VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, August 12, 2019 - 6:30 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the July 17, 2019 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.*

DEPARTMENT REPORTS

2. Building Permits and Code Enforcement, B&F Construction

NEW BUSINESS

3. Swearing in of Planning & Zoning Commissioner Al Tilford
4. Swearing in of Planning & Zoning Commissioner William Brandenburg
5. Discussion and Possible Recommendation to the Village Board to approve Hydeout Bar & Grill Class E Liquor License
6. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-23** An Ordinance to amend Section 6-1A-2 of the Village of Poplar Grove Code of Ordinances regarding Sidewalks in need of repair
7. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-24** An Ordinance to amend Section 6-1B-3 of the Village of Poplar Grove Code of Ordinances regarding Dangerous Trees and Section 6-1B-4 of the Village of Poplar Grove Code of Ordinances regarding removal of Dangerous Trees, Limbs, and Shrubs

8. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-25** An Ordinance of the Village of Poplar Grove amending Title 5 - Health and Sanitation, Chapter 8 - Code Enforcement Hearing Division, Section 5-8-2 - Code Hearing Division established, of the Village of Poplar Grove Code of Ordinances
9. Discussion on adding a Boutique Gaming License
10. Discussion and possible recommendation on **resolution 19-33** a resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute an agreement with Midwest Community Bank with regards to the Olson Woods, Sherman Oaks and Burled Woods Subdivision.

11. Discussion on Personnel Handbook
12. Discussion and Possible Action on Ordinance establishing a Municipal Retailers Cannabis Occupation Tax and Municipal Cannabis Zoning Ordinance

ADJOURNMENT (Voice Vote)

KJA 08/09/2019

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Wednesday, July 17, 2019 - 6:00 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER
Meeting was called to order by Village President Owen Costanza at 6:04 pm

ROLL CALL
PRESENT

President Owen Costanza
Finance Chairman Eric Miller
Trustee Ron Quimby
Trustee Jeff Goings
Trustee Sophia Ramdass
Trustee Ed Wethington
Clerk Karri Anderberg
Attorney Aaron Szeto
Engineer Chris Dopkins
Public Works Director
Wastewater Operator, Ion Steer
Treasurer, Carina Boyd

ABSENT
Trustee Erin Walsh

APPROVAL OF PHONE PARTICIPATION (Roll Call)
No phone participation

APPROVAL OF AGENDA (Voice Vote)
Motion made by Chairman Quimby, Seconded by Trustee Goings. Motion passed by voice vote

Motion made by Chairman Quimby, Seconded by Trustee Wethington to add item 8, discussion on trustee per meeting pay. motion was passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from June 10, 2019 Meeting
   Motion made by Finance Chairman Miller, Seconded by Chairman Quimby. Motion passed 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.*

no public comment

DEPARTMENT REPORTS

2. Building Permits & Code Enforcement, B&F Construction
   no questions for B&F.

NEW BUSINESS

3. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-21** An Ordinance amending various provisions of the Village of Poplar Grove Code of Ordinances regarding Video Gaming Terminals
   Motion made by Chairman Quimby, Seconded by Finance Chairman Miller.
   this will allow the 6th machine that was passed by the state of Illinois earlier this month.
4. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-22** An Ordinance to amend section 9-7-9 of the Village of Poplar Grove Code of Ordinances regarding Surveys required for Lot Development.
   Motion made by Chairman Quimby, Seconded by Finance Chairman Miller. Motion passed by voice vote.

5. Discussion and Possible Recommendation to the Village Board to approve **Resolution 19-30** A Resolution of the Village of Poplar Grove, Illinois changing meal cost Reimbursement in the Employee Handbook.
   Motion made by Chairman Quimby, Seconded by Finance Chairman Miller. Motion passed by voice vote.
   This ordinance changes our current 40 dollars per day for meal reimbursement to 55 dollars a day to keep up with the federal standards.
6. Discussion and Possible Recommendation to the Village Board to approve permit refund for 388 W. Park Street
   no action taken as homeowner did not show up.

7. Discussion and Possible Recommendation to the Village Board to approve North Boone Fire District #3 Class E Liquor License
   Motion made by Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.
   This is the liquor license for the Street dance on August 3, 2019

8. Discussion on per meeting pay for t\Trustees
   Motion made by Chairman Quimby, Seconded by Trustee Wethington.
   Trustee wethington was concerned that some trustees are not showing up to meetings. In the past years the trustees have been on a per meeting pay. Trustee Ramdass, Miller and Goings do not like this idea as they do more as trustees then just sit at committee and board meetings.
   no further action will be taken at this time.

ADJOURNMENT (Voice Vote)

KJ 07/11/2019
Motion made by Finance Chairman Miller, Seconded by Trustee Goings. motion passed by voice vote
meeting adjourned at 6:32 pm

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

To: Karri Anderberg – Village Clerk

From: Kenneth Garrett – Vice President – B & F Construction Code Services, Inc.

Date: August 9, 2019

Re: Monthly Report – July

Summary

Petry Homes is finishing up there projects. We are working on having Petry Homes restore lot 45 to its original condition as it was not buildable at this time, due to water infiltration into the excavation. Newark Home Builders has been issued 8 permits. The number of permits, inspections and code enforcement equaled 130. This number decreased from 135 last month to 130 this month.

Below are the statistics for the month of July.

Category

Complaints	6
Verbal/Written Warnings	44
Permits Issued	27
Court Tickets Issued	0
Meetings	0
Phone Calls/Admin. (Thursdays only)	0
B&F Inspections	53
Stop Work Orders	0
Total	**130**

Office & Shipping
2420 Vantage Dr., Elgin, IL 60124
Correspondance
P.O. Box 5178
Elgin, IL 60121-5178

CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review
Training • Inspections • Code Evaluation

Phone (847) 428-7010
Fax (847) 428-3151

July 2019

DATE	Formal Complaints Received	Verbal Written Warnings Follow Up	Permits Issued	Court Tickets	Meeting	Phone Calls/ Administrative	Search Warrant/ Documentation	B&F Inspections	Misc.Plan Review	Stop W.O.	Total
7/1/2019								4			4
7/2/2019									2		2
7/8/2019									1		1
7/9/2019								1	2		3
7/10/2019								2			2
7/11/2019	2	17						4	4		27
7/12/2019								1			1
7/15/2019								2			2
7/16/2019								7			7
7/17/2019								1	2		3
7/18/2019		18							2		20
7/19/2019								3			3
7/22/2019									1		1
7/23/2019								4			4
7/24/2019								3	1		4
7/25/2019	4	9						2			15
7/26/2019								5	2		7
7/29/2019								4			4
7/30/2019								10			10
											0
											0
TOTAL	6	44	0	0	0	0	0	53	17	0	120

B&F CONSTRUCTION CODE SERVICES, INC
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE EVALUATION
2420 Vantage Drive
Elgin, IL 60124
847-428-7010 Main
847-428-3151 FAX

(07/01/2019 Thru 07/31/2019)
Village of Poplar Grove, IL

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**305 Britnie**										
Permit Number:	**-**										
7/29/2019	3121361				Residential		Complaint - insp.	Approved	267321	☐	
Summary for 'PermitNumber' = - (1 detail record)											
Developer:											
Address:	**2605 Cessna Circle**										
Permit Number:	**2018-51**										
7/1/2019	3121361				Residential		Building Final	Approved	259384	☐	
7/1/2019	3121361				Residential		Mechanical Final	Approved	259384	☐	
7/1/2019	3121361				Residential		Electric Final	Approved	259384	☐	
Summary for 'PermitNumber' = 2018-51 (3 detail records)											
Developer:											
Address:	**402 Clark Street, Lot 120**										
Permit Number:	**2019-72***										
7/25/2019	3121361				Residential		Footing	Approved	267313	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
7/26/2019	3121361				Residential		Foundation Inspection	Approved	267318	☐	

Summary for 'PermitNumber' = 2019-72* (2 detail records)

Developer:

