



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

July 24, 2024 at 6:00pm
108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/856730805>

Or by (Toll Free): 1 877 309 2073| Access Code: 856-730-805

1. RECORDING OF THE MEETING

2. CALL TO ORDER

3. ROLL CALL

4. MEETING GUIDELINES

Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.

5. ESTABLISHMENT OF A QUORUM

6. PUBLIC COMMENT

It is recommended that a written request to address the Village Board by non-members should be submitted via mail, hand delivery, or the Village Website to the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon on the day of the meeting scheduled by the Village authorities in which the speaker would like to participate. Alternatively, speakers may fill out the form at the meeting to sign up for public comment. Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting.

7. DISCUSSION

- [a.](#) Strategic Planning Proposals- NIU
- [b.](#) EV Charging Station
- [c.](#) Sprinklers
- [d.](#) Personnel Policy Update (Sections 1-5, 11)
- [e.](#) Driveway Permit
- [f.](#) 6 Month Budget Review
- [g.](#) Update Burning Ordinance

- [h.](#) Amendment to the Pedal Bus Ordinance
- [i.](#) UTV Ordinance Amendment
- [j.](#) Max Setback Zone Ordinance W/New Map
- [k.](#) Memorial Park- Basketball Court

8. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)

9. NEW BUSINESS

10. ADJOURNMENT

Posted: July 18, 2024 at 2:15 p.m. at 108 W. Main Street, Winnebago, IL

and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491



Agenda Item Executive Summary

Item Name Strategic Planning Proposal - NIU Committee or Board Committee

BUDGET IMPACT

Amount:	\$4,950 - \$5,750 OR \$18,500 - \$19,900	Budgeted:	No
List what fund:	N/A		

EXECUTIVE SUMMARY

The Village of Winnebago has been pursuing the creation of a strategic plan, and community engagement is a key piece of that strategic planning process. Northern Illinois University's Center for Governmental Studies (NIU CGS) has put together a proposal for environmental scanning and analysis, this involves gathering stakeholder and background information through document reviews, interviews, and focus groups to collect detailed input. This data will be analyzed to identify key themes and insights, providing a comprehensive understanding of the current environment. The findings will be compiled into a final report, offering actionable recommendations based on the analysis. Staff is recommending engaging NIU CGS for this process, given the value and expertise.

Additionally, NIU CGS has included a quote and proposal for completing the entire strategic planning process. The Strategic Planning Proposal includes everything in the Environmental Scanning proposal, while additionally providing vision and goal-setting workshops, stakeholder input, and a SWOC analysis to develop and prioritize goals. It encompasses strategic action planning to operationalize goals, coordinate responsibilities, and schedule milestones. The process concludes with a final report documenting the outcomes and an action planning launch session to assist with implementation. While this option is quoted much higher, the timeline would allow the costs to be absorbed into the 2025 budget if the Village Board is interested in engaging NIU CGS for this project.

ATTACHMENTS (PLEASE LIST)

Environmental Scanning & Analysis Proposal, Strategic Planning Proposal, Strategic Planning Summary, Project Timeline

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/24

Environmental Scanning & Analysis Proposal For the Village of Winnebago



June 2024

Prepared by:
NIU Center for Governmental Studies
Dekalb, Illinois



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development

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*Building stronger regions
through innovation and
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CGS provides expertise that
helps decision-makers
implement efficient,
sustainable, and cost-effective
approaches to economic,
social, and information
management issues.

July 1, 2024

Joey Dienberg, Village Administrator
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

RE: Proposal to provide environmental scanning and analysis services

Dear Mr. Dienberg:

In response to the Village's request for a proposal to conduct a series of environmental scanning elements and analysis to help inform the Village's strategic planning process, the following outline and approach are offered for your consideration. Based on recent discussions, our team proposes a series of exercises which are outlined below:

- Review prior strategic plans and other necessary documents;
- Work with the Village to identify internal and external stakeholders;
- Facilitate a scanning analysis of the governing and community environment through focus groups and interviews with key stakeholders;
- Provide an easy-to-understand environmental analysis report for use by the Board, staff, and broader community (as applicable).

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of organizations, other agencies, and local governments across Illinois.

Thank you for the opportunity to be considered to assist the Village of Winnebago with this important undertaking. We would be pleased to meet further with the Village's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,



Melissa "Mel" Henriksen, MPP

Assistant Director
Strategic Management, Policy, and Community Development
NIU Center for Governmental Studies

Village of Winnebago Environmental Scanning & Analysis Proposal

June 2024

Direct questions to

Melissa “Mel” Henriksen

Assistant Director

Northern Illinois University Center for Governmental Studies

*"The art of progress is to preserve order amid change,
and change amid order" - A.N. Whitehead*

This proposal follows recent discussions with the Village to develop an approach for conducting environmental scanning and analysis to inform the Village's strategic planning process. Based on the Village's expressed needs, the Northern Illinois University Center for Governmental Studies (NIU-CGS) recommends a participative format that aims to gather insights from key stakeholders about organizational and community dynamics, ultimately guiding the Village towards a unified vision for its future.

The primary objective of this initiative is to involve key stakeholders to gain diverse perspectives on the Village's current status and future direction. Through facilitated discussions, the NIU-CGS project team will gather information to help the Village reach a shared understanding of its critical goals and objectives. Additionally, the initiative aims to identify short- and long-term priorities to inform the strategic planning process.

The NIU-CGS project team will engage with key stakeholders, identified in conjunction with Village staff and leadership, through a series of focus groups to capture a wide range of insights. The collected data will be analyzed to identify common themes, concerns, potential areas for improvement, and priorities.

Through this process, the Village's leadership will gain an enhanced understanding of organizational and community dynamics. The expected outcomes of this process include a report outlining the findings from the environmental scan and stakeholder analysis. By adopting this participative approach, the Village will benefit from a comprehensive and inclusive strategic planning process, leading to well-informed decision-making and a cohesive vision for the future.

STAKEHOLDER AND BACKGROUND INFORMATION GATHERING

This strategic planning component is an important piece designed to help ground the process as listening is vital to planning. The NIU-CGS project team will use various techniques for gathering background data ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving internal and external stakeholders to gain inputs and perspectives include interviews and focus groups. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the Village as a whole. Each technique has its own strengths and outcomes, and each requires different time commitments, data collection efforts, and analysis which are explained below and reflected in the final scope and cost.

Interviews are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input. A list of 5-6 key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Village, from each stakeholder’s unique vantage point.

Focus groups are also an interactive approach that helps assure broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Similar to the interview approach, the aim of the focus group sessions is to gain a balanced and informed view of the Village from each stakeholder’s unique perspective. The ideal size for focus groups is approximately 12-15 participants, lasting approximately 60-90 minutes.

Suggested Background Interviews and Focus Groups – Interviews will be conducted virtually

➤ **Organization Views (internal stakeholders)**

❖ Village Senior Staff and Leadership

- Village Administrator (1 interview, 60 minutes)
- Village President (1 interview, 45-60 minutes)
- Board of Trustees (4 individual interviews, 30 minutes each)
- Village Clerk (1 interview, 30 minutes)
- Staff (mix of front line and supervisory staff (1 focus group)

➤ **Community Views and Perspectives (external stakeholders)**

❖ Community Stakeholders

- Civic/Intergovernmental Institutions (e.g., secular community, non-profits, School District, Library District, etc.) (1 focus group)
- Business Community (cross-section of varying size, industry, tenure, etc.) (1 focus group)
- Invitational Resident (cross-section of residents including diversity in age, gender, race, geography, residential tenure, etc.) (1 focus group)

➤ **Data Analysis and Thematic Summarization of Stakeholder Input**

- NIU-CGS will provide a summary of themes and key issues/desires as expressed by stakeholder focus groups and interviews in a summary report and Power Point.

FINAL REPORT

A final report documenting the environmental scanning process and themes will be provided to the administrative leadership for approval. The final report and Power Point are provided in electronic form.

ESTIMATED RANGE OF COSTS

The environmental scanning and analysis project cost is estimated at \$4,950-5,750. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel), and all related project expenses. The range is representative of the scope of options including the number of focus groups and interviews selected. A more definitive budget can be provided after discussions on final components.

Project Phase/Element	Project Budget
• Environmental Scanning - Internal Stakeholder Input ○ Up to seven virtual interviews ○ One focus group • Environmental Scanning – External Stakeholder Input ○ Up to three focus groups • Final Designed Report and Executive Summary	
Total Estimated Cost	\$4,950 – 5,750

**Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

The Village will be responsible for securing and reviewing meeting sites and/or coordinating with NIU-CGS all online and in-person notices, invitations, and postings. The Village will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals and setup, supplies, and/or other logistical items for all project sessions.

PROPOSED TIMELINE

The environmental scanning sessions will be held on dates that are mutually convenient for both the Village's participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is Fall 2024.

The project completion date is dependent upon several factors, including the selected number and format (in-person vs. virtual) of environmental scanning sessions, the timing and sequence of planning components, effective communication, and the scheduling of stakeholder sessions. The project activities include a kick-off meeting with the Village leadership team, up to seven interviews, and up to four focus groups.

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the Village of Winnebago, with a final scope of services, proposed fees, expenses, and terms, will be prepared upon Village approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

1. City of Villa Grove, IL
2. City of Farmer City, IL
3. Village of Elburn, IL
4. City of Rochelle, IL
5. Hanover Township, IL

Contacts:

1. Jacki Athey, City Administrator, City of Villa Grove, jacki.athey@villagrove.org, 272-832-4721
2. Sue McLaughlin, City Manager, City of Farmer City, smclaughlin@cityoffarmercity.org, 309-928-2842
3. John Nevenhoven, Village Administrator, Village of Elburn, jnevenhoven@elburn.il.us, 630-365-5062
4. Jeff Fiegenschuh, City Manager, City of Rochelle, jfiegenschuh@rochelleil.us, 815-562-6161
5. James Barr, Township Administrator, Hanover Township, jbarr@hanover-township.org, 630-837-0301

Additional strategic planning projects in Illinois led by Dr. Kuhn or undertaken by CGS include the Villages of Burr Ridge, Park Ridge, North Aurora, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of DeKalb, Dixon, Des Plaines, Normal, Geneva and St. Charles, the Lindenhurst Park District, the Naperville Park District, the DeKalb Park District, the Elburn-Countryside Fire Protection District, Oswego Fire Protection District, Bartlett Fire Protection District, Carol Stream Fire Protection District, the Schaumburg Fire Dept., Peoria, and Winnebago County.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's **Center for Governmental Studies**, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 54 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic and comprehensive planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public and strategic management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development (OERD), CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, stakeholder engagement, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM – FACILITATORS AND ANALYSTS



Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphasis in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois, and Asst. To the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy, earning two teaching awards at both schools. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training.



Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including strategic and comprehensive planning, economic and community development, technical assistance, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the

Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication and Public Relations and a master's degree in public policy, both from the University of Northern Iowa. Mel is a former Board member for the Illinois Rural Health Association and chaired its Research, Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College including strategic performance management and American government.



Jeanna Ballard, MPA, Senior Research Specialist. Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, non-profits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical

Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county, and federal levels of government and is a former Banovetz Fellow. Jeanna has also been a speaker for several Civic Leadership Academy (CLA) classes and taught courses at NIU in public service leadership and management.



Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergraduate at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli works with both the Strategic Management, Policy, and Community Development and the Associations Management teams, including the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), the American Planning Association's Illinois Chapter (APA-IL), and serves as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics, and strategic planning.

Other Project Staff and Support – Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

Strategic Planning Proposal For the Village of Winnebago, IL



July 2024

Prepared by:
NIU Center for Governmental Studies
Dekalb, Illinois



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Regional Development



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CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

July 1, 2024

Joey Dienberg, Village Administrator

Village of Winnebago

108 West Main Street

Winnebago, IL 61088

RE: Proposal to provide strategic planning services

Dear Mr. Dienberg:

In response to the Village's request for a proposal to facilitate the Village's strategic planning process, the following outline and approach are offered for your consideration. Based on recent discussions, our team proposes a series of exercises which are outlined below:

- Enable the Village to confirm the leadership's long-term vision and organizational direction;
- Review prior strategic plans and other necessary documents;
- Provide an environmental scanning analysis of the governing and community environment through focus groups and interviews with key stakeholders;
- Facilitate a strategic planning workshop(s) with the Village Board and senior staff to establish goals, and develop a strategic plan;
- Launch an action planning session of the consensus goals; and
- Provide an easy-to-understand strategic planning report and executive summary for use by the Board, staff, and broader community.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of organizations, other agencies, and local governments across Illinois.

Thank you for the opportunity to be considered to assist the Village of Winnebago with this important undertaking. We would be pleased to meet further with the Village's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,

Melissa "Mel" Henriksen, MPP

Assistant Director

Strategic Management, Policy, and Community Development

NIU Center for Governmental Studies

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Village of Winnebago

Strategic Planning and Environmental Scanning/Analysis Proposal

July 2024

Direct questions to

Melissa “Mel” Henriksen

Assistant Director

Northern Illinois University Center for Governmental Studies

Strategic Planning

*"The art of progress is to preserve order amid change,
and change amid order" - A.N. Whitehead*

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following proposal has been prepared as a follow up to conversations with the Village to develop a proposal to initiate a comprehensive strategic planning process for the Village of Winnebago (the “Village”). In response to the desires expressed by the Village, the Northern Illinois University Center for Governmental Studies (“NIU-CGS”) is recommending a participative format enabling the Village’s Board and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational and community dynamics generating a consensus view of the Village’s future. The result of the process will be a thorough discussion of stakeholder and leadership views of the Village’s most critical goals, objectives, organizational arrangements, and priorities for both the short-and long-term.

INTRODUCTION

As the Village’s leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges, and choices that the Village faces in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago—even one year ago. Like many organizations in the state and across the country, the Village’s population and economic dynamics continue to evolve and change, and the services, programs, and policy actions necessary to meet its mission will continue to evolve. Consider some of the trends within and beyond the Village’s borders: healthcare trends, the global pandemic, changing demographics, value shifts, growth, economic contraction, tax limitations, demands for service, funded and unfunded mandates, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why of operating and providing services in today’s civic environment.

