539,212
Streets Projected to Drop	\$822,053	\$627,855	\$596,680	\$596,680	\$275,395	\$534,339	\$1,396,103	\$1,655,047	\$620,564	\$879,508	\$641,171	\$900,115

	FY21/22 2021	FY22/23 2022	FY23/24 2023	FY24/25 2024	FY25/26 2025	FY26/27 2026	FY27/28 2027	FY28/29 2028	FY29/30 2029	FY30/31 2030	FY31/32 2031	
E (2%)	Average PCI (Prior to Improvements)	52.14	51.21	49.82	50.41	51.06	51.65	55.06	61.51	63.31	64.65	71.03
	Total Future Liabilities	\$76,284,101	\$75,459,333	\$75,497,631	\$72,483,021	\$72,310,478	\$68,943,924	\$62,255,854	\$55,883,632	\$50,819,335	\$44,363,958	\$37,783,236
	Projected to Drop in Condition Rating	\$11,436,016	\$13,309,903	\$9,851,740	\$14,096,188	\$6,163,407	\$2,780,953	\$3,360,228	\$6,914,455	\$2,745,978	\$966,736	\$1,396,103
	Water Expenditures	\$346,972	\$291,017	\$388,250	\$379,497	\$413,201	\$383,744	\$374,614	\$606,949	\$479,099	\$270,048	\$339,682
	Sewer Expenditures	\$260,229	\$218,263	\$291,188	\$284,623	\$309,901	\$287,808	\$280,960	\$455,212	\$359,325	\$202,536	\$254,762
	General Fund Expenditures	\$4,608,438	\$3,866,952	\$5,437,596	\$5,463,175	\$5,551,068	\$5,846,324	\$5,816,028	\$6,262,534	\$6,225,980	\$6,293,041	\$6,353,475
Total Expenditures	\$5,215,639	\$4,376,232	\$6,117,034	\$6,127,294	\$6,274,169	\$6,517,876	\$6,471,602	\$7,324,695	\$7,064,404	\$6,765,625	\$6,947,920	
E (2.25%)	Average PCI (Prior to Improvements)	52.14	51.49	50.33	51.06	51.87	52.56	56.20	62.65	70.00	70.61	71.55
	Total Future Liabilities	\$76,284,101	\$74,781,719	\$74,243,151	\$70,623,090	\$69,940,441	\$66,150,398	\$58,988,811	\$52,215,581	\$45,081,774	\$38,321,018	\$31,936,715
	Projected to Drop in Condition Rating	\$11,436,016	\$13,309,903	\$9,851,740	\$14,096,188	\$5,693,616	\$2,543,104	\$3,365,237	\$6,919,318	\$2,485,947	\$323,854	\$620,564
	Water Expenditures	\$394,271	\$318,697	\$408,600	\$399,253	\$433,425	\$405,695	\$383,046	\$585,510	\$483,834	\$307,399	\$280,377
	Sewer Expenditures	\$295,703	\$239,023	\$306,450	\$299,440	\$325,069	\$304,271	\$287,285	\$439,133	\$362,875	\$230,549	\$210,283
	General Fund Expenditures	\$5,029,240	\$4,240,389	\$5,325,725	\$5,804,304	\$5,871,807	\$6,286,290	\$6,136,058	\$6,433,019	\$5,679,224	\$6,298,219	\$6,701,466
Total Expenditures	\$5,719,215	\$4,798,108	\$6,040,776	\$6,502,997	\$6,630,301	\$6,996,255	\$6,806,389	\$7,457,661	\$6,525,933	\$6,836,167	\$7,192,125	

Streets Overview

Scenario	Description
C	Minimum to prevent anticipated categorical drops in Pavement Condition Index
D	\$10M Budget per year for 5 years, with standard estimated Capital Improvement Budget
E	Annual Budget Based on specified annual Property Tax Increase

\* Estimated Based on Comparable Trends, not actually calculated

	C	C w/ 1 Yr Defer	D	D w/ 1 Yr Defer	E (1.7%)	E (1.7%) w/ 1Yr Defer	E (2%)	*E (2%) w/ 1Yr Defer	E (2.25%)	*E (2.25%) w/ 1Yr Defer	E (2.5%)	*E (2.5%) w/ 1Yr Defer
Average PCI (as of FY31/32)	76.18	75.12	70.84	70.73	70.22	67.10	71.03	67.91	71.55	68.42	72.82	69.70
Total Expenditures	\$70,673,413	\$69,056,465	\$62,710,798	\$61,136,620	\$63,397,419	\$58,480,024	\$69,202,490	\$64,285,095	\$71,505,927	\$66,588,532	\$76,744,410	\$71,827,016
Future Liabilities	\$17,285,901	\$19,968,514	\$31,495,489	\$31,539,132	\$43,671,678	\$50,072,272	\$37,783,236	\$44,183,830	\$31,936,715	\$38,337,309	\$27,138,618	\$33,539,212
Streets Projected to Drop	\$822,053	\$627,855	\$596,680	\$596,680	\$275,395	\$534,339	\$1,396,103	\$1,655,047	\$620,564	\$879,508	\$641,171	\$900,115

