

AGENDA
BOARD OF ELECTIONS COMMISSIONERS
November 18, 2015
5:00 P.M.
Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment (Limit: 3 minutes per person)
5. Correspondence
6. **Approval of Minutes**
 - Regular Meeting, October 28, 2015
7. **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings Account (quarterly)
 - D. Election Account
 - E. Reserve Account
 - D. Bank Card Statement
9. **Approval and Place on File - Treasurer's Report (monthly/year-to-date)**
10. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
11. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. AECOI December Conference – Aurora Host
 - D. 2016 Election Cycle Update – dates/ vote by mail
12. **New Business (Action Items)**
 - A. Office Update –Lease update – Resolution 2015-09 Lease Agreement
 - B. FOI/Election Requests
 - C. Presentation with Democracy Live regarding ballots
 - D. Voter Registration Drives
 - E. 2016 Board Meeting Schedule; Resolution 2015-10
 - F. 2016 Office Schedule of Holidays/Office Closed – Resolution 2015-11
13. **Executive Session**
 - A. Review of the Official Record - Pursuant to 5 ILCS 120/2 (C) (21)
 - B. Personnel - Pursuant to 5 ILCS 120/2 (C) (1)
 - C. Pending and/or Probable Litigation - Pursuant to 5 ILCS 120/2 (C) (11)
14. **Matters to be Referred from Executive Session**
15. Adjourn to December 16, 2015 meeting at 5:00 pm *** Earlier due to holidays**



Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506
323 WEST GALENA BOULEVARD
TEL: 630-897-4030 - FAX: 630-897-4060
www.auroravotes.org

Commissioners:

Leah Anderson- *Chairman*
Michael McCoy-*Vice Chairman*
Lillian Perry -*Secretary*

Hon. Thomas E. Mueller
Circuit Judge
Patrick K. Bond
Legal Counsel
Linda M. Fechner
Executive Director

THE BOARD OF ELECTION COMMISSIONERS OF
THE CITY OF AURORA, KANE, KENDALL, AND WILL COUNTIES, ILLINOIS

MEETING MINUTES
November 18, 2015

The Meeting of the Board of Election Commissioners of the City of Aurora is convened by Chairman Leah Anderson at the Aurora Election Commission, 323 W. Galena Blvd, in Aurora, IL at 5:00 p.m. on the 18th day of November, 2015.

Commissioner Anderson asks that Commissioner Lillian Perry call the role. Present are Commissioners Anderson, McCoy and Perry. Also in attendance is the Executive Director Linda Fechner and Attorney Pat Bond. Bill Barrett, vendor from Liberty Systems LLC., and Mark Carter from Democracy Live are also guest in attendance.

The Meeting is opened with Linda Fechner leading the Pledge of Allegiance.

There is no correspondence. Commissioner Anderson asks the Board for general consensus to allow a presentation from Democracy Live. The board gives approval and Mark Carter, from Democracy Live, gives a presentation on ballot access for UNOCAVA voters and for those voters with disabilities.

There is no public comment.

Commissioner McCoy moves to approve the Minutes of the October 28, 2015 Board Meeting and is second by Commissioner Perry. Motion passes by voice vote.

Commissioner McCoy moves and Commissioner Anderson seconds to approve the Bank Statements and place on file. Commissioner Perry seconds the motion. Executive Director reports that as the request of the board, another saving account labeled "Reserve" was opened with the 15% transferred from the Regular checking account. The motion to approve and placed on file the bank statements passes by voice vote.

Commissioner McCoy moves and is second by Commissioner Perry to place on file the Commission Treasurer's Reports. Motion passes by voice vote.

Commissioner McCoy moves to approve the Commission Bills and it is second by Commissioner Perry. On the motion to approve the Commission Bills, Executive Director Fechner calls the roll and Commissioners Anderson, McCoy and Perry votes 'aye' and the Motion carries 3-0.

Unfinished Business:

There are no legal issues at this time as reported by Attorney.
All payments to the Commission are as scheduled.

The board is presented with the new lease agreement. Attorney Bond added that with the approval, there would be a few line items attached to include the ADA door and the additions to the building at the cost of the Aurora Election Commission for the benefit of the Commission.

There was no new Federal Legislation. Attorney Bond went over the some of the legislation in both the Federal and State Levels of the House and Senate.