STRATEGIC PLANNING PROCESS OVERVIEW

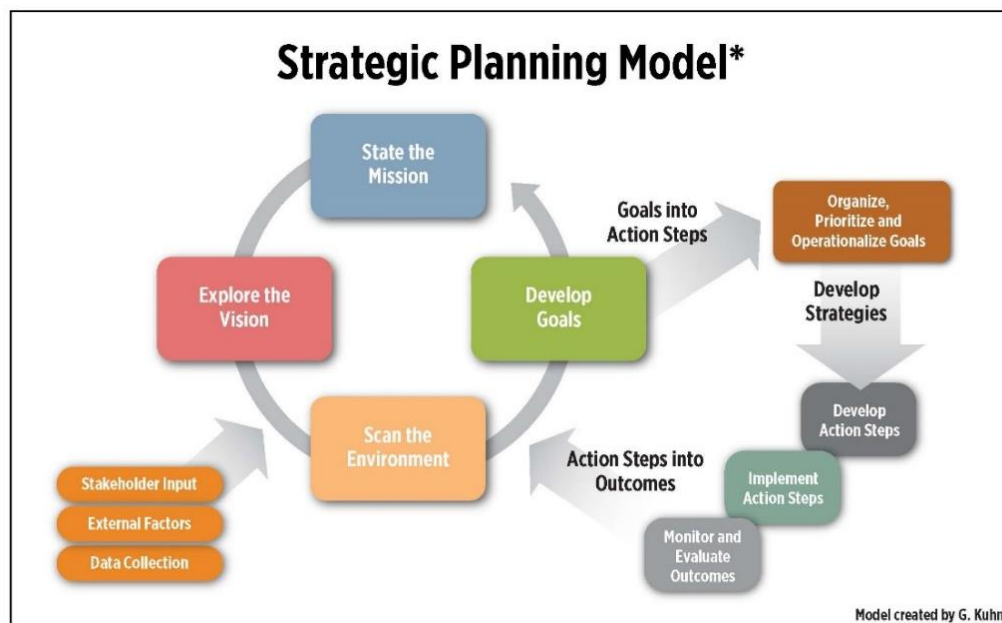
The framework presented outlines the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the Village's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also to foster a sense of ownership and boost the overall effectiveness in setting the course for the Village in partnership with the community.

Although the word "planning" appears in the description, it must be emphasized that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among Board members and senior staff leading to an evaluation of the current strategic plan components, including prioritized goals that incorporate the overall vision for the Village's short- and long-term future.

Strategic Planning Cycle: Scanning, Planning, and Action

Taken as a whole, the strategic planning process that is envisioned and described here can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the Village's progress.

An illustration of the strategic planning cycle described is presented below:



* Model generally represents the steps that are taken for this type of initiative.

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A: Pre-Workshop – Strategic Planning Readiness

Virtual Kick-Off Session

As part of initiating actions and launching the project, the facilitator(s) will convene a project review kick-off meeting with the Village Administrator and other project staff designated or desired by the Village. The meeting will explore the following: (1) confirm expected outcomes; (2) review status of mission, vision, and values to determine the need for any updating; (3) review prior strategic plans and goals and determine how to best share the progress at the workshop(s) (if applicable); and (4) set project schedules and finalize the exercises and options included in the process.

Component B: Pre-Workshop – Environmental Scanning

Stakeholder and Background Information Gathering

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving internal and external stakeholders to gain inputs and perspectives include interviews and focus groups and one optional component – a demographic and community analysis. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the Village as a whole. Each technique has its own strengths and outcomes, and each requires different time commitments, data collection efforts, and analysis which are explained below and reflected in the final scope and cost.

Interviews are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input. A list of 5-6 key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Village, from each stakeholder’s unique vantage point.

Focus groups are also an interactive approach that helps assure broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Similar to the interview approach, the aim of the focus group sessions is to gain a balanced and informed view of the Village from each stakeholder’s unique perspective. The ideal size for focus groups is approximately 12-15 participants, lasting approximately 60-90 minutes.

Suggested Background Interviews and Focus Groups

*Virtual and in-person options are available**

➤ Organization Views

❖ Village Senior Staff and Leadership

- Village Administrator (1 interview, 60 minutes)
- Village President (1 interview, 45-60 minutes)
- Board of Trustees (4 individual interviews, 30 minutes each)
- Village Clerk (optional, 1 interview, 30 minutes)
- Mix of front-line and supervisory staff (1 focus group)
 - If preferred, senior-level/dept. head staff interviews can be conducted and focus group can be for front-mid-line staff only

➤ Community Views and Perspectives

❖ Community Stakeholders

- Civic/Intergovernmental Institutions (e.g., secular community, non-profits, School District, Library District, etc.) (1 focus group)
- Business Community (cross-section of varying size, industry, tenure, etc.) (1 focus group)
- Invitational Resident (cross-section of residents including diversity in age, gender, race, geography, residential tenure, etc.) (1 focus group)

➤ Data Analysis and Thematic Summarization of Stakeholder Input

- NIU-CGS will provide a summary of themes and key issues/desires as expressed by stakeholder focus groups and interviews.

Demographic Data Analysis and Community Profile for Jurisdictions with <5,000 Residents (optional component)

The demographic and community profile can offer insights on often overlooked demographic and economic community dynamics. Changing demographics play a crucial role in the service expectations of the community. Planning for policies, programs, infrastructure, staff, and services are unavoidably linked to the socio-demographic character of a community. The following outline is suggested for jurisdictions with less than 5,000 residents. Much of the demographic and housing information depends on a survey by the U.S. Census Bureau that is highly susceptible to uncertainty and sampling error in smaller communities. For example, the American Community Survey might show an estimate of 10% of the population identifying as Hispanic or Latino, with a margin of error of +/- 30%. E.g., the percentage could range anywhere from 40% to 0%. To give smaller communities actionable data without these limitations, we offer a simplified demographic profile that does not rely as heavily on sample-based data collections. Separate costs for this optional component are listed in the Budget section.

Population Trends:

- Estimated total population over time – 2010 – 2023
- Median age range

- Race/ethnicity profile from 2020 Census (full count of population)
- Median household income range
- Average household size range

Property Tax Base Characteristics:

- Equalized Assessed Valuation trends by property type:
 - Commercial
 - Industrial
 - Residential

Commuting and Employment Base Profile:

- Inflow/outflow of workers and residents
- Profile of Village resident workers
 - Work location
 - Industry profile
- Profile of Village workers
 - Work location
 - Industry profile

Component C: Strategic Planning Leadership Workshop(s)

Board and Senior Staff Workshop Agenda

*Five to six contact hours needed, on average**

- Mission Affirmation and Vision Review
 - Affirmation: what is our raison d'être or mission?
 - Review, affirm, or adjustments: what is our vision of the future for the Village, the community?
 - Imagine the Village 5, 10, 15 years from now ...
- Stakeholder Input Analysis
 - Presentation of summary of themes identified by stakeholder focus groups and interviews. Would also include a demographic analysis summary if selected.
- Environmental Scanning – Strengths, Weaknesses, Opportunities, and Challenges (S.W.O.C.)
 - Part I: Small group S.W.O.C. Analysis warm-up exercise
 - Part II: Large group S.W.O.C. Analysis
 - Identify internal strengths and weaknesses
 - Identify external opportunities and challenges
- Strategic Goal Review and Development
 - Development of short- and long-term goals from exploration of key issues discussion.
 - Categorization of goals (routine or complex and short- or long-term)

Agenda options include:

- ✓ One weeknight (3:00 p.m.–9:00 p.m.);
- ✓ One weekday (9:00 a.m.–3:00 p.m.); OR
- ✓ Two weeknights (6:00 p.m.–9:00 p.m. each night)

Component D: Post-Workshop Follow Up – Goal Prioritization

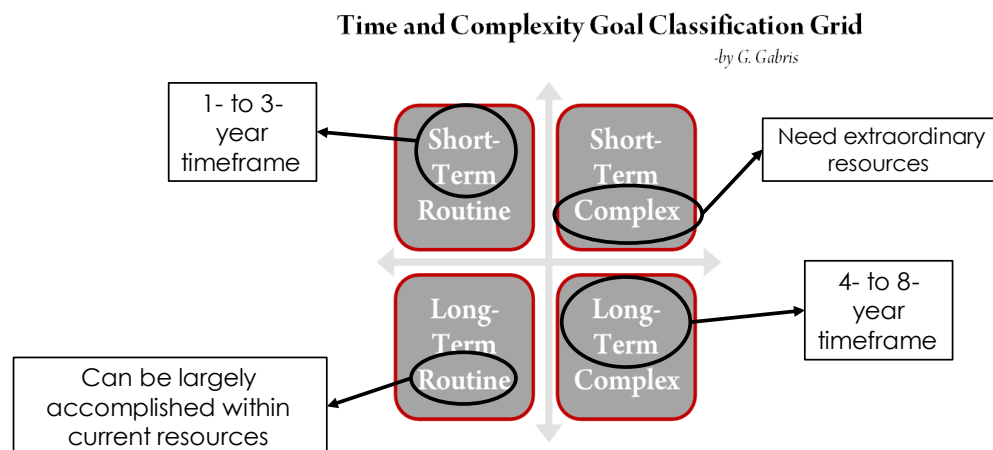
Goal Prioritization

- Goal refinement and consolidation as needed and development of strategic priority areas with Village staff and the CGS project team
- Online ranking/goal prioritization can be conducted with *all workshop participants* or the Village Board *only*, if preferred
- Goal ranking survey results prepared and shared with Village leadership

Goal Prioritization Process Overview

Following the classification exercise, the Village Board (or all workshop participants) will be asked, through a post-workshop *online* exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each quadrant of the classification matrix. The resulting consensus ranking of short- and long-term goals will be the outcome of this phase of the process.

Goals can be classified as short-term (1- to 3-year timeframe) or long-term (4- to 8+-year timeframe) and as complex and routine. As a reminder, **Routine goals** are not simple or easy but could largely be accomplished by the organization with required budget and staffing allocations, and/or with minor external assistance. **Complex goals** are complicated/multi-layered goals that require extraordinary resources such as technical specialists, funding, the collaboration/agreement of another unit of government, or an outside organization, business, or agency.



Component E: Post-Workshop Implementation Review – Action Planning Launch

- Presentation of tools and techniques – implementation launch in the organization
- Operationalizing the goals – clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.

ESTIMATED RANGE OF COSTS

The *base strategic planning project* cost, including all project components (A–E) is estimated at \$18,500–\$19,900. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel) for all phases of the *base project*, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop team facilitation, and all related project expenses. The range is representative of the scope of options including the number of focus groups and interviews selected as well as the number of workshops required. A more definitive budget can be provided after discussions on final components.

Project Phase/Element	Project Budget
• Component A: Pre-Workshop – Strategic Planning Readiness • Component B: Pre-Workshop – Environmental Scanning • Component C: Strategic Planning Leadership Workshop(s) • Component D: Post-Workshop – Goal Prioritization • Component E: Post-Workshop – Action Planning Launch • Final Designed Report and Executive Summary	
Total Base Cost for Strategic Planning Process	\$18,500 – \$19,900
Optional Add-On Project Components & Associated Cost Estimates	
Demographic Data Gathering and Analyses	\$3,300-3,500

**Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

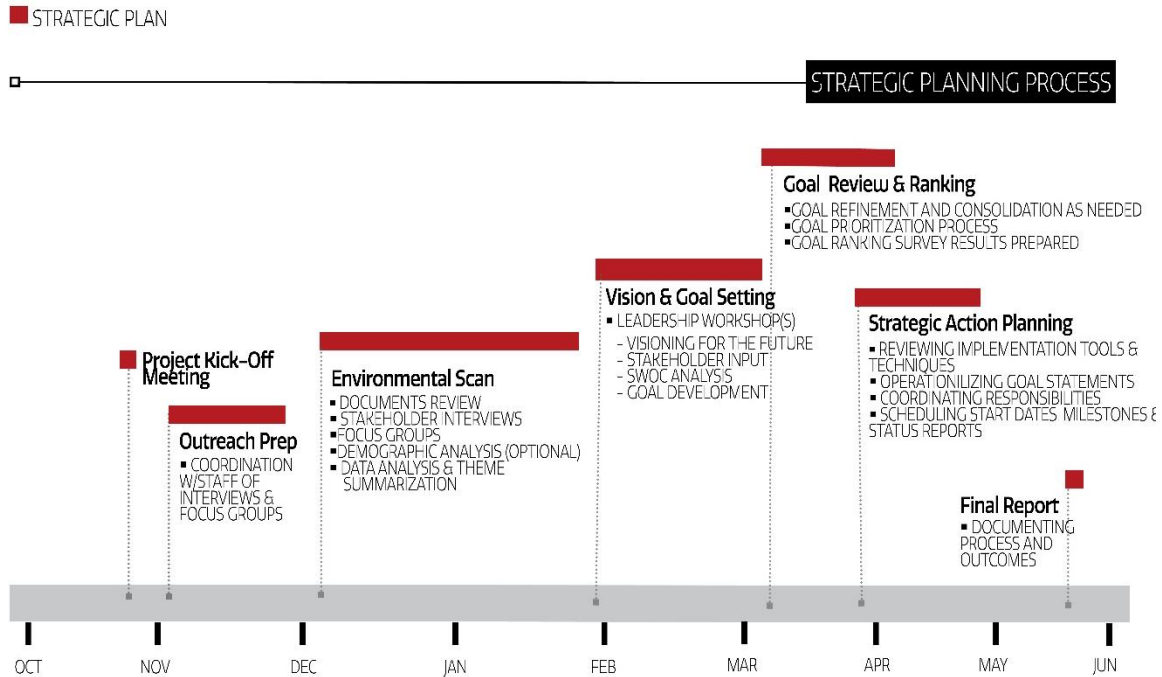
The Village will be responsible for securing and reviewing meeting sites and/or coordinating with NIU-CGS all online and in-person notices, invitations, and postings. The Village will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals and setup, supplies, and/or other logistical items for all workshops and project sessions. **The Village should check with its legal counsel to make sure all meeting postings and formats are consistent with any Open Meetings Act requirements and procedures.**

PROPOSED TIMELINE

The workshops and meetings for the 2024 strategic plan will be held on dates that are mutually convenient for both the Village's participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is October/November 2024.

WINNEBAGO PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



***Estimated duration – dates are to be determined and are subject to the facilitator(s) and the Village's project team's availability, progress of exercises, and return of requested data or decisions from the Village. The timeline may vary based on optional and/or any additional components selected.*

The project completion date is dependent on the scope of services selected, the timing and sequence of the various planning components, timely communication, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion session(s), a five- to six-hour strategic planning workshop(s), and a two-hour follow up action planning launch session with the Village Administrator and staff or other leaders are included in the planned base project meeting activities.

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the Village of Winnebago with a final scope of services, proposed fees, expenses, and terms, will be prepared upon Village approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

1. Village of Elburn, IL
2. City of Villa Grove, IL
3. City of Farmer City, IL
4. City of Rochelle, IL
5. Hanover Township, IL

Contacts:

1. John Nevenhoven, Village Administrator, Village of Elburn, jnevenhoven@elburn.il.us, 630-365-5062
2. Jacki Athey, City Administrator, City of Villa Grove, jacki.athey@villagrove.org, 272-832-4721
3. Sue McLaughlin, City Manager, City of Farmer City, smclaughlin@cityoffarmerciry.org, 309-928-2842
4. Jeff Fiegenschuh, City Manager, City of Rochelle, jfiegenschuh@rochelleil.us, 815-562-6161
5. James Barr, Township Administrator, Hanover Township, jbarr@hanover-township.org, 630-837-0301

Additional strategic planning projects in Illinois led by Dr. Kuhn or undertaken by CGS include the Villages of Burr Ridge, Park Ridge, North Aurora, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of DeKalb, Dixon, Des Plaines, Normal, Geneva and St. Charles, the Lindenhurst Park District, the Naperville Park District, the DeKalb Park District, the Elburn-Countryside Fire Protection District, Oswego Fire Protection District, Bartlett Fire Protection District, Carol Stream Fire Protection District, the Schaumburg Fire Dept., Peoria, and Winnebago County.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 54 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic and comprehensive planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public and strategic management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development (OERD), CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, stakeholder engagement, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM – FACILITATORS AND ANALYSTS



Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphasis in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois, and Asst. To the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy, earning two teaching awards at both schools. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training.



Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including strategic and comprehensive planning, economic and community development, technical assistance, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the

Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication and Public Relations and a master's degree in public policy, both from the University of Northern Iowa. Mel is a former Board member for the Illinois Rural Health Association and chaired its Research, Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College including strategic performance management and American government.



Jeanna Ballard, MPA, Senior Research Specialist. Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, non-profits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical

Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county, and federal levels of government and is a former Banovetz Fellow. Jeanna has also been a speaker for several Civic Leadership Academy (CLA) classes and taught courses at NIU in public service leadership and management.



Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergraduate at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli works with both the Strategic Management, Policy, and Community Development and the Associations Management teams, including the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), the American Planning Association's Illinois Chapter (APA-IL), and serves as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics, and strategic planning.

Other Project Staff and Support – Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

Northern Illinois University Center for Governmental Studies Strategic Planning Process



Project Team

Dr. Greg Kuhn, Ph.D.
Director
gkuhn@niu.edu

Mel Henriksen, MPP
Assistant Director
mhenriksen@niu.edu

Jeanna Ballard, MPA
Senior Research Specialist
jballard5@niu.edu

Alli Hoebing, MPA
Research Specialist
ahoebing1@niu.edu

Why Team NIU-CGS?

Qualified Team Members:

- Administrative team to help walk you through every step of the process.
- Familiarity with, and commitment to, the region and state.
- Extensive experience with strategic, comprehensive, and master planning.
- Strong and varied approach to community involvement including focus groups, interviews, and survey research.
- Diverse knowledge, experience, and resources to meet all needs in a timely manner.
- Provide an action planning launch session to assist with implementation.

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

50 years

Center for Governmental Studies
1969-2019
Northern Illinois University

Shaping our Future:
Purpose, Partnership, Possibilities
Framing Sustainable Solutions



NORTHERN ILLINOIS UNIVERSITY
Center for Governmental Studies

Village of Winnebago

Strategic Planning and Goal Development Initiative



Strategic Plan Timeline



Process Overview

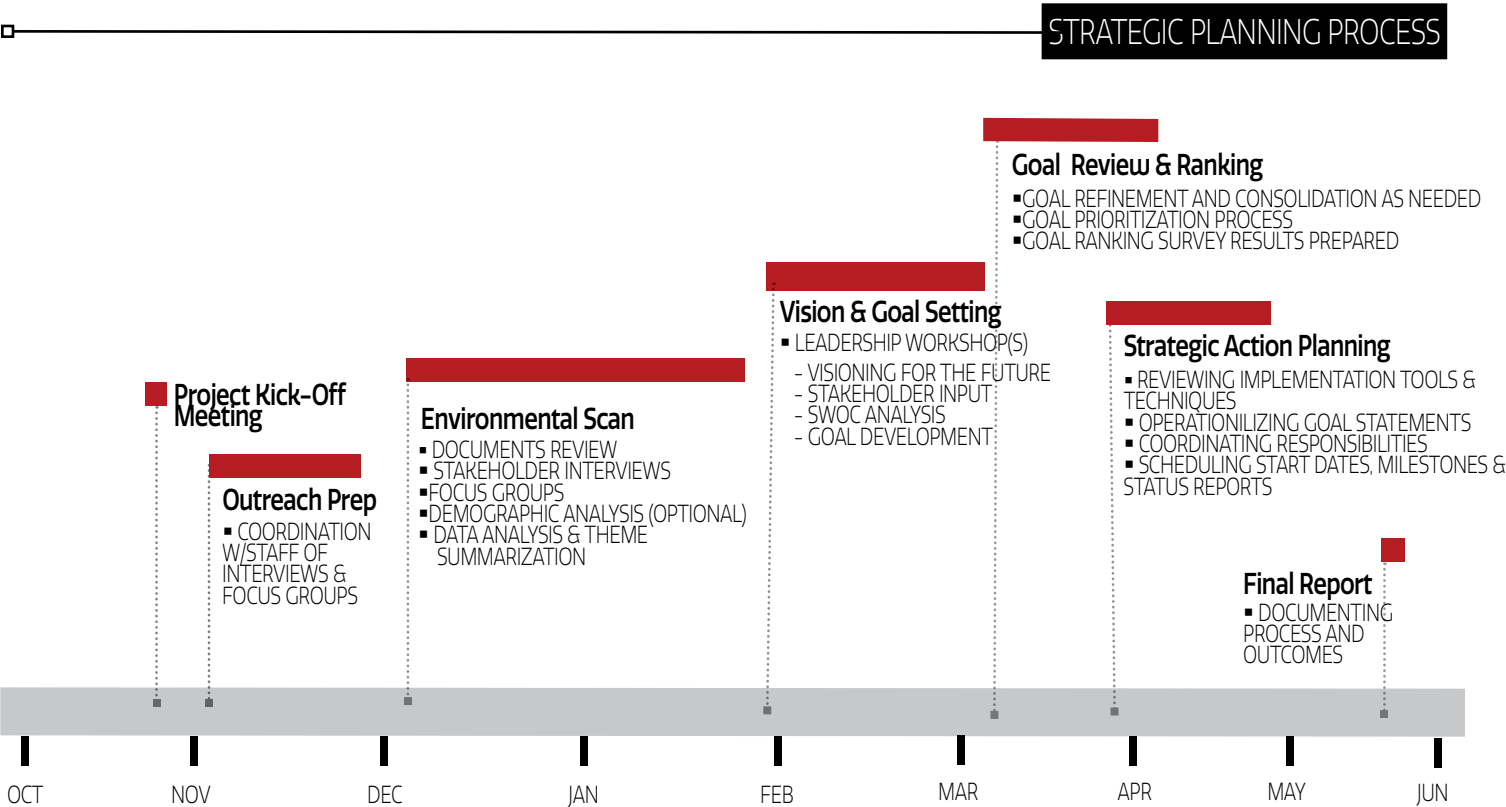
To develop the Village’s Strategic Plan, NIU-CGS will facilitate a collaborative and participative process that enables the Board, staff, and community stakeholders to gain insights, share perspectives, and undertake an exploration of organizational and community dynamics.

The result of the process will be a thorough discussion of the Village’s vision for the future, high-priority goals, objectives, and organizational needs for both the short and long term.

WINNEBAGO PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.

STRATEGIC PLAN





Agenda Item Executive Summary

Item Name EV Charging Station Grant Opportunity Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

Village staff has been approached regarding an opportunity to install electric vehicle (EV) charging stations in the village through the US Department of Transportation's Charging & Fueling Infrastructure grant. The Region 1 Planning Council (R1) has invited the Village to consider installing EV charging stations on village-owned properties (The downtown parking area across from ORS), enhancing our infrastructure and providing a valuable service to residents and visitors.

Key Points:

1. **Funding:** The grant covers 80% of the costs, with the remaining 20% covered by Blink Charging Co., ensuring no financial burden on the village.
2. **Public Accessibility:** Charging stations must be accessible to the public 24/7/365.
3. **Site Assessment:** R1 can arrange for an electrician to provide a cost estimate for installation at selected sites. This is necessary for the grant application due August 29.
4. **Operation:** Blink Charging Co. will own and operate the stations, sharing revenue with the village.

R1's Director of Economic Development & Policy, Isaac Guerrero, will be available at the July 24 Committee of the Whole meeting to discuss this opportunity and answer questions.

This is a no-cost opportunity to advance the village's infrastructure. Staff is seeking the Village Board's feedback answering if the Village of Winnebago is interested in installing EV charging stations on any village-owned parking lot or other village-owned property.

ATTACHMENTS (PLEASE LIST)

N/A

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☐ Ordinance
☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/2024



Agenda Item Executive Summary

Item Name Text Amendment of Unified Development Ordinance - Fire Suppression Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

In December 2019, the Village of Winnebago established a Unified Development Ordinance (UDO) regulating new development. The UDO imposed stricter regulations on automatic sprinkler systems compared to the International Building Code (IBC) Section 903.2

Staff has reviewed these codes with the Win-Bur-Sew Fire Protection District and recommend amending the requirements to align with the most current International Business Code standards, with exceptions for specific scenarios, outlined in the attached draft ordinance.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 4/18/2024

Ordinance No. 2024- _____**AN ORDINANCE AMENDING UNIFIED DEVELOPMENT ORDINANCE
(ORDINANCE NO. 2019-14) TO MODIFY SPRINKLER REQUIREMENTS**

WHEREAS, as part of the zoning and building regulations, the Village Board of Trustees adopted a Unified Development Ordinance on December 9, 2019, as Village of Winnebago Ordinance No. 2019-14; and

WHEREAS, said Unified Development Ordinance has been amended from time to time, to meet the evolving needs and condition of the Village; and

WHEREAS, Article 17.08.01 of the Unified Development Ordinance as originally passed provided that the International Code Council (ICC) Fire Code. 2015 edition, together with any supplements and any appendices or amendments thereto, as published by the ICC, was adopted in its entirety by reference as the fire code for the Village as though fully set forth in the UDO; and

WHEREAS, Article 17.08.02 as originally contained in the Unified Development Ordinance provided that certain amendments or revisions were being made to the terms of the International Fire Code to meet the needs of the Village; and

WHEREAS, one of those revisions dealt with a stricter requirement than was contained in the 2015 International Fire Code pertaining to the requirement for installation of approved automatic sprinkler systems in all new buildings and structures within the Fire District, as well as any existing building or structure when the overall square footage of such building or structure is increased by One hundred percent (100%) or greater, or any combination of additions that

occurred within a five (5) year period cumulatively equal in an increase of One hundred percent (100%) or greater in overall square footage of the building; and

WHEREAS, per Article 18 of the Village’s UDO a text amendment or map amendment to the UDO requires a public hearing before the Planning and Zoning Commission, with requisite newspaper publication notice of the public hearing in a newspaper of general circulation in the Village not less than fifteen (15) nor more than thirty (30) days before the public hearing, and such public hearing was held on _____, 2024, to hear public input as to the proposed Unified Development Ordinance text amendment; and

WHEREAS, after hearing any public comment, and after consultation with the Win-Bur-Sew Fire Chief, comparison with practices in other communities, and commentary from developers, the Board of Trustees believes the sprinkler requirements could be revised to lessen the burden and cost to any potential homeowner or developer without compromising public safety.

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of Winnebago, Illinois as follows:

ARTICLE I

Section 17.08.02 (10) of the Unified Development Ordinance dealing with amendment to Section 903.2 of the 2015 International Fire Code is deleted in its entirety and replaced with the following:

10. Section 903.2. “Approved automatic sprinkler systems shall be installed in all new buildings and structures within the Fire District, except as excluded hereinbelow. Also, except as excluded hereinbelow, any existing building or structure, when the overall square footage of the building or structure is increased by 100 percent (100%) or greater, or any combination of additions that occur within a five (5) year period cumulatively equal in increase of 100 percent (100%) or greater in overall square footage of the building or structure, shall install a NFPA 13, NFPA 13-R, or NFPA 13-D approved fire sprinkler system throughout the building or structure,

as such regulation applies given the building or structure. No barrier walls or fire rated walls are allowed to separate fire spaces when the code would call for an automatic sprinkler system within the new space because of the new square feet created. The sprinkler system shall be installed to the requirements of the NFPA 13,NFPA 13-R, or NFPA 13-D standard, as amended, as appropriate to the type of building or structure, with the following modifications and/or additional requirements, construction and/or use group classification as defined in the Code as amended. The automatic sprinkler system on multiple tenant buildings shall be installed to allow for individual control valves and switches for each tenant space. While the shell or building must have a functioning automatic sprinkler system upon completion, the tenant spaces can be controlled by valve as they are built out. Control valves are allowed above a ceiling but must be no more than three (3) inches above a removable tile, or access door and must be marked “Sprinkler Control Valve” that is visible 360 degrees with a sign. Control valves must be provided with tamper switch wired to local alarm or higher and water flow switch wired to an exterior flashing strobe light, red in color in and installed in an approved location.

The following structures shall NOT require rated sprinkler systems:

- a. Open Parking Structures.
- b. Concession stands not exceeding 7000 square feet or which are seasonal in use,
- c. Telecommunication’s equipment buildings,
- d. Buildings used exclusively for transmission and distribution of electric power,
- e. Single family residential buildings/dwellings unless as called for by base code.
- f. Use Group U occupancies
- g. Single family residences less than five thousand (5,000) square feet, and duplex residences that contain a combined square footage of less than five thousand (5,000) square feet. This exclusion thus requires the above sprinkler requirements be met in all multi-family buildings containing three (3) or more units, regardless of size.
- h. Commercial buildings of any kind that are less than twelve thousand (12,000) square feet in size.

ARTICLE II

All other provisions of Ordinance No. 2019-14 not in conflict with the provisions herein shall remain in full force effect.

ARTICLE III

This Ordinance shall be in full force and effect from and after the date of its passage,

approval, and publication in pamphlet form, as provided by law.

APPROVED:

Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

PREPARED BY:

Attorney Mary J. Gaziano
Village Attorney



Agenda Item Executive Summary

Item Name Personnel Policy Update (Sections 1-5) Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

Upon the hiring of a Village Administrator in February of 2024, the Village Board has instructed the administrator to review the personnel policy of the Village. The sections being currently reviewed are titled Governing Principles of Employment, Employment Practices, Employee Separation, Personal Conduct Expectations and Disciplinary Action, and Administrative Policies and are sections 1-5 respectively. A majority of the recommended changes shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator. The Village Administrator and Village President reviewed these changes at the April 17, 2024 Administration Team Meeting.

Other, more impactful changes are outlined in the attached staff memo, and also identified in the attached redline copies of the policies.

The Committee of the Whole discussed these changes at the June Committee of the Whole meeting, and staff was able to complete further research to add some context to the questions raised. Since that meeting, staff has also reviewed section 11, with more recommended changes that have been made by the Village Administrator, with feedback from the Department Heads. These changes were also reviewed with the Village President.

The attached are recommendations by staff, who are ultimately looking for feedback from the village board.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Redlined Sections 1-5, 11 of the Village Personnel Policy

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator. Date: _____



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
Meeting Name:	Committee of the Whole
Meeting Date:	July 24, 2024
Item Name:	Personnel Policy Update (Sections 1-5, 11)

Background:

Upon the hiring of a Village Administrator in February of 2024, the Village Board had requested the administrator to review the personnel policy of the Village. The sections being currently reviewed are titled Governing Principles of Employment, Employment Practices, Employee Separation, Personal Conduct Expectations and Disciplinary Action, and Administrative Policies and are sections 1-5 respectively. A majority of the recommended changes shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator. The Village Administrator and Village President reviewed these changes at the April 17, 2024 Administration Team Meeting.

Section 1 Governing Principles of Employment:

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator, including the Equal Employment Opportunity, Americans with Disabilities Act (ADA), and Anti-Harassment policies.

Section 2 - Employment Practices:

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

In Section 2-8, clarification is provided on how hours of work are determined, and the 30-minute lunch break is changed from unpaid to paid. This adjustment aims to create a more attractive workplace for employee recruitment and retention. The primary reason for recommending this change is that employees often eat lunch at their workstations, and making this break paid recognizes their continuous contribution during the workday.

