City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, SEPTEMBER 10, 2012

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

ITEM	DESCRIPTION
12C-375.	Call to Order by Presiding Officer
12C-376.	Roll Call
12C-377.	Establishment of Quorum
12C-378.	Pledge of Allegiance
12C-379.	Reports of Standing Committees
12C-380.	Citizens Comments • Not to exceed 15 minutes as an agenda item • Not more than 3 minutes per speaker • No testimony on zoning items where a public hearing has been conducted

CONSENT AGENDA CA-17

ITEM	DESCRIPTION	PAGE
12C-382.	Approval of the Minutes of the August 27, 2012 City Council Meeting	3-7
12C-383.	Acceptance of July 2012 Financial Report	--
12C-384.	Approval of Credit Card Policy and Procedures	8-11

UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
12C-367.	Discussion and Possible Action on a Contract for Extending a Water Main Under US Route 20 to the Right-of-Way in Front of the Ramada	12

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
12C-385.	Quarterly Report by VisitGalena.org	13-43
12C-386.	Discussion and Possible Action on a Committee to Revise the Street Performers Ordinance	--
12C-387.	Warrants	44-52
12C-388.	Alderpersons' Comments	
12C-389.	City Administrator's Report	
12C-390.	Mayor's Report	
12C-391.	Motion for Executive Session Including: • Section 2 (c) (11) – Section 2 (c) (5) – Purchase or lease of real estate. • Section 2 (c) (21) Review of Executive Session Minutes	
12C-392.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Zoning Board of Appeals	Wed. September 12	6:30 P.M.	City Hall
City Council	Mon. September 24	6:30 P.M.	City Hall
Historic Preservation Comm.	Thurs. October 4	6:30 P.M.	City Hall

Posted: Thursday, September 6 at 4:30 p.m. Posted By:

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 27 AUGUST 2012

12C-0350 – 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 27 August 2012.

12C-0351 – ROLL CALL

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

12C-0352 – ESTABLISHMENT OF QUORUM

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

12C-0324 – PLEDGE OF ALLEGIANCE

The Pledge was recited.

12C-0353 - REPORTS OF STANDING COMMITTEES

None.

12C-0354 – PUBLIC COMMENTS

James Wirth 121 S. High Street – Wirth urged the Council to consider approving the proposed ordinance vs. a resolution requiring Tour Guide Businesses and Tour Service Businesses to state whether the information provided in their tour is documented as factual. He advised an ordinance would permanently change the law whereas a resolution would merely express the opinion of the legislative body.

CONSENT AGENDA CA-16

12C-0356 – APPROVAL OF THE MINUTES OF THE AUGUST 13, 2012 CITY COUNCIL MEETING

12C-0357 – APPROVAL OF BUDGET AMENDMENT BA13-02

12C-0358 – APPROVAL OF A REQUEST BY THE ILLINOIS SPECIAL OLYMPICS FOR A STREET CLOSURE PERMIT AND A PARADE PERMIT FOR THE OPEN CEREMONIES OF THE ILLINOIS SPECIAL WINTER OLYMPICS, JANUARY 29, 2013

12C-0359 – APPROVAL OF A REQUEST BY THE CITY OF GALENA FOR A STREET CLOSURE PERMIT FOR MUSIC ON MAIN, SEPTEMBER 1 (RAIN DATE SEPTEMBER 2) AT THE GREEN STREET PLAZA

12C-0360 – APPROVAL OF REQUEST BY ALICIA MCMILLAN FOR SECONDARY EMPLOYMENT

12C-0361 – APPROVAL OF A RESOLUTION REQUESTING A PERMIT FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR A PERMIT TO INSTALL A WATER PIPE UNDER U.S. ROUTE 20

Motion: Murphy moved, seconded by Greene, to approve Consent Agenda CA-16.

Discussion: None.

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

The motion carried.

UNFINISHED BUSINESS

12C-0362 – SECOND READING AND POSSIBLE APPROVAL OF AN ORDINANCE PROVIDING FOR THE VACATION OF A PORTION OF AN UNNAMED ALLEY BETWEEN S. HIGH STREET AND S. DODGE STREET

Motion: Greene moved, seconded by Murphy, to approve the ordinance providing for the vacation of a portion of an unnamed alley between S. High Street and S. Dodge Street, item 12C-0362.

Discussion: None.

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

The motion carried.

12C-0363 – SECOND READING AND POSSIBLE APPROVAL OF AN ORDINANCE ESTABLISHING A CRAFT DISTILLER LIQUOR LICENSE

Motion: Fach moved seconded by Painter, to approve an ordinance establishing a Craft Distiller Liquor License, item 12C-0363.

Discussion: None.

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

The motion carried.

12C-0364 – SECOND READING AND POSSIBLE APPROVAL OF AN ORDINANCE AMENDING CHAPTER 114 OF THE CODE OF ORDINANCES TO REQUIRE TOUR GUIDE BUSINESSES AND TOUR SERVICE BUSINESSES TO STATE WHETHER THE INFORMATION PROVIDED IN THEIR TOURS IS DOCUMENTED AS FACTUAL

Motion: Cording moved, seconded by Murphy, to deny the second reading of an ordinance amending Chapter 114 of the Code of Ordinances to require Tour Guide Businesses and Tour Service Businesses to state whether the information provided in their tours is documented as factual, item 12C-0364.

Discussion: Cording explained the denial has come from many long and thoughtful discussions with various folks and the City Attorney Nack. Nack is concerned about the legal enforceability of the ordinance. Cording stated while she understands the concerns raised by Wirth, she feels a resolution will make the city's position very clear. Cording prefers to approve the resolution and if problems arise they could be handled later.

Nack advised the ordinance has no guidelines. It simply requires that they must state whether they are documented or undocumented. The ordinance would be difficult to enforce without any guidelines. Nack feels by passing a resolution the board is being clear that they would like the tour operators to declare so that the consumer is informed.

Roll Call: AYES: Murphy, Painter, Cording, Greene, Lincoln
NAYS: Fach

The motion carried.

NEW BUSINESS

12C-0365 – DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION ENCOURAGING TOUR SERVICE BUSINESSES TO PROVIDE DOCUMENTED TOURS

Motion: Cording moved, seconded by Painter, to approve a resolution encouraging Tour Service Businesses to provide documented tours.

Discussion: Cording feels the wording is good. The supporting information will be kept in their offices. While the resolution isn't mandating, it is clear where the city stands in the interest of having authentic tours available.

Painter questioned what the action would be should the city receive complaints on inaccurate information being given out. She was advised staff would contact the operator and advise them of the complaint.

Roll Call: AYES: Painter, Cording, Fach, Greene,
NAYS: Lincoln, Murphy

The motion carried.

12C-0366 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR DOWNTOWN PUMP STATION IMPROVEMENTS

The following bids were received:

Civil Constructors	$ 749,559
Engineering & Construction Innovations	$1,127,500

Motion: Greene moved, seconded by Fach to approve the contract for downtown pump station improvements with Civil Constructors in the amount of $749,559.

Discussion: None.

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

The motion carried.

12C-0367 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR EXTENDING A WATER MAIN UNDER US ROUTE 20 TO THE RIGHT-OF-WAY IN FRONT OF THE RAMADA

The following bids were received:

Fischer Excavating	$69,510.74
Mike & Nick Sproule Construction	$54,992.00
Windy Hill	$66,779.61
Louie's Trenching Service	$58,240.00

Motion: Lincoln moved, seconded by Murphy to defer this item to the next meeting, item 12C-0367.

12C-0368 – DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF A REPLACEMENT PUMP FOR THE PLUYM SUBDIVISION LIFT STATION

Supplier	Pump Brand/Model	Price
Zimmer & Francescon	Myers 4VHX75M4 7.5 hp	$4,670.00
Zimmer & Francescon	Myers 4RHX100M2 10 hp	$4,850.00
Metropolitan Industries	Hydromatic S4HVX1000DD 10 hp	$7,015.00
Electric Pump Co.	Keen K4RXB75M2.23 7.5 hp	$7,927.14
Janda Electric	Hydromatic S4HVX1000DD 10hp	$8,900.55

Motion: Lincoln moved, seconded by Murphy to approve the purchase of the Myers 4VHX75M4 7.5 hp replacement pump for the Pluym Subdivision Lift Station from Zimmer & Francescon in the amount of $4,670.00.

Discussion: None.

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

The motion carried.

12C-0369 – WARRANTS

Motion: Greene moved, seconded by Murphy, to approve the warrants as presented with the addition of a warrant to Runde Auto Group in the amount of $20,527 for the new truck.

Discussion: None.

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

The motion carried.

12C-0370 – ALDERPERSONS' COMMENTS

Street Performers – Fach asked that an item be placed on the next agenda to discuss forming a committee to study the issue of street performers.

Meeting – Painter reminded everyone they were invited to a meeting on Tuesday August 28th at the DeSoto to discuss the impact of the arts.

Loading Zones – Lincoln voiced concern with semis blocking Hill Street when they use the loading zone in front of the Kandy Kitchen. He suggested sending a letter to the businesses in that area to remind the drivers not to block the intersection.

12C-0371 – CITY ADMINISTRATOR'S REPORT

Wal-Mart Weeds – Moran advised the owner of the property in front of Wal-Mart has been contacted and the weeds should be cut soon.

Illinois Jobs – Moran advised he has received a letter from the Governor's office saying they will be releasing money from the Illinois Jobs Fund. The distribution is based on population. We should receive just over $15,000 in revenue that was not budgeted. The money must be deposited in the MFT Fund and can only be used according to the MFT guidelines.

Solar Plant – Moran reported the solar plant is now up and running. We produced power today. The official ribbon cutting has been set for September 13 at 10:00 a.m. Moran shared a picture of the meter showing a negative number on it. We are already selling power back! Moran thanked Andy Lewis and Jeff Saylor who spent all kinds of time on this project.

12C-0372 – MAYOR'S REPORT

Mayor Renner is happy to see the solar project up and running and already selling power back.

12C-0373 – MOTION FOR EXECUTIVE SESSION

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

- Pending, probable or imminent litigation, Section 2 (c) (11)
- Review of Executive Session Minutes, Section 2 (c) (21)

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

The motion carried.

The meeting recessed at 6:58 p.m.

The meeting reconvened at 7:09 p.m.

12C-0374 - ADJOURNMENT

Motion: Murphy moved, seconded by Lincoln, to adjourn.

Discussion: None.

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

The motion carried.

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Mary Beth Hyde
City Clerk

CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: September 5, 2012

RE: City Credit Card Policy

I am submitting for your consideration a proposed new policy titled "Credit Card Policy and Procedures". The policy would permit the activation of a City of Galena credit card for use by designated employees for certain travel, training, and supply purchases.

While I have attempted to delay this policy for many years, I believe that not having a credit card makes our operations less efficient. Today it is common for employees to register online for training and education. In many of these instances a credit card payment is required. Our departments are also purchasing more of our needed supplies online where the credit card is the vendor's preferred option.

The implementation of the proposed policy and credit card would eliminate the need for employees to use personal credit cards and be reimbursed through the warrant process. This practice is clearly time consuming and less efficient than using a City credit card.

