



City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, SEPTEMBER 24, 2012

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

ITEM	DESCRIPTION
12C-393.	Call to Order by Presiding Officer
12C-394.	Roll Call
12C-395.	Establishment of Quorum
12C-396.	Pledge of Allegiance
12C-397.	Reports of Standing Committees
12C-398.	Citizens Comments <ul style="list-style-type: none"> • 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-18

ITEM	DESCRIPTION	PAGE
12C-399.	Approval of the Minutes of the September 10, 2012 City Council Meeting	3-7
12C-400.	Acceptance of the August 2012 Financial Report	--
12C-401.	Approval of a Request for a Street Light Adjacent to 606 Third Street	8
12C-402.	Approval of Change Order #1 to the Downtown Pump Station Project for a Savings of \$64,401	9-11
12C-403.	Approval of a Request by the Galena High School and Middle School Music Boosters to Park Vehicles in the Depot Parking Lot on October 27 for the Halloween Parade and Festival	12

UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
12C-123.	Discussion and Possible Action on Request by Don Curley, 1001 Fourth Street, for the City to Install a Protective Guardrail on the Southwest Corner of U.S. 20 and Fourth Street	13-17
12C-367.	Possible Reconsideration of Action to Reject All Bids Contract for Extending a Water Main Under US Route 20 to the Right-of-Way in Front of the Ramada	18-19

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
12C-404.	Annual Report by VisitGalena.org	20-29
12C-405.	Discussion and Possible Action on the Revision of the Street Performers Ordinance	30-34
12C-406.	Discussion and Possible Action on the City of Galena iPad Policy for Use of iPads by City Council Members and Staff	35-40
12C-407.	Warrants	41-49
12C-408.	Alderspersons' Comments	
12C-409.	City Administrator's Report	
12C-410.	Mayor's Report	
12C-411.	Motion for Executive Session Including: <ul style="list-style-type: none"> • Section 2 (c) (11) – Pending, probable or imminent litigation. • Section 2 (c) (21) Review of Executive Session Minutes 	
12C-412.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Historic Preservation Comm.	Thurs. October 4	6:30 P.M.	City Hall
City Council	Tues. October 9	6:30 P.M.	City Hall
Zoning Board of Appeals	Wed. October 10	6:30 P.M.	City Hall

Posted: Thursday, September 20 at 4:30 p.m. Posted By:

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 10 SEPTEMBER 2012

12C-0375 – 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 10 September 2012.

12C-0376 – ROLL CALL

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

Absent: Lincoln

12C-0377 – ESTABLISHMENT OF QUORUM

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

12C-0378 – PLEDGE OF ALLEGIANCE

The Pledge was recited.

12C-0379 - REPORTS OF STANDING COMMITTEES

None.

12C-0380 – PUBLIC COMMENTS

No comments.

CONSENT AGENDA CA-17

12C-0382 – APPROVAL OF THE MINUTES OF THE AUGUST 27, 2012 CITY COUNCIL MEETING

12C-0383 – ACCEPTANCE OF JULY 2012 FINANCIAL REPORT

12C-0384 – APPROVAL OF CREDIT CARD POLICY AND PROCEDURES

Motion: Cording moved, seconded by Murphy, to approve Consent Agenda CA-17 as presented with the exception of item 12C-0384.

Discussion: None.

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

The motion carried.

12C-0384 – APPROVAL OF CREDIT CARD POLICY AND PROCEDURES

Motion: Cording moved, seconded by Painter, to approve the credit card policy and procedures, item 12C-0384 with a change to the credit limit which was later amended to change the credit limit to \$10,000.

Discussion: Cording felt the policy and procedures were carefully worded. She voiced concern the \$2,500 monthly limit could be a problem. She recommended raising the monthly limit to \$10,000.

Moran advised each department will have access to the credit card. He was comfortable with the \$10,000 limit as that is the amount he is authorized to spend on budgeted items without prior council approval.

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

The motion carried.

Motion: Cording moved, seconded by Murphy, to amend the motion to change the card limit to \$10,000 to be used judiciously each month.

Discussion: None.

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

The motion carried.

UNFINISHED BUSINESS

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

Motion: Greene moved, seconded by Painter, to deny all bids and rebid the project so the same bid specs go out to all instead of comparing apples to oranges.

Discussion: None.

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

The motion carried.

NEW BUSINESS

12C-0385 – QUARTERLY REPORT BY VISITGALENA.ORG

Richard Forester presented the quarterly report for VisitGalena.org.

12C-0386 – DISCUSSION AND POSSIBLE ACTION ON A COMMITTEE TO REVISE THE STREET PERFORMERS ORDINANCE

Motion: Murphy moved, seconded by Painter, to open discussion and possible action on a committee to revise the Street Performers Ordinance.

Discussion: None.

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

The motion carried.

Discussion: Council discussed and agreed to direct city staff to take a look at the ordinance and present possible changes. Council was directed to share any ideas or concerns they have received with city staff.

Motion: Fach moved, seconded by Murphy, to close discussion and possible action on a committee to revise the Street Performers Ordinance.

Discussion: None.

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

Motion: Fach moved, seconded by Painter, to direct staff to research and formulate a new revised Street Performers Ordinance.

Discussion: None.

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

12C-0387 – WARRANTS

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

Discussion: None.

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

The motion carried.

12C-0388 – ALDERPERSONS' COMMENTS

Flags/Windsocks – Fach advised we have been seeing more merchant flags/windsocks fluttering outside of businesses downtown which is contrary to our ordinance. He questioned who would police this. Greene agreed.

Bike Trail Volunteering – Fach questioned how the bike trail volunteering was going.

Skateboards – Greene noted he has been seeing more and more skateboards on sidewalks and streets than he has for a long time. He doesn't think we should be allowing it.

Pedestrian Bridge – Cording complimented all who have been working on the pedestrian bridge. It is looking good! There is a level of positive feelings and excitement in the town with having the bridge available again.

Vision 2020 Meeting – Painter reminded Council there will be a Vision 2020 meeting on Tuesday, September 18th from 7-9 p.m. at the Galena Middle School. She encouraged council members and city staff to attend.

Bike Trail Monitors – Painter advised they have been chugging along steadily. It has been an easy year for monitoring with little rain. Painter has set up a schedule. They currently have 10-

12 volunteers. Two groups per week are scheduled. Jim Rigdon feels it has saved city staff time in monitoring the trail. They hope to get a group picture of the volunteers. Ideally they would like to have more people, but it has been working. Most of the volunteers are regular trail users. She plans to run the schedule thru the first week of November.

12C-0389 – CITY ADMINISTRATOR’S REPORT

Flags/Wind Socks – Moran advised this would be the responsibility of the Zoning Department. Nate has been diligently working on this. He has gotten a lot more pressure from business not in the heart of the downtown to be allowed to use this type of attention getting device. Moran stated at some point this may be a subject as to whether or not we want to treat business not in the heart of downtown differently.

Garbage – Moran advised he has received inquiries and complaints about businesses putting garbage out too early. He walked down Main and Commerce Streets today checking for people who placed their garbage out prior to 4 p.m. For those who had garbage out, Moran introduced himself and left a notice saying the garbage was placed out too early. He will continue to check over the next few weeks.

Solar Project – Moran reminded Council the ribbon cutting for the solar project will be held on Thursday, September 13, 2012 at 10:00 a.m.

Grant – Moran announced staff recently obtained a grant thru Blackhawk Hills Regional Council for website assistance. The city received \$2,000 toward updating the website. The City will need to match the \$2,000 and have the work completed between now and next June.

12C-0390 – MAYOR’S REPORT

Mayor Renner announced the Einsweiler Family and Lemfco Foundry received an award from the State of Illinois for being in business for 100 years. Mayor Renner advised he presented Lemfco with a little citation thanking them for having their business in the City of Galena for the past 100 years.

12C-0391 – MOTION FOR EXECUTIVE SESSION

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

- Purchase or Lease of Real Estate, Section 2 (c) (5)
- Review of Executive Session Minutes, Section 2 (c) (21)

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

The motion carried.

The meeting recessed at 7:09 p.m.

The meeting reconvened at 7:27 p.m.

12C-0392 - ADJOURNMENT

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

Discussion: None.

Roll Call: AYES: Cording, Fach, Greene, Murphy, Painter, Renner

Regular Board Meeting

10 September 2012

NAYS: None
ABSENT: Lincoln

The motion carried.

The meeting adjourned at 7:27 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Mary Beth Hyde". The signature is written in a cursive style with a large, stylized initial "M".

Mary Beth Hyde
City Clerk

CITY OF GALENA, ILLINOIS

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



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *AL*

DATE: 18 September 2012

RE: Request for Street Light – #606 Third Street

We recently received a request for a street light from the owner of #606 Third Street, which is a short section of street just off Jackson Street. At present, there are no light poles on this street, the nearest being at the intersection with Jackson Street.

After reviewing the situation with the Police and Public Works Departments it is our opinion that a street light is necessary at this location for public safety and security. The property owner Marie Kempert has also spoken with her neighbors who are all in favor of the light installation.

The light fixture would be situated on an existing power pole opposite the property. The city will request that Jo Carroll Energy install the light which will then be added to our monthly billing for power usage.

I wish to recommend the City Council approve the request for a street light opposite #606 Third Street.

CITY OF GALENA, ILLINOIS

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



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *AL*

DATE: 17 September 2012

RE: Storm Water Pump Station Upgrade – Water Street
Approval of Change Order #1

At last month's meeting the city council approved a contract with Civil Constructors to upgrade the storm water pump station on Water Street. The same contract approval memo also mentioned that a number of amendments to the design were to be agreed so the overall cost could be reduced. The attached change order indicates that savings of \$64,401 can be achieved, which will reduce the contract price from \$749,550 to \$685,509.