Additionally, after polling neighboring municipalities and other similar organizations, the following information was identified: The Village of Winnebago currently provides a 30-minute unpaid lunch break for its employees. This is in line with Byron, Cherry Valley, Dixon, Four Rivers, North Park Water, Oregon, Pecatonica, Roscoe, Stillman Valley. If

the Village moved to a paid 30-minute lunch break, the Village would be in line with Davis Junction, Duland, Oregon Police, Rockford, and Winnebago County.

In Section 2-15, Outside employment, clarifications were made, to meet the original intent of the policy.

The policy was written to ensure that in the event that a Police officer was employed in a similar law enforcement capacity that a Village of Winnebago Police Officer, on a part-time basis during his/her off-duty hours to act solely for and on behalf of the Employer and not in any way on behalf of the Village of Winnebago in connection with his/her employment as a police officer by the Village.

To address this specific issue as well as any other village employees that were to seek outside employment in addition to their Village Duties, the following language was changed:

- Original: " No employee shall be employed by an employer other than the Village, nor shall he or she, contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration...
- Changed to: "No employee shall be employed by an employer other than the Village contract for or accept anything of value in return for services, nor be self-employed for remuneration that constitute a conflict of interest, may be infringing upon an employee's ability to perform their assigned duties for the Village, or is being performed during hours that employee is working for, and being paid by, the village.

Police Officers Seeking Outside Employment in a Similar Law Enforcement or Security Capacity:

- Added: "If a Police Officer is to seek outside employment in a similar law enforcement or security capacity, they must receive prior written approval of the Department Head; if the employee is the Department Head, written approval must be authorized by the Committee Chairperson or Village Administrator (See Appendix F) (Law Enforcement Personnel see Lexipol Policy 1039)."
- Added: "The officer must complete and seek authorization from the outside employer to complete the 'Indemnity and Hold Harmless Agreement From Outside Employer for Village Of Winnebago Police Officer.' (Law Enforcement Personnel see Lexipol Policy 1039)"

In Section 2-17, clarification is added on the details of the Employee Performance Evaluations. Additionally, subsection 2-17-D is removed due to redundancy, as compensation policies and procedures are set in section 8 of the policy.

Section 3 - Employee Separation:

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

Section 4 - Personal Conduct Expectations and Disciplinary Action:

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

Section 5 - Administrative Policies:

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

Additionally, an entirely new section was added outlining guidelines, communication expectations, security, and confidentiality for remote work. Since the COVID-19 Pandemic, remote work has been in practice in the Village, this formalizes and creates standards and procedures for that practice.

Section 11 – Leaves of Absence:

Many of the changes included in this section are informed by a poll that was conducted by staff with neighboring municipalities.

The recommended changes in this section change the amount of employee vacation time given to an employee. Currently, a new employee would receive one week of vacation time for the first two years of employment, at the beginning of the employee's third year, they would accrue 2 weeks of vacation time, and would add a week every five years.

The recommended change would move from an accrual system to employees receiving their time up front. Additionally, after reviewing data from other municipalities, staff is suggesting starting a new employee with two weeks, and granting an additional day every year. (equating to an additional week every 5 years, similar to the previous policy).

In Section 11-2, the elimination of a restriction using in the first 90-day is eliminated. This recommendation is based on the fact that sick time will remain on an accrual basis, staff is recommending that if an employee is sick within their first 90 days, that they are able to use the time that they have accrued.

The next major change suggested would be the introduction of compensatory time (comp time), in section 11-5. This conversation started in Police Committee, where committee members and staff were brainstorming recruiting officers, as the Village often loses officers to other agencies. The Federal Fair Labor Standards Act allows public employers to compensate non-exempt employees with comp time instead of cash overtime, provided the employees agree beforehand, with accrual limits of 80 hours for the Village Staff and 84 hours for the Police Department. Employees must use their accrued comp time within a reasonable period without disrupting departmental operations and will be paid for any unused comp time upon termination at the higher of the average rate over the last three years or the final regular rate. Restrictions include not accumulating comp time in the same pay period as its use, and it cannot be used in conjunction with holidays, vacation, or personal days.

Section 11-4 Addresses Village Holidays. A suggested change is setting the number of holidays (10) but allowing the Village Administrator the flexibility to set that calendar on an annual basis. This suggestion will allow the village the

flexibility to recognize different holidays if there is shift in a holidays cultural significance or sentiment amongst the staff expressed over the schedule. Currently, the Village of Winnebago provides 10 paid holidays to its employees, fitting towards the lower end compared to other municipalities in the region. Given that, the staff is seeking input from the Village Board on that number of holidays provided. Looking at a survey conducted of other municipalities, the holiday offerings from greatest to lowest are:

- Machesney Park: 15 holidays
 - Loves Park: 14 holidays
 - North Park Water: 14 holidays
 - Rockford: 14 holidays (Good Friday is a half day)
 - Byron: 13 holidays
 - Dixon: 13 holidays
 - Ogle County: 13 holidays
 - Oregon: 13 holidays
 - Pecatonica: 13 holidays
- Roscoe: 13 holidays (Good Friday is a half day)
 - Freeport: 12 holidays
 - Durand: 12 holidays
 - Four Rivers: 12 holidays
 - South Beloit: 12 holidays
 - Stillman Valley: 12 holidays
 - Cherry Valley: 11 holidays
 - Davis Junction: 9 holidays and 2 floating holidays.

In Section 11-6, Bereavement time is granted to all employees, not just regular full-time employees.

The Other part of this chapter that was recommended for discussion is the idea of paid parental leave. Currently as written, employees may use medical leave or FMLA for parental leave, but they must use their accumulated sick/vacation time. Staff is seeking feedback from the village board if any form of paid parental leave should be included in the policy.

The Other changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT

1-1.Equal Employment Opportunity

The Village is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, pregnancy, or any other characteristics protected by applicable Federal, State, or local laws. The Village is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The Village will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of the Village.

If you wish to request such an accommodation, please contact the ~~Village's Deputy Clerk~~Village Administrator or his or her designee who serves as the ADA Coordinator. If you have questions or concerns about equal employment opportunities in the workplace, you are encouraged to bring these issues to the attention of the ~~Deputy Clerk~~Village Administrator or his or her designee or Village President. The Village will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination.

The Village will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Village's operations.

1-2.Americans with Disabilities Act (ADA)

It is the intent of the Village to guarantee disabled persons equal employment opportunities and to participate in or enjoy the benefits of Village services, programs, or activities, and to allow disabled employees a bias free work environment. Employment practice (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in a non-discriminatory manner. The Village, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. The Village has a commitment to ensure equal opportunities for disabled Village employees. Reasonable effort will be made to provide an accessible work environment including the use of auxiliary aids and services as requested by the employee as long as they can satisfactorily perform the essential job duties required of their position. Questions regarding accommodations should be directed to the Village's ~~Deputy Clerk~~Village Administrator or his or her designee who serves as the ADA Coordinator.

1-3. Anti-Harassment

It is Village policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should follow the Village's policy for reporting harassment and/or discrimination allegations (see Section 1-5). Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in corrective action up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Village will not allow any form of retaliation against individuals who report unwelcome conduct of management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including termination.

1-4. Policy Prohibiting Sexual Harassment

A. 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 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.

B. Definition of sexual harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

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

Conduct which may constitute sexual harassment includes:

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

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

C. 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 Department Head. 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 Department Head 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 Department Head of the person making the report, ~~Deputy Clerk~~Village Administrator, or the Village President 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 Department Head or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

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

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

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

D. 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 Department Head 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 – either are due within 300 days of the alleged retaliation.

E. 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 agreements, 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.

F. 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 (5 ILCS 430/1 et. seq.) 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 in total against any person who intentionally makes a false, frivolous or bad faith allegation.

1-5. Reporting Harassment and/or Discrimination Allegations

A. If an employee feels that they have been the victim of harassment and/or discrimination, they must report the incident to the Village as soon as is practicable and in accordance with the procedures set forth herein. In addition, any employees who learn of or witness harassment or discrimination are strongly encouraged to report it pursuant to this policy.

1. If the alleged offender is the employee's co-worker, then the employee should report the incident to either their Department Head or the Deputy Clerk Village Administrator.
2. If the alleged offender is the Department Head, the employee should report the incident directly to the Village President Administrator.
3. If the alleged offender is the Deputy Clerk Village Administrator, the employee should report the incident directly to the Village President.

4. If the alleged offender is the Village President, the employee should report the incident directly to the ~~Deputy Clerk~~Village Administrator or a member of the Village Board of Trustees.
 5. If the alleged offender is a member of the Village Board of Trustees, the employee should report the incident directly to the ~~Deputy Clerk~~Village Administrator or Village President.
- B. The Village has a sample written complaint form (See Appendix D) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it to the appropriate official above when reporting the incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory.
- C. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as practical, but preferably within seven (7) days.
1. Upon receipt, the Village official, or his/her designee, shall conduct an investigation to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter. The receiving official shall inform the complainant and accused of the progress of the investigation if it is not resolved within seven (7) days.
 2. All reports of harassment and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in strict confidence with only those on a need to know basis involved.
 3. All parties involved will be expected to keep all comments and personal opinions confidential. Full cooperation from all parties involved is required during the investigation. Failure to fully cooperate with such investigation may subject the employee to disciplinary action, up to and including termination of employment.
 4. All persons accused of harassment and/or discrimination are considered innocent until proven otherwise.
- D. Within seven (7) days of initiating an investigation, the receiving official shall give notification to the ~~Deputy Clerk~~Village Administrator unless the investigation involves the ~~Deputy Clerk~~Village Administrator. Further, upon the completion of the investigation, the Village official shall prepare a written report of findings and recommend remedies and outcome to the ~~Deputy Clerk~~Village Administrator unless

the complaint involves the ~~Deputy Clerk~~Village Administrator, in which case it shall be forwarded to the Village President. The ~~Deputy Clerk~~Village Administrator or Village President shall notify the Corporate Authorities of the incident and the final outcome.

- E. Employees who are found guilty of harassment and/or discrimination shall be subject to corrective or disciplinary action up to and including termination depending on the circumstances. If upon the completion of an investigation, the alleged offender is found innocent or the allegations are unsubstantiated, then no record of the incident shall appear in their personnel file.
- F. The Village prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, or participation in an investigation of a harassment claim, will be subject to disciplinary action up to and including termination.
- G. If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, then the accuser may be subject to disciplinary action up to and including termination.

1-6. Genetic Information Non-Discrimination Act (GINA)

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you do not provide any genetic information when responding to any requests for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

1-7. Drug and Alcohol Free Workplace

SECTION 1-7.1.

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

SECTION 1-7.2.

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

1. Shall not be under the influence or effects of alcohol, drugs or other dangerous substances while on duty, performing their assigned duties or while "on-call" for duty;
2. Shall not use, distribute, sell, or possess illegal drugs and law enforcement officers shall not consume, possess, sell, purchase or deliver cannabis or cannabis infused substances off duty;
3. Shall not use alcohol, drugs or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;
4. Shall not possess, store or transport alcohol or drugs while on Village premises, at Village work locations or in Village vehicles or equipment;
5. Shall not sell, distribute, dispense or transfer alcohol, illegal drugs or prescription drugs and medications to any other employee or to any person while on duty, on-call or acting in an official capacity.
6. Shall inform the appropriate Department Head of any limitations as a result of drug use (prescription or over the counter) that may impact the performance of duty.

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

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

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

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

SECTION 1-7.3. DRUG AND ALCOHOL TESTING

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

1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.
2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.
3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.
4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:
 - a. as part of a regularly scheduled physical examination;
 - b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or
 - c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.
5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle or equipment resulting in substantial damage to personal property, or personal injury.
6. Random Drug Testing for CDL Employees: For those employees who utilize a Commercial Driver's License (CDL) during the course of their job performance, the minimum annual percentage rate for random drug testing shall be 50% of all CDL employees. Each CDL employee shall be identified by his/her respective employee

identification number. The random selection shall be performed by the same drug testing facility as performs the test for non-CDL employees required to be tested under the provisions of 1-5 above. Under the selection process each CDL employee shall have an equal chance of being tested each time selections are made. However, if a CDL employee is included in another governmental Random Drug Testing pool, then such employee need not be placed in a Village pool; provided that the other governmental entity must report its results to the Village President or the Village President's designee of any Village CDL Employee that is randomly tested. If a CDL employee is in another governmental Random Drug Testing pool, said employee must notify the Village President in writing of the pool the employee is part of and the contact information of the person in charge of the pool.

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

SECTION 1-7.4. TESTING PROCEDURES

- A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and 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 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 1-7.6. 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 1-7.7. 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 to the extent practical.

SECTION 1-7.8. 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 practical 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 1-7.8. DEFINITIONS

- A. Drugs: A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages
- B. Alcohol: Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.
- C. Drug/Alcohol Test: Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.
- D. Positive Test Result:
 - 1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or
 - 2. Urine or blood specimen provided by the employee which detects any amount of a drug as specified by the screening test standards as outlined in this section.
- 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 of the person).

1-8 .Weapons Policy

Purpose:

The Village of Winnebago, (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 or 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. Police Officers and Other Designated Personnel. Village police officers and other Village employees who have been specifically designated or deputized may possess their work-authorized Weapons. Police officers or similarly sworn law enforcement officers from other departments or agencies may possess their work-authorized Weapons while engaged in official duties.
- B. 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.
- C. 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 Chief of Police 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 Police Department immediately.

1-9. Workplace Violence (Note: does not apply to Police Officers during the normal course of their field duties.)

The Village is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the Village and personal property.

We specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Threats, threatening language or any other acts of aggression or violence made towards or by any Village employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Village premises.

Employees are encouraged to dial 911 in the event of a dangerous situation and notify a Department Head who will also advise the ~~Deputy Clerk~~Village Administrator immediately.

1-10. Confidential Information

Confidentiality is extremely important to maintain the public and community's trust. If your employment ends with the Village, your obligation to maintain confidentiality does not.

If you are questioned by anyone outside the Village and are concerned about the appropriateness of releasing certain confidential information, you should not answer their question and refer them to the ~~Deputy Clerk~~ or his or her designee's office. No one is permitted to remove or make copies of any confidential Village records, reports, or documents without prior approval from the Clerk, Deputy Clerk, Village Administrator and/or Village President.

Disclosure of confidential information could lead to corrective action, up to and including termination, as well as possible legal recourse.

1-11. Whistleblower Act

The Village strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to immediately or as soon as practicable report any improper actions, including violations of Federal, State, or local laws, committed by Village employees or its officials to the ~~Deputy Clerk~~ Village Administrator and/or Village President.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to retaliation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the ~~Deputy Clerk~~ Village Administrator or his or her Department Head immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Improper actions are actions undertaken by an officer or employee in the performance of his or her official duties which include, but are not limited to, actions that:

1. are in violation of any federal, state, or local laws;

2. constitute an abuse of authority;
3. create a substantial and specific danger to the public health or safety of the Village, its residents, employees and guests; and
4. grossly waste public funds.

