VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, February 19, 2020 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from January 15, 2020 Board meeting.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

ADMINISTRATION & ZONING, TRUSTEE QUIMBY

2. Motion to approve Video Gaming License for JA Hospitality & Gaming, LLC d/b/a Good JuJu
3. Motion to approve **Ordinance 2020-03** An Ordinance of the Village of Poplar Grove amending Section 4-1-1-2 of the Village of Poplar Grove Code of Ordinances regarding Parking During Snowfall
4. Motion to approve **Resolution 20-04** A Resolution of the Village of Poplar Grove, Illinois approving the Employee Handbook

FINANCE AND PUBLIC WORKS, TRUSTEE MILLER

5. Motion to approve Check Disbursement in the amount of $128,251.10.

6. Motion to approve a Service Agreement with Four Seasons Amusements for Neighbors' Fest 2020 in the amount of $2,190.
7. Motion to approve **Resolution 20-02** A Resolution of the Village of Poplar Grove to authorize Public Bid Letting for the 2020 Pavement Maintenance Program
8. Motion to approve **Resolution 20-03** A Resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute an agreement with Fox Valley Internet for Standard Antenna Site Lease.
9. Motion to approve **Ordinance 2020-04** An Ordinance of the Village of Poplar Grove, Illinois amending Title 6 Chapter 3 Section 6-3-4 of the Village of Poplar Grove Code of Ordinances regarding Building Sewers and Connections.
10. Motion to approve **Resolution 20-05** A Resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute an Agreement with Melrose Pyrotechnics, Inc. for fireworks display services in the amount of $7,500.
11. Motion to approve **Resolution 20-06** A Resolution of the Village of Poplar Grove, Illinois to approve and authorize a water and sewer connection fee refund for the property at 231 English Oak Lane in the amount of $5,000 for water connection and $5,000 for sewer connection.

NEW BUSINESS

12. Motion to approve Engagement Agreement with Sosnowski Szeto, LLP
13. Discussion and Motion to Approve **Resolution 20-07** A Resolution authorizing Tow Agreement with Tilford's Towing.

GOOD OF THE VILLAGE

14. Budget Meeting – Thursday February 27, 2020 6:30 pm
    Administration and Zoning-Monday March 09, 2020 6:30 pm
    Finance and Public Works-Monday March 09, 2020 6:30 pm
    Board of Trustees - Wednesday March 18, 2020 7:00 pm

ADJOURNMENT (Voice Vote)

KJA 02/14/2020

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, January 15, 2020 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER
President Costanza called the meeting to order at 7:01pm.

ROLL CALL
PRESENT
President Owen Costanza
Finance Trustee Eric Miller
Admin Trustee Ron Quimby
Trustee Jeff Goings
Trustee Erin Walsh
Trustee Sophia Ramdass at 7:07 pm
Trustee Ed Wethington
Attorney Roxanne Sosnowski
Chris Dopkins
Mitch Hilden
Carina Boyd
Deputy Clerk Katie Jaster

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)
None.

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Goings, Seconded by Trustee Wethington. Motion carried by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the December 9, 2019 Board meeting.

   Motion made by Finance Trustee Miller, Seconded by Admin Trustee Quimby.
   Motion carried by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

None.

PROCLAMATION

2. Thunder Youth Spirit Revolution Cheer Proclamation
   President Costanza present the Thunder Youth Spirit Revolution Cheer their Proclamation.

3. North Boone Youth Cheer
   President Costanza presented the North Boone Youth Cheer their Proclamation.

ADMINISTRATION & ZONING, TRUSTEE QUIMBY

4. Motion to approve **Resolution 20-01** a resolution of the Village of Poplar Grove, Illinois amending various provisions of the Village of Poplar Grove employee handbook.

   Motion made by Admin Trustee Quimby, Seconded by Trustee Wethington.
   Voting Yea: Finance Trustee Miller, Admin Trustee Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass, Trustee Wethington

5. Motion to approve **ordinance 20-02** an ordinance amending chapter 5, Village Board of Trustees of title 1 of the Village of Poplar Grove, Illinois code of ordinances

   Motion made by Admin Trustee Quimby, Seconded by Finance Trustee Miller.
   Voting Yea: Finance Trustee Miller, Admin Trustee Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass, Trustee Wethington

FINANCE AND PUBLIC WORKS, TRUSTEE MILLER

6. Motion to approve **ordinance 20-01** an ordinance of the Village of Poplar Grove amending section 4-1-1 of the Village of Polar Grove code of ordinances regarding parking.

   Motion made by Finance Trustee Miller, Seconded by Admin Trustee Quimby.
   Voting Yea: Finance Trustee Miller, Admin Trustee Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass, Trustee Wethington

7. Motion to approve check disbursement in the amount of $101,971.16

   Motion made by Finance Trustee Miller, Seconded by Trustee Ramdass.
   Voting Yea: Finance Trustee Miller, Admin Trustee Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass, Trustee Wethington

8. Motion to approve an amended contract with Midwest Bank for the reduction in water contention fees in Olson Woods and reduction in water and sewer connection fees in Sherman Oaks for Midwest Community Bank owned lots.

   Motion made by Finance Trustee Miller, Seconded by Trustee Wethington.
   Voting Yea: Finance Trustee Miller, Admin Trustee Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass, Trustee Wethington

GOOD OF THE VILLAGE

9. Administration and Zoning-Monday February 10, 2020 6:30 pm
   Finance and Public Works-Monday February 10, 2020 6:30 pm
   Board of Trustees - Wednesday February 19, 2020 7:00 pm
   Planning and Zoning – Wednesday February 22, 2020 6:00 pm

ADJOURNMENT (Voice Vote)

Motion made by Finance Trustee Miller, Seconded by Trustee Goings. Motion carried by voice vote.

Adjournment at 7:16pm.

KJ 02/04/2020

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

APPLICATION FOR VIDEO GAMING LICENSE(S)

Fee: $25.00 per terminal

Expires Annually June 30th

1. Applicant's (exact) Corporate Name: JA Hospitality + Gaming, LLC
2. D/B/A Name under which business is to be conducted: Good Juju
3. Location of place of business where video gaming terminal(s) will be operated
   a. 13561 Julie Dr., Poplar Grove, IL 61065
   (exact address by street and number)
   b. Bus. Phone No.: 815-792-4242
4. Contact Person for Applicant: Ryan Crombie Title: Owner
   Phone: [redacted] Email: [redacted]
5. Number of Video Gaming Terminals to be operated: 6
6. Type of Video Gaming Terminals to be operated: _____
7. Name of Licensed Video Gaming Terminal Operator(s): Accel Entertainment
8. Are you an Illinois Resident or duly authorized to conduct business within the State of Illinois?
   Yes ✓ No _____
9. Have you made an application for a similar license for premises other than described in this location?
   Yes _____ No ✓ If yes, give date, location of premises and disposition of application: ____
10. Has any license previously issued to you by State, Federal, or Local Authorities been revoked?
    Yes _____ No ✓ If yes, state reasons therefore and date of revocation: _____

Please submit the following with application:

a. A copy of a valid Illinois Gaming Board License
b. A copy of a valid Illinois Liquor License
c. A twenty-five-dollar ($25.00) license fee per terminal

Illinois State Gaming Board Terminal License Numbers for each terminal:

Terminal (1): #584844 Terminal (2): #538344 Terminal (3): #588147

Terminal (4): #572532 Terminal (5): #572944

#6 532412

Serial Numbers for each terminal:

Terminal (1): #2452994 Terminal (2): #2194454 Terminal (3): #2496821

Terminal (4): #5147823 Terminal (5): #5148028

#6 B1905823B5

FOR OFFICE STAFF ONLY

Documentation Check List

Copy of Illinois Gaming Board's Application: _____

Copy of the license issued by the Illinois Gaming Board: _____

Village of Poplar Grove Liquor License number: _____

Village Board Approved / Date: _____

Village Clerk Signature : _____

VPG License Numbers Per Terminal:

Terminal (1) _____ **Terminal (2)** _____

Terminal (3) _____ **Terminal (4)** _____

Terminal (5) _____

[redacted]

From: [redacted]
Sent:
To:
Subject: Good JuJu VGT Information
Attachments: Good_JuJu_ VGT Information.xlsx

Ryan,

Here are the serial numbers and IGB ID's required for the Poplar Grove application>

SAS	Model	Serial Number	IGB ID Number
1	Spielo	2452994	584844
2	IGT G23	2179454	530344
3	IGT Axxis	2494861	588147
4	WMS Blade	5147863	572532
5	WMS S32	5148028	572966
6	Bally	B190582385	536412

Please send me copies of the stickers/license and receipt once purchased. Could you also please send me a copy of your State and local liquor licenses and IGB license?

[redacted]

Liquor License

STATE OF Illinois
LIQUOR CONTROL COMMISSION
liquor.illinois.gov

June 21, 2019

JA HOSPITALITY & GAMING, LLC
GOOD JUJU
201 S 8TH ST
SOUTH BELOIT IL 61080-1216

Letter ID: L1972362960

License No.:	1A-1142162
Expiration Date:	05/31/20
License Type:	RETAILER
Account ID:	43229115

The State of Illinois Liquor License must be FRAMED and displayed on the licensed premises in plain view of the general public.

Letter ID: L1972362960

STATE OF ILLINOIS
LIQUOR CONTROL COMMISSION
Governor JB Pritzker

1A-1142162
License Number

IN ACCORDANCE WITH THE LIQUOR CONTROL ACT OF 1934, THIS CERTIFIES THAT:	HAS PAID ALL FEES AND IS ISSUED A LICENSE IN THE FOLLOWING CLASS:	RETAILER COMBINED
JA HOSPITALITY & GAMING, LLC GOOD JUJU 13561 JULIE DR POPLAR GROVE IL 61065-7829 Boone	ISSUE DATE:	06/21/19 Effective: 06/21/19
	THIS LICENSE EXPIRES ON:	**05/31/20**

THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Sales Tax Acct # 43229115

THIS LICENSE NOT TRANSFERABLE AS TO PRINCIPAL

Warehouse: N/A

STATE OF ILLINOIS

ILLINOIS GAMING BOARD

VIDEO GAMING ESTABLISHMENT LICENSE

JA Hospitality & Gaming, LLC - 190702284
d/b/a Good JU JU
13561 Julie Dr.
Poplar Grove, IL 61065

License No:	190702284
Date Issued:	01/30/2020
Expiration Date:	01/2021

This certifies that the entity listed above is hereby issued a Video Gaming Establishment License as authorized by Illinois Gaming Board Adopted Rules. All Video Gaming Establishment licensees are subject to, and must abide by, all provisions of the Video Gaming Act and Illinois Gaming Board Rules, including but not limited to 11 Illinois Administrative Code Sections 1800.250(e) and 1800.420(b).

Marcus D. Fruchter
Administrator

ORDINANCE NUMBER: 2020-03

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING SECTION 4-1-1-2 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING PARKING DURING SNOWFALL

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has adopted a Village Code of Ordinances ("Code"); and

WHEREAS, Section 4-1-1-2 provides for regulations for parking during snowfall; and

WHEREAS, the Village desires to amend Section 4-1-1-2 as set forth herein to provide new parking fines; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. That Section 4-1-1-2 of the Village Code of Ordinances entitled "Parking During Snowfall" is amended to read as follows (deletions shown as strikethroughs and new language as bold and underlined):

"4-1-1-2. - PARKING DURING SNOWFALL.

A. Definitions:

Parking lane . An auxiliary lane primarily for parking of vehicles.

Right-of-way. The areas existing or acquired for public road purposes whether by easement or by fee ownership.

Roadway. The portion of a right-of-way designed or used for vehicular use, including shoulders, parking lanes, alleys, and the traveled way.

Traveled way. The portion of a roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

B. Snow Emergency. ~~A snow emergency is hereby declared to exist whenever two inches or more of snow accumulates at any point within the Village limits.~~ **A snow emergency is hereby declared to exist when the Public Works Director for the Village of Poplar Grove declares a "snow emergency" which can occur at any time when two inches or more of snow, or any ice accumulation is forecasted at the public works director's discretion.**

C. Parking Restrictions. ~~It shall be unlawful for any vehicle to be parked in a public parking lot or on any portion of public roadway during a snow emergency until such time as that portion of the public parking lot or public roadway has been completely plowed by the Village Street Department.~~ **It shall be unlawful for any vehicle to be parked in a public parking lot or on any portion of a public roadway during a snow emergency from the time that the Public Works Director declares a "snow emergency" until the time the Public Works Director cancels the "snow emergency".** ~~The person who~~ **Any person who** parks the vehicle ~~in violation~~ **is in** violation of this subsection and any registered owner or co-owner of the vehicle shall be jointly and severally liable for violation of this subsection.

D. Traffic Obstruction. Any vehicle parked in violation of this section is declared to be an obstruction to traffic and an immediate hazard to essential snow removal operations.

E. Vehicle Removal. ~~Any vehicle in violation of this section may be removed or towed without notice to or consent of the owner or person in charge thereof. The cost of any such towing shall be assessed in addition to any fine or ticket payment.~~ **Any vehicle in violation of this section shall be fined and/or towed at the request of the Public Works Director by his or her designee. The cost of any such towing shall be at the owner's expense and in addition to any fine payment.**

F. Towing Records. ~~The Village shall keep records of each such towing including the license number of the vehicle, if any, the date and time, place, and location of towing, and any other information required by the chief of police. The Village Street Department shall cooperate with the Police Department in furnishing such information.~~ **In the event a vehicle is towed, the Village shall keep records of such towing including the license number of the vehicle, if any; the date, time, the location of the vehicle towed and the name of the company providing the towing service.**

G. Penalty. ~~Any person violating any portion of this section shall be fined not less than $25.00 nor more than $100.00 for each such offense. Each day's violation shall constitute a separate offense. The driver of the vehicle and any registered owner or co-owner thereof shall be jointly and severally liable for payment of all towing and storage charges in connection with the violation.~~ **Any person violating any portion of this section shall be fined $100.00 for each such offense. Each day's violation shall constitute a separate offense. The driver of the vehicle and any registered owner or co-owner thereof shall be jointly and severally liable for payment. Payment is due at Poplar Grove Village Hall.**

H. Release of Vehicle. The vehicle shall remain impounded until the registered owner or registered owner's agent remits the fine to Poplar Grove Village Hall. Upon payment, owner or agent will be issued a receipt of payment. Owner or agent shall then remit to the tow company all tow and storage fees charged before vehicle will be released.

I.~~H~~. Other Provisions. The Village may settle and compromise violations of this section in accordance with the provisions of Section 1-4-1 of this Code."

3. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

ATTEST:

_____ _____

CLERK PRESIDENT

RESOLUTION NUMBER: 20-04

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING THE EMPLOYEE HANDBOOK

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has recently completed significant revisions to its Employee Handbook establishing the rules, policies and procedures for employees in the Village; and

WHEREAS, The Village now wishes to increase sick time accrual for its employees with the addition eight total hours per year; and

WHEREAS, the Village now wishes to increase holidays by granting an additional half day as a holiday, bringing the total number of paid holidays to 11; and

WHEREAS, the Village now wishes to adopt the revised Employee Handbook attached hereto as Exhibit A and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. The Village Board hereby accepts and approves the Village of Poplar Grove's Employee Handbook attached hereto as Exhibit A and incorporated herein.

3. The Village President is hereby authorized to execute this said resolution and any other documents necessary to effectuate the same.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

EXHIBIT A

VILLAGE OF POPLAR GROVE
EMPLOYEE HANDBOOK

Personnel Handbook

Village of Poplar Grove
200 Hill Street, P.O. Box 1
Poplar Grove, IL 61065
(815) 765-3201
www.villageofpoplargrove.com

Adopted 3-14-16
Amended 8-21-19

Dear Employee,

It is our pleasure to welcome you to the Village of Poplar Grove. You are joining a team of individuals who are committed to providing excellent public service to the residents of Poplar Grove. The Village of Poplar Grove's progress and growth depends on employees who take responsibility for the community and its success. Continuing the Village's tradition as a community that takes pride in its accomplishments, depends on your contribution as an employee.

You are now part of an active and progressive municipal government. You must set the example for your fellow citizens and co-workers. We are continually working to make Poplar Grove a more enjoyable and attractive place to live. Your personal contribution is required to make our Village government responsive and efficient for the residents and your co-workers. You are expected to carry out your responsibilities and to follow all Village ordinances, policies, and Departmental rules and procedures as they relate to you and to your job.

Our primary function is to provide service. You are a very important person to the residents and your co-workers. The effectiveness of our organization depends upon each employee. Our combined efforts will results in a well-run, efficient Village government.

A special "thank you" to the existing employees for your hard work and commitment to the Village and the community. The Village appreciates and values the longevity and dedication of its employees.

It is our hope that this manual will assist you in locating many of the benefits and policies that make your job easier and more satisfying. This manual is not an official rulebook, employment contract or legal document. It is an introduction and general guide designed to help you make a smooth adjustment to your job.

Sincerely,

Owen G. Costanza
Village President

DISCLAIMER

THIS HANDBOOK IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT ARE CONSIDERED EMPLOYEES AT-WILL WHO MAY BE DISCHARGED AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

THE VILLAGE RESERVES THE RIGHT TO ALTER, AMEND, AND/OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE.

IN THE EVENT OF A CONFLICT BETWEEN THIS HANDBOOK AND THE ORDINANCES OF THE VILLAGE OF POPLAR GROVE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, THE APPLICABLE ORDINANCE AND/OR APPLICABLE AGREEMENT SHALL PREVAIL.

THIS HANDBOOK IS INTENDED TO PROVIDE ONLY A GENERAL OVERVIEW OF SOME OF THE PRIMARY ASPECTS OF EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

IT IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES, AND THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL CASE BY CASE BASIS.

ANY QUESTIONS OR CONCERNS ABOUT THIS HANDBOOK OR ABOUT ANY ASPECT OF EMPLOYMENT SHOULD BE BROUGHT TO THE DEPARTMENT HEAD.

THIS HANDBOOK SUPERSEDES ALL OTHER PREVIOUS MANUALS/HANDBOOKS FOR THE VILLAGE OF POPLAR GROVE.

Mission and Value Statement

The Village of Poplar Grove is ideal for families looking for the advantages of rural small town living and convenience of access to transportation options at I-39, I-90, Hwy. 76, and Hwy. 173. Poplar Grove residents enjoy the countryside living environment, while having convenient access.

The Village of Poplar Grove serves the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner.

Equal Opportunity

It is the policy and practice of the Village of Poplar Grove to recruit, hire, train and promote employees without discrimination on the basis of race, religion, color, political affiliation, physical or mental disability, national origin, sex, marital status, age, sexual orientation, gender identification, or membership or non-membership in any employee association or any other non-job related characteristic.

Form of Government

The Village operates under the President-Trustee form of government. The President and Trustees are all elected "at large". Together, the President and Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning and other land use regulations, and generally deciding on important issues that affect the Village.

The President, with the consent and approval of the Village Board, appoint Department Heads to direct the activities of the respective operating departments. Department Heads report to the Village President, who in turn reports to the Village Board. The Village President is responsible for the implementation of Village Board Policy.

The President with advice and consent of the Trustees appoint members of various Commissions to assist in the operation of Village government.

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Article 1: General Information

1.1 Purpose of Personnel Handbook

The Village of Poplar Grove ("Village") Personnel handbook ("handbook") contains the general operating practices and procedures pertaining to employment with the Village. While this handbook is not all inclusive, its purpose is to provide guidelines for supervisory personnel and staff relating to employment matters. This Personnel Handbook would be too voluminous if it attempted to list all applicable state and federal personnel related laws and policies. Employees are required to adhere to all local, state and federal laws regarding personnel that are not specifically mentioned in this Personnel Handbook. All provisions within the handbook are subject to change at any time, with approval of the Village Board, without prior notice. The Village retains all rights to manage and direct the affairs of the Village and its employees as deemed necessary in order to accomplish the Village objectives in an economical and efficient manner.

This handbook applies to all full-time, part-time, seasonal, interns, contractual and/or other employees of the Village.

Nothing in the Village's Personnel Handbook is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, procedure or information set forth in the manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment with the Village is at-will and may be terminated by the Village with or without cause and with or without notice at any time, at the sole and absolute discretion of the Village. The Village of Poplar Grove is an equal employment opportunity employer.

To the extent that a collective bargaining agreement with any group of employees of the Village is more or less restrictive than the provisions of this personnel handbook, the provisions of such collective bargaining agreement shall control.

No representative, employee or agent has the authority to make any agreement contrary to the provisions of this document, except the Village Board, and then, only in writing. Final approval of this handbook and any subsequent amendments will be determined by the Village Board. The Village President or designee is responsible for administering and interpreting the personnel practices of the Village.

1.2 Open Door

The Village of Poplar Grove promotes an atmosphere whereby employees can speak freely with members of management staff without fear of retribution. An employee is encouraged to discuss any issues or problems openly with a supervisor to ensure that appropriate action may be taken.

1.3 Definitions

Exempt Employee: is an employee who does not receive overtime compensation for hours worked in excess of forty (40) hours per week. An employee in this category is paid, at fixed and regular intervals, on the basis of an annual salary. In accordance with the Federal and State Wage and Hour Laws, exempt employees include managerial,

professional and certain administrative employees as defined in the ***Fair Labor Standards Act (FLSA).*** Exempt employees may enjoy a flexible work schedule within the needs of the Department Supervisor's guidelines and with the approval of the Village President or designee. However, exempt employees are expected to work whatever additional time is needed to complete their work.

