



# City of Galena, Illinois

## AGENDA (Amended 4-20-12)

### REGULAR CITY COUNCIL MEETING

MONDAY, APRIL 23, 2012

6:30 P.M. – CITY HALL 312 ½ NORTH MAIN STREET

ITEM	DESCRIPTION
12C-0156.	Call to Order by Presiding Officer
12C-0157.	Roll Call
12C-0158.	Establishment of Quorum
12C-0159.	Pledge of Allegiance
12C-0160.	Reports of Standing Committees
12C-0161.	Citizens Comments <ul style="list-style-type: none"><li>• Not to exceed 15 minutes as an agenda item</li><li>• Not more than 3 minutes per speaker</li><li>• No testimony on zoning items where a public hearing has been conducted</li></ul>

### LIQUOR COMMISSION

ITEM	DESCRIPTION	PAGE
12C-0162.	Discussion and Possible Action on Renewal of Liquor Licenses for the Period May 1, 2012 to April 30, 2013	1

### CONSENT AGENDA CA-8

ITEM	DESCRIPTION	PAGE
12C-0163.	Approval of the Minutes of the April 9, 2012 City Council Meeting	2-7
12C-0164.	Approval of Tour Service License Renewals for the Period May 1, 2012 to April 30, 2013	8
12C-0143.	Approval of a Resolution Endorsing the Exploration of an Edible Schoolyard Project in Galena	9

ITEM	DESCRIPTION	PAGE
12C-0144.	Approval of a Contract with Mississippi Valley Pipe and Tool for Repairs to the Riverside Drive Pump Station	10
12C-0145.	Approval of a Request by Midwest Medical Center to Conduct the 8 <sup>th</sup> Annual Fun Walk/Run on Saturday, September 22, 2012 on the Galena River Trail	11-12
12C-0146.	Approval of the Purchase of the Replacement Meeker Street Pedestrian Bridge	13
12C-0147.	Approval of Change Order #1 to Old Train Depot Exterior Masonry Contract	14-17
12C-0148.	Approval of Purchase of Materials and Labor to Complete Swimming Pool Grate Upgrades	18-19
12C-0148a.	Approval of the Appointment of Katie Wiene, 1628 Field Street, to Fill the Unexpired Term (Ending September 24, 2012) of Jerry Murdock on the Historic Preservation Commission	-

### UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
12C-0126.	Discussion and Possible Action on Fiscal Year 2012-13 Operating Budget	20-24

### NEW BUSINESS

ITEM	DESCRIPTION	PAGE
12C-0149.	Monthly Report from the Environmental Management Corporation (EMC)	separate
12C-0150.	Quarterly Report by VisitGalena.org	25-47
12C-0151.	Discussion and Possible Action on Plan of Operation for Galena Dog Park	48-52
12C-0152.	Discussion and Possible Action on Request by Jim Digman for Access on the West Street Right-of-Way to His Property on West Street	53-54
12C-0153.	Discussion and Possible Action on the Possibility of Scheduling a Voter Referendum to Increase the Food and Beverage Tax	-
12C-0154.	Discussion and Possible Action on Creating Standards for Tour Operators and Tour Guides	-
12C-0155.	Approval of Contract with Servpro for Market House Restroom Cleaning, Maintenance, and Painting	55

ITEM	DESCRIPTION	PAGE
12C-0156.	Discussion and Possible Action on the First Reading of a Surplus Property Ordinance to Dispose of Light Bars and a Siren	56-57
12C-0157.	Discussion and Possible Action on Change Order #1 for Solar Project (Change Racking System and Groundcover)	58-61
12C-0158.	Approval of Interconnection Permit Applications for \$10,000 to Jo Carroll Energy and \$35,000 for Dairyland Power for the Solar Project	62
12C-0159.	Discussion and Possible Action on Utility Bill Write Offs for Fiscal Year 2011-12	63-67
12C-0160.	Discussion and Possible Action on Parking Ticket Write Offs for Fiscal Year 2011-12	67-70
12C-0161.	Warrants	71-79
12C-0162.	Alderspersons' Comments	
12C-0163.	City Administrator's Report	
12C-0164.	Mayor's Report	
12C-0165.	Motion for Executive Session Including: <ul style="list-style-type: none"> <li>• Section 2 (c) (1) – Employee hiring, firing, compensation, discipline and performance.</li> <li>• Section 2 (c) (2) – Collective negotiating matters and deliberations concerning salary schedules.</li> <li>• Section 2 (c) (5) – Purchase or lease of real estate.</li> <li>• Section 2 (c) (21) Review of Executive Session Minutes</li> </ul>	
12C-0166.	Adjournment	

### CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Historic Preservation Comm.	Thurs. May 3	6:30 P.M.	City Hall
Zoning Board of Appeals	Wed. May 9	6:30 P.M.	City Hall
City Council	Mon. May 14	6:30 P.M.	City Hall

Posted: Thursday, April 19 at 4:30 p.m. Posted By:

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## Memo

**To:** Mayor & Council  
**From:** Mary Beth Hyde, City Clerk  
**CC:** Mark Moran, City Administrator  
**Date:** April 17, 2012  
**Re:** Liquor License Renewals

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The following applicants have submitted renewal applications for their Liquor License for Fiscal Year 2012-2013 and have made payment in full.

The Grape Escape  
Log Cabin Restaurant & Lounge  
Gobbie's

If you have any questions or would like to see the applications, please feel free to contact me.

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 9 APRIL 2012**

**12C-0133 – CALL TO ORDER**

Mayor Terry Renner called the regular meeting to order at 6:30 p.m. in the Board Chambers at 312½ North Main Street on 9 April 2012.

**12C-0134 – ROLL CALL**

Upon roll call the following members were present: Cording, Fach, Greene, Lincoln and Renner

Absent: Murphy, Painter

**12C-0135 – ESTABLISHMENT OF QUORUM**

Mayor Terry Renner announced a quorum of Board members present to conduct city business.

**12C-0136 – PLEDGE OF ALLEGIANCE**

The Pledge was recited.

**12C-0137 - REPORTS OF STANDING COMMITTEES**

None.

**12C-0138 – PUBLIC COMMENTS**

**Charlotte Kennedy, 946 Irish Hollow Road** – Kennedy advised she was looking for an endorsement from the Council on her Edibleschoolyard Project proposal. She currently has five other organizations supporting the plan. She will be attending the school curriculum meeting and will be working with John and Bonnie Cox.

**Rick Pariser, 113 S. High Street** – Pariser stated he wished to clarify an issue regarding the budget process. He advised he is not interested in looking at “bricks and mortar”. He is looking at the operational services that are provided that are somewhat intangible. He advised he hasn’t been able to find any activity for the year for the Police Department. He advised other Police Departments in the area publish a police report. Pariser feels it would be informative to the citizenry and enlightening to the City Council to know what has been done and what still needs to be done in the department. It also serves as a way to measure the effectiveness of a City department. Mayor Renner advised the City Council receives monthly reports from all department heads.

**James Wirth, 121 S. High Street** – Wirth spoke in support of some type of certification process for tour guides. He advised the State of Illinois currently has grants available and stated he would be willing to get further information on the programs.

**Nancy Breed, 211 S. Bench** – Breed advised she met with City Attorney Nack and Mark Moran. Breed shared a copy of Illinois State Statute (65 ILCS 5/8-1-2.5). Breed advised she believes Galena History Museum contributes to Galena’s tourism industry and economic vitality. The museum serves nearly 20,000 guests per year including over 3,000 students and youth.

**LIQUOR COMMISSION**

**Motion:** Greene moved, seconded by Fach, to adjourn as the City Council and reconvene as the Liquor Commission.

**Discussion:** None.

**Roll Call:** AYES: Fach, Greene, Lincoln, Cording, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0139 – DISCUSSION AND POSSIBLE ACTION ON RENEWAL OF LIQUOR LICENSES FOR THE PERIOD MAY 1, 2012 TO APRIL 30, 2013**

**Motion:** Greene moved, seconded by Fach, to approve the renewal of liquor licenses for the period May 1, 2012 to April 30, 2013.

**Discussion:** None.

**Roll Call:** AYES: Greene, Lincoln, Cording, Fach, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0140 – DISCUSSION AND POSSIBLE ACTION ON A REQUEST FOR A CORPORATION MANAGER LIQUOR LICENSE BY LITTLE TOKYO, 300 N. MAIN STREET, FOR QI JUN ZHU**

**Motion:** Greene moved, seconded by Fach, to approve the request for Corporation Manager Liquor License by Little Tokyo, 300 N. Main Street, for Qi Jan Zhu.

**Discussion:** None.

**Roll Call:** AYES: Lincoln, Cording, Fach, Greene, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**Motion:** Greene moved, seconded by Fach, to adjourn as the Liquor Commission and reconvene as the City Council.

**Discussion:** None.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**CONSENT AGENDA CA-7**

**12C-0141 – APPROVAL OF THE MINUTES OF THE MARCH 26, 2012 CITY COUNCIL MEETING AND THE SPECIAL CITY COUNCIL MEETING OF APRIL 2, 2012**

**12C-0142 – APPROVAL OF TOUR SERVICE LICENSE RENEWALS FOR THE PERIOD MAY 1, 2012 TO APRIL 30, 2013**

**12C-0143 – APPROVAL OF MAIFEST TOUR OF GALENA HISTORIC BREWERIES TO BENEFIT SAFE HAVEN, MAY 4-6, 2012**

**12C-0144 – APPROVAL OF A RESOLUTION APPROVING THE PRELIMINARY/FINAL PLAT AND FINAL ENGINEERING PLANS FOR “TIMP’S SUBDIVISION – PHASE II” IN THE CITY OF GALENA**

**Motion:** Lincoln moved, seconded by Cording, to approve Consent Agenda CA-7.

**Discussion:** None.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**NEW BUSINESS**

**12C-0146 – DISCUSSION AND POSSIBLE ACTION ON EDIBLESCHOOLYARD PROJECT PROPOSAL**

**Motion:** Fach moved, seconded by Greene, to draw up a resolution of support for the Edibleschoolyard Project, item 12C-0146.

**Discussion:** Council felt it was a wonderful idea and thanked Charlotte Kennedy for taking it on for the community.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0147 – FIRST READING AND POSSIBLE ACTION ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATIVE REVENUE SOURCE), SERIES 2012, OF THE CITY OF GALENA, JO DAVIESS COUNTY, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$350,000**

**Motion:** Cording moved, seconded by Fach, to approve the first reading and waive the second reading of an ordinance authorizing the issuance of General Obligation Bonds (Alternative Revenue Source), Series 2012, of the City of Galena, Jo Daviess County, Illinois, in an aggregate principal amount not to exceed \$350,000.

**Discussion:** This bond is for the Meeker Street Bridge project which has been approved by council.

**Roll Call:** AYES: Fach, Greene, Lincoln, Cording, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0148 – FIRST READING AND POSSIBLE ACTION ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATIVE REVENUE SOURCE), SERIES 2012, OF THE CITY OF GALENA, JO DAVIESS COUNTY, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$300,000**

**Motion:** Cording moved, seconded by Fach, to approve the first reading and waive the second reading of an ordinance authorizing the issuance of General Obligation Bonds (Alternative Revenue Source), Series 2012, of the City of Galena, Jo Daviess County, Illinois, in an aggregate principal amount not to exceed \$300,000.

**Discussion:** This bond is for the Flood Pump Project.

**Roll Call:** AYES: Greene, Lincoln, Cording, Fach, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0149 – FIRST READING AND POSSIBLE ACTION ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATIVE REVENUE SOURCE), SERIES 2012, OF THE CITY OF GALENA, JO DAVIESS COUNTY, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$350,000**

**Motion:** Cording moved, seconded by Fach, to approve the first reading and waive the second reading of an ordinance authorizing the issuance of General Obligation Bonds (Alternative Revenue Source), Series 2012, of the City of Galena, Jo Daviess County, Illinois, in an aggregate principal amount not to exceed \$350,000.

**Discussion:** This bond is for the Solar Project.

**Roll Call:** AYES: Lincoln, Cording, Fach, Greene, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-00150 – WARRANTS**

**Motion:** Cording moved, seconded by Fach, to approve the Warrants as presented.

**Discussion:** None.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

**12C-0150 – ALDERPERSONS' COMMENTS**

**Turner Hall** – Fach recommended adding an agenda item for installing a kilowatt hour counter at Turner Hall. This would allow us to know what is going on with each engagement and what kind of electricity is being used on each rental.

**Meeker Street Bridge** – Fach advised he noticed there have been some questions with regard to Gator Bridge fitting the abutments. Moran advised staff is working with Gator Bridge to resolve any issues.

**Referendum** – Fach stated he would like to see in front of the City Council discussion and possible action on the possibility of a referendum designating a portion of the food and beverage tax to the museum, ARC and Turner Hall. He feels there is sufficient time to get it on the ballot for the November election.

**Police Reports** – Cording stated we should look into issuing a general police report.

**Museum Sale** – Cording advised the packet includes a memo from Nancy Breed explaining the sale of artifacts from the museum. She feels integrity was used and their actions were certainly appropriate.

**Museum** – Lincoln stated reading the notes from the museum, he finds it disturbing that the way to present a descent display does not need as many artifacts as there used to be. He felt it would have been nice to see some of those artifacts that were no longer needed offered to local people to encourage local people to get pieces of our history. Lincoln felt it seemed like it was kept quiet to keep those people from getting those items back.

**12C-0152 – CITY ADMINISTRATOR'S REPORT**

**Beautification Day** – Beautification Day is set for Saturday, April 14, 2012 from 9:00 a.m. to Noon.

**Trail Monitoring Program** – Moran advised Alderperson Painter is in the process of putting together a volunteer program to have volunteers to monitor the trail for downed trees, etc. An organizational meeting will be held April 24<sup>th</sup> at 6:00 p.m.

**Continuing Education** – Mary Davis and Lori Huntington recently completed a 24 Hour "Spanish for Law Enforcement" class.

**Building Inspector** – Building Inspector, Duff Stewart, recently passed the test and is now a Certified Residential Building Inspector.

**12C-0152 – MAYOR'S REPORT**

Mayor Renner advised we have lost two past council members in the last two weeks; Robert Spurr and Bernie Dunkel. He extended his sympathy to the families.

**12C-0154 – MOTION FOR EXECUTIVE SESSION**

**Motion:** Lincoln moved, seconded by Cording, to recess to Executive Session to discuss the following:

- Collective negotiating matters and deliberations concerning salary schedules, Section 2 (c) (2)
- Pending, probable or imminent litigation, Section 2 (c) (11)
- Review of Executive Session Minutes, Section 2 (c) (21)

**Roll Call:**  
AYES: Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

The meeting recessed at 7:02 p.m.

The meeting reconvened at 7:38 p.m.

**12C-0155 - ADJOURNMENT**

**Motion:** Cording moved, seconded by Lincoln, to adjourn.

**Discussion:** None.

**Roll Call:** AYES: Greene, Lincoln, Cording, Fach, Renner  
NAYS: None  
ABSENT: Murphy, Painter

The motion carried.

The meeting adjourned at 7:38 p.m.

Respectfully submitted,



Mary Beth Hyde, CMC  
City Clerk

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



**To:** Mayor & Council  
**From:** Mary Beth Hyde, City Clerk  
**Date:** 04/17/12  
**Re:** Tour Operator's License

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The following business has returned an application for a Trolley Service License for 2012/2013:

Brill's Trolley Tours, Inc., dba: Galena Trolley Tours

This application is available at City Hall for inspection.

**RESOLUTION NO. 12-**

**A Resolution Endorsing Exploration of the Edible Schoolyard Project for Galena**

The City Council of Galena, Illinois, in regular session assembled at City Hall in Galena, Jo Daviess County, Illinois, on April 23, 2012, adopted the following resolution:

**WHEREAS**, the City of Galena is committed to implementing environmentally sustainable practices in the operations of the municipal organization; and

**WHEREAS**, the City of Galena encourages residents, businesses and organizations within the community to explore and implement environmentally sustainable practices; and

**WHEREAS**, the Galena City Council was recently made aware of a local initiative to implement the Edible Schoolyard Project in the Galena school system; and

**WHEREAS**, the Galena City Council has reviewed the Edible Schoolyard Project and recognizes the project as one that teaches environmentally sustainable practices, gardening, cooking, and nutrition through a curriculum of growing, harvesting, preparing, and consuming food from gardens developed at the local schools; and

**THEREFORE BE IT RESOLVED**, the City of Galena endorses the continued exploration and possible implementation of the Edible Schoolyard Project in Galena.

**Passed this 23rd day of April, A.D., 2012.**

**AYES:**

**NAYS:**

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**Terry Renner, Mayor**

**ATTESTATION:**

I certify that the above is a true and correct copy of a resolution passed by the City Council of Galena, Illinois, at a meeting held on April 23, 2012.