Address: 422 Clark Court, Lot 115
Permit Number: 2019-71*

7/23/2019	3121361				Residential		Footing	Approved	267306	☐	
7/24/2019	3121361				Residential		Foundation Inspection	Approved	267312	☐	

Summary for 'PermitNumber' = 2019-71* (2 detail records)

Developer:

Address: 426 Clark, Lot 114
Permit Number: 2019-70*

7/24/2019	3121361				Residential		Footing	Approved	267311	☐	
7/26/2019	3121361				Residential		Foundation Inspection	Approved	267319	☐	

Summary for 'PermitNumber' = 2019-70* (2 detail records)

Developer:

Address: 217 English Oak Lane
Permit Number: 2019-39

7/11/2019	3121361				Residential		Footing	Approved	259389	☐	

Summary for 'PermitNumber' = 2019-39 (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 231 English Oak Lane
Permit Number: 2019-7*

7/1/2019	3121361				Single Family		Concrete Pour/Garage	Approved	259383	☐	
7/29/2019	3121361				Single Family		Plumbing Rough	Approved	271426	☐	
7/30/2019	3121361				Single Family		Electrical Rough	Approved as Noted	267324	☐	
7/30/2019	3121361				Single Family		Mechanical Rough	Approved as Noted	267324	☐	
7/30/2019	3121361				Single Family		Building Rough	Approved as Noted	267324	☐	

Summary for 'PermitNumber' = 2019-7* (5 detail records)

Developer:

Address: 13535 Harvest Way
Permit Number: 2019-66

7/26/2019	3121361				Residential		Window Replacement	Approved	267317	☐	

Summary for 'PermitNumber' = 2019-66 (1 detail record)

Developer:

Address: 200 Hill Street
Permit Number: -

7/11/2019	3121361				Commercial Level 1		Complaint - insp.	Status Meeting	273300	☐	

Summary for 'PermitNumber' = - (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**403 Hughes Parkway , Lot 107**										
Permit Number:	**2019-68***										
7/16/2019	3121361				Residential		Footing	Failed	259395	☐	
7/30/2019	3121361				Residential		Footing	Approved	267323	☑	
7/31/2019	3121361				Residential		Foundation Inspection	Approved	267333	☐	
Summary for 'PermitNumber' = 2019-68* (3 detail records)											
Developer:											
Address:	**407 Hughes Parkway , Lot 108**										
Permit Number:	**2019-69***										
7/16/2019	3121361				Residential		Footing	Failed	259396	☐	
7/30/2019	3121361				Residential		Footing	Approved	267322	☑	
7/31/2019	3121361				Residential		Foundation Inspection	Approved	267334	☐	
Summary for 'PermitNumber' = 2019-69* (3 detail records)											
Developer:											
Address:	**13171 Leonard Lane**										
Permit Number:	**2019-79**										
7/17/2019	3121361				Residential		Post Holes - Deck	Approved	269736	☐	
Summary for 'PermitNumber' = 2019-79 (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**339 Main Street**										
Permit Number:	**2019-77**										
7/1/2019	3121361				Residential		Post Holes - Deck	Approved	259382	☐	
7/12/2019	3121361				Residential		Deck Final	Approved	259391	☐	
Summary for 'PermitNumber' = 2019-77 (2 detail records)											
Developer:											
Address:	**4136 milkweed Drive**										
Permit Number:	**2019-102**										
7/26/2019	3121361				Residential		Underground Electrical	Failed	267315	☐	
Summary for 'PermitNumber' = 2019-102 (1 detail record)											
Developer:											
Address:	**304 Oak Street**										
Permit Number:	**2019-67**										
7/10/2019	3121361				Residential		Underground Electrical	Failed	259387	☐	
Summary for 'PermitNumber' = 2019-67 (1 detail record)											
Developer:											
Address:	**504 Olson, Lot 137**										
Permit Number:	**2019-79***										
7/16/2019	3121361				Residential		Footing	Approved	267301	☐	
7/19/2019	3121361				Residential		Foundation Inspection	Approved	267303	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Summary for 'PermitNumber' = 2019-79* (2 detail records)

Developer:

Address: 510 Olson, Lot 138
Permit Number: 2019-74*

7/16/2019	3121361			Residential	Footing	Approved	267300 ☐
7/19/2019	3121361			Residential	Plumbing Final	Approved	267302 ☐

Summary for 'PermitNumber' = 2019-74* (2 detail records)

Developer:

Address: 516 Olson, Lot 139
Permit Number: 2019-75*

7/16/2019	3121361			Residential	Footing	Approved	259399 ☐
7/23/2019	3121361			Residential	Foundation Inspection	Approved	267305 ☐

Summary for 'PermitNumber' = 2019-75* (2 detail records)

Developer:

Address: 500 Prairie Knoll
Permit Number: 2019-84

7/29/2019	3121361			Residential	Building Rough	Approved as Noted	267320 ☐
7/29/2019	3121361			Residential	Electrical Rough	Approved as Noted	267320 ☐
7/29/2019	3121361			Residential	Plumbing Rough	Approved as Noted	281425 ☐

Summary for 'PermitNumber' = 2019-84 (3 detail records)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 14024 Queenanns Way
Permit Number: 2019-101

7/31/2019	3121361				Residential		Electrical Rough	Approved	267331	☐	

Summary for 'PermitNumber' = 2019-101 (1 detail record)

Developer:

Address: 14024 Queenanns Way
Permit Number: 2019-108

7/30/2019	3121361				Residential		Post Holes - Deck	Approved	267325	☐	
7/31/2019	3121361				Residential		Deck Rough	Approved	267332	☐	

Summary for 'PermitNumber' = 2019-108 (2 detail records)

Developer:

Address: 14024 Queenanns Way
Permit Number: 2019-112

7/31/2019	3121361				Residential		Roof Rough	Failed	267327	☐	
7/31/2019	3121361				Residential		Roof Rough	Approved	267330	☐	

Summary for 'PermitNumber' = 2019-112 (2 detail records)

Developer:

Address: 14024 Queenanns Way
Permit Number: 2019-98

7/23/2019	3121361				Residential		Post Holes - Fence	Approved	267308	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Summary for 'PermitNumber' = 2019-98 (1 detail record)											
Developer:											
Address:	**224 Ridgestone Trail**										
Permit Number:	**2019-60**										
7/2/2019	3121361				Residential		Post Holes - Fence	Approved	259385	☐	
7/16/2019	3121361				Residential		Fence Final	Approved	259394	☐	
Summary for 'PermitNumber' = 2019-60 (2 detail records)											
Developer:											
Address:	**404 Scarlet Oak Drive**										
Permit Number:	**2019-27**										
7/11/2019	3121361				Residential		Shed Final	Failed	259390	☐	
Summary for 'PermitNumber' = 2019-27 (1 detail record)											
Developer:											
Address:	**424 Sherman Lane**										
Permit Number:	**2019-83**										
7/10/2019	3121361				Residential		Post Holes - Deck	Approved	259388	☐	
7/16/2019	3121361				Residential		Deck Rough	Approved	259398	☐	
Summary for 'PermitNumber' = 2019-83 (2 detail records)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**201 N. State**										
Permit Number:	**--**										
7/31/2019	3121361				Residential		Stop Work Order	Status Meeting	267335	☐	
Summary for 'PermitNumber' = -- (1 detail record)											
Developer:											
Address:	**201 N. State**										
Permit Number:	**2019-105**										
7/31/2019	3121361				Residential		Concrete Pour (Stoops)	Approved	267329	☐	
Summary for 'PermitNumber' = 2019-105 (1 detail record)											
Developer:											
Address:	**201 N. State**										
Permit Number:	**2019-109**										
7/31/2019	3121361				Residential		Concrete Pour sidewalk	Approved	267328	☐	
Summary for 'PermitNumber' = 2019-109 (1 detail record)											
Developer:											
Address:	**213 N. State Street**										
Permit Number:	**2019-28**										
7/19/2019	3121361				Residential		Siding	Approved	267304	☐	
Summary for 'PermitNumber' = 2019-28 (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**215 N. State**										
Permit Number:	**2019-37**										
7/25/2019	3121361				Residential		Building Final	Approved	267314	☐	
7/25/2019	3121361				Residential		Electric Final	Approved	267314	☐	
Summary for 'PermitNumber' = 2019-37 (2 detail records)											
Developer:											
Address:	**216 S. State Street**										
Permit Number:	**2019-89**										
7/15/2019	3121361				Residential		Roof Rough	Approved	259393	☐	
Summary for 'PermitNumber' = 2019-89 (1 detail record)											
Developer:											
Address:	**229 Stone Hollow Drive**										
Permit Number:	**2019-80**										
7/9/2019	3121361				Residential		Post Holes - Deck	Approved	259386	☐	
7/23/2019	3121361				Residential		Deck Rough	Approved	267309	☐	
7/31/2019	3121361				Residential		Deck Rough	Approved	267326	☐	
Summary for 'PermitNumber' = 2019-80 (3 detail records)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
	Address:	**413 Stone Hollow Drive**									
	Permit Number:	**2019-81**									
7/11/2019	3121361				Residential		Deck Rough	Approved	267230	☐	
Summary for 'PermitNumber' = 2019-81 (1 detail record)											
Developer:											
	Address:	**816 Waco Way**									
	Permit Number:	**2019-65**									
7/15/2019	3121361				Residential		Roof Final	Approved	259392	☐	
Summary for 'PermitNumber' = 2019-65 (1 detail record)											
Developer:											
	Address:	**202 WHITE OAK**									
	Permit Number:	**2019-82**									
7/24/2019	3121361				Residential		Underground Electrical	Approved as Noted	267310	☐	
7/26/2019	3121361				Residential		Pool Bonding Inspection	Approved	267316	☐	
Summary for 'PermitNumber' = 2019-82 (2 detail records)											