Non-Exempt Employee is an employee who has successfully completed the probationary period, and to whom the Village is required to pay overtime at the rate of time and one-half the employee's regular rate of pay for all hours in a workweek in excess of forty (40) hours in accordance with the applicable Federal and State Wage Hour Laws.

Full-Time Employee is any department employee who has successfully completed the probationary period, and who regardless of designation in his or her employing department, is regularly scheduled to work forty (40) hour work week.

Permanent Part-Time Employee is an employee, who has successfully completed the probationary period, is assigned to a position that is regular in nature and works a shift schedule less than 1,000 hours per year.

Seasonal Part-Time Employee is an employee, who has successfully completed the probationary period, other than permanent part-time employee, who is regularly scheduled to work less than thirty-five (35) hours per week and less than 1,000 hours per year.

Article 2: General Employment Conditions

2.1 Driver's License Obligation

Any employee whose job includes operating a Village vehicle must maintain an appropriate Driver's License and must inform his/her supervisor in the event of loss of said license, receipt of a moving violation or restriction of said license. The Village reserves the right to take appropriate action in the event the employee becomes, in the opinion of the Village, no longer qualified to operate a Village vehicle. All employees must sign an appropriate acknowledgment form authorizing the Village to obtain a certified copy of a drivers abstract upon request.

2.2 Probationary Period

The probationary period is utilized to observe an employee's work, to evaluate the employee's skills, to train the employee and/or terminate an employee whose work performance fails to meet required work standards. Generally, an employee's probationary period lasts for a period of 90 days unless otherwise specified in a collective bargaining agreement, or as adjusted by the Village President.

Probationary periods may be extended or reduced at the discretion of the supervisor and the approval of the Village President.

2.3 Nepotism - Employment of Relatives

The Village does not allow the hiring or promotion of any employee which creates a situation whereby an employee would be supervised by, or under the immediate supervision of a relative.

For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village.

2.4 Civil Litigation

Any employee of the Village who receives a summons, notice or complaint alleging a claim or cause of action arising as a result of the performance of his/her official duties as an employee of the Village shall immediately notify and furnish to his/her department head a copy of said summons, notice or complaint.

Following discussions with the Village President, the summons and complaint shall thereafter be forwarded to the Village's liability insurance carrier. The Village's insurance carrier shall make a determination if it will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. Should the alleged claim not result in a circumstance included in the Village's coverage, then the Village President shall determine whether the claim or cause of action did, in fact, arise as the result of legitimate and reasonable performance of work related duties.

2.5 Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820ILCS 40/1 et.seq. Village Clerk is responsible for establishing and maintaining the official personnel files of the Village. Employees may inspect and copy their own personnel files, but may not remove documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate. The Village reserves the right to be present at the time an employee reviews his/her personnel file.

Only supervisory and management employees who have a legitimate employment-related reason may review another employee's personnel file. Employees reviewing any personnel file should consider the material to be confidential. All inspections of personnel files must be approved by the Village President.

2.6 Personal Information

It is the employee's responsibility to notify the Payroll Department in a timely manner of any changes in personal information such as: name, mailing address, emergency contact and telephone number. In addition, for the purpose of health insurance administration, an employee's dependents and other related information must be kept current.

2.7 Performance Evaluations

Annual Reviews: All employees will be evaluated at least annually by his/her immediate supervisor. The primary purpose of the employee performance evaluation is to foster communication between the employee and his/her supervisor. Evaluations may also be used in determining demotions, discharges and/or eligibility for promotions and/or merit pay.

Probationary Review*:* The Village requires all new employees to undergo evaluations. Evaluations are conducted to ensure that new employees are learning, and also meeting objectives and expectations in a timely manner. An employee who has completed his/her probationary period will be evaluated annually.

2.8 Employment Separation

Termination of employment as a result of resignation, retirement, expiration of employment contract, reduction in workforce or discharge requires completion of a separation process. This process provides the eligible employee and/or deceased designee with important information regarding health insurance and reimbursement of retirement contributions.

The employee's final paycheck will not be released to the employee until all Village equipment (vehicle keys, employee identification cards, safety equipment, records, etc.) has been returned to or accounted for by the affected department.

2.9 Exit Interviews

The Village encourages employees to participate in the exit interview process conducted by Village President. The interview provides employees with an opportunity to discuss their work experience and to comment on the strengths and weaknesses within both their department and the Village. It is also used to facilitate the return of Village property. Information obtained during the exit interview will not become part of the employee's personnel file.

2.10 Grievance Procedures

The grievance procedure is open to any employee who believes the treatment he/she receives on the job is inequitable or unfair. Bargaining unit employees shall utilize the grievance procedure contained in their respective collective bargaining agreement.

A grievance may be filed by following the steps outlined below:

1. Discuss grievance with an immediate supervisor within two working days of the incident. No grievance will be honored if it is not filed within two days of occurrence. If the supervisor does not reply within three (3) days, or if an employee is dissatisfied with the response of his/her supervisor, he/she may initiate the next step.

2. The grievance must be put into writing and submitted to the Village President within five (5) working days of the supervisor's decision in Step 1. If the Village President does not respond within five (5) work days, it is considered "grievance denied". The employee may initiate Step 3 after this step.

3. If the employee is dissatisfied with Village President's decision, he/she may submit a written request for a final determination to the Village Board within five (5) working days of receipt of the Village President's response or denial, the Village Board will review in detail and give a binding written response within ten (10) working days of his receipt of the grievance.

Article 3: Hours of Work and Work Schedules

3.1 Hours of Work

The Village renders service 24 hours a day, seven days a week. As a consequence, the daily hours of work and the workweek of Village employees may vary according to the services rendered by the particular department. Work schedules shall be established by the Village President, and any deviation from the established hours of work must be approved. Village Hall offices are open Monday through Friday from 8:30AM until 4:30PM.

3.2 Lunch and Rest Periods

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, every employee is granted 2 fifteen (15) minute rest periods for an eight (8) hour workday. The scheduling of those rest periods should not interrupt work operations.

Employees are additionally granted a thirty (30) minute unpaid lunch period for their eight (8) hour workday.

Lunch and break periods will be scheduled to ensure adequate coverage for the department to assist the general public.

3.3 Overtime

All non-exempt employees, a defined by the Fair Labor Standards Act (FLSA) will receive pay at one and one-half their regular rate for all actual work performed in excess of forty (40) hours per week. In accordance with the FLSA, compensated leave time, including sick, vacation leave, compensatory time, and bereavement time, are not included in the computation of the hours worked for purposes of overtime pay. Overtime shall only be authorized by the Department Head. Only actual time worked is counted toward the calculation of overtime. Bargaining unit employees should reference their agreement.

3.4 Compensatory Time

Under the Code of Federal Regulations Title 29, Section 553.22 compensatory time (comp-time) and comp time off are interchangeable terms under the Fair Labor Standards Act. Comp time off is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required by Section 7 of the FLSA.

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, compensatory time will be allowed to accumulate up to a maximum of 80 hours. No

more than 40 hours, shall be authorized by the Village ~~Administrator~~President, to be carried over from one calendar year to the next.

3.5 Attendance and Absenteeism

Regular and predictable attendance is an essential function of every position of employment in the Village of Poplar Grove. Village employees are required to report to a designated place of work punctually and to work all regularly scheduled hours established by the department. When employees give notification of their inability to report for work, tardiness or need to leave early, they must speak directly to their supervisor. Notice must be received at least one hour prior to the employees scheduled start time.

3.6 Modified Work Duty

The Village may, at its discretion, assign an employee to an available modified work duty position while the employee is recovering from an illness or injury. However, the Village is not required to provide modified duty to any employee.

Article 4: Employee Conduct

4.1 Rules of Conduct/Code of Ethics

Employees of the Village must adhere to the following standards:

1. Uphold the Constitution and laws of the United States and the State of Illinois, and the laws, ordinances and policies of the Village of Poplar Grove;
2. Be honest and trustworthy in all they say and write;
3. Be dedicated to providing quality services;
4. Be cooperative, constructive and efficiently use all available resources;
5. Be fair and considerate in the treatment of fellow employees and residents, addressing concerns and needs with equity, granting no special favors;
6. Be committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the Village of Poplar Grove;
7. Recognize that public and political decisions are ultimately the responsibility of the Village Board; and
8. Be dedicated to service that improves the quality of life in the Village of Poplar Grove.

4.2 Personal Appearance, Professional Image and Conduct

The Village is committed to maintaining a favorable public image with Village residents and promoting on-the-job safety. Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. It is

the supervisor's responsibility to ensure that employees are neat in appearance and attire. Employees will respect the diversity of individuals in the workplace. Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on the Village.

4.3 Gifts and Gratuities

All Village employees are prohibited from accepting personal gifts, gratuities or donations from the general public, vendors, businesses or other persons that employees may come in contact with in the course of performing their job related duties.

4.4 Work Area Housekeeping

Good housekeeping is essential to safety in the work place. All employees shall keep their work area clean, orderly and free from loose and unnecessary items. The Village is not responsible for any personal property lost, damaged or stolen while being used by an employee in the performance of his/her duties. Personal cell phones should be switched to silent mode or vibrate during regular office hours so as to prevent disruption of the normal course of business. All staff must maintain a clean and clear work area.

4.5 Use of Village Equipment, Vehicles, and Supplies

Any employee or family member who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In addition, the employee may suffer disciplinary penalties imposed by the department head and/or the Village President. Employees must report any lost or stolen equipment immediately to his/her direct supervisor.

4.6 Confidentiality

Employees who have access to confidential information concerning employees, residents or Village businesses are entrusted to maintain the privacy of such information. Unauthorized attempts to access or disclose confidential information is considered a breach of trust and employees who do so may be subject to disciplinary action, including termination of employment. The use of any type of recording device to record private conversations is prohibited unless all parties to the conversation have given their consent and approval.

4.7 Media Contact

The Village President will provide accurate and appropriate information to media representatives requesting information regarding Village matters, policies, operations and services. Employees shall refer any contact from media representatives directly to the President.

4.8 Social Media, Blogs, Internet, and Electronic Mail

The Village of Poplar Grove supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social web pages, posting on open forums, or speaking during public events. However, the Village expressly prohibits employees from speaking or writing on behalf of the Village, without express permission

in writing. Additionally, the Village prohibits use of non-work related social media and blogs during working hours.

Use of Village computers and software is limited to appropriate business use. Employees may use the internet during break or lunch periods. All use must be in conformity with local, state, and federal laws, policies, regulations, rules, and court orders.

The Village reserves the right to monitor the use of its computer system to the extent permitted by law. All Email is the property of the Village and subject to the Freedom of Information Act.

4.9 Harassment

Appropriate conduct among employees is necessary to maintain an environment free of discrimination and harassment. The Village will not tolerate, condone or allow any form of harassment by Village employees, or anyone doing business with, or appearing before the Village. The Village encourages reporting of all incidents, regardless of who the offender may be, and will promptly investigate all reported incidents.

4.10 Drugs and Alcohol

The Village of Poplar Grove, Illinois ("Village") seeks to establish guidelines to provide a safe, healthy and secure work environment for City employees and other individuals doing business with the Village. This Alcohol and Substance Abuse Policy outlines the Village's expectations and requirements for creating and maintaining a drug free environment in accordance with the State and Federal laws, including the State and Federal Drug Free Workplace Acts.

SECTION 4.10-1.

A. The Village of Poplar Grove recognizes that drug and alcohol abuse are persuasive in our society. The Village further recognizes that the workplace is not exempt from the use and abuse of such substances.

B. The use and misuse of alcohol and drugs by the Village of Poplar Grove's employees is contrary to a drug free workforce and workplace. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the Village to service its citizens effectively. All employees working for the Village are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after effects of cannabis, including medical cannabis, or other drugs, dangerous substances or alcohol. Therefore, the following Alcohol and Substance Abuse Policy is adopted.

SECTION 4.10-2.

A. All employees of the Village of Poplar Grove shall be governed by the principles of a drug free workforce and workplace, and

1. Shall not be under the influence or effects of alcohol, drugs or other dangerous substances while on duty, performing their assigned duties or while “on-call” for duty;

2. Shall not use, distribute, sell, or possess illegal drugs;

3. Shall not use alcohol, drugs or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;

4. Shall not possess, store or transport alcohol or drugs while on Village premises, at Village work locations or in Village vehicles or equipment:

5. Shall not sell, distribute, dispense or transfer alcohol, drugs or prescription drugs and medications to any other employee or to any person while on duty, on call or acting in an official capacity.

6. Shall inform the Department Head of any limitations as a result of drug use (prescription or over the counter) that may impact the performance of duty.

The prohibitions in this policy encompass, but are not limited to use of: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs,” etc.). This policy prohibits the possession or use of cannabis in the workplace or being under the influence of cannabis, including as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. Compliance with this policy is a condition of employment.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood.

Nothing contained herein shall preclude an employee from consuming alcoholic beverages while in the performance of duty under proper and specific orders from a superior provided that the officer’s ability to perform the assignment or function is not impaired.

B. All employees are governed by these requirements and should be aware that violations will result in disciplinary action up to and including termination. Nothing in this policy shall be considered as limiting the Village’s right to take administrative or disciplinary action, up to and including termination, for involvement with illegal drugs or alcohol not specifically addressed in this policy.

SECTION 4.10-3. DRUG AND ALCOHOL TESTING

A. Because, of the Village’s concern for its obligation to provide a safe work place and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:

1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.

2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.

3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.

4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:

   a. as part of a regularly scheduled physical examination;

   b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or

   c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.

5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.

B. Employees who violate the alcohol or drug regulations and who are permitted to remain employed must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

SECTION 4.10-4. TESTING PROCEDURES

A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the Village will observe the following:

1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.

2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.

3. Ensure that the facility has established "chain of custody" procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.

4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.

5. The Department Head will receive drug and alcohol test results.

6. Drug and alcohol test result will be filed in the employee's medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee's participation in a substance abuse rehabilitation program as such information relates to the employee's performance of work duties and/or reasonable accommodation issues.

7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

SECTION 4.10-5. DISCIPLINE

A. Positive Test Results: Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.

B. Refusal to Provide a Blood, Breath, or urine Specimen: An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the Village shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the Village may request a blood specimen for Laboratory testing.

C. Tampering With or Substitution of a Specimen: Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.

D. Drug-Related Conviction: The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.

E. Alcohol Related Offenses: The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

SECTION 4.10-6. EMPLOYEE ASSISTANCE PROGRAM

A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.

B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after being requested to take an alcohol and/or drug test or violating Village policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

SECTION 4.10-7. SEARCHES

A. In order to accomplish the goals of this policy, or for similar administrative purposes, the Village may search employees and inspect their personal property (i.e., locker, work area, vehicles parked on Village property (with reasonable suspicion) etc), at the Village's discretion.

B. All searches and inspections will be performed with appropriate regard and concern for the personal privacy of the employee to the extent possible without jeopardizing the investigation. Failure to submit to or cooperate in such a search may result in disciplinary action, including termination.

C. The Village may, under certain circumstances, request the presence of a representative of the appropriate law enforcement agency when conducting a search or inspection.

SECTION 4.10-8. DEFINITIONS

A. Drugs: A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

B. Alcohol: Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.

C. Drug/Alcohol Test: Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.

D. Positive Test Result:

1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or

2. Urine or blood specimen provided by the employee which detects any amount of a drug.

E. Reasonable Suspicion: Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;

2. A noticeable change in work performance;

3. Direct observation of drug or alcohol use;

4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/or about the person or breath or the employee).

4.11 Tobacco Usage

In accordance with the Smoke Free Illinois Law, the Village prohibits tobacco usage, including e-cigarettes, in any form in all buildings owned or leased by the Village, and in all Village-owned or leased vehicles. Employees who choose to smoke must remain 15 feet away from any entrance, exit or ventilation intake.

4.12 Concealed Carry

Public Act 98-0063 created a new “Firearm Concealed Carry Act,” and also amended portions of many other acts, in order to create a system whereby Illinois residents can apply for a concealed carry license. All municipal buildings and any municipal vehicles, libraries, etc. are designated as “prohibited areas” for concealed carry licensees to carry their weapons**.** All employees, regardless of whether they are licensed under Illinois Law, are strictly prohibited from carrying a concealed weapon into any Prohibited Area, and from carrying a concealed weapon while acting in any capacity in his or her employment with the Village.

4.13 Hands Free/Cell Phone Driving Ban

Pursuant to 625 ILCS 5/12-610.2, Illinois drivers may not operate a motor vehicle on a roadway while using an electronic communication device, specifically a cell phone.

4.14 Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village of Poplar Grove to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

I. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:
Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
(3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to

some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

II. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication*. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- *Contact with Supervisory Personnel*. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or President, or the chief executive officer of the municipality.

  The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality*. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

III. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a

complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

IV. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to $5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

V. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to $5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

4.15 Workplace Violence Policy

The Village of Poplar Grove is committed to preventing workplace violence and to maintaining a safe work environment. The Village has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities. All employees are covered under this policy.

Prohibited Conduct

All employees, citizens, suppliers and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens,

intimidates or coerces another employee, citizen, supplier or business associate will not be tolerated. Village of Poplar Grove resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a department head. When reporting a threat or incident of violence, please be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Department Head or Village President of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Village of Poplar Grove will not retaliate against employees making good-faith reports. The Village is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence. (Please see the Village's VESSA (Victim's Economic Safety & Security Act) Policy.

Investigations and Enforcement

The Village of Poplar Grove will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Village will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Village of Poplar Grove encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. The Village will not discipline employees for raising such concerns.

14.16 Weapons Policy

Purpose:

The Village of Poplar Grove, (hereinafter referred to as "Village"), strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this "No-Weapons" Policy.

Applicability:

This Policy applies to (A) all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in the Village Property, whether on duty of off duty, except as provided for in EXCEPTIONS, and contractors and vendors, and their personnel, when engaged in work for or business with the Village ("Village

Officials"); and (B) all clients, guests, and other persons who are not Village Officials. See the definitions of "Village Officials," "Village Property," and "Visitor" under DEFINITIONS.

Definitions:

"Village Officials" means all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in Village Property, whether on duty or off duty, and contractors and vendors, and their personnel, when engaged in work for or business with the Village.

"Village Property" means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. "Village Property" also means every Village-owned or leased vehicle.

"Tools" means devices commonly recognized as tools useful for Village purposes, when being used for Village purposes or kept in their usual storage location.

"Visitor" means every person other than a Village Official, as described in phrase (B) under APPLICABILITY.

"Weapon" means:

- Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas; and (ii) common folding pocket knives with no blade longer than three (3") inches.

- Devices from which a projectile can be fired, but not including Tools as defined in this Policy.

- Electronic devices such as conducted electrical weapons, stun guns and Tasers.

- Firearms of all types and sizes, whether loaded or unloaded.

- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Policy.

- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

Weapons Prohibited:

A. Village Officials. Except as provided under EXCEPTIONS, no Village Official may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on Village Property or while performing any duties for or on behalf of the Village.

Examples of prohibited times and places include, but are not limited to, the following:

- performing work for the Village at any locations including private residences and commercial establishments and other customer or client locations;

- driving or riding as a passenger in a Village vehicle;

- attending trade shows, conferences, or training on behalf of the Village;

- attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue;

- riding any type of mass transit while on Village business;

- working off-site on behalf of the Village (excluding the employee's residence); and

- performing emergency or on-call work for the Village after normal business hours and on weekends.

B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on Village Property at any time (see Parking Lots below for further information).

C. Use of Private Vehicle. No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Exceptions:

A. Governmental. A state or federal governmental sworn law enforcement employee may possess his or her work-authorized Weapons if engaged in official duties and required by law or regulation to possess a Weapon.

B. Parking Lots. A Village Official or Visitor may keep a Weapon in his or her personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the Weapon is kept (1) in compliance with all applicable federal and State laws and regulations; (2) out of plain view; and (3) if a firearm, so long as the Village Official or Visitor is properly licensed and the firearm is unloaded and locked in a glove box, trunk, or other secured container. A Village Official or visitor may carry a concealed weapon in the immediate area surrounding his or her vehicle within the Village parking lot only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Inspections:

The Sheriff or his or her designee may inspect or search any workplace area and any Village Property, at any time, for the presence of a Weapon.

Violations:

Any violation of this Policy by a Village Official will subject the Village Official to discipline, up to and including termination.

Any violation of this Policy by a Visitor will subject the Visitor to removal from Village Property, prohibition from returning to any Village Property, and arrest.

Concealed-Carrying Prohibited:

All property controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any property controlled by the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Policy (except as listed in Exceptions "A" and "B" above).

Responsibility:

All Village employees shall have the responsibility of familiarizing themselves with this Policy and adhering to it.

Any Village Official who sees or perceives a violation of this Policy must report that violation to his or her Department Head or, in an emergency, to the Police Department.

No person should take any action that will risk his or her safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from Village premises. Instead, a person may inform that individual of this Policy and ask for compliance.

If that individual does not comply, then the person should contact the Sheriff's Department immediately.

4.17 Americans With Disabilities Act (ADA) Policy

The Village is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities as defined therein. All employment practices and activities are conducted on a non-discriminatory basis.