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**Mary Beth Hyde, City Clerk**

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner, City Council and City Administrator

FROM: Andy Lewis, City Engineer *AL* *M.M.*

DATE: 18 April 2012

RE: Storm Water Pump Station – Riverside Drive  
Approval to Transfer Budget Funding

During the storm and related flooding in July 2011 the storm water pump station at Riverside Drive was damaged. After obtaining various quotes for repair of the station our insurer finally decided to allow \$18,520 for project funding. The quotes are summarized as follows:

- |  |          |
|--|----------|
| • Mississippi Valley Pump                  | \$18,520 |
| • Electric Pump                            | \$37,250 |
| • Altronix Control Systems/Fleege Electric | \$34,113 |

We were going to commence work on the pumps this Spring but decided to defer this until construction work to the HW20 bridge is complete because of possible further traffic disruption in this area.

I request approval from the city council to allow Mississippi Valley Pump complete repairs to the storm pumps at a not to exceed cost of \$18,520.



One Medical Center Drive • Galena, Illinois 61036  
Phone: (815) 777-1340 Fax: (815) 776-7274  
[www.MidwestMedicalCenter.org](http://www.MidwestMedicalCenter.org)

April 10, 2012

Mr. Mark Moran and Members of the Galena City Council;

It is the intention of Midwest Medical Center and the Midwest Health & Fitness Center to conduct its 8<sup>th</sup> Annual Fun Walk/Run on Saturday, September 22<sup>nd</sup>, 2012. We would like to gain permission from the City to utilize the Galena Trail as in years past. The walk would once again be held at 9:00 AM, is a 3.1 mile (5K) event, would remain open to the public during the event, and is usually wrapped up and vacated by 11:00 AM.

I am including proof of liability insurance carried by Midwest Medical Center listing the medical center as the primary insurer. Attached is documentation from the insurance provider as you request.

Thank you for your continued support of the Galena Trail system and events such as our walk/run.

P.S. We have met with coordinators of the Galena Lions Oktoberfest which had been moved to the same day as our event. We have agreed to work together, share the grounds at the depot lot and coordinate our advertising efforts for the benefit of the community we both support.

Make it a Great Day!

Marty Soat, MS  
Fitness Director  
815-777-4960

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**ILLINOIS PROVIDER TRUST  
CERTIFICATE OF COVERAGE**

This is to certify that the beneficiary named below obtains coverage through the Illinois Provider Trust (IPT) as outlined below.

Name and address of party to whom this certificate is issued:

Name and address of Beneficiary:

Midwest Medical Center  
1 Medical Center Drive  
Galena, IL 61036

Coverage Number IPT1172012

Type of Coverage	Coverage Period	Limits of Coverage
Comprehensive General Liability	1/1/12 – 1/1/13	\$2,000,000 each occurrence
Hospital Professional Liability	1/1/12 – 1/1/13	\$2,000,000 each occurrence

OTHER: N/A

Coverage is subject to the provisions of the coverage documents between IPT and the Beneficiary including any exclusions or conditions and this certificate does not amend, extend or alter the coverage afforded by such documents.

**CANCELLATION:** Should any of the above described coverages be canceled before the expiration date thereof, IPT will endeavor to mail 30 days written notice to the certificate holder named above; however, failure to do so will not impose any duty or liability upon IPT, its agents or representatives, nor will it delay cancellation.

Date: December 21, 2011

By: Edward J. Holtz

**ILLINOIS PROVIDER TRUST  
1151 East Warrenville Road  
Naperville, Illinois 60563**

For inquiries contact Carol Hansen  
630-276-5878 or [chansen@ihastaff.org](mailto:chansen@ihastaff.org)

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



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## MEMORANDUM

TO: Mayor, City Council and City Administrator Mark Moran  
FROM: Craig Albaugh, Facility Manager *CA* *M.M.*  
DATE: April 18, 2012  
RE: Meeker Street Pedestrian Bridge Replacement

After considerable evaluation, our staff is ready to order the bridge for the Meeker Street Pedestrian Bridge Project. We have spent the past several weeks working closely with our engineer, IIW Engineering, and the Gator Bridge engineers to make sure the proposed bridge could be constructed to blend seamlessly with our existing ramps.

On February 27, the council approved the purchase of a Gator Bridge aluminum bridge with a bow string segment for a cost of \$229,400. Including delivery costs, the total cost is \$237,730. Payment for the bridge may be made in three installments as follows:

1. 45% deposit to begin design process.
2. 45% progress payment required to commence fabrication.
3. 10% prior to shipment.

The first payment of \$106,978.50 is needed in order to initiate the final design process. IIW Engineering will use the design plans for completing the design and plans for the retrofit of existing piers.

At this time I am requesting that you approve the first payment of \$106,978.50 to move the project forward. Since all expenses for the project are included in the upcoming fiscal year, the payment request would formally appear on the warrants of the May 14, 2012 meeting and the check would be dated May 1, 2012. We have made arrangements with Gator Bridge for final design work to begin when we mail a copy of the check the week of April 23.

Please feel free to contact me with any questions.

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner, City Council and City Administrator

FROM: Andy Lewis, City Engineer *Al* *M.M.*

DATE: 17 April 2012

RE: Exterior Masonry Rehabilitation of the Old Train Depot  
Approval of Change Order #1

In 2011 the city agreed to work with the Galena Foundation regarding the replacement of brick and associated work at the Old Train Depot. Since the project commenced a number of work items require modification. These are detailed in the attached change order which indicates an addition of \$7,220 to the original contract sum of \$84,990.

The city is being reimbursed for all costs for this project from the Galena Foundation. Each year the Foundation will pay approximately \$25-30,000 to the city, including any interest incurred if the city had invested this amount.

I recommend the city council approves a change order with Renaissance Restoration for a sum of \$7,220.

**CHANGE ORDER**

Number: **1** Date of Issuance: **18 April 2012**

Project: **Exterior Masonry Rehabilitation of the Old Train Depot**

OWNER: **City of Galena**

ADDRESS: **312-1/2 N. Main Street, Galena, IL 61036**

CONTRACTOR: **Renaissance Restoration**

ENGINEER: **City of Galena/Adam Johnson Architecture**

ENGINEER'S Project No.: NA

OWNER'S Project No.: NA

\*\*\*\*\*

You are directed to make the following changes in the Contract Documents:

**DESCRIPTION OF CHANGE ORDER:**

#	Work Item	Justification	Cost \$
1	Deduct new flashing around perimeter and complete work as detailed in attached request for change order	No longer required. Any additional cost, if necessary, to be determined on time and material basis.	0.00
2	Add remove /replace sealant to window and door casing. Estimate 600 feet @ \$14/Ft	Existing sealant has deteriorated and needs to be replaced	8,400.00
3	Deduct top 10 feet of chimney tuck pointing	Not required because existing mortar in good condition	(1,680.00)
4	Mortar analysis for tuck pointing	To ensure good match between existing and new mortar	500.00
	<b>TOTAL</b>		<b>7,220.00</b>

ATTACHMENTS: See justifications on page 1

CHANGE IN CONTRACT PRICE:

Original Contract Price		\$84,990.00
Net Change of this Change Order	ADD	\$7,220.00
Contract price with all approved Change Orders		<b>\$92,210.00</b>

CHANGE IN CONTRACT TIME:

Original Contract Substantial Completion Date	11 May 2012
Contract Completion Date Adjustment previous Change Orders	NA
Contract Completion Date Adjustment this Change Order	5 days
Adjusted Contract Substantial Completion Date including Change Orders	18 May 2012

Recommended by:

_____	_____
ENGINEER	Date

Approved by:

_____	_____
OWNER	Date

Approved by:

_____	_____
CONTRACTOR	Date

Page 1 of 1

April 17, 2012

Exterior Rehabilitation for the Old Train Depot  
101 Bouthillier Street  
Galena, Illinois

## Change Order

Original Contract Amount:        \$84,990

We Propose the following changes to the scope of work:

1.        Deduct new flashing around the perimeter of the building. Replace bottom 3 courses with S.W. Brick -no charge, except as discussed around Addition portion existing brick to remain & be stained. Back plaster any voids found when replacing brick on a time and material basis invoice from receipts for material and at \$59.50 per hour for Labor. Architect to be notified of significant additional work. Final number for the Add/Deduct to be determined upon completion of work.
2.        Add remove and replace urethane sealant between brick and window and door casing at \$14/foot. Final number for the Add to be determined upon completion of work.
3.        Deduct top 10 feet of chimney tuck pointing for \$1680.
4.        Mortar mix for re-pointing to be . Mortar analysis by David Arbogast to be reimbursed at an Add of \$500.
5.        Renaissance Restoration is to submit certified payrolls for all work completed to date. This is required by the State Prevailing Wage Act. In future these certified payrolls are to be submitted on a monthly basis.

Please contact me if you have any questions, thank you.

Sincerely,

Adam Johnson

Acceptance of Proposal, the above prices, specifications and conditions are satisfactory and are hereby accepted.  
Payment will be as outlined above.

Renaissance Restoration, Inc.

Date

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Mayor, City Council and City Administrator Mark Moran

FROM: Craig Albaugh, Facility Manager  *m.m.*

DATE: April 18, 2012

RE: Pool Inspection by Illinois Department of Public Health

On April 12, 2012 the City received a letter from the Illinois Department of Public Health (IDPH) regarding the suction outlets in the pool (see attached letter). The City responded to the letter and scheduled an inspection for this Tuesday April 17. Staff met at the pool with an IDPH inspector and learned that all six outlets are not in compliance and that the pool could not open until the deficiencies are corrected. The IDPH stated that there are two ways to correct the deficiencies.

1. To replace the existing grates over the suction outlets.
2. Hire a pool engineering firm to redesign and rebuild the outlets.

After the inspection we were told that we would have to replace the grate in the children's pool, the two in the drop tank for the water slide, and the three in the deep end of the main pool.

There is only one company that manufactures grates that have been approved to comply with the IDPH regulations. Each grate retails for \$1,750. On Wednesday April 18, 2012 staff ordered six grates at a cost of \$7,500 and saved \$3,000 by purchasing direct from the manufacturer. Payment will be made as part of the budget for the fiscal year beginning May 1.

We have scheduled to have Jackson Concrete perform the installation of all the grates next week on a time and materials basis. To install the grates to the manufacturer's specifications Jackson will have to make modifications to the pool floor in several areas. We expect that with the planned modifications, the pool will be cleared by IDPH to open on June 2 as planned.

Interestingly, we replaced the original grates in 2009 in response to new IDPH requirements at that time. As a result of the inspection this week, we learned that those grates were deemed non-compliant in 2011. Though IDPH released a list of approximately 500 non-compliant Illinois pools in October 2011, our pool was not listed.

Please feel free to contact me with any questions.



4302 North Main Street • Rockford, Illinois 61103-5202 • www.idph.state.il.us

Pat Quinn, Governor

Damon T. Arnold, M.D., M.P.H., Director

April 11, 2012

Dear Swimming Facility Licensee:

As the 2012 outdoor swim season is set to begin, we are notifying licensed swimming facilities of the need for the Department to further evaluate your suction outlets for compliance with the applicable requirements.

Specifically, we need to evaluate your compliance with Section 820.210 (f) (3) (J) which requires that "for suction outlets with field-fabricated sumps or other sumps not specified by the manufacturer of a certified safety cover installed on the outlet, there shall be a spacing of at least 1 1/2 pipe diameters between the outlet pipe or fitting and the bottom of the cover." In order for the Department to evaluate you swimming facility for compliance with this requirement, it will be necessary for us to complete a "dry" inspection of your swimming facility.

Please contact this office no later than May 15, 2012, to schedule this inspection. Please note that for pools with deep ends, it will be necessary for you to provide a ladder or other means to access the suction outlet.

If you have any questions regarding this matter and to schedule your inspection, please contact Lisa Hilliard at 4302 North Main Street, Rockford, Illinois, 61103, telephone 815-987-7511.

Sincerely,

Clayton E. Simonson, L.E.H.P.  
Regional Supervisor

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator *mm*

DATE: April 19, 2012

RE: Final Budget

On Monday, April 2 we conducted our second budget work session for the fiscal year 2012-2013 budget. The work session followed the regular council meeting of March 26 where we conducted a public hearing on the budget. During the hearing five citizens offered comments.

Based on the discussion during the work session and further review of the budget, I am attaching a list of possible changes to the original draft of the budget. The changes would result in a net savings of \$7,390 and reduce the budget deficit to \$450,810 as shown in Table 1.

**Table 1. Budget Balances after Changes**

General Fund Surplus/(Deficit)	\$59,015
Other Funds Surplus/(Deficit)	(\$509,825)
<b>Total Budget Surplus/(Deficit)</b>	<b>\$(450,810)</b>

The following table shows the total revenues and expenditures after the changes.

**Table 2. Total Revenues and Expenses after Changes**

	Revenue	Expenses
General Fund	\$ 3,868,750	\$ 3,809,735
Other Fund	\$ 6,104,375	\$ 6,614,200
<b>TOTAL</b>	<b>\$ 9,973,125</b>	<b>\$ 10,423,935</b>

The budget must be approved before the start of the fiscal year on May 1. The April 23 council meeting would be our last regularly scheduled meeting to adopt the budget. A motion could be made on Monday to approve the March 12 draft of the 2012-13 budget with or without any or all of the changes listed on the attached page. Council members are certainly free to suggest other changes as well. Final action on employee compensation could be taken after executive session and would impact the totals presented above.

Please let me know if you have any questions.

# FY 2012-13 Revenues over Expenditures (March 12 "Draft 1" of Proposed Budget)

Revenues Over	
Expenses	
General Fund	51,625
Other Funds	(509,825)
Total Budget	(458,200)

## April 2 Changes to Draft 1 Budget

Line Item	Fund	Name	Add / (Deduct)	Description
<b>REVENUES</b>				
General Fund				
01.389.3	Public Works	Misc. Public Works Revenue	\$5,600	Previously unbudgeted revenue from sale of recycled paving bricks
01.389.3	Public Works	Misc. Public Works Revenue	\$18,520	Insurance revenue for flood damaged pump station on Riverside Drive
		<b>Total General Fund Revenue Changes</b>	<b>\$24,120</b>	
Other Funds				
58.399.0	Turner Hall	Transfers	\$10,000	Receive additional General Fund transfer for efficiency improvements
		<b>Total Other Fund Revenue Changes</b>	<b>\$10,000</b>	
		<b>TOTAL REVENUE CHANGES</b>	<b>\$34,120</b>	

Line Item	Fund	Name	Add / (Deduct)	Description
<b>EXPENSES</b>				
General Fund				
01.11.929.06	Administration	ARC donation	\$(10,000)	Mayor suggested removal pending decision on community benefit
01.11.929.03	Administration	Museum donation	\$(10,000)	Mayor suggested removal pending decision on community benefit
01.13.830.00	Finance	Photocopier	\$(1,500)	Reduce cost based on vendor quote
01.21.914.02	Police	Tobacco Grant Expense	\$(780)	Reduce to match expected revenue
01.21.914.01	Police	Drug Forfeiture Expense	\$(2,000)	Reduce to match expected revenue
01.21.914.00	Police	DUI Fine Expense	\$(2,500)	Reduce to match expected revenue
01.41.514.06	Public Works	Storm Sewer Maintenance	\$18,520	Rebuild of Riverside Drive pump station with insurance funds
01.41.863.09	Public Works	Old WWTP Improvements	\$(2,000)	Most improvements completed in current fiscal year
01.41.863.07	Public Works	Downtown Crosswalks	\$12,000	Increase to replace damaged crosswalks and City sidewalks in downtown
01.45.532.00	Engineering	Lighting Efficiency Study	\$5,000	Bradley University study of possible lighting efficiencies
01.99.999.06	Transfers	Transfer to Turner Hall Fund	\$10,000	Year-end transfer to zero Turner Hall fund balance
		<b>Total General Fund Changes</b>	<b>\$16,730</b>	
Other Funds				
58.54.511.00	Turner Hall	Turner Hall Maintenance	\$10,000	Add \$10,000 for energy efficiency improvements
		<b>Total Other Funds Changes</b>	<b>\$10,000</b>	
		<b>TOTAL EXPENSE CHANGES</b>	<b>\$26,730</b>	

## FY 2012-13 Revenues over Expenditures After Changes

General Fund Surplus/(Deficit)	\$59,015
Other Funds Surplus/(Deficit)	(\$509,825)
Total Budget Surplus/(Deficit)	(\$450,810)



MEMO: April 18, 2012

TO: Mayor Renner and the Galena City Council

FROM: Marge Cooke, Board President, and Bonnie Cox, Governance Committee Chair

RE: Municipality Funding Provisions

Our recent conversations regarding city funding of the Historical Society have been enlightening. Thank you for the opportunity to define the Society's value to and impact on our community. Galena's history makes our city a unique national treasure, and the Society is a proven 74-year partner in preservation and interpretation. But we need your help. We strongly encourage you to include enhanced support in the City's 2012-2013 operational budget.