This project involves the upgrade of the 60 year old storm water pump station on Water Street and includes the installation of a single 70 hp propeller pump in the wet well of the pump station. This will discharge directly into a re-lined 60 inch storm sewer main via a new pipe system and valve work that can be isolated from the gravity sewer. A standby generator, automated sluice gate closure and control system are also included. Only minor upgrade of the existing pumps is proposed. All of this work is the first major upgrade to the pump station since it was commissioned in 1952.

I recommend the city council approve change order #1 for a cost reduction of \$64,401 with Civil Constructors to upgrade the storm water pump station.



Strand Associates, Inc.
 910 West Wingra Drive
 Madison, WI 53715
 (F) 608-281-4843
 (F) 608-281-3056

September 6, 2012

CHANGE ORDER NO. 1

PROJECT: Water Street Stormwater Pumping Station Modifications
 OWNER: City of Galena, Illinois
 CONTRACT: Contract No. 1-2012
 CONTRACTOR: Civil Constructors, Inc.

Description of Change

1a	CHANGE pump discharge piping from tee to discharge point from 54-IN HDPE to 48-IN C905 PVC.	(DEDUCT)	(\$46,541.00)
1b	CHANGE ductile iron fittings from domestic C110 fittings to imported C153 fittings.	(DEDUCT)	(\$17,500.00)
TOTAL VALUE OF THIS CHANGE ORDER:		(DEDUCT)	(\$64,041.00)

Contract Price Adjustment

Original Contract Price	\$749,550.00
Previous Change Order Adjustments	None
Adjustment in Contract Price this Change Order	(\$64,041.00)
Current Contract Price including this Change Order	\$685,509.00

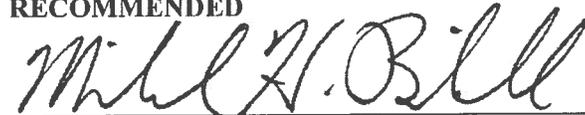
Contract Completion Date Adjustment

Original Contract Completion Date	January 15, 2013
Contract Completion Date Adjustments due to previous Change Orders	None
Contract Completion Date Adjustments due to this Change Order	February 15, 2013
Current Contract Completion Dates including all Change Orders	February 15, 2013

City of Galena-Civil Constructors, Inc.
Contract 1-2012, Change Order No. 1
Page 2
September 6, 2012

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED



ENGINEER—Strand Associates, Inc.®

9.5.12
Date

APPROVED



CONTRACTOR—Civil Constructors, Inc.

09.11.12
Date

APPROVED

OWNER—City of Galena, Illinois

Date

106 Kelly Lane
Galena, IL 61036
September 19, 2012

Mayor & Council
City of Galena
312½ N. Main Street
Galena, IL 61036

RE: Depot Parking Lot – October 27, 2012

It is our understanding the City has made the decision to eliminate all cars on Main Street for the Halloween parade. We commend you for doing so. It should make for a much safer environment on Main Street.

With the number of cars parked in the Depot Lot last year and the elimination of the parking on Main Street, we feel it might be in the City's interest to maximize the parking capacity in the Depot Lot. We would offer to do paid parking for that day charging \$5.00 per car. We had great success with this last year during Country Fair. The Jo Daviess County Country Fair Charities commended us on a job well done with our first year parking for Country Fair as did former Chief Westemeier.

The proceeds would be split equally with the City. The Music Boosters would provide all manpower. All monies received by the Music Boosters would be used to make improvements to our music department from purchasing new equipment to replacing some of the larger instruments that are simply old and worn out.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Altfillisch", with a stylized flourish at the end.

Terry Altfillisch
President
GHS/GMS Music Boosters

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 20, 2012

RE: Fourth Street Intersection

At the March 26 council meeting you reviewed a request by resident Don Curley to study options for protecting his property from westbound vehicles on Highway 20 turning right too sharply onto Fourth Street. Vehicles occasionally damage the short protective wall and Curley is concerned about vehicles turning or tipping into his house. You tabled action on the item and asked our staff to investigate options with the Illinois Department of Transportation (IDOT).

On April 10 our staff met with Curley and several IDOT engineers at the Fourth Street intersection. We discussed Curley's concerns and the IDOT engineers agreed to study and present to us potential improvement options. In late June we received the attached report from IDOT explaining their findings. The following is a summary of the findings:

- All vehicle turning movements onto Fourth Street and onto Highway 20 from Fourth Street are substandard for contemporary intersection design.
- A guardrail or bollards to protect the Curley house are not an option.
- Expanding the intersection toward the Curley property (west) would result in the roadway being located very close to the Curley house.
- Expanding the intersection to the east would require utility relocations, drainage improvements, and a retaining wall, but could resolve the substandard turning issues.
- The IDOT completed a very preliminary design for the intersection improvements.
- The estimated cost of the intersection improvements is nearly \$200,000. The City would be responsible for the cost of final engineering and construction.
- The IDOT suggests a less costly alternative would be to not allow truck traffic on Fourth Street or make Fourth Street one-way north and Third Street one-way south.

During our April meeting with the IDOT officials, it was suggested that we could move the centerline of Fourth Street more to the east to provide more room for vehicles turning from Highway 20 to Fourth Street. In accordance with the suggestion, our crew painted the new centerline in April.

Short of a substantial expenditure of City funds, there are no other apparent options for protecting the Curley property. Since the existing concrete barrier wall provides some protection for his property, I would suggest that we repair the wall. Both the IDOT officials and Curley suggested that tapering the wall from north to south might be beneficial. Additionally, I suggest we continue to paint the centerline of Fourth Street as far east as possible to encourage safe turns from Highway 20.

I have communicated the IDOT findings to Mr. Curley and he plans to attend Monday's council meeting.

From: Ahmad, Masood [<mailto:Masood.Ahmad@illinois.gov>]

Sent: Friday, June 29, 2012 7:58 AM

To: Andy Lewis

Cc: Kullerstrand, Scott; McCormick, Jon M; Baratta, Anthony M

Subject: US 20 at 4th Street (Don Curley property)

Andy: The Illinois Department of transportation (IDOT) reviewed the intersection of US 20 with 4th street in City of Galena as requested by the City and discussed in last field meeting at the above intersection on April 10th, 2012. As mentioned in the field meeting that the Guardrail option will not meet any current policy and will require closure of the driveways to Mr. Don Curley driveway access to the residence from US 20. Following are the findings done by Geometrics unit since the last field meeting:

The existing returns cannot accommodate a school bus and WB 40 without encroachment into the opposing lanes. (See figure B and C above respectively). The west bound right turn from US 20 (eastbound) to 4th street (south bound) and the right turn from 4th street (northbound) onto US 20 (eastbound) are the two movements that do not work with the existing radius returns of the intersection. The left turn movements as shown in Figure A and D also have minor problems. The left turn lane from US 20 (westbound) to 4th street (southbound) cannot be completed without encroachment into the stop bar at the 4th street approach. In this case this maneuver cannot be completed without climbing the southwest radius return if there is a vehicle on 4th street waiting to turn or cross US 20. Moving the stop bar further south reduces the sight distance to the east along US 20 for the vehicles approaching the intersection from 4th street.

The Department looked at improving the returns as shown in Figure E for a WB 40 vehicle. This preliminary design will require more Right of way from the historic house in the south west corner of the intersection and by the time the final design is completed with proposed curb and gutter and side walk behind the radius returns will be encroaching close to the building structure.

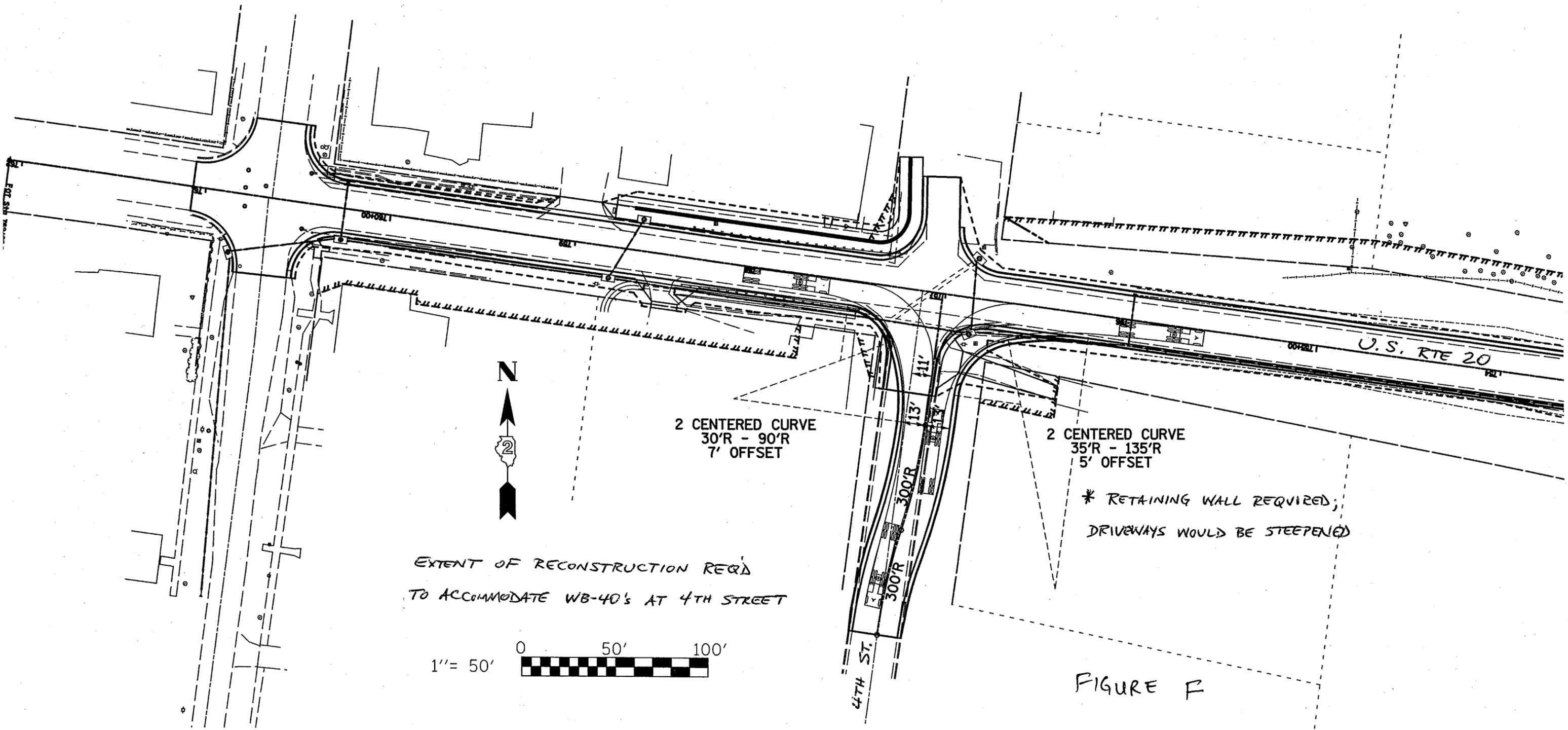
In order to avoid impacts to this historic house and maintain the existing buffer from the building structure the alignment was shifted to the east on 4th street. This is a preliminary design as shown in the above attachment labeled as proposed design. There need to be more study done on this alignment to ensure the driveway profile in the southeast corner will work and the cost of retaining wall on the east side of 4th street. A preliminary cost estimate is also attached for this design and the numbers may change once the design is finalized. This does not include cost for any Utility adjustments. There was no proposed design for the profile on 4th street. The existing profile along 4th street does not meet the department drain away policy. The City street should drain away from the State Highway a minimum of 1 % for a length of 100 feet. This may increase the length of improvement along 4th street along with the height of the retaining wall.

