

**CITY OF MCHENRY
OFFICERS AND COMMITTEES
2011-2012**

POSTED JUNE 22, 2011 Revised July 12, 2011; Sept. 30,2011

MAYOR
CITY CLERK
TREASURER

Susan E. Low
Janice C. Jones
Steven C Murgatroyd

ALDERMEN

Victor A. Santi
Andrew "Andy" Glab
Jeffrey A. Schaefer
Geoffrey T Blake
Richard W. Wimmer
Robert J. Peterson
Geri A. Condon

Ward 1
Ward 2
Ward 3
Ward 4
Ward 5
Ward 6
Ward 7

OFFICERS

City Administrator
Chief of Police
Dir./ Public Works
Dir /Const & Neighborhood Services
Dir./Parks & Recreation
Corporate Attorney
Traffic Attorney
City Engineers
Administrative Law Judge

Christopher Black
John Jones
Jon Schmitt
Ryan Schwalenberg
Pete Merkel
David W. McArdle
Patrick McAndrews
SEC Group
Harry Semrow

STANDING COMMITTEES OF COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE

Chairman Condon, Santi, Peterson

Responsibilities include the review, discussion and recommendation to full Council of all community development related issues.

FINANCE & PERSONNEL COMMITTEE

Chairman Schaefer, Blake Wimmer

Responsibilities include the review, discussion and recommendation to full Council of all finance and personnel related issues.

PARKS AND RECREATION COMMITTEE

Chairman Peterson, Glab, Schaefer

Responsibilities include the review, discussion and recommendation to full Council of all parks and recreation related issues.

PUBLIC WORKS COMMITTEE

Chairman Wimmer, Santi, Blake

Responsibilities include the review, discussion and recommendation to full Council of all public works related issues.

TRANSPORTATION COMMISSION

Chairman Richard Wimmer, Alderman Santi, Alderman Glab, Alderman Condon, P & Z Comm Roger Thacker, Neal Schepler, McH Chamber DEO Kay Bates, PW Dir. Schmitt

Responsibilities include discussion, review and prioritization of local transportation issues and concerns, including results of area transportation studies, and provide recommendation to full Council for action on related issues.

ENVIRONMENTAL ADVISORY COMMISSION.

Chairman Tom McCarthy, Margie McCarthy.

The EAC is comprised of 5 members, each serving 2-year terms. Currently there are 2 members on the Commission. The EAC meets each month on the fourth Wednesday to discuss ways to assure environmentally sound practices within the City. They were instrumental in implementing the City's recycling program and in amending the City's open burning ordinance.

LANDMARK COMMISSION

Chairman Patrick Wirtz, Lauren Adams, MaryA Dixon, Kaaren Gies, Joyce Matuszewich, Zelinda Paluch, Gerhard Rosenberg, Patricia. Schaefer, Marie Wilt

The Landmark Commission is comprised of 12 members, each serving a 3-year term. The Landmark Commission meets on the first Tuesday of each month. The Landmark Commission was developed to identify structures and areas in McHenry that are of historic, archeological, architectural or scenic significance, and are therefore potential landmarks or preservation districts. The Commission is conducting an ongoing survey and research effort to identify such sites.

PLANNING AND ZONING COMMISSION

Chairman Neal Schepler, William Buhrman, Joseph Doherty, Paula Ekstrom, Paul Morck, Paul Nadeau, Roger Thacker.

The Planning and Zoning Commission is comprised of 7 members, each serving a 5-year term. The Planning and Zoning Commission meets on the first and third Thursdays of each month and serves a dual purpose:

- The Commission provides input and expertise for new development and growth in the community. The Commission reviews preliminary and final plats for subdivisions and reports to the City Council on their acceptability.
- The Commission also reviews proposed land use specific to property for:
 - reclassification;
 - conditional or "special" uses;
 - use variances;
 - variances as to bulk area requirements of City's Zoning Ordinance.

Knowledge of zoning and land use issues is desirable as well a familiarity with the City's Subdivision Control and Development Ordinance, Zoning Ordinance and Comprehensive Plan. An understanding of engineering standards is also desirable.

POLICE COMMISSION

Chairman Sean Haley, Ramon Gregorio, Michael Roberts

The Police Commission is comprised of three members serving 3-year terms. The Police Commission is responsible for the hiring process of sworn police personnel. They develop the application form and process as well as conduct the testing of applicants. The Commission conducts the officer promotion process. Additionally, the Police Commission is also responsible for the review of disciplinary matters and grievance proceedings for sworn personnel.

POLICE PENSION BOARD

Dan Kreassig, Jeffery Foerster, Jon Meyer, Ormel Prust, Robert Roske.

The Police Pension Board is comprised of 5 members, each serving a 2-year term. Serving on the Board are two police officers and one former police officer, as well as two civilian members. The Board is responsible for the pension funds for the sworn personnel of the McHenry Police Department. They invest the funds and work with the Illinois Department of Insurance in determining benefits for retired/disabled members.

EMERGENCY SERVICE & DISASTER AGENCY

Coordinator Sgt. Thomas Walsh, Anthony Huemann, Jon Schmitt, Ryan Schwalenberg.

The Emergency Services and Disaster Agency is comprised of a coordinator and members as appointed by the Mayor. The Agency is responsible for creating and implementing a plan utilized to prevent, minimize, repair and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or from natural or man-made disaster, in accordance with the Illinois Emergency Services and Disaster Act of 1975.