The December AECOI Conference is being hosted by the Aurora Election Commission and the dates for the conference are December 2nd through December 4th.

As a reminder, the Executive Director gave the dates for filing in November 2015 for the 2016 Election Cycle. Executive Director Fechner provided the Board with timeline dates for the 2016 General Primary with respect to last day to register, vote by mail dates, and early voting.

New Business:

Commissioner McCoy motion to approve the 2015-2019 lease agreement with the Realtors of Fox Valley (RAFV) and it is second by Commissioner Anderson. On roll call vote, Commissioners Anderson, McCoy, and Perry votes 'aye' and motion carries 3-0.

With a few issues relating to the difference between FOI's and Requests For Information under Election Law, Attorney Bond provided to the board some clarifications and instructions for the Office Staff on how to respond quickly accurately, and when information is to redacted and the procedures to follow.

Attorney Bond will provide a policy for the Aurora Election Commission with recommendations from Commissioner Perry and Executive Director Fechner on when to accept requests for voter registrations and when to direct the requests to the political parties. He reminded the board that when a voter registration drive is conducted by the Aurora Election Commission, it must be opened to all residents and not be inclusive. He will present that at a future meeting.

Executive Director presented the 2016 Board Meeting Schedule. Attorney Bond, upon explanation, stated if there were no issues, the Board could adopt the schedule at this meeting. If there are any changes or corrections, the final Schedule for the 2016 Board Meetings would be placed on the December Agenda. With no changes or corrections, Commissioner McCoy motions to accept Resolution 2015-10 Approving the 2016 Board Meeting Schedule. It is second by Commissioner Anderson. Commissioner Perry calling the vote by roll call and Commissioners Anderson, McCoy, and Perry votes 'Aye' and motion passes 3-0.

Executive Director Fechner presented the 2016 Office Schedule of Holidays/Office Closed. Attorney Bond gave the same direction for review and approval of this line item. Commissioner McCoy motions to approve the Resolution 2015-11 2016 Office Schedule of Holidays/Office Closed. It is second by Commissioner Perry. On roll call vote, Commissioners Anderson, McCoy, and Perry vote 'Aye' and motion passes 3-0.

Next scheduled Meeting will be Wednesday, December 16, 2015 at 5:00 pm.

With no further business at hand Commissioner McCoy moved and second by Commissioner Perry to adjourn to the December 16, 2015 Meeting. Meeting ended at 6:04 pm.

Leah Anderson, Chairman

Michael McCoy, Vice-Chairman

Lillian Perry, Secretary



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Legal Counsel

Linda M. Fechner
Executive Director

BANK STATEMENT RECAP
November 18, 2015

RECONCILED BALANCE AS OF 11-01-2015

CHECKING:	\$1,054,832.55
PAYROLL:	\$27,482.47
SAVINGS:	\$120.93
Reserve Acct:	\$0.00
STATE SAVINGS:	<u>146,534.17</u>

SUBTOTAL: \$1,228,970.12

(CREDIT CARD BALANCE: \$ 163.12)

DEPOSITS:

misc	\$983.23	11/13/2015
transfers	<u>202,701.45</u>	from checking to reserve acct. no change to total dollars

SUBTOTAL \$1,229,953.35

November Payroll	\$5,451.92
PAYABLES:	<u>46,882.17</u> CHECKS to be WRITTEN IN November