The rough cost of this proposed design is close to \$200,000. The Department used 8 inch depth for the pavement design for this preliminary cost estimate. A pavement design should be completed based on proposed traffic for any future design along 4th street. Any improvement decided by the City of Galena will either be a permit process unless MFT funds are used then the Department Local roads section will be involved. The cost of any improvement along 4th street along with radius returns will be responsibility of City of Galena along with the design. As part of this improvement an Intersection Design Study (IDS) will also be required from the City for approval by IDOT. As discussed in the past a less costly alternate will be to not allow Truck traffic on 4th street or change to a one way system by utilizing 3rd street. See attach above previous correspondence thru EMAIL and the letter send in 1990's. I have also attached

comments from our Geometrics unit about the one way system on local streets. The one way system will improve the sight distance issues on the 4th street intersection.

The height of the retaining wall along the west side of 4th street along Mr. Curley can be reduced to curb height. However with this approach the Trucks will always climb over the curb and the grass will be disturbed on Mr. Curley property unless one of the above alternates discussed are implemented. If you have any further question please feel free to call me at the number below. Thanks

Masood Ahmad
~Masood~
Project Engineer
IDOT Region2/Dist.2
819 Depot Ave
Dixon, IL 61021
Ph :(815)284-5510
Fax (815) 284-5486
Masood.Ahmad@illinois.gov



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 *Andy*

DATE: September 19, 2012

RE: US 20 Watermain Crossing at Ramada

Alderman Murphy has requested an agenda item to propose the reconsideration of the rejection of all bids for the Highway 20 Watermain Crossing at Ramada project. I have prepared this report to provide you with more information about the bid process and the bid specifications for the project. I hope you will find this information useful should you choose to reconsider the original action.

The bid documents and addendum #1 for this project included specific details from the Illinois Department of Transportation (IDOT) about the pipe boring and crossing beneath the Highway 20 right-of-way. These IDOT specifications stated that the void space between the steel boring casing and the watermain pipe needed to be filled with either gravel or sand.

There were four bidders for this project: Fischer Excavating, Mike and Nick Sproule Construction (MNS), Windy Hill and Louie's Trenching Service. The lowest bidder was MNS at \$54,992 followed by Louie's at \$58,240. A review of the bids and subsequent conversations with the bidders revealed that three contractors complied with the IDOT specifications and included void infill while MNS had not included void infill and instead substituted spacers. The difference in cost between including and not including void infill may have been a factor in the variation between the final bid prices.

Prior to the submission of the bids, Mike Sproule of MNS indicated to our staff that IDOT had accepted the use of spacers instead of void infill on other projects. He also mentioned that he intended to submit his bid with spacers instead of infill. Our staff did not indicate that spacers were an acceptable option or change the IDOT specifications for void infill.

Various conversations with IDOT staff during the weeks following the August 22 bid opening confirmed that the IDOT does *not* require void infill if proprietary spacers are used. As a result our inquiry, the IDOT is now planning to revise their specifications for pipe boring to state that void infill is not required if proprietary spacers are used.

In order to eliminate the confusion with the IDOT void infill requirement the city council agreed at the September 10 meeting to reject all bids and re-bid a revised contract which contained specific language on the pipe boring and casing requirements. In consideration of all the bidders, our staff suggested this would be a fair way to proceed. A new bid process would allow all contractors to bid the same set of specifications and overcome any inconsistencies with the former bid documents.

I would be happy to answer any questions you may have during the council meeting.

ANNUAL REPORT FY-2011/2012

City of Galena

Presented by

VisitGalena.org

Statement of Operations and Purpose

The Greater Galena Marketing, Inc. (GGMI) DBA VisitGalena.org was formed to act as the Official Destination Marketing Organization (DMO) for Galena, IL. The primary focus of the organization is to actively advertise and promote Galena as one of our nation's top leisure vacation resorts. Using DMO industry standards VisitGalena.org has developed and implemented marketing initiatives for specific target markets identified through extensive research. The organization is also employing all skills, knowledge and understanding of industry programs that have been successful in the promotion of tourism. VisitGalena.org will at all times maintain integrity in the products and services being promoted in order to successfully achieve the quality standards and proper image required by our destination.

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

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.

Board of Directors

VisitGalena.org is currently being professionally managed by a nine member Board of Directors. The Directors are considered destination leaders in the fields they represent. The Board is currently operating on a one, two and three year staggered term. New members or second term members will be appointed to serve a full three year term. The Board of Directors of VisitGalena.org have demonstrated their commitment to the goals and objectives of the organization. The Board of Directors' attention to detail and commitment to values and high standards for the organization and Galena are unwavering.

Board of Directors

- ❖ Penny Larson Schwark, Chairman, Owner, Boone's Place Restaurant April-August 2011
- ❖ Art Landen assumed Chairmanship upon the resignation of Larson-Schwark in August
- ❖ Lisa Kempner, Vice Chair, National Sales Director Lindstrand Balloons
- ❖ Leslie DuBois, Secretary, Owner, Avery Guest House
- ❖ Art Landen, Treasurer, Former Owner, Poopsie's April-August 2011
- ❖ Drew Townsend, Pres. Galena State Bank, took over as Treasurer August 2011 with Landen's elevation to Chair
- ❖ Carmine Farruggia, owner/operator Cloran Mansion B&B
- ❖ Tim Althaus, Member, Owner, Family Beer and Liquor
- ❖ Shannon Strobusch, Member, Co-Owner, Best Western Quiet House and Suites
- ❖ Todd Lincoln, Galena City Council Representative to the Board
- ❖ Dan Kelley, Owner/operator DeSoto House Hotel, added in September
- ❖ Aaron Abt, Owner/operator of Culvers, Galena, added in October

Visit Galena.org Staff

Richard Forester, President/CEO- June 20th 2011 to present

Tonia Blair, Director of Interactive Marketing

Shelley Monahan: part-time book-keeper

Welcome Center Staff:

Suzanne Weber

Sally Bischel

Annette Klingsporn

Colleen Yonda

Internal Organization

The Board of Directors and staff continue to efficiently operate a fully functioning office environment. Located in the Old Market House at 123 N. Commerce, VisitGalena.org operates the Official Galena Welcome Center and houses the Executive Office for VisitGalena.org. The Old Market House also serves as the meeting location for the Board of Directors on the second floor. The Executive Office has taken responsibility for all functions of the operations including but not limited to:

- ❖ Scheduling of all Board of Directors Meetings
- ❖ Development of Board Agendas
- ❖ Distribution of Board Packages
- ❖ Job Descriptions for Board Officers and Directors
- ❖ Job Descriptions for all VisitGalena.org Staff
- ❖ Drafting of all Policies and Procedures of the Organization
- ❖ Hiring and Supervision of all Personnel
- ❖ Training and Development of Personnel
- ❖ Budgeting, Accounting, Payables, Receivables, Memberships, Payroll, Payroll Liabilities
- ❖ Development and Execution of Marketing Plans and Strategies
- ❖ Development and Promotion of all Co-Op Marketing Plans
- ❖ Daily Monitoring and Member Programs with the VisitGalena.org Website
- ❖ Daily Monitoring of all Social Networking Components of VisitGalena.org Website
- ❖ Membership Development
- ❖ Membership Retention
- ❖ Membership Communications
- ❖ Welcome Center Operations

❖ Industry Communications

Budget, Financial Operations and Annual Audit

VisitGalena.org produced our Annual Budget that was fully reviewed and approved by the Board of Directors. The budget was presented to City Council for their review in June 2011. The budget indicated a projected income of \$486,000 with a projected expense of \$486,000. Two important elements of the budget included \$203,816 for all Marketing and Advertising, and \$60,000 for Special Event Promotions.

All accounting functions of VisitGalena.org are handled by the Executive Office. VisitGalena.org has contracted with the accounting firm of Miner, Gilroy & Meade, Certified Public Accountants, PC to review and produce financial statements, balance sheets, statement of operations, bank statement reconciliations, general ledgers accounts and detailed payroll statements. The firm of O'Conner, Brooks & Co., PC conducted the annual audit for VisitGalena.org. and will report their findings to Council in October 2012. Preliminary reports indicate that VisitGalena.org has conducted their financial affairs in a manner that is satisfactory by all standard principles of accounting.