I believe the proposed policy establishes good internal controls for the safe use of the credit card. Please note the $2,500 card limit, checks and balances, and employee user agreement.

If you approve the policy, I would activate a credit card through our depository, First Community Bank of Galena. I appreciate your consideration.

CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036

Policy Name: **Credit Card Policy and Procedures**

Approval Date:

Purpose:

To authorize the use of a City credit card to transact official business.

Policy Statement:

With the adoption of this policy, the City Council authorizes the City Administrator to implement the procedures hereafter described for the use of a City credit card for the following budgeted uses:

1. Travel and Training—The City credit card may be used by the City Administrator and employees designated by the City Administrator for official business-related expenditures as permitted by the City's Travel and Training Policy for hotel, parking, transportation, food, gas for City vehicles, emergency City vehicle repairs, and other travel related expenses. The designated employees may also use the City credit card for conference and class registrations.
2. Purchases—The City credit card may be used for ordering supplies, including on-line purchases for City purposes and when approved by the City Administrator.
3. The City credit card shall not be used for cash advances or personal purchases.

Procedures:

All credit card expenditures are contingent upon the City Administrator's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card user will be responsible for reimbursing the City, possibly through payroll deduction.

Receipts and Verification:

Receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual making the expenditure must be clearly written on the receipt. Receipts are to be saved and retained by the assigned employee. Each assigned employee with credit card use will be provided with a monthly transaction summary by the City Clerk, and within three days, will:

1. Verify all credit card expenditures against the monthly transaction summary
2. Sign the transaction summary
3. Attach corresponding City credit card receipts and corresponding detail receipts which show exactly what was being purchased
4. Forward all documentation to the City Administrator for approval
5. The credit card balance shall be paid in full on a monthly basis to avoid any interest costs or late fees.

Control:

1. The assigned employee is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
2. The Finance Director is responsible for selecting the card provider.
3. The City Clerk is responsible for the payment of credit card bills.
4. The City Administrator is responsible for assigning the cards to employees for use and ensuring the proper use.
5. The City Administrator will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
6. Any employee assigned to use the City credit card must sign a Credit Card User Agreement, see attachment A, before they are eligible to use the card. A current list of authorized users shall be kept on file by the City Clerk.
7. The City credit card is to be returned to the City Administrator immediately following use.

Other:

1. Fees—The City credit card shall not have any annual or other reoccurring fees.
2. Credit Limit—The credit limit for the City credit card shall be $2,500.
3. Budgeted Expenditures Only—All expenditures made with the City credit card shall be budgeted in advance of the purchase.

[end]

Attachment A

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the City of Galena accept personal responsibility for the safeguard and proper use of the City credit card # _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- The credit card is to be used solely for travel related business expenses, conferences, classes, etc. incurred by the assigned employee only and in accordance with the City of Galena Travel and Training Policy.

- The credit card may be used for purchasing department supplies up to $1,000 only if prior approved by the City Administrator.

I have read and understand the credit card policies and procedures.

I understand the City Administrator will disallow my use of the City credit card for a violation of misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use the City credit card I am adhering to the following statement:

> "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof."

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

_____ Date: _____

Print Name: _____

CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer

DATE: September 12, 2012

RE: Consideration for Re-bidding the Highway 20 Water Main Crossing #3 Project

At the August 27, 2012 meeting, the City Council deferred action on the bids for the Highway 20 Water Main Crossing #3 project. This is the water main to be installed under Highway 20 near Ramada.

During the bid evaluation process, our staff noticed potential inconsistencies in the IDOT specifications regarding Jacking and Boring activities. The inconsistencies pertain specifically to the method for protecting the water pipe in the casing to be installed under the highway. Discussions with bidders revealed that they used different material and construction method assumptions based on the ambiguous specifications. This resulted in a significant variation in pricing for the casing and boring item.

Based on these facts, staff is recommending that the City Council reject all bids and re-bid to clarify the inconsistencies in the project specifications. In recent days, our staff has communicated with IDOT and has clarified the IDOT requirements for the pipe protection. We would revise the specifications accordingly if the Council would decide to re-bid the project. We believe this is the fairest approach for the interested contractors.

Visit Galena.org Quarterly Report

1st quarter fiscal 2012/13 April, May, June

	2012/13	2011/12	
Hotel/Motel Tax receipts	$206,193.52	$196,951.95	+5.77%
Hotel/Motel occupancy			
April	27.89%	27.08%	
May	37.24%	37.20%	
June	53.26%	47.08%	
Revenue per available room			
April	$33.59	31.89	
May	$47.65	46.11	
June	$70.07	59.95	
Visitor Inquiries	1130	642	
Web Site visits	94,297	50,051	
Total Inquiries	95,427	50,693	
# of visitors @ Visitor Ctr.	6542	6009	
#of phone,e-mail,live chat	896	na	
# of Visitor Surveys	83	Previous ¼ 26	
Survey Results: Report attached			
# of Rooms booked by Vis. Ctr. Staff	46	Previous ¼ 36	
Amount of member revenue	$7665	$8990	
# of events assisted	8	5	

$ Amount of assistance	$12,485	$19,800
Unique/new visits to web site	72,006	42,988
Avg. length of stay on site	6:00	4:35
Avg. # pages viewed	6.09	5.1
# of visits via mobile devices	30,272	na
#of visits via ad tracking	45,283 Previous ¼	5733
# of Facebook Fans	7,173	na
Organic Reach(Twitter, Google+, Pinterest, Linkedin)		49,984

In regard to our current internet marketing program and its effectiveness, Brian Steinberg, Sales Manager for Reach Local says "This is one of the better performing campaigns I have ever seen at this company. "This campaign is absolutely destroying the national averages when it comes to the number of site visits, click through rate, and click-to-web event percentage."

Visitor Intercept Survey Results

2nd Quarter, calendar year 2012 April, May, June

	2nd quarter	1st quarter
Total # of surveys completed:	83	26
In state residents	30	14
Out of state	53	12
Avg. age in state	52	41
Avg. age out of state	56	58
Avg. overall age	54	49.5
Avg. travel party ll.	3.5	2.5
Avg. length of stay ll.	2.8 days 2.5 nights	2.5 days 2 nights
14 stayed in a hotel/motel or B&B	46%	10
11 reported other as lodging		
Gender	15 males 17 females	5 males 11 females

66% of those who answered said the reason for travel was leisure/vacation

Avg. out of state

Travel party	3.2	2.5
Avg. length of stay	2.4 days 3.1 nights	2 days 1.5 nights
27 stayed in hotel/motel or B&B	50%	8

4 reported other as lodging **2**

Gender 28 males 35 females **5 males 7 females**

79% said the reason for travel was leisure/vacation

BOARD OF DIRECTORS MEETING NOTICE

GREATER GALENA MARKETING, INC.

VisitGalena.org

3:00 P.M. Monday August 27th, 2012
Galena State Bank Conference Room
971 Gear St.
Galena, IL 61036

I. Call to Order by Presiding Officer/ Mr. Townsend

II. Roll Call/Determination of Quorum

III. Pledge of Allegiance

IV. Approval of agenda

V. Request to Address the Board (Non-Agenda Items 5-minutes per person, Agenda Items 15-minutes total for any single agenda item)

VI. Approval of the Board Meeting minutes dated: July 16, 2012/DuBois

VII. Action Items

A. Discuss and Consider Financial Statements and Bank Statements dated July 31st. 2012/ Abt
B. Action on Bylaws Committee report/Landen; Dubois ;Kempner
C. Membership Issue/ Forester
D. Quarterly Report/Forester
E. Action on Special Events Cmte. Report/Landen/Farruggia; Kempner

VIII. Discussion Items

A. Old Business
B. New Business

IX. Committee Reports

A. Web Site committee/ Abt; Althaus

X. Staff Reports

A. Interactive Marketing, Tonia Blair

B. Update on Social Networking Programs (as of 8/15/12)

a. Twitter – 1,581 followers

b. Google + - 76 followers

c. Facebook – 7,363 likes

d. Continued use of YouTube, Pinterest, LinkedIn

C. Update on Website Statistics – report attached

D. Continued work on special events marketing

a. Marketing in place for Girlfriends' Getaway, press release sent

b. Press release sent for Tour of Homes

E. President's Report

Written report attached

XI. Board Announcements

a. Next meeting: Monday September 17th, 2012

XII. Adjourn

XIII. Option to Convene Executive Session

DRAFT MINUTES OF THE VISIT GALENA/GREATER GALENA MARKETING, INC. BOARD MEETING OF JULY 16, 2012

CALL TO ORDER
Chairman Townsend, called the meeting to order at 3:05 p.m. at the Old Market House on July 16, 2012.

ROLL CALL
The following members were present: Abt, Althaus, DuBois, Farruggia, Kempner, Townsend. Lincoln arrived at 3:08 p.m. Absent: Landen. Also present: Richard Clark, Richard Forester. Farruggia departed meeting at 4:15 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS
None

APPROVE AGENDA
New Business Items
Sale of calendar . Move Visit Galena Board meetings to different locations.

Motion: Farruggia moved, Kempner seconded, to approve the addition of New Business Items – Sale of General's Calendar and Moving Visit Galena Board meetings to different locations. Motion carried.

APPROVAL OF MINUTES
Follow up items

Reference to 3 Videos - $6,000 – Main Street Shopping, Dining, History – possibly ready by end of month – placed on VisitGalena.org website.

Prospective Visit Galena Board Candidates – Townsend spoke with Stoney Creek owner regarding Dena Fairbanks – excellent choice and believes Fairbanks would be honored – Townsend to speak with Fairbanks. Landen spoke with Alana Turner, owner/operator Poopsie's/Main Street Inn. Invitations to prospective candidates requesting attendance at Visit Galena Board meeting.

Motion: Abt moved, Farruggia seconded, to approve the Minutes of June 25, 2012. Motion carried.

ACTION ITEM
Discuss and Consider Financial Statements and Bank Statements dated June 30, 2012 (Abt/Forester) Negative balance in operating acct (overdrawn) QB payroll upgrade component was not included in the renewal thus payroll upgrade component expired causing no removal of deductions from paychecks - payroll exceeded daily limit of bank acct – GSB straightened out – due to Holiday deposit of H/M receipts was delayed causing bank acct to be overdrawn less than $2,000 – GSB waived insufficient balance fees – to cover funds were transferred from MM – H/M funds were then received to cover – check into a method of an automatic transfer from MM into checking to prevent this from occurring in the future –MM is not back to the $30,000 position as 2011 invoices need to be paid. MM is down and operating acct is negative so that designates what's happening with VG cash flow. Freeze on spending until cash balances return. Suggestion – prepare a one page accts payable subsidiary document so VG can realize who and how much VG owes. Streamline input of invoices differently to generate an accrual accts payable report that will possibly give insight to VG's liabilities. Townsend, Abt, Landen, Forester to

review budget from now until end of year to determine what can be modified and what is non-negotiable. MM is at $20,000 – payroll tax payments in QB are old/erroneous and should have been removed but Shelley hasn't figured out the process – reflected on Balance Sheet. Mark Einsweiler to investigate accumulated depreciation - copy machine – depreciation schedule to be set up. $15.98 written off - acct payable general– coded into expense within advertising to clean up lingering issue – a more concentrated effort is necessary. Copier loan – where has it been placed? Define if depreciation/equipment column is correct. P&L – May 2012 H/M revenue up 2-3% from May 2011; operating expenses down quite a bit from a year ago; salary/wage, up slightly. Printing, shipping, etc. of insert placed within inventory category to help make adjustment. Switching over from Miner to QB has problems but the problems that have cropped up are less than what could be. Comparison - occupancy/rev par is also up from last year.