November debit 52334.09

CASH BALANCE: 1,177,619.26

**Aurora Election Commission
Budget vs. Actual
January through December 2015**

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
Income			
15-00 · Income			
15-01 · City of Aurora	1,223,271.26	1,351,343.00	90.5%
15-02 · Kane County Levy	344,637.50	0.00	100.0%
15-03 · Kane County Employee Salaries	0.00	0.00	0.0%
Total 15-00 · Income	1,567,908.76	1,351,343.00	116.0%
15-19 · state of Illinois - grant/reimb	147,583.89		
20-001 · accts receivable - Election jud	48,091.12		
20-002 · Sale of Voter List, Information	500.00	0.00	100.0%
20-003 · Sale of Maps	0.00	0.00	0.0%
20-004 · Miscellaneous Income	516.23	0.00	100.0%
25-001 · Savings Account Interest	30.34	0.00	100.0%
Total Income	1,764,630.34	1,351,343.00	130.6%
Gross Profit	1,764,630.34	1,351,343.00	130.6%
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	2,636.00	30,000.00	8.8%
10-06 · Part-Time / Regular	57,653.67	70,000.00	82.4%
10-07 · Part-Time/Seasonal (early E.J.)	5,518.75	21,000.00	26.3%
10-08 · Contract Employees	3,257.75	18,000.00	18.1%
10-09 · Part-Time / Temporary	39,214.50	2,573.00	1,524.1%
10-10 · Kane County Payroll Expense	0.00	0.00	0.0%
10-17 · Election Judges			
10-17-1 · E1 - Non Certified	1,620.00		
10-17-2 · E2 - Certified	41,585.00		
10-17-3 · E3 - Nursing Home	120.00		
10-17-4 · E4 - Processing	1,110.00		
10-17 · Election Judges - Other	990.00		
Total 10-17 · Election Judges	45,425.00	110,820.00	0.9%
10-30 · PW - Paid No Work Office Closed	0.00		
10-31 · Overtime / Regular	22.50	1,500.00	1.5%
10-50 · Supplement - Vactn (Buy Back)	0.00	3,000.00	0.0%
10-52 · Supplement - Other	0.00	1,000.00	0.0%
10-00 · Payroll Expenses - Other	1,039.00		
Total 10-00 · Payroll Expenses	154,767.17	257,993.00	60.0%
20-00 · Employee Benefits			
20-10 · FICA / Social Security	6,577.27	10,000.00	65.8%
20-11 · FICA / Medicare	1,538.22	2,000.00	76.9%
20-12 · Pension / IMRF	0.00	0.00	0.0%
20-21 · Clothing - Damaged / Replaced	0.00	0.00	0.0%
20-37 · Unemployment Taxes	1,210.66	0.00	100.0%

Aurora Election Commission
Budget vs. Actual
January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
20-39 · Insurance / WC - Year End Adj.	0.00	4,000.00	0.0%
20-43 · Termination Benefits	0.00	0.00	0.0%
Total 20-00 · Employee Benefits	9,326.15	16,000.00	58.3%
25-00 · Bank Fees			
25-02 · Stop Payment Charge	36.00		
25-03 · Over Check-Limit Fee	46.20	0.00	100.0%
Total 25-00 · Bank Fees	82.20	0.00	100.0%
32-00 · Professional Fees			
32-01 · Legal	42,196.59	65,000.00	64.9%
32-05 · Audit	3,000.00	10,000.00	30.0%
32-36 · Technical Assistance	0.00	750.00	0.0%
32-41 · Court Reporter	0.00	900.00	0.0%
32-99 · Other (acct)	26,865.00	41,000.00	65.5%
Total 32-00 · Professional Fees	72,061.59	117,650.00	61.3%
34-00 · Utility Services			
34-01 · Water	339.38	1,000.00	33.9%
34-02 · Sewerage	0.00	1,000.00	0.0%
Total 34-00 · Utility Services	339.38	2,000.00	17.0%
36-00 · Cleaning Service			
36-03 · Janitorial	3,000.00	3,600.00	83.3%
36-99 · Other	842.00	2,000.00	42.1%
36-00 · Cleaning Service - Other	0.00	0.00	0.0%
Total 36-00 · Cleaning Service	3,842.00	5,600.00	68.6%
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed	0.00	1,500.00	0.0%
38-05 · Building & Grounds	1,829.40	2,000.00	91.5%
38-08 · Computer	0.00	5,000.00	0.0%
38-11 · Computer - Software	66,890.08	65,000.00	102.9%
38-13 · Equipment - Telephone	0.00	0.00	0.0%
38-15 · Equipment - Copier	2,719.33	750.00	362.6%
38-40 · Insect Control	48.97	100.00	49.0%
38-41 · Alarm Service Fees	616.32	700.00	88.0%
Total 38-00 · Repairs & Maintenance Services	72,104.10	75,050.00	96.1%
39-00 · Rentals / Leases			
39-03 · Autos / Vans / Trucks	533.11	1,000.00	53.3%
39-10 · Copy Machines	0.00	0.00	0.0%
39-12 · Mailing Equipment	773.53	1,500.00	51.6%
39-15 · Polling Places \$40.00/pct	2,447.50	3,000.00	81.6%
39-16 · Storage	0.00	100.00	0.0%