There appear to be two different sections of the Illinois Municipal code which address non-home rule municipality funding to a not-for-profit organization:

1. through economic development efforts.
2. funding the efforts of a historical society or history museum such as ours. The language is very broad allowing the municipality numerous options to support the work of the Historical Society and our museum.

The specific language reads:

(65 ILCS 5/11-48.2-2) (from Ch. 24, par. 11-48.2-2)

Sec. 11-48.2-2. The corporate authorities in all municipalities shall have the power to provide for official landmark designation by ordinance of areas, places, buildings, structures, works of art and other objects having a special historical, community, or aesthetic interest or value; and in connection with such areas, places, buildings, structures, works of art or other objects so designated by ordinance, whether owned or controlled privately or by any public body, to provide special conditions, to impose regulations governing construction, alteration, demolition and use, and to adopt other additional measures appropriate for their preservation, protection, enhancement, rehabilitation, reconstruction, perpetuation, or use, which additional measures may include, but are not limited to, (a) the making of leases and subleases (either as lessee or lessor of any such property) for such periods and upon such terms as the municipality shall deem appropriate; (b) inducing, by contract or other consideration, the creation of covenants or restrictions binding the land; (c) the acquisition by purchase or eminent domain of a fee or lesser interest, including a preservation restriction, in property so designated; the deposit, as appropriate, in a development rights bank of the development rights associated with said property; and the reconstruction, operation or transfer by the municipality of any such

property so acquired or the transfer of any development rights so acquired, all in accordance with such procedures and subject to such conditions as are reasonable and appropriate to carrying out the purposes of this Division; (d) appropriate and reasonable control of the use or appearance of adjacent and immediately surrounding private property within public view; (e) acquisition by eminent domain or by other contract or conveyance of immediately surrounding private property, or any part thereof or interest therein, the alteration or clearance of which is important for the proper preservation, reconstruction or use of the designated property; (f) cooperative relations, including gifts, contracts and conveyances appropriate to the purposes of this Division, by and between the municipality and any other governmental body or agency and by and between the municipality and not-for-profit organizations which have as one of their objects the preservation or enhancement of areas, places, buildings, structures, works of art or other objects of special historical, community or aesthetic interest or value; (g) acceptance and administration by the municipality of funds or property transferred on trust to the municipality by an individual, corporation or other governmental or private entity for the purpose of aiding, either in general or in connection with some specific designated property, the preservation or enhancement of areas, places, buildings, structures, works of art or other objects designed by law under the provisions hereof; (h) issuance of interest bearing revenue bonds, pursuant to ordinance adopted by the corporate authorities, payable from the revenues to be derived from the operation of any one or more areas, places, buildings, structures, works of art or other objects designated by ordinance and acquired by the municipality under the provisions hereof, such bonds to mature at a time not exceeding 50 years from their respective dates of issue and to be in such form, carry such registration privileges, be executed in such manner, be offered for sale in such manner and be payable at such place or places and under such conditions and terms as may be provided in the ordinance or in any subsequent ordinance adopted pursuant hereto for the purpose of refunding or refinancing any bonds issued hereunder; and the holder or holders of any such bonds may by mandamus, injunction or other civil action compel the municipality to perform any covenant or duty created by the ordinance authorizing their issuance; and (i) establishment of procedures authorizing owners of designated property to transfer development rights in such amount and subject to such conditions as are appropriate to secure the purposes of this Division.

Any such special conditions, regulations, or other measures, shall, if adopted in the exercise of the police power, be reasonable and appropriate to the preservation, protection, enhancement, rehabilitation, reconstruction, perpetuation, or use of such areas, places, buildings, structures, works of art, or other objects so designated by law, or, if constituting a taking of private property, shall provide for due and just compensation. This amendatory Act of 1971 does not apply to any municipality which is a home rule unit.

(Source: P.A. 83-345.)

(65 ILCS 5/8-1-2.5)

Sec. 8-1-2.5. Expenses for economic development. The corporate authorities may appropriate and expend funds for economic development purposes, including, without limitation, the making of grants to any other governmental entity or commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality.

(Source: P.A. 97-94, eff. 7-11-11.)

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(65 ILCS 5/Art. 11 Div. 48 heading)

**DIVISION 48. PRESERVATION OF HISTORICAL DOCUMENTS**

(65 ILCS 5/11-48-1) (from Ch. 24, par. 11-48-1)

Sec. 11-48-1. The city council or board of trustees of every city, incorporated town or village may, by order or resolution authorize and direct to be transferred to the Lincoln Presidential Library, the State Archives or to the State University Library at Urbana, Illinois, or to any historical society duly incorporated and located within their respective counties, such official papers, drawings, maps, writings and records of every description as may be deemed of historic interest or value, and as may be in the custody of any officer of such county, city, incorporated town or village. Accurate copies of the same when so transferred shall be substituted for the original when in the judgment of such city council or board of trustees the same may be deemed necessary.

(Source: P.A. 92-600, eff. 7-1-02.)

(65 ILCS 5/11-48-2) (from Ch. 24, par. 11-48-2)

Sec. 11-48-2. The officer or officers having the custody of such papers, drawings, maps, writings and records shall permit search to be made at all reasonable hours and under their supervision for such as may be deemed of historic interest, and whenever so directed by the city council or board of trustees of such city, incorporated town or village in the manner prescribed in Section 11-48-1 to deliver the same to the trustee, directors or librarian or other officer of the library or society designated by the city council or board of trustees, as the case may be.

(Source: Laws 1961, p. 576.)

(65 ILCS 5/11-48-3) (from Ch. 24, par. 11-48-3)

Sec. 11-48-3. The city council and board of trustees of the several cities, incorporated towns and villages in this state may make reasonable appropriations from their respective revenues for the purpose of carrying the provisions of this Division 48 into effect.

(Source: Laws 1961, p. 576.)

**BOARD OF DIRECTORS MEETING NOTICE****GREATER GALENA MARKETING, INC.****VisitGalena.org****3:00 P.M. Monday April 16, 2012****Old Market House, 123 N. Commerce Street, Second Floor  
Galena, IL 61036**

- I. Call to Order by Presiding Officer
- II. Roll Call
- III. Pledge of Allegiance
- IV. Request to Address the Board (Non-Agenda Items 5-minutes per person, Agenda Items 15-minutes total for any single agenda item)  
**Action Items**
- V. Approve Agenda
- VI. Approve minutes of the March 26th, 2012 meeting.
- VII. Discuss and Consider Financial Statements and Bank Statements dated March 31, 2012/  
hotel tax and occupancy report/visitor count. Townsend/Forester
- VIII. Bylaws review committee, to be appointed
- IX. Special Event Committee Recommendations: report attached. Landen, Kempner,  
Farruggia
- X. Approve 2012-13 Annual Budget, Landen, Townsend, Abt, Forester  
  
**Discussion Items**
  - A. 2012-13 Ad plan
  - B. Thank you to board members whose terms that expire, Landen, Strobush, Kelley
- XI. Committee Reports
  - A. Website co-op committee; Abt, Althaus
- XII. Staff Reports
  - A. Interactive Marketing, Tonia Blair

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**DRAFT MINUTES OF THE VISIT GALENA/GREATER GALENA MARKETING, INC.  
BOARD MEETING OF MARCH 26, 2012**

**CALL TO ORDER**

Chairman Landen, called the meeting to order at 3:08 p.m. at the Old Market House on March 26, 2012.

**ROLL CALL**

The following members were present: Abt, Althaus, DuBois, Farruggia, Kelley, Kempner, Landen, Lincoln, Townsend. Absent: Strobusch. Also present: Tonia Blair, Richard Clark, Richard Forester. Visitors: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** - None.

**APPROVE AGENDA**

Forester noted that he had an addition to the Action Items which would be agenda Action Item E - acquisition of a Visit Galena Credit Card from Galena State Bank to pay the costs of internet and web marketing. Forester requested that these items be discussed fully at the time of Action Items but that he would appreciate a Motion to approve this addition to the March 26, 2012 agenda.

**Motion: Althaus moved, Kempner seconded, to approve the addition of Action Item E – Discussion regarding acquisition of a Visit Galena Credit Card. Motion carried.**

Kelley noted that he did not see New Business noted on the Agenda but that he had New Business that he would like to discuss. Forester indicated that the New Business item could be placed under Discussion Items which would be Discussion Item B. Kelley has considerations for the Board to be presented at the March 26, 2012 Board meeting and then to be actually discussed at the April 16, 2012 Board meeting. Discussion Item B would be in regards to the Visit Galena By-Laws and New Board Members.

**Motion: Kelley moved, Townsend seconded, to approve the addition of Discussion Items B – Present considerations for the Board to be presented at the March 26, 2012 Board meeting to actually be discussed at the April 16, 2012 Board meeting. Motion carried.**

**Motion: Farruggia moved, Kempner seconded, to approve the March 26, 2012 Agenda as it appears with the addition of Action Item E and Discussion Item B as noted above. Motion carried.**

**APPROVAL OF MINUTES**

**MINUTES DISCUSSION** – request that the Board decide how Board meeting Minutes are to be recorded (if discussion statements are going to be recorded then all discussion statements should be recorded not just an at random selection). Continued discussion revealed that the Board should establish how the Minutes are recorded and guidelines should be consistent in fashion and whether handouts should be noted within the Minutes or hardcopy filed with the Minutes documents. The Board’s decision is to discuss the Minutes topics at a Visit Galena Workshop or Retreat to attain consistent Minute recording.

**Motion: Townsend moved, Kempner seconded, to approve the Minutes of February 27, 2012. Motion carried.**

*Minutes of the Visit Galena/Greater Galena Marketing, Inc. Board meeting of March 26, 2012 – continued*

Forester will consult with the City Attorney regarding matters of unforeseen liabilities Visit Galena may be overlooking.

Forester will check into the insurance coverage for Visit Galena’s Directors and Officers.

**Motion: Landen moved, Townsend seconded, that Visit Galena be the non-profit organization to obtain the special events permit for the Ramp Jam 2012. Motion carried.**

**2012/2013 Annual Budget (Landen/Forester)**

Landen suggested that an Ad Hoc Committee be formed for the purpose of reviewing the Budget (Landen, Townsend, Abt, Forester) prior to Board approval. It was noted that some of the numbers do not compare – regular postage versus insert postage (marketing/printing/design). Continued determination regarding the monthly Financials plus improved presentation of the Budget should come together more clearly as categorized line items expenses and efforts/review of the Financials takes place.

**2012/2013 Marketing Plan (Forester)**

Forester indicated that this Marketing Plan was handed out at the February 27, 2012 Board meeting. Forester noted the Primary, Secondary, Tertiary Geographic Markets along with Mitigating Factors, Overall Online Advertising /Digital Marketing Strategy, Website, E-Newsletter 2012/2013. Forester moved into conversation regarding the 2012 Governor’s Conference and detail provided at this conference indicated that website presence is still necessary but the immediate social media tools of the now/future are U-Tube, Facebook, Twitter, Pintrest, Google+ and is already a huge part of Blair’s function at present. Another Conference suggestion is to spend more time with the customers already established. Staff will ‘weed out’ the list by deleting people who have not opened an email in the past year and may reduce monthly costs after the current contract is up. Marketing efforts of print ad is reinforced because Visit Galena needs to have print ads (such as inserts) so that we get new leads (names, addresses, emails). The Budget for 2012/2013 Fiscal Year is also listed within the Marketing Plan as well as the Success Measures. Discussion brought forth previous discussions regarding dedicating 50% of the allocated funds for internet/web marketing – the majority of funds spent for Special Events is basically spent on internet marketing/advertising for the event. Discussion led to the fact that if the Board approves this Marketing Plan the Board should continue to realize that Visit Galena is a marketing organization and reports to the City and we should be able to track every dollar that we spend. Perhaps before Visit Galena starts working on next years’ Marketing Plan a Workshop can be conducted emphasizing goals and measurements.

**Motion: Farruggia moved, Kempner seconded, moved to accept the 2012/2013 Marketing Plan as presented. (Aye: Abt, Althaus, DuBois, Farruggia, Kempner, Landen, Townsend) (Nay: Kelley) Motion carried.**

**Visit Galena Credit Card (Forester)**

Visit Galena has been paying for online advertising using the Visit Galena Debit Card. Visit Galena has a limit of \$1,000 a day for the Visit Galena Debit Card and this credit limit is creating problems. If Executive Staff could manage everything more effectively by using a specific Credit Card strictly to pay for internet and online advertising costs. The Credit Card balance would be paid off every month. After continued Board discussion it was decided that a Credit Card limit of \$10,000 would be appropriate.

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*Minutes of the Visit Galena/Greater Galena Marketing, Inc. Board meeting of March 26, 2012 – continued*

be advisable to stay with them and build a campaign. At this point Google AdWords has been discontinued because ReachLocal is providing more results and not confuse issues.

**Web Event** – when visitor clicks on the ad they go to the landing page for the ad but then they also go to another page within the website digging deeper into the website on their own – such as: lodging search, moving into lodging search plus a submit. Other areas are: join our email list, plan your trip, dining, maps, packages and promotions. Mazor (from Irish Cottage) is receiving good bookings off the referrals.

**Facebook** statistics can be compiled on a monthly basis

**Social Media** – Facebook, Twitter, Google+, Pintrest - Blair posts daily

**March E-newsletter** – Outdoor adventure – Grant’s Birthday and an article about different “walks” you can take in Galena.

**Handout** – A Place for all Seasons (insert)

#### **PRESIDENT’S REPORT (Forester)**

**Illinois Governor’s Tourism Conference** – March 13-16, 2012 – Forester and Blair attended the Conference. Forester notes that despite the financial situation of Illinois, at present the Conference was very informative, excellent speakers, presenters, breakout sessions and roundtable discussions.

**Tour of Galena Bike Race** – The Event now has the full support of the County Board. Forester notes that Katherine Walker provided support and assistance with the various County committees.

**Ramp Jam Skateboard Competition** – June 2-3, 2012 at the Skateboard Park in Recreation Park. Discussed at length previously in these Minutes. Forester has met with Alderman Charles Fach and Ryan Dies to discuss the staging of this event.

**Galena/Jo Daviess County Historical Society** – Forester and a group of community leaders participated in a survey being conducted on behalf of this group in preparation for a major campaign. The Society plans an \$875,000 fund raising campaign this year.

**Other Activities** - Forester attended the Business Expo, the Chamber of Commerce’s Business After Hours and a Business Leaders Lunch with Congressman Schilling. Forester also met with Visit Galena’s Executive Committee plus attended a special invite dinner at the Inn of Irish Hollow with Katherine Walker.

**Field of Dreams** – Forester and Blair had lunch with Denise Stillman, MBA on March 21. Ms. Stillman and her husband are the people behind the effort to create All Starr Ballpark Heaven at the Field of Dreams in Dyersville, IA. This complex, if built, can have significant positive impact on the entire Tri State area.