It is the intent of the Village to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Village services, programs, or activities, and to allow disabled employees a bias-free work environment. The Village, upon request, will provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) as determined by the Village in its sole discretion. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

The Village has a commitment to ensure equal opportunities for disabled Village employees. Every reasonable effort will be made to provide an accessible work environment. Employment practices (hiring, training, testing, promoting, compensating, terminating, etc.) will be administered in accordance with the law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equality in job assignments, classifications, organizational structures, position descriptions, and lines of progression and seniority lists.

The Village is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Village will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Village is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

4.18 Pregnancy Accommodation Policy

Village of Poplar Grove employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the company's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Village of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Village's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt Village operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to the Village as soon as possible and practical and in a manner that is reasonable and practicable.

The Village may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Village.

The Village will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Village retaliate against applicants or employees who request, use or attempt to use accommodations or otherwise exercise their rights under the IHRA.

For a minimum of one-year following the birth of a child, each employee is entitled to a reasonable amount of break time to expel breast milk for the employee's infant child. During this time, lactation time may run concurrently with any break time already provided to the employee, however an employee's lactation time will not reduce an employee's compensation. The Village will provide an appropriate and private location for such activity. Please contact your Department Head for additional information regarding lactation accommodation.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

Article 5: Compensation

5.1 Payroll

Employees of the Village are paid bi-weekly, every other Friday, for the two-week period ending the previous Sunday. When a holiday falls on a Friday, pay checks or direct deposit statements will be distributed the day before. Issues regarding payroll should immediately be brought to the attention of the Village Treasurer for resolution. All employees must maintain and submit accurate records of all hours worked on prescribed timesheets. These records will be forwarded to the Payroll Department for payroll purposes.

5.2 Wage Garnishments

In accordance with the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, all employers are required to report newly hired and rehired employees to a state directory within 20 days of the employee's hire date based on Illinois Statute 820 ILCS 405/1801.1 Wage garnishment notices received will be processed during the next payroll. All employees are expected to conduct personal affairs so the Village will not have to act as a collection agent. Three (3) or more notices for wage garnishment within a one (1) year period of the first notice may result in discipline or termination. Child support or other court ordered deductions will be made in accordance with applicable laws.

Article 6: Employee Benefits and Services

6.1 Health, Dental, and Vision Insurance

The Village subscribes to the Local Government Health Plan which provides a comprehensive health, dental, prescription, and vision insurance benefit program to all eligible employees that elect to participate. Employees will pay 15% of the premium unless otherwise directed by a collective bargaining agreement. Effective May 1, 2020,

the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay sixteen percent (16%) of the single and family premium. Effective May 1, 2021, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay seventeen percent (17%) of the single and family premium. Effective May 1, 2022, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay eighteen percent (18%) of the single and family premium. The participating employee is responsible for any copayments, deductibles or other charges required by the program he or she selects.

The Village will pay the remaining balance. Premium payment deductions will be withheld directly from the employee's payroll check on a bi-weekly basis. Coverage begins on the first day of month following employment, with open enrollment occurring each year.

Under the Health Insurance Portability and Accountability Act (HIPAA) the Village of Poplar Grove will not use or disclose any personal health information regarding an employee or participant in a health care program or service without a signed authorization.

6.2 Health and Dental Insurance at Termination

Employee health and dental insurance benefits end on the last day of the month of active employment, unless otherwise agreed by contract.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides workers and their families who become ineligible for health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, debt, divorce and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost of the plan.

6.3 Life Insurance

The Village is a partner with the IMRF member of National Conference on Public Employee Retirement Systems (NCPERS) Voluntary Life Insurance Plan. All full-time employees will be enrolled in the benefit from group term life insurance. The full cost of this coverage is paid by the Village. Benefit amounts are outlined in the certificate of insurance provided to all employee participants.

6.4 Illinois Municipal Retirement Fund (IMRF)

IMRF is a multi-employee public pension fund that administers a program of disability, retirement, and death benefits for employees of local government in Illinois. IMRF Is not funded by the State of Illinois, it is managed by a Board of Trustees elected by the membership.

Eligible employees, who work a minimum of 1,000 hours within a twelve (12) month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that the employee contribution rate be deducted pre-tax from each

employee's paycheck for his/her contribution to the plan. Information regarding this plan, along with access to automated benefits can be obtained at: www.imrf.org

6.5 Vacation for Full Time Employees

Full-Time Employees receive vacation benefit as follows:

YEARS OF SERVICE	VACATION DAYS
1	5
3	10
5	15
10	17
15	20

Employees will be awarded vacation on a calendar year basis, and after applicable probationary period.

Vacation days may not be taken in less than half day increments. Upon termination of employment, the employee will receive pay for any unused, earned vacation time. No vacation shall be earned during periods of unpaid leave nor any period of service during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.

Vacation carry-over, unless otherwise reflected in a collective bargaining agreement, will not exceed five (5) days, with the prior written approval of the Village President.

Employees may not take more than two (2) consecutive weeks of vacation. Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on the date of the paid holiday will be considered a holiday for payroll purposes, and will not be charged to the employee's vacation time.

The number of employees who are granted vacation at the same time may be limited. Vacation time will be scheduled so that the mission of the respective department is not adversely affected. Vacation requests may be denied based on staffing needs. All vacation requests require approval of the Department Head. Vacation time requested for approval is based on seniority of continuous employment.

Full time employees shall have priority in scheduling vacation time by seniority.

Department Head vacation time will be established at the time of hire and may not be in accordance with this schedule.

6.6 Holidays

The Village of Poplar Grove officially recognizes the following eleventen (1110.5) holidays during the calendar year:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
Floating Holiday (1)

In the event that any of the above holidays fall on a Saturday, the preceding Friday will be observed as the holiday. In the event that any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

In order to be paid for a holiday, employees must not have an unapproved absence on the day preceding a holiday and/or the day after a holiday.

Floating Holidays not used by December 31st of each year will be forfeited.

6.7 Sick Time

Sick Leave Accrual:

Full-time employees shall accrue paid sick leave at the rate of fifty six (56) hours per year. Employees may accrue a maximum of 180 hours for their own use. Employees may accrue sick leave in excess of 180 hours for IMRF credit purposes only.

Sick Leave Use:

Sick leave to which the employee is entitled will be granted because of personal illness, emergency trips to the doctor or dentist, illness in the immediate family, or legal quarantine. For purposes of this section, "immediate family" is defined as the employee's spouse, party to a civil union, children, parents, foster or step-children, or grandchildren living with the employee. Such time may be used in increments of one (1) hour or more. Sick leave may be granted in minimum one (1) hour blocks.

Should sick leave benefits be exhausted in the case of a prolonged personal illness. Employee may utilize accrued vacation leave in lieu of sick leave under the terms of Section 6.5. The Village may require an Employee to provide a medical release for return to work after an illness or injury after three or more (3) working days absence or use of any form of medical leave of three (3) or more working days.

Pension Benefit at Retirement:

At retirement, an employee's sick leave days may be credited as days worked for purposes of pension benefits, pursuant to rules of the Illinois Municipal Retirement Fund.

Sick Leave Abuse:

Sick leave is intended to protect sick or disabled employees from loss of income and will not be used as vacation time. Suspected abuse of sick leave will be investigated, and violations of policy will result in discipline up to and including termination.

~~The Village provides 4 hours of sick time per month to a maximum of six (6) days annually, unless otherwise provided by a Collective Bargaining Agreement. Employees must notify his/her supervisor of intended use of sick leave as soon as practical but no less than 1 hour before the start of the employee's shift. After three (3) consecutive sick days, the employee is required to submit a doctor's return to work slip and a physicians note attesting to the illness.~~

~~Sick days may accumulate in a bank of up to 120 hours or (15) days which includes rollovers from year to year. Only an approved bank of sick time will be allowed to carry over from year to year. Any sick leave hours in excess of the accumulated bank will be for IMRF credit purposes only.~~

~~Absences for a fraction or part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than one hour. Appointments with a healthcare provider for self and members of immediate family are legitimate reasons for sick leave absence. Prior arrangements must be made with the employee's supervisor and adequate documentation may be required.~~

~~Abuse of sick leave is sufficient reason for termination of employment or other disciplinary action.~~

Article 7: Retiree Benefits and Services

7.1 Illinois Municipal Retirement Fund (IMRF) Pension upon retirement

Tier I: State law mandates that an employee must participate in IMRF for a minimum of 8 years to be eligible for retirement benefits.
Tier 2: State law mandates that an employee must participate in IMRF for a minimum of 10 years to be eligible for retirement benefits.

IMRF conducts workshops for members and provides individualized service when an employee is preparing for retirement or separation.

Article 8: Professional Development

8.1 Training and Career Opportunities

The Village encourages employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, employees are encouraged to speak with the President regarding offerings.

8.2 Travel and Expense Reimbursement

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.

Meal costs shall be reimbursed up to a maximum of $55.00 per day.

Employees shall be reimbursed up to the $55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse the employee for any alcohol consumption expenses.

8.3 General Expenses

The Village will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.

Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

The Village will not reimburse employees for losses due to an employee's own negligence, normal wear, or losses due to theft unless the Village's negligence caused the theft.

Article 9: Approved Leaves of Absence

PAID LEAVE INCLUDES:

9.1 Bereavement Leave

The Department head may, upon request, grant an eligible employee an emergency leave of absence of up to three (3) consecutive days without loss of pay due to the death of a member of the employee's immediate family. The purpose of this leave shall be to attend the funeral and/or assist with pre/post funeral arrangements.

For purposes of this section, members of the immediate family include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, grandfather, grandmother and/or grandchildren. When a death occurs of an employee's grandfather in-law or grandmother in-law, that employee may be excused for up to two (2) days for the purpose of attending the funeral. One (1) day funeral leave may be granted for attending the funeral of some other member of the family.

Vacation and compensatory time may be used to extend bereavement leave with the approval of the department head and if not causing undue hardship to the department. The Village reserves the right to request documentation of a death.

9.2 Jury Duty

All eligible, full-time employees qualify for paid jury duty leave. Upon notification of jury duty by the court, the employee should inform his/her supervisor by presenting a copy of the notification. When at all possible, employees should give the Village reasonable notice of the need for jury duty leave by delivering a copy of the notification to the Village within ten (10) days of issuance.

An eligible employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day. (An employee will not be compensated for jury duty when he/she is required to serve on a nonscheduled workday). Jury duty is treated as an authorized absence from work; therefore, an employee will continue to receive his/her regular base pay while performing jury duty services. Any compensation received for time served on the Jury will be returned to the Village in exchange for continuation of full benefits.

Compensation for jury duty will be calculated on the employee's base rate times the number of hours the employee would otherwise have worked on the day of absence. The time spent on jury duty leave does not constitute hours worked and will not be used in the calculation of overtime.

9.3 Military Leave

The Village intends to comply with all applicable State and Federal laws relating to military leave. No Village employee will be discriminated against because of his or her military service. To the extent this policy conflicts or is inconsistent with applicable law, the law shall prevail.

UNPAID LEAVE INCLUDES:

9.4 Leave of Absence

Leave of absence without pay may be granted at the discretion of the Village President. Re-employment with the Village will be based upon job availability. To receive consideration for such leave, a written request must be initially submitted to the department head for consideration. A minimum of two weeks notice, except in the event of an emergency, must be provided for consideration of such leave. The Village President will make the final determination on the duration (not to exceed three months) and terms and conditions of the leave. Employees are not permitted to seek or to avail of other employment opportunities while on an approved leave of absence.

9.5 Family Medical Leave

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Village of Poplar Grove grants up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period to eligible employees.

9.6 School Visitation

The Village complies with the Illinois School Visitation Rights Act (1992) 820 ILCS 147/1-49 by permitting employees to take up to eight (8) hours of unpaid leave per school year, with no more than four hours taken in one day for the purpose of attending conferences or classroom activities. An employee requesting leave under this Act must provide a written request at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours.

9.7 Voting Leave

The Village encourages each employee to fulfill his/her civic responsibilities by participating in elections. Generally, employees should vote either before or after work. If an employee is unable to vote in an election during non-working hours, the Village will grant him/her up to two (2) hours of unpaid time off in accordance with state law (10 ILCS 5/17-15).

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Article 10: Safety and Security

10.1 Safety

The Village of Poplar Grove provides and maintains safe and healthy working conditions for all employees. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of employment, to prevent injuries to themselves and fellow employees and to conserve Village property and equipment. It is the responsibility of each employee to observe safety regulations and to use all safety equipment provided. All employees are expected to help maintain a clean and uncluttered work area in order to minimize fire and safety hazards. All unsafe acts or conditions should be reported immediately to a supervisor.

10.2 Occupational Injuries

The Village adheres to statutory state worker's compensation laws. The Village maintains Worker's Compensation coverage for its employees through the IML Risk Management Association (IMLRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker's Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IMLRMA. Whenever an eligible employee suffers any injury in the line of duty which causes him or her to be unable to perform his or her duties, the employee shall continue to be paid by the Village on the same basis as the employee was paid before the injury during the time the employee is unable to perform his duties due to the result of the injury, but not longer than six months in relation to the same injury.

In the instance in which an employee is receiving his or her regular pay, any insurance payments from the Village's worker's compensation carrier shall be made payable to the Village.

Employees must promptly report all personal injuries, regardless of severity, while on duty. Reports shall be furnished to Village President and shall include all necessary information to complete the required insurance company reports. The Village shall require drug and alcohol testing when there is an accident involving any Village vehicle or machinery.

The Village provides a First Aid Kit on all Village premises for employee use in the treatment of minor scratches, burns, headaches, nausea, etc. The Village also provides an automated external defibrillator (AED) at the Village Hall Building. AEDs are used to treat victims who experience sudden cardiac arrest. In the event of an emergency requiring AED application, any trained volunteer responder/employee may activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience

10.3 Personal Protective Equipment (PPE)

Department heads will be responsible for identifying personal protective equipment that should be provided to employees. The Village shall provide personal protective equipment to all applicable positions. Any employee who believes his/her personal protective equipment is deteriorated or outdated should immediately report it to a supervisor. Personal protective equipment must be worn when specified by the employee's supervisor and only when engaged in Village business.

Article 11: Disciplinary Action

11.1 Disciplinary Action

Employees who are not covered by a collective bargaining agreement, are employees-at-will who may be disciplined or discharged at any time, with or without cause and with or without notice. See GRIEVANCE PROCEDURE 2.11.

PERSONNEL MANUAL ACKNOWLEDGEMENT

- I acknowledge receipt of notice of the existence of the Personnel Handbook that outlines the responsibilities of an employee/employer of the Village of Poplar Grove.

- I understand it is my responsibility to read the Personnel Handbook and, if I have any questions, I should first contact my Department Head, then the Village President.

- I understand that the Personnel Handbook is not an employment contract and does not create any enforceable rights to any particular terms and conditions of employment, but does provide the organizational employment policies and procedures by which I am governed.

- I further understand that the Personnel Handbook is subject to change without notice and changes in procedure will supersede or eliminate those found in this Handbook.

_____

Employee Name (please print) Date

_____

Employee Signature Date

Please sign and return this page only to the Village President
Thank you.

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	ADT PROTECTION 1	Invoice: 132311903 Ref#: 16280(FIRE & SECURITY SERVICE 1/26/20-2/25/20)		
AP Trx #: 9270					
		FIRE & SECURITY SERVICE 1/26/20-2/25/20	01-50-4206	163.49	
		Vnd: 0006 Invoice: 132311903	01-00-2200		163.49
		Expected Check Run: 02/07/2020			
				163.49	163.49
02/07/2020	AP	ADT PROTECTION 1	Invoice: 132743565 Ref#: 16430(FIRE & SECURITY SERVICE 2/26-3/25/20)		
AP Trx #: 9271					
		FIRE & SECURITY SERVICE 2/26-3/25/20	01-50-4206	163.49	
		Vnd: 0006 Invoice: 132743565	01-00-2200		163.49
		Expected Check Run: 02/07/2020			
				163.49	163.49
02/07/2020	AP	AMAZON.COM	Invoice: 111-2447832-5129055 Ref#: 16281(DRY ERASE MARKERS 36CT FOR ALL		
AP Trx #: 9272					
		DRY ERASE MARKERS 36CT FOR ALL DEPT'S.	01-50-4300	19.83	
		DRY ERASE MARKERS 36CT FOR WWTP	31-75-4300	6.60	
		Vnd: 0338 Invoice: 111-2447832-5129055	01-00-2200		19.83
		Vnd: 0338 Invoice: 111-2447832-5129055	31-00-2200		6.60
		Expected Check Run: 02/07/2020			
				26.43	26.43
02/07/2020	AP	AMAZON.COM	Invoice: 111-8265212-1106650 Ref#: 16282(DRY BOARD ERASERS 1-8PK FOR AL		
AP Trx #: 9273					
		DRY BOARD ERASERS 1-8PK FOR ALL DEPTS.	01-50-4300	14.28	
		Vnd: 0338 Invoice: 111-8265212-1106650	01-00-2200		14.28
		Expected Check Run: 02/07/2020			
				14.28	14.28
02/07/2020	AP	AMAZON.COM	Invoice: 113-6298927-5876204 Ref#: 16298(APC UPS BATTERY REPLACEMENT@WW		
AP Trx #: 9274					
		APC UPS BATTERY REPLACEMENT@WWTP	31-75-4301	48.99	
		Vnd: 0338 Invoice: 113-6298927-5876204	31-00-2200		48.99
		Expected Check Run: 02/07/2020			
				48.99	48.99
02/07/2020	AP	AMAZON.COM	Invoice: 113-7941932-9219447 Ref#: 16312(16" WRENCH ORGANIZER/TOOL BOX		
AP Trx #: 9275					
		16" WRENCH ORGANIZER/TOOL BOX SHOP	01-53-4302	29.70	
		Vnd: 0338 Invoice: 113-7941932-9219447	01-00-2200		29.70
		Expected Check Run: 02/07/2020			
				29.70	29.70

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	AMAZON.COM	Invoice: 113-8704713-0209824 Ref#: 16313	(OTTERBOX CASE FOR PW SAMSUNG T	
AP Trx #: 9276					
		OTTERBOX CASE FOR PW SAMSUNG TABLET	31-70-4302	44.97	
		OTTERBOX CASE FOR PW SAMSUNG TABLET	31-75-4302	44.98	
		Vnd: 0338 Invoice: 113-8704713-0209824	31-00-2200		89.95
		Expected Check Run: 02/07/2020		89.95	89.95
02/07/2020	AP	AMAZON.COM	Invoice: 111-6029934-5596236 Ref#: 16314	(3 YR WARRANTY FOR SOUND MICROP	
AP Trx #: 9277					
		3 YR WARRANTY FOR SOUND MICROPHONE	01-50-4214	6.07	
		Vnd: 0338 Invoice: 111-6029934-5596236	01-00-2200		6.07
		Expected Check Run: 02/07/2020		6.07	6.07
02/07/2020	AP	AMAZON.COM	Invoice: 111-7996468-3260212 Ref#: 16315	(HP 8710 PRINTER ALL IN ONE FOR	
AP Trx #: 9278					
		HP 8710 PRINTER ALL IN ONE FOR WWTP	31-75-4302	299.00	
		Vnd: 0338 Invoice: 111-7996468-3260212	31-00-2200		299.00
		Expected Check Run: 02/07/2020		299.00	299.00
02/07/2020	AP	AMAZON.COM	Invoice: 113-6014573-7805067 Ref#: 16360	(1-STROBE LIGHT & 2-MOUNTING BR	
AP Trx #: 9279					
		1-STROBE LIGHT&2-MOUNTING BRACKETS-PLOW	01-53-4229	50.13	
		Vnd: 0338 Invoice: 113-6014573-7805067	01-00-2200		50.13
		Expected Check Run: 02/07/2020		50.13	50.13
02/07/2020	AP	AMAZON.COM	Invoice: 113-2238142-8797801 Ref#: 16361	(CABLE TIE RACK, 5/32" BALL HEX	
AP Trx #: 9280					
		CABLE TIE RACK, 5/32" BALL HEX KEY	01-53-4302	44.62	
		Vnd: 0338 Invoice: 113-2238142-8797801	01-00-2200		44.62
		Expected Check Run: 02/07/2020		44.62	44.62
02/07/2020	AP	AMAZON.COM	Invoice: 113-7564476-0821858 Ref#: 16362	(ALLEN KEY FOR SIGN POSTS)	
AP Trx #: 9281					
		ALLEN KEY FOR SIGN POSTS	01-53-4302	25.81	
		Vnd: 0338 Invoice: 113-7564476-0821858	01-00-2200		25.81
		Expected Check Run: 02/07/2020		25.81	25.81