Summary for 'Developer' =

Total Inspections	63
Total Reinspections	2
Total Amount	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

GRAND TOTALS

Total Inspections	**63**
Total Reinspections	**2**
Total Amount	**$10,990.00**

Office & Shipping:
2420 Vantage Drive
Correspondence:
P.O. Box 5178

CONSTRUCTION CODE SERVICES, INC.
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E-mail bfccs@bfccs.org

MISCELLANEOUS PLAN REVIEWS
July 2019

VILLAGE OF
Poplar Grove
1-Aug-19

Permit #	Address	Type of Project		Fee	Date
2019-79	13171 Leonard Lane	Addition	$	25.00	7/2/2019
2018-43	480 Burled Wood Dr	Plumbing- RPZ Install-Lawn Irrigation	$	25.00	7/2/2019
2019-79	13171 Leonard Lane	Covered Detached Deck	$	50.00	7/8/2019
2019-83	424 Sherman Lane	Pool Deck	$	25.00	7/9/2019
2019-84	500 Prairie Knoll	Bathroom Remodel	$	100.00	7/9/2019
2019-89	216 S State Street	Roof	$	25.00	7/11/2019
2019-90	121 Bullard St	Windows/Patio Door	$	25.00	7/11/2019
2019-87	4130 Milkweed Dr	Roof	$	25.00	7/11/2019
2019-88	4127 Milkweed Dr	Roof	$	25.00	7/11/2019
2019-99	112 Edson Court	Driveway	$	25.00	7/17/2019
2019-98	14024 Queenanns	Fence	$	25.00	7/17/2019
2019-102	4136 Milkweed Dr	Above Ground Pool	$	50.00	7/18/2019
2019-101	14024 Queenanns	Above Ground Pool	$	50.00	7/18/2019
2019-104	222 English Oak Lane	Pool Deck	$	25.00	7/22/2019
2019-106	14043 Tall Grass Trail	Roof	$	25.00	7/24/2019
2019-107	200 W. Edson St	Fence	$	25.00	7/26/2019
2019-108	14024 Queenanns Way	Deck	$	25.00	7/26/2019
2019-112	14024 Queenanns Way	Roof	$	25.00	7/30/2019
2019-110	205 Beaver Drive	Sliding Doors	$	25.00	7/30/2019

Total: $ 625.00

B&F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124

847-428-7010 Main
847--428-3151 FAX

INSPECTION REPORT

Date Range: 07/01/2019 - 07/31/2019

Poplar Grove - Code Enforcement

Thursday, July 11, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Creamer	Approved	248421	0.00
Summary for 'Inspection Date' = 7/11/2019 (1 detail record)					0				0.00

Thursday, July 18, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Creamer	Approved	270016	0.00
Summary for 'Inspection Date' = 7/18/2019 (1 detail record)					0				0.00

Thursday, July 25, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Creamer	Approved	270030	0.00
Summary for 'Inspection Date' = 7/25/2019 (1 detail record)					0				0.00

Total Inspections	**3**
Total Reinspections	**0**
Total Amount Due	**0.00**

Poplar Grove - Code Enforcement - Travel - 1 x 3 = 3.00

+ 19.00

22.00

B & F Construction Code Services, Inc.

Project Report

Project Number: 3121469

Report Date Range: 07/01/2019 - 07/31/2019

Inspection Report By Project Code

Employee 1419 **Randall Creamer**

Date	Inspection Description		Address	Start Time	End Time	Total Time
7/11/2019						
07/11/2019	Code Compliance	Commercial	200 Hill Street	8:45	15:30	6.75
				Total Time For Date 7/11/2019:		**6.75**
7/18/2019						
07/18/2019	Code Compliance	Commercial	200 Hill Street	8:45	14:30	5.75
				Total Time For Date 7/18/2019:		**5.75**
7/25/2019						
07/25/2019	Code Compliance	Commercial	200 Hill Street	8:45	15:15	6.50
				Total Time For Date 7/25/2019:		**6.50**
			Total Hours for Project 3121469:			**19.00**

CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124
(847) 428-7010

248421

INSPECTION REPORT

Poplar Grove
(Municipality)

Contractor/Owner:				**Date:**	
Address:	Randall Creamer			**Permit No.:**	
Location:				**Project Code No.:**	
Time:	(Building)	(Mechanical)	(Electrical)	(Plumbing)	(Other)

☐ Footing ☐ Insulation ☐ Concrete Pour ☐ Building
☐ Foundation ☐ Electric Service ☐ Fire Alarm ☐ Mechanical
☐ Foundation Backfill ☐ Zoning ☐ Fire Suppression ☐ Electrical
☐ Other: Code Enforcement ☐ Plumbing

☐ Underground ☐ Rough ☐ Final ☐ Re-Inspection

☐ 1 & 2 Family ☐ Commercial/Industrial ☐ Multi-Family ☐ Mobile Home

Inspection Comments:

7-11-2019 Thu 0845 1530 7.25

Complaints 2
NOV - Warnings 12
Follow ups 5

☐ Re-Inspection Required ☐ Approved As Noted ☐ Approved

Received By: _____ (Signature)
Printed Name: _____

Inspector: Randall Creamer (Signature)
Printed Name: Randy Creamer

NOTIFIED: ☐ Owner ☐ Contractor ☐ Applicant ☐ Agent
BY: ☐ Mail ☐ Fax ☐ Inspection Report Posted

Form -BFCCS-500 March 2014

CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124
(847) 428-7010

270016

INSPECTION REPORT

Poplar Grove
(Municipality)

Contractor/Owner:				**Date:**	
Address:	Randall Creamer			**Permit No.:**	
Location:				**Project Code No.:**	
Time:					
	(Building)	(Mechanical)	(Electrical)	(Plumbing)	(Other)

☐ Footing ☐ Insulation ☐ Concrete Pour ☐ Building
☐ Foundation ☐ Electric Service ☐ Fire Alarm ☐ Mechanical
☐ Foundation Backfill ☐ Zoning ☐ Fire Suppression ☐ Electrical
☐ Other: Code Enforcement ☐ Plumbing