Motion: Abt moved, Althaus seconded, to approve the June 30, 2012 Financials. Motion carried.

DISCUSSION ITEMS

List of Centers of Influence - Townsend encourages Board members to create and email (cc: Board members) a list of centers of influence for Forester. Clearly identify the audience which is our constituents, key people within the community if for no other reason other than introducing Visit Galena. Forester would like to be invited to different groups within the community as a speaker.

City Council Ban on Street Performers (Forester)

City Council took action to ban Street Performers as of May 1, 2013. To seek City Council overturning this ruling Visit Galena (Forester) will draft and present a letter as well as provide comments on behalf of the Street Performers noting that this enhances the charm or Galena. Visit Galena will also encourage other business owners to speak on behalf of these performers.

COMMITTEE REPORTS

By-Laws Committee (DuBois/Kempner/Landen/Forester)

The original By-Laws were created near the onset of Visit Galena and the organization did not realize exactly what the actual functions of Visit Galena would entail. In reviewing the By-Laws the Committee discovered that some of the details don't serve the purpose for the way Visit Galena functions and some things were lacking. The actual name of Visit Galena is Greater Galena Marketing, Inc. (GGMI) but our organization is known as Visit Galena so the actual name will be Greater Galena Marketing, Inc. DBA Visit Galena.org. Another important point brought forth is: the By-Laws note that Visit Galena is required to hold an annual meeting so the question arises as to how does Visit Galena facilitate an annual meeting? Many other important points were presented within the handout. The Committee requests that Board members review the edited By-Laws and note suggested items and items that pose questions. Please provide Forester with comments/suggestions/changes and he will present to the By-Laws Committee. As Richard Clark has attended the majority of Visit Galena's Board meetings Townsend offered for Richard Clark to also review the By-Laws and provide comment.

Website Committee (Abt/Althaus)

The CVB is arranging to début their new website. Abt/Althaus will contact appropriate CVB Board members as a gesture and report back to the Visit Galena Board.

OLD BUSINESS

None

NEW BUSINESS
General's 2013 Calendar
Galena's Generals (reinactors) (Historical Society) are requesting that Visit Galena sell their 2013 calendar at the Welcome Center for $15. The Board approved the selling of the calendars.

Move Visit Galena Board meeting to different locations. In this manner Visit Galena would be interacting with our business partners. Forester would take care of posting the location. Forester will notify Board members of altered locations.

STAFF REPORTS
INTERACTIVE MARKETING (Forester/Blair out on maternity leave)
Web Report – Action/numbers continue to climb, especially traffic sources/referrals from the ReachLocal paid advertising campaign. The average time for Visitors on the VisitGalena.org site is approximately 6 minutes. Lodging listings are now on a constant rotating basis within the VisitGalena.org website. New visits to the VisitGalena.org website have grown tremendously over the last year as well as mobile website visits. In lieu of Blair being off on maternity leave the Welcome Center staff is satisfying many of Blair's duties.

The Board again discussed the banning of Main Street Performers and asked whether there is a method of tagging a Survey to the Visit Galena website with just one question for the month? Such as: Do the Main Street Performers enhance your visit?

Prior to Blair's maternity leave she set up the continued process for marketing/advertising for the Quilt Fest, Girlfriends Getaway, Old Market House Art Fest.

PRESIDENT'S REPORT (Forester)
Written report was provided.
Historical Society – Forester attended a brainstorming session with members of the Historical Society Board and representatives of a hired firm. The firm is to assist with marketing and develop a fund raising campaign. Forester was asked to serve on an ongoing marketing committee
Bed & Breakfast Innkeepers of Galena – Forester attended the scheduled monthly meeting and provided information regarding Visit Galena supporting BBIG's 2013 Murder Mystery and 2013 Sock Hop. In addition Forester provides monthly web stats, exit link numbers, occupancy report.
Tri-State Tourism Assn – Forester attended the monthly board meeting. The organization's website is in the process of being recreated. Dubuque is a partner of the Tri-State Tourism Assn and they are hosting a large grocers' state convention – one of the planned activities is a shopping trip to Galena for the delegates and their spouses. The organization is also seeking a birding expert to post information on the website.
Other Activities – Forester attended the Chamber of Commerce Business After House at Gobbies, Galena/Jo Daviess County CVB reception at Hello Galena, Visit Galena By-Laws committee, Welcome Center staff meeting and social.

ADJOURNMENT
Motion: DuBois moved, Althaus seconded, to adjourn the meeting at 4:30 p.m. Motion carried.

Respectfully submitted, Leslie DuBois, Secretary

5:43 PM

08/27/12

Accrual Basis

VisitGalena.org
Balance Sheet
As of July 31, 2012

	Jul 31, 12	Jul 31, 11	$ Change
ASSETS			
Current Assets			
Checking/Savings			
0800 · Operating Bank Account	51,663.41	1,146.22	50,517.19
0801 · Business Prem. Money Market Act	19,151.22	30,000.00	-10,848.78
Total Checking/Savings	70,814.63	31,146.22	39,668.41
Accounts Receivable			
1100 · Accounts Receivable			
1101 · Receivable - Deposits	500.00	500.00	0.00
1100 · Accounts Receivable - Other	5,831.98	6,162.08	-330.10
Total 1100 · Accounts Receivable	6,331.98	6,662.08	-330.10
Total Accounts Receivable	6,331.98	6,662.08	-330.10
Total Current Assets	77,146.61	37,808.30	39,338.31
Fixed Assets			
1500 · Furn/Fixture/Equip			
1501 · Equipment	3,514.75	3,514.75	0.00
1520 · Furniture	780.64	780.64	0.00
Total 1500 · Furn/Fixture/Equip	4,295.39	4,295.39	0.00
1550 · Accumulated Depreciation	-28.18	-28.18	0.00
Total Fixed Assets	4,267.21	4,267.21	0.00
TOTAL ASSETS	**81,413.82**	**42,075.51**	**39,338.31**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable			
2110 · Accounts payable - general	0.00	-15.98	15.98
Total 2100 · Accounts Payable	0.00	-15.98	15.98
Total Accounts Payable	0.00	-15.98	15.98
Other Current Liabilities			
1600 · Payroll/Benefit Liabilities			
1601 · Payroll Liability - Employer	23,798.05	20,612.33	3,185.72
1602 · Payroll Liability - Withholding	2,894.51	3,845.31	-950.80
Total 1600 · Payroll/Benefit Liabilities	26,692.56	24,457.64	2,234.92
Total Other Current Liabilities	26,692.56	24,457.64	2,234.92
Total Current Liabilities	26,692.56	24,441.66	2,250.90
Total Liabilities	26,692.56	24,441.66	2,250.90
Equity			
32000 · Unrestricted Net Assets	30,651.67	26,440.27	4,211.40
Net Income	24,069.59	-8,806.42	32,876.01
Total Equity	54,721.26	17,633.85	37,087.41
TOTAL LIABILITIES & EQUITY	**81,413.82**	**42,075.51**	**39,338.31**

5:43 PM

08/27/12

Accrual Basis

VisitGalena.org
Profit & Loss
July 2012

	Jul 12	Jul 11	May - Jul 12
Income			
1000 · Income			
1001 · Room Tax	85,272.95	35,797.75	138,223.34
1003 · Membership Fees	100.00	2,095.00	8,940.00
1030 · Miscellaneous Income			
1031 · Interest Income	0.70	0.62	2.34
Total 1030 · Miscellaneous Income	0.70	0.62	2.34
Total 1000 · Income	85,373.65	37,893.37	147,165.68
Total Income	85,373.65	37,893.37	147,165.68
Gross Profit	85,373.65	37,893.37	147,165.68
Expense			
2000 · Operation Expenses			
2001 · Accounting	200.00	650.00	200.00
2002 · Bank Fees	17.80	4.00	358.24
2003 · Community/Employee Relations	0.00	0.00	91.10
2004 · Furniture/Equipment	0.00	130.00	0.00
2007 · Misc	61.10	94.41	101.10
2008 · Office/General Supplies	643.39	500.61	911.79
2009 · Insurance	0.00	235.00	0.00
2010 · Postage	473.77	85.12	1,109.12
2011 · Professional Development	0.00	1,493.85	0.00
2012 · Repairs and Maintenance	304.88	638.40	1,271.59
2013 · Telephone/Internet	367.86	224.60	1,149.65
2015 · Utilities	149.78	193.56	331.68
Total 2000 · Operation Expenses	2,218.58	4,249.55	5,524.27
3000 · Wage Expense			
3001 · Salary - CEO	5,769.24	8,930.78	20,192.34
3002 · Salary - Marketing	3,307.70	4,961.55	11,576.95
3003 · Wages - Welcome Center Mktng	2,986.25	5,201.02	10,181.00
3005 · Bookkeeping	415.38	0.00	1,403.90
3006 · Employer Benefits	943.79	2,386.45	3,789.42
3007 · Employer Taxes	1,503.17	2,700.80	4,263.22
3000 · Wage Expense - Other	0.00	0.00	0.00
Total 3000 · Wage Expense	14,925.53	24,180.60	51,406.83
4000 · Marketing Expenses			
4001 · Internet/Web Marketing	2,512.86	3,031.88	11,633.15
4002 · Website Enhancement	0.00	557.50	29.90
4003 · Print Advertising	10,055.45	0.00	39,363.62
4005 · Radio	0.00	0.00	15.98
4007 · Contingency	0.00	0.00	1,889.63
4008 · Design/Printing	373.65	70.00	1,378.65
4010 · Event Sponsorships	0.00	10,213.35	6,800.00
4000 · Marketing Expenses - Other	4,958.88	60.38	5,054.06
Total 4000 · Marketing Expenses	17,900.84	13,933.11	66,164.99
6050 · Marketing - Advertising			
6051 · Photography	0.00	225.00	0.00
6050 · Marketing - Advertising - Other	0.00	687.99	0.00
Total 6050 · Marketing - Advertising	0.00	912.99	0.00
Total Expense	35,044.95	43,276.25	123,096.09
Net Income	**50,328.70**	**-5,382.88**	**24,069.59**