Aurora Election Commission

Budget vs. Actual

January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
39-20 · Office Space	56,826.00	64,000.00	88.8%
39-21 · Meetings / Display Space	72.85	250.00	29.1%
39-50 · Equipment - Other	0.00	250.00	0.0%
39-99 · Other (taxes/contingency)	9,253.10	12,000.00	77.1%
39-00 · Rentals / Leases - Other	0.00	0.00	0.0%
Total 39-00 · Rentals / Leases	69,906.09	82,100.00	85.1%
40-00 · Insurance - 1	0.00	1,500.00	0.0%
40-40 · Liability Insurance	913.90	2,000.00	45.7%
40-41 · ATCAR	182.78	0.00	100.0%
40-00 · Insurance - 1 - Other	0.00	0.00	0.0%
Total 40-00 · Insurance - 1	1,096.68	3,500.00	31.3%
42-00 · Travel & Professional Dvlpmt	7,157.21	8,000.00	89.5%
42-01 · Education / Training	216.23	1,000.00	21.6%
42-03 · Travel / Meetings	4,253.15	8,000.00	53.2%
42-05 · Conferences / Seminars	1,542.12	1,000.00	154.2%
42-07 · Mileage	458.22	1,500.00	30.5%
42-40 · Ed/Training - Election Judges	0.00	0.00	0.0%
Total 42-00 · Travel & Professional Dvlpmt	13,626.93	19,500.00	69.9%
43-00 · Insurance	0.00	3,000.00	0.0%
43-02 · Insurance Premium	0.00	300.00	0.0%
43-09 · Insurance - Notary	500.00	400.00	125.0%
43-15 · Insurance - Bonding	731.12	0.00	0.0%
43-00 · Insurance - Other	0.00	0.00	0.0%
Total 43-00 · Insurance	1,231.12	3,700.00	33.3%
44-00 · Communication Charges	0.00	1,000.00	0.0%
44-01 · Telephone	0.00	200.00	0.0%
44-04 · Telephone - Mobile	8,949.13	12,000.00	74.6%
44-09 · Fee - Internet Access	0.00	0.00	0.0%
Total 44-00 · Communication Charges	8,949.13	13,200.00	67.8%
45-00 · Other Services & Charges	1,550.00	3,000.00	51.7%
45-01 · Dues	219.00	1,000.00	21.9%
45-02 · Subscriptions	27,019.99	38,000.00	71.1%
45-03 · Postage	0.00	100.00	0.0%
45-04 · UPS / Fed Ex	0.00	2,000.00	0.0%
45-07 · Copier Costs	22,576.24	30,000.00	75.3%
45-12 · Advertising / Publication	0.00	100.00	0.0%
45-18 · Promo Materials / Services	0.00	100.00	0.0%
45-22 · Notary Registration / Stamp	0.00	100.00	0.0%
45-23 · Copying Services	0.00	100.00	0.0%
45-32 · Licenses / Permits	344.40	200.00	172.2%