	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
E (2.5%)											
Average PCI (Prior to Improvements)	52.14	51.66	50.68	51.60	52.62	54.30	57.89	64.39	71.49	71.82	72.82
Total Future Liabilities	\$76,284,101	\$74,417,779	\$73,341,929	\$69,176,668	\$67,923,212	\$62,666,039	\$55,153,072	\$48,008,501	\$40,501,798	\$33,678,654	\$27,138,618
Projected to Drop in Condition Rating	\$11,436,016	\$13,309,903	\$9,851,740	\$14,096,188	\$5,698,861	\$2,548,441	\$3,248,701	\$6,163,037	\$1,493,503	\$337,669	\$641,171
Water Expenditures	\$415,578	\$340,379	\$436,963	\$428,861	\$464,805	\$420,865	\$397,758	\$566,281	\$425,300	\$310,336	\$296,767
Sewer Expenditures	\$311,683	\$255,284	\$327,722	\$321,646	\$348,604	\$315,649	\$298,319	\$424,711	\$318,975	\$232,752	\$222,575
General Fund Expenditures	\$5,279,169	\$4,584,742	\$6,088,465	\$6,140,495	\$6,190,743	\$6,633,590	\$6,477,910	\$6,868,509	\$6,848,127	\$6,744,658	\$7,006,191
Total Expenditures	\$6,006,430	\$5,180,406	\$6,853,150	\$6,891,002	\$7,004,151	\$7,370,104	\$7,173,986	\$7,859,501	\$7,592,402	\$7,287,746	\$7,525,533

## Paul Christensen

**From:** Roberts, Stephan <SCRoberts@rwbaird.com>  
**Sent:** Thursday, May 28, 2020 8:58 AM  
**To:** Roscoe Stelford; Paul Christensen  
**Cc:** Holstine, Adam; Kolodziej, Adriana  
**Subject:** City of Woodstock: S&P Analysis  
**Attachments:** S&P Criteria Change Rating Analysis Before \$50MM Issue 052120.xls; S&P Criteria Change Rating Analysis After \$50MM Issue 052120.xls

Gentlemen,

As promised, we looked at a hypothetical future issuance of \$50 million and the impact on its "AA" rating. Attached is a before and after scorecard. Since we don't have all of S&P's internal information, it is hard to determine the City's current debt score with complete certainty. Our calculations show an initial score of 2 based on the S&P report stats, and then a 2 point qualitative adjustment downward to a final score of 4 because of the City's "large pension and OPEB obligation and the lack of a plan to sufficiently address the obligation." This is consistent with other Illinois issuers. However, we do not tie out exactly with S&P's statistics and, as mentioned before, would need their internal rationale and data to do so.

Assuming the initial debt score of 2 and final debt score of 4, the final debt score only needs to go down by 1 to be a 5 and knock the City down from "AA" to "AA-". We conclude that by issuing any amount of additional debt (\$1 million up to \$50 million), the City's indicative rating **could** be notched down to a "AA-". Ultimately, this is all dependent on how much S&P actually notches the City for its pensions. The City should take this as more of a trend analysis. More debt will put the City in danger of a downgrade.

Please let us know if you would like to jump on a conference call after you review.

### **BEFORE:**

Best Guess Indicative Rating						
Category	Institutional Framework			Financial Measures		
	Framework	Economy	Management	Budgetary Flexibility	Budgetary Performance	Liquidity
Category Weighting	10%	30%	20%	10%	10%	10%
Best Guess City Score <sup>(2)</sup>	2	2.5	2	1	3	1
Weighted Average <sup>(2)</sup>	2.25					
Best Guess Indicative Rating <sup>(2)</sup>	AA					
Indicative Rating Results Table						
Weighted Average Score Range		Indicative Rating				
1 - 1.84		AAA				
1.85 - 1.94		AA+				
1.95 - 2.34		AA				
2.35 - 2.84		AA-				

### **AFTER:**

Best Guess Indicative Rating						
Category	Institutional Framework	Economy	Management	Financial Measures		
				Budgetary Flexibility	Budgetary Performance	Liquidity
Category Weighting	10%	30%	20%	10%	10%	10%
Best Guess City Score <sup>(1)</sup>	2	2.5	2	1	3	1
Weighted Average <sup>(2)</sup>	2.35					
Best Guess Indicative Rating <sup>(2)</sup>	AA-					

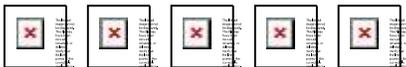
  

Indicative Rating Results Table		Rating Score	Indicative Rating	
Weighted Average Score Range	Indicative Rating	Current	2.25	AA
1 - 1.84	AAA	\$50 Million	2.35	AA-
1.85 - 1.94	AA+	\$30 Million	2.35	AA-
1.95 - 2.34	AA	\$20 Million	2.35	AA-
2.35 - 2.84	AA-	\$10 Million	2.35	AA-
2.85 - 3.24	A+	\$5 Million	2.35	AA-
3.25 - 3.64	A	\$1 Million	2.35	AA-

Thanks!

**Stephan C. Roberts**

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**No.1** municipal underwriter  
 in the nation

Based on number of issues – sourced by Ipreo MuniAnalytics as of December 31, 2019.

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121 W. Calhoun Street  
Woodstock, Illinois 60098

Roscoe C. Stelford III  
City Manager

**TO:** Honorable Mayor and City Council  
**FROM:** Roscoe C. Stelford III, City Manager  
**DATE:** **October 20, 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:

**November 3, 2020 – City Council Meeting**

1. Proclamation – Philanthropy Month
2. Preliminary Property Tax Levy
3. IDOT ROW Maintenance Agreement
4. Traffic Code Revisions – Parking on W. Judd Street
5. Contract with Baxter & Woodman – Create Pretreatment Program
6. Approval of a Class A-2 Liquor License for Lucky Café, 460 S. Eastwood Drive
7. City Code Addition – Yield Sign on Franklinville @ Moraine

**November 17, 2020 – City Council Meeting**

1. Proclamation – Retirement of Carolyn O’Leary
2. Proclamation – Retirement of Jeff Van Landuyt
3. Employee Service Awards
4. Presentation of CAFR / Audit
5. Preferred Consultants Selection
6. Ballfield Fence Replacement
7. Cameras on the Square
8. No Parking on Greenley Street