2011-2012 HOT[illegible]X REVENUES BY OCCUPANCY DATE

	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Total
	43.25	0.00	94.45	56.70	104.90	152.10	89.45						540.85
	166.36	123.71	107.09	171.25	198.85	183.75	195.35						1,146.36
	45.73	25.45	17.65	74.60	62.03	174.35	212.80						612.61
	145.65	133.95	145.05	166.60	146.40	253.45	403.05						1,394.15
	343.75	86.50	186.50	389.00	416.00	401.50	475.75						2,299.00
	139.15	49.53	50.91	112.22	130.85	149.00	184.76	124.94	closed				941.36
	176.26	151.00	191.90	165.75	118.63	326.15	320.50						1,450.19
	647.64	288.81	742.26	551.00	439.75	914.06	357.05						3,940.57
	1,850.76	1,458.11	1,840.81	551.58	2,174.78	3,066.41	4,438.28						15,380.73
	154.00	53.00	116.00	119.50	145.00	207.00	200.00						994.50
	475.25	337.00	393.30	492.30	440.95	393.45	718.85						3,251.10
	559.22	349.25	554.48	573.27	606.52	711.68	1,152.93						4,507.35
	4,066.89	3,399.60	3,146.45	4,813.93	3,490.49	4,567.09	7,887.57						31,372.02
	3,803.86	1,723.15	2,574.18	3,651.34	3,182.79	4,388.58	5,874.63						25,198.53
	1,010.21	840.10	755.90	880.45	829.65	1,080.86	1,521.29						6,918.46
	98.41	62.10	75.94	0.00	0.00	174.36	98.90						509.71
	15.75	22.25	18.75	34.50	49.50	43.00	61.75						245.50
	33.00	0.00	0.00	0.00	100.25	74.00	70.75						278.00
	174.06	138.76	104.97	157.29	53.53	358.02	350.73						1,337.36
	148.10	55.85	94.95	77.70	83.95	214.75	166.00						841.30
	378.88	141.56	206.41	439.96	242.14	420.66	477.28						2,306.89
	204.72	185.66	180.83	358.52	299.85	350.89	453.41						2,033.88
	2,196.95	1,758.54	1,161.55	2,093.07	2,416.00	3,610.00	5,196.00						18,432.11
	269.95	39.60	106.60	239.59	119.95	202.40	212.20						1,190.29
	289.00	87.75	243.00	248.25	201.50	279.00	505.75						1,854.25
	4,105.84	3,297.77	3,758.84	4,356.20	2,888.05	4,909.20	7,332.27						30,648.17
	4,342.60	3,868.15	4,490.31	6,498.95	5,216.16	6,783.40	9,340.70						40,540.27
	369.06	160.23	241.90	282.55	337.00	388.15	505.29						2,284.18
	781.27	129.80	366.45	489.32	409.53	964.24	728.16						3,868.77
					Total Due to GMI		$49,531.45						49,531.45
TOTAL	$27,035.57	$18,967.18	$21,967.43	$28,045.39	$24,905.00	$35,741.50	$49,531.45	$124.94	$0.00	$ -	0.00	0.00	96,015.57
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	91,344.73
Chg. 2012	$2,397.99	-$1,193.10	$770.63	$2,695.32	$606.46	$943.75	$5,020.52	-$53,439.24	-$46,500.10	-$52,769.85	-$62,003.86	-$30,777.33	4,670.84
Monthly % Chg	9.73%	-5.92%	3.64%	10.63%	2.50%	2.71%	11.28%	-99.77%	-100.00%	-100.00%	-100.00%	-100.00%	4.86%
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	
2012YTD	$27,035.57	$46,002.75	$67,970.18	$96,015.57	$120,920.57	$156,662.07	$206,193.52	$206,318.46	$206,318.46	$206,318.46	$206,318.46	$206,318.46	
Net Chg. YTD	$2,397.99	$1,204.89	$1,975.52	$4,670.84	$5,277.30	$6,221.05	$11,241.57	-$42,197.67	-$88,697.77	-$141,467.62	-$203,471.48	-$234,248.81	
% Change YTD	9.73%	2.69%	2.99%	5.11%	4.56%	4.14%	5.77%	-16.98%	-30.07%	-40.68%	-49.65%	-53.17%	

CITY OF GALENA
AVERAGE HOTEL ROOM RATE AND OCCUPANCY RATE

December 2011-November 2012

Month	Year	Room Nights	Gross Receipts	Average Nightly Rate	Occupancy Rate	RevPar
December	2011	4,568	$ 534,140	$ 125.36	28.34%	$ 35.52
January	2012	3,379	$ 378,455	$ 115.65	21.66%	$ 25.05
February	2012	3,862	$ 440,690	$ 120.05	26.32%	$ 31.60
March	2012	5,351	$ 599,633	$ 126.66	33.20%	$ 42.05
April	2012	4,496	$ 496,776	$ 120.46	27.89%	$ 33.59
May	2012	6,004	$ 725,776	$ 127.94	37.24%	$ 47.65
June	2012	8,586	$ 987,279	$ 131.55	53.26%	$ 70.07
July	2012					
August	2012					
September	2012					
October	2012					
November	2012					
TOTAL		36,245	$ 4,162,748	$ 123.95	32.56%	$ 40.79

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.

Year to Date Visitor Center Usage
VisitGalena.org
March 2011-February 2013

	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Totals
Visitors	1250	1311	2047	2651	3589	3248	3062	3081	1702	1245	513	691	24390
Visitor Calls	148	149	185	195	385	237	264	231	129	142	116	152	2333
Admin. Calls	191	179	240	209	215	161	146	120	94	97	132	87	1871
E-Mails	NA	NA	NA	NA	NA	36	56	33	88	85	76	82	456
Live Chats	NA	NA	NA	NA	NA	22	18	15	14	9	9	8	95
Room Booked	NA	NA	NA	NA	NA	31	89	91	22	25	13	16	287
Referrals	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Groups	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	7	5	15

	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Totals
Visitors	1554	1948	2012	2582									8096
Visitor Calls	139	203	219	203									764
Admin. Calls	121	104	148	106									479
E-Mails	50	84	94	75									303
Live Chats	10	8	6	4									28
Room Booked	7	21	15	10									53
Referrals	NA	NA	17	33									
Groups	0	6	0	3									9

Red=suggested deletions

Blue=changes

Green=additional language

BY-LAWS OF GREATER GALENA MARKETING, INC.

DBA: Visit Galena.org

ARTICLE 1 - PURPOSES

The Corporation is organized for the promotion and maintenance of successful tourism and other business purposes for the City of Galena, Illinois including the promotion of the general purposes of the Internal Revenue Code's not-for-profit provisions. The Corporation seeks to further the following business activities:

Facilitating the expenditure of Hotel/Motel Tax funds for the promotion, marketing, and development of tourism in the City of Galena, Illinois.

To support activities believed to be beneficial to the advancement of tourism in the City of Galena and to oppose those that are believed to be adverse to the promotion of tourism or the Corporation's purposes.

To solicit and receive gifts, grants, subscriptions, bequests, and any other funds, real or personal properties or things of value from private and public sources in order to carry out the foregoing purposes.

To review, identify, and implement plans, programs, projects and events that encourage tourism in and overnight visitors to Galena,Illinois.

To perform any additional functions and activities as may, from time to time, arise that promote tourism and overnight visitors to Galena, Illinois.

All the above purposes may extend to communities, taxing bodies, organizations, or individual businesses outside the City of Galena, if the Board of Directors determine it to be in the best interest of the Corporation and consistent with the afore stated principles and purpose of the Corporation.

ARTICLE 2 – GENERAL

Section 2.1: The name of the Corporation shall be the Greater Galena Marketing, Inc.

Doing Business As: Visit Galena.org

ARTICLE 3 – MEMBERS

Section 3.1: Definitions: There shall be two classes of members: Regular Members and Auxiliary Members.

Regular Members are businesses located within a taxing district that (are) is in contract with Greater Galena Marketing, Inc. To facilitate communication and services, Regular Members are required to enroll with Greater Galena Marketing, Inc. annually. Regular Members shall not be charged a service fee. Each Regular Member shall be entitled to one vote on each matter submitted to a vote of the members.
Auxiliary Members are businesses or organizations located outside a taxing district that (are) is not in contract with Greater Galena Marketing, Inc. Auxiliary Members shall be charged a service fee as determined appropriate by the Board of Directors. Auxiliary Members shall not have voting rights.

Section 3.2: Organization. At each meeting of members, the Chairman or, in the absence of the Chairman, the Vice Chairman, elected by the members, shall act as the Chairman of the meeting. The Secretary or, in the Secretary's absence, such person as the Chairman of the meeting shall appoint, shall act as Secretary of the meeting.

ARTICLE 4 – ANNUAL MEETINGS of the MEMBERS

Section 4.1: Annual Meetings. The Annual Meeting of members for the transaction of such business as may properly be brought before the meeting shall be held within the last quarter of the fiscal year. At the Annual Meeting, the members will review the budget, will confirm whether the actions of the Board have been in compliance with the stated purposes of the Corporation and will have an opportunity to provide input to the Board.

Section 4.2: Special Meetings. Special meetings of members may be called wither by the Chairman, a simple majority of the Board of Directors, or a simple majority of the members.

Section 4.3: Place of Meeting. All meetings of members shall be held at such place *within the State of Illinois* as the Board of Directors may provide.

Section 4.4: Notice of Meetings. Written or printed notice stating the place, day and hour of the Annual Meeting of members and, in case of a Special Meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member not less than three (3) nor more than forty (40) days before the date of such meeting, either personally, by email, or by mail, by or at the direction of the Chairman, Secretary of any officers or persons calling the meeting, to each member entitled to vote at such meeting. In case of a Special Meeting or one required by statute or by these By-Laws, the purpose for which the meeting is called is shall be stated in the Notice. The Notice may also be published in the local newspaper for the general benefit of the public.

ARTICLE 5 – BOARD OF DIRECTORS

Section 5.1: General Powers. The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall prepare and approve a preliminary annual budget no later than the

last day of the fiscal year. The Directors shall cause an annual audit of the books and accounts of the Corporation at the close of the fiscal year and report in writing the findings to the City of Galena.

Section 5.2: The Board of Directors shall be comprised of nine (9) voting members and one ex-officio non-voting member. The Board of Directors has the authority to fill any vacancies. The 9 voting members of the Board of Directors shall be elected by a simple majority of the current Board Members. The ex-officio member shall be appointed by the Mayor and city council. The Board of Directors shall meet at least on a quarterly basis. A quorum of voting Directors is required for the Board to conduct business. Fifty-one percent of the Directors, rounded up to the next whole number shall constitute a quorum.

Section 5.3: Preference for the Board of Directors includes two representatives of small lodging, two representatives of large lodging, one representative of retail, one representative of restaurants, and one representative of attractions and two at-large representatives. Lodging facilities of 15 or fewer rooms are classified as small lodging. Lodging facilities of 16 or more rooms are classified as large lodging. Regular members from each segment shall nominate candidates to ensure the minimum representation requirement is met. The other Directors shall be chosen at large. In the event a tourism segment representative is not nominated, then that vacancy will also be chosen at large.

Section 5.4: Each Director shall serve until his or her term expires or until such Director shall resign or be removed in the manner hereinafter provided. Any Director may resign at any time by giving notice to the board of Directors or to the Chairman or to the Secretary. A resignation by a Director need not be accepted in order to be effective. The person selected to fill any vacancy shall serve out the balance of the departing directors term.

Section 5.5: In order to establish rotating terms, the initial Board of Directors shall have terms that expire as follows: Three (3) Directors' terms expire in one (1) year, three Directors' terms expire in two (2) years, and three (3) Directors' terms expire in three (3) years. The Directors elected to replace these initial terms shall serve three (3) year terms. There is no limit to the number of terms a Director is eligible to serve.