Welcome Center Operations

VisitGalena.org has developed a full service welcome center operation to serve our visiting public. The welcome center is located in the Old Market House at 123 N. Commerce. The center is operated seven days a week from 9:00 AM to 5:00 PM with winter hours in January and February of 10:00am to 4:00pm. It is currently staffed using four part time personnel. The Visitor Services Specialists have been properly trained to understand the entire Galena product. They routinely provide valuable information regarding the destination, assist with finding accommodations and direct visitors to local retail shops, museums, restaurants and other tourism related businesses. As part of their visitor services hospitality training they have been instructed to research all questions to their fullest capability to find answers. Our goal is to answer any question presented by a visitor regardless the nature of the question. From May 1st, 2011 to April 30, 2012 the Visitor Services Specialists have assisted 27,892 welcome center visitors and 2675 visitor inquires by phone. Our web site had a total of 251,828 visits, with 1,641,398 page views in fiscal 11/12. Visitors to the site spent, on average, more than five and a half minutes onsite. 72.51% of the visits were by unique new visitors. All higher than the previous year. We have added live chat to our services by the Visitor Service Specialists whereby people can go online and ask questions and get answers in real time from our staff. We also are conducting visitor intercept surveys on an ongoing basis at the Welcome Center to

learn more about our customers and how we can attract more of them. The Welcome Center has proven to be a tremendous asset and resource to visitors that make Galena their vacation destination. We continue our cooperative program to provide a WiFi Connection through Jo Carroll Energy. The Welcome Center is now providing a user friendly kiosk for visitors to use to get online and browse the VisitGalena.org website for lodging, activities, things to do, restaurants and other visitor information services.

Another valuable tool being used for visitor services is the *Galenian*. We are currently mailing this tool on a daily basis to visitors requesting information on Galena. On average approximately 200-300 are mailed monthly. We also reproduced our own 12 page guide to Galena, a copy of that has been included in this report.

Marketing Initiatives

Traditional Marketing Initiatives (May 2011 – April 2012)

A number of traditional marketing initiatives were approved by the Board of Directors and executed throughout the year. Staff, working in cooperation with local copy writers and graphic design artist, developed print and radio ads and a 12-page insertion piece, that were placed in markets throughout our designated markets. The designated markets established for Galena include: Chicago, IL, Madison, WI, Milwaukee, WI, Rochester, MN, Quad Cities, IA, Des Moines, IA, Cedar Rapids, IA, Springfield, IL and Bloomington, IL.

The following publications and stations were used in our campaign.

- Radio Quad Cities, 2 stations, event marketing
- Radio Rochester, 2 stations, event marketing
- Radio Bloomington, 2 stations, event marketing
- Radio Janesville, 2 stations, event marketing
- Northern Illinois Tourism Brochure, print ad and listing
- Tri-State Tourism Map/Brochure, print ad
- Holiday/Winter Illinois Getaway Guide Insert, print ad (Co-Op with IBOT)
- Spring/Summer Illinois Getaway Guide Insert, print ad (Co-Op with IBOT)
- *Northwest Quarterly*, Full-page ads, 3 issues
- *Chicago Journal*, Jr. Ad
- *Chicago Skyline*, Jr. Ad
- *West Suburban Living*, ½-page ad, 2 issues
- *Quintessential Barrington*, ½-page ad, 2 issues

- *Chicago Magazine*, ½-page ad
- *Brava Magazine*, ½-page ad
- *Pioneer Press Go Guide* insert, ½-page ad
- *Galenian*, both issues, 2-page ad
- *Dubuque Area Visitor Guide*, Full-page print ad
- Lobby kiosk ad and ½-page in guest directories, Country Inn & Suites, Platteville
- Madison Mallards Sponsorship
 - Fan "Group Offer" - promoted on Mallards' website and e-mail list to 16k
 - Social Media cooperation - promotion of Galena through Mallards' social sites
 - Radio Advertisement - 30-sec. radio ad on ESPN 100.5 FM during all 70 games
 - VisitGalena.org online ad for entire 2011 season
 - 200 Mallards' Game radio commercials, "...brought to you by VisitGalena.org..."
 - One full-page ad near beginning of commemorative program (5k printed/distrib.)
- OnMedia Cable TV advertising, 30-sec. commercial, Cedar Rapids/Iowa City
- New VisitGalena.org 12-page Collateral Piece, distributed as an insert into over 150,000 major newspapers in our target market areas.
 - The State Journal Register (Springfield)
 - Post Bulletin (Rochester)
 - Des Moines Register
 - Quad City Times
 - Wisconsin State Journal (Madison)
 - Chicago Journal
 - Chicago Skyline
 - Milwaukee Journal Sentinel

Online Marketing Initiatives

The VisitGalena.org website plays an extremely important part in achieving our overall goals. We continue to use online marketing to drive traffic to our website.

- Google Adwords, continuous
- Facebook Advertising, continuous
- E-zine Newsletter sent by IBOT as part of an insertion campaign, to over 25,000 of their subscribers (sent twice last year) included our Galena online ad
- Tri-State Tourism online listing
- Northern Illinois Tourism online listing
- MyVacationland.com online ad
- Online ads run on radio station websites while our commercials are aired
- BestMidWestTravel.com participation, homepage presence, Galena micro-site which directed traffic to VisitGalena.org
- Online interactive ad co-op with IBOT
- E-newsletter sent by VisitGalena.org to over 30,000 subscribers on a monthly basis

- Social Media – Facebook, Twitter, YouTube, LinkedIn, Flickr, Google+, Pinterest

In the 2011-2012 Fiscal Year, we made some exciting updates to our website including a Live Chat option, a promotions page, a press release page, and an itinerary planning tool.

In addition, as part of our current plan, we have created a mobile website for smart phone users. This was a very important change as, according to our Google Analytics, accessing VisitGalena.org via smart phone has increased by over 240%.

Industry Communications

VisitGalena.org staff produces the Weekly Occupancy Report each week. This report is very popular with our industry partners. The occupancy report is conducted every Thursday in advance of the upcoming weekend. Distribution of the report is completed every Friday providing valuable data to our partners. The information is used to assist in determining the total volume of visitors expected thus allowing businesses to determine staffing levels, hours of operation and project sales volumes for that weekend. We also send out a monthly e-mail newsletter to all our members and everyone in our data base of visitors that has opted to received this communication.

Special Events

Another important project that was continued by the Board of Directors and Executive Staff was the support of special events. In Galena there were 22 annual featured special events. It was determined by the Board and Staff that special events if properly promoted could be one area of the tourism industry that could generate an immediate impact on visitation. The Board of Directors approved \$60,000.00 in allocations to support special events for 2011/2012. We actually overspent that budget by several thousand dollars in an effort to promote our community events. The following groups have received funding or marketing/advertising support for their events.

1. Golden Oldies Sock Hop Feb. 11
2. Galena Bridal Show Feb. 25
3. Murder Mystery Weekend Feb. 25-26
4. St. Patrick's Day Parade March 17-19
5. Wine Lover's Weekend March 25-27
6. Generals Cruiz-in Classic Car Show June 2-5

7. Tour of Galena Bike Race June 10-12
8. Northern Illinois Quilt Festival July-September
9. Galena Quilt Festival July-September
10. Top of Illinois Wine Festival June 25
11. Lion's Club 4th of July Celebration July 4
12. Market House Square Arts Festival August 13-14
13. Girlfriends Getaway Weekend Sept. 9-11
14. 2011 Tour of Homes Sept. 24-25
15. Galena Oktoberfest Oct. 1
16. Halloween Parade Oct. 28-29
17. Chocolate, Champagne, & Candlelight Nov. 5
18. Nouveau Wine Lovers Weekend Nov. 18-19
19. Old Fashioned Christmas in Galena Nov. 25.
20. Mistletoe Ball Dec. 3
21. Galena Living Windows Dec. 10
22. Luminaria Weekend Dec. 16-17

Industry Communications

Another very important element of the VisitGalena.org organization is industry communications. We understand that tourism is the number one industry in Galena providing the economic engine that drives our economy. Communications therefore is very important. During the course of the year we meet regularly with community groups such as the Bed & Breakfast Innkeepers of Galena, the Large Lodging Group, the Galena/Jo Daviess Co. Historical Society, the Galena Chamber of Commerce, Galena Foundation Board of Directors, The Vision 2020 committees, Galena Downtown Business Assn., the Galena City Council and Jo Daviess County Board of Supervisors. In addition, the executive office has made several one on one visits with our downtown business community to discuss co-op marketing programs and special events.

Regional Partnerships

VisitGalena.org considers regional partnerships to be very important to the success of our organization and industry. Working through organizations like the Northern Illinois Tourism Development Council and Tri-State Tourism Council we have engaged regional partnerships that will benefit our industry. We have demonstrated our willingness to participate cooperatively with the Dubuque Convention and Visitors Bureau, the Platteville Area Chamber of Commerce, and the Quad Cities Convention and Visitors Bureau in the promotion of tourism. In addition, we have taken an active role in the development of programs that include five

counties to our immediate east including Stephenson, Winnebago, Boone, McHenry and Lake. It is this type of regional partnering that will prove beneficial to Galena in the future.

Tax Collections

VisitGalena.org fully understands that we are accountable for everything we do in the promotion of Galena as tourist destination. We also understand the current travel trends of the general public, the national economy, job losses, fewer disposable dollars for travel, shorter trips by distance and shorter stays. All of these unfortunate trends have proven positive for our destination. As we look at the measurements that judge our organization we are very pleased with the results. Year to date we have seen positive growth in revenues and collections. Total Hotel/Motel Tax collections for fiscal year 2011-12 were up approximately 1.5% over the previous year. Many destinations suffered declines in tax revenue due to the economy and changing travel trends.