Aurora Election Commission Budget vs. Actual January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
45-92 · Election Comm. Oper Costs	0.00	0.00	0.0%
45-99 · Other	500.00	100.00	500.0%
Total 45-00 · Other Services & Charges	52,209.63	74,700.00	69.9%
61-00 · Supplies - General			
61-01 · Office - Direct	1,340.26	2,500.00	53.6%
61-02 · Office - Central Stores	221.90	0.00	100.0%
61-09 · Custom Printing	6,153.02	10,000.00	61.5%
61-10 · Books / Periodicals / Videos	212.94	750.00	28.4%
61-11 · Photographic	0.00	0.00	0.0%
61-35 · Election	61,513.64	110,000.00	55.9%
61-36 · Voting Equipment	80.25	525,000.00	0.0%
61-40 · Expendable Tools / Equipment	15,774.82	10,000.00	157.7%
61-41 · Furniture / Fixtures	918.22	100.00	918.2%
61-78 · Bottled Water	0.00	0.00	0.0%
61-79 · Coffee	0.00	0.00	0.0%
61-80 · Other	2,471.13	5,000.00	49.4%
Total 61-00 · Supplies - General	88,686.18	663,350.00	13.4%
62-00 · Supplies - Energy			
62-01 · Natural Gas	3,265.98	4,000.00	81.6%
62-04 · Electricity	3,607.09	5,000.00	72.1%
62-00 · Supplies - Energy - Other	0.00	0.00	0.0%
Total 62-00 · Supplies - Energy	6,873.07	9,000.00	76.4%
63-00 · Supplies - Mach/Equip			
63-02 · Equipment - Copy Machines	0.00	0.00	0.0%
63-99 · Other	0.00	500.00	0.0%
Total 63-00 · Supplies - Mach/Equip	0.00	500.00	0.0%
64-00 · Supplies - Computer			
64-01 · Paper - Stock	0.00	2,000.00	0.0%
64-12 · Computers	0.00	0.00	0.0%
64-22 · Imaging Equipment / Systems	0.00	1,000.00	0.0%
Total 64-00 · Supplies - Computer	0.00	3,000.00	0.0%
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	0.0%
65-05 · Buildings & Grounds	399.40	3,000.00	13.3%
65-13 · Equipment - Telephone	0.00	500.00	0.0%
65-15 · Equipment - Copier/Fax	0.00	100.00	0.0%
Total 65-00 · Supplies - Repairs / Maint.	399.40	4,600.00	8.7%
66900 · Reconciliation Discrepancies	169.51	0.00	100.0%

Aurora Election Commission
Budget vs. Actual
 January through December 2015

Accrual Basis

	Jan - Dec 15	Budget	% of Budget
69800 · Uncategorized Expenses	0.00	0.00	0.0%
Total Expense	555,670.33	1,351,343.00	41.1%
Net Income	1,208,960.01	0.00	100.0%

1:01 PM

11/18/15

Aurora Election Commission
Bill Payments for All Vendors
October 2015

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Oct 15				
A Rifkin Co.	Bill Pmt -Check	7530	10/28/2015	475.16
AECOI	Bill Pmt -Check	7531	10/28/2015	90.00
Bond, Dickson & Asso...	Bill Pmt -Check	7532	10/28/2015	917.80
Bruce Harris & Assoc.....	Bill Pmt -Check	7533	10/28/2015	400.00
Comcast Phone LLC	Bill Pmt -Check	7534	10/28/2015	905.74
EJ - Jillings, Christoph...	Bill Pmt -Check	7535	10/28/2015	58.06
Election Center	Bill Pmt -Check	7536	10/28/2015	150.00
Fechner, Linda M	Bill Pmt -Check	7537	10/28/2015	180.74
Janco Supply, Inc.	Bill Pmt -Check	7538	10/28/2015	189.65
Johnson, Harkness & ...	Bill Pmt -Check	7539	10/28/2015	365.00
M.J.M. Medina Mainte...	Bill Pmt -Check	7540	10/28/2015	300.00
old second	Bill Pmt -Check	7541	10/28/2015	37.71
Realtor Association of ..	Bill Pmt -Check	7542	10/28/2015	5,166.00
Table and Chair Outlet	Bill Pmt -Check	7543	10/28/2015	2,500.00
The Office Works, Inc.	Bill Pmt -Check	7544	10/28/2015	400.38
Willy's Cleaning Servic...	Bill Pmt -Check	7545	10/28/2015	640.00
illinois dept. of employ.	Bill Pmt -Check	7546	10/30/2015	164.61
				<hr/>
Oct 15				12,940.85