Section 5.6: Any Director may be removed by the Board of Directors, either with or without cause, whenever in its judgment the best interests of the Corporation shall be served thereby. If a majority of the Officers determine that a Director is not functioning in a manner that is in the best interest of the Corporation, the Officers shall meet with such Director in private to report and discuss their concerns. If resolution is not reached, a majority of the Offices may vote to bring the issue to the full Board of Directors in a Special Meeting. The Director in question would receive notice of the meeting in advance of the general notice to the Directors and shall have the opportunity to be present at the meeting and present (HIS) their side of the issues. The Board of Directors may remove the Director in question by a two-thirds vote of the Board of Directors. The Director in question must recuse him or herself from the vote.

If a Director (is absent) has unexcused absences from three Board meetings within a twelve month period, such Director shall automatically be subject to the process of review and possible removal described above in this section.

Section 5.7: By-Laws may be amended by a two-third majority vote of the Board of Directors. This power shall be subject to the power of the members to change such actions or otherwise amend By-

Laws. Any Regular Member may petition, with signatures of at least on third of Regular Members in good standing, to cause the Board of Directors to conduct a vote of all Regular Members by either Special Meeting or mailed b allot. One third of the voting power of the Regular Members shall constitute a quorum. If a quorum is achieved, the affirmative vote of two-thirds of those Regular members voting is necessary to override the action by the Board of Directors.

Section 5.8: Conflict of Interest. Every Visit Galena.org employee and every member of the Board of Directors are expected to avoid placing himself/herself in a position where his/her personal interests are or may be in conflict with his/her duty to Visit Galena.org. He/She shall exercise the utmost good faith in all transactions touching upon his/her duties to Visit Galena.org or it's property. In his/her dealings with and on behalf of Visit Galena.org, he/she is to be held to a strict rule of honesty and fair dealings between himself/herself and Visit Galena.org. He/She shall not use his/her possession of knowledge gained there from so that a conflict might arise between Visit Galena.org's interest and that of the individual. For purposes of this section, employee means full-time employees of Visit Galena.org. Occasionally, conflicts may arise which must be resolved by the management, employee, or Board of Directors.

Section 5.9: Authority to establish committees; the Chairman of the Board, or any majority of board members, may establish committees of three members plus the CEO. A committee may be established for a specific purpose, to come to an end when the purpose is completed. Committees may also be established to carry out recurring needs which can be handled more efficiently by small groups.

ARTICLE 6 – OFFICERS

Section 6.1: The officers of the Corporation shall be a Chairman, Vice Chairman, a Secretary, and a Treasurer.

Section 6.2: The officers of the Corporation shall be elected annually by the Board of Directors at their regular annual meeting. Each officer shall hold office until a successor shall have been duly elected or until such officer shall resign or shall be removed in the manner hereinafter provided. Any officer may resign at any time by giving notice to the Board of Directors or to the Chairman or to the Secretary. A resignation of an officer need not be accepted in order to be effective.

Section 6.3: The Any officer may be removed by a two-thirds vote of the Board of Directors, either with or without cause, whenever in its judgment the best interests of the Corporation shall be served thereby.

Section 6.4: The Chairman shall be the principal executive officer of the Corporation and shall in general supervise and control all the business and affairs of the Corporation, subject to any directions which may be given by the Board of Directors. The Chairman shall preside at all meetings of the Board of Directors.

Section 6.5: The Vice Chairman shall perform the duties of the Chairman in the Chairman's absence. The Vice Chairman shall perform such other duties as may from time to time be assigned by the Chairman or by the Board of Directors.

Section 6.6: If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of the Treasurer's duties, in such sum and with such surety or sureties and the Board of Directors shall determine. The Treasurer shall (a) have custody of and be responsible for all funds and securities of the Corporation, receive and give receipts for moneys due and payable to the Corporation from any source, and deposit all such money in the name of the Corporation in such banks, trust companies or other depositories as approved by the Board of Directors; and (b) in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Chairman or by the Board of Directors.

Section 6.7: The Secretary shall (a) keep the minutes of all meetings of members and of the Board of Directors; (b) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized under the provisions of these By-Laws, and (c) in general, perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned by the Chairman or by the Board of Directors.

Section 6.8: No officer or members of the Board of Directors shall receive compensation for his or her services, but will be entitled to reimbursements for out of pocket costs relating to the Corporation business.

Section 6.9: Executive Committee: the four officers of the board constitute the executive committee. They may meet independently of the rest of the board at any time they may decide. They may invite the CEO to attend at their discretion. At a minimum the executive committee should meet once prior to each meeting of the board of directors.

(Discussion: Should the immediate past president serve on the executive committee?)

PRESIDENT OF VISIT GALENA.org

SECTION 6.9a. Appointment: The Board of Directors, by a majority vote of the voting members of the Board, shall be the appointing authority and shall fix the terms and conditions of the employment of the president.

SECTION 6.9b .Duties.

(a) The president shall be responsible for the administrative and operating functions of Visit Galena.org.

(b) The president shall serve as advisor to the Board.

(c) The president shall assemble information and cause to be prepared such reports as may be required by the chairperson, the Board of Directors, and committee chairpersons.

(d) The president shall prepare a monthly financial report as required by the Board of Directors.

(e) The president, shall, unless directed by the Board of Directors, attend all meetings of the membership, the Board of Directors, and such duly designated committees in an advisory, non-voting, capacity.

(f) The president shall he responsible for the hiring of all Board approved positions as well as the direction, supervision, hiring, and discharging of all other Visit Galena.org, employees.

(g) The president shall be responsible for the preparation of an operating budget encompassing all activities and operations of Visit Galena.org. Such budget shall be subject to review and approval by the Board of Directors prior to implementation.

(h) The president shall have an annual evaluation by the Executive Committee.

(i) The president shall devise an annual marketing plan to be approved by the Board of Directors.

(j) The president shall perform such other and additional duties as may be deemed necessary by the Board of Directors.

ARTICLE 7 – PERSONNEL

Section 7.1: The Board of Directors shall be responsible for the job description, selection, hiring, compensation, and annual evaluation of the President/CEO.

Section 7.2: The Board of Directors shall be responsible for contracting for outside services.

ARTICLE 8 – CONTRACTS, CHECKS, DEPOSITS, FUNDS

Section 8.1: The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation; such authority may be general or confined to specific instruments.

Section 8.2: All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Corporation, shall be signed by the President/CEO not exceeding a total amount of $1,000.00 per disbursement. The President/CEO is required to have counter signatures on all payments of money that exceed $1,000.00 per disbursement by an authorized Board Member, Chairman, Vice Chairman, or Treasurer.

Section 8.3: All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks or other depositories as the Board of Directors may select.

Section 8.4: The Board of Directors may accept on behalf of the Corporation any contribution, givt, bequest or devise for the general purposes of for any special purpose of the Corporation.

ARTICLE 9 – RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and committees having any authority of the Board of Directors. All books and records of the Corporation may be inspected by the City of Galena or its agent or attorney, for any proper purpose at any reasonable time.

ARTICLE 10 – FISCAL YEAR

The term of the fiscal year shall be May 1 through April 30.

ARTICLE 11 – DEDICATION OF ASSETS

The properties and assets of this Corporation are irrevocably dedicated to the promotion of tourism purposes. No part of net earnings, assets or properties of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member or Director of this Corporation. On liquidation or dissolution of this Corporation, all properties and assets and obligations, shall be distributed and paid over to a nonprofit fund, foundation or public enterprise that is organized and operated to promote tourism.

ARTICLE 12 – SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words "Corporate Seal, Illinois."

ARTICLE 13 – INDEMNIFICATION

Each person who at any time is or shall have been a director, officer, employee or agent of this Corporation, or is or shall have been serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by this Corporation in accordance with and to the full extent permitted by the General Not for Profit Corporation Act of Illinois as in effect at the time of adoption of this by-law or as amended from time to time. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any by-law, agreement, vote of members or disinterested directors or otherwise. If authorized by the Board of Directors, the Corporation may purchase and maintain insurance on behalf of any person to the full extent permitted by the General Not for Profit Corporation Act of Illinois as in effect at the time of the adoption of this by-law or as amended from time to time.

ARTICLE 14

The Board of Directors may alter, amend or repeal these By-Laws and may adopt new By-Laws.

IN WITNESS WHEREOF, these By-Laws are signed by the Chairman and the Secretary of the Corporation this _____ day of _____ 2009.

GREATER GALENA MARKETING, INC.

By: _____
Chairman

Attest: _____
Secretary

Visit Galena.org Quarterly Report

1st quarter fiscal 2012/13 April, May, June

	2012/13	2011/12	
Hotel/Motel Tax receipts	$206,193.52	$196,951.95	+5.77%
Hotel/Motel occupancy			
April	27.89%	27.08%	
May	37.24%	37.20%	
June	53.26%	47.08%	
Revenue per available room			
April	$33.59	31.89	
May	$47.65	46.11	
June	$70.07	59.95	
Visitor Inquiries	1130	642	
Web Site visits	94,297	50,051	
Total Inquiries	95,427	50,693	
# of visitors @ Visitor Ctr.	6542	6009	
#of phone,e-mail,live chat	896	na	
# of Visitor Surveys	83	Previous ¼ 26	
Survey Results: Report attached			
# of Rooms booked by Vis. Ctr. Staff	46	Previous ¼ 36	
Amount of member revenue	$7665	$8990	
# of events assisted	8	5	

$ Amount of assistance	$12,485	$19,800
Unique/new visits to web site	72,006	42,988
Avg. length of stay on site	6:00	4:35
Avg. # pages viewed	6.09	5.1
# of visits via mobile devices	30,272	na
#of visits via ad tracking	45,283 Previous ¼	5733
# of Facebook Fans	7,173	na
Organic Reach(Twitter, Google+, Pinterest, Linkedin)		49,984

In regard to our current internet marketing program and its effectiveness, Brian Steinberg, Sales Manager for Reach Local says "This is one of the better performing campaigns I have ever seen at this company. "This campaign is absolutely destroying the national averages when it comes to the number of site visits, click through rate, and click-to-web event percentage."