☐ Underground ☐ Rough ☐ Final ☐ Re-Inspection

☐ 1 & 2 Family ☐ Commercial/Industrial ☐ Multi-Family ☐ Mobile Home

Inspection Comments:

7/18/2019 0845 - 1430 5.~~25~~75

No complaints
NOV 1
Followups 17

☐ Re-Inspection Required ☐ Approved As Noted ☐ Approved

Received By: _____ (Signature)
Printed Name: _____

Inspector: Randall Creamer (Signature)
Printed Name: Randy Creamer

NOTIFIED: ☐ Owner ☐ Contractor ☐ Applicant ☐ Agent
BY: ☐ Mail ☐ Fax ☐ Inspection Report Posted

CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124
(847) 428-7010

270030

INSPECTION REPORT

Poplar Grove
(Municipality)

Contractor/Owner:				**Date:**	
Address:	Randall Creamer			**Permit No.:**	
Location:				**Project Code No.:**	
Time:					
	(Building)	(Mechanical)	(Electrical)	(Plumbing)	(Other)

☐ Footing ☐ Foundation ☐ Foundation Backfill ☐ Other: _____
☐ Insulation ☐ Electric Service ☐ Zoning
☐ Concrete Pour ☐ Fire Alarm ☐ Fire Suppression
☐ Building ☐ Mechanical ☐ Electrical ☐ Plumbing

☐ Underground ☐ Rough ☐ Final ☐ Re-Inspection

☐ 1 & 2 Family ☐ Commercial/Industrial ☐ Multi-Family ☐ Mobile Home

Inspection Comments:

7/25/2019 0845 - 1515 (6.5)

Complaints 4
Verbal 3
Written NOV 3
Follow-ups 3

☐ Re-Inspection Required ☐ Approved As Noted ☐ Approved

Received By: _____ (Signature)
Printed Name: _____

Inspector: Randall Creamer (Signature)
Printed Name: Randy Creamer

NOTIFIED: ☐ Owner ☐ Contractor ☐ Applicant ☐ Agent
BY: ☐ Mail ☐ Fax ☐ Inspection Report Posted

Village of Poplar Grove

APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR AT RETAIL

Check Class of License Applied for:

○ **Class A (6 Day, On Premise, Full Kitchen) $900**	○ **Class F (BYOB with Food) $150**
○ **Class B (6 Day, Retail off Premise) $850**	○ **Class G (Golf) $1,000**
○ **Class BB (Boutique) $5000**	○ **Class H (Local Catering) $250**
○ **Class C (6 Day, Less 12% on Premise) $700**	○ **Class I (Non-Local Cater) $500**
○ **Class D (Sunday) $150**	○ **Class J (Beer Garden) $100**
X **Class E (Event) $100**	

OFFICE USE ONLY
License No: _____
Date Issued: _____
License Expires: _____
Liquor: $100 Gaming: _____
Tobacco: _____ Fees: $100
Cash: _____ Check #: 6158

Initial Application will include a $100 administrative fee.

SECTION 1: Applicant Information:

Applicant Name: Hyde Out Bar Date of Birth: _____

Address: 13502 Julie Dr Phone: (815) 765-7041 [redacted]

Primary Contact Person: Benny Nebiu Phone: [redacted]

Business Name: Hyde Out Phone: (_____) _____

d/b/a Name: Arvat 5 LLC.

Premise Address: 13502 Julie Dr.

Entity Information (if applicable):

Date of formation: _____ Illinois Secretary of State Number: 40217914

Assumed Name; If any: _____

Is Entity in good standing with Illinois Secretary of State: _____ ROT Registration #: _____

If foreign Entity, date registered to do business in Illinois: _____

General Information: (applies to anyone listed in Section 2):

Owner of Premises: Mike Farley *(if leased, attach a copy of the lease to the application)*

Renter of Premises: Arvat 5, LLC Illinois Liquor License No.: 1A-0098185

[ ] YES [X] NO Has applicant ever made an application for a liquor license which was denied?
[ ] YES [X] NO Has applicant ever had any previous liquor license suspended or revoked?
[ ] YES [X] NO Has the applicant ever been convicted of a felony?
[ ] YES [X] NO Has the applicant ever been convicted of a gambling offense?
[ ] YES [X] NO Do you possess a current federal wagering or gambling device stamp?
[ ] YES [X] NO Are you, or any other owner, in your place of business, a public official?

**If yes to any of the above, please explain on a separate sheet and attach to application.*

Dram Shop Coverage:

Applicant must provide a copy of their dram shop insurance naming the Village as certificate holder and additional insurer pursuant to Village Ordinance **2-2-3-A-2**.

Insurance Company: Badger Mutual Policy Number: 00668-91654

Coverage Limit: 1,000,000 Policy Effective Date: 11/5/18 Expiration Date: 11/5/19

Village of Poplar Grove
APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR AT RETAIL

Section 2: Owner & Officer Information:

For every individual applicant, sole owner, partner, member, corporate officer, stockholder or director (whether or not they own any stock), stockholder owning in the aggregate more than 5% of the stock (including officers, directors, and stockholders of more than 5% for all corporate stockholders), manager or agent conducting the business please supply the following information. All Not-for-Profit organization and associations must supply the requested information for all officers, directors and managers. Indicate the total percentage of stock of the corporation, if any, which is held by persons who have less than 5% interest.

**If additional space is needed, please attach the additional sheet to the application.*

1) Name: NADRIT — — NEBIU
First Middle Last
[redacted] IL President 20%
Date of Birth Driver's License No. State Title % Ownership

2) Name: Flamur — — NEBIU
First Middle Last
[redacted] IL Secretary 20%
Date of Birth Driver's License No. State Title % Ownership

3) Name: BUJAR — — NEBIU
First Middle Last
[redacted] IL Treasurer 20%
Date of Birth Driver's License No. State Title % Ownership

4) Name: Murat — — NEBIU
First Middle Last
[redacted] IL Vice President 20%
Date of Birth Driver's License No. State Title % Ownership

5) Name: Kasem — — NEBIU
First Middle Last
[redacted] IL Vice President 20%
Date of Birth Driver's License No. State Title % Ownership

6) Name: _____
First Middle Last
Date of Birth Driver's License No. State Title % Ownership

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargrove.com

BASSET Certification:

Effective July 1,2017, all new and renewal application for liquor licenses must be accompanied with proof of a State certificated Beverage Alcohol Sellers & Servers Education and Training (BASSET) course for all personnel working at the liquor establishment. This includes all persons who sell or serve alcoholic beverages including all management personnel working on the premises and anyone whose job description entails checking of identification for the purchase of alcoholic beverages pursuant to that license.

Please list all current employees who are required to possess a BASSET certification, and the date the certification was issued. Please attach copies of BASSET certification cards to the application.

	EMPLOYEE NAME	BASSET TRAINING PROVIDER	CERTIFICATION DATE
1.	Caitlyn Grossman	American Safety Council	9/6/2017
2.	Lynsey Faraher	360 Training	6/22/2017
3.	Janice Zei	American Safety Council	5/20/2018
4.	CRYSTAL Mireles	American Safety Council	5/18/2018
5.	Suarta Asani	American Safety Council	4/6/2018
6.	Sunny Chae	American Safety Council	5/15/2018
7.	Denise Arevalo	American Safety Council	8/8/2018
8.	Audrey Weber	American Safety Council	4-20-19
9.	Jennifer Lakajs	360 Traing	11/4/16
10.	Jordan Sobirsky	American safety Council	1/4/15
11.			
12.			
13.			
14.			
15.			


Certificate of Completion
American Safety Council
JORDAN SOBINSKY
Has diligently and with merit completed the
On-Premise BASSET Alcohol Certification on 1/4/2015
from the American Safety Council.
Jeff Pairan

Illinois BASSET On-Premise
SELLER / SERVER CERTIFICATION

Trainee Name: Jennifer Lackajs

Date of Completion: 11/04/2016

School Name:
360training.com dba Learn2Serve



I, _____
certify that the above named person successfully completed an approved Learn2Serve Seller/Server course.