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	AMAZON.COM	Invoice: 113-4324151-7105862 Ref#: 16421(CHANGING TABLES X2 FOR OUTSIDE		
AP Trx #: 9282					
		CHANGING TABLES X2 FOR OUTSIDE RESTROOMS	01-52-4304	379.98	
		Vnd: 0338 Invoice: 113-4324151-7105862	01-00-2200		379.98
		Expected Check Run: 02/07/2020		379.98	379.98
02/07/2020	AP	AMAZON.COM	Invoice: 111-7224945-9314651 Ref#: 16428(8GB COMPACT FLASH MEMORY CARD-		
AP Trx #: 9283					
		8GB COMPACT FLASH MEMORY CARD-RECORDING	01-57-4214	50.44	
		Vnd: 0338 Invoice: 111-7224945-9314651	01-00-2200		50.44
		Expected Check Run: 02/07/2020		50.44	50.44
02/07/2020	AP	AMAZON.COM	Invoice: 111-8155879-3504223 Ref#: 16431(USB CABLE/PORT FOR RECORDINGS,		
AP Trx #: 9284					
		USB CABLE/PORT FOR RECORDINGS	01-57-4214	27.96	
		ETHERNET CABLE FOR SENSUS SUPPORT	01-50-4214	8.00	
		Vnd: 0338 Invoice: 111-8155879-3504223	01-00-2200		35.96
		Expected Check Run: 02/07/2020		35.96	35.96
02/07/2020	AP	ANDERBERG, KARRI	Invoice: 01312020 Ref#: 16460(TRAVEL:MCI WINTER CONF. 1/22-1/26/2020 M)		
AP Trx #: 9285					
		TRAVEL:MCI WINTER CONF. 1/22-1/26/2020	01-57-4205	323.60	
		Vnd: 0334 Invoice: 01312020	01-00-2200		323.60
		Expected Check Run: 02/07/2020		323.60	323.60
02/07/2020	AP	APPLEEBEE'S NEIGHBORHOOD GRILL	Invoice: 5543286QR5ST0X7YL Ref#: 16409(VPG PRES. LUNCH WITH MAYOR CHAMB		
AP Trx #: 9286					
		VPG PRES. LUNCH WITH MAYOR CHAMBERLIN	01-50-4500	52.84	
		Vnd: MISC Invoice: 5543286QR5ST0X7YL	01-00-2200		52.84
		Expected Check Run: 02/07/2020		52.84	52.84
02/07/2020	AP	BELVIDERE ACE HARDWARE	Invoice: 585616 Ref#: 16316(NUT/BOLT FOR CHAINSAW REPAIR)		
AP Trx #: 9287					
		NUT/BOLT FOR CHAINSAW REPAIR	01-53-4302	0.80	
		Vnd: 0460 Invoice: 585616	01-00-2200		0.80
		Expected Check Run: 02/07/2020		0.80	0.80

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	BELVIDERE ACE HARDWARE	Invoice: 585938 Ref#: 16423(QTY 4 KEYS FOR VH)		
AP Trx #: 9288					
		QTY 4 KEYS FOR VH	01-50-4302	15.96	
		Vnd: 0460 Invoice: 585938	01-00-2200		15.96
		Expected Check Run: 02/07/2020		15.96	15.96
02/07/2020	AP	BOYD, CARINA	Invoice: 01292020 Ref#: 16389(TREASURER TRAVEL REIMBURSEMENTS JAN2020)		
AP Trx #: 9289					
		TREASURER TRAVEL REIMBURSEMENTS JAN2020	01-50-4205	123.14	
		Vnd: 0457 Invoice: 01292020	01-00-2200		123.14
		Expected Check Run: 02/07/2020		123.14	123.14
02/07/2020	AP	BUFFALO WILD WINGS	Invoice: 20012 Ref#: 16417(TRAVEL/MEAL WINTER SEMINAR CLERK)		
AP Trx #: 9290					
		TRAVEL/MEAL WINTER SEMINAR CLERK	01-57-4205	28.67	
		Vnd: MISC Invoice: 20012	01-00-2200		28.67
		Expected Check Run: 02/07/2020		28.67	28.67
02/07/2020	AP	CHILI'S GRILL & BAR	Invoice: 980077 Ref#: 16418(TRAVEL/MEAL WINTER SEMINAR CLERK)		
AP Trx #: 9291					
		TRAVEL/MEAL WINTER SEMINAR CLERK	01-57-4205	41.00	
		Vnd: MISC Invoice: 980077	01-00-2200		41.00
		Expected Check Run: 02/07/2020		41.00	41.00
02/07/2020	AP	COMED	Invoice: 0099144153JAN2020 Ref#: 16283(502 WACO WAY L/S 12/3/19-1/6/202		
AP Trx #: 9292					
		502 WACO WAY L/S 12/3/19-1/6/2020	31-75-4204	35.30	
		Vnd: 0278 Invoice: 0099144153JAN2020	31-00-2200		35.30
		Expected Check Run: 02/07/2020		35.30	35.30
02/07/2020	AP	COMED	Invoice: 0507019070JAN2020 Ref#: 16284(RT 173 W/T 12/3/19-1/6/2020)		
AP Trx #: 9293					
		RT 173 W/T 12/3/19-1/6/2020	31-70-4204	610.18	
		Vnd: 0278 Invoice: 0507019070JAN2020	31-00-2200		610.18
		Expected Check Run: 02/07/2020		610.18	610.18

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	COMED	Invoice: 0699087057JAN2020 Ref#: 16285(12305 RT 76 L/S 12/3/19-1/6/2020		
AP Trx #: 9294					
		12305 RT 76 L/S 12/3/19-1/6/2020	31-75-4204	29.89	
		Vnd: 0278 Invoice: 0699087057JAN2020	31-00-2200		29.89
		Expected Check Run: 02/07/2020			
				29.89	29.89
02/07/2020	AP	COMED	Invoice: 0798466001JAN2020 Ref#: 16286(105 BULLARD ST. L/S 12/3/19-1/6/		
AP Trx #: 9295					
		105 BULLARD ST. L/S 12/3/19-1/6/2020	31-75-4204	98.77	
		Vnd: 0278 Invoice: 0798466001JAN2020	31-00-2200		98.77
		Expected Check Run: 02/07/2020			
				98.77	98.77
02/07/2020	AP	COMED	Invoice: 1419002002JAN2020 Ref#: 16287(228 BOEING TRL W/T 12/3/19-1/6/2		
AP Trx #: 9296					
		228 BOEING TRL W/T 12/3/19-1/6/2020	31-70-4204	146.88	
		Vnd: 0278 Invoice: 1419002002JAN2020	31-00-2200		146.88
		Expected Check Run: 02/07/2020			
				146.88	146.88
02/07/2020	AP	COMED	Invoice: 1659118047JAN2020 Ref#: 16288(100 S. STATE ST. W#2 12/3/19-1/6		
AP Trx #: 9297					
		100 S. STATE ST. W#2 12/3/19-1/6/2020	31-70-4204	64.30	
		Vnd: 0278 Invoice: 1659118047JAN2020	31-00-2200		64.30
		Expected Check Run: 02/07/2020			
				64.30	64.30
02/07/2020	AP	COMED	Invoice: 1923071033JAN2020 Ref#: 16289(610 S STATE ST. NWWTP 12/3/19-1/		
AP Trx #: 9298					
		610 S STATE ST. NWWTP 12/3/19-1/6/2020	31-75-4204	4,118.38	
		Vnd: 0278 Invoice: 1923071033JAN2020	31-00-2200		4,118.38
		Expected Check Run: 02/07/2020			
				4,118.38	4,118.38
02/07/2020	AP	COMED	Invoice: 2151017026JAN2020 Ref#: 16290(13505 HARVEST WAY L/S 12/3/19-1/		
AP Trx #: 9299					
		13505 HARVEST WAY L/S 12/3/19-1/6/2020	31-75-4204	147.66	
		Vnd: 0278 Invoice: 2151017026JAN2020	31-00-2200		147.66
		Expected Check Run: 02/07/2020			
				147.66	147.66

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	COMED	Invoice: 3291029012JAN2020 Ref#: 16291(12211 RT 76 SWWTP 12/3/19-1/6/20		
AP Trx #: 9300					
		12211 RT 76 SWWTP 12/3/19-1/6/2020	31-75-4204	7,155.22	
		Vnd: 0278 Invoice: 3291029012JAN2020	31-00-2200		7,155.22
		Expected Check Run: 02/07/2020			
				7,155.22	7,155.22
02/07/2020	AP	COMED	Invoice: 3399123028JAN2020 Ref#: 16292(1000 WACO WAY L/S 12/3/19-1/6/20		
AP Trx #: 9301					
		1000 WACO WAY L/S 12/3/19-1/6/2020	31-75-4204	427.77	
		Vnd: 0278 Invoice: 3399123028JAN2020	31-00-2200		427.77
		Expected Check Run: 02/07/2020			
				427.77	427.77
02/07/2020	AP	COMED	Invoice: 4659084049JAN2020 Ref#: 16293(203 BEAVER ST. L/S 12/3/19-1/6/2		
AP Trx #: 9302					
		203 BEAVER ST. L/S 12/3/19-1/6/2020	31-75-4204	87.84	
		Vnd: 0278 Invoice: 4659084049JAN2020	31-00-2200		87.84
		Expected Check Run: 02/07/2020			
				87.84	87.84
02/07/2020	AP	COMED	Invoice: 5379007025JAN2020 Ref#: 16294(4870 WOODSTOCK RD W#5&6 12/3/19-		
AP Trx #: 9303					
		4870 WOODSTOCK RD W#5&6 12/3/19-1/6/2020	31-70-4204	1,041.56	
		Vnd: 0278 Invoice: 5379007025JAN2020	31-00-2200		1,041.56
		Expected Check Run: 02/07/2020			
				1,041.56	1,041.56
02/07/2020	AP	COMED	Invoice: 1233092031JAN2020 Ref#: 16353(COMMUNITY & DUSK TO DAWN STREET		
AP Trx #: 9304					
		COMMUNITY STREET LIGHTING 11/15-12/18/19	01-53-4230	3,977.33	
		DUSK2DAWN STREET LIGHTING 11/15-12/18/19	01-53-4230	70.51	
		Vnd: 0278 Invoice: 1233092031JAN2020	01-00-2200		4,047.84
		Expected Check Run: 02/07/2020			
				4,047.84	4,047.84
02/07/2020	AP	COMED	Invoice: 2143026020DEC2019 Ref#: 16442(5500 WHITING RD L/S 11/22/19-12/		
AP Trx #: 9305					
		5500 WHITING RD L/S 11/22/19-12/27/19	31-75-4204	111.58	
		Vnd: 0278 Invoice: 2143026020DEC2019	31-00-2200		111.58
		Expected Check Run: 02/07/2020			
				111.58	111.58

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	COMED	Invoice: 2143026020JAN2020 Ref#: 16443(5500 WHITING RD L/S 12/27/19-1/2		
AP Trx #: 9306					
		5500 WHITING RD L/S 12/27/19-1/29/2020	31-75-4204	135.28	
		Vnd: 0278 Invoice: 2143026020JAN2020	31-00-2200		135.28
		Expected Check Run: 02/07/2020		135.28	135.28
02/07/2020	AP	COMED	Invoice: 5691014002SEP2019 Ref#: 16444(4420 MENGE LN W#4 8/2/19-9/3/19)		
AP Trx #: 9307					
		4420 MENGE LN W#4 8/2/19-9/3/19	31-70-4204	626.59	
		Vnd: 0278 Invoice: 5691014002SEP2019	31-00-2200		626.59
		Expected Check Run: 02/07/2020		626.59	626.59
02/07/2020	AP	COMED	Invoice: 5691014002OCT2019 Ref#: 16445(4420 MENGE LN W#4 9/3/19-10/2/20		
AP Trx #: 9308					
		4420 MENGE LN W#4 9/3/19-10/2/2019	31-70-4204	603.78	
		Vnd: 0278 Invoice: 5691014002OCT2019	31-00-2200		603.78
		Expected Check Run: 02/07/2020		603.78	603.78
02/07/2020	AP	COMED	Invoice: 5691014002NOV2019 Ref#: 16446(4420 MENGE LN W#4 10/2/19-10/31/		
AP Trx #: 9309					
		4420 MENGE LN W#4 10/2/19-10/31/2019	31-70-4204	608.25	
		Vnd: 0278 Invoice: 5691014002NOV2019	31-00-2200		608.25
		Expected Check Run: 02/07/2020		608.25	608.25
02/07/2020	AP	COMED	Invoice: 5691014002DEC2019 Ref#: 16447(4420 MENGE LN W#4 10/31-12/3/19)		
AP Trx #: 9310					
		4420 MENGE LN W#4 10/31-12/3/19	31-70-4204	692.46	
		Vnd: 0278 Invoice: 5691014002DEC2019	31-00-2200		692.46
		Expected Check Run: 02/07/2020		692.46	692.46
02/07/2020	AP	COMED	Invoice: 5691014002JAN2020 Ref#: 16448(4420 MENGE LN W#4 12/3/19-1/6/20		
AP Trx #: 9311					
		4420 MENGE LN W#4 12/3/19-1/6/2020	31-70-4204	748.66	
		Vnd: 0278 Invoice: 5691014002JAN2020	31-00-2200		748.66
		Expected Check Run: 02/07/2020		748.66	748.66

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	COMED	Invoice: 0582051009AUG2019 Ref#: 16449(4194 DAWSON LK L/S 7/24/19-8/22/		
AP Trx #: 9312					
		4194 DAWSON LK L/S 7/24/19-8/22/19	31-75-4204	72.90	
		Vnd: 0278 Invoice: 0582051009AUG2019	31-00-2200		72.90
		Expected Check Run: 02/07/2020		72.90	72.90
02/07/2020	AP	COMED	Invoice: 0582051009SEP2019 Ref#: 16450(4194 DAWSON LK L/S 8/22/19-9/23/		
AP Trx #: 9313					
		4194 DAWSON LK L/S 8/22/19-9/23/19	31-75-4204	123.95	
		Vnd: 0278 Invoice: 0582051009SEP2019	31-00-2200		123.95
		Expected Check Run: 02/07/2020		123.95	123.95
02/07/2020	AP	COMED	Invoice: 0582051009OCT2019 Ref#: 16451(4194 DAWSON LK L/S 9/23/19-10/22		
AP Trx #: 9314					
		4194 DAWSON LK L/S 9/23/19-10/22/19	31-75-4204	132.59	
		Vnd: 0278 Invoice: 0582051009OCT2019	31-00-2200		132.59
		Expected Check Run: 02/07/2020		132.59	132.59
02/07/2020	AP	COMED	Invoice: 0582051009NOV2019 Ref#: 16452(4194 DAWSON LK L/S 10/22/19-11/2		
AP Trx #: 9315					
		4194 DAWSON LK L/S 10/22/19-11/20/19	31-75-4204	106.66	
		Vnd: 0278 Invoice: 0582051009NOV2019	31-00-2200		106.66
		Expected Check Run: 02/07/2020		106.66	106.66
02/07/2020	AP	COMED	Invoice: 0582051009DEC2012019 Ref#: 16453(4194 DAWSON LK L/S 11/20/19-1		
AP Trx #: 9316					
		4194 DAWSON LK L/S 11/20/19-12/23/19	31-75-4204	136.07	
		Vnd: 0278 Invoice: 0582051009DEC2012019	31-00-2200		136.07
		Expected Check Run: 02/07/2020		136.07	136.07
02/07/2020	AP	COMED	Invoice: 0582051009JAN2020 Ref#: 16454(4194 DAWSON LK L/S 12/23/19-1/27		
AP Trx #: 9317					
		4194 DAWSON LK L/S 12/23/19-1/27/2020	31-75-4204	207.10	
		Vnd: 0278 Invoice: 0582051009JAN2020	31-00-2200		207.10
		Expected Check Run: 02/07/2020		207.10	207.10

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 5427 Ref#: 16299(SERVICE CALL@WWTP HEADWORKS 11/20/19)		
AP Trx #: 9318					
		SERVICE CALL@WWTP HEADWORKS 11/20/19	31-70-4240	80.00	
		Vnd: 0374 Invoice: 5427	31-00-2200		80.00
		Expected Check Run: 02/07/2020		80.00	80.00
02/07/2020	AP	CUCINA DI ROSA	Invoice: 7518412D6SS66DYA57 Ref#: 16415(MTG W/ADAM KISINGER OFFICE 1-21		
AP Trx #: 9319					
		MTG W/ADAM KISINGER OFFICE 1-21-20	01-50-4205	48.59	
		Vnd: MISC Invoice: 7518412D6SS66DYA57	01-00-2200		48.59
		Expected Check Run: 02/07/2020		48.59	48.59
02/07/2020	AP	DOUBLE TREE BY HILTON	Invoice: 415/NQR Ref#: 16420(HOTEL STAY-WINTER SEMINAR CLERK 1/22-1/2)		
AP Trx #: 9320					
		HOTEL-WINTER SEMINAR CLERK 1/22-1/26/20	01-57-4205	471.85	
		Vnd: MISC Invoice: 415/NQR	01-00-2200		471.85
		Expected Check Run: 02/07/2020		471.85	471.85
02/07/2020	AP	FIVE GUYS	Invoice: 15 Ref#: 16419(TRAVEL/MEAL WINTER SEMINAR CLERK)		
AP Trx #: 9321					
		TRAVEL/MEAL WINTER SEMINAR CLERK	01-57-4205	14.66	
		Vnd: MISC Invoice: 15	01-00-2200		14.66
		Expected Check Run: 02/07/2020		14.66	14.66
02/07/2020	AP	FMCSA CLEARINGHOUSE	Invoice: 01032020 Ref#: 16408(REGISTERED CDL DRIVERS-FEDERAL MOTOR CAR)		
AP Trx #: 9322					
		REGISTERED CDL DRIVERS-FMCSA 1-3-2020	01-53-4240	6.25	
		Vnd: 0516 Invoice: 01032020	01-00-2200		6.25
		Expected Check Run: 02/07/2020		6.25	6.25
02/07/2020	AP	FOX VALLEY INTERNET, INC.	Invoice: 3408901 Ref#: 16359(NWWTP & SWWTP INTERNET 1/25/20-2/24/20)		
AP Trx #: 9323					
		NWWTP & SWWTP INTERNET 1/25/20-2/24/20	31-50-4202	54.90	
		Vnd: 0097 Invoice: 3408901	31-00-2200		54.90
		Expected Check Run: 02/07/2020		54.90	54.90

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	FRONTIER	Invoice: 2241590281JAN2020 Ref#: 16363(VILLAGE PHONE LINES X13 JAN2020		
AP Trx #: 9324					
		2170497024 SPECIAL ACCESS LINES	31-50-4202	82.60	
		8155440520 PRAIRIE KNOLL L/S	31-50-4202	48.03	
		8155443817 WACO WAY L/S	31-50-4202	59.50	
		8155476487 WOODSTOCK W#5&6	31-50-4202	48.08	
		8155477209 12211 RT76 SWWTP	31-50-4202	60.99	
		8157650565 COUNTRYSIDE L/S	31-50-4202	53.23	
		8157650940 RT173 W#3	31-50-4202	48.03	
		8157651774 NWWTP TOWER	31-50-4202	82.91	
		8157651859 BEAVER RD L/S	31-50-4202	45.74	
		8157651914 WHITING RD L/S	31-50-4202	66.44	
		8157652456 610 S STATE NWWTP	31-50-4202	110.56	
		8157659169 COUNTYSIDE W#4	31-50-4202	48.03	
		8157659391 DAWSON LK L/S	31-50-4202	45.75	
		Vnd: 0096 Invoice: 2241590281JAN2020	31-00-2200		799.89
		Expected Check Run: 02/07/2020		799.89	799.89
02/07/2020	AP	FTD.COM	Invoice: 71649779364 Ref#: 16413(GET WELL PKG FOR ANNA ROBERTS (BEAR W/		
AP Trx #: 9325					
		GETWELL PKG- A. ROBERTS (BEAR W/COOKIES)	01-50-4500	64.79	
		Vnd: MISC Invoice: 71649779364	01-00-2200		64.79
		Expected Check Run: 02/07/2020		64.79	64.79
02/07/2020	AP	HILDEN, MITCH	Invoice: 01312020 Ref#: 16429(TRAVEL-SNOW&ICE ROAD INSPECTIONS JAN2020)		
AP Trx #: 9326					
		TRAVEL-SNOW&ICE ROAD INSPECTIONS JAN2020	01-53-4205	181.13	
		Vnd: 0112 Invoice: 01312020	01-00-2200		181.13
		Expected Check Run: 02/07/2020		181.13	181.13
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 4014814 Ref#: 16317(MISC. SHOP TOOLS & SUPPLIES)		
AP Trx #: 9327					
		MISC. SHOP TOOLS & SUPPLIES	01-53-4302	269.01	
		Vnd: 0364 Invoice: 4014814	01-00-2200		269.01
		Expected Check Run: 02/07/2020		269.01	269.01
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 3014846 Ref#: 16318(TIE DOWNS FOR TOOL BOX PURCHASE)		
AP Trx #: 9328					
		TIE DOWNS FOR TOOL BOX PURCHASE	01-53-4302	9.97	
		Vnd: 0364 Invoice: 3014846	01-00-2200		9.97
		Expected Check Run: 02/07/2020		9.97	9.97