#### **ADJOURNMENT**

**Motion: Kempner moved, Kelley seconded, to adjourn the meeting at 5:11p.m. Motion carried.**

Respectfully submitted, Leslie DuBois, Secretary

**GREATER GALENA MARKETING, INC.**

**Galena, Illinois**

**FINANCIAL STATEMENTS**

**March 31, 2012 and 2011**

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**GREATER GALENA MARKETING, INC.**  
**STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE - INCOME TAX BASIS**  
**March 31, 2012 and 2011**

	<b>ASSETS</b>	
	<u>2012</u>	<u>2011</u>
<b>CURRENT ASSETS</b>		
Cash in Bank - operating #7794	\$ 36,934.22	\$ (3,025.96)
Cash in bank - money market #9634	30,760.33	65,495.34
Accounts receivable - deposits	0.00	500.00
Accounts receivable - other	75.00	6,697.08
	<hr/>	<hr/>
Total current assets	67,769.55	69,666.46
<b>FIXED ASSETS</b>		
Equipment	18,227.98	9,737.28
Furniture	3,848.29	3,848.29
	<hr/>	<hr/>
Total, at cost	22,076.27	13,585.57
Less: accumulated depreciation	5,313.29	3,278.37
	<hr/>	<hr/>
Total fixed assets	16,762.98	10,307.20
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$ 84,532.53</b>	<b>\$ 79,973.66</b>
	<hr/>	<hr/>
<b>LIABILITIES AND FUND BALANCE</b>		
<b>CURRENT LIABILITIES</b>		
Accrued FICA/FWH	\$ 2,598.16	\$ 2,643.59
Accrued SWH	560.51	598.93
Accrued SUTA/FUTA	314.51	1,420.51
Note payable - GSB #1135 - copier	7,967.50	0.00
	<hr/>	<hr/>
Total current liabilities	11,440.68	4,663.03
<b>FUND BALANCE</b>		
Unrestricted net assets	52,298.22	75,105.48
Net income (loss)	20,793.63	205.15
	<hr/>	<hr/>
Total fund balance	73,091.85	75,310.63
	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 84,532.53</b>	<b>\$ 79,973.66</b>
	<hr/>	<hr/>

**These financial statements should be read only in connection with the accompanying accountant's compilation report.**

**GREATER GALENA MARKETING, INC.**  
**STATEMENT OF REVENUES AND EXPENDITURES - INCOME TAX BASIS**  
**One Month and Eleven Months Ended**  
**March 31, 2012**

	1 Month Ended March 31, 2012	11 Months Ended March 31, 2012	Budget Year to Date April 30, 2012	Budget Balance
Web	0.00	8,164.25	4,800.00	3,364.25
<b>Total expenditures</b>	<b>38,857.94</b>	<b>404,858.48</b>	<b>486,000.00</b>	<b>(81,141.52)</b>
<b>Net excess (deficit)</b>	<b>(28,015.34)</b>	<b>21,009.90</b>	<b>0.00</b>	<b>21,009.90</b>
<b>OTHER REVENUES (EXPENDITURES)</b>				
Interest income	2.19	19.13	0.00	19.13
Interest expense	(40.39)	(235.40)	0.00	(235.40)
<b>Total other revenues (expenditures)</b>	<b>(38.20)</b>	<b>(216.27)</b>	<b>0.00</b>	<b>(216.27)</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (28,053.54)</b>	<b>\$ 20,793.63</b>	<b>\$ 0.00</b>	<b>\$ 20,793.63</b>

**These financial statements should be read only in  
connection with the accompanying  
accountant's compilation report.**

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**GREATER GALENA MARKETING, INC.**  
**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENDITURES -INCOME TAX BASIS**  
**March 31, 2012**

	1 Month Ended <u>March 31, 2012</u>	11 Months Ended <u>March 31, 2012</u>	Budget 11 Months Ended <u>March 31, 2012</u>
<b>REVENUES</b>			
<b>MEMBERSHIP DUES</b>			
Greater Galena Lodging	\$ (2,007.50)	\$ 1,547.50	
Greater Galena Dining	(1,398.70)	(398.70)	
Greater Galena Shopping	0.00	50.00	
Greater Galena Visitor Svc	(250.00)	0.00	
Greater Galena Weddings	(375.00)	725.00	
Greater Galena Attractions	(100.00)	525.00	
Greater Galena Golf	0.00	250.00	
Greater Galena Hiking	0.00	250.00	
Greater Galena Winter Rec	0.00	250.00	
Greater Galena Spa Services	(500.00)	0.00	
Greater Galena Wine & Tastings	0.00	500.00	
Additional Listing Dining	0.00	100.00	
Additional Listing Entertainment	0.00	200.00	
Additional Listing Winter	0.00	50.00	
	<u>0.00</u>	<u>50.00</u>	
 Total membership dues	 <u>\$ (4,631.20)</u>	 <u>\$ 4,048.80</u>	 <u>\$ 8,500.00</u>
 <b>EXPENDITURES</b>			
<b>FURNITURE, FIXTURES AND EQUIPMENT</b>			
FF&E - computer equipment	\$ 0.00	\$ 852.50	
FF&E - telephone equipment	0.00	249.69	
	<u>0.00</u>	<u>1,102.19</u>	
 Total furniture, fixtures and equipment	 <u>\$ 0.00</u>	 <u>\$ 1,102.19</u>	 <u>\$ 916.74</u>
 <b>INTERNET</b>			
Internet - Google AdWords	\$ 369.45	\$ 25,660.72	
Internet - other	31.88	414.44	
Internet / marketing - other	1,017.97	9,847.83	
	<u>1,419.30</u>	<u>35,922.99</u>	
 Total internet	 <u>\$ 1,419.30</u>	 <u>\$ 35,922.99</u>	 <u>\$ 55,000.00</u>
 <b>MARKETING / ADVERTISING</b>			
Marketing/advertising - photography	\$ 0.00	\$ 1,074.97	
Marketing/advertising - graphic design	0.00	185.00	
Marketing/advertising - other	16,553.86	78,806.60	
	<u>16,553.86</u>	<u>80,066.57</u>	
 Total marketing / advertising	 <u>\$ 16,553.86</u>	 <u>\$ 80,066.57</u>	 <u>\$ 98,110.68</u>
 <b>REPAIRS AND MAINTENANCE</b>			
Repairs and Maintenance	\$ 0.00	\$ 1,212.00	
Repairs and maintenance - welcome center	400.00	3,277.26	

This information should be read only in  
connection with the accompanying  
accountant's compilation report.

**GREATER GALENA MARKETING, INC.**  
**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENDITURES - INCOME TAX BASIS**  
**One Month Ended**  
**March 31, 2012 and 2011**

	Actual 1 Month Ended <u>March 31, 2012</u>	Actual 1 Month Ended <u>March 31, 2011</u>	Increase (Decrease)
<b>REVENUES</b>			
Room tax	\$ 18,967.18	\$ 20,282.12	\$ (1,314.94)
City of Galena restroom	0.00	236.57	(236.57)
Membership fees	(4,631.20)	0.00	(4,631.20)
Grant income - other	(1,137.50)	0.00	(1,137.50)
Miscellaneous income - other	0.00	75.00	(75.00)
Coop Campaign	(2,355.88)	0.00	(2,355.88)
Mardi Gras income	0.00	258.00	(258.00)
	<u>10,842.60</u>	<u>20,851.69</u>	<u>(10,009.09)</u>
<b>Total revenues</b>			
<b>EXPENDITURES</b>			
Accounting	200.00	500.00	(300.00)
Bank fees	2.00	4.00	(2.00)
Community/employee relations	235.00	0.00	235.00
Depreciation	169.58	169.58	0.00
Employee benefits	1,682.31	4,210.00	(2,527.69)
Internet	1,419.30	4,138.63	(2,719.33)
License and fees	(15.00)	0.00	(15.00)
Marketing / advertising	16,553.86	8,673.11	7,880.75
Miscellaneous expense	(33.10)	0.00	(33.10)
Mardi Gras expense	0.00	3,697.06	(3,697.06)
Office/general/insurance	170.44	446.16	(275.72)
Postage	76.33	1,299.89	(1,223.56)
Professional development - other	33.00	1,741.58	(1,708.58)
Repairs and maintenance	400.00	290.00	110.00
Special Events	3,523.45	4,363.00	(839.55)
Taxes - payroll	199.22	1,362.14	(1,162.92)
Telephone / internet	269.68	524.05	(254.37)
Travel	561.14	0.00	561.14
Utilities	1,431.87	1,004.58	427.29
Wages - CEO	5,769.24	5,769.24	0.00
Wages - internet / events	3,307.70	3,307.70	0.00
Wages - hourly	2,625.00	3,117.00	(492.00)
Wages - salary	276.92	276.92	0.00
	<u>38,857.94</u>	<u>44,894.64</u>	<u>(6,036.70)</u>
<b>Total expenditures</b>			
<b>Net excess (deficit)</b>	<u>(28,015.34)</u>	<u>(24,042.95)</u>	<u>(3,972.39)</u>
<b>OTHER REVENUES (EXPENDITURES)</b>			
Interest income	2.19	0.46	1.73
Interest expense	(40.39)	0.00	(40.39)

This information should be read only in  
connection with the accompanying  
accountant's compilation report.

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**GREATER GALENA MARKETING, INC.**  
**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENDITURES - INCOME TAX BASIS**  
**Eleven Months Ended**  
**March 31, 2012 and 2011**

	Actual 11 Months Ended March 31, 2012	Actual 11 Months Ended March 31, 2011	Increase Decrease
<b>REVENUES</b>			
Room tax	\$ 420,575.46	\$ 414,069.88	\$ 6,505.58
Cooperative advertising	0.00	0.10	(0.10)
City of Galena restroom	0.00	7,071.16	(7,071.16)
Membership fees	4,048.80	8,367.50	(4,318.70)
Grant income - other	(1,137.50)	3,000.00	(4,137.50)
Miscellaneous income - other	1,000.00	85.00	915.00
Coop Campaign	(2,355.88)	0.00	(2,355.88)
Mardi Gras income	0.00	4,856.00	(4,856.00)
Special events income	3,737.50	0.00	3,737.50
	<u>425,868.38</u>	<u>437,449.64</u>	<u>(11,581.26)</u>
<b>Total revenues</b>			
<b>EXPENDITURES</b>			
Accounting	8,185.00	8,887.50	(702.50)
Advertising	400.00	0.00	400.00
Bank fees	142.00	24.00	118.00
Board expenses	45.40	0.00	45.40
Community/employee relations	317.00	0.00	317.00
Depreciation	1,865.38	1,865.38	0.00
Employee benefits	13,886.54	14,427.33	(540.79)
Furniture, fixtures & equipment	1,102.19	50.00	1,052.19
Grants	0.00	1,750.00	(1,750.00)
Insurance	1,218.00	0.00	1,218.00
Internet	35,922.99	42,828.21	(6,905.22)
Legal and professional	0.00	122.50	(122.50)
License and fees	115.00	445.00	(330.00)
Marketing / advertising	80,066.57	115,905.15	(35,838.58)
Miscellaneous expense	10,409.62	418.44	9,991.18
Mardi Gras expense	0.00	8,335.79	(8,335.79)
Office/general/insurance	4,229.55	5,426.65	(1,197.10)
Penalties	0.00	100.00	(100.00)
Postage	1,857.83	11,443.02	(9,585.19)
Professional development - other	1,197.10	4,105.95	(2,908.85)
Repairs and maintenance	4,706.66	9,027.59	(4,320.93)
Special Events	61,255.79	32,545.50	28,710.29
Supplies	0.00	316.60	(316.60)
Taxes - payroll	13,550.91	13,972.06	(421.15)
Telephone / internet	1,286.07	2,887.53	398.54
Travel	561.14	484.95	76.19
Utilities	3,644.39	6,075.40	(2,431.01)
Wages - CEO	66,480.86	69,230.88	(2,750.02)
Wages - internet / events	41,192.40	40,017.25	1,175.15

**This information should be read only in  
connection with the accompanying  
accountant's compilation report.**

**GREATER GALENA MARKETING, INC.**  
**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENDITURES - INCOME TAX BASIS**  
**One Month Ended**  
**March 31, 2012**

	Actual		Budget		Budget Balance
	1 Month Ended		1 Month Ended		1 Month Ended
	March 31, 2012		March 31, 2012		Over (Under)
<b>REVENUES</b>					
Room tax	\$ 18,967.18	\$	21,045.00	\$	(2,077.82)
Membership fees	(4,631.20)		0.00		(4,631.20)
Grant income - other	(1,137.50)		0.00		(1,137.50)
Coop Campaign	(2,355.88)		0.00		(2,355.88)
	<u>10,842.60</u>		<u>21,045.00</u>		<u>(10,202.40)</u>
<b>Total revenues</b>					
<b>EXPENDITURES</b>					
Accounting	200.00		625.00		(425.00)
Bank fees	2.00		2.00		0.00
Community/employee relations	235.00		41.67		193.33
Depreciation	169.58		166.67		2.91
Employee benefits	1,682.31		983.34		698.97
Furniture, fixtures & equipment	0.00		83.34		(83.34)
Internet	1,419.30		5,000.00		(3,580.70)
Legal and professional	0.00		25.00		(25.00)
License and fees	(15.00)		37.09		(52.09)
Marketing / advertising	16,553.86		13,294.51		3,259.35
Miscellaneous expense	(33.10)		41.67		(74.77)
Mardi Gras expense	0.00		4,250.00		(4,250.00)
Office/general/insurance	170.44		500.00		(329.56)
Postage	76.33		368.00		(291.67)
Professional development - other	33.00		291.67		(258.67)
Repairs and maintenance	400.00		250.00		150.00
Special Events	3,523.45		5,640.00		(2,116.55)
Taxes - payroll	199.22		1,166.66		(967.44)
Telephone / internet	269.68		250.00		19.68
Travel	561.14		41.67		519.47
Utilities	1,431.87		583.33		848.54
Wages - CEO	5,769.24		4,333.33		1,435.91
Wages - internet / events	3,307.70		3,666.66		(358.96)
Wages - hourly	2,625.00		3,500.00		(875.00)
Wages - contract	0.00		50.00		(50.00)
Wages - salary	276.92		300.00		(23.08)
Web	0.00		400.00		(400.00)
	<u>38,857.94</u>		<u>45,891.61</u>		<u>(7,033.67)</u>
<b>Total expenditures</b>					
<b>Net excess (deficit)</b>	<u>(28,015.34)</u>		<u>(24,846.61)</u>		<u>(3,168.73)</u>
<b>OTHER REVENUES (EXPENDITURES)</b>					
Interest income	2.19		0.00		2.19

This information should be read only in  
connection with the accompanying  
accountant's compilation report.

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**GREATER GALENA MARKETING, INC.**  
**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENDITURES - INCOME TAX BASIS**  
**Eleven Months Ended**  
**March 31, 2012**

	Actual	Budget	Budget Balance
	11 Months Ended	11 Months Ended	11 Months Ended
	<u>March 31, 2012</u>	<u>March 31, 2012</u>	<u>Over (Under)</u>
<b>REVENUES</b>			
Room tax	\$ 420,575.46	\$ 434,623.00	\$ (14,047.54)
Cooperative advertising	0.00	10,000.00	(10,000.00)
Membership fees	4,048.80	8,500.00	(4,451.20)
Grant income - state	0.00	5,000.00	(5,000.00)
Grant income - other	(1,137.50)	0.00	(1,137.50)
Miscellaneous income - other	1,000.00	0.00	1,000.00
Coop Campaign	(2,355.88)	0.00	(2,355.88)
Mardi Gras income	0.00	5,000.00	(5,000.00)
Special events income	3,737.50	0.00	3,737.50
	<u>425,868.38</u>	<u>463,123.00</u>	<u>(37,254.62)</u>
<b>Total revenues</b>			
<b>EXPENDITURES</b>			
Accounting	8,185.00	6,875.00	1,310.00
Advertising	400.00	0.00	400.00
Bank fees	142.00	22.00	120.00
Board expenses	45.40	0.00	45.40
Community/employee relations	317.00	458.37	(141.37)
Depreciation	1,865.38	1,833.37	32.01
Employee benefits	13,886.54	10,816.74	3,069.80
Furniture, fixtures & equipment	1,102.19	916.74	185.45
Insurance	1,218.00	0.00	1,218.00
Internet	35,922.99	55,000.00	(19,077.01)
Legal and professional	0.00	275.00	(275.00)
License and fees	115.00	407.99	(292.99)
Marketing / advertising	80,066.57	98,110.68	(18,044.11)
Miscellaneous expense	10,409.62	458.37	9,951.25
Mardi Gras expense	0.00	8,500.00	(8,500.00)
Office/general/insurance	4,229.55	5,500.00	(1,270.45)
Postage	1,857.83	7,600.00	(5,742.17)
Professional development - other	1,197.10	3,208.37	(2,011.27)
Repairs and maintenance	4,706.66	2,750.00	1,956.66
Special Events	61,255.79	41,622.00	19,633.79
Taxes - payroll	13,550.91	12,833.26	717.65
Telephone / internet	3,286.07	2,750.00	536.07
Travel	561.14	458.37	102.77
Utilities	3,644.39	6,416.63	(2,772.24)
Wages - CEO	66,480.86	47,666.63	18,814.23
Wages - internet / events	41,192.40	40,333.26	859.14
Wages - hourly	37,132.80	38,500.00	(1,367.20)
Wages - contract	600.00	550.00	50.00
Wages - salary	3,323.04	3,300.00	23.04

**This information should be read only in  
connection with the accompanying  
accountant's compilation report.**

**CITY OF GALENA  
AVERAGE HOTEL ROOM RATE AND OCCUPANCY RATE**

**December 2010-November 2011**

Month	Year	Room Nights	Gross Receipts	Average Nightly Rate	Occupancy Rate	RevPar
December	2010	4,568	\$ 534,140	\$ 125.36	28.34%	\$ 35.52
January	2011	3,379	\$ 378,455	\$ 115.65	21.66%	\$ 25.05
February	2011	3,862	\$ 440,690	\$ 120.05	26.32%	\$ 31.60
March	2011					
April	2011					
May	2011					
June	2011					
July	2011					
August	2011					
September	2011					
October	2011					
November	2011					
<b>TOTAL</b>		<b>11,809</b>	<b>\$ 1,353,284</b>	<b>\$ 120.36</b>	<b>25.44%</b>	<b>\$ 30.72</b>

**Note:**

The City of Galena began collecting hotel tax within the City limits in December 2007.

Occupancy data for the City of Galena is not available prior to December 2007.