**Aurora Election Commission
Bills for All Vendors**

All Transactions

Vendor	Type	Num	Date	Amount
ADT Security Services	Bill	1101-0131	10/28/2015	154.08 security
Bond, Dickson & Associates. P C.	Bill	14927	11/05/2015	3,249.07 legal
Boy Scout Troop 26 Holy Angels	Bill	2015wreath	11/01/2015	25.00 wreath
Bruce Harris & Assoc., Inc	Bill	76451	10/28/2015	400.00 website
Comcast Phone LLC	Bill	4696332	11/01/2015	892.06 phone
EJ - Jillings, Christopher J	Bill	1110ace	11/10/2015	18.10 supplies
Election Systems & Software, llc	Bill	1038007	11/02/2015	3,760.00 supplies
Fechner, Linda M	Bill	1015zone spring	10/30/2015	216.23 mileage
Fechner, Linda M	Bill	ballotable	11/02/2015	21.50 table
Houghtaling Insurance Agency Inc.	Bill	2015-2018ANDERSON	10/28/2015	250.00 insur
Illinois Office Supply	Bill	51340	10/23/2015	722.50 printed
Jeffrey P. Fechner, Jr	Bill	11-01-2015	11/04/2015	32.20 mileage
KKC Imaging Systems	Bill	61865	10/22/2015	468.45 copier
Liberty Mutual Surety	Bill	32s421657	10/28/2015	250.00 insur
M.J.M. Medina Maintenance	Bill	octscvs	11/01/2015	300.00 clean
old second	Bill	1008-11092015	11/09/2015	163.12 supplies
Pitney Bowes	Bill	403551	10/03/2015	180.00 postage
Realtor Association of the Fox Valley	Bill	1215rent	11/30/2015	5,166.00 rent
Realtor Association of the Fox Valley	Bill	415019	11/05/2015	3,529.13 utilities
Roger C. Marquardt & Company, Inc	Bill	1759	11/01/2015	2,000.00 consult
Roger C. Marquardt & Company, Inc	Bill	1735	10/06/2015	2,000.00 consult
Table and Chair Outlet	Bill	6ft fold	11/02/2015	780.00 tables
The Office Works, Inc.	Bill	400336	11/17/2015	510.27 supplies
tutto Mascot Metropolitan Inc	Bill	5222ceb	10/28/2015	11,060.00 equipment
tutto Mascot Metropolitan Inc	Bill	9217teb	10/28/2015	845.00 equipment
U.S. Postal Serv (Postage-By-Phone)	Bill	1115	11/04/2015	9,000.00 postage
ULINE	Bill	71418180	10/14/2015	699.46 supplies
ULINE	Bill	71970251	11/04/2015	96.00 supplies
Van's Lock & Key Service, Inc.	Bill	53744	11/04/2015	94.00 keys
Total				<u>46,882.17</u>

Aurora Election Commission
Unpaid Bills Detail
As of November 30, 2015

Type	Date	Num	Due Date	Aging	Open Balance
ADT Security Services					
Bill	10/28/2015	1101-0 ..	11/07/2015	23	154.08
Total ADT Security Services					154.08
Bond, Dickson & Associates, P.C.					
Bill	11/05/2015	14927	12/05/2015		3,249.07
Total Bond, Dickson & Associates, P.C.					3,249.07
Boy Scout Troop 26 Holy Angels					
Bill	11/01/2015	2015w	11/11/2015	19	25.00
Total Boy Scout Troop 26 Holy Angels					25.00
Bruce Harris & Assoc., Inc					
Bill	10/28/2015	76451	11/07/2015	23	400.00
Total Bruce Harris & Assoc., Inc					400.00
Comcast Phone LLC					
Bill	11/01/2015	4696332	11/11/2015	19	892.06
Total Comcast Phone LLC					892.06
EJ - Jillings, Christopher J					
Bill	11/10/2015	1110ace	11/18/2015	12	18.10
Total EJ - Jillings, Christopher J					18.10
Election Systems & Software, llc					
Bill	11/02/2015	1038007	11/18/2015	12	3,760.00
Total Election Systems & Software, llc					3,760.00
Fechner, Linda M					
Bill	10/30/2015	1015z	11/09/2015	21	216.23
Bill	11/02/2015	ballotta..	11/12/2015	18	21.50
Total Fechner, Linda M					237.73
Houghtaling Insurance Agency Inc.					
Bill	10/28/2015	2015-2.	11/07/2015	23	250.00
Total Houghtaling Insurance Agency Inc					250.00
Illinois Office Supply					
Bill	10/23/2015	51340	11/22/2015	8	722.50
Total Illinois Office Supply					722.50
Jeffrey P. Fechner, Jr					
Bill	11/04/2015	11-01-..	11/14/2015	16	32.20
Total Jeffrey P. Fechner, Jr					32.20
KKC Imaging Systems					
Bill	10/22/2015	61865	11/06/2015	24	468.45
Total KKC Imaging Systems					468.45
Liberty Mutual Surety					
Bill	10/28/2015	32s42.	11/07/2015	23	250.00
Total Liberty Mutual Surety					250.00
M.J.M. Medina Maintenance					
Bill	11/01/2015	octscvs	12/01/2015		300.00
Total M.J.M Medina Maintenance					300.00
old second					