Figures released in July 2012 by the State of Illinois confirm that tourism in Galena and Jo Daviess County is a job growing, tax generating multi-million dollar economic engine. The numbers are for 2011 show that 169.81 million dollars was spent on tourism in Galena/Jo Daviess County is calendar year 2011 up 4.1% from the previous year.

In Galena/Jo Daviess County, tourism accounted for more than 1600 jobs with a payroll of \$33 million. The spending generated \$9.86 million in state tax revenue and, more importantly, \$4.37 million in local taxes. Both of those numbers are up over the previous year. Were it not for the tourism industry, every household in Jo Daviess County would have to pay almost \$2000.00 per year more in taxes to support present government services.

Conclusions

VisitGalena.org now has 3 years of data collection regarding the tourism industry. That information combined with standard industry measurements lead us to very specific conclusions regarding tourism as our primary industry. The overall opinion of the industry is positive based on the improvements made in 2011. Increased lodging sales over 2010 are a major factor in positive attitudes locally. The downtown business community is sharing equal enthusiasm regarding the sale of goods and services. Sales tax revenue also increased in calendar year 2011

In order for Galena to continue growing as a premier vacation destination we must consider new tactics, marketing strategies and market segments. The economic well being of our destination requires adjusted thinking, planning and cooperation from those we serve.

- ❖ Can we make the change? **We've already begun, marketing, branding and special events**
- ❖ We should not use historic thinking as the model for new business standards
- ❖ How do we begin the process of gaining support for change? [Vision 2020/VisitGalena.org](http://Vision2020/VisitGalena.org)
- ❖ We understand the available market segments and how to promote and sell them
- ❖ Continue to increase weekend travel and seek ways to increase mid week business
- ❖ Develop regional partnership for visitor exchange programs
- ❖ Develop solid programs for Sunday-Thursday travel, packaging, tour and travel. SMERF, agricultural tourism, international travel,(we have an International gateway three hours away)
- ❖ Develop long range plans for infrastructure, parking garages, parking lots, public transportation from those facilities, bus friendly streets, enhanced convention center facilities, etc.
- ❖ Promote additional bus tour group travel to our city
- ❖ Concentrate our marketing efforts on the internet and other emerging technology platforms

This concludes the Annual Report to the City of Galena. We are grateful for the support the City of Galena has demonstrated to the Board of Directors and Staff of VisitGalena.org. Please feel free to contact Richard Forester, President/CEO at 815-776-9200 if you have any questions regarding the content of this document.

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 20, 2012

RE: Street Performer Ordinance Revision

At the September 10 council meeting you directed staff to prepare revisions to the Street Performer Ordinance (Chapter 110.39 of the Galena Code of Ordinances). As a first step in the process, I have developed a matrix to help us define all of the essential elements of a well written ordinance. The matrix includes relevant questions/issues about a street performer ordinance, how the current ordinance addresses the issues and how a revised ordinance could address the issues.

I have attempted to address all the concerns that I have heard from the council, business owners, and the street performers. I would expect the council could use the matrix to identify what rules and regulations should be included in the final ordinance. I would suggest taking time to give the public an opportunity to react to the ideas in the matrix. Once the council has consensus about the important elements of the ordinance, our staff would draft the new ordinance.

STREET PERFORMER ORDINANCE REVISIONS: SEPTEMBER 24, 2012 DRAFT

Issue	Current Ordinance	Proposed Ordinance
INTENT		
1. What is the intent of the Street Performer Ordinance?	No intent specified.	The City Council finds that street performers provide a public amenity that enhances the character of the downtown district and seeks to encourage such performances in a manner consistent with the overall public interest. The City Council also recognizes that street performers seek to and do draw crowds to their performances. This can create safety problems by impacting the ability of pedestrians to move safely on sidewalks and through cross walks and impeding the response time of safety personnel. It can also impact access to and egress from businesses. Cognizant that street performers are engaged in First Amendment activities, this Article imposes reasonable time, place, and manner restrictions on street performers to the extent necessary to ensure the safety of performers, their audience, and the general public and to prevent unreasonable interference with the enjoyment of peace and quiet by residents in their homes or the ability of businesses to operate and conduct their business.
DEFINITIONS		
2. What is a street performer?	Persons performing music, signing, doing acrobatics, dancing, or otherwise entertaining while collecting donations or for other consideration outside of a building and in public.	A person engaging in a performance that includes, but is not limited to, the following activities: playing musical instruments, singing, dancing, acting, pantomiming, puppeteering, juggling, reciting, or creating visual art in its entirety as a performance.
LICENSE REQUIRED		
3. Is a City license required?	Yes.	Yes. It shall be unlawful to perform in public without first obtaining a Street Performer License.
4. Where do I obtain a Street Performer License?	The City Clerk issues the Street Performer License.	The City Clerk issues the Street Performer License.
5. How long is my license valid?	From the date of issuance to April 30.	From the date of issuance through April 30.

Issue	Current Ordinance	Proposed Ordinance
6. Do I need to display my license when I perform?	Yes.	Yes. The Street Performer License shall be posted in a conspicuous location where the performance is occurring, throughout the duration of any performances.
7. Is there a fee to perform?	Yes. The Street Performer License is \$25 annually.	Yes. The Street Performer License is \$100 or \$25 for students currently enrolled in school. The license fee is not pro-rated at any time.
8. Can I obtain a Street Performer License if I have an outstanding debt to the City of Galena?	Yes.	No. Any outstanding debts to the City owed by the applicant must be paid before a license can be issued. These debts include outstanding past due parking tickets, water bills, or fines imposed by the City. If you have debt, you may apply for a license; however a license will not be issued until all debt has been paid.
RULES AND REGULATIONS		
9. Where can I perform?	<ul style="list-style-type: none"> • Perry Street between Main and Bench • Washington Park on Main • The Market House with the permission of the site manager • Any City park • North landing on the west side of the Green Street pedestrian bridge • Green Street between Main and Bench • Any private property, provided the permission of the owner or tenant is secured 	<p>Performing is permitted behind the public sidewalk in the following public areas:</p> <ul style="list-style-type: none"> • Perry Street between Main and Bench • Washington Park on Main Street • The Market House with the permission of the site manager • Green Street between Main and Bench
10. May I perform on the sidewalk?	Yes, but it shall be unlawful to block or restrict an open public street or sidewalk at any time.	No, it shall be unlawful to block or restrict an open public street or sidewalk at any time.
11. When can I perform?	There are no limitations on the days or hours when you may perform.	Performing is limited to 10:00 a.m. to 8:00 p.m. each day of the week.
12. For what duration may I perform?	There is no limit on the duration of performing.	A performer may perform at a single public location for a maximum of two hours per day. The performance time at a location is inclusive of any breaks.
13. Is there a limit on the number of performers that I can perform at the same time?	No limit in the current ordinance.	Yes. Not more than one performer may perform at a single public location at the same time except that a group of not more than three licensed performers may perform together as a unit at one location.

Issue	Current Ordinance	Proposed Ordinance
14. May I solicit for donations?	Yes, you may collect donations.	Yes, however, no performer shall solicit donations verbally, by gesture, or in writing at the performance location. A small container or musical case may be left open to indicate that donations will be accepted
15. May I amplify my music?	No.	No. No performer shall utilize any speaker, microphone or mechanical amplification device.
16. Is there a limit on the volume of my music?	There is no limit.	Yes. A street performer is prohibited from generating any sound by any means so that the sound is louder than an average conversational level at a distance of 100 feet or more, measured either horizontally or vertically from the point of generation.
17. May I juggle knives, flaming torches, or engaging in other potentially dangerous performing?	No prohibition in current ordinance.	No performer shall use any knife, sword, torch, flame, axe, saw, or other object that can cause serious bodily injury to any person, or engage in any activity, including but not limited to, acrobatics, tumbling, or cycling, that can cause serious bodily injury to any person.
18. May I use live animals in my performance?	No prohibition in current ordinance.	No. The use of animals is not permitted.
19. May I set up a table or use props like ladders?	Not covered in ordinance.	A portable table may be used at Washington Park but no other props that could obstruct pedestrian traffic or injure a performer or the public shall be used at any public performing location.
20. May I use a portable stage to perform?	No prohibition in the ordinance.	No. No performer shall construct, erect, or maintain any stage, platform, or similar structure for use during any performance.
21. May I use chalk on the sidewalk or spray paint as part of my performance?	No prohibition in the ordinance.	No. The use of chalk on the sidewalk or spray paint as part of a performance is prohibited.
22. May I sell goods like cd's, books, or t-shirts while I perform?	No.	No. A performer shall not sell any goods before, during, or after a performance.
EXEMPTIONS		
23. Are there circumstances where I do not need a license to perform in public?	If you are performing as part of a licensed Street Dance you do not need a Street Performer license.	Yes. If you are performing as part of a licensed Street Dance, Fair, Festival, Carnival, or Circus you do not need a Street Performer License.

Issue	Current Ordinance	Proposed Ordinance
CONSTITUTIONALITY		
24. Does the ordinance contain a constitutionality clause?	No.	Yes. If any provision, clause, sentence, paragraph, section or part of this chapter shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this chapter. It is hereby declared to be the legislative intent of the council that this chapter would have been adopted had such unconstitutional or invalid provision, clause, sentence, paragraph, section or part thereof not been included.
VIOLATION—PENALTY		
25. What if I violate the rules of the Street Performers Ordinance?	Violations of any provision of this chapter, or Chapters 112 and 114, shall be punishable by a fine of not more than \$750. Each day any violation shall continue shall constitute a separate offense. If no license is required, or if there exists no current licensing fee for such event under which said violation occurred, said violation shall be subject to the violation penalties found in § 10.99.	Any person who violates any of the provisions of this chapter or who knowingly furnishes false information on the license application shall be subject to a fine of not more than \$750. Each day any violation shall continue shall constitute a separate offense. Except as otherwise specifically provided, anyone found guilty of two violations of any of the provisions of this chapter within one license year shall have his or her Street Performer License revoked by the City Clerk for a period of one license year.