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 3014845 Ref#: 16319(HUSKY 72' BLACK DUAL LOCK SHOP TOOL BOX)		
AP Trx #: 9329					
		HUSKY 72' BLACK DUAL LOCK SHOP TOOL BOX	01-53-4302	948.00	
		Vnd: 0364 Invoice: 3014845	01-00-2200		948.00
		Expected Check Run: 02/07/2020			
				948.00	948.00
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 1622691 Ref#: 16320(SHOP TOOLS: BIT SOCKET, HEX)		
AP Trx #: 9330					
		SHOP TOOLS: BIT SOCKET, HEX	01-53-4302	5.44	
		Vnd: 0364 Invoice: 1622691	01-00-2200		5.44
		Expected Check Run: 02/07/2020			
				5.44	5.44
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 4905591 Ref#: 16390(PRY BAR SETS FOR PW SHOP & SERVICE TRUCK)		
AP Trx #: 9331					
		PRY BAR SETS FOR PW SHOP & SERVICE TRUCK	01-53-4302	69.97	
		PRY BAR SETS FOR PW SHOP & SERVICE TRUCK	31-70-4302	69.97	
		Vnd: 0364 Invoice: 4905591	01-00-2200		69.97
		Vnd: 0364 Invoice: 4905591	31-00-2200		69.97
		Expected Check Run: 02/07/2020			
				139.94	139.94
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 275357 Ref#: 16432(FILE SET W/POUCH FOR SHOP)		
AP Trx #: 9332					
		FILE SET W/POUCH FOR SHOP	01-53-4302	82.14	
		Vnd: 0364 Invoice: 275357	01-00-2200		82.14
		Expected Check Run: 02/07/2020			
				82.14	82.14
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 9773954 Ref#: 16433(1/4" DRIVE RATCHET FOR SHOP)		
AP Trx #: 9333					
		1/4" DRIVE RATCHET FOR SHOP	01-53-4302	21.97	
		Vnd: 0364 Invoice: 9773954	01-00-2200		21.97
		Expected Check Run: 02/07/2020			
				21.97	21.97
02/07/2020	AP	HOME DEPOT CREDIT SERVICES	Invoice: 7205798 Ref#: 16434(1/4" RATCHET FOR PW SHOP)		
AP Trx #: 9334					
		1/4" RATCHET FOR PW SHOP	01-53-4302	19.97	
		Vnd: 0364 Invoice: 7205798	01-00-2200		19.97
		Expected Check Run: 02/07/2020			
				19.97	19.97

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	HYDE OUT BAR & GRILL	Invoice: 01621C Ref#: 16414(DEPT.HEAD LUNCH PRES&PWD 1/16/20)		
AP Trx #: 9335		DEPT.HEAD LUNCH PRES&PWD 1/16/20	01-50-4500	48.62	
		Vnd: 0474 Invoice: 01621C	01-00-2200		48.62
		Expected Check Run: 02/07/2020		48.62	48.62
02/07/2020	AP	JACK WOLF BELVIDERE	Invoice: 81385 Ref#: 16339(SERVICE TRUCK BLOWER HORNESS)		
AP Trx #: 9336		SERVICE TRUCK BLOWER HORNESS	01-53-4226	34.85	
		Vnd: 0322 Invoice: 81385	01-00-2200		34.85
		Expected Check Run: 02/07/2020		34.85	34.85
02/07/2020	AP	JULIE, INC.	Invoice: 2020-1366 Ref#: 16301(JULIE NOTIFICATION 2020 ANNUAL FEE)		
AP Trx #: 9337		JULIE NOTIFICATION 2020 ANNUAL FEE	01-53-4309	803.71	
		Vnd: 0304 Invoice: 2020-1366	01-00-2200		803.71
		Expected Check Run: 02/07/2020		803.71	803.71
02/07/2020	AP	LOU BACHRODT AUTOMALL	Invoice: 401646 Ref#: 16410(SERVICE TRUCK FUSE PANEL REPAIR)		
AP Trx #: 9338		SERVICE TRUCK FUSE PANEL REPAIR	01-53-4226	227.45	
		Vnd: 0514 Invoice: 401646	01-00-2200		227.45
		Expected Check Run: 02/07/2020		227.45	227.45
02/07/2020	AP	LOWE'S HOME CENTERS, LLC	Invoice: 23279365 Ref#: 16412(SHOP TOOLS:VARIOUS DRIVE'S)		
AP Trx #: 9339		SHOP TOOLS:VARIOUS DRIVE'S	01-53-4302	88.16	
		Vnd: 0150 Invoice: 23279365	01-00-2200		88.16
		Expected Check Run: 02/07/2020		88.16	88.16
02/07/2020	AP	MCDONALDS	Invoice: F7740 Ref#: 16416(TRAVEL/MEAL WINTER SEMINAR CLERK)		
AP Trx #: 9340		TRAVEL/MEAL WINTER SEMINAR CLERK	01-57-4205	9.13	
		Vnd: MISC Invoice: F7740	01-00-2200		9.13
		Expected Check Run: 02/07/2020		9.13	9.13

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	MEDIACOM	Invoice: 8384912250090060JA20 Ref#: 16364(VH PHONE,INTERNET,EMAIL HOSTI		
AP Trx #: 9341					
		VH PHONE,INTERNET,EMAIL HOSTING JAN2020	01-50-4202	682.54	
		Vnd: 0163 Invoice: 8384912250090060JA20	01-00-2200		682.54
		Expected Check Run: 02/07/2020			
				682.54	682.54
02/07/2020	AP	MICROSOFT CORPORATION	Invoice: E03009WPWL Ref#: 16407(EMAIL LICENSES-CREDIT ON 7 EMAILS)		
AP Trx #: 9342					
		EMAIL LICENSES-CREDIT ON 7 EMAILS	01-50-4214		79.70
		Vnd: 0410 Invoice: E03009WPWL	01-00-2200	79.70	
		Expected Check Run: 02/07/2020			
				79.70	79.70
02/07/2020	AP	MR. GOODWATER	Invoice: 2012020 Ref#: 16435(COOLER RENTAL/DRINKING WATER JAN2020)		
AP Trx #: 9343					
		COOLER RENTAL/DRINKING WATER@VH JAN2020	01-50-4302	20.88	
		DRINKING WATER @PW JAN2020	01-53-4302	12.88	
		COOLER RENTAL @WWTP JAN2020	31-75-4302	8.00	
		Vnd: 0329 Invoice: 2012020	01-00-2200		33.76
		Vnd: 0329 Invoice: 2012020	31-00-2200		8.00
		Expected Check Run: 02/07/2020			
				41.76	41.76
02/07/2020	AP	NICOR GAS	Invoice: 12314476859JAN2020 Ref#: 16321(4194 DAWSON LK RD L/S 12/10/19-		
AP Trx #: 9344					
		4194 DAWSON LK RD L/S 12/10/19-1/10/20	31-75-4204	38.06	
		Vnd: 0186 Invoice: 12314476859JAN2020	31-00-2200		38.06
		Expected Check Run: 02/07/2020			
				38.06	38.06
02/07/2020	AP	NICOR GAS	Invoice: 17034425508JAN2020 Ref#: 16322(13505 HARVEST WAY L/S 12/8/19-1		
AP Trx #: 9345					
		13505 HARVEST WAY L/S 12/8/19-1/9/2020	31-75-4204	119.86	
		Vnd: 0186 Invoice: 17034425508JAN2020	31-00-2200		119.86
		Expected Check Run: 02/07/2020			
				119.86	119.86
02/07/2020	AP	NICOR GAS	Invoice: 22409207747JAN2020 Ref#: 16323(12211 RT76 SWWTP 12/8/19-1/9/20		
AP Trx #: 9346					
		12211 RT76 SWWTP 12/8/19-1/9/2020	31-75-4204	1,973.15	
		Vnd: 0186 Invoice: 22409207747JAN2020	31-00-2200		1,973.15
		Expected Check Run: 02/07/2020			
				1,973.15	1,973.15

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	NICOR GAS	Invoice: 22898582741JAN2020 Ref#: 16324(203 BEAVER DR. L/S 12/8/19-1/9/		
AP Trx #: 9347					
		203 BEAVER DR. L/S 12/8/19-1/9/2020	31-75-4204	39.14	
		Vnd: 0186 Invoice: 22898582741JAN2020	31-00-2200		39.14
		Expected Check Run: 02/07/2020			
				39.14	39.14
02/07/2020	AP	NICOR GAS	Invoice: 30139401027JAN2020 Ref#: 16325(4420 MENGE LN W#4 12/8/19-1/9/2		
AP Trx #: 9348					
		4420 MENGE LN W#4 12/8/19-1/9/2020	31-70-4204	93.18	
		Vnd: 0186 Invoice: 30139401027JAN2020	31-00-2200		93.18
		Expected Check Run: 02/07/2020			
				93.18	93.18
02/07/2020	AP	NICOR GAS	Invoice: 31857320001JAN2020 Ref#: 16326(100 S STATE ST. W#2 12/8/19-1/9		
AP Trx #: 9349					
		100 S STATE ST. W#2 12/8/19-1/9/2020	31-70-4204	68.60	
		Vnd: 0186 Invoice: 31857320001JAN2020	31-00-2200		68.60
		Expected Check Run: 02/07/2020			
				68.60	68.60
02/07/2020	AP	NICOR GAS	Invoice: 72878472371JAN2020 Ref#: 16327(610 S STATE ST. NWWTP 12/8/19-1		
AP Trx #: 9350					
		610 S STATE ST. NWWTP 12/8/19-1/9/2020	31-75-4204	558.09	
		Vnd: 0186 Invoice: 72878472371JAN2020	31-00-2200		558.09
		Expected Check Run: 02/07/2020			
				558.09	558.09
02/07/2020	AP	NICOR GAS	Invoice: 77254215526JAN2020 Ref#: 16355(287 PRAIRIE KNOLL L/S 12/15/19-		
AP Trx #: 9351					
		287 PRAIRIE KNOLL L/S 12/15/19-1/16/20	31-75-4204	39.10	
		Vnd: 0186 Invoice: 77254215526JAN2020	31-00-2200		39.10
		Expected Check Run: 02/07/2020			
				39.10	39.10
02/07/2020	AP	NICOR GAS	Invoice: 24868703307JAN2020 Ref#: 16356(1001 WACO WAY C/L/S 12/15/19-1		
AP Trx #: 9352					
		1001 WACO WAY C/L/S 12/15/19-1/16/20	31-75-4204	41.12	
		Vnd: 0186 Invoice: 24868703307JAN2020	31-00-2200		41.12
		Expected Check Run: 02/07/2020			
				41.12	41.12

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	NICOR GAS	Invoice: 07465530330JAN2020 Ref#: 16357(4870 WOODSTOCK RD W#5&6 12/15/		
AP Trx #: 9353					
		4870 WOODSTOCK RD W#5&6 12/15/19-1/16/20	31-70-4204	92.15	
		Vnd: 0186 Invoice: 07465530330JAN2020	31-00-2200		92.15
		Expected Check Run: 02/07/2020		92.15	92.15
02/07/2020	AP	NICOR GAS	Invoice: 94988910009JAN2020 Ref#: 16358(211 W GROVE RT 173 W#3 12/15/1		
AP Trx #: 9354					
		211 W GROVE RT 173 W#3 12/15/19-1/16/20	31-70-4204	84.47	
		Vnd: 0186 Invoice: 94988910009JAN2020	31-00-2200		84.47
		Expected Check Run: 02/07/2020		84.47	84.47
02/07/2020	AP	PITNEY BOWES INC.	Invoice: 3103652579 Ref#: 16295(POSTAGE/FOLDER LEASE 10/30/19-1/29/20)		
AP Trx #: 9355					
		POSTAGE/FOLDER LEASE 10/30/19-1/29/20	01-50-4214	1,400.73	
		Vnd: 0211 Invoice: 3103652579	01-00-2200		1,400.73
		Expected Check Run: 02/07/2020		1,400.73	1,400.73
02/07/2020	AP	QUILL CORPORATION	Invoice: 3923556 Ref#: 16296(G2 GEL FINE PT. PENS FOR ALL DEPTS.)		
AP Trx #: 9356					
		G2 GEL FINE PT. PENS FOR ALL DEPTS.	01-50-4300	75.98	
		Vnd: 0219 Invoice: 3923556	01-00-2200		75.98
		Expected Check Run: 02/07/2020		75.98	75.98
02/07/2020	AP	QUILL CORPORATION	Invoice: 3925729 Ref#: 16328(1099 DOUBLE WINDOW ENVELOPES 100PK)		
AP Trx #: 9357					
		1099 DOUBLE WINDOW ENVELOPES 100PK	01-50-4300	14.99	
		Vnd: 0219 Invoice: 3925729	01-00-2200		14.99
		Expected Check Run: 02/07/2020		14.99	14.99
02/07/2020	AP	RUSH POWER SYSTEMS, LLC.	Invoice: 7200 Ref#: 16346(LEVEL 2 SERVICE@9 L/S GENERATORS)		
AP Trx #: 9358					
		LEVEL 2 SERVICE@9 L/S GENERATORS	31-75-4312	5,760.00	
		Vnd: 0232 Invoice: 7200	31-00-2200		5,760.00
		Expected Check Run: 02/07/2020		5,760.00	5,760.00

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/07/2020	AP	SSR COMMERCIAL SNOW REMOVAL, LLC. Invoice: FY2020-002 Ref#: 16383(SNOW & ICE REMOVAL 2 TRUCKS 12/31/19)			
AP Trx #: 9359					
		SNOW & ICE REMOVAL 2 TRUCKS 12/31/19	01-53-4233	997.50	
		Vnd: 0376 Invoice: FY2020-002	01-00-2200		997.50
		Expected Check Run: 02/07/2020			
				997.50	997.50
02/07/2020	AP	U.S. CELLULAR Invoice: 0353643417 Ref#: 16436(PW,WWTP,CLERK PHONE,TABLET&HOTSPOT JAN2			
AP Trx #: 9360					
		PWD CELL PHONE JAN2020	01-53-4202	59.55	
		VPG CLERK CELL PHONE JAN2020	01-57-4202	48.25	
		HOT SPOT / TABLET W&S READS JAN2020	31-50-4202	655.87	
		Vnd: 0261 Invoice: 0353643417	01-00-2200		107.80
		Vnd: 0261 Invoice: 0353643417	31-00-2200		655.87
		Expected Check Run: 02/07/2020			
				763.67	763.67
02/07/2020	AP	WENDY'S RESTRAUNT Invoice: 3049 Ref#: 16411(TREASURER MEAL@OAKBROOK TREASURER MTG)			
AP Trx #: 9361					
		TREASURER MEAL@OAKBROOK TREASURER MTG	01-50-4207	9.71	
		Vnd: MISC Invoice: 3049	01-00-2200		9.71
		Expected Check Run: 02/07/2020			
				9.71	9.71
02/07/2020	AP	WEX BANK - MARATHON FLEET CARD Invoice: 63397413 Ref#: 16329(PUBLIC WORKS FUEL JAN2020)			
AP Trx #: 9362					
		PUBLIC WORKS FUEL JAN2020	01-53-4303	1,613.06	
		Vnd: 0429 Invoice: 63397413	01-00-2200		1,613.06
		Expected Check Run: 02/07/2020			
				1,613.06	1,613.06
				43,348.79	43,348.79
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	01-00-2200		13,899.68
		ACCOUNTS PAYABLE	31-00-2200		29,289.71
			TOTAL INCREASE IN PAYABLE:		43,189.39

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	ARNESON OIL COMPANY	Invoice: 179809 Ref#: 16422(SHOP PROPANE HEAT 425.1 GAL. LP GAS)		
AP Trx #: 9387					
		SHOP PROPANE HEAT 425.1 GAL. LP GAS	01-53-4231	590.89	
		Vnd: 0459 Invoice: 179809	01-00-2200		590.89
		Expected Check Run: 02/19/2020			
				590.89	590.89
02/19/2020	AP	B&F CONSTRUCTION CODE SERVICE, INC.	Invoice: 52923 Ref#: 16330(PLAN REVIEW-SAVANNAH OAKS P#2019-189)		
AP Trx #: 9388					
		PLAN REVIEW-SAVANNAH OAKS P#2019-189	01-50-4215	895.50	
		Vnd: 0356 Invoice: 52923	01-00-2200		895.50
		Expected Check Run: 02/19/2020			
				895.50	895.50
02/19/2020	AP	B&F CONSTRUCTION CODE SERVICE, INC.	Invoice: 12284 Ref#: 16331(BLDG-REVIEW & CODE INSPECTIONS DEC2019)		
AP Trx #: 9389					
		BLDG-REVIEW INSPECTIONS DEC2019	01-50-4215	3,225.00	
		CODE INSPECTIONS DEC2019	01-50-4216	1,972.10	
		Vnd: 0356 Invoice: 12284	01-00-2200		5,197.10
		Expected Check Run: 02/19/2020			
				5,197.10	5,197.10
02/19/2020	AP	BANDT COMMUNICATIONS, INC.	Invoice: 20191107215 Ref#: 16332(TK-240VK WIRELESS CB RADIO)		
AP Trx #: 9390					
		TK-240VK WIRELESS CB RADIO	01-53-4302	267.50	
		Vnd: 0509 Invoice: 20191107215	01-00-2200		267.50
		Expected Check Run: 02/19/2020			
				267.50	267.50
02/19/2020	AP	BLAIN'S FARM & FLEET	Invoice: 7868 Ref#: 16334(WIRE STRIPPER/CRIMPER TOOL)		
AP Trx #: 9391					
		WIRE STRIPPER/CRIMPER TOOL	01-53-4302	22.04	
		Vnd: 0361 Invoice: 7868	01-00-2200		22.04
		Expected Check Run: 02/19/2020			
				22.04	22.04
02/19/2020	AP	BLAIN'S FARM & FLEET	Invoice: 8432 Ref#: 16365(SCRAPER CHISEL & BRUSH)		
AP Trx #: 9392					
		SCRAPER CHISEL & BRUSH	01-53-4302	47.63	
		Vnd: 0361 Invoice: 8432	01-00-2200		47.63
		Expected Check Run: 02/19/2020			
				47.63	47.63

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	BLAIN'S FARM & FLEET	Invoice: 6209 Ref#: 16391(STROBE LIGHT MOUNTING BRACKETS X2, FUNNE)		
AP Trx #: 9393					
		STROBE LIGHT MOUNTING BRACKETS X2	01-53-4229	5.92	
		FUNNELS X3	01-53-4302	10.17	
		Vnd: 0361 Invoice: 6209	01-00-2200		16.09
		Expected Check Run: 02/19/2020		16.09	16.09
02/19/2020	AP	BLAKE OIL COMPANY	Invoice: 402627 Ref#: 16424(SHOP DIESEL 240 GAL.1/27/20)		
AP Trx #: 9394					
		SHOP DIESEL 240 GAL.1/27/20	01-53-4303	494.76	
		Vnd: 0049 Invoice: 402627	01-00-2200		494.76
		Expected Check Run: 02/19/2020		494.76	494.76
02/19/2020	AP	CINTAS CORPORATION #355	Invoice: 4039656662 Ref#: 16297(SOAP,SANI-CLIPS,FLOORMAT,UNIFORM/JEAN C		
AP Trx #: 9395					
		SOAP,SANI-CLIPS,FLOORMAT WK#2 JAN2020	01-50-4301	12.60	
		UNIFORM/JEAN CLEANING WK#2 JAN2020	01-53-4107	24.66	
		Vnd: 0098 Invoice: 4039656662	01-00-2200		37.26
		Expected Check Run: 02/19/2020		37.26	37.26
02/19/2020	AP	CINTAS CORPORATION #355	Invoice: 4040244137 Ref#: 16333(SOAP,SANI-CLIPS,FLOORMAT,UNIFORM/JEAN C		
AP Trx #: 9396					
		SOAP,SANI-CLIPS,FLOORMAT WK#3 JAN2020	01-50-4301	12.60	
		UNIFORM/JEAN CLEANING WK#3 JAN2020	01-53-4107	24.66	
		Vnd: 0098 Invoice: 4040244137	01-00-2200		37.26
		Expected Check Run: 02/19/2020		37.26	37.26
02/19/2020	AP	CINTAS CORPORATION #355	Invoice: 4040768653 Ref#: 16354(SOAP,SANI-CLIPS,FLOORMAT,UNIFORM/JEAN C		
AP Trx #: 9397					
		SOAP,SANI-CLIPS,FLOORMAT WK#4 JAN2020	01-50-4301	12.60	
		UNIFORM/JEAN CLEANING WK#4 JAN2020	01-53-4107	24.66	
		Vnd: 0098 Invoice: 4040768653	01-00-2200		37.26
		Expected Check Run: 02/19/2020		37.26	37.26
02/19/2020	AP	CINTAS CORPORATION #355	Invoice: 4041436642 Ref#: 16403(SOAP,SANI-CLIPS,FLOORMAT,UNIFORM/JEAN C		
AP Trx #: 9398					
		SOAP,SANI-CLIPS,FLOORMAT WK#5 JAN2020	01-50-4301	12.60	
		UNIFORM/JEAN CLEANING WK#5 JAN2020	01-53-4107	24.66	
		Vnd: 0098 Invoice: 4041436642	01-00-2200		37.26
		Expected Check Run: 02/19/2020		37.26	37.26

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1282 Ref#: 16366(SERVICE TRANE FURNACE #2@VH)			
AP Trx #: 9399					
		SERVICE TRANE FURNACE #2@VH	01-50-4240	65.00	
		Vnd: 0374 Invoice: 1282	01-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1285 Ref#: 16367(SERVICE TRANE FURNACE #3@VH)			
AP Trx #: 9400					
		SERVICE TRANE FURNACE #3@VH	01-50-4240	65.00	
		Vnd: 0374 Invoice: 1285	01-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1406 Ref#: 16368(SERVICE TRANE FURNACE #1@VH - OFFICE)			
AP Trx #: 9401					
		SERVICE TRANE FURNACE #1@VH - OFFICE	01-50-4240	65.00	
		Vnd: 0374 Invoice: 1406	01-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1408 Ref#: 16369(SERVICE-CLEANED&INSPECTED FURNACE #2@NWW)			
AP Trx #: 9402					
		CLEANED & INSPECTED FURNACE #2 @NWWTP	31-75-4301	65.00	
		Vnd: 0374 Invoice: 1408	31-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1409 Ref#: 16370(SERVICED:CLEANED & INSPECTED FURANCE #3)			
AP Trx #: 9403					
		CLEANED & INSPECTED FURANCE #3 @NWWTP	31-75-4301	65.00	
		Vnd: 0374 Invoice: 1409	31-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR Invoice: 1411 Ref#: 16371(SERVICED MODINE FURNACE @SWWTP)			
AP Trx #: 9404					
		SERVICED MODINE FURNACE @SWWTP	31-75-4301	65.00	
		Vnd: 0374 Invoice: 1411	31-00-2200		65.00
		Expected Check Run: 02/19/2020			
				65.00	65.00