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing, and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts, or policies or procedures set forth in the Village's Personnel Policies Manual.

All reports of illegal and dishonest activities or of actions that may be in violation of this policy will be promptly submitted to the ~~Village Deputy Clerk~~Village Administrator or Village President in order to allow for an investigation into the matter and to recommend and coordinate any corrective or disciplinary action that may be taken against persons violating this policy. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay.

1-12. Abused and Neglected Child Reporting Act

The Village is committed to complying with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, all employees are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever he or she has reasonable cause to believe or suspect that a child may be neglected or abused. Failure to report suspected abuse or neglect may result in criminal penalties under the Act and disciplinary action, up to and including termination.

Employees and, in certain instances, volunteers with expected patron contact, especially where said contact may be with a minor child, are required to sign the Acknowledgement of Mandated Reporter Status. The acknowledgement form will become part of your personnel file. For more information about mandated reporters under the Abused and Neglected Child Reporting Act, contact your Department Head.

1-13. Illinois Civil Union Act

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. A Civil Union may be legally entered into through a state licensing and certification process. Partners in Civil Unions and same-sex marriages legally established in another state will also be recognized in Illinois. By law, self-funded benefit plans must treat Civil Union partners the same as spouses offering medical, dental, vision, life, and disability plans (See Section 9 - Benefits).

Federal laws such as COBRA are not affected by the Illinois Civil Union Act. As a result, the Village is not required to extend Federal protections to Civil Union partners, including COBRA. Additionally, a Civil Union partner is not considered a tax dependent per the

Internal Revenue Service. As a result, Civil Union partners under benefit programs will require the Village to impute the appropriate income into the employee’s pay and apply withholding to the imputed amount if the employee does not claim the partner as a tax dependent.

1-14.Immigration Law Compliance

Federal law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form no later than the first day of employment.

1-15.Political Activity Policy

A. In General—Village

It shall be declared policy of the Village to appoint or hire all employees without regard to political considerations.

B. In General—Employees

Village employees shall not engage in any prohibited political activities during working hours (other than vacation, personal, or compensatory time off) on municipal property, while performing their public duties, and shall not use municipal time, supplies, uniforms, or equipment in any prohibited political activity.

C. Prohibited Political Activity During Compensated Working Hours Defined

"Prohibited political activity during compensated (other than vacation, personal, or compensatory time off) working hours" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including, but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political rally, political demonstration, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office, or on behalf of a political organization for political purposes, or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elected office or on behalf of a political organization for political purposes, or for or against any referendum questions.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office, or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization, or for or against any referendum question, or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office, or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office, or for or against any referendum question.
13. Managing or working on a campaign for elective office, or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election, except to the extent required by state law based on such employee's official position.

D. Prohibition Against Soliciting Village Employee Campaign Contributions

1. No Village employee shall ever directly or indirectly use or seek to use his authority for contributions from municipal employees for political campaign purposes.
2. Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations.

Nothing in this section shall be construed to prevent Village employees from voting with complete freedom in any election.

E. Prohibition Against Misappropriation of Village Property for Political Campaigns, Activities, or Purposes

No Village employee shall intentionally misappropriate any Village property, supplies, or resources for the benefit of any campaign for elective office or any political organization, activity, or cause.

F. Prohibition Against Misappropriation or Abuse of Village Employee Services

At no time shall any Village Official, Department Head, or Village employee intentionally misappropriate or abuse the services of any Village employee by:

1. Requiring that Village employee to perform any prohibited political activity as part of that employee's Village duties, as a condition of Village employment, or during any time off that is compensated by the Village (such as vacation, personal, or compensatory time off).
2. Requiring that a Village employee at any time participate in any prohibited political activity in consideration for that Village employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.
3. Awarding a Village employee any additional compensation or benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the Village employee's participation in any prohibited political activity.

Nothing in this policy prohibits activities that are otherwise appropriate for a Village employee to engage in as a part of his or her official Village employment duties or activities that are undertaken by a Village employee on a voluntary basis as permitted by law.

G. Enforcement

Any violation of this policy must be reported to the Department Head, or Village President or designee. Violation of any provision of this section shall be deemed sufficient cause for suspension or dismissal from Village service.

1.16 DIVERSITY, EQUITY AND INCLUSION POLICY

A. Statement of Policy

The Village of Winnebago is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most valuable asset we have. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and community’s achievements as well.

We embrace and encourage our employee’s differences, in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and all other characteristics that make our employees unique.

The Village of Winnebago diversity initiatives are applicable, but not limited, to our practices and policies on: recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- respectful communication and cooperation between all employees;
- teamwork and employee participation, permitting the representation of all groups and employee perspectives; and,
- employer and employee contributions to the community we serve to promote a greater understanding and respect for diversity.

B. Standards on Diversity, Equity and Inclusion for Employees

All employees of the Village of Winnebago have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Village-sponsored and participative events. All employees are also required to complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

C. Consequences of Violation of the Policy on Diversity, Equity and Inclusion

Any employee found to have exhibited any inappropriate conduct or behavior against others such that violates this policy may be subject to disciplinary action.

D. Reporting Violations of the Diversity, Equity and Inclusion Policy

Employees who believe they have been subjected to any kind of discrimination that conflicts with this Policy or its supported initiatives should seek assistance from a

supervisor or a human resources representative, in accordance with the personnel guidelines.

Section 2 – EMPLOYMENT PRACTICES

2-1. Residency

Village employees shall not be required to be a resident of the Village. However, sworn officers and employees deemed vital to the operation of the Village shall reside within a thirty (30) mile radius of Village Hall while employed by the Village. New hires shall be given six months from date of hire to obtain residency unless waived by the Corporate Authorities. Employees employed prior to the adoption of this policy shall be excluded from enforcement of residency requirements.

2-2. Hiring Process

- A. The ~~Deputy Clerk~~Village Administrator will administer and coordinate the hiring process for all vacancies for positions as approved by the Village President and Board of Trustees. (Law Enforcement Personnel see Lexipol Policy 1000).
- B. The ~~Deputy Clerk~~Village Administrator, with the assistance of the Department Head of the department where the vacancy exists, shall recruit for approved positions. All openings are to be posted on approved Village bulletin boards, on electronic job boards, the Village's web site, and professional journals as deemed appropriate.
- C. If there is a vacancy in a full or part-time position which the Village decides to fill, then a notice of such vacancy will be posted on a bulletin board at the Village Hall for at least five (5) calendar days. During the posting period, the Village may temporarily fill the position. Any employee interested in applying for the vacancy must file a statement of interest in the vacant position with the ~~Deputy Clerk~~Village Administrator. Even though a job opening has been posted, the Village retains the final right to determine whether or not the opening should be filled, and by whom.
- D. All applicants for Village employment shall complete and sign an application for employment. The applicant will be asked to supply complete information relating to past employment, education, experience, training, references, and other qualifications where applicable. An applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, physical fitness, abilities, skills, knowledge, and their personal character and integrity.
- E. Reference, criminal background, and credit checks shall be conducted regarding any position which the Village Board deems necessary and shall be conducted according to appropriate State and Village regulations. A written record summarizing such reviews shall be retained in the employee's personnel file.
- F. The Village of Winnebago reserves the right to require a medical examination and/or drug screening as a condition of employment. Such examination will be conducted after a conditional offer of employment is made, but before the employee starts work.

G. Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents which must be provided to the Village.

2-3. Employee Orientation

A new employee shall receive an orientation by appropriate Administration staff and their respective department. Orientations shall consist of an overview of the Village organization, rules, regulations, benefits, job description, and general procedures. Department Heads or their designees are responsible for orienting new employees to departmental guidelines and procedures specific or unique to their department.

2-4.Probationary Period

An employee is considered a probationary employee for the initial six-month period, (twelve-month period for Police Officers), of employment, or when promoted to a higher classification. During this period, both the Village and the employee have an opportunity to see if the common goals of the employment are mutually acceptable.

During the probationary period, the employee also has an opportunity to demonstrate proper attitude and abilities for the position for which employed. Also, during this time, the new employee will be provided with training and guidance from the Department Head. The new employee may be discharged at any time during this period if the Department Head concludes that the new employee is not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the Village, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice. Further, the Village Board may impose up to an additional 90 days to re-evaluate the employee if the initial probationary period did not provide sufficient time for an objective evaluation.

At the end of the probationary period, the Department Head will conduct an employee evaluation. Provided the employee's job performance is satisfactory at the end of the probationary period, the employee will continue in the Village's employment as an at-will employee and may be eligible for a salary adjustment.

The date on which an employee is appointed by the Village Board shall govern in determining personal leave and/or vacation benefits, unless otherwise expressly provided in the appointment.

2-5.Oath of Office

A. The Village Administrator, Deputy Clerk, and Treasurer are required to sign an Oath of Office, which will be administered by the Village Clerk or his or her designee.

- B. All Police Officers will be sworn in by the Village Clerk and are required to take Oaths of Office.

2-6. Employee Classifications

The Village establishes the following guidelines and definitions for types of employment and for entitlement to benefits.

- A. Full-Time, Regular: An employee, who has successfully completed their probationary period, is assigned to a position and works a schedule which equates to a regular 40 hour work week.
- B. Part-Time, Regular: An employee, who has successfully completed the probationary period, is assigned to a position and works a shift schedule less than 40 hours per week.
- C. Seasonal Employee: An employee whose work assignment is limited in duration to less than two consecutive quarters during a calendar year. Seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. All seasonal employees are provided with an acknowledgement form (Appendix E) and an offer letter regarding his/her seasonal employment with the Village.
- D. Interns: The Village supports the concept of employing students in positions relating to course work. An internship program should be mutually beneficial to both student and the Village. All intern positions that receive a stipend or wage must have been approved in the annual pay plan. Interns applying with the Village must follow the same employment procedures as employees except for the job posting requirements. Interns will be instructed as to expected length of internship, projects to be worked on, and be given a general new employee orientation by their respective department. Interns are expected to comply with the applicable rules and regulations contained in this Manual. In most cases, an internship will continue for one (1) semester.
- E. Temporary: An employee who, by agreement, works for the Village for a period of not more than a hundred and eighty (180) days without Village Board approval in any one fiscal year. In the event a temporary employee is needed for a period of more than ninety days, the Village Board has authority to extend the ninety-day period up to one additional ninety-day period. Any length of time longer than outlined above requires Village Board approval.
- F. Exempt Employee: An employee who works in a position that has been determined as "exempt" under the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay for hours worked over 40 in a week.

- G. Non-Exempt Employee: An employee who works in a position that has been determined as “non-exempt” under the FLSA and is eligible for overtime pay for hours worked over 40 in a week.

2-7. Employee Identification Cards

Employees shall adhere to the following guidelines regarding identification cards:

- A. It is the policy of the Village to issue employee identification cards to all full-time and part-time employees. Cards may also be issued to other employees who may require Village identification while performing work for the Village. The card will display the employee name, department and a photo.
- B. The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public.
- C. Unauthorized or inappropriate use of the employee identification card is prohibited and may result in disciplinary action, up to and including termination of employment.
- D. The Police Department may issue their own department identification card in lieu of the Village identification card.
- E. The Deputy Clerk is responsible for the preparation of the identification card. Each employee is responsible for possession of their identification card and should take care to protect it from loss, theft or misuse.
- F. Should a card be lost, damaged or destroyed, it should be immediately reported to your Department Head. All requests for re-issuance of employee identification cards shall be made by the employee to the Village Office.
- G. All identification cards remain the property of the Village and shall be returned to the Deputy Clerk upon termination of employment or by special request by the employee’s Department Head or the Village President.

2-8. Hours of Work

~~This policy~~ The Department head with approval from the Village Administrator will establishes routine hours of work based on whether employees work in the office, field or in other departments except as otherwise provided by a labor agreement or a written contract of employment:

Generally, the work hours provide ~~a~~ one ~~un~~paid 30 minute lunch period and one 15 minute a.m. paid break and one 15 minute p.m. paid break. The lunch period should be taken as close to the standard lunch hour as possible but recommended between the hours of 11am and 1pm. Lunch periods are scheduled and may be staggered to allow for

continuous staffing of Village Hall with at least two people. Rest and lunch periods are determined by the operational requirements of each department. Such periods shall be scheduled by each department in order to be consistent with department operations and in accordance with applicable state and federal wage and hour laws. (Law Enforcement Personnel refer to Lexipol Policy 1033).

Police personnel working on a shift basis will follow the working hour guidelines set forth in their respective departmental regulations.

Attendance records will be managed by each department and maintained by the Village Clerk or his or her designee. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the Village. Frequent tardiness or other attendance irregularities including unexcused absences from work shall be cause for disciplinary action, up to and including termination of employment.

2-9. Call Back Policy – Not Applicable to Police Department Employees or Public Works Department Employees

The provisions of this policy apply to all non-exempt full-time employees, excluding seasonal and Public Works employees, and Police Department employees, of the Village in order to define and delineate circumstances when an employee is called back to the workplace to respond to an alarm or other emergency. Village employees may be called back to the workplace to respond to an alarm or other emergency at the request of their immediate Department Head or the Deputy Clerk Village Administrator. Any non-exempt full-time, non-seasonal employee of the Village, who is called back to the workplace, after having left work, shall receive a minimum of one hour of pay. Call back hours worked in excess of an employee's regularly scheduled hours for that week shall be compensated at the applicable rate subject to the Village's overtime policy as outlined in Section 8-4.

If the call back exceeds one hour, the employee will be paid for the actual hours worked. Travel time to and from the workplace will not be included in determining hours of work. Compensation will not be paid more than once for the same hours. The one hour minimum shall not apply to pre-scheduled call back/overtime.

2-10. Call Back/On-Call Policy – Public Works Department

A. Callback and Weekend Rounds

A "callback" is defined as an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Callbacks shall be compensated for at the appropriate overtime rate of pay, as stated above, for all hours worked on callback, with a guaranteed minimum of two (2) hours at such overtime rate of pay for each callback.

"Weekend rounds" is defined as pre-scheduled hours on Saturday and Sunday. Weekend rounds will be paid at one and one-half (1 ½) times the employee's regular straight time hourly rate of pay, if the employee does not use more than eight (8) hours of sick leave during the applicable payroll week (unless those days and hours become part of the regular 40-hour work week).

B. On Call

The Employer shall make on-call assignments as follows:

1. One employee shall be scheduled to be on-call from 8:00 am on Monday until 7:59 am the following Monday (one week). Each employee shall be inserted into the on-call schedule by seniority and the schedule will rotate after that.
2. On-call employees shall be compensated \$100.00 for each week they are in on-call status and employees may switch their on-call status with another qualified employee, on a daily basis, with Supervisor approval.
3. If an on-call assignment falls on a recognized holiday, that employee shall receive an additional \$30.00 for each holiday he is on-call.
4. On-call employees must remain sober (as defined by CDL requirements), be readily available to work and provide a primary telephone number at which they may be contacted. Under normal conditions, an employee must be able to reach his reporting location within a reasonable period of time after being notified of the need to respond to the call-out.

2-11.Call Back and Court Time Policy – Police Department

A. Call Back

A "callback" is defined as an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Callbacks shall be compensated for at the appropriate overtime rate of pay, as stated above, for all hours worked on callback, with a guaranteed minimum of two (2) hours at such overtime rate of pay for each callback.