Visitor Intercept Survey Results

2nd Quarter, calendar year 2012 April, May, June

	2nd quarter	1st quarter
Total # of surveys completed:	83	26
In state residents	30	14
Out of state	53	12
Avg. age in state	52	41
Avg. age out of state	56	58
Avg. overall age	54	49.5
Avg. travel party II.	3.5	2.5
Avg. length of stay II.	2.8 days 2.5 nights	2.5 days 2 nights
14 stayed in a hotel/motel or B&B	46%	10
11 reported other as lodging		
Gender	15 males 17 females	5 males 11 females

66% of those who answered said the reason for travel was leisure/vacation

Avg. out of state

Travel party	3.2	2.5
Avg. length of stay	2.4 days 3.1 nights	2 days 1.5 nights
27 stayed in hotel/motel or B&B	50%	8

4 reported other as lodging 2

Gender 28 males 35 females 5 males 7 females

79% said the reason for travel was leisure/vacation

CITY OF GALENA: SALE TAX COMPARISON 2006-2012

Year to Year Based on Month of Sale

2006 Month	Year	1% Sales Tax $	Change	0.5% Sewer Sales Tax $	Total Sales Tax(1.5%)	Total Change
January	2006	77,140	49.57%	23,280	100,420	33.85%
February	2006	70,372	7.21%	22,126	92,497	8.09%
March	2006	77,190	10.16%	24,378	101,569	8.07%
April	2006	81,872	8.70%	27,841	109,713	7.56%
May	2006	99,624	19.77%	32,780	132,404	16.13%
June	2006	91,343	-5.34%	33,204	124,547	-2.92%
July	2006	105,007	-4.39%	36,317	141,324	-5.06%
August	2006	103,691	5.56%	33,492	137,183	4.91%
September	2006	97,812	-2.52%	34,673	132,485	-1.94%
October	2006	104,228	1.09%	39,210	143,437	0.60%
November	2006	93,444	9.74%	31,476	124,920	7.82%
December	2006	95,135	2.60%	32,533	127,668	2.07%
		$1,096,857	6.32%	$ 371,310	$1,468,166	6.60%

2007 Month	Year	1% Sales Tax $	Change	0.5% Sewer Sales Tax $	Total Sales Tax(1.5%)	Total Change
January	2007	71,098	-7.83%	22,017	93,115	-7.27%
February	2007	69,546	-1.17%	20,536	90,081	-2.61%
March	2007	74,996	-2.84%	25,157	100,153	-1.39%
April	2007	87,659	7.07%	29,124	116,784	6.45%
May	2007	99,254	-0.37%	33,371	132,625	0.17%
June	2007	113,954	24.75%	37,518	151,472	21.62%
July	2007	111,089	5.79%	39,997	151,086	6.91%
August	2007	107,150	3.34%	37,159	144,309	5.19%
September	2007	114,224	16.78%	38,883	153,107	15.57%
October	2007	105,926	1.63%	38,526	144,452	0.71%
November	2007	99,271	6.24%	32,895	132,166	5.80%
December	2007	93,802	-1.40%	32,996	126,798	-0.68%
		$1,147,969	4.66%	$ 388,180	$1,536,149	4.20%

2008 Month	Year	1% Sales Tax $	Change	0.5% Sewer Sales Tax $	Total Sales Tax (1.5%)	Total Change
January	2008	66,183	-6.91%	21,134	87,317	-6.23%
February	2008	69,789	0.35%	22,614	92,404	2.58%
March	2008	85,368	13.83%	28,809	112,177	12.01%
April	2008	87,369	-0.33%	28,315	115,685	-0.94%
May	2008	103,905	4.69%	35,725	139,630	5.28%
June	2008	101,029	-11.34%	34,505	135,534	-10.52%
	Year	1% Sales Tax $	Change	1.0% Special Sales Tax $	Total Sales Tax (2.0%)	Total Change
July	2008	114,528	3.10%	79,182	193,711	28.21%
August	2008	113,329	5.77%	79,643	192,972	33.72%
September	2008	100,442	-12.07%	69,987	170,428	11.31%
October	2008	106,653	0.69%	77,823	184,476	27.71%
November	2008	91,208	-8.12%	62,477	153,683	16.28%
December	2008	89,638	-4.44%	61,370	151,008	19.09%
		$1,129,440	-1.64%	$ 599,584	$1,729,024	43.34%

2009 Month	Year	1% Sales Tax $	Change	1.0% Special Sales Tax $	Total Sales Tax (2.0%)	Total Change
January	2009	74,057	11.90%	45,335	119,392	36.73%
February	2009	63,667	-8.77%	39,376	103,043	11.51%
March	2009	74,562	-12.86%	48,512	123,074	9.71%
April	2009	78,670	-9.96%	50,413	129,083	11.58%
May	2009	95,895	-7.71%	63,457	159,352	14.12%
June	2009	99,630	-1.38%	67,115	166,745	23.03%
July	2009	104,789	-9.29%	74,230	179,019	-8.21%
August	2009	97,435	-16.31%	68,000	165,435	-16.65%
September	2009	100,089	-0.35%	68,875	168,765	-0.99%
October	2009	102,518	-4.03%	74,122	176,640	-4.44%
November	2009	88,197	-3.41%	81,644	149,841	-2.56%
December	2009	94,351	5.00%	64,790	159,141	5.11%
		$1,073,860	-4.92%	$ 725,668	$1,799,529	4.08%

2010 Month	Year	1% Sales Tax $	Change	1.0% Special Sales Tax $	Total Sales Tax (2.0%)	Total Change
January	2010	64,933	-12.32%	43,071	108,004	-9.54%
February	2010	67,239	5.61%	43,900	111,139	7.86%
March	2010	79,900	7.16%	51,957	131,857	7.14%
April	2010	87,183	10.82%	56,539	143,723	11.34%
May	2010	96,356	0.48%	67,509	163,866	2.83%
June	2010	98,581	-1.05%	69,266	167,847	0.66%
July	2010	111,092	8.02%	77,842	188,934	5.54%
August	2010	99,347	1.96%	71,481	170,828	3.26%
September	2010	98,491	-1.60%	71,248	169,739	0.58%
October	2010	103,203	0.67%	81,207	184,410	4.40%
November	2010	90,754	2.90%	61,101	151,855	1.34%
December	2010	99,755	5.73%	65,130	164,885	3.61%
		$1,096,835	2.20%	$ 760,252	$1,857,087	3.20%

2011 Month	Year	1% Sales Tax $	Change	1.0% Special Sales Tax $	Total Sales Tax (2.0%)	Total Change
January	2011	68,708	5.81%	44,231	112,939	4.57%
February	2011	68,543	1.94%	40,532	109,075	-1.86%
March	2011	78,013	-2.36%	49,510	127,523	-3.29%
April	2011	77,439	-11.18%	58,818	136,257	-5.19%
May	2011	94,491	-1.94%	65,845	160,335	-2.15%
June	2011	100,287	1.73%	70,477	170,764	1.74%
July	2011	111,499	0.37%	77,688	189,188	0.13%
August	2011	102,332	3.01%	70,504	172,837	1.18%
September	2011	101,009	2.56%	73,012	174,021	2.52%
October	2011	107,368	4.04%	78,128	185,496	0.59%
November	2011	90,347	-0.45%	61,067	151,414	-0.29%
December	2011	104,178	4.43%	69,823	174,002	5.53%
		$1,104,214	0.67%	$ 759,636	$1,863,850	0.36%

2012 Month	Year	1% Sales Tax $	Change	1.0% Special Sales Tax $	Total Sales Tax (2.0%)	Total Change
January	2012	71,898	4.64%	46,708	118,606	5.02%
February	2012	71,715	4.83%	44,019	115,734	6.11%
March	2012	86,514	10.90%	55,885	142,399	11.67%
April	2012	83,554	7.90%	54,490	138,044	1.31%
May	2012					
June	2012					
July	2012					
August	2012					
September	2012					
October	2012					
November	2012					
December	2012					
		$ 313,682	7.02%	$ 201,101	$ 514,783	6.02%

Note: Beginning July 2008, a 0.5% streets sales tax was implemented in addition to the 0.5% sewer sales tax.

Data is most current as of 8/6/2012

Web Report
July, 2012

Website Overview		% Change vs. LY
Visits	41,349	51.71%
Pages/Visit	6.28	14.49%
Bounce Race	21.49%	-5.00%
Avg. Time on Site	6:10	7.64%
New Visits	76.14%	2.07%

Traffic Sources/Referrals		
Reach Local/Paid Advertising	15,250	vs 9,116 LY
Google Organic	11,377	184.00%
City Of Galena/Referral	4,833	-24.14%
Direct	2,833	38.60%
Yahoo Organic	1,664	29.70%
Bing	1,256	12.34%
E-Newsletter	494	100.00%

Top Outbound Links		
Eagle Ridge	2132	
Country Inn & Suites	1637	
Stoney Creek	1619	
Best Western	1580	
Ramada	1442	
DeSoto House	1353	
Chestnut	1313	
Irish Cottage	1171	
Main Street Inn	1168	
Amelia's Tours	930	
Alpine Slide - Chestnut	886	
Farmers Guest House	811	
Stillman Inn	665	
Flickr	656	
305n	632	
Abby's High Street	594	
Annie Wiggins	543	
Inn at Irish Hollow	518	
LeFevre	510	
Cloran Mansion	505	
Park Avenue	497	
Goldmoor	490	
Galena Log Cabins	451	
Galena Pool	396	
Ryan Mansion	358	

Mobile	
Mobile Website Visits	8,786

Facebook Insights	
Likes/Fans (as of 8/15/12)	7,363
Engaged Users (people who liked/commented)	972
# of people who saw any content associated with our page	36,084
Viral Reach (# of people who saw our page or one of its posts from a story published by a friend)	15,282

Website Overview - YTD	2012	2011
Visits	107,473	60,953
Pages/Visit	6.14	5.21
Bounce Race	21.93%	26.10%
Avg. Time on Site	6:01	5:30
New Visits	76.33%	71.99%

President/CEO Report to

The Board of Directors Visit Galena.org

Monday, August 27th, 2012

I. **Quarterly Report:** With good assistance from Tonia and Suzanne downstairs, quite a bit of time was spent preparing all the numbers for the quarterly report presented earlier in this meeting. Very good progress is being made. My only concern is that we are doing so well the benchmark numbers are going to be high when it comes to setting goals in the coming year, but I guess that's a good problem to have!

II. **Breakfast With Benefits:** Also spent a good deal of time preparing the presentation for the event on August 28th which includes the new videos. I will present that to the board at this meeting.

III. **City Council:** Our appearance before the city council on July 23 was successful. Chairman Townsend read our letter and Mrs. DuBois read a similar letter from the Bed & Breakfast Innkeepers of Galena. Numerous other speakers supported our position and the council voted unanimously to leave the current ordinance in place without any changes which allows the street performers to continue to obtain licenses and perform.

IV. **Vision 2020:** I have met with two committees of the Vision 2020 group. An economic development committee and an arts committee. The economic development group wants to seek non traditional methods of development, such as conservation, preservation and promotion of Native American sites, Eco tourism, health statistics, historic preservation and other methods to bring more economic development to the area. The arts group is interested in creating a performing arts center in Galena. I will continue to work with both groups and keep the board informed.

V. **Galena/Jo Daviess Co. Historical Society:** I have met twice with representatives of this entity's board of directors in the form of a marketing advisory committee. The group is seeking ways to bolster the image of the society in the local market and also seek ways to better market their historical sites and products to the visitors. Katherine Walker from the CVB and Janelle Keefer are also involved in this ongoing project.

VI. **Jo Daviess County Leadership Group:** On August 8th Katherine Walker and I made a joint appearance before this group meeting in Scales Mound. We discussed the overall tourism picture in Galena and Jo Daviess County, how we are working together, and what the future of tourism in the Tri State area looks like. This was very well received and we are going to be invited back to speak to future leadership groups.

VII. **State Tourism Impact Presentation:** On July 26th I attended a special presentation by the State Dept. of Economic Development at the museum in Rockford. The tourism impact numbers you saw in the previous presentation were presented. This was one stop on a state wide tour by state officials to tout the progress of tourism in Illinois. Overall the tourism industry hosted 93.3 million visitors who spent in excess of 31.8 billion dollars in the state in 2011.