CITY OF GALENA HOTEL TAX  
2011-2012 HOTEL TAX REVENUES BY OCCUPANCY DATE

	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Total
	43.25	0.00	94.45										
	186.36	123.71	107.09										
	45.73	25.45	17.65										
	145.65	133.95	145.05										
	343.75	86.50	186.50										
	139.15	49.53	50.91										
	176.26	151.00	191.90										
	647.64	288.81	742.26										
	1,850.76	1,458.11	1,840.81										
	154.00	53.00	116.00										
	0.00	0.00	0.00										
	475.25	337.00	393.30										
	559.22	349.25	554.48										
	4,066.89	3,399.60	3,146.45										
	3,803.86	1,723.15	2,574.18										
	1,010.21	840.10	755.90										
	98.41	62.10	75.94										
	15.75	22.25	18.75										
	33.00	0.00	0.00										
	174.06	138.76	104.97										
	148.10	55.85	94.95										
	378.88	141.56	206.41										
	204.72	185.66	180.83										
	2,196.95	1,758.54	1,161.55										
	269.95	39.60	106.60										
	289.00	87.75	243.00										
	4,105.84	3,297.77	3,758.84										
	4,342.60	3,868.15	4,490.31										
	369.06	160.23	241.90										
	781.27	129.80	366.45										
					Total Due to GMII		\$21,967.43						
TOTAL	\$27,035.57	\$18,967.18	\$21,967.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	67,970.18
2011 Mo. Total	\$24,637.58	\$20,160.28	\$21,196.80	\$25,350.07	\$24,298.54	\$34,797.75	\$44,510.93	\$53,564.18	\$46,500.10	\$52,769.85	\$62,003.86	\$30,777.33	\$440,567.27
Chg. 2012	\$2,397.99	-\$1,193.10	\$770.63	-\$25,350.07	-\$24,298.54	-\$34,797.75	-\$44,510.93	-\$53,564.18	-\$46,500.10	-\$52,769.85	-\$62,003.86	-\$30,777.33	-\$372,597.09
Monthly % Chg	9.73%	-5.92%	3.64%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-548.18%
2011 YTD	\$24,637.58	\$44,797.86	\$65,994.66	\$91,344.73	\$115,643.27	\$150,441.02	\$194,951.95	\$248,516.13	\$295,016.23	\$347,786.08	\$409,789.94	\$440,567.27	
2012 YTD	\$27,035.57	\$46,002.75	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	\$67,970.18	
Net Chg. YTD	\$2,397.99	\$1,204.89	\$1,975.52	-\$23,374.55	-\$47,673.09	-\$62,470.84	-\$126,981.77	-\$180,545.95	-\$227,046.05	-\$279,815.90	-\$341,819.76	-\$372,597.09	
% Change YTD	9.73%	2.69%	2.99%	-25.59%	-41.22%	-54.82%	-85.13%	-72.65%	-76.96%	-80.46%	-83.41%	-84.57%	

## **Report of the Special Events Committee**

**To the Board of Directors, VisitGalena.org**

**At their regular meeting April 16<sup>th</sup>, 2012**

The Special Events Committee; Art Landen, Lisa Kempner & Carmen Farruggia met March 28<sup>th</sup> at the Welcome Center and considered the following requests;

- I. The Ramp Jam Skateboard Competition, June 1-3, 2012 requested \$4500 in marketing assistance and a loan of \$1500 to be repaid within 30 days of the end of the event. The committee is recommending to the full board a grant of \$2000 in marketing assistance to be controlled and placed by Tonia and also approved the \$1500 loan with the stipulation that we be provided with a copy of the insurance coverage which indemnifies both the city of Galena and Visit Galena.org by May 1<sup>st</sup>.
- II. A request from the Kiwanis Club of Galena for \$1000 of marketing assistance for the 2012 Fourth of July Celebration, Parade & Fireworks. The committee after deciding that even though this event, in itself, does not generate a lot of overnight stays, it does make our destination more desirable as a place for visitors to spend the 4<sup>th</sup> of July and enhances their travel experience. Therefore it is appropriate that we do provide marketing assistance in the amount of \$1,000.
- III. An unspecified request from the Galena Lions Club for marketing assistance for their Oktoberfest. As the event itself, is making money and considered successful and as the group did not make a specific monetary request, the committee recommends that we promote the event as we would normally and inform the group of the amount of assistance we will be giving them through our regular advertising and internet and social media promotion.
- IV. The Special Event Committee also would like to propose a change in policy regarding the marketing assistance we provide. They propose that in the future all marketing assistance be controlled by Visit Galena

marketing staff, ie Tonia. That no longer will we simply write a check to the requesting organization with the request that they use it on marketing the event. If we control the funds, we will work with them to use it to advertise and promote the event in conjunction with any additional funds the event may have to promote, so that we get the best results for the available funds. They also propose that a requirement be added to the application that any group who received marketing assistance must provide public relations material, press releases, brochures, rack cards, etc to Visit Galena as soon as possible so that we may use them to gain additional free publicity for the event.

- V. The committee is also recommending that Tonia begin to track specific ad/marketing expenses that are devoted on a regular basis to promoting all the events in Galena, regardless of whether they ask us for assistance. Doing that is part of our responsibility in the overall promotion of the destination as an overnight attraction. Also the committee is asking Tonia to start keeping track of the time she spends promoting events through the web site, other internet marketing, social media, etc. and then to report that activity to the board on a regular basis.

## 2012/13 draft budget

Beginning Cash Balance	51000
<b>Income</b>	
1000 Hotel/Motel Tax	455818
1001 Co-op Advertising	10000
1002 Membership fees	9000
1003 Misc. Income	1000
Total revenue	475818
Total available cash	526818
<b>Expenses</b>	
Operations expenses	
2000 Accounting/audit	4000
2001 Bank fees	200
2002 Community relations	500
2003 Furniture/equipment	500
2004 Legal/professional fees	1000
2005 Dues/subscriptions	1000
2006 Misc.	500
2007 Office supplies	5000
2008 Insurance	1650
2009 Postage	3200
2010 Prof. Development	1000
2011 Repairs/maint.	6500
2012 Phone	3500
2013 Travel	750
2014 Utilities	5000
Total	34300
Wage expenses	
3000 Salary/CEO	75000
3001 Salary/marketing	44000
3002 Salary/Welcome Ctr. Mktng	40000
3003 Wage/contract/interns	600
3004 Salary/bookeeping	4000
3005 Employee benefits	15500
3006 Taxes/payroll	17,000
Total	196100
Marketing expenses	
4000 Internet/web mktng.	100000
4001 Website enhancement	10000
4002 Print advertising	60000
4003 TV advertising	25000
4004 Radio Advertising	7500
4005 Co-op advertising	10000
4006 Contingency	5000
4007 Design/printing	18500
4008 Postage	4800
Total	240800
Total expenses	471200
<b>Ending Cash Balance</b>	<b>55618</b>

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## 2012/13 Annual Budget Assumptions

- I. The estimated revenue from the Galena hotel/motel tax is 3% higher than the actual collected revenue in the 2011/12 budget year
- II. The budget for salaries is virtually unchanged from 2011/12
- III. The budget for internet marketing in 2012 is almost double the amount of the previous budget. \$100,000 as opposed to \$60,000
- IV. Special Event marketing will constitute \$50,000 of the total marketing budget.
- V. Operating expenses are reduced by some \$10,000 in the new budget.

## Web Report March, 2012

Website Overview	% Change vs. LY	
Visits	22,064	46.47%
Pages/Visit	5.87	11.88%
Bounce Rate	22.11%	-5.90%
Avg. Time on Site	5:50	4.58%
New Visits	77.14%	6.00%

Traffic Sources/Referrals		
Reach Local/Paid Advertising	7,627	Up by 2,502 vs. LY
Google Organic	5,120	115.13%
City Of Galena/Referral	3,165	49.36%
Direct	1,632	29.42%
E-Newsletter	318	-
VisitGalena.com (articles)	256	481.82%
Facebook	157	234.00%

Top 10 Outbound Links	
Eagle Ridge - Lodging	564
Country Inn & Suites	546
DeSoto House Hotel	503
Chestnut	474
Best Western	458
Stoney Creek	434
Irish Cottage	428
Ramada	375
Park Avenue Guest House	330
Goldmoor	323

Mobile	
Mobile Website Visits	1,350

Facebook Insights		
Likes/Fans	6,078	Increase of 474
Engaged Users (people who liked/commented)	1,873	
Organic Reach (# of people who visited our page, or saw the page or one of its posts in News Feed or ticker. These can be people who have liked our page and people who haven't.)	19,717	
Viral Reach (# of people who saw our page or one of its posts from a story published by a friend)	6,513	

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## **The Illinois Governor's Tourism Conference**

**A report to the**

**Board of Directors**

**Visit Galena.org**

**By**

**Richard Forester**

**Presented Monday April 16<sup>th</sup>, 2012**

March 14<sup>th</sup> – 16<sup>th</sup>, Tonia Blair and I attended the 25<sup>th</sup> annual Governor's Conference on Tourism, staged at the Stephens Convention Center in Rosemont by Chicago's O'Hare Airport. The conference featured an excellent group of sessions on several pertinent topics and a host of very good speakers. These included, Dr. Laila Rach, Professor and Dean Emeritus of NYU Tisch Center for Tourism, who spoke to the Tri State Tourism Council last year. She was the keynote speaker at the opening session on Wednesday afternoon and had some ideas and opinions about 2012 and beyond. She felt there were many new opportunities in our industry, but that gas prices would be a great factor in where and when people travel this year.

The Thursday morning session began with a presentation on the state of Illinois tourism, presented by Warren Ribley, Director of the Illinois Dept. of Commerce and Economic Opportunity and State Tourism Director Jan Kostner. Among the information provided it was noted that domestic visitation to the state in 2010 was up 5.2%, overnight leisure travel was up 14%, and Illinois currently ranks 7<sup>th</sup> in popularity as a destination for international visitors. The primary countries of origin for these visitors in rank order are Canada, the United Kingdom, Mexico, Germany, and Japan. Tourism has created and maintains 287,000 jobs in Illinois.

2.

Deals and discounts will continue to be a large driver for all travelers for the foreseeable future. The internet will continue to be the main source of information for the majority of travelers.

The second keynote address came from Howard Tullman, President / CEO of Tribeca Flashpoint Media Arts Academy in Chicago. This was a very dynamic, fast paced presentation on where technology is going as far as the travel industry is concerned. One of the overriding points Mr. Tullman stressed is that web sites are becoming the dinosaurs of present day technology, that the internet savvy users were moving beyond that technology to Facebook, Twitter, You Tube and other emerging technologies and that trend will continue. He stated that web sites are quickly becoming just a front door and other forms of technology are being used to spur visitors to actions. Tullman pointed out that of the 7 billion people in the world, 2 billion are currently on line and that would grow to 3 billion by 2015. Also, on average, every Facebooker has 150 friends. And with the changes and additions to that one social media site, peer groups, partnerships with Amazon and many others, and the Facebook Connect features, the ability to impact vast groups of people increases every day. Again it is nice to realize that with the strides we have made in this arena, thanks to the knowledge and efforts of Tonia, we are on the cutting edge of the technological front. Another point, Tullman made was don't put up barriers to one to one communication with your customers. If you are going to be doing live chat, don't make your customers jump through any hoops, such as trying to get all their personal info up front before you actually chat with them. Again, we are ahead of the curve on this as we do not have any barriers to that one on one relationship via the live chat function on our website. The ladies who run the Welcome Center are doing a great job with this, as they do with all of our inquiries regardless of how they come in.

One unfortunate truth about the new technology and how it permeates society, a little bad will push aside a great deal of good. It is no longer sufficient to merely expose your destination to customers, you must engage them. It's more about

**Gazette  
Dubuque community calendar**

**Expenses**

	<b>\$94.00</b>
• Tent, tarps	<b>\$182.68</b>
• Belair rental –heaters	<b>\$130.00</b>
• Mints	<b>\$150.00</b>
• Santa’s	<b>\$750.00</b>
• Carolers	<b>\$ 50.00</b>
• Generals	<b>\$50.00</b>
• Contest winners	<b>\$100.00</b>
• Dave Decker	<b>\$150.00</b>
• Commercial	<b>\$339.75</b>
• Poles and flags	<b>\$500.00</b>
• Insurance	<b>\$676.40</b>
● Posters and rack cards	
Beads	<b>\$500.00</b>
Baskets	<b>\$</b>
Net smart website	
600yr	
<b>Total for both events</b>	<b>\$4122.83</b>
<b>Commercial cost one month 300 -30sec.</b>	<b>\$2000</b>
<b>Mistletoe-Historical society</b>	
<b>Luminaire- chamber</b>	
<b>Commercial Done by May 15<sup>th</sup></b>	



**MAYORAL PROCLAMATION**

**2012 TRAVEL AND TOURISM WEEK IN GALENA, ILLINOIS**

**Whereas** travel matters to the nation's economic prosperity and its image abroad, to business wealth and to individual travelers;

**Whereas** travel to and within the United States provides significant economic benefits for the nation, generating \$1.8 trillion in economic output in 2010, with \$759 billion spent directly by travelers that spurred an additional \$1 trillion in other industries;

**Whereas** travel is among the largest private-sector employers in the United States, supporting 14.1 million jobs in 2010, including 7.4 million directly in the travel industry and 6.7 million in other industries;

**Whereas** travelers' spending directly generated tax revenues of \$117 billion for federal, state and local governments, funds used to support essential services and programs;

**Whereas** visitors to Galena & Jo Daviess County in 2010 provided 1,650 local jobs, created a payroll of \$33.1 million and generated \$163.1 million dollars in travel expenditures (ranked 16th in the state) - an increase of 6.8 percent from 2009.

**Whereas** international travel to the United States is the nation's largest single export industry – greater than the export of business services, machinery, computer and electronic products, motor vehicles and agriculture. In 2010, travel accounted for eight percent of total U.S. domestic exports, creating \$134 billion in sales from abroad;

**Whereas** meetings, events and incentive travel are core business functions that help companies strengthen business performance – averaging a return on investment of \$12.50 in profits and \$3.80 in revenue for every dollar spent on corporate travel – align and educate employees and customers, and reward business accomplishments;

**Whereas** leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers' creativity, cultural awareness, education, happiness, productivity, relationships and wellness;

**Whereas** travel is a catalyst that moves the national economy forward;

Now, therefore, I, Terry Renner, Mayor of Galena, Illinois do hereby proclaim May 5-13, 2012 as Travel and Tourism Week in Galena, and urge the citizens of Galena to join me in this special observance with appropriate events and commemorations.

Terry Renner  
Mayor

4-11-2012  
Date

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council  
FROM: Mark Moran, City Administrator *mm*  
DATE: April 12, 2012  
RE: Dog Park Plan

On September 12, 2011 the council voted to designate Gateway Park as an acceptable location for a dog park. In the months since the location decision was made, our staff has worked with the supporters of the dog park to define how the facility might be designed, funded, constructed, operated and maintained. As a result of the meetings, our staff has developed the attached "Plan of Operation" for council review. The plan is intended to define the City's expectations for making the dog park a reality and at the same time give the dog park supporters what they need to fundraise for the park.

Last week I participated in a meeting with representatives from the dog park group and the Jo Daviess Conservation Foundation to finalize an exact location for the dog park within Gateway Park. The attached site plan shows the agreed upon location for the dog park. The location was selected based on the location of the other planned improvements, including the access road, parking lot, and restrooms, as well as the topography of the site.

I am hopeful that you would review and potentially approve the Plan of Operations and the proposed location for the dog park. As explained in the Plan of Operations, the dog park would not be installed until the access road and parking lot are constructed and funds are in hand for the construction and maintenance of the dog park.

# Galena Dog Park at Gateway Park

Plan of Operation: Prepared March 28, 2012

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This document is intended to convey the City of Galena's expectations for constructing, maintaining and managing the Galena Dog Park at Gateway Park.