B. Court Time

If an employee is required by the Village to appear in court outside his regular hours of work and in the performance of his official duties (on a matter in which the officer has no personal interest), he shall be paid for all hours actually worked or a minimum of two (2) hours of pay, whichever is greater, at time and one-half his regular hourly rate of pay. The two (2) hour minimum shall not apply to court time which is continuous with the employee's regular hours of work or where the payment overlaps with regular or overtime pay.

2-12 . Officer In Charge – Police Department

The Chief or his designee will assign an employee to be the Officer in Charge (O.I.C.) in the absence from duty of an assigned supervisor. The O.I.C. shall receive an additional \$1.00 per hour to be paid on an hour for hour basis for each hour worked as O.I.C. Nothing in this Section shall be interpreted as requiring the Chief of Police to designate an O.I.C. or to have one actively present on shift regardless of the absence from duty of an assigned duty supervisor.

2-13. Nepotism

Policy:

The employment of relatives of present employees is not encouraged. However, the Village of Winnebago reserves the right to take any and all actions deemed to be in the best interest of the organization in any given case. To ensure that no favoritism is shown, it is the policy of the Village that relatives will not be allowed to directly report to each other. In addition, favoritism will not be applied to relatives in filling of vacancies, granting promotions, or recommendations for performance increases or other pay increases.

Procedures:

Persons who are relatives of current employees will not be employed when they would be subject to the supervision of a member of their family or the member of the family would play a significant role in making decisions concerning their direct benefit. In addition, favoritism will not be applied to relatives in filling of vacancies, granting promotions, recommendations for performance increases, or other pay increases.

2-14. Re-Hire Policy

An employee who resigns in good standing may be eligible for re-hire at a future time provided an opening is available and their qualifications for that position are satisfactory. Persons interested in being re-hired should file an employment application with the Village Office. The individual’s application will proceed through the regular hiring process with other applicants.

Any employee who is re-hired by the Village shall start as a new employee in all aspects related to compensation and benefits unless otherwise agreed in writing and approved by the Village Board.

All individuals re-hired by the Village must complete a new probationary period.

2-15. Outside Employment

No employee shall be employed by an employer other than the Village, ~~nor shall he or she~~ contract for or accept anything of value in return for services, nor ~~shall he or she otherwise~~ be self-employed for remuneration, that constitute a conflict of interest, may be infringing upon an employee's ability to perform their assigned duties for the Village, or is being performed during hours that employee is working for, and being paid by, the village.

If a Police Officer is to seek outside employment in a similar law enforcement or security capacity, they must without the receive prior written approval of the Department Head, if the employee is the Department Head, written approval must be authorized by the Committee Chairperson Village Administrator (See Appendix F) (Law Enforcement Personnel see Lexipol Policy 1039). The officer must complete, and seek authorization from the outside employer, to complete the "Indemnity And Hold Harmless Agreement From Outside Employer for Village Of Winnebago Police Officer. (Law Enforcement Personnel see Lexipol Policy 1039)

An employee's officer's request for such approval shall not be arbitrarily denied. ~~If an employee desires to hold an outside job, including self-employment, the employee shall apply in writing to the Department Head for approval. Such application will normally be approved or denied within ten (10) working days after submission.~~

Prior to working an assigned shift employees must have a continuous eight (8) hour rest period from outside employment.

Police Officers engaged in outside employment who are placed on disability leave or modified/light-duty, shall inform the Supervisor, in writing within five (5) days whether or not they intend to continue to engage in such outside employment while on such leave, or light-duty status. The Chief of Police shall review the duties of the outside employment, along with any related doctor's orders, and make a recommendation to the Police Committee Chairperson whether such outside employment should continue. In the event the Chief of Police, in coordination with the Police Committee Chairperson, determines that the outside employment should be discontinued, or if the officer fails to promptly notify his/her Supervisor of his/her intentions regarding his/her work permit, a notice of revocation of the officer's permit will be forwarded to the involved officer, and a copy attached to the original work permit. Criteria for revoking the outside employment permit include, but are not limited to, the following:

- A. The outside employment is medically detrimental to the total recovery of the disabled officer, as indicated by the Village's professional medical advisors.
- B. The outside employment performed requires the same, or similar, physical ability, as would be required of an on-duty officer.
- C. The officer's failure to make timely notice of their intentions to the Supervisor.

When the disabled officer returns to full duty with the Winnebago Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

If outside employment, including self-employment, has previously been approved or permitted by the Village, and if it later appears that such outside employment may constitute a conflict of interest, ~~or~~ may be infringing upon an employee's ability to perform their assigned duties for the Village, or is being performed during hours that employee is working for, and being paid by, the village, then the Village reserves the right to require an employee to discontinue such outside employment, including self-employment, as a condition of continued employment by the Village.

2-16. Closing of Village Facilities

The Village President and/or Village Administrator has the ability to temporarily close or modify the hours of operation of any village facility. Should the Village President or Village Administrator determine that, due to inclement weather or other safety related reason, it is in the best interest of the village, its employees, or the general public to temporarily close or modify the hours of operation of certain village facilities and departments, employees will be provided as much notice as practical. Employees will be required to use accrued benefit time to cover the hours not worked, make arrangements with their supervisor to make up the time missed, or to take the time as unpaid. In no case will sick time be allowed unless otherwise appropriate under the Sick Leave section of this manual. Essential employees (those necessary to respond in the event of an emergency - Police and Public Works or any personnel who may be required to assist in an emergency) are not subject to this policy and will need to report to work even in the event Village Hall is closed.

2-17. Employee Performance Evaluations

A. In General

In an effort to document employee performance on an annual basis, ~~In accordance with the Village's policy for employee pay raise consideration to be based on merit,~~ an evaluation will be made of all regular Village employees, full-time and part-time. ~~A cost of living adjustment pay raise may also be considered at the sole discretion of the Village Board.~~ The Village Administrator in conjunction with the Committee Chairmen overseeing the respective Department Heads shall evaluate and prepare reports on the performance of the respective Department Heads, and ~~the Department Heads~~ all supervisors shall evaluate and prepare reports on all full and part-time employees in their department direct reports. The ~~Village Clerk~~ Village President shall evaluate and prepare a report on the performance of the ~~Deputy Clerk~~ Village Administrator. All evaluations shall be completed on the standard forms provided by the Village.

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. The completed evaluation becomes part of an employee's permanent record.

Each year employees are asked to establish goals and objectives. The evaluation is a tool to measure the progress made by the individual during the past review period and to encourage his/her self-improvement. The evaluation will also record additional duties performed, educational courses completed, extraordinary skills or abilities as well as a plan to correct any weak points. Department Heads should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

B. Schedule for Reviews

In addition to day-to-day feedback to the employee, a performance evaluation is conducted for all regular employees annually.

After completing the evaluation, the supervisor or Department Head will review the results with the employee. Each employee shall sign the evaluation report that is prepared by the supervisor or Department Head indicating that it has been reviewed with the employee. Signature does not necessarily imply agreement.

Before submitting the completed evaluation to the Deputy Clerk for filing in the employee's official personnel file, the Village Administrator will review all evaluations for consistency in evaluation process for all employees.

The form(s) with the signed acknowledgement are to be placed in the employee's official personnel file, and a copy will be given to the employee.

An employee may request a conference with the Village ~~President~~ Administrator regarding the evaluation of his/her performance.

C. Evaluations During Initial Employment Period

During the initial employment period the supervisor will prepare written evaluations of the employee. For a six-month probationary period, at least one written evaluation of the employee will be performed. For a one-year probationary period at least two written evaluations of the employee will be performed.

~~D. Pay Increases~~

~~Pay increases provide a means of recognizing increased competency of the employee to perform his/her assigned duties. Employees who receive a satisfactory evaluation following their six-month initial period of employment with the Village may be considered for a merit increase. Thereafter, additional increases may be granted to employees based on the recommendation of the respective committee overseeing the department in which the employee works, with final approval by the Village Board for the appropriate budget year.~~

~~Increments will not be awarded on an automatic basis, but will be contingent upon evaluations or other pertinent data submitted to the Village President, and approved by the Village Board. Salary adjustments shall become effective as designated by the Village Board.~~

SECTION 3 – EMPLOYEE SEPARATION

3-1. Types of Separation

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of turnover on all concerned parties.

- A. Service Retirement: is a voluntary separation after having satisfied the age and length of employment requirements of: IMRF, Police/Fire Pension or another pension system, with the employee applying for retirement.
- B. Disability Retirement: is a voluntary separation necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. A request for disability retirement is initiated by receipt of a written request from the employee to his/her Department Head indicating the date of separation. Supporting documentation shall include a ruling by the Illinois Worker's Compensation Commission verifying the disability and approving the retirement, and any other documentation required by the Deputy Clerk's Office.
- C. Employee–Initiated Resignation: is a voluntary separation given by the worker for any reason other than retirement. A resignation letter is expected with information that includes the person's reason for leaving and the proposed last day of employment. Please provide the customary Two-Week Notice period before the person's actual last day of work. Department Heads are requested to provide four weeks' notice in order to provide sufficient time to make departmental specific plans during the vacancy and provide for a smooth transition in departmental leadership. Two weeks' notice is understood to mean that the resigning employee will work during this time to aid in the transition of duties to another. If for any reason the ~~Village President~~Village Administrator or Department Head feels the worker is not contributing positively to the workplace, the two (2) week period may be cut short and the person's resignation will be accepted immediately.
- D. Discharge: is an involuntary termination of an employee which is initiated by the Village.
- E. Reduction in Force (RIF) or Layoff: is the discharge of an employee(s) by the Village for lack of work, lack of funds, other working condition changes or restructuring as determined by the Village. The Village will normally consider departmental service reductions and/or skill and ability when deciding which employees to lay off. The Village shall provide employees with at least two (2) weeks advance notification prior to layoff.

Non-probationary employees, who are laid off pursuant to the above paragraph, shall be placed on a recall list for a maximum period of one year following the date of layoff.

- F. Recall: If an employee is qualified for an open position in another Village Department that is not being affected by the downsizing, the employee may be considered for transfer provided the employee possesses the minimum qualifications for the position and maintained a satisfactory performance history prior to the layoff. In applying this provision, if multiple employees are affected, and where qualifications, experience and performance are equal, longevity shall govern.

Laid off workers must provide the Village their current contact information and inform the Deputy Clerk's office of any changes. If the Village is unable to contact a laid off employee within seven (7) calendar days, the Village's obligation to recall the employee shall cease. The Village shall have no obligation to recall an employee after continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, their employment will be terminated and the Village shall have no further obligation to recall him/her.

3-2. Exit Interview

To the extent possible, the Department Head or Village Clerk will conduct an exit interview with separated employees on the employee's last day of work. Terminating employees are expected to return uniforms, specific department issuances, ID cards and/or other Village issued property.

3-3. Final Pay and Benefit Issues

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in accordance with these policies and applicable employment laws will be paid in the pay period on which the separation date falls.

3-4.Consolidated Omnibus Budget Reconciliation Act (COBRA)

Federal law (COBRA) gives employees and their qualified beneficiaries the opportunity to continue their existing health insurance coverage under the Village's health plan for a period of time after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are termination of employment (whether by layoff, discharge, or even death); a substantial reduction in an employee's hours; an extended non-FMLA leave of absence; or legal separation or divorce of the employee and his/her spouse.

When such a qualifying event occurs, the Village will notify the employee of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events which are applicable in order to continue coverage. To continue coverage, the employee (or beneficiary) must elect to exercise their COBRA rights in a timely manner and must pay the Village the total premiums required for coverage

(including their own share and the Village's share) and any administrative fee; if applicable.

Upon request, the Village will also provide a written notice to covered family members which describes their separate rights under COBRA (such as the rights of a divorced spouse to continue coverage by payment of applicable premiums). It is very important to keep the Village advised of all contact information so that notices may be sent and received in a timely manner.

3-5. Unemployment Compensation

The Village is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Securities Office.

3-6. Retirement Benefits (see also Section 9-4; Retirement System)

- A. Pension Application: Employees are generally included in the Illinois Municipal Retirement Fund (IMRF). Detailed information concerning pension funds can be obtained from the Administration Department or IMRF representatives. Employees contribute to Social Security and Medicare. The required tax contribution to Social Security is established by the U.S. Congress.
- B. Accumulated Benefit Payments: retiring employees are eligible for payment of accumulated vacation time. Payment for accumulated vacation will be based on the amount of benefits accrued at the time of retirement. To be considered as retiring, the employee must apply for a pension. Retiring employees may continue to participate in the Village's medical insurance program, although they will be required to pay the full premium cost.

**SECTION 4 – PERSONAL CONDUCT EXPECTATIONS AND
DISCIPLINARY ACTION**

4-1.Communication/Chain of Command

Communication is extremely important in order to provide quality services to the residents of the Village. It also ensures that various Village service areas are kept up to date regarding concerns and issues. The Village works diligently to maintain a high level of professional communication. All employees have a responsibility to maintain this level of professionalism. See also the section on confidentiality (Section 1-9 & 5-6 C.).

The Village also adheres to a standard chain of command. All employees are expected to follow the established chain of command regarding issues of concern. Concerns should first be directed to your immediate supervisor or Department Head. If the concern is not adequately addressed, the issue should be brought before the Department Head or Village President/Administrator. If the situation is administrative in nature, the decision of the Village President/Administrator shall be binding. In cases where the issue is policy related, the matter will be brought to the Village President and Village Board for review.

4-2. Standards of Conduct

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the Village. The following references are purely guidelines and the Village reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, employees of the Village are at-will and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the Village.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the Village and is made on a case-by-case basis. These guidelines do not establish that employees will be terminated only for just cause.

4-3. Reasons for Disciplinary Action

Some general things for which an employee may be disciplined include, but are not limited to:

- A. Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual.
- B. Insubordination by failing to comply with any lawful direction given by a superior, or any other disrespectful conduct.

- C. Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on Village property. Failure to report to a Department Head the use of any legal/authorized prescription drug(s) which may affect the employee's ability to perform necessary job duties.
- D. Absence without leave; failure to report to a Department Head when absent; or, the use of leave in an unauthorized manner.
- E. Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time.
- F. Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- G. Causing damage to public property or being wasteful of Village supplies through negligence or willful misconduct, or failure to take reasonable care of Village material or property.
- H. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- I. Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute, while on or off duty.
- J. Commission of a felony or gross misdemeanor while on or off-duty.
- K. Speaking critically or making derogatory or false accusations so as to discredit other employees or Department Heads.
- L. Misappropriation of Village funds.
- M. Use of Village vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.
- N. Making false statements, failing to provide requested information, or falsification of any records when applying for employment.
- O. Falsification of personnel and/or Village work records including, time worked records, time off records, or any other Village records, improperly withholding information from a Department Head in connection with your job, or assisting in the concealment or failing to report such a falsification of another employee.
- P. Being on Village premises, during a period of administrative leave, without permission of the employee's Department Head.