Invoice No	Seq	Type	Description	Inv Date	Total Cost	PO No	GL Acct
ALBAUGH, CRAIG							
ALBAUGH, CRAIG			1084				
083012	1	Inv	WASHERS FOR BRIDGE	08/30/2012	120.19		01.41.890.04
Total ALBAUGH, CRAIG					120.19		
ALVIN'S POOL & SPA							
ALVIN'S POOL & SPA			104				
024674	1	Inv	CHEMICALS	08/10/2012	59.90		59.55.656.00
024987	1	Inv	CHEMICALS	08/10/2012	1,109.90		59.55.656.00
Total ALVIN'S POOL & SPA					1,169.80		
AT & T (LOCAL)							
AT & T (LOCAL)			103				
081512	1	Inv	PHONE	08/15/2012	69.40		22.22.552.00
081612	1	Inv	PHONE	08/16/2012	203.64		01.21.552.00
Total AT & T (LOCAL)					273.04		
B.P.O.E.							
B.P.O.E.			119825				
090112	1	Inv	REFUND	09/01/2012	50.00		01.11.912.00
Total B.P.O.E.					50.00		
BARD MATERIALS CENTRAL REGION							
BARD MATERIALS CENTRAL REGION			119788				
55189	1	Inv	HWY 20 NEAR BRIDGE	08/25/2012	457.50		20.25.515.00
Total BARD MATERIALS CENTRAL REGION					457.50		
BARKLOW, DONALD							
BARKLOW, DONALD			833				
090112	1	Inv	BUSINESS CARDS	09/01/2012	33.76		01.21.471.15
Total BARKLOW, DONALD					33.76		
BLACKHAWK SPRINKLERS							
BLACKHAWK SPRINKLERS			616				
73051	1	Inv	REPAIR SPRINKLER SYS	08/17/2012	719.26		22.22.611.00
Total BLACKHAWK SPRINKLERS					719.26		
BLACKTOP DRIVEWAY SERVICE							
BLACKTOP DRIVEWAY SERVICE			71				
3329	1	Inv	CRACK FILLING	08/26/2012	2,618.50		01.41.514.02
3333	1	Inv	CRACK FILLING	08/26/2012	1,172.00		01.41.514.02
Total BLACKTOP DRIVEWAY SERVICE					3,790.50		
BONNELL INDUSTRIES INC.							
BONNELL INDUSTRIES INC.			854				
0070299	1	Inv	BARRICADE	08/16/2012	450.12		01.41.652.04
0070346	1	Inv	BARRICADES	08/20/2012	295.92		01.41.652.04
0141585	1	Inv	TRAFFIC CONES	08/27/2012	491.81		01.41.652.04

Invoice No	Seq	Type	Description	Inv Date	Total Cost	PO No	GL Acct
0141617	1	Inv	TRAFFIC SIGNS	08/28/2012	312.20		01.41.652.04
Total BONNELL INDUSTRIES INC.					1,550.05		
BUSS BOYZ CUSTOMS, INC.							
BUSS BOYZ CUSTOMS, INC.			119356				
3967	1	Inv	EQUIPMENT FOR 2012 D	08/18/2012	2,042.00		01.21.914.03
3968	1	Inv	CHANGE OUT 3 BASE CH	08/18/2012	102.50		01.21.513.06
Total BUSS BOYZ CUSTOMS, INC.					2,144.50		
CNA SURETY							
CNA SURETY			886				
154134592N	1	Inv	NOTARY PUBLIC BOND	08/17/2012	30.00		01.21.651.00
Total CNA SURETY					30.00		
COLE (JIM) CUSTOM PAINT							
COLE (JIM) CUSTOM PAINT			119417				
082712	1	Inv	REPAIR DAMAGED LIGHT	08/27/2012	400.00		01.41.514.11
Total COLE (JIM) CUSTOM PAINT					400.00		
COMELEC SERVICES INC.							
COMELEC SERVICES INC.			244				
0379051	1	Inv	OPERATING MATERIALS	08/22/2012	134.75		22.22.652.00
0379166	1	Inv	OPERATING MATERIALS	08/23/2012	80.09		22.22.652.00
0379198	1	Inv	INSTALL RADIO	08/24/2012	262.61		22.22.652.00
Total COMELEC SERVICES INC.					477.45		
CONMAT, INC.							
CONMAT, INC.			1187				
79990	1	Inv	MATERIALS	08/20/2012	58.26		01.41.614.04
80204	1	Inv	STORM SEWER	08/13/2012	66.65		01.41.514.06
Total CONMAT, INC.					124.91		
CRANE MATERIALS INTERNATIONAL							
CRANE MATERIALS INTERNATIONAL			119769				
68782-DI	1	Inv	MEEKER ST. FOOTBRIDG	09/05/2012	23,773.00		01.41.890.04
Total CRANE MATERIALS INTERNATIONAL					23,773.00		
DAN'S AERIAL SERVICE							
DAN'S AERIAL SERVICE			119789				
3652	1	Inv	TREE WORK	08/24/2012	1,200.00		01.41.517.02
Total DAN'S AERIAL SERVICE					1,200.00		
DOIG, KATHLEEN							
DOIG, KATHLEEN			119339				
326113	1	Inv	MARKET HOUSE RESTRC	09/04/2012	375.00		01.13.511.06
326114	1	Inv	CVB CLEANING	09/05/2012	120.00		01.13.511.02

Vendor Name / Invoice No	Seq	Type	Description	Vendor No / Inv Date	Total Cost	PO No	GL Acct
Total DOIG, KATHLEEN					495.00		
DUBUQUE FIRE EQUIPMENT, INC.							
DUBUQUE FIRE EQUIPMENT, INC.				631			
62637	1	Inv	FIRE EXTINGUISHER CHI	08/23/2012	139.55		01.21.549.00
62639	1	Inv	FIRE EXTINGUISHER CHI	08/23/2012	107.80		59.55.511.01
62646	1	Inv	FIRE EXTINGUISHER CHI	08/23/2012	50.00		01.13.511.01
62647	1	Inv	FIRE EXTINGUISHER CHI	08/23/2012	390.55		01.41.652.05
62657	1	Inv	FIRE EXTINGUISHER CHI	08/23/2012	50.00		58.54.511.00
Total DUBUQUE FIRE EQUIPMENT, INC.					737.90		
EAGLE POINT SOLAR							
EAGLE POINT SOLAR				119784			
083112	1	Inv	SOLAR PROJECT	08/31/2012	131,241.00		52.43.850.10
Total EAGLE POINT SOLAR					131,241.00		
FIRST COMMUNITY BANK							
FIRST COMMUNITY BANK				547			
083112	1	Inv	DEWEY/JACKSON LOAN	08/31/2012	31,957.13		60.41.710.02
083112	2	Inv	DEWEY/JACKSON LOAN	08/31/2012	12,978.76		60.41.720.02
Total FIRST COMMUNITY BANK					44,935.89		
FORT DEARBORN LIFE							
FORT DEARBORN LIFE				119500			
090112	1	Inv	LIFE INSURANCE	09/01/2012	253.14		01.13.452.00
Total FORT DEARBORN LIFE					253.14		
GALENA FIRE DEPT.							
GALENA FIRE DEPT.				91			
090112	1	Inv	TRAVEL REIMBURSEMEN	09/01/2012	28.53		22.22.652.00
090112	2	Inv	FUEL	09/01/2012	73.83		22.22.655.00
090112	3	Inv	POSTAGE	09/01/2012	5.30		22.22.551.00
Total GALENA FIRE DEPT.					107.66		
GALENA LAUN. & LINEN INC.							
GALENA LAUN. & LINEN INC.				84			
090112	1	Inv	FINANCE-LAUNDRY SER'	09/01/2012	27.00		01.13.654.00
090112	2	Inv	FIRE DEPARTMENT	09/01/2012	42.50		22.22.538.01
090112	3	Inv	POLICE DEPARTMENT	09/01/2012	30.00		01.21.651.00
090112	4	Inv	TURNER HALL-RUG SER'	09/01/2012	27.00		58.54.654.01
090112	5	Inv	POOL	09/01/2012	18.50		59.55.654.00
Total GALENA LAUN. & LINEN INC.					145.00		
GALENA LUMBER CO.							
GALENA LUMBER CO.				85			
083112	1	Inv	TRAINING SUPPLIES	08/31/2012	21.35		22.22.652.00
090112	1	Inv	MARKING STAKES	09/01/2012	14.85		01.41.652.00
090112	2	Inv	STORM SEWER BOUTHIL	09/01/2012	72.40		01.41.514.06
090112	3	Inv	MEEKER ST. FOOTBRIDG	09/01/2012	78.71		01.41.514.08

Invoice No	Seq	Type	Vendor Name / Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
Total GALENA LUMBER CO.						187.31		
GALL'S, INC.								
GALL'S, INC.				712				
512387676	1	Inv	DOCKING STATION FOR		08/22/2012	820.73		01.21.914.03
512391249	1	Inv	MISC. UNIFORMS		08/23/2012	74.37		01.21.471.15
Total GALL'S, INC.						895.10		
GASSER @ GALENA								
GASSER @ GALENA				24				
083112	1	Inv	MISC. SUPPLIES		08/31/2012	14.26		01.41.514.01
083112	2	Inv	MISC. SUPPLIES		08/31/2012	9.88		01.41.514.06
083112	3	Inv	MISC. SUPPLIES		08/31/2012	142.38		01.41.594.00
083112	4	Inv	MISC. SUPPLIES		08/31/2012	18.89		01.41.614.04
083112	5	Inv	MISC. SUPPLIES		08/31/2012	109.29		01.41.652.00
083112	6	Inv	MISC. SUPPLIES		08/31/2012	16.19		01.41.890.04
083112	7	Inv	MISC. SUPPLIES		08/31/2012	79.96		17.52.652.00
083112	8	Inv	MISC. SUPPLIES AND PO		08/31/2012	470.83		22.22.652.00
083112	9	Inv	MISC. SUPPLIES AND PO		08/31/2012	115.82		58.54.511.00
Total GASSER @ GALENA						977.50		
GLOBAL REACH INTERNET PROD.								
GLOBAL REACH INTERNET PROD.				119792				
36391	1	Inv	MONTHLY HOSTING FEE		05/01/2012	90.00		01.13.512.05
Total GLOBAL REACH INTERNET PROD.						90.00		
HOLLAND HEATING, AIR COND								
HOLLAND HEATING, AIR COND				99				
35024	1	Inv	BUILDING MAINTENANCE		08/31/2012	104.85		01.13.511.01
Total HOLLAND HEATING, AIR COND						104.85		
HOLLAND PLUMBING, INC.								
HOLLAND PLUMBING, INC.				964				
120437	1	Inv	PARK IMPROVEMENTS		08/21/2012	415.00		17.52.820.06
Total HOLLAND PLUMBING, INC.						415.00		
HYDE, MARY BETH								
HYDE, MARY BETH				101				
082212	1	Inv	TRAVEL REIMBURSEMEN		08/22/2012	109.35		01.14.562.00
Total HYDE, MARY BETH						109.35		
IL DEPARTMENT OF CMS (CRF)								
IL DEPARTMENT OF CMS (CRF)				118967				
T1303541	1	Inv	IN-SQUAD COMPUTER C		08/28/2012	232.60		01.21.542.00
Total IL DEPARTMENT OF CMS (CRF)						232.60		
ILLINOIS FIRE STORE								
ILLINOIS FIRE STORE				119034				