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 1537 Ref#: 16372(SERVICED REZNOR FURNACE @W#5&6 WOODSTOCK)		
AP Trx #: 9405		SERVICED REZNOR FURNACE @W#5&6 WOODSTOCK	31-75-4301	65.00	
		Vnd: 0374 Invoice: 1537	31-00-2200		65.00
		Expected Check Run: 02/19/2020		65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 1538 Ref#: 16373(SERVICE MODINE FURNACE@W#4 MENGE LN)		
AP Trx #: 9406		SERVICE MODINE FURNACE@W#4 MENGE LN	31-70-4301	65.00	
		Vnd: 0374 Invoice: 1538	31-00-2200		65.00
		Expected Check Run: 02/19/2020		65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 1539 Ref#: 16374(SERVICE MODINE FURNACE @W#3 RT 173)		
AP Trx #: 9407		SERVICE MODINE FURNACE @W#3 RT 173	31-70-4301	65.00	
		Vnd: 0374 Invoice: 1539	31-00-2200		65.00
		Expected Check Run: 02/19/2020		65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 1540 Ref#: 16375(SERVICE MODINE FURNACE@CHEM.ROOM RT173)		
AP Trx #: 9408		SERVICE MODINE FURNACE@CHEM.ROOM RT173	31-70-4301	65.00	
		Vnd: 0374 Invoice: 1540	31-00-2200		65.00
		Expected Check Run: 02/19/2020		65.00	65.00
02/19/2020	AP	COMFORT SOLUTIONS HEATING & AIR	Invoice: 1407 Ref#: 16376(SERVICE LENNOX FURNACE #1@NWWTP)		
AP Trx #: 9409		SERVICE LENNOX FURNACE #1@NWWTP	31-75-4301	65.00	
		Vnd: 0374 Invoice: 1407	31-00-2200		65.00
		Expected Check Run: 02/19/2020		65.00	65.00
02/19/2020	AP	COMPASS MINERALS	Invoice: 570730 Ref#: 16300(HWY SALT QTY 23.75 1/9/2020)		
AP Trx #: 9410		HWY SALT QTY 23.75 1/9/2020	01-53-4304	2,321.56	
		Vnd: 0385 Invoice: 570730	01-00-2200		2,321.56
		Expected Check Run: 02/19/2020		2,321.56	2,321.56

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	COMPASS MINERALS	Invoice: 574217 Ref#: 16335(HWY SALT QTY 51.85 1/14/20)		
AP Trx #: 9411		HWY SALT QTY 51.85 1/14/20	01-53-4304	5,068.34	
		Vnd: 0385 Invoice: 574217	01-00-2200		5,068.34
		Expected Check Run: 02/19/2020		5,068.34	5,068.34
02/19/2020	AP	COMPASS MINERALS	Invoice: 587046 Ref#: 16425(HWY SALT QTY 48.03 1/23/20)		
AP Trx #: 9412		HWY SALT QTY 48.03 1/23/20	01-53-4304	4,694.93	
		Vnd: 0385 Invoice: 587046	01-00-2200		4,694.93
		Expected Check Run: 02/19/2020		4,694.93	4,694.93
02/19/2020	AP	COMPASS MINERALS	Invoice: 586043 Ref#: 16426(HWY SALT QTY 50.45 1/20/2020)		
AP Trx #: 9413		HWY SALT QTY 50.45 1/20/2020	01-53-4304	4,931.49	
		Vnd: 0385 Invoice: 586043	01-00-2200		4,931.49
		Expected Check Run: 02/19/2020		4,931.49	4,931.49
02/19/2020	AP	COMPASS MINERALS	Invoice: 588013 Ref#: 16437(HWY SALT QTY 48.14 1/31/20)		
AP Trx #: 9414		HWY SALT QTY 48.14 1/31/20	01-53-4304	4,705.69	
		Vnd: 0385 Invoice: 588013	01-00-2200		4,705.69
		Expected Check Run: 02/19/2020		4,705.69	4,705.69
02/19/2020	AP	CONSERV FS INC	Invoice: 33016516 Ref#: 16427(10 BAGS PREMIUM ICE MELT@VH)		
AP Trx #: 9415		10 BAGS PREMIUM ICE MELT@VH	01-50-4302	74.50	
		Vnd: 0073 Invoice: 33016516	01-00-2200		74.50
		Expected Check Run: 02/19/2020		74.50	74.50
02/19/2020	AP	CORE & MAIN LP	Invoice: L762913 Ref#: 16336(16-IPERL 3/4" METERS)		
AP Trx #: 9416		16-IPERL 3/4" METERS	31-70-4306	2,160.00	
		Vnd: 0347 Invoice: L762913	31-00-2200		2,160.00
		Expected Check Run: 02/19/2020		2,160.00	2,160.00

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	CORE & MAIN LP	Invoice: L764969 Ref#: 16337(27-MX WIRED MXU'S)		
AP Trx #: 9417					
		27-MX WIRED MXU'S	31-70-4306	4,403.70	
		Vnd: 0347 Invoice: L764969	31-00-2200		4,403.70
		Expected Check Run: 02/19/2020			
				4,403.70	4,403.70
02/19/2020	AP	CORE & MAIN LP	Invoice: L812932 Ref#: 16392(SENSUS ANNUAL SUPPORT 3/12/20-3/11/21)		
AP Trx #: 9418					
		SENSUS ANNUAL SUPPORT 3/12/20-3/11/21	31-70-4214	1,220.00	
		SENSUS ANNUAL SUPPORT 3/12/20-3/11/21	31-75-4214	1,220.00	
		Vnd: 0347 Invoice: L812932	31-00-2200		2,440.00
		Expected Check Run: 02/19/2020			
				2,440.00	2,440.00
02/19/2020	AP	CORE & MAIN LP	Invoice: L822927 Ref#: 16404(WATER SERVICE:TUBE,FITTINGS-REPARI@103 W)		
AP Trx #: 9419					
		H20 SRVC:TUBE,FITTINGS-REPARI@103 WPARK	31-70-4301	262.53	
		Vnd: 0347 Invoice: L822927	31-00-2200		262.53
		Expected Check Run: 02/19/2020			
				262.53	262.53
02/19/2020	AP	DECKER 24HR TRUCK & TRAILER, INC.	Invoice: INV-29262 Ref#: 16338(05'2" INT'L STEARING GEAR BOX LABOR & MA		
AP Trx #: 9420					
		05'2" INT'L STEARING GEAR BOX LABOR&MAT.	01-53-4226	1,292.19	
		Vnd: 0358 Invoice: INV-29262	01-00-2200		1,292.19
		Expected Check Run: 02/19/2020			
				1,292.19	1,292.19
02/19/2020	AP	ECONO SIGNS LLC.	Invoice: 10-957873 Ref#: 16377(VARIOUS STREET SIGNS(2) & POSTS(12))		
AP Trx #: 9421					
		VARIOUS STREET SIGNS(2) & POSTS(12)	01-53-4228	779.18	
		Vnd: 0492 Invoice: 10-957873	01-00-2200		779.18
		Expected Check Run: 02/19/2020			
				779.18	779.18
02/19/2020	AP	HIRE TRACI II LLC	Invoice: 3869 Ref#: 16438(CUSTODIAL SERVICES JAN2020 1-1/2WK 2-FUL)		
AP Trx #: 9422					
		CUSTODIAL SERVICES JAN2020 3WKS	01-50-4219	290.00	
		Vnd: 0384 Invoice: 3869	01-00-2200		290.00
		Expected Check Run: 02/19/2020			
				290.00	290.00

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	LAWSON PRODUCTS, INC.	Invoice: 9307313260 Ref#: 16378(HARDWARE STORAGE@SHOP)		
AP Trx #: 9423					
		HARDWARE STORAGE@SHOP	01-53-4302	86.55	
		Vnd: 0335 Invoice: 9307313260	01-00-2200		86.55
		Expected Check Run: 02/19/2020		86.55	86.55
02/19/2020	AP	LAWSON PRODUCTS, INC.	Invoice: 9307313529 Ref#: 16379(TRUCK/VEHICLE PARTS & NUTS, BOLTS, HARD		
AP Trx #: 9424					
		NUTS, BOLTS & HARDWARE@PW SHOP	01-53-4302	597.55	
		VEHCLE MAINTENANCE PARTS@PW SHOP	01-53-4226	597.55	
		Vnd: 0335 Invoice: 9307313529	01-00-2200		1,195.10
		Expected Check Run: 02/19/2020		1,195.10	1,195.10
02/19/2020	AP	LINCOLN RENT-ALL & LAWN EQUIP SALES	Invoice: 330785 Ref#: 16302(12" CHIPPER SHREDDER RENTAL 1/6-1/8/2020)		
AP Trx #: 9425					
		12" CHIPPER SHREDDER RENTAL 1/6-1/8/2020	01-53-4228	541.25	
		2 CYCLE OIL QTY48	01-53-4302	205.92	
		BLACK WORK GLASSES	01-53-4302	16.95	
		Vnd: 0151 Invoice: 330785	01-00-2200		764.12
		Expected Check Run: 02/19/2020		764.12	764.12
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701890 Ref#: 16397(ENGINEERING AS NEEDED DEC.2019)		
AP Trx #: 9426					
		ENGINEERING AS NEEDED DEC.2019	01-50-4212	2,058.40	
		CONTRACT INSPECTION SERVICES	01-50-4215	77.00	
		Vnd: 0159 Invoice: 0701890	01-00-2200		2,135.40
		Expected Check Run: 02/19/2020		2,135.40	2,135.40
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701891 Ref#: 16398(ENGINEERING HAWTHORN MEADOWS DEC2019)		
AP Trx #: 9427					
		ENGINEERING HAWTHORN MEADOWS DEC2019	01-00-1330	184.80	
		Vnd: 0159 Invoice: 0701891	01-00-2200		184.80
		Expected Check Run: 02/19/2020		184.80	184.80
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701892 Ref#: 16399(IL RT 173 WATERMAIN IMPROVEMENTS DEC2019)		
AP Trx #: 9428					
		IL RT 173 WATERMAIN IMPROVEMENTS DEC2019	90-53-4460	246.40	
		Vnd: 0159 Invoice: 0701892	90-00-2200		246.40
		Expected Check Run: 02/19/2020		246.40	246.40

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701893 Ref#: 16400(PHASE 1 SANITARY SEWER DEC2019)		
AP Trx #: 9429					
		PHASE 1 SANITARY SEWER DEC2019	01-50-4212	2,280.07	
		Vnd: 0159 Invoice: 0701893	01-00-2200		2,280.07
		Expected Check Run: 02/19/2020		2,280.07	2,280.07
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701894 Ref#: 16401(2020 VILLAGE WIDE MAINTENANCE PROGRAM DE)		
AP Trx #: 9430					
		2020 VILLAGE WIDE MAINT. PROGRAM DEC2019	01-50-4212	3,909.77	
		Vnd: 0159 Invoice: 0701894	01-00-2200		3,909.77
		Expected Check Run: 02/19/2020		3,909.77	3,909.77
02/19/2020	AP	MCMAHON ASSOCIATES, INC.	Invoice: 0701895 Ref#: 16402(WESTERGREN-FINAL GRADING DEC2019)		
AP Trx #: 9431					
		WESTERGREN-FINAL GRADING DEC2019	01-50-4215	1,103.34	
		Vnd: 0159 Invoice: 0701895	01-00-2200		1,103.34
		Expected Check Run: 02/19/2020		1,103.34	1,103.34
02/19/2020	AP	MENARDS	Invoice: 30788 Ref#: 16303(BALLAST,BRUSH,CLAMP,WIREGUARD,DISC@WWTP)		
AP Trx #: 9432					
		BALLAST,BRUSH,CLAMP,WIREGUARD,DISC@WWTP	31-75-4301	112.77	
		Vnd: 0165 Invoice: 30788	31-00-2200		112.77
		Expected Check Run: 02/19/2020		112.77	112.77
02/19/2020	AP	MENARDS	Invoice: 30857 CR Ref#: 16304(RETURN OF BALLAST@WWTP ORG.INV#30788)		
AP Trx #: 9433					
		RETURN OF BALLAST@WWTP ORG.INV#30788	31-75-4301		14.98
		Vnd: 0165 Invoice: 30857 CR	31-00-2200	14.98	
		Expected Check Run: 02/19/2020		14.98	14.98
02/19/2020	AP	MENARDS	Invoice: 30858 Ref#: 16305(THERMOSTAT,BALLAST,SHOP TOWELS@WWTP)		
AP Trx #: 9434					
		THERMOSTAT,BALLAST,SHOP TOWELS@WWTP	31-75-4301	44.97	
		Vnd: 0165 Invoice: 30858	31-00-2200		44.97
		Expected Check Run: 02/19/2020		44.97	44.97

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	MENARDS	Invoice: 30990 Ref#: 16306(MAINTENANCE SUPPLIES@WWTP'S)		
AP Trx #: 9435					
		MAINTENANCE SUPPLIES@WWTP'S	31-75-4301	115.13	
		Vnd: 0165 Invoice: 30990	31-00-2200		115.13
		Expected Check Run: 02/19/2020		115.13	115.13
02/19/2020	AP	MENARDS	Invoice: 31215 Ref#: 16340(STORAGE CABINETS FOR SHOP X2)		
AP Trx #: 9436					
		STORAGE CABINETS FOR SHOP X2	01-53-4302	258.00	
		Vnd: 0165 Invoice: 31215	01-00-2200		258.00
		Expected Check Run: 02/19/2020		258.00	258.00
02/19/2020	AP	MENARDS	Invoice: 31134 Ref#: 16341(VINYL TUBING & HOSE CLAMP-PRESS@SWWTP)		
AP Trx #: 9437					
		VINYL TUBING & HOSE CLAMP-PRESS@SWWTP	31-75-4301	10.43	
		Vnd: 0165 Invoice: 31134	31-00-2200		10.43
		Expected Check Run: 02/19/2020		10.43	10.43
02/19/2020	AP	MENARDS	Invoice: 31318 Ref#: 16380(PAPER TOWELS, FLEX BLADE HEAD, OSB 4X8)		
AP Trx #: 9438					
		PAPER TOWELS, FLEX BLADE HEAD, OSB 4X8	31-75-4302	33.64	
		Vnd: 0165 Invoice: 31318	31-00-2200		33.64
		Expected Check Run: 02/19/2020		33.64	33.64
02/19/2020	AP	MENARDS	Invoice: 31675 Ref#: 16381(SOCKET SETS FOR PW SHOP)		
AP Trx #: 9439					
		SOCKET SETS FOR PW SHOP	01-53-4302	44.29	
		Vnd: 0165 Invoice: 31675	01-00-2200		44.29
		Expected Check Run: 02/19/2020		44.29	44.29
02/19/2020	AP	MENARDS	Invoice: 31425 Ref#: 16393(45" LED SHOP LIGHT,SOCKET TRAYS X6, OVAL)		
AP Trx #: 9440					
		45" LED SHOP LIGHT QTY1	01-53-4302	34.98	
		SOCKET TRAYS QTY 6	01-53-4302	43.64	
		36" OVAL HANDLE QTY1	01-53-4302	8.49	
		Vnd: 0165 Invoice: 31425	01-00-2200		87.11
		Expected Check Run: 02/19/2020		87.11	87.11

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	MENARDS	Invoice: 32050 Ref#: 16439(TABLET CHARGE & ADAPTER)		
AP Trx #: 9441					
		TABLET CHARGE & ADAPTER	31-70-4302	13.48	
		TABLET CHARGE & ADAPTER	31-75-4302	13.48	
		Vnd: 0165 Invoice: 32050	31-00-2200		26.96
		Expected Check Run: 02/19/2020			
				26.96	26.96
02/19/2020	AP	MENARDS	Invoice: 32265 Ref#: 16440(NWWTP FURNACE FILTER)		
AP Trx #: 9442					
		NWWTP FURNACE FILTER	31-75-4301	35.88	
		Vnd: 0165 Invoice: 32265	31-00-2200		35.88
		Expected Check Run: 02/19/2020			
				35.88	35.88
02/19/2020	AP	NAPA AUTO PARTS	Invoice: 294774 Ref#: 16342(05' INT'L POWER STERING FLUID)		
AP Trx #: 9443					
		05' INT'L POWER STERING FLUID	01-53-4226	33.97	
		Vnd: 0053 Invoice: 294774	01-00-2200		33.97
		Expected Check Run: 02/19/2020			
				33.97	33.97
02/19/2020	AP	NAPA AUTO PARTS	Invoice: 294778 Ref#: 16343(05' INT'. POWER STEERING HOSE, FLUIDS)		
AP Trx #: 9444					
		05' INT'. POWER STEERING HOSE, FLUIDS	01-53-4226	169.78	
		Vnd: 0053 Invoice: 294778	01-00-2200		169.78
		Expected Check Run: 02/19/2020			
				169.78	169.78
02/19/2020	AP	NAPA AUTO PARTS	Invoice: 294963 Ref#: 16344(SERVICE TRUCK BLOWER MOTOR)		
AP Trx #: 9445					
		SERVICE TRUCK BLOWER MOTOR	01-53-4226	184.81	
		Vnd: 0053 Invoice: 294963	01-00-2200		184.81
		Expected Check Run: 02/19/2020			
				184.81	184.81
02/19/2020	AP	NATIONAL FLAG STORE	Invoice: 2895 Ref#: 16382(FLAG/POLE REPAIR @ VET.MEM.PARK)		
AP Trx #: 9446					
		FLAG/POLE REPAIR @ VET.MEM.PARK	01-52-4304	277.10	
		Vnd: 0178 Invoice: 2895	01-00-2200		277.10
		Expected Check Run: 02/19/2020			
				277.10	277.10

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	O'REILLY AUTO PARTS	Invoice: 4384-398191 Ref#: 16345(2019 SILVERADO WIPER BLADES X2)		
AP Trx #: 9447					
		2019 SILVERADO WIPER BLADES X2	01-53-4226	56.98	
		Vnd: 0318 Invoice: 4384-398191	01-00-2200		56.98
		Expected Check Run: 02/19/2020			
				56.98	56.98
02/19/2020	AP	P.C. TECH 2 U	Invoice: 8597 Ref#: 16352(ONSITE-EMAIL SET UP PW TABLET & AUDIO TR)		
AP Trx #: 9448					
		EMAIL SET UP PUBLIC WORKS TABLET	01-50-4214	60.00	
		AUDIO SYSTEM TROUBLESHOOT @VH BOARD ROOM	01-50-4214	100.00	
		Vnd: 0489 Invoice: 8597	01-00-2200		160.00
		Expected Check Run: 02/19/2020			
				160.00	160.00
02/19/2020	AP	POPLAR GROVE TOWNSHIP	Invoice: 0127 Ref#: 16394(MFT- SEALCOAT ROADWORK BEAVERTON RD, ORT)		
AP Trx #: 9449					
		SEALCOAT ROADWORK BEAVERTON RD, ORTH RD	20-00-4409	1,584.52	
		Vnd: 0206 Invoice: 0127	20-00-2200		1,584.52
		Expected Check Run: 02/19/2020			
				1,584.52	1,584.52
02/19/2020	AP	R.J. DANIELS FUEL & TIRE	Invoice: 458028 Ref#: 16395(HYDRAULIC HOSE & FITTINGS ON 05' INT'L)		
AP Trx #: 9450					
		HYDRAULIC HOSE & FITTINGS ON 05' INT'L	01-53-4226	96.67	
		Vnd: 0225 Invoice: 458028	01-00-2200		96.67
		Expected Check Run: 02/19/2020			
				96.67	96.67
02/19/2020	AP	SCOTT'S RV, TRUCK & AUTO REPAIR	Invoice: 63796 Ref#: 16396(PLOW REPAIR-ANGLE CYLINDER W/MARKERS)		
AP Trx #: 9451					
		PLOW REPAIR-ANGLE CYLINDER W/MARKERS	01-53-4229	194.59	
		Vnd: 0245 Invoice: 63796	01-00-2200		194.59
		Expected Check Run: 02/19/2020			
				194.59	194.59
02/19/2020	AP	SOSNOWSKI SZETO, LLP	Invoice: 450002.0000-4863 Ref#: 16455(LEGAL SERVICES: GENERAL JAN2020)		
AP Trx #: 9452					
		LEGAL SERVICES: GENERAL JAN2020	01-50-4213	4,809.75	
		Vnd: 0319 Invoice: 450002.0000-4863	01-00-2200		4,809.75
		Expected Check Run: 02/19/2020			
				4,809.75	4,809.75