Aurora Election Commission
Unpaid Bills Detail
As of November 30, 2015

Type	Date	Num	Due Date	Aging	Open Balance
Bill	11/09/2015	1008-1	11/19/2015	11	163.12
Total old second					163.12
Pitney Bowes					
Bill	10/03/2015	403551	11/18/2015	12	180.00
Total Pitney Bowes					180.00
Realtor Association of the Fox Valley					
Bill	11/05/2015	415019	11/15/2015	15	3,529.13
Bill	11/30/2015	1215rent	12/10/2015		5,166.00
Total Realtor Association of the Fox Valley					8,695.13
Roger C. Marquardt & Company, Inc					
Bill	11/01/2015	1759	11/11/2015	19	2,000.00
Bill	10/06/2015	1735	11/18/2015	12	2,000.00
Total Roger C Marquardt & Company, Inc					4,000.00
Table and Chair Outlet					
Bill	11/02/2015	6ft fold	11/12/2015	18	780.00
Total Table and Chair Outlet					780.00
The Office Works, Inc.					
Bill	11/17/2015	400336	11/18/2015	12	510.27
Total The Office Works, Inc.					510.27
tutto Mascot Metropolitan Inc					
Bill	10/28/2015	5222ceb	11/07/2015	23	11,060.00
Bill	10/28/2015	9217teb	11/07/2015	23	845.00
Total tutto Mascot Metropolitan Inc					11,905.00
U.S. Postal Serv (Postage-By-Phone)					
Bill	11/04/2015	1115	11/14/2015	16	9,000.00
Total U S Postal Serv (Postage-By-Phone)					9,000.00
ULINE					
Bill	11/04/2015	71970 ..	11/14/2015	16	96.00
Bill	10/14/2015	71418 .	11/18/2015	12	699.46
Total ULINE					795.46
Van's Lock & Key Service, Inc.					
Bill	11/04/2015	53744	11/14/2015	16	94.00
Total Van's Lock & Key Service, Inc.					94.00
TOTAL					46,882.17

**A RESOLUTION APPROVING AND RECOGNIZING
THE AURORA ELECTION COMMISSION BOARD MEETING SCHEDULE
FOR THE CALENDAR YEAR OF 2016**

18 November 2015

Resolution No. 2015- 10

RECITALS

WHEREAS, the Aurora Election Commission (“ELECTION COMMISSION”) is a government entity, organized and existing pursuant to the Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION is required by the Illinois Open Meetings Act, 5 ILCS 120/2.03, to make available to the public a schedule of all of its scheduled regular monthly meetings for the 2016 Calendar Year; and

WHEREAS, the ELECTION COMMISSION seeks to inform the residents of the City of Aurora and interested members of the public and press that the Board of Aurora Election Commissioners (“BOARD”) shall meet and convene during the 2016 Calendar Year on the dates and time set forth in Exhibit “A” which is attached hereto and incorporated herein by reference; and

WHEREAS, each meeting of the BOARD shall take place at the Office of the ELECTION COMMISSION; and

WHEREAS, the ELECTION COMMISSION invites any member of the public to attend and/or participate at a regularly scheduled meeting; and

WHEREAS, the ELECTION COMMISSION finds that it is in the best interest of the ELECTION COMMISSION and the citizens to adopt a formal meeting date schedule.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF ELECTION COMMISSIONERS of the ELECTION COMMISSION, as follows:

1. The Recitals set forth above are incorporated herein and made a part hereof.

2. That the ELECTION COMMISSION hereby adopts and recognizes the following meeting schedule of the BOARD for the 2016 Calendar Year as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

3. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

4. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

5. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

6. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, 37W777 Route 38, St. Charles, Illinois 60175.

PASSED AND APPROVED by the Board of Election Commissioners of the Aurora Election Commission this 18th day of November, 2015.

APPROVED:

BY:

Leah Anderson, Chairman

Mike McCoy, Vice Chair

Lillian Perry, Secretary

ATTEST:

BY:

Lillian Perry, Secretary

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2015- 10, passed and approved on November 18, 2015, as the same appears from the official records of the Aurora County Election Commission.