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The City of McHenry Municipal Center located at 333 South Green Street, McHenry, Illinois 60050 houses the administrative offices of the following departments:

Administration	Finance
City Clerk	Parks & Recreation
Community & Economic Development	Personnel
Construction & Neighborhood Services	Police

The City of McHenry Public Works Facility located at 1415 Industrial Drive, McHenry, Illinois 60050 houses Public Works Administration, Streets Division and Water Division.

The purpose of the City of McHenry is to provide quality of life, public services, safety, police protection, recreation facilities and programs, and an environment free of hazards and nuisances for all residents, organizations and businesses of the community.

The McHenry City Council and its Committees of Council affords the Public an opportunity to be heard during the Public Input Session scheduled for the beginning of every meeting. City Council allows ten minutes for this purpose. Each Committee of Council allows five minutes for this purpose.

There are currently 134 fulltime and permanent parttime employees of the City of McHenry.

Methods Whereby Public May Request Information and Public Records:

All requests for information shall be made to the FOIA Officer, and shall be addressed to or forwarded to the McHenry City FOIA Officer. Requests for Records will be received only at the City Clerk's Office located at 333 S. Green Street, McHenry Illinois 60050, in writing. The City of McHenry will not charge for the first 50 standard-sized (either 8 1/2" by 11" or 8 1/2" by 14") pages provided as a result of a FOIA request. The City will charge \$.15/page for each page greater than the initial 50 pages of the request. Colored copies will be provided and the requestor will be charged the actual cost to produce them. Copies provided which are greater than standard-sized will be charged at the actual cost to produce them. Certification fee is \$1. Records will be available for inspection only during normal office hours, Monday through Friday 9 a.m. – 5 p.m. The following records are readily available on the City's Website located at www.ci.mchenry.il.us at no charge:

City Codes/Ordinances:

Downtown Overlay District Ordinance
Historic Preservation Ordinance
Municipal Code
Storm Water Management Ordinance
Subdivision Control and Development Ordinance
Traffic Code
Zoning Ordinance

Plans and Maps:

City Ward Map
Comprehensive Plan and Map
Core-Downtown Sub-Area Plan
Crystal Lake Road Sub-Area Plan
Downtown Overlay District Design Guidelines
Downtown Parcel Inventory
Downtown Plan
Main Street Sub-Area Plan
North Route 31 Shopping Corridor Info
Parks and Recreation Master Plan
TIF District Map
Vacant Parcel Inventory
Zoning Map

Agendas and Minutes:

City Commissions – Meeting Notices and Minutes
City Council – Agendas and Minutes
City Council Annual Meeting Schedule
Committees of Council – Agendas and Minutes
Planning and Zoning Commission Annual Meeting Schedule
Police Commission Annual Meeting Schedule
Police Pension Board Annual Meeting Schedule

Other Documents Available:

City Marketing Brochure
City Newsletters
Community Profile
Employment Application
Façade Grant Application
Riverwalk Information

City of McHenry Freedom of Information Officers:

FOIA Officer: Kathleen M Kunzer, Deputy Clerk, McHenry Municipal Center, 333 S Green Street, McHenry IL 60050. Email: kkunzer@ci.mchenry.il.us

Alternate FOIA Officer: Douglas P Martin, Deputy City Administrator, McHenry Municipal Center, 333 S Green Street, McHenry IL 60050. Email: dmartin@ci.mchenry.il.us

All information provided pursuant to 5ILCS140/4 and 140/5 - effective 1/1/2011.

City of McHenry Operating Budget for FY 2011-2012 follows:

City of McHenry, Illinois
Total Expenditure Budget - All Funds
FY 2011/12

	Total Expenditures <u>2011/12</u>
General Fund	
Administration	\$1,538,688
Elected Offices	213,773
Comm. & Neighborhood Services	634,508
Finance Department	1,967,448
Police Commission	12,453
Police Department	8,068,458
Public Works - Administration	249,368
Public Works - Streets	2,684,229
Parks and Recreation	<u>2,019,690</u>
Total General Fund	17,388,615
Special Revenue Funds	
Band Fund	16,000
Civil Defense Fund	2,000
Audit Fund	33,650
Annexation Fund	60,000
Motor Fuel Tax Fund	713,406
Developer Donations	42,540
Developer Donations (Parks)	40,000
TIF Fund	260,875
Pageant Fund	4,000
Tourism Fund	<u>129,500</u>
Total Special Revenue Funds	1,301,971
Capital Project Funds	
Recreation Center Construction Fund	0
Special Service Area #1A	27,000
Special Service Area #4A	16,847
Capital Improvements Fund	217,000
Capital Equipment Fund	<u>580,000</u>
Total Capital Project Funds	840,847
Debt Service Funds	
Debt Service Fund	<u>1,473,313</u>
Total Debt Service Funds	1,473,313
Proprietary Funds	
Public Works - Water	2,700,187
Public Works - Wastewater	3,587,419
Capital Development Fund	0
Marina Operations Fund	51,400
Utility Improvements Fund	<u>183,000</u>
Total Proprietary Funds	6,522,006
Internal Service Funds	
Risk Management Fund	896,750
Information Technology Fund	381,251
Health Insurance Fund	<u>2,320,890</u>
Total Internal Service Funds	3,598,891
Fiduciary Funds	
Employee Medical Flexible Spending Fund	96,000
Revolving Loan Fund	0
Police Pension Fund	1,590,425
Development Escrow Fund	0
McHenry Economic Development Fund	100
Retained Personnel Fund	<u>71,500</u>
Fiduciary Funds	1,758,025
Total All Funds	<u><u>\$32,883,668</u></u>