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 19, 2012

RE: iPad Policy

During the budget process we discussed and eventually budgeted for utilizing iPads for electronically distributing and viewing the city council packet. We calculated that we spend approximately \$2,385 per year producing and distributing city council packets to staff and council members. The combined cost of producing and distributing agendas and packets for the city council, zoning board, and historic preservation commission is nearly \$4,000 annually. I am writing to present a policy for the utilization of iPads by council and staff, to explain the cost of implementation, and to gauge your interest in moving forward with implementation.

Our staff has been researching the options for using iPads and testing applications and processes with Alderpersons Lincoln and Painter who have their own iPads. For the past several meetings we have produced the council packet completely electronically as part of the testing. With the feedback from Emily and Todd, we now believe we are ready to implement the use of iPads.

The goals of the iPad use would be to reduce staff time associated with producing and distributing agendas and packets, reducing the use of paper, and reducing the associated costs.

The cost of full implementation for the council, City Administrator, and City Attorney would be as follows:

Item	Number	Unit Cost	Total Cost
16 GB iPad (Current Generation)	7	\$ 500.00	\$ 3,500
Targus Protective Case and Stand	7	\$ 33.25	\$ 233
Targus Stylus (pen)	7	\$ 9.28	\$ 65
TOTAL			\$3,798

If all seven iPads were purchased this year, it would take about one year and seven months to recoup the costs of implementation. I believe it is realistic to expect the iPads to last 5-7 years with minimal maintenance. If each iPad lasted five years, the net savings to the City would be approximately \$8,100 over the five year period.

Our budget contains \$2,000 specifically for purchasing iPads. This amount would not be sufficient for full implementation. If you wish to proceed with the iPad project, you would have to decide whether to transfer funds from another part of the budget through an amendment to purchase all the iPad this year or delay some of the purchase until next fiscal year.

If you decide to move forward with the iPad project, I would also suggest adopting the attached policy to establish rules for the use of the iPads.



iPad 3



Targus Case and Stand



Targus Stylus

City of Galena iPad Policy

Adopted August 27, 2012

Section 1. Purpose

The City Council acknowledges and agrees that the provision and use of an iPad will assist the members of the City Council in the efficient performance of their duties as Alderpersons and thereby improve their service to the public. The use of the iPad will also reduce staff time associated with agenda and packet preparation and paper and photocopying costs. This policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool.

The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. Alderpersons acknowledge, understand and respect the underlying iPad, Internet and usage philosophy that forms the basis of this policy, including the understanding that only the City iTunes account will be used to conduct City business and that the City will no longer provide paper meeting packets to Alderpersons utilizing an iPad.

Section 2. Receipt of iPad

The City Clerk will issue Alderpersons an iPad with a cover or case and a stylus. Additional cables or adapters shall be at an individual Alderperson's own expense and shall remain the property of the Alderperson at the end of the Alderperson's term and service. Alderpersons will each receive access to an iTunes account that will be used to send Alderpersons official City documents, including, without limitation, City Council agendas, staff reports, and packets. The iPad will serve as the Alderpersons' sole source of meeting packets; paper meeting packets will not be provided to Alderpersons. Alderpersons may access the internet through the iPad at their own expense. Before being authorized to access and utilize City computer and iPad equipment for Internet communication, an Alderperson shall sign the City's iPad Agreement, a copy of which is attached hereto and incorporated herein.

Section 3. Care of iPad

Alderpersons are responsible for the general care of the iPad that they have been issued by the City. iPads that are broken or fail to work properly must be returned to the City Clerk for an evaluation by the City's IT consultant. iPads must remain free of any writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

Section 4. Software on iPad

The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by Alderpersons such that Alderpersons may be required to check in their iPads with the City Clerk for periodic updates and synching. Any software, email messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. Files from sources that an Alderperson may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the Alderperson has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Alderpersons will be held accountable for any breaches of security caused by files obtained for non-City business purposes. If technical difficulties occur or illegal software is discovered, the iPad will be restored from backup. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Section 5. Acceptable Use

The iPad and Internet access provided are tools for conducting City business. Thus, Alderpersons use of such tools will be primarily for City business related purposes, *i.e.*, to review City Council agenda materials, obtain useful information for City related business and conduct City related business communications as appropriate. However, incidental and occasional personal use shall be permitted. All of the City's computer systems, including the iPad, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any City iPad are considered public records, subject to disclosure to the public pursuant to the Illinois Freedom of Information Act (with only limited exceptions), and are considered the property of the City of Galena. All existing City policies will continue to apply to Alderperson conduct on the Internet and in the use of e-mail, including, but not limited to those that deal with misuse of City resources, sexual harassment, electronic communications, information and data security, and confidentiality. iPad, Internet and e-mail activities will be traceable to the City of Galena and will impact the reputation of the City. Alderpersons are to refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

Alderpersons shall not use e-mail, instant messaging, text messaging or similar forms of electronic communications at any time during a meeting of the City Council at which he or she is in attendance. This limitation shall not apply to receipt of communications from family members in the event of an urgent family matter; an Alderperson wishing to respond to such a message during the meeting shall do so during a recess or shall excuse him or herself from the meeting to place a response to the message in a manner that does not disrupt the meeting.

Alderspersons shall not use the iPad in any way as to violate the public meeting requirements of the Illinois Open Meetings Act.

Alderspersons shall not use City issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any or other purpose that interferes with normal City business activities. Alderspersons shall not use City issued iPads for any illegal activity. Alderspersons shall not use City issued iPads to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Section 6. Repairing and Replacing iPad

iPads that malfunction or are damaged must be reported to the City Clerk. The City will be responsible for repairing iPads that malfunction. iPads that have been damaged from misuse, neglect or are accidentally damaged, in the sole and exclusive judgment of the City Clerk, will be repaired by the City, with the cost borne by the Aldersperson. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the iPad exceeds the cost of purchasing a new device, the Alderson shall pay the full replacement value. If the iPad is stolen or lost, the Aldersperson shall pay the full replacement value.

Section 7. Return of iPad

Alderspersons shall return their iPad to the City Clerk when the individual Aldersperson's term and service on the City Council has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information at the end of an Aldersperson's term and service.

Section 8. Compliance with Policy

The City reserves the right to inspect any and all files stored on iPads that are the property of the City in order to ensure compliance with this policy. Alderspersons do not have any personal privacy right in any matter created, received, stored in, or sent from any City issued iPad, and the City Clerk is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy.

Any violation of any provision of this policy may result in discipline as deemed appropriate by the balance of the City Council in accordance with the Galena City Council Rules of Procedure and may constitute official misconduct and grounds for discipline, including, but not limited to, discontinuance of the privilege of using a City-issued iPad or other appropriate action.

CITY OF GALENA

IPAD AGREEMENT FOR CITY COUNCIL MEMBERS

I, the undersigned Alderperson of the City of Galena, have been provided a copy of the City of Galena iPad Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms of the policy.

Alderperson Signature: _____

Alderperson Printed Name: _____

Date: _____

Invoice No	Seq	Type	Vendor Name Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
AMERICAN WATER ENTERPRISES								
AMERICAN WATER ENTERPRISES				1005				
007-20018434	1	Inv	WATER CONTRACT		09/01/2012	26,549.84		51.42.515.00
007-20018434	2	Inv	SEWER CONTRACT		09/01/2012	26,549.85		52.43.515.01
Total AMERICAN WATER ENTERPRISES						53,099.69		
AT & T (LOCAL)								
AT & T (LOCAL)				103				
091512	1	Inv	POOL/PHONE		09/15/2012	27.73		59.55.552.00
091512	2	Inv	PUBLIC WORKS/PHONE		09/15/2012	37.36		01.41.552.00
091512	3	Inv	EMS/PHONE		09/15/2012	24.24		12.10.552.00
091512	4	Inv	POLICE/PHONE		09/15/2012	366.05		01.21.552.00
091512	5	Inv	FINANCE/PHONE		09/15/2012	342.31		01.13.552.00
091512	6	Inv	FLOOD CONTROL/PHONE		09/15/2012	24.24		20.25.515.00
Total AT & T (LOCAL)						821.93		
AT & T LONG DISTANCE								
AT & T LONG DISTANCE				119065				
090412	1	Inv	POOL/LONG DISTANCE		09/04/2012	9.68		59.55.552.00
090412	2	Inv	PUBLIC WORKS/LONG DIST		09/04/2012	1.43		01.41.552.00
090412	3	Inv	FIRE DEPARTMENT/LONG I		09/04/2012	8.57		22.22.552.00
090412	4	Inv	EMS/LONG DISTANCE		09/04/2012	.64		12.10.552.00
090412	5	Inv	POLICE/LONG DISTANCE		09/04/2012	73.65		01.21.552.00
090412	6	Inv	ADMINISTRATION/LONG DI		09/04/2012	276.84		01.13.552.00
Total AT & T LONG DISTANCE						370.81		
BLUE SODA PROMO								
BLUE SODA PROMO				119831				
4297	1	Inv	REUSABLE BAGS		07/24/2012	754.87		13.44.929.00
Total BLUE SODA PROMO						754.87		
CHAMBERS, CONSTANCE								
CHAMBERS, CONSTANCE				119786				
090812	1	Inv	DEPOSIT REFUND		09/08/2012	200.00		58.54.929.00
Total CHAMBERS, CONSTANCE						200.00		
CMS BUREAU OF PROPERTY								
CMS BUREAU OF PROPERTY				119829				
090712	1	Inv	CREDIT BALANCE REFUND		09/07/2012	21.23		98.115.0
Total CMS BUREAU OF PROPERTY						21.23		
COMELEC SERVICES INC.								
COMELEC SERVICES INC.				244				
0381119	1	Inv	OPERATING MATERIALS		09/04/2012	104.00		22.22.652.00
0381192	1	Inv	OPERATING MATERIALS		09/05/2012	66.25		22.22.652.00
0381830	1	Inv	RADIOS & PAGERS		09/12/2012	4,635.00		22.22.840.00
Total COMELEC SERVICES INC.						4,805.25		
CONMAT, INC.								