1. Location of the dog park. On September 12, 2011 the city council unanimously approved Gateway Park as a suitable location for the dog park. The actual boundaries of the dog park within Gateway Park will be decided by the City in consultation with the Jo Daviess Conservation Foundation (JDCF). A cooperative agreement and conservation easement is in place between the City and the JDCF to permanently protect and appropriately develop public amenities at the 100 acre park. At this time, it is believed that the best location for the dog park would be west of the proposed parking lot and restroom and south of the proposed access road. The location of the dog park would not interfere with natural area restoration activities as described in the Management Plan prepared by JDCF and approved by the City.
2. Ownership of the dog park. The Galena Dog Park would be a public park owned and operated by the City of Galena. The dog park would be open for no charge to the general public.
3. Liability. The dog park would be insured under the insurance policies covering all City-owned property. Gateway Park and the dog park would be designated as City parks by resolution of the city council prior to the opening of Gateway Park and the dog park.
4. Cost of Construction. The City of Galena shall incur no expense for the construction of the dog park. Another party or parties shall deposit with the City prior to bidding the construction of the dog park an amount equal to the estimated cost of constructing the dog park. The City shall keep the funds on deposit until such time as payments are required to the approved construction contractor. The other party(s) would be responsible for depositing additional funds equal to the actual bid amount if the bid exceeds the estimate and original deposit. The contract would not be awarded and construction would not begin until funds are on deposit with the City in an amount equal to or greater than the contract price. The City would retain any funds remaining after completion of construction and payment of all invoices. Such excess funds would be applied to maintenance expenses. The construction contractor shall be required to comply with the Illinois Prevailing Wage Act as applicable.
5. Commencement of construction of the dog park. Construction of the dog park shall not commence until the proposed access road, parking lot, and related signs for the public are installed at Gateway Park through agreement with the JDCF and the City. The City shall incur no expense for the construction of the access road, parking lot, and related signs. These improvements are expected to be funded through grants and donations obtained in partnership with JDCF. Construction of the dog park may commence before the public water supply and permanent restrooms are constructed at Gateway Park. These improvements are also expected to be funded with grants or donations obtained in partnership with JDCF.

6. Construction Management. Construction plans for the dog park shall be supplied to the City for review and approval. The City would be responsible for preparing bid specifications and bidding the construction of the dog park. Bids would be evaluated by the City and the City would award the contract for construction to the lowest responsible bidder. The City would provide construction management services to oversee the construction of the dog park as needed from start to completion.
7. Annual Maintenance and Repair. The City would be responsible for all maintenance and repairs to the dog park, but at no expense to the City. The City expects to contract for annual maintenance and repairs, including but not limited to weeding, mowing, garbage collection, and fence repairs. Another party(s) shall deposit with the City prior to bidding for the construction of the dog park an amount equal to the estimated cost of maintenance and repairs for the first year of operation. Prior to the beginning of each subsequent year, an amount equal to the estimated maintenance and repair cost for that year shall be deposited with the City. Any deposited funds exceeding the actual costs for the year would be retained by the City for future maintenance.
8. Reservation of rights. The City shall review the operation and condition of the dog park on a regular basis and annually. The City would reserve all rights for managing the dog park, including but not limited to hours of operation, temporarily closure, or permanent closure.
9. Enforcement of rules. Rules of the dog park would be adopted by the City and appropriately posted at the park. The City would be responsible for the enforcement of the rules at the dog park as in other City parks.

## Press Release

Contact:

**Sarah Petersen**, Galena Executive Director  
Galena Art & Recreation Center  
815-777-2248  
[executivedirector@galenaarc.org](mailto:executivedirector@galenaarc.org)

**April 12, 2012**

**For Immediate Release:**

### **ARC Partners with Dog Park Committee**

The Galena Art & Recreation Center (ARC) is a 44 year old non-profit organization providing educational, art and recreation programs and services to the Galena community. In an attempt to expand recreational services and to serve a broader base of the Galena population, the ARC has partnered with a group of dedicated volunteers and has formed the Galena ARC Dog Park Committee. This group is committed to assist the City of Galena in the creation and maintenance of a "Galena Dog Park", a public dog park for Galena area dog owners and their canine companions to exercise, socialize and participate in group events.

November 2011 the City of Galena Council unanimously passed a motion to take action on establishing a location for a dog park at Gateway Park (near Horse Shoe Mound/Hwy. 20 outside of Galena). Final details regarding the City's official position including (but not limited to) construction and maintenance plans of the City of Galena park are to be determined, however, necessary funds required for the creation and upkeep of the dog park will be raised by fundraising efforts and private donations led by the Galena ARC Dog Park Committee.

December 2011 the Galena ARC Board of Directors defined the role of the ARC committee. The committee will manage the "Friends of the Galena Dog Park" members, recruit and retain volunteers, work with the City regarding logistics/maintenance, secure funding for the dog park as well as assist in the marketing/promotion of the park. In addition, the ARC could host recreational and educational activities at the park adding to the diversity of program offerings to the community.

City of Galena council members will review a plan of operation, role of the committee and an updated diagram of the location and details of the park within Gateway Park at their next council meeting on Monday, April 23, 6:30pm at Galena City Hall, 312 ½ N. Main Street, Galena.

Galena ARC Dog Park Committee meetings are held monthly (on the third Thursday of the month), 6pm at the Galena ARC, 413 S. Bench Street, Galena. For a complete schedule of meetings and for more information please visit [www.galenaarc.org](http://www.galenaarc.org).



### **The Galena ARC Dog Park Committee**

**The Galena ARC Dog Park Committee is a committee of the Galena Art & Recreation Center, a non-profit, independent organization established in 1968. The Committee was formed to:**

- Maintain an association of interested persons,
- Recruit and retain volunteers,
- Stimulate the use of the Galena Dog Park through marketing and promotion,
- Host recreational and educational activities at the park,
- Encourage and receive gifts, endowments, bequests and fund raise for the Galena Dog Park's creation and amenities,
- Cooperate with the Galena maintenance department and support the care of the dog park
- Funding the purchase of Equipment as agreed upon by the City of Galena

### **Galena ARC Dog Park Committee**

Jane Holland, President

Christy Hopper, Recording Secretary and Fundraising co-chair

Sarah Petersen, Treasurer and Galena ARC Executive Director

Chris DeNino, Logistics

Jim Webster, Publicity

Gail DeMoss-Johnson, Fundraising Co-chair

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator *mm*

DATE: April 17, 2012

RE: West Street Access Request

I am writing to make you aware of a request for access on a currently unopened City-owned right-of-way. The request is made by Jim Digman who just purchased a lot along the West Street right-of-way just north of Stagecoach Trail.

In 1997, Jim Furlong was granted a Special Use Permit to construct a crematorium on West Street. Furlong proposed and was granted permission to create a gravel driveway on the West Street right-of-way from Jo Daviess Street to the location of the crematorium. Jim graveled and eventually blacktopped the right-of-way. The driveway was intended for use by Jim and his son Tom who lives in the only house on West Street.

In 2008, Jim Furlong petitioned the City to assume maintenance responsibilities for the driveway, effectively converting it to a public street. He also requested permission to pave the remainder of the West Street right-of-way to make it a through route to Stagecoach. The city council voted to deny the request for the City to assume maintenance responsibilities and did not accept the idea to pave and open the route to Stagecoach.

Our staff is still hesitant, as the city council was in 2008, to recommend converting the driveway to a public street and taking over maintenance responsibilities. Though the driveway serves its intended purpose, we do not believe it was constructed to new street standards. Additionally, during the 1997 public hearing for the Special Use Permit, the neighboring Kaiser family expressed concern about increased traffic should West Street be opened as a through street.

At this time, Digman does not have any plans for building on the lot but would like to be able to access his property. We suggest you consider permitting Digman to access his property from Stagecoach on the first 300 feet of the existing gravel drive and require that he maintain the driveway as necessary. This solution would not add any traffic to the paved driveway installed by Furlongs. Digman suggests installing a barrier between the paved and gravel sections of the driveways, but such a barrier should not be necessary.

I have attached an aerial photo of the West Street right-of-way with labels identifying the features discussed above. Please let me know if you have any questions.



# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



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## MEMORANDUM

TO: Mayor, City Council and City Administrator Mark Moran

FROM: Craig Albaugh, Facility Manager *CA* *mt*

DATE: April 17, 2012

RE: Cleaning Market House Restrooms

On March 29, 2012 I met with Mayor Renner and Alderperson Cording on the condition of the restrooms at the Market House. Alderperson Cording stated that she received some comments on the need to spruce up the restrooms at the Market House complex. She and the Mayor requested that the facility be inspected to see what was needed to be done and procure a cost to complete the tasks. The following is a list of projects needed to be completed:

1. Replacement of most fixtures.
2. Painting and repair to the outside of the building.
3. Cleaning and painting of the inside in the restroom area.

At this time I am requesting that we clean the restroom area with the work to be done by a professional cleaning service. The quote from Servpro includes the following:

1. Removing, painting and resetting all the dividers.
2. Cleaning the tile floor (power scrub).
3. Cleaning all other areas.
4. Painting the walls and ceiling.
5. Clean all the fixtures (if the fixtures clean up well we will not need to replace them).
6. Cleaning, painting and refinishing the floor in the vestibule of the restroom area.

The restrooms would need to be closed for a week to complete the project and at a cost of \$5,415.08. The money would come from the following accounts:

1. Mayors Discretionary Fund	01.11.929.01	\$2,000.
2. Market House Restrooms	01.13.511.06	\$3,000.
3. Park Improvements	17.52.820.06	\$415.08.

If you have any questions please feel free to contact me.

Facility Manager

*Craig Albaugh*  
Craig Albaugh

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**GALENA POLICE DEPARTMENT**

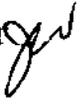
312 N. Main Street  
Galena, IL 61036-2332

Chief of Police  
Gerald L. Westemeier

(815) 777-2131  
FAX (815) 777-4736

DATE: April 18, 2012

TO: Mark Moran  
City Administrator

FROM: Chief Jerry Westemeier 

RE: Disposal Order

I would like to get your permission to put (3) Vista light bars on the city's surplus list. We have since replaced these light bars with new LED light bars.

These light bars have been sitting in the back room not being used. The police department would have no use for these light bars – Model #X132H525A.

I would also like to add a siren – Model #SA1352 to the city's surplus list.

Thank you for your consideration in this matter.

## Ordinance #12-

**AN ORDINANCE AUTHORIZING THE SALE OF  
MUNICIPALLY OWNED PERSONAL PROPERTY**

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**WHEREAS** in the opinion of the corporate authorities of the City of Galena, it is no longer necessary or useful to or for the best interest of the City of Galena to retain the following described personal property now owned by it:

1. Three (3) Vista light bars (model #X132H525A)
2. One (1) vehicle siren (model # SA1352)

**BE IT ORDAINED** by the City Council of the City of Galena, Jo Daviess County, Illinois, as follows:

**SECTION I:** Pursuant to 65 ILCS 5/11-76-4, the corporate authorities find that the personal property listed above and now owned by the City of Galena is no longer useful and the best interest of the City of Galena will be served by its sale.

**SECTION II:** The City Administrator is authorized to sell the items for fair market value through an open market process.

**SECTION III:** This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

**SECTION IV:** Passed on this 23rd day of April, A.D., 2012, in open Council.

**AYES:**

**NAYS:**

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**TERRY RENNER, MAYOR**

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**ATTEST: MARY BETH HYDE, CITY CLERK**

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner, City Council and City Administrator

FROM: Andy Lewis, City Engineer *AL* *M.M.*

DATE: 18 April 2012

RE: Solar Power to Wastewater Treatment Plant (WWTP)  
Approval of Change Order #1

This project will install a 330 kW solar photovoltaic (PV) system at the wastewater treatment plant (WWTP), which will provide power to the plant equipment. Excess energy will be sold to Jo Carroll Energy through a net-metering agreement.

The contractor for this project, Eagle Point Solar (EPS) has requested approval to use Sunfix module racking and mounting system manufactured by Solar World rather than use the system specified in the bid manufactured by Unirac. The reasons for the change request are as follows:

1. The Unirac system is a single pole mount and consequently requires deeper foundation support. Consequently the company will require additional geotechnical investigation and design work to be completed before units can be ordered. This will add 2-3 months to the project schedule before arrival of the ordered units, which could prevent the project being completed by November 2012, which is the grant funding deadline imposed by the Illinois Clean Energy Community Foundation.
2. Sunfix units have twin tubular mounts and do not require additional geotechnical engineering and are available immediately so will not introduce any delays to the project.
3. The Unirac system is a more complicated mounting and ideally suited to PV arrays with a tracking capability. This type of system is not being used on this project because it was not deemed to be cost effective.
4. The Sunfix system is manufactured by the same company as the PV modules and also the web-based monitoring system. This will afford better compatibility and quicker assembly of the components during construction.
5. The cost difference between the two mounting systems is about 4 cents per Watt. For the proposed 368 kW system this equates to a saving of \$14,720.
6. At present, the planned ground cover beneath and between PV arrays will be grass. EPS is proposing an alternative landscape surface of 3/4 inch clean stone four inches deep, geotextile fabric underlayment and aluminum or fiberglass edging. The approximate

cost to complete this item is in the region of \$16-20,000. However, EPS have agreed to complete this item for the saving between the two mounting system of \$14,720.

7. The alternate landscape detail will provide a much lower maintenance surface than grass, eliminating the need for mowing and also help to reduce periodic cleaning of the PV modules. The only likely maintenance will be annual application of weed killer.

Based on the above I believe the change to using the Sunfix racking and mount system is an acceptable alternative to using the Unirac system. It will also allow funding for a lower maintenance surface covering that will translate to cost savings in both labor time and fuel use by eliminating grass mowing.

I recommend the city council approve change order #1 with Eagle Point Solar with no change to the contract sum.

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**CHANGE ORDER**

Number: **1** Date of Issuance: **18 April 2012**

Project: **Solar Photovoltaic Project**

OWNER: **City of Galena**

ADDRESS: **312-1/2 N. Main Street, Galena, IL 61036**

CONTRACTOR: **Eagle Point Solar**

ENGINEER: **City of Galena**

ENGINEER'S Project No.: **NA**

OWNER'S Project No.: **NA**

\*\*\*\*\*

You are directed to make the following changes in the Contract Documents:

**DESCRIPTION OF CHANGE ORDER:**

#	Work Item	Justification	Cost \$
1	Replace Unirac racking and pole mounts with Sunfix manufactured system.	Unirac system will require additional geotechnical investigation/design with long order period. Sunfix system is available immediately. Cost difference between systems is a saving estimated at \$14,720.	(14,720)
2	Add 4 inch depth of clean stone, edging and geotextile fabric beneath and between module arrays.	This detail will eliminate need for grass mowing, and correspondingly reduce maintenance costs and PV module cleaning.	14,720
	<b>TOTAL</b>		<b>0</b>

ATTACHMENTS: See justifications on page 1

CHANGE IN CONTRACT PRICE:

Original Contract Price		\$1,236,017
Net Change of this Change Order	ADD	\$0.00
Contract price with all approved Change Orders		<b>\$1,236,017</b>

CHANGE IN CONTRACT TIME:

Original Contract Substantial Completion Date	31 August 2012
Contract Completion Date Adjustment previous Change Orders	NA
Contract Completion Date Adjustment this Change Order	5 days
Adjusted Contract Substantial Completion Date including Change Orders	7 September 2012

Recommended by:

\_\_\_\_\_  
ENGINEER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner, City Council and City Administrator

FROM: Andy Lewis, City Engineer *AL* *M.M.*

DATE: 19 April 2012

RE: Solar Power to Wastewater Treatment Plant (WWTP)  
Approval of Interconnection Application Fee

As part of the solar project the city needs to complete interconnection permit applications with Jo Carroll Energy for \$10,000 and with Dairyland Power for \$35,000. These items were also detailed in a previous memo to the city council on 27 February 2012, when a contract with Eagle Point Solar and project funding was approved.

Both permit application fees are included in the budget for the upcoming fiscal year. I am seeking approval for these items before the new budget commences so these amounts can be submitted to the respective utilities without introducing any delays to the project. The permit application process can be lengthy and complicated so I want to be sure this proceeds as smoothly as possible.

I am requesting the city council approves these two payments for interconnection application fees of \$10,000 to Jo Carroll Energy and \$35,000 to Dairyland Power. These payment requests will formally appear on the warrants of the 14 May 2012 meeting and the checks will be dated 1 May 2012.

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



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## MEMORANDUM

TO: Honorable Mayor Renner and City Council  
FROM: Mark Moran, City Administrator *mm*  
DATE: April 13, 2012  
RE: Uncollectible Utility Accounts

In accordance with our Uncollectible Accounts Policy, I am presenting the attached list of utility accounts that our staff deem uncollectible. The list includes five accounts that were closed between 2006 and 2012. The total uncollectable amount is \$1,918.56, of which \$768.55 is penalties. Four of the five accounts are foreclosures as explained by Utility Billing Clerk, Deb Price, in the attached memorandum.

I request you approve the list of uncollectable accounts so they may be removed from our accounts receivable. The removal of the accounts would permit us to more accurately report the City's assets in the financial statements.

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

**To:** Honorable Mayor Renner, City Council, Mark Moran

**From:** Deb Price *ap m.m.*

**Date:** April 19, 2012

**Re:** Utility Bill Write-Offs

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Attached please find the Utility Billing write-offs for the 2011-2012 Fiscal Year.

Four of these are due to foreclosure; the fifth has a history with the City. In April 2007 a write off of \$156.27 was approved for Johnny Apodaca. Recently, he falsely rented a unit in someone else's name. When we became aware of this we added the write off amount to his utility bill, but by then he had abandoned the unit. The owner of this rental, Charles Fach, paid the City utility bill. I sent a collection notice of \$156.27 to the original landlord/building owner, Tag Chapman. He said he sold the building in April 2007 and felt our collection efforts were not timely so he did not pay.