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	SOSNOWSKI SZETO, LLP	Invoice: 450002.0001-4864 Ref#: 16456(LEGAL SERVICES:FORREST PALLET JAN		
AP Trx #: 9453					
		LEGAL SERVICES:FORREST PALLET JAN2020	01-50-4213	175.00	
		Vnd: 0319 Invoice: 450002.0001-4864	01-00-2200		175.00
		Expected Check Run: 02/19/2020		175.00	175.00
02/19/2020	AP	SOSNOWSKI SZETO, LLP	Invoice: 450002.0007-4866 Ref#: 16457(LEGAL SERVICES:PLANNING & ZONING		
AP Trx #: 9454					
		PLANNING& ZONING COMM. JAN2020	01-50-4213	134.40	
		Vnd: 0319 Invoice: 450002.0007-4866	01-00-2200		134.40
		Expected Check Run: 02/19/2020		134.40	134.40
02/19/2020	AP	SOSNOWSKI SZETO, LLP	Invoice: 450002.0010-4867 Ref#: 16458(LEGAL SERVICES:AGENDA,ORD'S-CLERK		
AP Trx #: 9455					
		LEGAL SERVICES: CLERK JAN2020	01-50-4213	130.20	
		Vnd: 0319 Invoice: 450002.0010-4867	01-00-2200		130.20
		Expected Check Run: 02/19/2020		130.20	130.20
02/19/2020	AP	SOSNOWSKI SZETO, LLP	Invoice: 450002.0012-4869 Ref#: 16459(100 N STATE ST. -DAY JAN2020)		
AP Trx #: 9456					
		100 N STATE ST. -DAY JAN2020	01-50-4213	1,151.15	
		Vnd: 0319 Invoice: 450002.0012-4869	01-00-2200		1,151.15
		Expected Check Run: 02/19/2020		1,151.15	1,151.15
02/19/2020	AP	SSR COMMERCIAL SNOW REMOVAL, LLC.	Invoice: 2020-003 Ref#: 16384(SNOW & ICE REMOVAL 4 TRUCKS 01/18/2020)		
AP Trx #: 9457					
		SNOW & ICE REMOVAL 4 TRUCKS 01/18/2020	01-53-4233	1,767.50	
		Vnd: 0376 Invoice: 2020-003	01-00-2200		1,767.50
		Expected Check Run: 02/19/2020		1,767.50	1,767.50
02/19/2020	AP	SSR COMMERCIAL SNOW REMOVAL, LLC.	Invoice: 004-2020 Ref#: 16441(SNOW & ICE REMOVAL 4TRUCKS 1/25/2020)		
AP Trx #: 9458					
		SNOW & ICE REMOVAL 4TRUCKS 1/25/2020	01-53-4233	1,282.50	
		Vnd: 0376 Invoice: 004-2020	01-00-2200		1,282.50
		Expected Check Run: 02/19/2020		1,282.50	1,282.50

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	TEST INC.	Invoice: 191200802 Ref#: 16308(IEPA NITATE TESTING X4@W)		
AP Trx #: 9459					
		IEPA NITATE TESTING X4@W	31-70-4310	60.00	
		Vnd: 0355 Invoice: 191200802	31-00-2200		60.00
		Expected Check Run: 02/19/2020		60.00	60.00
02/19/2020	AP	TEST INC.	Invoice: 191200801 Ref#: 16309(IEPA NITRATE TESTING X2 @S)		
AP Trx #: 9460					
		IEPA NITRATE TESTING X2 @S	31-70-4310	30.00	
		Vnd: 0355 Invoice: 191200801	31-00-2200		30.00
		Expected Check Run: 02/19/2020		30.00	30.00
02/19/2020	AP	TEST INC.	Invoice: 191200609 Ref#: 16347(IEPA PH SLUDGE TESTING X1)		
AP Trx #: 9461					
		IEPA PH SLUDGE TESTING X1	31-75-4310	8.00	
		Vnd: 0355 Invoice: 191200609	31-00-2200		8.00
		Expected Check Run: 02/19/2020		8.00	8.00
02/19/2020	AP	TEST INC.	Invoice: 191200643 Ref#: 16348(IEPA TURBIDITY IRON TESTINGS X1)		
AP Trx #: 9462					
		IEPA TURBIDITY IRON TESTINGS X1	31-75-4310	11.00	
		Vnd: 0355 Invoice: 191200643	31-00-2200		11.00
		Expected Check Run: 02/19/2020		11.00	11.00
02/19/2020	AP	TEST INC.	Invoice: 200100221 Ref#: 16349(IEPA FLUORIDE TESTING X1@WEST)		
AP Trx #: 9463					
		IEPA FLUORIDE TESTING X1@WEST	31-70-4310	15.50	
		Vnd: 0355 Invoice: 200100221	31-00-2200		15.50
		Expected Check Run: 02/19/2020		15.50	15.50
02/19/2020	AP	TEST INC.	Invoice: 200100223 Ref#: 16350(IEPA FLUORIDE TESTING X1@SOUTH)		
AP Trx #: 9464					
		IEPA FLUORIDE TESTING X1@SOUTH	31-75-4310	15.50	
		Vnd: 0355 Invoice: 200100223	31-00-2200		15.50
		Expected Check Run: 02/19/2020		15.50	15.50

5

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	TEST INC.	Invoice: 200100224 Ref#: 16351(IEPA FLUORIDE TESTING X1@NORTH)		
AP Trx #: 9465					
		IEPA FLUORIDE TESTING X1@NORTH	31-70-4310	15.50	
		Vnd: 0355 Invoice: 200100224	31-00-2200		15.50
		Expected Check Run: 02/19/2020			
				15.50	15.50
02/19/2020	AP	TEST INC.	Invoice: 200100406 Ref#: 16385(IEPA COLIFORM TESTING X2@WEST)		
AP Trx #: 9466					
		IEPA COLIFORM TESTING X2@WEST	31-70-4310	24.00	
		Vnd: 0355 Invoice: 200100406	31-00-2200		24.00
		Expected Check Run: 02/19/2020			
				24.00	24.00
02/19/2020	AP	TEST INC.	Invoice: 200100408 Ref#: 16386(IEPA COLIFORM TESTING X4@NORTH)		
AP Trx #: 9467					
		IEPA COLIFORM TESTING X4@NORTH	31-70-4310	48.00	
		Vnd: 0355 Invoice: 200100408	31-00-2200		48.00
		Expected Check Run: 02/19/2020			
				48.00	48.00
02/19/2020	AP	TEST INC.	Invoice: 200100412 Ref#: 16387(IEPA COLIFORM TESTING X4@SOUTH)		
AP Trx #: 9468					
		IEPA COLIFORM TESTING X4@SOUTH	31-70-4310	48.00	
		Vnd: 0355 Invoice: 200100412	31-00-2200		48.00
		Expected Check Run: 02/19/2020			
				48.00	48.00
02/19/2020	AP	TEST INC.	Invoice: 200100603 Ref#: 16405(IEPA COLIFORM TESTINGX3@NORTH)		
AP Trx #: 9469					
		IEPA COLIFORM TESTINGX3@NORTH	31-70-4310	36.00	
		Vnd: 0355 Invoice: 200100603	31-00-2200		36.00
		Expected Check Run: 02/19/2020			
				36.00	36.00
02/19/2020	AP	TEST INC.	Invoice: 200100674 Ref#: 16406(IEPA COLIFORM TESTINGX3@WEST)		
AP Trx #: 9470					
		IEPA COLIFORM TESTINGX3@WEST	31-70-4310	24.00	
		Vnd: 0355 Invoice: 200100674	31-00-2200		24.00
		Expected Check Run: 02/19/2020			
				24.00	24.00

Post	Journal	Description	GL Number	DR Amount	CR Amount
02/19/2020	AP	TEST INC. Invoice: 1177512 Ref#: 16461(WATER & SEWER CONTRACT LABOR MARCH 2020)			
AP Trx #: 9471					
		WATER & SEWER CONTRACT LABOR MARCH 2020	31-75-4236	16,741.16	
		Vnd: 0355 Invoice: 1177512	31-00-2200		16,741.16
		Expected Check Run: 02/19/2020			
				16,741.16	16,741.16
02/19/2020	AP	USA BLUE BOOK Invoice: 103631 Ref#: 16307(STENNER PUMP, HOSE, TNT PHOSPHORUS TESTI)			
AP Trx #: 9472					
		STENNER PUMP 40GPD, 115VAC @WWTP	31-70-4301	433.46	
		2'X20' SUCTION HOSE M&F QUICK ALUM. X2	31-75-4301	183.90	
		REDUCER COUPLE ADAPTER ALUM.	31-75-4301	69.49	
		TNT PHOSPHORUS TESTING PKS X3	31-75-4301	183.27	
		Vnd: 0262 Invoice: 103631	31-00-2200		870.12
		Expected Check Run: 02/19/2020			
				870.12	870.12
02/19/2020	AP	WILLIAM CHARLES CONSTRUCTION, LLC Invoice: 117817 Ref#: 16388(UPM COLD PATCH 3.16 UNITS 1/8/2020)			
AP Trx #: 9473					
		UPM COLD PATCH 3.16 UNITS 1/8/2020	01-53-4228	426.60	
		Vnd: 0268 Invoice: 117817	01-00-2200		426.60
		Expected Check Run: 02/19/2020			
				426.60	426.60
				85,091.67	85,091.67

Cash/Payable Account Totals:

ACCOUNTS PAYABLE	01-00-2200	55,132.98
MFT ACCOUNTS PAYABLE	20-00-2200	1,584.52
ACCOUNTS PAYABLE	31-00-2200	28,097.81
ACCOUNTS PAYABLE	90-00-2200	246.40
	TOTAL INCREASE IN PAYABLE:	85,061.71

SERVICE AGREEMENT

Four Seasons Amusements
412 W. Belden Avenue
Addison, IL 60101
www.FourSeasonsAmusements.com
(630) 628-9696, MariaS@FourSeasonsAmusements.com

Date: 1/31/20
FS POPLAR 1

Purchaser of Services: Village of Poplar Grove
Attn: Katie Jaster, Cell #:_____
200 N. Hill Street
Poplar Grove, IL 61065
(815) 765.3201, kjaster@villageofpoplargrove.com

Type of Entertainment:
1 State Fair Super Slide inc. Attendant $1,995.00
Trailer Delivery Charge 195.00

Performance Date: **Saturday, June 13, 2020**
Performance Time: 1 pm TIL 5 pm

Performance Location: Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Onsite Contact Person:_____

Cell #:_____

Directions: Take 90 West and Take the Belvidere-Genoa Rd exit, EXIT 25. Merge onto Genoa Rd/County Hwy-4 going North. Turn left onto Lawrenceville Rd. Turn right onto Poplar Grove Rd. Turn left onto W Park St. Take the 2nd right onto Hill St. 1hr 8min, 66.5 miles

Special Instructions:

- Purchaser of services will provide drive-in accessibility for slide setup.
- Purchaser of services is responsible for any damage, theft, and/or loss of equipment.

Total Price: $2,190.00 ($2,296.22 via credit card)
Non-Refundable Deposit: $1,095.00……Payment Due By 3/1/20
Balance Due Upon Setup: $1,095.00

Credit Card Payment Info (if paying by credit card):
Card Number:_____ Exp. Date:_____

Security Code:_____ Billing Address & Zip:_____

Name on Card:_____ Cardholder Signature:_____

Cardholder Email (for receipt) :_____

The purchaser whose signature appears on this service agreement shall remain responsible for payment. S/he has read and understands the terms of this contract and will forward questions and/or concerns to (630) 628-9696 prior to signing this agreement. Extraordinary or unusual circumstances shall not affect the amount due. Purchaser agrees (by signing this service

agreement) that a 4.85% service fee will automatically be added to Invoices paid by Credit Card. **THIS SERVICE AGREEMENT IS NOT CANCELLABLE!!!! ALL PAYMENTS ARE NON-REFUNDABLE!!! NO RAIN DATES!! IF WE DO NOT RECEIVE THIS SERVICE AGREEMENT SIGNED WITH THE REQUIRED PAYMENT BY THE DATE BELOW, THIS SERVICE AGREEMENT WILL BE NULL AND VOID.**

SERVICE AGREEMENT RELEASE AND ASSUMPTION OF RISKS

ASSUMPTION OF RISKS: I understand and acknowledge that the activity to be engaged in through my rental of an interactive amusement game(s) and/or other amusement equipment brings with it both known and unanticipated risks to my guests, my invitees and myself. Those risks include but are not limited to falling, slipping, crashing and colliding and could result in injury, illness, disease, emotional distress, death and/or property damage to myself or my guests and invitees.

LIABILITY RELEASE: I voluntarily release, hold harmless and discharge Addison All Sports Company, Inc. dba Four Seasons Amusements (hereinafter referred to as "AASC"), from any and all liability, claims, demands actions or rights of actions, whether personal to me or a third party which are related to, arise out of or are in any way connected with my rental of the interactive inflatable unit including those allegedly attributable to negligent acts or omissions. I agree to reimburse any reasonable attorney's fees and costs which may be incurred by AASC in the defense of any such liability claim, demand, action or right of action.

In the event that I file cause of action against AASC, I agree to do solely in the state of Illinois, and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state. I agree that if any portion of this service agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

I acknowledge that I have adequate homeowner's insurance, tenant insurance, or other liability insurance to cover any bodily injury or property damage which might occur to myself, my guests, or my invitees from the use of the unit I am renting or else I agree to bear the costs of such injury or damage myself.

RULES: Purchaser agrees to supervise both the equipment and its use at all time said equipment is in the possession of the purchaser.

I acknowledge and certify that I have had sufficient opportunity to read this entire document, that I understand its content and that I execute it freely, intelligently and without duress of any kind and agree to be bound by its terms.

Please sign and return one copy of this service agreement by: 3/1/20

PURCHASER SIGNATURE_____ DATE _____

[Please provide a hand-written signature, as e-signatures are not accepted]

NAME (PLEASE PRINT)_____

THANK YOU FOR CHOOSING FOUR SEASONS AMUSEMENTS!!!

Celebrating Over 45 Years of Outstanding Service!!!

WE APPRECIATE YOUR BUSINESS!!!

HOW DID YOU HEAR ABOUT US ???

☐ Yellow Pages ☐ Yellow Book ☐SmartPages.com ☐ Yellowpages.com ☐ Internet Search
☐ Referral/ Word of Mouth ☐ I'm A Repeat Customer ☐ Other:_____

McMAHON
ENGINEERS ARCHITECTS

To: **The Village President and Board of Trustees**

From: **Chris Dopkins, P.E., Village Engineer**

Re: **2020 Pavement Maintenance Program**

Date: **February 5, 2019**

Please allow this to follow up the various discussions regarding the 2020 Pavement Maintenance Program. As a brief refresher the Village has elected to complete the following:

- Edson Road between Pin Oak and Oak. Scope of work is to remove/replace areas of curbing that has settled, adjust the manholes to grade and install chimney seals where needed, install leveling binder where the pavement has settled and resurface the roadway. IDOT will require the ADA ramps adjacent to the portion of the roadway that is being resurfaced to be upgraded to current standards as well.
- Boeing Trail between Titleist and Saratoga. Scope of work is to remove/replace areas of curbing that has settled, adjust the manholes to grade and install chimney seals where needed, install leveling binder where the pavement has settled and resurface the roadway.
- Inlet and manhole repairs at various locations, approximately $18,000 in repairs will be done.
- Shouldering along Whiting Road, State Street and Woodstock Roads. Shouldering will be completed by the County under separate agreement as it will be much more cost effective for the County to place the shouldering.

Attached to this memo is a resolution to authorize public bid letting for the 2020 Pavement Maintenance Program. Assuming approval at the February Board Meeting, we anticipate a March 6th bid opening. Construction contract will then be awarded in March and construction would begin on or about May 1st and would be complete by the end of June.

I look forward to discussing this with the Finance and Public Works Committee. In the mean time, please do not hesitate to contact me at 636-9590 if I may provide additional assistance.

McMAHON ASSOCIATES, INC. | 1700 HUTCHINS ROAD MACHESNEY PARK, ILLINOIS 61115
PH 815.636.9590 FAX 815.636.9591 MCMAHON@MCMGRP.NET WWW.MCMGRP.COM

RESOLUTION 20-02

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE TO AUTHORIZE PUBLIC BID LETTING FOR THE 2020 PAVEMENT MAINTENANCE PROGRAM

WHEREAS, the Village of Poplar Grove, Illinois ("Village") desires to implement the 2020 Pavement Maintenance Program; and

WHEREAS, pursuant to the Village's purchasing policies, Motor Fuel Tax Policies and State Statute, projects in excess of $25,000 are to be publicly bid; and

WHEREAS, plans and specifications for the 2020 Maintenance Program are ready for public bid letting; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to undergo the public bid letting process to obtain proposals from contractors for the 2020 Pavement Maintenance Program as set forth herein.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, that:

1. The above recitals are incorporated herein and made part hereof.

2. The Village Engineer is hereby authorized to advertise the construction drawings and corresponding specifications for the 2020 Pavement Maintenance Program for public bid letting as provided by Ordinance, Motor Fuel Tax Policies, and State Statue.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020~~19~~

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 20~~19~~20

_____
VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK:_____

RESOLUTION NUMBER: 20-03

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE VILLAGE PRESDENT TO EXECUTE AN AGREEMENT WITH FOX VALLEY INTERNET FOR A STANDARD ANTENNA SITE LEASE

WHEREAS, the Village of Poplar Grove, Illinois ("Village") desires to lease space on an antenna tower; and

WHEREAS, the Village has previously leased space on the antenna tower to Fox Valley Internet ("Fox Valley") and desires to continue that arrangement; and

WHEREAS, the Village and Fox Valley have reached an accord as to the terms and conditions upon which Fox Valley will lease the antenna space and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein ("Agreement"); and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enter into the Agreement.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

1. The Village hereby accepts and approves the Agreement attached hereto as Exhibit A, or one in substantially similar form.

2. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

STANDARD ANTENNA SITE LEASE AGREEMENT

This Standard Antenna Site Lease Agreement ("Lease") is entered into this 1st day of May, 2020 between the Village of Poplar Grove ("Lessor") and Fox Valley Internet ("Lessee").

For good and valuable consideration, the parties hereto agree as follows:

1. Premises. Lessor has the rights to the equipment space on the structure (the "Tower") located on a parcel of land ("Land") as described on Exhibit A annexed hereto (the Tower and the Land are collectively the "Property"). Lessor leases to Lessee space within the space upon the Tower (collectively, the "Premises") in such amounts and in such locations as described on Exhibit B annexed hereto, subject to the term and conditions of this Lease.
2. Use. The Premises shall be used by Lessee for the transmission and reception of radio communication signals on various frequencies and for the installation, maintenance and operations of necessary facilities, including, but not limited to, transceivers and antennas. Lessor agrees to cooperate with Lessee in obtaining at Lessee's expense any licenses, permits and other approvals required for Lessee's use of the Premises.
3. Terms. This Lease shall be for an initial period of four (4) years (the "Term"), commencing on the date which is the day Lessee commences the installation of the Lessee Facilities. This Lease shall automatically renew for an additional four (4) year term on the same terms and conditions as the initial term unless written notice is given by Lessor or Lessee at least ninety (90) days prior to the expiration of the current term regarding the desire to renew said agreement, terms and conditions of which shall be negotiated at that time. All notices must be sent in writing by certified mail.
4. Rent. For the Term, Lessee shall pay Lessor as rent $500.00 per month, per tower, inclusive of electricity.
5. Interference.
    a. Lessee shall operate the Lessee Facilities as defined in 6(a) in a manner that will not cause interference to Lessor and other Lessees of the communications site; provided that their installation predates the Lessee Facilities. All operations by Lessee shall be lawful and in compliance with all FCC requirements.

b. Subsequent to the installation of the Lessor facilities if any such interference occurs and does not cease promptly, Lessee shall have the right to terminate this Lease.

c. The Lessor agrees not to allow any other tenant access to the tower if they are going to cause interference with the Lessee's signals or equipment and if any interference should occur the Lessor will take immediate action to stop such interference.

6. Improvements; Liability; Utilities; Access.

a. Lessee has the right to erect, maintain and operate on the Premises radio communications facilities, including, but not limited to, transmitters and receivers and all related equipment, radio transmitting and receiving antennas and supporting structures thereto as described on Exhibit B annexed hereto (''Lessee's Facilities''). In connection therewith, Lessee has the right to do all work necessary to prepare and maintain the Premises for Lessee's business operations and to install transmission lines, connecting the antennas to the transmitters and receivers. All of Lessee's installation work shall be performed at Lessee's sole cost and expense and in a good and workmanlike manner in accordance with Lessee's specifications and subject to review by the Lessor's engineer. Title to the Lessee Facilities shall be in Lessee, and Lessee has the right to remove all Lessee Facilities at its sole expense on or before the expiration or earlier termination of the term, provided Lessee repairs any damage to the Premises caused by such removal.

b. In the event of a power shortage, Lessee has a right to furnish and operate on the Property a portable generator to power Lessee's equipment.

c. Lessor shall provide to Lessee, Lessee's employees, agents and subcontractors access from a public right-of-way to and over the Property to the Premises 24 hours a day, 7 days a week, at no charge to Lessee.

7. Termination.

a. This Lease may be terminated by Lessee without cause and further liability on one hundred and eighty (180) days' notice to the other party;

b. By either party on thirty (30) days' notice upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default.