Invoice No	Seq	Vendor Name Type	Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
CONMAT, INC.								
				1187				
80409	1	Inv	MISC. MATERIALS		08/31/2012	291.54		01.41.614.04
80409	2	Inv	BIKE TRAIL		08/31/2012	100.36		17.52.820.06
80409	3	Inv	FLOOD MAINTENANCE		08/31/2012	200.98		20.25.515.00
80491	1	Inv	STORM SEWER		08/31/2012	93.14		01.41.514.06
80491	2	Inv	DIKE MAINTENANCE		08/31/2012	510.19		20.25.515.00
Total CONMAT, INC.						1,196.21		
CREATIVE MASONRY								
CREATIVE MASONRY 119828								
090512	1	Inv	HIGHWAY 20 INLET REPAIR		09/05/2012	2,900.00		01.41.514.06
Total CREATIVE MASONRY						2,900.00		
CRESCENT ELECTRIC SUPPLY								
CRESCENT ELECTRIC SUPPLY 224								
04-500261-00	1	Inv	MEEKER ST. FOOTBRIDGE		09/10/2012	23.03		01.41.514.11
Total CRESCENT ELECTRIC SUPPLY						23.03		
DIXON, R. K. CO.								
DIXON, R. K. CO. 1								
744180	1	Inv	COPIES MADE		09/10/2012	144.64		01.13.579.00
Total DIXON, R. K. CO.						144.64		
DOHENY'S WATER WAREHOUSE								
DOHENY'S WATER WAREHOUSE 118962								
232864	1	Inv	PAINT FOR BOWL		09/04/2012	4,000.00		59.55.422.07
232864	2	Inv	PAINT FOR BOWL		09/04/2012	409.50		59.55.654.00
232867	1	Inv	PAINT FOR BOWL		09/04/2012	314.95		59.55.422.05
Total DOHENY'S WATER WAREHOUSE						4,724.45		
DOIG, KATHLEEN								
DOIG, KATHLEEN 119339								
326120	1	Inv	MARKET HOUSE RESTROO		09/18/2012	335.00		01.13.511.06
Total DOIG, KATHLEEN						335.00		
FASTENAL CO.								
FASTENAL CO. 365								
IAIDU18443	1	Inv	MEEKER ST. FOODBRIDGE		08/30/2012	999.02		01.41.890.04
Total FASTENAL CO.						999.02		
FISCHER EXCAVATING, INC.								
FISCHER EXCAVATING, INC. 25638								
091212	1	Inv	MATERIALS		09/12/2012	110.40		01.41.614.04
Total FISCHER EXCAVATING, INC.						110.40		
FORT DEARBORN LIFE								
FORT DEARBORN LIFE 119500								
091012	1	Inv	LIFE INSURANCE		09/10/2012	269.66		01.13.452.00

Invoice No	Seq	Vendor Name	Vendor No	Type	Description	Inv Date	Total Cost	PO No	GL Acct
Total FORT DEARBORN LIFE							269.66		
G & K SERVICES									
G & K SERVICES 532									
083112	1	Inv	UNIFORM SERVICES		08/31/2012	583.68			01.41.579.02
Total G & K SERVICES							583.68		
GALENA AREA EME.MED. SERV									
GALENA AREA EME.MED. SERV 234									
245	1	Inv	NEW EQUIPMENT		09/01/2012	235.00			22.22.840.00
Total GALENA AREA EME.MED. SERV							235.00		
GALENA BREWING COMPANY									
GALENA BREWING COMPANY 119754									
091212	1	Inv	REFUND OF LICENSE FEE		09/12/2012	50.00			01.11.912.00
Total GALENA BREWING COMPANY							50.00		
GALENA CHRYSLER									
GALENA CHRYSLER 82									
48622	1	Inv	SQUAD 2 MAINTENANCE/RI		09/18/2012	25.45			01.21.513.06
Total GALENA CHRYSLER							25.45		
GALENA GAZETTE									
GALENA GAZETTE 34									
00025109	1	Inv	AD		08/24/2012	20.75			01.41.553.00
Total GALENA GAZETTE							20.75		
GALENA PORTA-POTTY, INC									
GALENA PORTA-POTTY, INC 908									
3814	1	Inv	BIKE TRAIL/PORTA POTTY		09/06/2012	85.00			17.52.579.01
Total GALENA PORTA-POTTY, INC							85.00		
GALENA STATE BANK									
GALENA STATE BANK 820									
091812	1	Inv	PHASE 7 LOAN		09/18/2012	3,944.69			60.01.710.09
091812	2	Inv	WINERY LOT LOAN PAYMEI		09/18/2012	3,129.14			60.01.710.08
Total GALENA STATE BANK							7,073.83		
GALL'S, INC.									
GALL'S, INC. 712									
000011709	1	Inv	UNIFORMS/BILL M.		09/07/2012	45.89			01.21.471.15
2157526	1	Inv	UNIFORMS/BILL M.		08/27/2012	146.23			01.21.471.15
47907	1	Inv	UNIFORMS/BILL S.		09/07/2012	65.29			01.21.471.15
512401455	1	Inv	UNIFORMS/BILL M.		08/28/2012	18.40			01.21.471.15
8525	1	Inv	UNIFORMS/TOM		09/04/2012	28.21			01.21.471.15

Invoice No	Seq	Type	Vendor Name Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
Total GALL'S, INC.						304.02		
GOMOLL, AMY								
GOMOLL, AMY				119827				
091412	1	Inv	DEPOSIT REFUND		09/14/2012	200.00		58.54.929.00
Total GOMOLL, AMY						200.00		
GUY'S TRUCK & TRACTOR SERVICE								
GUY'S TRUCK & TRACTOR SERVICE				119033				
GC1000089	1	Inv	SWEEPER		09/18/2012	142.65		01.41.613.11
GW1000231	1	Inv	SWEEPER		08/30/2012	157.47		01.41.613.11
GW1000236	1	Inv	SWEEPER		08/31/2012	500.82		01.41.613.11
GWO000322	1	Inv	TRACTOR		09/01/2012	147.60		01.41.613.10
Total GUY'S TRUCK & TRACTOR SERVICE						948.54		
HEALTHCARE SERVICE CORPORATION								
HEALTHCARE SERVICE CORPORATION				118931				
091512	1	Inv	HSA/FAMILY/EMPLOYEE DE		09/15/2012	2,319.00		01.218.0
091512	2	Inv	PPO/BLUE CROSS BLUE SH		09/15/2012	388.00		01.218.0
091512	3	Inv	F/BLUE CROSS/BLUE SHIEL		09/15/2012	19,853.41		01.13.451.00
091512	4	Inv	W/BLUE CROSS/BLUE SHIE		09/15/2012	692.36		78.32.464.02
Total HEALTHCARE SERVICE CORPORATION						23,252.77		
HOLLAND HEATING, AIR COND								
HOLLAND HEATING, AIR COND				99				
35027	1	Inv	TURNER HALL MAINTENAN		08/30/2012	819.80		58.54.511.00
Total HOLLAND HEATING, AIR COND						819.80		
HOLLAND PLUMBING, INC.								
HOLLAND PLUMBING, INC.				964				
120522	1	Inv	FACILITY REPAIRS		09/04/2012	5.42		59.55.511.01
120556	1	Inv	TURNER HALL MAINTENAN		09/11/2012	131.25		58.54.511.00
Total HOLLAND PLUMBING, INC.						136.67		
IIW ENGINEERS & SURVEYORS, PC								
IIW ENGINEERS & SURVEYORS, PC				260				
55083	1	Inv	DESIGN		08/31/2012	1,250.00		01.41.890.04
M91112-01	1	Inv	TESTING		09/11/2012	33.48		01.41.890.04
Total IIW ENGINEERS & SURVEYORS, PC						1,283.48		
ILLINOIS FIRE STORE								
ILLINOIS FIRE STORE				119034				
26538	1	Inv	OPERATING MATERIALS		08/23/2012	251.93		22.22.652.00
26592	1	Inv	OPERATING MATERIALS		08/23/2012	310.97		22.22.652.00
26667	1	Inv	OPERATING MATERIALS		08/29/2012	70.90		22.22.652.00
Total ILLINOIS FIRE STORE						633.80		
ILLINOIS STATE POLICE								

Invoice No	Seq	Type	Vendor Name Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
ILLINOIS STATE POLICE				1152				
083112	1	Inv	LIQUOR LICENSE BACKGR		08/31/2012	31.50		01.21.549.00
Total ILLINOIS STATE POLICE						31.50		
JA-MAR PATTERN, INC.				119620				
14622	1	Inv	MEEKER ST. BRIDGE/PAINT		09/07/2012	5,850.00		01.41.890.04
Total JA-MAR PATTERN, INC.						5,850.00		
JDWI				235				
37990	1	Inv	SR CIT TRANSPORT		08/31/2012	830.00		01.13.542.00
Total JDWI						830.00		
JO CARROLL ENERGY, INC.				397				
091512	1	Inv	ELECTRIC		09/15/2012	665.58		15.41.572.00
091512	2	Inv	PUBLIC WORKS/ELECTRIC		09/15/2012	260.61		01.41.571.01
091512	3	Inv	EMS/ELECTRIC		09/15/2012	64.98		12.10.571.01
091512	4	Inv	PARKS/ELECTRIC		09/15/2012	263.37		17.52.571.01
091512	5	Inv	POOL/ELECTRIC		09/15/2012	2,277.99		59.55.571.01
Total JO CARROLL ENERGY, INC.						3,532.53		
JOHN DEERE FINANCIAL				119690				
091512	1	Inv	EQUIPMENT		09/15/2012	16.99		17.52.514.00
091512	2	Inv	BOOTS		09/15/2012	119.99		01.41.471.09
Total JOHN DEERE FINANCIAL						136.98		
KEG & CASK LIQUOR STORE				1140				
091512	1	Inv	REFUND/COIN OPERATED I		09/15/2012	50.00		01.11.912.00
Total KEG & CASK LIQUOR STORE						50.00		
KIEFFER, RUSSEL N.				119353				
091812	1	Inv	LICENSE RENEWAL/LAND S		09/18/2012	61.50		01.16.561.00
Total KIEFFER, RUSSEL N.						61.50		
KIMTEK CORPORATION				119832				
G080212	1	Inv	NEW EQUIPMENT		08/02/2012	6,045.00		22.22.840.00
Total KIMTEK CORPORATION						6,045.00		
LAWSON PRODUCTS, INC.				627				
9301081011	1	Inv	OPERATING SUPPLIES		09/05/2012	205.82		01.41.652.00