This course provides necessary knowledge and techniques for the responsible serving of alcohol.

This is your temporary certificate of completion. You will receive you official card in the mail. Please forward all questions to support@360training.com

Learn2Serve

Corporate Headquarters

Certificate of Completion

American Safety Council

AUDREY WEBER

Has diligently and with merit completed the

On-Premise BASSET Alcohol Certification on 4/20/2019

from the American Safety Council.

Jeff Pairan


Certificate of Completion
American
Safety Council
DENISE AREVALO
Has diligently and with merit completed the
On-Premise BASSET Alcohol Certification on 8/8/2018
from the American Safety Council.
Jeff Pairan

Certificate of Completion

American Safety Council

CAITLYN GROSSMAN

Has diligently and with merit completed the

On-Premise BASSET Alcohol Certification on 9/6/2017

from the American Safety Council.

Jeff Pairan

American Safety Council

Illinois BASSET Training

This card verifies that

Certificate of Completion

This is to certify that

Lynsey Faraher

has completed

Illinois BASSET Alcohol Seller-Server

Completion Date 06/22/2017

Course Duration 4.0

360training

360training.com ♦ 13801 Burnet Rd., Suite 100 ♦ Austin, TX 78727 ♦ 800-442-1149 ♦ www.360trainingsupport.com

Certificate of Completion

American Safety Council

JANICE ZLI

Has diligently and with merit completed the
On-Premise BASSET Alcohol Certification on 5/20/2018

from the American Safety Council.

Jeff Pairan

American Safety Council

Illinois BASSET Training

This card certifies that

JANICE ZEI

has completed the
On-Premise BASSET Alcohol Certification



Certificate of Completion

American
Safety Council

CRYSTAL MIRELES

Has diligently and with merit completed the

On-Premise BASSET Alcohol Certification on 5/18/2018

from the American Safety Council.

Jeff Pairan

Certificate of Completion

American Safety Council

SUARTA ASANI

Has diligently and with merit completed the

On-Premise BASSET Alcohol Certification on 4/6/2018

from the American Safety Council.

Jeff Pairan

American Safety Council

Illinois BASSET Training

SUARTA ASANI

has completed the

On-Premise BASSET Alcohol Certification

5/6/2018



Certificate of Completion

American Safety Council

SUNNY CHAE

Has diligently and with merit completed the

On-Premise BASSET Alcohol Certification on 5/15/2018

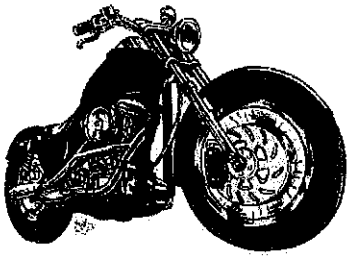
from the American Safety Council.

Jeff Pairan

Sunday Aug 25

Rain or Shine

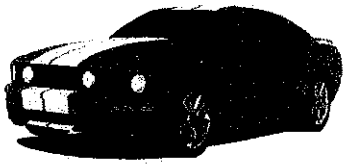
Brian's 2nd Annual Memorial Ride





A memorial ride to benefit Brian's 3 yr old son.

Raffles & 50/50 drawings



Registration stars at 11:00 @
Hyde Out Bar & Grill in Poplar Grove, IL.
Ride leaves at Noon
All vehicles welcome for a $10 per person donation
After Party at the Hyde Out from 4 to ?

Your $10 donations includes, Pulled Pork, Wings & Pizza & Live Music by

BOOTLEG SOUL
100-PROOF ROCK AND ROLL

HYDE OUT BAR & GRILL

FARLEY
PROPERTIES, L.L.C.

To: Village of Poplar Grove, Illinois

The Hydeout Bar & Grill has my permission to use the Countryside Square parking lot on August 25th, 2019 for the purpose of a fundraiser party with live music for any amount of time that may be needed to set up, execute and tear down.

Mike Farley
Farley Properties LLC
[redacted]

318 Candlewick Drive S.E. • Poplar Grove, IL 61065 • (815) 765-1099 • Fax (815) 765-1199
E-mail: mike@farleyproperties.com • www.farleyproperties.com

ORDINANCE NO. 2019 - 23

AN ORDINANCE TO AMEND SECTION 6-1A-2 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING SIDEWALKS IN NEED OF REPAIR

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

WHEREAS, Section 6-1A-2 governs sidewalks in need of repair; and

WHEREAS, the Village Board of Trustees desires to amend Section 6-1A-2 as set forth herein; and

WHEREAS, the Village Board of Trustees finds that such amendments are in the best interest of the Village and its citizens.

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

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Section 6-1A-2 of the Code regarding "Sidewalks in Need of Repair" shall be amended to read as follows (added language shown as underlined and bold, deletions shown as strike through):

"6-1A-2: SIDEWALKS IN NEED OF REPAIR:

A. ~~Owner~~ **Village** To Repair; Costs: All sidewalks which may become out of repair **due to ordinary wear and tear or acts of God or nature** shall, upon the discretion of the village **public works director (or his/her authorized designee)** ~~president or street committee~~, be repaired by the **Village** ~~owner of adjacent property within such time as said village board deems necessary.~~ The cost of **such** repairs **shall be the responsibility of the Village.** ~~are to be made equally between the property owners and village and the work done under the direction and approval of the village board.~~

B. Owner to Repair; Costs: Notwithstanding the provisions of Subsection A above, to the extent the owner of the property adjacent to a sidewalk (or the owner's relatives, agents, contractors, invitees, guests or representatives) causes the sidewalk adjacent to their property to be in need of repair, such owner shall be responsible for the repair of the sidewalk and the costs thereof. Any and all repairs shall be performed in conformance

with any and all applicable federal, state and local laws, rules, regulations and ordinances. Any person failing to comply with this subsection shall be fined not less than five dollars ($5.00) nor more than twenty five dollars ($25.00) for each and every day he shall fail to repair such sidewalk after written notice from the village board.

~~B. Decision To Repair Or Replace: The decision of the village board as to whether or not any old sidewalk may be repaired or is in such condition as it may be repaired and can be rebuilt shall be left with the sole writing and be placed on file with the village clerk~~"

Section 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.

Section 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 _____, 2019

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 2019

ATTEST:

_____ _____

CLERK VILLAGE PRESIDENT

ORDINANCE NO. 2019 - 24

AN ORDINANCE TO AMEND SECTION 6-1B-3 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING DANGEROUS TREES AND SECTION 6-1B-4 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING REMOVAL OF DANGEROUS TREES, LIMBS AND SHRUBS

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

WHEREAS, Section 6-1B-3 governs dangerous trees; and

WHEREAS, Section 6-1B-4 governs the removal of dangerous trees, limbs and shrubs; and

WHEREAS, the Village Board of Trustees desires to amend Section 6-1B-3 and Section 6-1B-4 as set forth herein; and

WHEREAS, the Village Board of Trustees finds that such amendments are in the best interest of the Village and its citizens.

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

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Section 6-1B-3 of the Code regarding "Dangerous Trees" shall be amended to read as follows (added language shown as underlined and bold, deletions shown as strike through):

"6-1B-3: DANGEROUS TREES:

Any tree or shrub which is planted within the Village right-of-way shall be maintained and trimmed (so that such tree or shrub does not impede or interfere with traffic or travel on the right-or-way) by the Village at its sole costs and expense.

Any tree or shrub **which is planted on private property and outside of the Village right-of-way and** which overhangs any sidewalk, street, or other public place in the village at a height less than eight feet (8') or in such a way as to impede or interfere with traffic or travel on such

public place shall be trimmed by the owner of the abutting premises or of the premises on which such tree or shrub grows, so that the obstruction shall cease. **The costs and expense of such trimming shall be the sole responsibility of such property owner.**

Section 3. Section 6-1B-4 of the Code regarding "Removal of Dangerous Trees, Limbs and Shrubs" shall be amended to read as follows (added language shown as underlined and bold, deletions shown as strike through):

"6-1B-4: REMOVAL OF DANGEROUS TREES, LIMBS, AND SHRUBS:

A. Definitions:

PARK TREES: Trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the village or to which the public has free access as a park.