The procedures that were implemented on May 1, 2011 have clarified and greatly improved the collection process. Letters were sent to twenty building owners whose tenants had terminated service prior to May 1, 2011 and left the City with \$12,335.95 of unpaid utility bills. We agreed to a reduced collection of \$6,509.84 from sixteen owners; \$3,914.44 remains unpaid as four properties have been sold.

After May 1, 2011 we began sending collection letters to a building owner if a final bill remained unpaid 90 days after termination. To date \$2,283.28 was owed to the City; a reduced amount of \$1,979.56 was agreed to and has been paid by the building owners.

During fiscal year 2011-2012 six liens were released; we collected \$5,698.97 of \$8,575.06 owed. Payment of \$3,510.05 has been received towards the pay off of an additional lien. Unfortunately four new liens were filed in 2011-2012.

Please contact me if you have any questions or suggestions regarding this process.

Thank-you.

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CITY OF GALENA  
 WRITE-OFFS  
 FISCAL YEAR 2011/2012

FILED	CUSTOMER NUMBER	CUSTOMER NAME	SERVICE ADDRESS	FORWARDING ADDRESS	CITY	STATE	ZIP	TOTAL	WATER	SEWER	GARBAGE	MISC \$	PENALTIES	REASON	OWNER
October 31, 2006	30179407	Johnny Apodaca	114 1/2 N Main Street	None				\$359.33	\$90.21	\$66.52	\$13.90	\$20.00	\$218.70	Moved	Tina Chapman
February 9, 2012	50214603	Galena Remade - Jane & Henry Kim	11383 US Route 20 W	11024 E Golfview Dr.	Galena	IL	61036	\$679.84	\$72.54	\$515.51	\$131.40	\$108.81	\$140.43	Foreclosure	
April 9, 2012	40221002	John Gillen	228 Council Fire Circle	20 N 10th Ave, Apt. 5	Hawortha	IA	52233	\$772.69	\$21.53	\$32.28	\$11.83	\$398.84	\$39.28	Foreclosure	
November 1, 2011	30187101	Army Kientz - Ron Swift	322 Franklin Street	9878 US Hwy 20	Galena	IL	61036	\$104.00	\$4.03	\$7.30	-\$9.83	\$2.20	Foreclosure		
November 21, 2011	30187102	Ron Swift	322 Franklin Street	400 405 Main St	Dubuque	IA	52001	\$6.90	\$4.03	\$7.30	-\$9.83	\$2.20	Foreclosure		
								\$1,918.56	\$158.31	\$752.89	\$218.71	\$20.00	\$768.55		

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# City of Galena, Illinois

## Uncollectible Accounts Policy

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### **BACKGROUND**

The Utilities Department is responsible for the billing and collection of all monies due the City for water, sewer, and garbage services. Occasionally a debt, obligation or claim (or a portion thereof) due to the City is found to be uncollectible. Additionally, it is sometimes beneficial to the City to negotiate and accept a settlement in payment and satisfaction of a debt, obligation or claim due to the City. Timely recording of any uncollectible amount incurred by such determination or settlement is important.

### **PURPOSE**

The purpose of this policy is to provide a guide to the Utilities Department as to the criteria and procedures to follow in determining that a debt, obligation or claim (or a portion thereof) is uncollectible and may be removed from the records as an outstanding receivable.

### **POLICY**

It is the policy of the City of Galena to diligently pursue and properly bill, record and collect, all monies due the City. Under certain circumstances money due the City may be written off as uncollectible. The following criteria shall be used in determining that monies are uncollectible. Accounts meeting any one of the criteria may be removed from the records as an outstanding receivable:

1. The debt, obligation or claim has been discharged by a United States Bankruptcy Court.
2. The responsible party owing the money has died leaving no estate.
3. The City Administrator (or his designee) has determined that the debt, obligation or claim is uncollectible or that it is beneficial to the City to negotiate and accept a settlement in payment of the debt, obligation or claim.
4. The account had been referred to a credit collection agency which has determined the money due is uncollectible.
5. Small Claims Court has denied the City a judgment for the money due.
6. A court other than Small Claims has awarded a settlement or denied the City a judgment for the money due.
7. The statute of limitations has expired for claiming the money due the City.

The City Administrator may liquidate, by selling (factoring), certain accounts recognized as uncollectible to generate revenue from these non-productive receivables.

**PROCEDURES**

1. The Finance Department is responsible to ensure that bad debts are recorded properly and in a timely manner.
2. A request in writing, addressed to the City Administrator is to be initiated by the Utilities Department.
  - a. The name, service address, amount and relevant particulars of the debt
  - b. The nature of the debt and the date incurred
  - c. A description of the measures taken to collect the debt
  - d. The reason(s) why the debt is deemed to be uncollectable
  - e. A recommendation that the debt be written off under the provisions of this City Council policy
3. A recommendation to write off any uncollectable debts shall be presented to the City Council for consideration and possible action not less 60 days from the close of each fiscal year.
4. Other City departments that maintain independent systems for managing certain types of debts, obligations or claims owed to the City are responsible for analyzing outstanding receivables and recommending a provision for accounts deemed doubtful or uncollectible for the end of each fiscal year. The City Administrator shall follow the same procedures listed herein for presenting a recommendation to the City Council regarding the uncollectable debt.

Policy Adopted: May 10, 2010 by the Galena City Council

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# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator *mm*

DATE: April 13, 2012

RE: Uncollectible Parking Tickets

I was recently presented the attached list of parking citations that are deemed uncollectible by the Police Department. The issue date of the citations ranges from 2002 through 2011. I am attaching a 2011 memorandum from our Parking Control Officer, Alicia McMillian, explaining the collection process.

Multiple attempts have been made to contact the owners in cases where the owners are known. Where the owners are known, they are typically unable to be located or in some cases are deceased. Where the owners are not known, the Secretary of State's Office does not have a name on record for the license plate number on the citation.

The total uncollectible amount is \$9,570 including fines and penalties. The amount of the original citations excluding fines and penalties is \$4,270.

I request you approve the list of uncollectible tickets so they may be removed from the active list in the ticket database. The Police Department would still attempt to collect if the identity or location of the owner becomes known.

## Uncollectible Parking Tickets: 2012

NAME	ORIGINAL FINES	FINES PLUS PENALTIES	FINDING AND DATE OF CITATION
Flavio Vazquez	\$60.00	\$150.00	Unable to Locate (UTL)-2003
Guinevere Kretschmer	\$40.00	\$100	UTL-2003
Kelly Mitchell	\$105.00	\$210.00	UTL-2009
Nathan Virtue	\$105	\$210.00	UTL-2008
Gabriela Coldea	\$50.00	\$125.00	UTL-2007
Faythe Knox	\$90.00	\$225.00	UTL-2006
Hazel Waters & Christy Willis	\$60.00	\$120.00	UTL-2009
Barbara Aumiller	\$70.00	\$130.00	UTL-2009
License plate/DORINDA	\$65.00	\$165.00	UTL-2004
Erin Lynn Gotz	\$60.00	\$140.00	UTL-2006
Benjamin Rau	\$80.00	\$215.00	UTL-2008
Brian Patrick Lucas	\$150.00	\$375.00	UTL-2005
Andrew Melancon	\$90.00	\$200.00	UTL-2006
Shari Keyes	\$235.00	\$475.00	UTL-2005
Nancy Lannan	\$250.00	\$475.00	UTL-2004
Ellen's Floral Gallery	\$40.00	\$160.00	UTL-2005
Christopher Rogalski	\$40.00	\$100.00	UTL-2006
Douglas Anderson	\$40.00	\$100.00	UTL-2006
Adam Alt	\$110.00	\$275.00	UTL-2005
R E Brumfield	\$40.00	\$100.00	UTL-2003
Edi Alarez	\$45.00	\$100.00	UTL-2003
Alma Limon	\$100.00	\$225.00	Deceased-2006
Amy Alderman	\$305.00	\$750.00	UTL-2003
David Wilkening	\$50.00	\$100.00	UTL-2006
Patrick T Tracey	\$50.00	\$100.00	UTL-2004
Juan Palomino	\$75.00	\$150.00	UTL-2004
Daniel Beyer	\$45.00	\$100.00	UTL-2002
Rhonda E. Casey	\$85.00	\$175.00	UTL-2004
Gabriela Coldea	\$55.00	\$100.00	UTL-2005
Jason Stumphy	\$100.00	\$150.00	UTL-2007
Connie Sheridan	\$110.00	\$225.00	UTL-2002
Jason Keller	\$190.00	\$475.00	UTL-2006
Vicki Meisner	\$250.00	\$625.00	UTL-2006
Justin Dies	\$120.00	\$240.00	UTL-2010
Daniel Gavinski	\$70.00	\$155.00	UTL-2005
Jennifer Miller	\$75.00	\$175.00	UTL-2006
A Luis	\$85.00	\$170.00	UTL-2006
Paul Ruh	\$55.00	\$125.00	UTL-2007
Kathryn Steger	\$100.00	\$200.00	UTL-2006
Carlos Gomez-Hernandez	\$60.00	\$135.00	UTL-2010
John Houpt	\$115.00	\$255.00	UTL-2007
Mary Mabusih	\$100.00	\$190.00	UTL-2011
Paula Anderson	\$105.00	\$275.00	UTL-2003
Anthony Dantonio	\$60.00	\$165.00	UTL-2006
Madeline Voorhees	\$85.00	\$160.00	Deceased-2011
<b>TOTAL</b>	<b>\$4,270</b>	<b>\$9,570</b>	

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# GALENA POLICE DEPARTMENT

312 N. Main Street  
Galena, IL 61036-2332

2011

Chief of Police  
Gerald L. Westemeier

(815) 777-2131  
FAX (815) 777-4736

I am writing as a follow-up to the request by the city council for more information about our parking ticket collections process.

Several years ago the city council made the decision to have our staff undertake all processing and collections activities. We ended our relationship with the private processing and collections company, Duncan Industries, at that time.

Our Police Department has the options of sending non-payment notices, sending court notices, or suspending the driver's license for Illinois residents after having 45 day notice of 10 or more open citations. Based on those limitations, Chief Westemeier and I agreed upon the following policy when we took back the processing and collections work:

1. Upon a vehicle having accrued \$100.00 of citations they receive a notice for payment of those citations. The citations maybe three parking tickets that are delinquent with one new citation, one citation (depending if it was a handicap citation \$250), or seven current violations.
2. If no payment is received or no contact is made by the defendant for payment within a month then a final notice letter is sent certified for possible court action or suspension of the license (if they live in the state).
3. If no further action is taken by the defendant then a Notice to Appear in court with a court date is sent certified mail or served in person. (This vehicle may receive more tickets during this process).

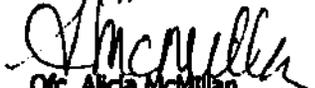
Many of the uncollectable citations that were recently dismissed are from when Duncan Industries handled all of our collections. Their process was to send a notice for non-payment for every citation listed for a single vehicle. For example, if a vehicle had 20 tickets, they would receive 20 non-payment letters for the violations. After each citation went past the non-payment date the account would be sent to the delinquent collections department with Duncan. Their policy was to send two final notice letters and then send the account to a third party collection agency for further action. The third party agency would try to make contact by phone or mail.

In my opinion, further efforts to collect payments from the list of uncollectable accounts that I recently presented you was no longer cost effective. I only request to dismiss the tickets as uncollectable when I am unable to locate the defendants.

Our department has had a great deal of success lately. Since January 1, 2011, the Police Department has collected over \$5,000.00 in payments from current citations or past due citations. Our goal remains to keep all records current.

If you have any further questions, please let me know.

Sincerely,

  
Ofc. Alicia McMillan  
Community Service Officer

Invoice No	Seq	Vendor Name Type	Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
<b>ALEXIS FIRE EQUIPMENT CO.</b>								
ALEXIS FIRE EQUIPMENT CO. 119768								
0041404	1	Inv	OPERATING MATERIALS		02/10/2012	925.00		22.22.652.00
Total ALEXIS FIRE EQUIPMENT CO.						925.00		
<b>AMERICAN WATER ENTERPRISES</b>								
AMERICAN WATER ENTERPRISES 1005								
J7-20018191	1	Inv	WATER CONTRACT		04/01/2012	25,817.63		51.42.515.00
J7-20018191	2	Inv	SEWER CONTRACT		04/01/2012	25,817.64		52.43.515.01
Total AMERICAN WATER ENTERPRISES						51,635.27		
<b>AT &amp; T (LOCAL)</b>								
AT & T (LOCAL) 103								
041512	1	Inv	POOL/PHONE		04/15/2012	24.10		59.55.552.00
041512	2	Inv	PUBLIC WORKS/PHONE		04/15/2012	37.94		01.41.552.00
041512	3	Inv	FIRE DEPARTMENT/PHOI		04/15/2012	61.45		22.22.552.00
041512	4	Inv	EMS/PHONE		04/15/2012	24.10		12.10.552.00
041512	5	Inv	POLICE/PHONE		04/15/2012	320.59		01.21.552.00
041512	6	Inv	FINANCE/PHONE		04/15/2012	388.08		01.13.552.00
041512	7	Inv	FLOOD CONTROL/PHONE		04/15/2012	24.10		20.25.515.00
Total AT & T (LOCAL)						880.36		
<b>AT &amp; T LONG DISTANCE</b>								
AT & T LONG DISTANCE 119065								
040412	1	Inv	PUBLIC WORKS/LONG DI		04/04/2012	.25		01.41.552.00
040412	2	Inv	FIRE DEPARTMENT/LONC		04/04/2012	1.04		22.22.552.00
040412	3	Inv	EMS/LONG DISTANCE		04/04/2012	.16		12.10.552.00
040412	4	Inv	POLICE/LONG DISTANCE		04/04/2012	54.61		01.21.552.00
040412	5	Inv	ADMINISTRATION/LONG I		04/04/2012	270.41		01.13.552.00
Total AT & T LONG DISTANCE						326.47		
<b>BINGHAM, PENNY</b>								
BINGHAM, PENNY 939								
041412	1	Inv	TRAVEL REIMBURSEMEN		04/14/2012	243.10		59.55.656.00
Total BINGHAM, PENNY						243.10		
<b>CONMAT, INC.</b>								
CONMAT, INC. 1187								
77548	1	Inv	COLD PATCH		03/31/2012	612.15		15.41.614.00
Total CONMAT, INC.						612.15		
<b>CRESCENT ELECTRIC SUPPLY</b>								
CRESCENT ELECTRIC SUPPLY 224								
4-478869-00	1	Inv	OLD WWTP LIGHTS		03/23/2012	1,069.38		01.41.860.05
Total CRESCENT ELECTRIC SUPPLY						1,069.38		
<b>DOIG, KATHLEEN</b>								
DOIG, KATHLEEN 119339								
590959	1	Inv	MARKET HOUSE RESTRC		04/17/2012	280.00		01.13.511.06

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total DOIG, KATHLEEN				280.00		
<b>ELLIOTT EQUIPMENT COMPANY</b>						
ELLIOTT EQUIPMENT COMPANY 119332						
115739	1 Inv	GUTTER BROOM	04/03/2012	393.76		01.41.613.11
Total ELLIOTT EQUIPMENT COMPANY				393.76		
<b>G &amp; K SERVICES</b>						
G & K SERVICES 532						
033112	1 Inv	UNIFORM SERVICES	03/31/2012	522.60		01.41.579.02
Total G & K SERVICES				522.60		
<b>GALENA CHRYSLER</b>						
GALENA CHRYSLER 82						
46043	1 Inv	SQUAD 4 MAINTENANCE	03/02/2012	276.57		01.21.513.06
46059	1 Inv	SQUAD 6 - MAINTENANCI	03/02/2012	15.07		01.21.513.06
46238	1 Inv	SQUAD 1 MAINTENANCE	03/16/2012	42.60		01.21.513.06
46242	1 Inv	SQUAD 2 MAINTENANCE	03/16/2012	18.05		01.21.513.06
Total GALENA CHRYSLER				352.29		
<b>GALENA STATE BANK</b>						
GALENA STATE BANK 820						
041512	1 Inv	PHASE 7 LOAN	04/15/2012	3,944.69		60.01.710.09
041512	2 Inv	WINERY LOT LOAN PAYM	04/15/2012	3,129.14		60.01.710.08
Total GALENA STATE BANK				7,073.83		
<b>GALL'S, INC.</b>						
GALL'S, INC. 712						
19032989	1 Inv	UNIFORMS/BILL M.	04/13/2012	220.96		01.21.471.15
1913800	1 Inv	UNIFORMS/ALICIA	04/13/2012	140.48		01.21.471.15
1913844	1 Inv	UNIFORMS/LORI	04/13/2012	67.07		01.21.471.15
377-1918855	1 Inv	UNIFORS/LORI	04/17/2012	83.21		01.21.471.15
512104243	1 Inv	UNIFORMS/LORI	04/10/2012	123.48		01.21.471.15
512109226	1 Inv	UNIFORMS/JERRY	04/12/2012	36.46		01.21.471.15
Total GALL'S, INC.				671.66		
<b>GASSER @ GALENA</b>						
GASSER @ GALENA 24						
041512	1 Inv	MISC. SUPPLIES	04/15/2012	31.31		01.13.511.01
041512	2 Inv	MISC. SUPPLIES	04/15/2012	17.98		01.41.471.09
041512	3 Inv	MISC. SUPPLIES	04/15/2012	15.29		01.41.614.04
041512	4 Inv	MISC. SUPPLIES	04/15/2012	90.31		01.41.652.00
041512	5 Inv	MISC. SUPPLIES	04/15/2012	28.76		01.41.653.00
041512	6 Inv	MISC. SUPPLIES	04/15/2012	32.62		01.41.840.01
041512	7 Inv	MISC. SUPPLIES	04/15/2012	45.85		17.52.514.00
041512	8 Inv	MISC. SUPPLIES	04/15/2012	90.53		17.52.652.00
041512	9 Inv	MISC. SUPPLIES	04/15/2012	101.44		22.22.652.00

Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total GASSER @ GALENA				454.09		
<b>GUY'S TRUCK &amp; TRACTOR SERVICE</b>						
GUY'S TRUCK & TRACTOR SERVICE 121143	1 Inv	TIRES	03/20/2012	184.00		01.41.613.11
Total GUY'S TRUCK & TRACTOR SERVICE				184.00		
<b>HEALTHCARE SERVICE CORPORATION</b>						
HEALTHCARE SERVICE CORPORATIC 041512	1 Inv	HSA/FAMILY/EMPLOYEE	04/15/2012	2,319.00		01.218.0
041512	2 Inv	PPO/BLUE CROSS BLUE	04/15/2012	388.00		01.218.0
041512	3 Inv	HEALTH INSURANCE	04/15/2012	21,532.85		01.13.451.00
Total HEALTHCARE SERVICE CORPORATION				24,239.85		
<b>HOLLAND PLUMBING, INC.</b>						
HOLLAND PLUMBING, INC. 119923	1 Inv	REPAIRS	04/10/2012	148.33		01.13.511.06
Total HOLLAND PLUMBING, INC.				148.33		
<b>HUNTINGTON, LORI</b>						
HUNTINGTON, LORI 041712	1 Inv	CLOTHING ALLOWANCE	04/17/2012	94.52		01.21.471.15
Total HUNTINGTON, LORI				94.52		
<b>IL ENVIRONMENTAL PROTECT. AGEN</b>						
IL ENVIRONMENTAL PROTECT. AGEN 040112	1 Inv	EPA WATER LOAN	04/01/2012	81,048.29		51.42.716.00
Total IL ENVIRONMENTAL PROTECT. AGEN				81,048.29		
<b>ILEAS REGION - 2 SRT/MFF</b>						
ILEAS REGION - 2 SRT/MFF 030512	1 Inv	ILEAS FEES	03/05/2012	300.00		01.21.563.00
Total ILEAS REGION - 2 SRT/MFF				300.00		
<b>ILLINOIS STATE POLICE</b>						
ILLINOIS STATE POLICE 033112	1 Inv	LIQUOR LICENSE BACKG	03/31/2012	194.50		01.21.549.00
Total ILLINOIS STATE POLICE				194.50		
<b>INTL INST OF MUNICIPAL CLERKS</b>						
INTL INST OF MUNICIPAL CLERKS 032812	1 Inv	DUES	03/28/2012	160.00		01.14.561.00
Total INTL INST OF MUNICIPAL CLERKS				160.00		
<b>ISG INFRASYS</b>						
ISG INFRASYS 34125	1 Inv	OPERATING MATERIALS	04/06/2012	198.00		22.22.652.00

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total ISG INFRASYS				198.00		
<b>J &amp; R SUPPLY INCORPORATED</b>						
J & R SUPPLY INCORPORATED 951						
1203306	1 Inv	STORM SEWER	04/02/2012	257.00		01.41.514.06
1204007	1 Inv	STORM SEWER	04/11/2012	25.50		01.41.514.06
Total J & R SUPPLY INCORPORATED				282.50		
<b>JDWI</b>						
JDWI 235						
37629	1 Inv	SR CIT TRANSPORT	03/31/2012	830.00		01.13.542.00
Total JDWI				830.00		
<b>JO CARROLL ENERGY, INC.</b>						
JO CARROLL ENERGY, INC. 397						
041512	1 Inv	PUBLIC WORKS/ELECTR	04/15/2012	268.29		01.41.571.01
041512	2 Inv	PARKS/ELECTRIC	04/15/2012	261.00		17.52.571.01
041512	3 Inv	POOL/ELECTRIC	04/15/2012	357.27		59.55.571.01
041512	4 Inv	ELECTRIC	04/15/2012	523.10		15.41.572.00
Total JO CARROLL ENERGY, INC.				1,409.66		
<b>JO DAVIESS CTY CLERK/COLLECTOR</b>						
JO DAVIESS CTY CLERK/COLLECTOR 393						
040312	1 Inv	GIS	04/03/2012	214.00		01.45.532.01
Total JO DAVIESS CTY CLERK/COLLECTOR				214.00		
<b>JOHNSON, SHIRLEY</b>						
JOHNSON, SHIRLEY 366						
032712	1 Inv	AFLAC REFUND	03/27/2012	1,183.00		01.13.451.00
Total JOHNSON, SHIRLEY				1,183.00		
<b>KIEFFER BODY SHOP INC</b>						
KIEFFER BODY SHOP INC 1267						
041512	1 Inv	BATTERIES FOR QUARTZ	04/15/2012	28.69		22.22.652.00
Total KIEFFER BODY SHOP INC				28.69		
<b>LAWSON PRODUCTS, INC.</b>						
LAWSON PRODUCTS, INC. 627						
9300757359	1 Inv	MISC MATERIALS	04/11/2012	120.21		17.52.652.00
Total LAWSON PRODUCTS, INC.				120.21		
<b>LEIBOLD AUTO CENTER OF GALENA</b>						
LEIBOLD AUTO CENTER OF GALENA 943						
10864	1 Inv	NEW TIRES FOR SQUAD:	04/17/2012	632.52		01.21.918.01
10864	2 Inv	NEW TIRES FOR SQUAD:	04/17/2012	1,352.88		01.21.513.06

Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total LEIBOLD AUTO CENTER OF GALENA				1,985.40		
<b>LEXISNEXIS RISK DATA MGMT. INC</b>						
LEXISNEXIS RISK DATA MGMT. INC 376						
201202331	1 Inv	INVESTIGATIONS PROGF	03/31/2012	30.00		01.21.652.03
Total LEXISNEXIS RISK DATA MGMT. INC				30.00		
<b>MEDICAL ASSOCIATES CLINIC</b>						
MEDICAL ASSOCIATES CLINIC 1120						
032712	1 Inv	PHYSICALS	03/27/2012	191.00		22.22.929.00
Total MEDICAL ASSOCIATES CLINIC				191.00		
<b>MENARDS</b>						
MENARDS 280						
41762001	1 Inv	SLUDGE BARN	04/10/2012	44.00		01.41.840.01
7240	1 Inv	SLUDGE BARN	04/10/2012	78.84		01.41.840.01
Total MENARDS				122.84		
<b>MONTGOMERY TRUCKING</b>						
MONTGOMERY TRUCKING 133						
77146	1 Inv	REFUSE HANDLING CON	04/01/2012	13,470.60		13.44.540.04
77146	2 Inv	RECYCLING CONTRACT	04/01/2012	4,662.90		13.44.540.00
77146	3 Inv	DUMPSTER (HOLMAN)	04/01/2012	204.00		01.11.929.01
Total MONTGOMERY TRUCKING				18,337.50		
<b>O'HERRON CO.INC., RAY</b>						
O'HERRON CO.INC., RAY 548						
1208282	1 Inv	UNIFORMS/CHUCK	03/30/2012	40.60		01.21.471.15
1209678	1 Inv	NEW GLOCK HANDGUNS	04/17/2012	1,550.00		01.21.549.00
Total O'HERRON CO.INC., RAY				1,590.60		
<b>PEPSI-COLA BOTTLING CO. OF DBQ</b>						
PEPSI-COLA BOTTLING CO. OF DBQ 118779						
50663781	1 Inv	POP	04/05/2012	452.48		59.55.656.00
Total PEPSI-COLA BOTTLING CO. OF DBQ				452.48		
<b>PETITGOUT CORPORATION</b>						
PETITGOUT CORPORATION 689						
6544	1 Inv	LIGHT MAINTENANCE	04/12/2012	73.83		15.41.514.07
Total PETITGOUT CORPORATION				73.83		
<b>PETTY CASH/POLICE DEPT.</b>						
PETTY CASH/POLICE DEPT. 163						
041712	1 Inv	MEAL/TRAINING	04/17/2012	19.67		01.21.562.00
041712	2 Inv	POSTAGE	04/17/2012	1.07		01.21.551.00

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total PETTY CASH/POLICE DEPT.				20.74		
<b>PROFESSIONAL ACCT. MANAGMENT</b>						
PROFESSIONAL ACCT. MANAGMENT 119393						
11852	1 Inv	CITATION PROCESSING I	03/31/2012	210.75		01.21.537.00
Total PROFESSIONAL ACCT. MANAGMENT				210.75		
<b>QUILL CORP.</b>						
QUILL CORP. 686						
2275871	1 Inv	NEW FILE CABINET	04/04/2012	189.99		01.21.651.00
2313399	1 Inv	FINANCE/OFFICE SUPPLI	04/05/2012	28.78		01.13.651.01
2313399	2 Inv	ZONING/OFFICE SUPPLIE	04/05/2012	69.97		01.16.651.00
2313399	3 Inv	ENGINEERING/OFFICE SI	04/05/2012	33.95		01.45.651.01
Total QUILL CORP.				322.69		
<b>RENAISSANCE RESTORATION</b>						
RENAISSANCE RESTORATION 174						
2723	1 Inv	MORTAR ANALYSIS	11/25/2011	500.00		01.13.511.03
Total RENAISSANCE RESTORATION				500.00		
<b>ROCK RIVER ARMS, INC.</b>						
ROCK RIVER ARMS, INC. 119294						
060811	1 Inv	STAR COM RADIO	06/08/2011	1,000.00		01.21.652.03
060811	2 Inv	STAR COM RADIO	06/08/2011	795.00		01.21.471.15
Total ROCK RIVER ARMS, INC.				1,795.00		
<b>ROPA, JOHN H.</b>						
ROPA, JOHN H. 119767						
040512	1 Inv	OVERPAYMENT ON ACCO	04/05/2012	11.18		98.115.0
Total ROPA, JOHN H.				11.18		
<b>RUNDE CHEVROLET</b>						
RUNDE CHEVROLET 420						
030612	1 Inv	NEW TRUCK	03/06/2012	28,834.00		51.42.831.01
Total RUNDE CHEVROLET				28,834.00		
<b>SANDRY FIRE SUPPLY, L.L.C.</b>						
SANDRY FIRE SUPPLY, L.L.C. 118920						
37917	1 Inv	OPERATING MATERIALS	04/12/2012	15.00		22.22.562.00
Total SANDRY FIRE SUPPLY, L.L.C.				15.00		
<b>SERVPRO OF DUBUQUE</b>						
SERVPRO OF DUBUQUE 119766						
041212	1 Inv	CLEANING MARKET HOU	04/12/2012	2,000.00		01.11.929.01
041212	2 Inv	CLEANING MARKET HOU	04/12/2012	3,000.00		01.13.511.06
041212	3 Inv	CLEANING MARKET HOU	04/12/2012	415.08		17.52.820.06

Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total SERVPRO OF DUBUQUE				5,415.08		
<b>STAPLES, INC.</b>						
STAPLES, INC. 70						
032311	1 Inv	DESK CHAIRS	03/23/2011	284.91		01.21.549.00
Total STAPLES, INC.				284.91		
<b>STEPHENSON SERVICE CO.</b>						
STEPHENSON SERVICE CO. 119230						
033112	1 Inv	FUEL	03/31/2012	622.96		01.41.655.00
Total STEPHENSON SERVICE CO.				622.96		
<b>STEWART, G. DUFF</b>						
STEWART, G. DUFF 118963						
030812	1 Inv	BUILDING INSPECTOR TE	03/08/2012	160.00		01.46.563.00
Total STEWART, G. DUFF				160.00		
<b>STRAND ASSOCIATES, INC.</b>						
STRAND ASSOCIATES, INC. 954						
0091298	1 Inv	UPGRAD STORM PUMPS	04/12/2012	13,500.00		41.61.860.02
Total STRAND ASSOCIATES, INC.				13,500.00		
<b>SUPERIOR WELDING SUPPLY</b>						
SUPERIOR WELDING SUPPLY 181						
L3880733	1 Inv	WELDING SUPPLIES	04/01/2012	40.00		01.41.652.02
Total SUPERIOR WELDING SUPPLY				40.00		
<b>TANDEM TIRE &amp; AUTO SERVIC</b>						
TANDEM TIRE & AUTO SERVIC 725						
M86016	1 Inv	TIRE REPAIRS	04/04/2012	103.60		01.41.613.10
Total TANDEM TIRE & AUTO SERVIC				103.60		
<b>TASER INTERNATIONAL</b>						
TASER INTERNATIONAL 119762						
S11282485	1 Inv	USB DOWNLOAD KITS FC	04/05/2012	42.86		01.21.684.00
Total TASER INTERNATIONAL				42.86		
<b>US BANK TRUST (BOND)</b>						
US BANK TRUST (BOND) 577						
041512	1 Inv	FISCAL AGENT FEES	04/15/2012	350.00		52.43.549.00
Total US BANK TRUST (BOND)				350.00		
<b>VALLEY PERENNIALS</b>						
VALLEY PERENNIALS 118994						
10002	1 Inv	SYMPATHY FLOWERS	04/04/2012	30.00		01.11.929.01
10004	1 Inv	SYMPATHY FLOWERS	04/09/2012	28.00		01.11.929.01

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total VALLEY PERENNIALS				58.00		
<b>VINCENT &amp; SONS, J. P.</b>						
VINCENT & SONS, J. P. 507						
2252	1 Inv	NEW TREES	03/14/2012	80.00		17.52.870.01
3512	1 Inv	NEW TREES	03/27/2012	40.00		17.52.870.01
Total VINCENT & SONS, J. P.				120.00		
<b>WAL-MART COMMUNITY (CC)</b>						
WAL-MART COMMUNITY (CC) 1258						
041512	1 Inv	MISC. SUPPLIES	04/15/2012	35.76		01.21.513.06
041512	2 Inv	MISC. SUPPLIES	04/15/2012	23.89		01.21.513.06
041512	3 Inv	MISC. SUPPLIES	04/15/2012	82.65		01.21.513.06
041512	4 Inv	MISC. SUPPLIES	04/15/2012	104.49		01.21.513.06
Total WAL-MART COMMUNITY (CC)				246.79		
<b>WEBER PAPER COMPANY</b>						
WEBER PAPER COMPANY 40						
147738	1 Inv	JANITOR SUPPLIES	04/19/2012	34.10		01.13.654.00
Total WEBER PAPER COMPANY				34.10		
<b>WHITE, JUDY</b>						
WHITE, JUDY 1204						
041512	1 Inv	CLEANING OF TURNER H	04/15/2012	350.00		58.54.536.00
Total WHITE, JUDY				350.00		
<b>WHKS &amp; CO.</b>						
WHKS & CO. 119367						
041212	1 Inv	GEAR STREET	04/12/2012	2,153.68		41.61.860.05
Total WHKS & CO.				2,153.68		
<b>WRIGHT EXPRESS FSC</b>						
WRIGHT EXPRESS FSC 119102						
041512	1 Inv	PUBLIC WORKS/GAS	04/15/2012	795.82		01.41.655.00
041512	2 Inv	PARKS/GAS	04/15/2012	80.99		17.52.655.03
041512	3 Inv	FLOOD/FUEL	04/15/2012	261.01		20.25.655.00
041512	4 Inv	FIRE DEPARTMENT/GAS	04/15/2012	330.14		22.22.655.00
041512	5 Inv	FLOOD/FUEL	04/15/2012	.77		20.25.655.00
Total WRIGHT EXPRESS FSC				1,467.19		
Grand Total:				255,517.69		

Vendor Number Hash: 2653533  
Vendor Number Hash - Split: 4213233  
Total Number of Invoices: 76  
Total Number of Transactions: 117

Terms Description	Invoice Amt	Net Inv Amt
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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Open Terms		255,517.69	255,517.69			
		255,517.69	255,517.69			