Invoice No	Seq	Vendor Name Type	Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
Total LAWSON PRODUCTS, INC.						205.82		
LEXISNEXIS RISK DATA MGMT. INC								
LEXISNEXIS RISK DATA MGMT. INC 376								
164-20120831	1	Inv	INVESTIGATIONS PROGRAI		08/31/2012	30.00		01.21.652.03
Total LEXISNEXIS RISK DATA MGMT. INC						30.00		
LW ALLEN, INC								
LW ALLEN, INC 490								
093262	1	Inv	SCADA/VFD FOR AERATOR		09/06/2012	3,493.28		52.43.851.00
Total LW ALLEN, INC						3,493.28		
MAILFINANCE								
MAILFINANCE 119741								
H3509328	1	Inv	POSTAGE METER		09/04/2012	396.81		01.13.579.02
Total MAILFINANCE						396.81		
MCCOY INSURANCE SERVICE								
MCCOY INSURANCE SERVICE 98								
14008	1	Inv	BOILER INSURANCE		09/10/2012	8,660.00		14.14.592.01
Total MCCOY INSURANCE SERVICE						8,660.00		
MENARDS								
MENARDS 280								
5424	1	Inv	DOOR LOCKS/REC PARK		09/10/2012	89.99		17.52.652.00
Total MENARDS						89.99		
MID-STATES ORG. CRIME INFO CNT								
MID-STATES ORG. CRIME INFO CNT 119389								
083012	1	Inv	REGISTRATION		08/30/2012	100.00		01.21.563.00
Total MID-STATES ORG. CRIME INFO CNT						100.00		
MILLER ELECTRIC SUPPLY								
MILLER ELECTRIC SUPPLY 141								
S1099346.001	1	Inv	MEEKER STREET FOOTBRI		09/17/2012	270.00		01.41.890.04
Total MILLER ELECTRIC SUPPLY						270.00		
MNS CONSTRUCTION								
MNS CONSTRUCTION 118877								
8126	1	Inv	SIDEWALK/CURB & GUTTEI		09/05/2012	6,291.90		01.41.863.07
Total MNS CONSTRUCTION						6,291.90		
MORAN, MARK								
MORAN, MARK 922								
091812	1	Inv	CONFERENCE/MORAN		09/18/2012	49.00		01.11.563.00

Invoice No	Seq	Vendor Name Type	Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
Total MORAN, MARK						49.00		
MOTOROLA SOLUTIONS - STARCOM								
MOTOROLA SOLUTIONS - STARCOM 119812								
75587312012	1	Inv	MONTHLY RATE FOR STAR		09/01/2012	10.00		01.21.549.00
Total MOTOROLA SOLUTIONS - STARCOM						10.00		
NW IL MUN CLERK ASSN (NIMCA)								
NW IL MUN CLERK ASSN (NIMCA) 1165								
091512	1	Inv	DUES		09/15/2012	55.00		01.14.561.00
Total NW IL MUN CLERK ASSN (NIMCA)						55.00		
PETITGOUT CORPORATION								
PETITGOUT CORPORATION 689								
6684	1	Inv	BRIDGE LIGHTS REPAIR		09/12/2012	97.50		15.41.514.07
Total PETITGOUT CORPORATION						97.50		
PETSCHE, MARK								
PETSCHE, MARK 119830								
090712	1	Inv	CREDIT BALANCE REFUND		09/07/2012	40.39		98.115.0
Total PETSCHE, MARK						40.39		
PETTY CASH/POLICE DEPT.								
PETTY CASH/POLICE DEPT. 163								
091812	1	Inv	NOTARY COMMISSION		09/18/2012	5.00		01.21.651.00
091812	2	Inv	PARKING FEES/TRAINING		09/18/2012	10.00		01.21.562.00
Total PETTY CASH/POLICE DEPT.						15.00		
QUILL CORP.								
QUILL CORP. 686								
5699315	1	Inv	NOTARY STAMP		09/11/2012	25.99		01.21.651.00
Total QUILL CORP.						25.99		
RIVER CITY PAVING								
RIVER CITY PAVING 56								
4300007830	1	Inv	COLD PATCH		08/31/2012	646.43		15.41.614.00
Total RIVER CITY PAVING						646.43		
SANDRY FIRE SUPPLY, L.L.C.								
SANDRY FIRE SUPPLY, L.L.C. 118920								
39204	1	Inv	OPERATING MATERIALS		09/14/2012	79.68		22.22.562.00
Total SANDRY FIRE SUPPLY, L.L.C.						79.68		
SENSUS METERING USA								
SENSUS METERING USA 287								
FM13000182	1	Inv	SOFTWARE SUPPORT		09/06/2012	1,732.50		51.42.532.00

Invoice No	Seq	Vendor Name Type	Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
Total SENSUS METERING USA						1,732.50		
STEPHENSON SERVICE CO.								
STEPHENSON SERVICE CO.					119230			
091512	1	Inv	FUEL		09/15/2012	561.05		01.41.655.00
091512	2	Inv	GRASS SEED		09/15/2012	290.60		17.52.652.00
091512	3	Inv	GRASS SEED		09/15/2012	86.00		20.25.515.00
Total STEPHENSON SERVICE CO.						937.65		
STRAND ASSOCIATES, INC.								
STRAND ASSOCIATES, INC.					954			
0093918	1	Inv	SOLAR PROJECT		09/14/2012	4,631.52		52.43.850.10
Total STRAND ASSOCIATES, INC.						4,631.52		
TOTALFUNDS BY HASLER								
TOTALFUNDS BY HASLER					119730			
091712	1	Inv	POSTAGE		09/17/2012	1,042.04		01.13.551.00
TOTALFUNDS BY HASLER						1,042.04		
UPS STORE GALENA, THE								
UPS STORE GALENA, THE					1260			
091312	1	Inv	POSTAGE		09/13/2012	35.44		01.45.532.00
Total UPS STORE GALENA, THE						35.44		
WAL-MART COMMUNITY (CC)								
WAL-MART COMMUNITY (CC)					1258			
090112	1	Inv	OFFICE SUPPLIES		09/01/2012	35.27		01.13.651.02
090112	2	Inv	OFFICE SUPPLIES		09/01/2012	77.13		01.21.651.00
090112	3	Inv	OFFICE SUPPLIES		09/01/2012	52.51		01.41.651.00
090112	4	Inv	OFFICE SUPPLIES		09/01/2012	28.57		17.52.514.00
Total WAL-MART COMMUNITY (CC)						193.48		
WHITE, JUDY								
WHITE, JUDY					1204			
091512	1	Inv	JANITOR SERVICES		09/15/2012	350.00		58.54.536.00
Total WHITE, JUDY						350.00		
WILLS FEED & FARM SUPPLY								
WILLS FEED & FARM SUPPLY					209			
082812	1	Inv	REC PARK RESEED		08/28/2012	68.50		17.52.652.00
Total WILLS FEED & FARM SUPPLY						68.50		
WRIGHT EXPRESS (CONNOCO)								
WRIGHT EXPRESS (CONNOCO)					119657			
092412	1	Inv	BUILDING		09/01/2012	46.63		01.46.655.00
092412	2	Inv	FIRE/GAS		09/01/2012	188.74		22.22.655.00
092412	3	Inv	PUBLIC WORKS/GAS		09/01/2012	757.28		01.41.655.00
092412	4	Inv	POLICE		09/01/2012	2,057.23		01.21.655.00

Invoice No	Seq	Type	Vendor Name Description	Vendor No	Inv Date	Total Cost	PO No	GL Acct
092412	5	Inv	PARKS/GAS		09/01/2012	362.91		17.52.655.03
Total WRIGHT EXPRESS (CONNOCO)						3,412.79		
WRIGHT EXPRESS FSC								
WRIGHT EXPRESS FSC				119102				
090112	1	Inv	PUBLIC WORKS/GAS		09/01/2012	1,573.25		01.41.655.00
090112	2	Inv	FIRE DEPARTMENT/GAS		09/01/2012	360.81		22.22.655.00
Total WRIGHT EXPRESS FSC						1,934.06		
WSG INC., DBA R & L GAS MART								
WSG INC., DBA R & L GAS MART				119503				
090712	1	Inv	FUEL		09/07/2012	192.33		01.41.655.00
Total WSG INC., DBA R & L GAS MART						192.33		
ZIMMER & FRANCESCON, INC.								
ZIMMER & FRANCESCON, INC.				119136				
0143218-IN	1	Inv	NEW PUMP		09/07/2012	10,500.00		52.43.851.00
Total ZIMMER & FRANCESCON, INC.						10,500.00		
Grand Total:						168,553.59		

Vendor Number Hash: 4231218
 Vendor Number Hash - Split: 6269604
 Total Number of Invoices: 84
 Total Number of Transactions: 119

Terms Description	Invoice Amt	Net Inv Amt
Open Terms	168,553.59	168,553.59
	168,553.59	168,553.59