STREET TREES: Trees with single trunk between property lines on either side of all streets, avenues, or ways within the village.

B. Duties And Responsibilities Of The Village Board: It shall be the responsibility of the village **finance and public works** ~~street and alley~~ committee **of the whole** to study, investigate, counsel and develop and/or update annually and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas.

C. Street Tree Species To Be Planted: The following list constitutes the official street tree species for the village of Poplar Grove, state of Illinois. No species other than those included in this list may be planted as street trees without written permission of the village board.

Small Trees	Medium Trees	Large Trees
Crabapple (flowering)	Hackberry	Maple, red
Hawthorn	Mulberry	Maple, silver
Pear, Cleveland	Sassafras	Maple, sugar
Lilac	Sycamore	
Raspberry	Sycamore, London	

Plum **H**~~h~~eart (trees with single trunk)

Serviceberry

D. Spacing: The spacing of street trees will be in accordance with the three (3) species size classes listed in subsection C of this section, and no trees may be planted closer together than the following except in special planting designed or approved by a landscape architect:

Small trees: Thirty feet (30').

Medium trees: Forty feet (40').

Large trees: Fifty feet (50').

E. Distance From Curb And Sidewalk: The distance trees may be planted from curbs or curblines and sidewalks will be in accordance with the three (3) species size classes listed in subsection C of this section and no trees may be planted closer to any curb or sidewalk than the following:

Small trees: Two feet (2').

Medium trees: Three feet (3').

Large trees: Four feet (4').

F. Distance From Street Corners And Fireplugs: No street tree shall be planted closer than thirty five feet (35') of any street corner, measured from the point of nearest intersecting curbs or curblines. No street tree shall be planted closer than ten feet (10') of any fireplug.

G. Utilities: No street trees other than those species listed as small trees in subsection C of this section may be planted under or within ten (10) lateral feet of any overhead utility wire or over or within five (5) lateral feet of any underground water line, sewer line, transmission line or other utility.

H. Public Tree Care: The village ~~street and alley~~ **public works director** ~~committee~~ shall have the right to **recommend to the village board** plant**ing**, **pruning**e, maintain**ing** and **removale of** trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The village ~~street and alley~~ **public works director** ~~committee~~ may **recommend to the village board the removal of** ~~remove or cause or order to be removed,~~ any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. This section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with subsections C through G of this section.

I. Tree Topping: It shall be unlawful as a normal practice for any person, firm or village department to top any street tree, park tree, or other tree on public property. “Topping” is defined as the severe cutting back of limbs to stubs larger than three inches (3") in diameter with the tree’s crown to such degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this subsection at the determination of the village street and alley committee.

J. Pruning, Corner Clearance: Every owner of any tree overhanging any street or right of way within the village shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street in any section and so that there shall be a clear space of eight feet (8') above the surface of the street or sidewalk. Said owners shall remove all

dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The village shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign.

K. Dead Or Diseased Tree Removal On Private Property: The village shall have the right to cause the removal of any dead or diseased trees on private property within the village, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the village. The village **public works department** ~~street and alley committee~~ will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice. In the event of failure of owners to comply with such provision, the village shall have the authority to remove such trees and charge the cost of removal to the owner(s) of the property.

L. Removal Of Stumps: All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

M. Arborist's License And Bond: It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street or park trees within the village without first applying for and procuring a license. The license fee shall be twenty five dollars ($25.00) annually in advance; provided, however, that no license shall be required of any public service company or village employee doing such work in the pursuit of their public service endeavors. Before any license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of fifty thousand dollars ($50,000.00) for bodily injury and one hundred thousand dollars ($100,000.00) property damage resulting from the pursuit of such endeavors as herein described.

~~Any tree on the terrace section of property that is obstructing public walkways, public property, or is of a dangerous nature that is to be taken or trimmed shall be at a shared cost of the abutting property owner and the village of Poplar Grove with the village officials being the deciding factor whether or not the work needs to be done.~~"

Section 4. 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.

Section 5. 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 _____, 2019

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2019

ATTEST:

_____ _____

CLERK VILLAGE PRESIDENT

ORDINANCE NUMBER: 2019 - 25

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING TITLE 5 - HEALTH AND SANITATION, CHAPTER 8 - CODE ENFORCEMENT HEARING DIVISION, SECTION 5-8-2 - CODE HEARING DIVISION ESTABLISHED, OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES

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

WHEREAS, Title 5 of the Code governs Health and Sanitation; and

WHEREAS, Chapter 8 governs Code Enforcement Hearing Division; and

WHEREAS, Section 5-8-2 governs Code Hearing Division Establishment; and

WHEREAS, the Village desires to amend Section 5-8-2 to provide for the adoption of 65 ILCS 5/1-2.2-1 et seq. to allow additional matters to be heard through the Village's code hearing process; 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. That Section 5-8-2 of the Village Code of Ordinances entitled "Code Hearing Division Established" is here by amended to read as follows (new language bold and underlined):

   "5-8-2 – CODE HEARING DIVISION ESTABLISHED.

   The village hereby adopts division 31.1-Building Code violations, ILCS Ch. 65, Act 5, § 11-31.1, and all amendments and modifications thereto **and further adopts division 2.2-Code Hearing Departments, 65 ILCS 5/1-2.2-1 *et seq*. and all amendments and modifications thereto,** and establishes a Code Hearing Division and in conjunction with the Village Attorney acting as its legal department. The function of the Code Hearing Division is to expedite the prosecution and correction of code violations in the manner set forth in this chapter."

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 and shall be retroactive to May 8, 2013.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2019

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2019

ATTEST:

_____ _____

CLERK PRESIDENT

RESOLUTION NUMBER: ____

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH MIDWEST COMMUNITY BANK WITH REGARDS TO THE OLSON WOODS, SHERMAN OAKS AND BURLED WOODS SUBDIVISIONS

WHEREAS, Midwest Community Bank is the owner of certain lots in the Olson Woods, Sherman Oaks and Burled Woods Subdivisions; and

WHEREAS, the streets in the Olson Woods Subdivision are in disrepair and are not fully constructed (e.g. no final lift); and

WHEREAS, Midwest desires to have homes built within these subdivisions; and

WHEREAS, the Village and Midwest have reached an accord as to certain terms and conditions which shall apply to Midwest having homes built within these subdivisions; and

WHEREAS, such terms and conditions are memorialized in an Agreement, a copy of which is 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 _____, 2019

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING “NAY”: _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2019

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

EXHIBIT A- AGREEMENT

AGREEMENT

THIS AGREEMENT ("Agreement") is made this ___ day of August 2019 by and between the VILLAGE OF POPLAR GROVE, an Illinois municipal corporation ("Village") and MIDWEST COMMUNITY BANK ("Midwest"). The Village and Midwest are at times collectively referred to herein as the "Parties" or individually as a "Party".

RECITALS:

WHEREAS, Midwest is the owner of the following lots in the Olson Woods Subdivision: Lots 1 through 75, excepting therefrom lots 8, 9, 11, 24, 25, 28, 29, 41 and 42; and

WHEREAS, Midwest is the owner of the following lots in the Sherman Oaks Subdivision: Lots, 220, 282, 297, 298, 299, 300 and 301; and

WHEREAS, Midwest is the owner of the following lots in the Burled Woods Subdivision: Lots 11, 12, 24, 29, 31, 32, 47, 48, 50, 53 and 54

WHEREAS, all the above-referenced lots are collectively referred to herein as the "Lots"; and

WHEREAS, the streets in the Olson Woods Subdivision are in disrepair and are not fully constructed (e.g. no final lift); and

WHEREAS, Midwest desires to have homes built on the Lots; and

WHEREAS, the Village and Midwest have reached an accord as to certain terms and conditions which shall apply to Midwest having homes built on the Lots; and

WHEREAS, such terms and conditions are memorialized in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and conditions contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

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

2. That within 21 days of the full execution of this Agreement by both Parties, Midwest shall commence to take all necessary and appropriate steps to have all the streets, or those portions of the streets thereof, within the Olson Woods Subdivision (e.g. Ironwood Drive, Red Maple Lane, Blue Spruce Drive, Live Oak Lane and Maple Leaf Lane) repaired and put in a safe condition for vehicular and pedestrian travel, including, but not limited to pot holes repair. Such repairs shall be completed by no later than October 31, 2019 and shall be subject to the reasonable inspection and approval of the Village. Thereafter, Midwest shall maintain the streets in good repair and condition. Prior to commencing any repair work, Midwest shall contact and coordinate such repair work with the Village Public Works Director.