- Q. Divulging or misusing confidential information, including removal from Village premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
- R. During work hours, the solicitation, selling, or distribution of any donation, gift, service, product, information, or other item of value not authorized by the Village; accepting fees, gifts, or other items of value in connection with work performed on Village time or as a representative of the Village.
- S. The use of profanity or abusiveness in attitude or language; conduct resulting in physical harm, injury, or harassment of Village employees or the public.
- T. Any other good and sufficient reason.

4-4. Forms of Disciplinary Action

Disciplinary actions may take, but are not limited to, the following forms:

- A. Verbal Reprimand
- B. Written Reprimand
- C. Village Review: The Department Head will place the employee on Probationary status for a maximum of 60 days with a performance evaluation after 30 days, but prior to 60 days. Separation from employment may occur at any time during this time.
- D. Suspension
- E. Discharge/Termination from employment: Permanent separation of the individual from Village employment.

Notwithstanding the above, any disciplinary actions taken in reference to a police officer employee shall be in accordance with any additional procedure required or protections afforded under the Uniform Peace Officers Disciplinary Act.

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, State or Federal laws and regulations. Immediate Department Heads may have the authority to issue discipline to supervised employees. The Village Clerk has the authority to issue discipline to the Deputy Clerk. For discipline rising to the level of termination, ~~a Department Head~~ the Village Administrator must provide a written report to the Village Board within 24 hours. For discipline rising to the level of termination of the Deputy Clerk, the Village Clerk must provide a written report to the Village Board within 24 hours. However, nothing herein should be construed in any way to limit the Village's right to summarily discharge or suspend an employee for serious offenses.

4-5. Appeal of Discipline

Disciplinary action resulting in suspensions or terminations, as outlined in Section 4-4, may be appealed to the ~~Village President~~ Village Administrator within ten (10) calendar days of the disciplinary action. In the event the employee or the Department Head is not satisfied with the Village ~~President's~~ Administrator's decision, within five (5) calendar days receipt of said decision, the employee or Department Head may then appeal in writing to the Corporate Authorities by providing the Deputy Clerk and Village Clerk a copy of the appeal for scheduling with the Corporate Authorities. The decision of the Corporate Authorities shall be final.

SECTION 5 – ADMINISTRATIVE POLICIES

5-1. Personal Appearance

It is expected that each employee will dress appropriately, maintaining a neat, well-groomed appearance at all times. Employees are expected to exercise reasonable judgment when selecting clothing to wear while representing the Village. Specific situations, such as representing the Village in court or at meetings with the public, may require dressing in a more conservative style than everyday work attire. While employees are not expected to abandon personal style, they are expected to be appropriately dressed, clean, and covered.

Foot apparel is mandatory. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. Your work assignment will determine which type of clothing is appropriate and your supervisor will advise you of what is acceptable attire.

If you are unsure if something is appropriate to wear to work, check with your Department Head. If you report to work in inappropriate attire, you will be sent home to change your clothes. (Law Enforcement Personnel refer to Lexipol Policy 1044)

5-2. Personal Telephone Calls

Village phones are to be used for Village business and may be used for personal business on a limited basis only. Excessive personal telephone calls during the workday interfere with employee productivity and distract other employees. Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work. It is the employee's responsibility to ensure that no cost to the Village results from their personal phone calls. Violation of this policy will minimally result in cost reimbursement to the Village and may subject the employee to further disciplinary action.

Personal cellular telephones and texting must be kept to a minimum and should not impact employee productivity. Accessing the internet and texting should be reserved for break times. The Village will not be liable for any personal cell phones brought into the workplace.

5-3. Village Issued and Personal Cell Phones and Similar Electronic Devices

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is Village-supplied or personally owned. Please also refer to Section 6 – Electronic Communications policy.

While on Village business, the Village requires employees to abide by all State, local, and Federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a Village supplied device or a Village supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or Village related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the Village, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Village; or any other Village or personally related activities not

named here while driving.

5-4. Political Activity

In accordance with the Hatch Act, it is the Village's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific Village or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

Employees of the Village may not engage in political activities at any time on Village owned property or while on duty, or while they may be identified as an employee of the Village by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section “while on duty” includes those hours you are scheduled to work and are working for the Village.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the Village.

5-5. Smoking

The Village shall take every action to comply with the Smoke-Free Illinois Act effective January 1, 2008. Smoking will be prohibited in all Village places of work, including vehicles, and buildings open to the public. The Village may, at its own discretion, authorize designated smoking areas which are located at least 15 feet away from all public entrances.

5-6. Conflicts of Interest

The Village has established guidelines for ethical standards of conduct which shall govern Village employees in the performance of Village business and the duties of their respective jobs. This policy is intended to provide positive direction to Village employees in order to prevent potential conflicts of interest.

Employees, including municipal officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the municipality, and avoid any potential or actual conflict of interest. A potential or actual conflict of interest occurs whenever an employee, including a municipal official, is in a position to influence a municipal decision that may result in a personal gain for the employee, or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee’s household. Employees are required to disclose possible conflicts so that the municipality may assess and prevent potential

conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Village President or designee to obtain clarification. Violations of this policy will result in appropriate discipline up to and including termination, in addition to any penalty that may be imposed by state law. All employees shall receive and must acknowledge receipt of a copy of Village Ordinance No. 04-07, and any amendments thereto, pertaining to, inter alia, the solicitation and acceptance of gifts.

- A. Acceptance of Gratuities: In accordance with the Gift Ban Act, no Village employee shall, through his or her position with the Village, intentionally solicit or accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al. Municipal employees may be required to file a Statement of Economic Interest each year.
- B. Decision Making: An employee should not make a unilateral decision, about his or her private employment. Employees are required to consult with their Department Head or the Deputy Clerk if there is any doubt about a potential issue with a conflict of interest with their private employment, outside interests or a business they own.
- C. Confidential Information: No Village employee shall disclose or use, without authorization, confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Financial Interest: No Village employee shall have a financial interest or personal interest in any legislation coming before the Village Board or participate in discussion with or give an official opinion to the Village Board unless the employee discloses on the record of the Board the nature and extent of such interest.

5-7. Use of Village Property

No employee of the Village shall request, use or permit the use of Village-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Village property is to be restricted to such services as are available to the Village generally and for the conduct of official Village business.

5-8. Solicitation

In order to alleviate disruption of Village services during normal working hours, it is prohibited for employees, or non-employees to solicit other employees for donations, charity, and/or sales of product or services during working hours. Peddling or soliciting for sale or donation of any kind on Village premises can only occur during break and/or lunch periods.

5-9. Contributions and Honorariums

Speeches and presentations made either during working time or for which the Village provides travel expense reimbursement, are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Village, not to the individual employee.

5-10. Employee Privacy Policies

The Village reserves the right to search lockers, desks, filing cabinets, and personal belongings located on Village property at any time. Employees have no reasonable expectation of privacy in anything stored on Village property. If personal belongings are to be searched, the Village will make reasonable efforts to notify the employee and allow them to be present. Such searches will be conducted only if there are reasonable grounds to secure Village or other employee property or safety.

5-11. Personal Mail

Employees shall not use the addresses of the Village municipal buildings or offices for receipt of personal mail, except for police officers on their application for vehicle registration subject to Illinois law, nor shall they use Village postage machines or stationery. If an employee is an officer of a professional organization, specific written approval must be obtained from the Village President prior to utilizing Village facilities for professional organizational activities.

5-12. Lactation Accommodation

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. If possible, the break time should run concurrently with the employee's break time that is already provided. The Village will provide an appropriate and private location for such activity. Please contact the Deputy Clerk for additional information regarding lactation accommodation.

5-13. Employee Personnel Records

The Village has established procedures and responsibilities for the maintenance of personnel records.

A personnel file will be established for each employee. All personnel files shall be kept in the Village Office and managed by the Deputy Clerk or appropriate Department Head.

Employees are responsible for and must promptly advise the Village of any changes in:

- Name and/or marital status;
- Address and/or telephone number;
- Number of eligible dependents;

W-4 deductions.

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

- Employee application;
- Job description and specification information;
- Job performance ratings and evaluations;
- Education/training information;
- Personnel action forms;
- Administration correspondence.

Medical, workers compensation, and benefit records will be maintained in a separate file.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

- A. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year.
- B. An employee must make a request for personnel file review in writing to the Deputy Clerk or appropriate Department Head.
- C. Records will be reviewed at a place designated by the Village during working hours.
- D. An employee is entitled to a copy of any personnel materials inspected.
- E. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know.

This policy is periodically reviewed to ensure compatibility with current accepted personnel procedures. These records are maintained during the tenure of the employee and for seven (7) years after the employee leaves Village employment.

5-14. Punctuality and Attendance

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message or email inform their Department Head as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their Department Head. ~~Email is not an acceptable means of reporting an absence.~~ Failure to do so may result in a loss of that day's pay. Any employee who is absent three (3) consecutive days without authorization will be considered to have resigned from Village service.

5-15. Prescription Drug Use

Employees who use prescription drug(s) or legal/authorized prescription drug(s) that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) are required to inform their Department Head that they are taking such medication on the advice of a physician if it prevents them from performing the essential functions of the job, or presents a threat of imminent harm to other employees or the public. Employees are responsible for informing their Department Head of the possible effects of the drug(s) on work performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician.

5-16. Remote Work

Purpose

The Village of Winnebago is committed to having an in person and available staff in order to serve our residents. However, the Village is also committed to providing flexibility where necessary to allow employees to maintain a positive work/life balance. The purpose of this Remote Work Policy is to outline the guidelines and expectations for employees of the Village of Winnebago who may work remotely on a limited bases. This policy ensures that remote work arrangements are structured, efficient, and align with the Village's goals while maintaining productivity, communication, and security standards.

This policy applies to all employees of the Village of Winnebago who may work remotely, either on a case by case or a recurring basis, with approval from their respective department heads.

Employees eligible for remote work must meet the following criteria:

1. Demonstrated ability to work independently and meet deadlines.
2. Access to necessary technology and resources required to perform their job duties remotely.
3. Compliance with all Village policies and procedures.

Employees interested in remote work must submit a formal request to their department head or Village Administrator outlining the proposed schedule, duration, and reasons for remote work. Approval will be based on Village needs, job responsibilities, and individual performance. Written permission signed by the Department Head and Village Administrator will be stored in the employee's personnel file.

Remote work arrangements may begin with a trial period to assess feasibility and productivity. The trial period duration will be determined by the department head. Remote employees are expected to adhere to their regular work schedule unless otherwise agreed upon with their department head. Flexibility in work hours may be granted based

on Village needs. Remote employees must be accessible during agreed-upon work hours via email, phone, or instant messaging platforms. They should respond promptly to inquiries from colleagues and supervisors.

Remote employees must have access to reliable internet connectivity and necessary technology (e.g., computer, software) to perform their job duties. The Village may provide equipment that is deemed necessary for the employees position. Remote employees are responsible for creating a suitable workspace at their remote location that is conducive to productivity and free from distractions. They must ensure a secure and confidential environment for handling Village information.

Communication and Collaboration

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Remote employees are expected to participate in meetings as scheduled. They may utilize video conferencing and collaboration tools to maintain effective communication with colleagues. If a meeting is more effective in person, all reasonable efforts must be made to attend the meeting in person.

Remote employees are required to submit regular progress reports to their department head detailing their work activities, accomplishments, and any challenges encountered. Remote employees must actively engage with their team members through virtual channels, contribute to team projects, and collaborate on shared tasks.

Security and Confidentiality

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Remote employees must adhere to the Village's data security policies and procedures when handling sensitive information. Remote employees are responsible for the security of Village-issued equipment and must follow guidelines for device usage and storage to prevent loss or theft.

Termination of Remote Work Arrangement

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The Village reserves the right to terminate or modify remote work arrangements at any time based on business needs, performance issues, or violation of Village policies. Termination of Remote Work Arrangement will be initiated by either the Department Head or Village Administrator.

SECTION 11 – LEAVES OF ABSENCE

11-1. Vacation Leave

Vacation time is granted to allow Village employees to rest, relax and pursue special interests. Vacation time may also be used during an employee's own illness, to care for an ill child or for medical, legal or other personal business appointments which can only be scheduled during normal Village operating hours.

~~Full time employees begin to accrue~~will be granted vacation time immediately upon becoming a full-time employee. ~~Vacation time is accrued on a per pay period basis according to the following schedule. The amount of vacation time earned each pay period (accrual level) is determined by the length of full-time continuous service as a full-time employee of the Village.~~ An employee moves to the next ~~accrual level of~~ Vacation time on the anniversary date of ~~their~~ employment. ~~With Department Head approval an employee will be allowed to use vacation prior to accrual so long as the employee executes a written agreement specifying repayment terms in the event employment ends prior to the previously used vacation actually accruing. Any appeal of a Department Head denial of an employee's use of vacation prior to accrual must be appealed to the Village Board.~~

The ~~accrual rate~~ amount of vacation time for full time employees, other than police officers assigned to a 12-hour shift, is as follows, based on the fact that there are 26 pay periods per year over which the accrual time is calculated:

FULL TIME EMPLOYEES

~~Employees will receive 2 weeks (80 hours) of vacation time upfront upon their date of hire, and their vacation time will be replenished on their anniversary each year. They'll also gain one additional day (8 hours) of vacation every year, reaching a maximum of 5 weeks (200 hours) after 15 years of service. This applies to all full-time employees.~~

~~For full-time police officers working 12-hour shifts, their vacation time will be calculated based on their shift schedule. They will receive an equivalent of 2 Weeks (84 Hours) of vacation upfront upon their date of hire, with replenishment on their anniversary each year. Like other full-time employees, they'll gain one additional day of vacation (12 hours) every year, reaching a maximum of 5 weeks (210 hours) after 15 years of service.~~

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~~Years Worked~~	~~Accrual Rate~~	~~Max. Annual Vac.~~
~~Accrual~~		
Up to 2 years	1.54 hrs per pay period (.019250 hour per hour worked, with 80 hour maximum)	40 hours — 1 week

~~3-7 years~~ ~~3.08 hrs per pay period~~ ~~80 hours—2 weeks~~
~~(.038500 hour per hour~~
~~worked, with 80 hour~~
~~maximum)~~

Up to 2 years
1.61 hrs per pay period
~~(0.191666 hour per hour worked, with 84 hour maximum)~~ and be eligible to use
vacation after one year of service subject to the schedule set forth below.
~~Part time employees, In compliance with 820 ILCS 192/15, Paid leave under this Act~~
~~shall accrue at the rate of one hour of paid leave for every 40 hours worked up to a~~
~~minimum of 40 hours of paid leave or such greater amount if the employer provides~~
~~more than 40 hours. In their first year of employment, an employees accrual rate will be~~
~~3.44 hrs per pay period (.03845238 hour per hour worked, with 84 hour maximum)~~
~~0.625 hour per hour worked, with a maximum annual vacation of 40 hours. After two full~~
~~years of continuous service, part time employees will continue to follow the schedule~~
~~below for vacation accrual:~~

8-13 years
4.84 hrs per pay period ~~(.05761994 hour per hour worked, with 84 hour maximum)~~

PART TIME EMPLOYEES

Years Worked Accrual Rate Max. Annual Vac.
~~126 hours—3 weeks~~
Accrual

14—19 years
6.46 hrs per pay period ~~(.07690476 hour per hour worked, with 84 hour maximum)~~

Up to 2 years .019250 0.025 hour
per hour worked, (based ~~30~~ 40 hours
on ~~60~~ hour maximum)
for maximum ~~1.15~~ hours

20 years—on
8.07 hrs per pay period ~~(.09607142 hour per hour worked, with 84 hour maximum)~~

~~210 hours—3-7 years~~
 .038500 hour per hour
worked (based on 60 60 hours
hour maximum) for
maximum 2.31 hours
per pay period

8-13 years .057750 hour per hour
worked (based on 60 90 hours
hour maximum) for
maximum 3.46 hours
per pay period

14 - 19 years	.076875 hour per hour worked (based on 60 hour maximum) for maximum 4.61 hours per pay period	120 hours
20 years – on	.096125 hour per hour worked (based on 60 hour maximum) for maximum 5.76 hours per pay period	150 hours

DEPARTMENT HEAD VACATION

Department Head vacation time ~~and accrual rate~~ will be recommended by the Village Administrator, and determined by the Village Board at the time of hire. The minimum amount will be two weeks.