Invoice No	Seq	Type	Description	Inv Date	Total Cost	PO No	GL Acct
26452	1	Inv	HOSE	07/29/2012	378.40		22.22.652.00
Total ILLINOIS FIRE STORE					378.40		
J & R SUPPLY INCORPORATED							
J & R SUPPLY INCORPORATED			951				
1208906	1	Inv	STORM SEWER CAMPBE	08/23/2012	310.00		01.41.514.06
1208921	1	Inv	STORM SEWER CAMPBE	08/24/2012	120.00		01.41.514.06
Total J & R SUPPLY INCORPORATED					430.00		
JO CARROLL ENERGY, INC.							
JO CARROLL ENERGY, INC.			397				
090112	1	Inv	ADMINISTRATION/ELECT	09/01/2012	592.65		01.13.571.01
090112	2	Inv	POLICE/ELECTRIC	09/01/2012	327.33		01.21.571.01
090112	3	Inv	EMS/ELECTRIC	09/01/2012	40.23		12.10.571.01
090112	4	Inv	PARKS/ELECTRIC	09/01/2012	68.70		17.52.571.01
090112	5	Inv	FLOOD CONTROL/ELECT	09/01/2012	94.61		20.25.576.01
090112	6	Inv	FIRE DEPT./ELECTRIC	09/01/2012	445.14		22.22.576.01
090112	7	Inv	TURNER HALL/ELECTRIC	09/01/2012	1,348.84		58.54.571.01
090112	8	Inv	WELCOME SIGNS	09/01/2012	35.48		01.41.571.01
090112	9	Inv	ELECTRIC	09/01/2012	5,677.99		15.41.572.00
Total JO CARROLL ENERGY, INC.					8,630.97		
JO DAVIESS CTY SHERIFF							
JO DAVIESS CTY SHERIFF			116				
090112	1	Inv	CITY SHARE OF OFFICEF	09/01/2012	200.12		01.21.538.00
090112	2	Inv	RADIO SERVICE	09/01/2012	100.00		22.22.538.00
Total JO DAVIESS CTY SHERIFF					300.12		
KIEFFER BODY SHOP INC							
KIEFFER BODY SHOP INC			1267				
04971	1	Inv	REPAIRS TO SQUAD #6	08/29/2012	1,447.40		01.21.513.06
Total KIEFFER BODY SHOP INC					1,447.40		
LAWSON PRODUCTS, INC.							
LAWSON PRODUCTS, INC.			627				
9301049282	1	Inv	MISC MATERIALS	08/21/2012	132.50		01.41.614.04
Total LAWSON PRODUCTS, INC.					132.50		
LOCKSMITH EXPRESS							
LOCKSMITH EXPRESS			105				
072343	1	Inv	REPLACE LOCK	08/22/2012	172.00		22.22.820.00
Total LOCKSMITH EXPRESS					172.00		
LOUIE'S TRENCHING SERVICE							
LOUIE'S TRENCHING SERVICE			127				
090512	1	Inv	PARTIAL PAYMENT FOR	09/05/2012	48,357.00		01.41.890.04

Vendor Name / Invoice No	Seq	Type	Description	Vendor No / Inv Date	Total Cost	PO No	GL Acct
Total LOUIE'S TRENCHING SERVICE					48,357.00		
MCCOY INSURANCE SERVICE							
MCCOY INSURANCE SERVICE				98			
13992	1	Inv	BOILER INSURANCE	08/29/2012	8,660.00		14.14.592.01
Total MCCOY INSURANCE SERVICE					8,660.00		
MCGREEVY WILLIAMS LAW OFFICE							
MCGREEVY WILLIAMS LAW OFFICE				119647			
081512	1	Inv	LEGAL EXPENSES	08/15/2012	896.25		01.11.549.00
Total MCGREEVY WILLIAMS LAW OFFICE					896.25		
MEDICAL ASSOCIATES CLINIC							
MEDICAL ASSOCIATES CLINIC				1120			
081112	1	Inv	PHYSICALS/ACCT. 16-75	08/11/2012	140.00		22.22.929.00
Total MEDICAL ASSOCIATES CLINIC					140.00		
METLIFE SMALL BUSINESS CENTER							
METLIFE SMALL BUSINESS CENTER				775			
090112	1	Inv	DENTAL INSURANCE	09/01/2012	1,771.44		01.13.451.01
Total METLIFE SMALL BUSINESS CENTER					1,771.44		
MIDWEST BUSINESS PRODUCTS							
MIDWEST BUSINESS PRODUCTS				38			
227555	1	Inv	POST SCRIPT DRIVER F(	08/30/2012	459.00		01.21.554.00
Total MIDWEST BUSINESS PRODUCTS					459.00		
MILLER ELECTRIC SUPPLY							
MILLER ELECTRIC SUPPLY				141			
099870.001.	1	Inv	NEW LENS FOR BRIDGE	08/07/2012	1,960.32		01.41.614.04
Total MILLER ELECTRIC SUPPLY					1,960.32		
MNS CONSTRUCTION							
MNS CONSTRUCTION				118877			
083012	1	Inv	US GRANT PATHWAY	08/30/2012	10,100.96		01.41.890.02
Total MNS CONSTRUCTION					10,100.96		
MONTGOMERY TRUCKING							
MONTGOMERY TRUCKING				133			
84069	1	Inv	REFUSE HANDLING CON	09/01/2012	13,545.80		13.44.540.04
84069	2	Inv	RECYCLING CONTRACT	09/01/2012	4,687.20		13.44.540.00
84069	3	Inv	DUMPSTERS	09/01/2012	325.50		01.41.573.00
Total MONTGOMERY TRUCKING					18,558.50		
MURRAY, B. L. CO. INC.							
MURRAY, B. L. CO. INC.				135			
76472	1	Inv	JANITORIAL SUPPLIES	08/13/2012	277.24		22.22.652.00

Vendor Name / Invoice No	Seq	Type	Description	Vendor No / Inv Date	Total Cost	PO No	GL Acct
76625	1	Inv	SUPPLIES	08/28/2012	129.20		01.41.652.00
76686	1	Inv	Credit	08/31/2012	113.70 -		22.22.652.00
76687	1	Inv	BUILDING MAINT. SUPPL	09/03/2012	5.20		22.22.611.00
Total MURRAY, B. L. CO. INC.					297.94		
MYERS-COX CO.							
MYERS-COX CO.				136			
139570	1	Inv	OFFICE SUPPLIES	08/23/2012	24.53		01.13.651.02
Total MYERS-COX CO.					24.53		
NAPA AUTO PARTS							
NAPA AUTO PARTS				79			
090112	1	Inv	MISC. EQUIPMENT	09/01/2012	149.17		17.52.514.00
090112	2	Inv	MISC. EQUIPMENT	09/01/2012	37.40		17.52.652.00
Total NAPA AUTO PARTS					186.57		
O'CONNOR, BROOKS & CO.							
O'CONNOR, BROOKS & CO.				158			
082412	1	Inv	ANNUAL AUDIT	08/24/2012	24,450.00		11.10.531.00
082412	2	Inv	ANNUAL AUDIT	08/24/2012	375.00		11.10.531.01
Total O'CONNOR, BROOKS & CO.					24,825.00		
ORKIN PEST CONTROL							
ORKIN PEST CONTROL				574			
090112	1	Inv	PEST CONTROL SERVICI	09/01/2012	808.70		01.13.511.01
Total ORKIN PEST CONTROL					808.70		
PETITGOUT CORPORATION							
PETITGOUT CORPORATION				689			
6652	1	Inv	BUILDING MAINTENANCE	08/06/2012	88.00		22.22.611.00
Total PETITGOUT CORPORATION					88.00		
RIVER CITY PAVING							
RIVER CITY PAVING				56			
4300007773	1	Inv	COLD PATCH	08/22/2012	546.21		15.41.614.00
Total RIVER CITY PAVING					546.21		
RUNDE CUSTOM UPHOLSTERY							
RUNDE CUSTOM UPHOLSTERY				119824			
082512	1	Inv	VEHICLE MAINTENANCE	08/25/2012	20.00		22.22.613.00
Total RUNDE CUSTOM UPHOLSTERY					20.00		
SOAT, TIM							
SOAT, TIM				119558			
082012	1	Inv	MOWING	08/20/2012	30.00		51.42.929.00

Invoice No	Seq	Type	Description	Inv Date	Total Cost	PO No	GL Acct
Total SOAT, TIM					30.00		
STEWART & ASSOCIATES, INC.							
STEWART & ASSOCIATES, INC.			119823				
16233	1	Inv	CHARGE TO SERVE PAP	08/22/2012	70.00		01.21.549.00
Total STEWART & ASSOCIATES, INC.					70.00		
THOMPSON, EARL							
THOMPSON, EARL			118756				
082212	1	Inv	STORM DRAIN REPAIR	08/22/2012	1,669.29		01.41.514.06
Total THOMPSON, EARL					1,669.29		
UPS STORE GALENA, THE							
UPS STORE GALENA, THE			1260				
082912	1	Inv	POSTAGE	08/29/2012	64.82		01.45.651.01
Total UPS STORE GALENA, THE					64.82		
US CELLULAR							
US CELLULAR			92				
090112	1	Inv	PUBLIC WORKS/CELL PH	09/01/2012	35.93		01.41.552.00
090112	2	Inv	ADMIN/CELL PHONE	09/01/2012	71.89		01.11.552.00
090112	3	Inv	FIRE DEPT./CELL PHONE	09/01/2012	71.87		22.22.552.00
090112	4	Inv	POLICE/CELL PHONES	09/01/2012	38.45		01.21.552.01
Total US CELLULAR					218.14		
WATCHGUARD VIDEO							
WATCHGUARD VIDEO			119323				
INV0001318	1	Inv	NEW WIRELESS MICROF	07/27/2012	1,000.00		01.21.918.00
INV0001318	2	Inv	NEW WIRELESS MICROF	07/27/2012	611.00		01.21.914.00
Total WATCHGUARD VIDEO					1,611.00		
WHITE, JUDY							
WHITE, JUDY			1204				
090112	1	Inv	PUBLIC WORKS/JANITOF	09/01/2012	110.00		01.41.511.01
Total WHITE, JUDY					110.00		
WHITE'S LAWN CARE							
WHITE'S LAWN CARE			119092				
3311	1	Inv	DIG CULVERT	08/31/2012	80.00		20.25.515.00
Total WHITE'S LAWN CARE					80.00		
Grand Total:					350,286.32		

Vendor Number Hash:	2656745
Vendor Number Hash - Split:	2781566
Total Number of Invoices:	84
Total Number of Transactions:	118

TC = Terms Code 9 = 1099 Purchase Type

Invoice No	Vendor Name Seq	Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct

Terms Description	Invoice Amt	Net Inv Amt
Open Terms	350,286.32	350,286.32
	350,286.32	350,286.32