3. Upon the streets being repaired, Midwest shall commence to have homes built on the lots on Ironwood Drive. Upon all the lots on Ironwood Drive being built on, Midwest shall have the final lift of the asphalt installed on Ironwood Drive. Such installation shall be in conformance with all applicable federal, state and local laws, code, ordinances, regulations and standards.

4. Upon all the lots on Ironwood Drive being built on, Midwest shall commence to have homes built on the lots on Blue Spruce Drive. Upon all the lots on Blue Spruce Drive being built on, Midwest shall have the final lift of the asphalt installed on Blue Spruce Drive. Such installation shall be in conformance with all applicable federal, state and local laws, code, ordinances, regulations and standards.

5. Upon all the lots on Blue Spruce Drive being built on, Midwest shall commence to have homes built on the lots on Live Oak Lane. Upon all the lots on Live Oak Lane being built on, Midwest shall have the final lift of the asphalt installed on Live Oak Lane. Such installation shall be in conformance with all applicable federal, state and local laws, code, ordinances, regulations and standards.

6. Upon all the lots on Live Oak Lane being built on, Midwest shall commence to have homes built on the lots on Maple Leaf Lane and Red Maple Lane. Upon all the lots on Maple Leaf Lane and Red Maple Lane being built on, Midwest shall have the final lift of the asphalt installed on Maple Leaf Lane and Red Maple Lane. Such installation shall be in conformance with all applicable federal, state and local laws, code, ordinances, regulations and standards.

7. Upon all the lots in the Olson Woods Subdivision being built on, Midwest shall take the necessary steps to ensure that the asphalt where the various roadways in the Olson Woods Subdivision meet and connect is in good repair and condition, and to the extent such connection points are not in good repair and condition, Midwest shall have the asphalt at such connection points put in good repair and conditions to the reasonable satisfaction of the Village. Thereafter, the Village shall have all the streets, and appurtenant public improvements, in the Olson Woods Subdivision inspected and to the extent approved, the Village shall accept and take ownership of the streets and public improvements.

8. The Village agrees that the building permit fees for each of the Lots shall be waived as a part of the building permitting process. It is agreed by the Parties the building permit fees are comprised of a $225.00 fee to review the plans for each model of home proposed to be built and a $50.00 setback/site plan review fee for each lot. It is specifically understood and agreed by the Parties that all inspection fees associated with the construction of a home on the Lots are not waived and shall be paid to the Village.

9. Midwest agrees to abide by all federal, state and local laws, including, but not limited to, all applicable Village building codes in effect at the time of building permit issuance for any given Lot and in the event the of a breach of this Paragraph, the Village may terminate this Agreement.

10. This Agreement represents the entirety of the agreement between the Parties and shall be binding upon them and inure to the benefit of and be enforceable by and against their respective successors, personal representatives, heirs, legatees, and assigns. This Agreement shall not be assigned by Midwest without the prior written consent of the Village, which shall not be unreasonably withheld.

11. If any of the provisions of this Agreement are invalid with any statute or rule of law of the State of Illinois or of any judicial district in which it may be so brought to be enforced, then such provisions shall be deemed null and void to the extent that they may conflict herewith, but the remainder of this instrument and any other application of such provision shall not be affected thereby.

12. This Agreement may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purpose unless it is in writing, and bears the signatures of all of the Parties hereto.

13. Agreement may be signed in any number of counterparts, each of which shall be an original, with the main effect as if the signatures thereto and hereto were upon the same instrument.

14. This Agreement is the agreement between the Parties hereto as it now exists at the execution hereof and it is expressly understood, agreed and distinctly acknowledged that all previous communications and negotiation between the Parties, either written or oral, that are not contained herein are hereby withdrawn, nullified, and void.

15. The rights and duties arising under this Agreement shall be governed by the law of the State of Illinois. Any action against Midwest or the Village shall be brought in Circuit Court of the 17th Judicial Circuit, Boone County, Illinois.

16. All notices, demands, requests, consents, approvals or other instruments required or permitted to be given under this Agreement shall be in writing and shall be executed by the party or an officer, agent or attorney of the party, and shall be given by any of the following means (i) personal service; (ii) overnight courier; or (iii) registered or certified mail, return receipt requested:

If to Village: Village of Poplar Grove
Attn: Village President
200 N. Hill Street
Poplar Grove, IL 61065

With Copy to:	Sosnowski Szeto, LLP Attn: Aaron Szeto 6735 Vistagreen Way, Suite 300 Rockford, IL 61107
If to Developer:	Midwest Community Bank Attn: _____ _____ _____

17. In the event of a breach or default of any provision of this Agreement, the non-breaching party shall have any and all remedies available to it at law or in equity, including, but not limited to the right to terminate this Agreement. In action to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover from the other party its reasonable costs and expenses, including attorneys' fees.

IN WITNESS WHEREOF, each of the parties hereto has set their hands and seals as of the day, month and year above written. Each of the parties affixing their signature hereto states that they have full authority to sign on behalf of the respected parties.

VILLAGE OF POPLAR GROVE	**MIDWEST COMMUNITY BANK**
By:_____ Owen Costanza	By:_____
Its Village President	Its:_____

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 5-1-2019

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

~~*Diana A. Dykstra, ICMA-CM*~~
~~*Village Administrator*~~

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 ~~VILLAGE ADMINISTRATOR~~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

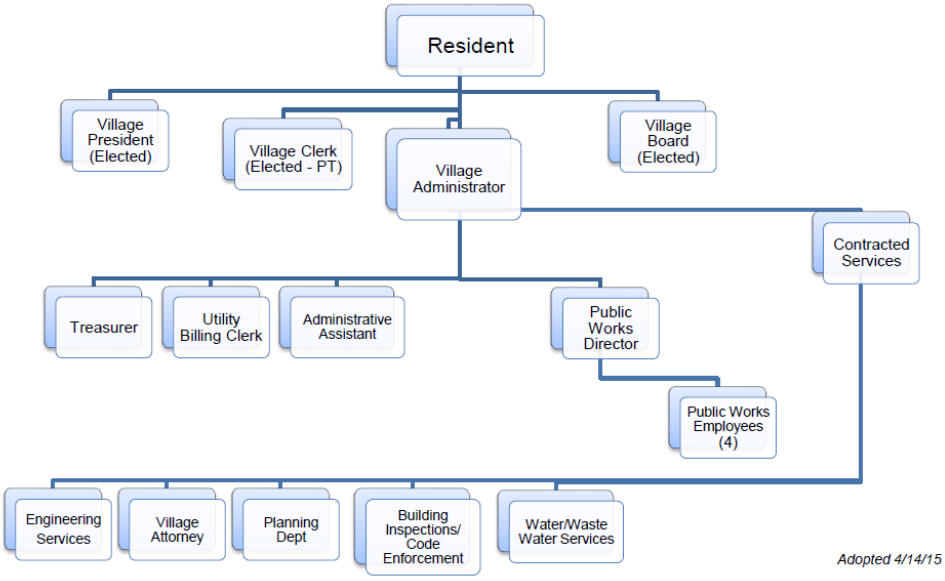
The Village operates under the President-Trustee form of government. The President and Trustees are all elected "at large". Together, the President and Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the expenditure 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~~Administrator~~, who in turn reports to the Village Board. The Village ~~Administrator~~ 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.