8. Insurance.
    a. Lessee shall procure, maintain, and pay for a public liability policy, naming Lessor as an additional insured, with limits of $1,000,000 for bodily injury, $1,000,000 for property damage, $1,000,000 aggregate, with certificate of insurance to be furnished to Lessor within 30 days of written request. Such policy shall provide that termination or cancellation will not occur without at least 15 days prior written notice to Lessor.
    b. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and neither party's insurance company shall have a subrogated claim against the other.
9. Destruction of Premises. If the Premises or Lessee Facilities are destroyed or damaged, Lessee may elect to terminate this Lease as of the date of the damage or destruction by notice given to Lessor no more than forty-five (45) days following the date of any such damage or destruction. In such event, all rights and obligations of the parties shall cease as of the date of the damage or destruction.
10. Condemnation.
    a. If a condemning authority takes all of the Property, or a portion sufficient to render the Premises unsuitable for Lessee's use, this Lease shall terminate as of the date the title vests in the condemning authority. Sale of all or part of the Property to the purchaser with the power of eminent domain in the face of the exercise of power shall be deemed a taking by condemnation.
    b. Lessee may claim and recover from the condemning authority an award for Lessee's moving expenses, business dislocation damages, Lessee's personal property and fixtures and the unamortized cost of leasehold improvements paid for by Lessee.
11. Hold Harmless. Lessee agrees to hold Lessor harmless from any and all claims arising from the installation, use, maintenance, repair or removal of the Lessee Facilities, except

for claims arising from the negligence of Lessor, its employees, agents or independent contractors.

12. Notices. All Notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered, sent by facsimile or by an overnight courier providing proof of service, or mailed, certified mail, return receipt requested, to the following address:

    If to Lessor:

    Village of Poplar Grove
    200 Hill Street
    Poplar Grove, IL 61065
    Attn: Village President

    With a copy to:
    Attorney Roxanne M. Sosnowski
    Sosnowski Szeto, LLP
    6735 Vistagreen Way, Suite 300
    Rockford, IL 61107

    If to Lessee:

    Fox Valley Internet
    2585 Millennium Drive, Suite G
    Elgin, Illinois 60124
    Attn: John Diem

13. Title and Quiet Enjoyment. Lessor warrants that it has full right, power and authority to execute this Lease and has the rights subject to the agreement with the tower owner. Lessor further warrants that Lessee shall, provided Lessee is not in material default, have the quiet enjoyment of the Premises.
14. Assignment. Either party may, upon notice to the other party, assign or transfer its rights and obligations arising under this Lease to any of its parents, subsidiaries or affiliates, to successor by consolidation or merger, to a purchaser of all or substantially all of the respective party's assets and to any partnership in which such party, or any of its parents, subsidiaries or affiliates is a general partner. In all other instances either party may assign or transfer its rights and obligations only upon written consent of the other party, which consent shall not be unreasonably withheld or delayed.

15. Successors and Assigns. This Lease shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.
16. Tower Marking and Lighting Requirements. Lessor acknowledges that the tower owner and not Lessee, shall be responsible for compliance with all tower or building marking and lighting requirements of the Federal Aviation Administration ("FAA") or the Federal Communications Commission ("FCC"). Lessor shall indemnify and hold Lessee harmless from any fines or other liabilities caused by Lessor's failure to comply with such requirements. Should Lessee be cited by either the FCC or FAA because this site is not in compliance and should Lessor fail to cure the conditions of noncompliance within the time frame allowed by the citing agency, Lessee may either terminate this Lease immediately or on notice to Lessor.
17. Miscellaneous.
    a. This Lease constitutes the entire agreement and understanding between the parties, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to this Lease must be in writing and executed by both parties.
    b. If any provision of this Lease is invalid or unenforceable with respect to any party, the remainder of this Lease or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.
    c. This Lease shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois.
    d. In the event of litigation between the parties arising out of or related to the performance or non-performance of any obligation of any party to this Lease Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred.
    e. This document can be signed in counterparts and facsimile or copies of the signatures shall be treated as original signatures.

[Signature page to follow]

DATED as of the date first above written.

LESSOR:

By: _____
Village President
Village of Poplar Grove

Attest:

_____
Village Clerk

LESSEE:

By:_____
John Diem, Agent
Fox Valley Internet

Exhibit A

The Property is located at Lions Park, Menge Lane at Countryside Mall, Boeing Trail and Titleist Trail in the Knolls in the County of Boone and State of Illinois.

Exhibit B

The Premises shall consist of the following:

a. Space on the top of the tower for the installation, maintenance and operation of Lessee's Facilities. The exact location of the antenna mount shall be determined jointly by the parties after a physical inspection of the site by Lessee.

Lessee's Facilities should be limited to the following items:

Equipment on top of the tower, a cabinet in the base of the tower, cables that run from the bottom to the top, and a control box (12"x12"x6") at the landing below (commonly called "the wet").

ORDINANCE NUMBER: 2020-04

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE 6 CHAPTER 3 SECTION 6-3-4 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING BUILDING SEWERS AND CONNECTIONS

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has adopted a Village Code of Ordinances ("Code"); and

WHEREAS, Title 6 of the Code governs Public Ways and Properties; and

WHEREAS, Chapter 3 governs Sewer Use and Construction; and

WHEREAS, Section 6-3-4 governs Building Sewers and Connections; and

WHEREAS, the Village desires to amend Section 6-3-4 as set forth herein; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enact an ordinance providing for the foregoing.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. Section 6-3-4 of the Code regarding Building Sewers and Connections is hereby amended to read as follows (additional shown as underlined and bolded and deletions as strikethroughs):

"6-3-4. - BUILDING SEWERS AND CONNECTIONS.

A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Superintendent.

B. There shall be two classes of building sewer permits:

1. For residential and commercial service, and
2. For service to establishments producing industrial wastes.

In either case, the owner or his agent shall make application on a ~~special~~ form furnished by the Village. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent to the judgment of the Superintendent. A permit and inspection fee**, as set forth in Title VI-Public Ways and Property, Chapter 2-**

Combined Waterworks and Sewerage System of the Village Code of Ordinances, ~~of $50.00~~ for a residential or commercial building sewer shall be paid to the Village at the time the application is filed.

C. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Village from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

D. A separate and independent building sewer shall be provided for every building; except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

E. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this chapter.

F. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the Building and Plumbing Codes or other applicable rules and regulations of the Village. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the **Standard Specifications for Water and Sewer Main Construction in Illinois, Latest Edition.** ~~ASTM and WPCF Manual of Practice No. 9 shall apply.~~

G. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer. **For any building where the lowest floor elevation is below the base flood elevation as denoted on FIRM Maps, the building sewer shall be brought to the building a minimum of 4.0' above the lowest floor elevation unless otherwise approved by the Superintendent.**

H. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

I. The connection of the building sewer into the public sewer shall conform to the requirements of the Building and Plumbing Codes or other applicable rules and regulations of the Village or the procedures set forth in appropriate specifications of the

Standard Specifications for Water and Sewer Main Construction in Illinois, Latest Edition. ~~ASTM and the WPCF Manual of Practice No. 9.~~ All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the Superintendent before installation.

J. The applicant for the building sewer permit shall notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Superintendent or his representative.

K. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Village.

L. Building Sewer Maintenance and Repair.

1. **Any maintenance (as defined below) of the building sewer from the building to the sewer main (and all costs and expenses related thereto) shall be the responsibility of the private property owner. For purposes of this Section, private property owner shall mean the legal title holder of the private property upon which the building sewer is located. Any open-trench repairs and/or replacement of the building sewer from the building to the right-of-way line (and all cost and expenses related thereto) shall be the responsibility of the private property owner.** ~~All costs and expense incident to the installation, collection and maintenance and repair of the building sewer shall borne by the owner.~~ **Any open-trench repairs and/or replacement of the building sewer from the right-of-way line to the sewer main (and all costs and expenses related thereto) shall be the responsibility of the Village.** The **private property** owner shall indemnify the Village from any loss or damage that may directly or indirectly be occasioned by the **private property owner's maintenance, open-trench repairs and/or replacement** ~~installation~~ of the building sewer.

2. All **maintenance, open-trench** repairs and**/or** replacements of building sewers or drains ~~from the Village sewer to the building shall be~~ made by and at the expense of the **private property** owner ~~of the premises served, and~~ shall comply with all the regulations and requirements of this Code, including permits. Whenever a building sewer or drain is obstructed or otherwise found to be broken or defective, so that sewage or drainage escapes into the surrounding soil or into adjacent premises, repair or replacement of sewers or drains shall be performed by the owner within **thirty** ~~ten~~ days after receipt of written notice from the Village, unless the conditions resulted from improvements constructed by the Village or through operations allowed in right-of-way through permits issued by the Village. In those circumstances, repairs shall be the responsibility of the Village or the permittee.

3. ~~The proper maintenance and operation of a building sewer to the point of connection to the municipal sanitary sewer system shall be the responsibility of the owner of the premises served by such sanitary sewer pipes.~~ **For purposes of this Section 6-3-4, ~~M~~maintenance** includes, but is not limited to, preventing any obstruction or extraneous materials or flows from entering such facilities~~,~~ **and** protecting such facilities from any damage~~,~~**. Maintenance also includes, but is not limited to, initial investigations, rodding due to blockage or root intrusion emanating from private or public trees, lining, high pressure jetting, televising and/or any other items commonly referred to in the construction/plumbing industry as "in situ" or "trenchless" repairs.** ~~and keeping same free from defects or malfunctions.~~ The ~~premise~~ **private property** owner shall make necessary provisions and take necessary precautions to assure that such **building** sewer facilities are at all times capable of satisfactorily performing the services and adequately discharging the functions and producing the final results and purposes such facilities are intended to perform, discharge or produce.

4. **Left intentionally blank.** ~~Maintenance of the premise owner's **building** service line shall include rodding due to blockage or root intrusion emanating from private or public trees and/or repairs due to a collapsed pipe. Maintenance of the privately owned and maintained sewer service line shall include all pipe and structures beginning with the connection to the public sewer up to and including the building connection and will be the responsibility of the premise owner.~~

5. **Left intentionally blank.** ~~This maintenance responsibility shall include all portions of the building sewer located in the public right-of-way.~~

6. The Village may, in the case of an emergency, **perform any necessary maintenance,** repair**s and/or replacement to** any **building** sewer line connected to the public sanitary sewer. If the Village does such **emergency maintenance,** repairs **and/or replacement**, the cost of such **maintenance shall be the responsibility of the private property owner; the costs of any open-trench repair and/or replacement between the house and the right-of-way line shall be the responsibility of the private property owner; and the costs of any open-trench repairs and/or replacement between the right-of-way line and the sewer main shall be the responsibility of the Village.** ~~repair work~~ **Any costs owed by the private property owner under this subparagraph L6** shall be paid to the Village ~~by the owner of the premises served for the service~~ within 30 days after the Village issues an invoice for the costs, unless a different repayment timeframe and/or mechanism is approved by the Poplar Grove Board of Trustees.

7. The costs of cleanup on private property and repair for any backup due to the condition of the sewer service line shall be borne by the ~~premise~~ **private property** owner.

~~8. All repairs to that portion of the main sewer line or pipe encompassed within its outer circumference, as extended longitudinally, shall be made by and at the expense of the Village. All repairs to that portion of the sewer service line lying outside of the outer circumference, as extended longitudinally, or the sewer main, shall be made by and at the expense of the owner of the premises served. All repairs to the sewer service line, including that portion of the connection, Wye or Tee lying outside of the outer circumference of the sewer main, shall be made by and at the expense of the owner of the premises served.~~

~~9. In the event that a protruding break-in connection of a sewer service line requires repair, it shall be the responsibility of the owner of the premises served to remove the protruding pipe from the sewer main and to install a properly installed Wye or Tee connection with saddle, properly cored hole into the public main, and proper method of securing the saddle to the main."~~

3. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

ATTEST:

_____ _____

CLERK PRESIDENT

RESOLUTION NUMBER: 20-05

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH MELROSE PYROTECHNICS, INC. FOR FIREWORKS DISPLAY SERVICES

WHEREAS, the Village of Poplar Grove (the "Village") is in need of fireworks display services; and

WHEREAS, the Village desires to retain the services of Melrose Pyrotechnics, Inc. ("Melrose") to provide such fireworks display services; and

WHEREAS, the Village and Melrose have reached an accord as to the terms and conditions upon which Melrose will provide such services and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein ("Agreement"); and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enter into the Agreement.

NOW THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. The Village hereby accepts and approves the Agreement attached hereto as Exhibit A, or one in substantially similar form.

3. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS ____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 2020

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

EXHIBIT A- AGREEMENT

MELROSE PYROTECHNICS, INC.

AGREEMENT

This contract entered into this **13th** Day of **February** AD **2020** by and between MELROSE PYROTECHNICS, INC. of Kingsbury, Indiana and **Village of Poplar Grove** (CUSTOMER) of **Poplar Grove** State of **Illinois**.

WITNESSETH: Melrose Pyrotechnics, Inc. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the Customer **One (1) 15 minute pyromusical fireworks display - computer choreographed** ("Fireworks Display(s)") as set forth herein, including the services of our Operator to coordinate, take charge of and fire the Fireworks Display, under the supervision and direction of the Customer. The Fireworks Display is to be given at 200 N. Hill St., Poplar Grove, IL 61065 on the evening of **June 13, 2020** after sunset(Customer Initial_____), weather permitting, it being understood that should inclement weather prevent the giving of this Fireworks Display on the date mentioned above, the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. If the show is rescheduled prior to our truck leaving our facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 15% of the total Contract Price (as defined below) for additional expenses in presenting the display on an alternate date. If the show is rescheduled after our trucks leave our facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 40% of the total Contract Price for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Melrose Pyrotechnics, Inc. In the event the Customer does not choose to reschedule another date or cannot agree to a mutually convenient date, Melrose Pyrotechnics, Inc. shall be entitled to 50% of the Contract Price for costs, damages and expenses. If the Fireworks Display is canceled by Customer prior to the display, Customer shall be responsible for and shall pay to Melrose Pyrotechnics, Inc. on demand, all Melrose Pyrotechnics Inc.'s out of pocket expenses incurred in preparation for the show including, but not limited to, material purchases, preparation and design costs, deposits, licenses and employee charges.

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary Fireworks Display materials and personnel for the Fireworks Display in accordance with the program approved by the parties. Melrose Pyrotechnics shall conduct the Fireworks Display in accordance with good and sound fireworks display industry standards and in accordance with any and all applicable laws, ordinances, rules and regulations. Quantities and varieties of products in the program are approximate. After final design of the Fireworks Display, exact specifications will be supplied by Melrose Pyrotechnics to the Customer within 3 days of completion of final design for review and approval.. Should this display require any Union related costs; their fees are not included in this agreement.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of **Seven Thousand Five Hundred Dollars and 00/100 ($7,500.00) for the Fireworks Display ("Contract Price")**. A service fee of 1 ½ % per month shall be added, if account is not paid within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain and maintain during the term of this contract, Public Liability and Property Damage Insurance and Workers Compensation Insurance, naming the Customer as an additional insured. Further, any other entities/individuals who are listed on the certificate of insurance will be deemed an additional insured on our liability policy.

CUSTOMER will provide the following items:

(a) Sufficient area for the display, including a minimum spectator set back of **350** feet at all points from the discharge area. Melrose Pyrotechnics will work with Customer and provide guidance as to the area needed for the display, location of fallout area, and minimum spectator setback so as to ensure safety. It is currently contemplated that the Fireworks Display will be conducted at 200 N. Hill Street, Poplar Grove, IL.

(b) Protection of the display area by roping-off or similar facility.

(c) Adequate police protection to prevent spectators from entering display area.

(d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. The parties hereto agree that if either party incurs any costs associated with enforcement of any terms of this contract, that the prevailing party shall be entitled to recover such costs from the non-prevailing party including, but not limited to, any and all collection costs, including reasonable attorney's fees and court costs.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

ELROSE PYROTECHNICS, INC. CUSTOMER

By_____ By _____

Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed: **February 12, 2020**

Brian Jesse - Event Producer
P.O. Box 302, 1 Kingsbury Industrial Park
Kingsbury, IN 46345
(800) 771-7976

Date Signed _____
(PLEASE TYPE OR PRINT)
Name_____
Address_____
_____
Phone _____
Email _____

RESOLUTION NUMBER: 20-06

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE A WATER AND SEWER CONNECTION FEE REFUND FOR THE PROPERTY AT 231 ENGLISH OAK LANE

WHEREAS, the Village of Poplar Grove, Illinois ("Village") assesses water and sewer connection fees pursuant to its Village Code of Ordinances ("Village Code"); and

WHEREAS, pursuant to the Village Code, the owner of the property located at 231 English Oak Lane paid a $5,000.00 water connection fee and a $5,000.00 sewer connection as a part of having a house constructed on the property; and

WHEREAS, it has recently been discovered that the water and sewer connection fees for the property were pre-paid; and

WHEREAS, the Village now desires to refund the water and sewer connection fees paid by the property owner.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

1. The Village hereby approves and authorizes a refund of the $5,000.00 water connection fee and a refund of the $5,000.00 sewer connection fee paid by the owners of the property located at 231 English Oak Lane.

2. The necessary Village officials are authorized to take all necessary steps, including the signing of necessary documents, to effectuate the refund to the property owners.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

SOSNOWSKI | SZETO LLP

6735 Vistagreen Way | Suite 300 | Rockford, IL 61107
Main: 815.900.7272 | Fax: 815.900.7444
www.SosnowskiSzeto.com

February 7, 2020

Owen Costanza
Village President
Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

ATTORNEY/CLIENT PRIVILEGED COMMUNICATION

RE: Village of Poplar Grove - Engagement Agreement

Dear Village President Costanza:

It is my pleasure to assist you in the above referenced matter and should you choose to allow our firm to represent you, this letter sets forth the terms of the retention agreement between you and the law firm of Sosnowski Szeto, LLP. Pursuant to the terms set forth herein, Sosnowski Szeto, LLP agrees to represent you with respect to the above-referenced matter.

As requested at the conclusion of this letter, for our records please sign and return a fully executed copy of this letter to my attention.

1. Legal Services to be Provided. Sosnowski Szeto, LLP will perform all necessary tasks associated with serving as general counsel for the Village of Poplar Grove, this includes, but is not limited to; meeting attendance and representation, research, investigation, review and analysis, correspondence, drafting of legal documents including ordinances and resolutions, discovery, trial, any other appropriate tasks, and all other professional services necessary to represent you.

2. Legal Fees. Sosnowski Szeto, LLP cannot predict or guarantee what the total cost will be for legal services. This will depend on the amount of time spent and the amount of expenses. You will receive regular monthly bills from our firm which should assist you in tracking your legal expenses.

    A. Hourly Rates. Roxanne Sosnowski and Aaron Szeto will be the attorneys at Sosnowski Szeto, LLP who will be in charge of your file. Other attorneys may assist them. Where it is necessary for our attorneys to communicate with one another, we will bill a reasonable amount of time for such services. We will use

our best efforts to perform all services as expeditiously as possible, to avoid unnecessary duplication of effort, and to limit the cost for legal services. Below is a list of our current hourly rates for legal services as charged for the attorneys in our firm who may be involved in this matter. These rates may be revised from time to time by Sosnowski Szeto. You will be informed of any increase.

Matter Type	Rate Per Hour
General Business	$150.00
Litigation	$204.00
Labor and Employment	$204.00
Special Taxing Districts (TIF, Business Districts and SSAs)	$204.00

B. Estimate and Billing for Legal Services. You will be billed at the hourly rate set forth above (or as subsequently adjusted) for all services rendered. This includes telephone calls, drafting and reviewing documents and correspondence, travel time to and from meetings, depositions and court time, legal research, negotiations, and any other services relating to these matters.

3. Costs and Expenses. In addition to legal fees, you will be billed for the costs and expenses if and when they may be incurred including but not limited to the following: court filing fees, transcript charges, computer research charges (if necessary and cost effective), fees for experts, accountants, and/or appraisers (if any are required and authorized), and any other necessary expenses in this matter. We will advance most of the out-of-pocket expenses. Any expert retained will be retained by you and will bill you directly.

4. Bills. Sosnowski Szeto, LLP will send to you detailed itemized bills on a monthly basis. Please review the bills carefully, immediately upon receipt, and call us with any questions or concerns you may have.

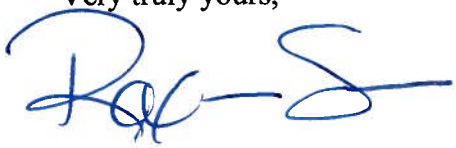
5. Your Responsibility. By executing this Agreement, you agree to cooperate fully with Sosnowski Szeto, LLP and provide complete and accurate information relevant to the issues involved.

6. No Guarantee. Sosnowski Szeto, LLP agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions that are just and reasonable. Of course, because of the uncertainty of legal matters, the interpretation of any changes in the law, the facts of each particular case, and other factors that may arise, Sosnowski Szeto, LLP cannot and does not warrant, predict, or guarantee the results or final outcome of this matter.

We look forward to working with and for you toward a positive resolution. Please do not hesitate to call at any time with any questions or concerns.

For our records, please sign the acknowledgement that follows and return the signed agreement to me.

Very truly yours,



Roxanne M. Sosnowski

I, **Owen Costanza, Village President, Village of Poplar Grove,** acknowledge on behalf of the Village of Poplar Grove, that the Village has read all the terms of this Agreement to Provide Legal Services. Additionally, the Village agrees to be liable for all fees, costs, and expenses. Additionally, the Village understands the obligations under this Agreement, and accept all of the terms of this Agreement.

_____

Owen Costanza, Village President
Village of Poplar Grove