Lillian Perry, Secretary

**A RESOLUTION ADOPTING AND RECOGNIZING THE PAID HOLIDAY
SCHEDULE FOR THE CALENDAR YEAR OF 2016**

18 November 2015

Resolution No. 2015-11

RECITALS

WHEREAS, the Aurora Election Commission (“ELECTION COMMISSION”) is a government entity, organized and existing pursuant to the Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION seeks to inform and provide its staff and the registered voters of the City of Aurora of the holidays in which the ELECTION COMMISSION will be closed and the staff will receive compensation; and

WHEREAS, the ELECTION COMMISSION remains open during many holidays that banks, State Government, Federal Government and County Government observe; and

WHEREAS, the ELECTION COMMISSION acknowledges the importance of notifying the public of holiday closers so that residents can conveniently register to vote; and

WHEREAS, the ELECTION COMMISSION seeks to close its office in observance of the following holidays: News Year’s Day, January 1, 2016; MLK , January 18, 2016; Spring Holiday March 25, 2016; Memorial Day, May 30, 2016; Independence Day, July 4, 2016; Labor Day, September 5, 2016; Veterans Day, November 11, 2016; Thanksgiving, November 24, 2016; the Friday after Thanksgiving, November 25, 2016; Christmas Day, December 25, 2016 (observed December 26, 2016); and

WHEREAS, the ELECTION COMMISSION seeks to keep its Office open for a half day in observance of the following holidays: Christmas Eve, December 23, 2016 (observed); New Year’s Eve, December 30, 2016 (observed); and

WHEREAS, the ELECTION COMMISSION shall post the holiday closures on its website and post a sign, no less than two (2) business days prior to the holiday, informing the public of the

closure; and

WHEREAS, the ELECTION COMMISSION finds that the suggested holiday dates would comport with the practice among private enterprises and public entities and would not deleteriously affect the services the ELECTION COMMISSION renders to the residents of the City of Aurora; and

WHEREAS, the ELECTION COMMISSION finds that it is in the best interest of the ELECTION COMMISSION and the citizens of the City of Aurora to adopt a formal Holiday Schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Election Commission, as follows:

1. That the recitals set forth above are incorporated herein and made a part hereof.
2. That the Board of Commissioners hereby adopts and recognizes the Holiday Schedule in which the ELECTION COMMISSION will close its Office in observance of the following holidays: News Year's Day, January 1, 2016; Martin Luther King Day, January 18, 2016 (unless a Consolidated Primary required; Office will be open); Spring Friday, March 25, 2016; Memorial Day, May 30, 2016; Independence Day, July 4, 2016; Labor Day, September 5, 2016; Veterans Day, November 11, 2016; Thanksgiving Day, November 24, 2016; the Friday after Thanksgiving Day, November 25, 2016; Christmas Day, December 25, 2016(observed December 26, 2016).
3. That the Board of Commissioners hereby adopts and recognizes the Holiday Schedule in which the ELECTION COMMISSION will remain open for a half day in observance of the following holidays: Christmas Eve, December 24, 2016; New Year's Eve, December 31, 2016.
4. That the ELECTION COMMISSION shall pay its employees the appropriate holiday benefit, which is based on the average work hours scheduled per week.
5. The Personnel Policy pertaining to the day before and the day after a holiday schedule shall apply.
6. That the ELECTION COMMISSION shall post the holiday schedule on its website.
7. That the ELECTION COMMISSION shall post a sign no less than two (2) days before the Office closing informing the residents of the closing.
8. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution

are, to the extent of such conflict, hereby repealed.

9. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

10. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

11. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, 37W777 Route 38, St. Charles, Illinois 60175.

PASSED AND APPROVED by the Board of Election Commissioners of the Aurora Election Commission this 18th day of November, 2015.

APPROVED:

BY:

Leah Anderson, Chairman

Mike McCoy, Vice Chair

Lillian Perry, Secretary

ATTEST:

BY:

Lillian Perry, Secretary

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2015-11, passed and approved on November 18, 2015, as the same appears from the official records of the Aurora County Election Commission.

Lillian Perry, Secretary