Village of Poplar Grove Organizational Chart

VILLAGE OF POPLAR GROVE
Organizational Chart



Adopted 4/14/15

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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. ~~, not subject to a Collective Bargaining Agreement~~.

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 ~~Administrator~~ 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 ~~Administrator~~ 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 ~~Administrator~~President.

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

~~2.3 Americans with Disabilities Act (ADA)~~

~~The Village's recruitment, hiring and employment policies operate in accordance with the provisions of the Americans with Disabilities Act of 1990 and all subsequent amendments. The intent of the Act is to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, assignments, classification, referral and other aspects of employment, on the basis of disability.~~

2.~~3~~4 Nepotism - Employment of Relatives

The Village does not allow the hiring or promotion of any employee which creates a situation where by 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~~5 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 ~~Administrator~~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 ~~Administrator~~ 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.~~56~~ Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820ILCS 40/1 et.seq. Village ~~Administrator~~ 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 ~~Administrator~~ President.

2.~~67~~ 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.~~78~~ 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.~~89~~ 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 pay check 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.~~910~~ Exit Interviews

The Village encourages employees to participate in the exit interview process conducted by Village ~~Administrator~~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.

2.101 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 agreementcontract.

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 Administrator President within five (5) working days of the supervisor's decision in Step 1. If the Village Administrator 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 Administrator's 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 Administrator's 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.

~~If the employee's immediate supervisor is the Village Administrator, then the grievance procedure must be initiated at Step 2.~~

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 AdministratorPresident, 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~~ or Village Administrator~~. 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, to be carried over from one calendar year to the next.~~

3.~~4~~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.~~5~~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 ~~Administrator~~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 ~~Administrator~~ 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 ~~Administrator~~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 believes that a healthy, competent workforce, working under conditions free from the effects of drugs and alcohol, is essential to providing safe and effective services in our community. The Village shall require drug and alcohol testing when there is an accident involving any Village vehicle or machinery.~~

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. 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 of alcohol, illegal 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 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 illegal drugs while on Village premises, at Village work locations or in Village vehicles or equipment:

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

6. Shall inform the appropriate Commissioner and/or Department Head of any drugs (prescription or over the counter) that may impact the performance of duty.

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.

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SECTION 4.10-3. DRUG AND ALCOHOL TESTING

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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 illegal drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or illegal 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 illegal 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 employee has been involved in a major incident, such an injury to a citizen or co-worker; or

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 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 appropriate Commissioner and/or 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. Illegal Drug or Drugs: A drug is any non-prescribed controlled substance that the employee is not authorized to possess or consume by law.

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 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 Whistle Blowing~~

~~When an individual discovers information that he/she believes may show serious malpractice or wrongdoing within the organization, this information should be disclosed internally without fear of reprisal. This policy ensures that no member of staff should feel at a disadvantage in raising legitimate concerns.~~

4.13 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.

4.14 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.

4.15 Medical Cannabis

The Village of Poplar Grove, Illinois ("Village") seeks to establish guidelines to provide a safe, healthy, and secure work environment for Village employees and other individuals doing business with the Village. This Medical Cannabis Policy outlines the Village's expectations and requirements for creating and maintaining a drug free environment in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act and the Village of Poplar Grove's Drug and Alcohol Policy.

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Policy. All employees, including Registered Qualifying Patients, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the Village's property, while on duty, while acting in any capacity in his or her employment with the Village, or while operating a vehicle or machine leased or owned by the Village. All employees are subject to this policy while on property owned, controlled or operated by the Village, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Village, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Village, or any place where an employee can reasonably be expected to be observed by others.

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 medical cannabis. Consistent with the Village of Poplar Grove's Drug and Alcohol Policy, any employee found to use, sell, possess, distribute or be under the influence of cannabis while on Village premises, performing Village related duties, or while operating any Village vehicle or equipment, is subject to disciplinary action, up to and including termination of employment and may be criminally prosecuted. Any cannabis found on the premises will be turned over to the appropriate law enforcement agency.

If an employee arrives at the workplace and there is a reasonable suspicion that the employee is under the influence of cannabis, the supervisor shall immediately remove him/her from the work environment. In the event that there is any doubt as to whether the employee is or is not impaired, the supervisor should err on the side of caution and remove him/her from the work environment.

Qualifying Patients. All employees who are Registered Qualifying Patients, as defined by the Act, must submit to the Department Head documentation illustrating that they are a Registered Qualifying Patient, including documentation of the employee's diagnosis of a "debilitating medical condition" and the employee's Register Identification Card. All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. The following employees are prohibited from becoming a Registered Qualified Patient: active duty police officers, firefighters and CDL holders.

Each Registered Qualifying Patient must carry his/her Registry Identification card, issued by the Illinois Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Illinois Department of Public Health.

Roles and Responsibilities. The Village of Poplar Grove strives to provide a safe and effective working environment and to support the well-being of each employee through awareness and appropriate training. The Village shall ensure that supervisors shall receive at least sixty minutes of training on recognizing cannabis use. The training shall cover the physical, behavioral, speech, and performance indicators of probable cannabis use. It is the responsibility of all supervisors to be able to identify situations that may cause concerns about an individual's ability to perform his or her job, and take appropriate steps. The supervisors must rely on objective and observable criteria. A supervisor may consider an employee to be impaired when the employee:

1. Manifests specific, articulable symptoms, including but not limited to unusual speech, demeanor, agility, coordination, or involvement in an accident that results in serious damage to equipment or property or carelessness that results in any injury to the employee or others; and
2. While working;
3. That decreases or lessens his or her performance of the duties or tasks of the employee's job position.

If an employee believes an individual holding a more senior position is in violation of this policy they are encouraged to get a second opinion where possible. They are also expected to notify their supervisor, department head, or the Village ~~Administrator~~President.

Unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request to work and ask that the request be directed to another person, if the employee is unfit due to the influence of cannabis.

Disciplinary Action. Where necessary, any employee who is suspected of violating the provisions of this policy will be removed from Village premises, pending an investigation and a decision on appropriate consequences. Consistent with the Village of Poplar Grove's Drug and Alcohol Policy, any employee found to be in violation of this Medical Cannabis policy is subject to disciplinary action, up to and including termination of employment, and may be criminally prosecuted.

Registered Qualifying Patients who test positive for cannabis may not be penalized solely for their status as a Registered Qualified Patient unless failing to do so would:

1. Put the Village in violation of federal law; or
2. Cause the Village to lose monetary or licensing-related benefit under federal law or rules.

Nothing in this provision shall be construed to create or imply a cause of action for any person against the Village for:

1. Actions based on the Village's good faith belief that a Registered Qualifying Patient used or possessed cannabis while working;
2. Actions based on the Village's good faith believe that a Registered Qualifying Patient was impaired while working; or
3. Injury or loss to a third party if the Village neither knew nor had reason to know that the employee was impaired.

14.16 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

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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 ~~administrator~~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~~180~~ 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~~180~~ 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.

4.17 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.

14.18 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.

4.19 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.

4.20 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 ~~Saturday~~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 ~~Administrator~~ 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 ~~Administrator~~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 ten (10.5) holidays during the calendar year:

New Year's Day
Good Friday ~~(1/2) Day~~
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

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 Health Insurance upon retirement**~~

~~State law provides that all full-time eligible employees who have retired with less than 20 years of service under the Illinois Municipal Retirement Fund (IMRF), can elect to continue participation in the Village's health and accident insurance program with the employee being responsible for paying the cost of the coverage.~~

7.2 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 ~~Administrator~~ 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 ~~or Village Administrator~~ 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 ~~Administrator~~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 ~~Administrator~~ 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.

Employees must promptly report all personal injuries, regardless of severity, while on duty. Reports shall be furnished to Village ~~Administrator~~ 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 ~~Administrator~~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 ~~Administrator~~President
Thank you.