A. Utilizing Vacation Hours

A new employee may not use vacation until after completion of six (6) months of continuous service, unless Department Head approval is obtained and the procedure listed in Section 11.1 above is followed. Similarly, vacation hours may not be used by any other employee until they have been accrued unless Department Head approval is obtained as described hereinabove and the procedure listed in Section 11.1 hereinabove is followed. Employees will stop accruing vacation hours upon reaching a total of two hundred and forty (240) unused vacation hours which is equal to 6 weeks vacation based on a 40 hour work week per pay period. Full time non-exempt police officers assigned to a 12 hour shift will stop accruing vacation hours upon reaching a total of two hundred and fifty-two (252) unused vacation hours which is equal to 6 weeks vacation based on a police officer averaging a 42 hour work week per pay period since full-time non-exempt police officers work 48 hours one week of the pay period and 36 hours the other week of a given two-week pay period. Vacation time will cease to accrue once the maximum amount has been reached. The final right to designate vacation periods and the maximum number of employee(s) who may be on vacation at any time is exclusively reserved to the Department Head or Village Administrator in order to ~~insure~~ensure the orderly performance of the services provided by the Village. However, except as provided otherwise by department rule, no more than one (1) employee may be off from each department at one time. If there is a conflict, the employee who requested the vacation time first shall have his or her request granted. If two or more employees submit their vacation request on the same day, then the employee with more seniority will have first priority. An employee who wishes to change scheduled vacation may be unable to do so with the approval of his Department Head or Village Administrator without at least two (2) weeks prior to the new vacation dates. A Department Head may cancel vacation in the event of an emergency operational need. Employee requests for vacation should be

submitted to the appropriate Department Head ~~in an amount of time in advance to be established by written policy by each department head. by February 15 of each year. A departmental vacation schedule is suggested to be submitted by the Department Head to the Deputy Clerk by March 1 of each year.~~

The maximum consecutive use of vacation leave is ten (10) work days unless the ~~Deputy Clerk~~Village Administrator or Department Head believes that work and staffing requirements will permit added usage.

Upon separation from service with the Village, all benefits cease and no longer accrue.

B. Payment for Vacation Hours

Regular full-time and part-time employees whose employment with the Village ends after they have completed twelve (12) months of employment, shall receive a lump sum check as compensation for any unused vacation time, at a prorated amount. The lump sum check shall be at the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification on the pay day immediately preceding the employee's last day of employment with the Village.

C. Requests for Exceptions to the Use and Compensation of Vacation Time

1. Employees may request an exception in writing to the Department Head.
2. Requests for exceptions are discouraged, however, may be granted in certain unusual circumstances.
3. The authorization of any exceptions to this policy is left entirely to the discretion of the Department Head or Village Administrator and can be denied for any reason.

11-2. Sick Leave

Subject to the terms of use below, a full-time employee may use paid sick leave for absences due to an illness, injury, parental leave, or medical appointment of the employee, employee's children and/or step-children, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

- A. Eligibility: All full-time employees, probationary or regular, shall accrue sick leave at a rate of one (1) sick day (eight (8) hours for regular full time employees based on a 40 hour work week or 8.4 hours for full time non-exempt police officers assigned to a 12 hour shift based on an average 42 hour work week per pay period) per month of work completed. ~~Full time regular employees accrue sick days during their 90 day initial period of employment, but shall not be eligible to take sick leave until they successfully complete the 90 day period of employment. Any sick days taken during the initial 90-day period will be deemed without pay.~~ Part time employees are not eligible for sick leave.

- B. Carry-Over: An employee must work a minimum of one half (1/2) the normal work days per month to be credited with a sick leave day. Employees will accrue unused sick time and may carry that sick time over from year to year until the employee accumulates a maximum of two hundred and forty (240) days.
- C. Sick Leave Incentive: If an employee accumulates 240 days of sick leave and maintains the 240 day balance for a continuous 12 month period without using any sick leave, the employee shall receive 8 hrs. pay at the end of the 12-month period, except for non-exempt full-time police officers working a 12 hour shift who shall receive 8.4 hours pay at the end of the 12-month period. This incentive shall apply to subsequent continuous 12-month periods which begin with a 240 day balance and during which no sick leave days were used provided that the 12 month periods do not overlap.
- D. Unused Sick Leave at Separation: Employees shall not be paid for unused accrued sick leave upon separation from Village service. IMRF eligible employees may be entitled to convert their sick leave benefits to IMRF service credits pursuant to IMRF service rules.
- E. Sick Leave Notification: In the event that an employee is unable to work— due to illness, injury, medical appointment, parental leave, the employee must inform his/her Department Head prior to the start of the scheduled work day. Refer to Section 5-14 for proper communication. Failure to inform the Department Head each day of absence, or at agreed intervals in the case of an extended illness, will result in a loss of pay for the day or days involved and/or further disciplinary action. If the illness lasts three (3) or more days or if there is repeated occurrence of illness, the Department Head or ~~Deputy Clerk~~Village Administrator shall require a medical certificate from the employee's attending physician.
- F. Abuse of Sick Leave: Proper utilization of sick leave should not interfere with the overall productivity of the department. Therefore, it is appropriate that corrective steps be taken if an employee abuses sick leave or has prolonged and/or frequent absences which interfere with department operations. Corrective steps may include; medical consultations, or informal or formal disciplinary warnings; in some cases, dismissal may be appropriate.
- G. Workman's Compensation: Sick leave is not applicable for absences due to work related injury for which compensation has been provided under Worker's Compensation Act.
- H. Sick Leave in Coordination with Paid Time Off: An employee who is absent the day immediately preceding or following paid time off (i.e. vacation, personal, holiday), shall only be able to use personal leave or vacation leave for the missed time. Sick leave may only be authorized if a clearly identifiable and documented injury or sickness has

occurred. Employees must submit a doctor's note or other reasonable evidence in order to be granted sick leave.

11-3. Personal Leave

All regular full-time employees are eligible to utilize 16 hours accrued sick time per fiscal year for personal reasons other than illness. All police officers working 12-hour shifts are eligible to utilize 24 hours of accrued sick time per fiscal year for personal reasons other than illness. Notice of utilization of these personal days should be given two (2) weeks prior to the request, unless otherwise approved by the Department Head.

11-4. Holidays

The Village shall celebrate ~~the following~~ 10 holidays with pay for regular, full-time employees. The holiday schedule for the given year will be set by the Village Administrator; however, traditionally the following holidays have been provided by the Village:

- | | |
|------------------------|--|
| • New Year's Day | January 1 st |
| • Good Friday | According to calendar |
| • Memorial Day | Last Monday of May |
| • Independence Day | July 4 th |
| • Labor Day | September (first Monday) |
| • Thanksgiving Holiday | 4 th Thursday of November & the Friday that follows |
| • Christmas Eve | December 24 th |
| • Christmas Day | December 25 th |
| • New Year's Eve | December 31 st |

In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday.

Regular part time employees will be paid for hours normally worked if the holiday falls on a regularly scheduled work day. Temporary, seasonal, or intern employees who are hired for a specific purpose are not eligible for this benefit.

If any holiday mentioned above falls on a full-time employee's regularly scheduled day off, the employee shall be granted another day off.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited.

Non-sworn full-time employees not scheduled to work on any designated holiday but are called in to work on the holiday, shall receive the overtime rate of pay in addition to the holiday pay for actual hours worked.

When a police officer's regular workday falls on the actual day of a holiday, the police officer shall receive one and one-half (1 1/2) times the police officer's regular straight time hourly rate of pay for all hours worked in addition to the holiday pay, as provided above. When a police officer is called in from his/her regular day off on the actual day of a holiday, the police officer shall be paid at an overtime rate of one and one half (1 ½) times their regular straight time hourly rate of pay for all hours worked in addition to holiday pay.

The holiday shall be defined as beginning twelve (12) midnight (00:00 hours) the day of the holiday and ending at 11:59 p.m. (23:59 hours) the same day.

11-5. Compensatory Time In Lieu Of Cash Overtime.

The Federal Fair Labor Standards Act, being 29 U.S.C. §§ 201 et seq., allows public employers to compensate non-exempt employees for hours worked in excess of 80 with compensatory time off ("comp time") in lieu of cash overtime compensation for Village Staff, and 84 hours for the Police Department. Such comp time must be credited at a rate not less than one and one-half hours for each hour of employment.

Exempt Salaried Employees may also be granted comp time at a rate of one to one on hours worked over 80 in a pay period. These employees must receive written permission from the department head or Village Administrator. Comp Time for salaried employees is only allowable for emergency or essential needs of the Village, including but not limited to Snow Plowing, Working a Special Event, Emergency/Storm Response. An exempt salaried employee is not eligible to receive comp time for hours worked in the normal day-to-day work, for the attendance at Village Meetings, etc.

Employees may only be compensated with comp time in lieu of cash overtime if the employee agrees, prior to performing the work in question, to be compensated with comp time instead of cash overtime. Employees may only accrue up to 80 hours of comp time, and no more than a combined 240 hours (252 hours for police officers) of comp time and vacation time.

Employees will be permitted to use their accrued comp time within a reasonable period after making a request so long as the use of the comp time does not unduly disrupt the operations of the employee's department. An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than either the average regular rate received by the employee during the last three years of the employee's employment.

The ability to earn comp time in lieu of cash overtime may only be available to certain employees, job titles or assignments. Any questions or concerns regarding comp time should be directed to the employee's department head and/or the Village Administrator

There are restrictions on the accumulation of comp time, which include the following.

1. Comp time can not be accumulated in any pay period in which an employee also uses an already accumulated comp time.
2. Comp time can not be used in conjunction with holidays. Holiday hours cannot be compensated in comp time.
3. Comp time can not be used in conjunction with vacation or personal days.

11-6. ~~Funeral~~ Bereavement Leave

All ~~regular full time~~-employees who ~~has~~ have a member of his/her immediate family pass away shall receive up to three (3) consecutive days off with pay as bereavement leave ~~to arrange and/or attend funeral activities~~. An additional day may be granted ~~by~~ at the discretion of the Department Head for extended travel requirements.

"Immediate Family" shall be defined as a spouse, mother, father, mother-in-law, father-in-law, children (including pregnancy loss), sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, step-children, foster child, or foster parent, or any relative living in the same household with the employee.

If additional time is necessary, the employee has the option to use accrued benefit time. Time for attendance at a funeral for non-immediate family members and others may be granted utilizing accrued benefit time or time off without pay or made up within the same pay period.

While it is understood that the nature of bereavement leave can be unexpected, ~~t~~The employee is expected to provide as much notice as possible to their Department Head if they intend to take time off from work to attend the funeral or burial.

11-~~7~~6. Jury/Court Leave

Any regular full-time employee who is required to serve on a jury or as a result of official duties is required to appear before a court, legislative committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay less any amount received for such service. Court payments for travel expenses are to be retained by the employee. A probationary employee called will have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who receives notice of jury duty or witness service must notify his/her Department Head immediately in order for arrangements to be made to cover the position. The Village reserves the right to request that an employee who is called for jury duty to be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

All employees must provide written notice and a copy of a jury summons to his/her Department Head as promptly as possible before reporting for jury duty. Following jury

duty, all employees must provide the Village with appropriate documentation evidencing the length of jury duty. Time away will not affect accrued time off.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless vacation or personal time is utilized.

11-87. Leave of Absence without Pay

The following guidelines provide an outline for requesting a leave of absence without pay:

- A. A regular, full-time, non-probationary employee may request a leave of absence for good cause by completing a Leave of Absence form (see Appendix G of this Manual). Good cause includes, but is not limited to, injuries which render the employee temporarily unable to perform his or her job, or other personal reasons. The request must be made in writing to the Department Head or ~~Deputy Clerk~~Village Administrator stating the reason(s) for the request, why the request should be granted, and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is solely at the determination of the Department Head.
- B. An initial request for a leave of absence must be for a period not to exceed thirty (30) working days. Upon the showing of good cause, such a request may be renewed subject to all of the requirements of the original request.
- C. Employees applying for a leave of absence must be aware that any position in the Village is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the Village as determined by the Department Head in conjunction with the ~~Deputy Clerk~~Village Administrator.
- D. An employee, once granted a leave of absence, shall not be entitled to the accrual of benefits for the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee.
- E. A regular employee returning from a leave of absence without pay will have his/her anniversary date extended by the same length of time the employee was on leave without pay.

11-98. Military Leave

The Village of Winnebago is proud to honor our employees and applicants who serve our country and thereby recognize and voluntarily follow the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Illinois Service Member Employment and Reemployment Rights Act (ISERRA). The Village will not discriminate against an

applicant or an employee on the basis of past military service, current military obligations, or intent to serve.

This policy applies to persons who perform duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services and the National Guard of any State or State Guard, whether active or reserve.

In order to receive a military service leave, employees must notify their supervisor of any upcoming military duty and provide the Village with a copy of the orders and any additional documentation as requested in order to facilitate the proper administration of leave, differential pay and benefits. In accordance with state and federal law, upon the completion of active duty, employees must request reinstatement on a timely basis after completion of service as required by law to resume employment with the Village.

Rules for reinstatement are:

- A. If the period of uniformed service is less than 31 days, an employee must report to the Village no later than the beginning of the first full regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible thereafter.
- B. If the period of uniformed service is more than 30 days but less than 181 days, an employee must apply for reinstatement no later than 14 days after military service is completed.
- C. If the period of military service is greater than 180 days, an employee must apply for reemployment no later than 90 days after service is completed.
- D. For service-connected injury or illness, reporting and application deadlines will be extended for up to two years for those hospitalized or convalescing.

Any full-time employee who is a member of a reserve component of the Armed Services, including the Illinois National Guard, will receive leave during their annual training commitment ordered by the Armed Services. During this leave, generally for a period not to exceed 30 days, the employee shall continue to receive regular Village compensation and will continue to accrue benefits.

Any full-time employee who is a member of a reserve component on military leave for active service will be eligible for continuing differential pay as authorized by law:

- A. An employee who is a member of a reserve component and performs qualifying voluntary active service is eligible for up to 60 work days of differential compensation in a calendar year.

- B. An employee who is a member of a reserve component and is ordered to perform involuntary active service is eligible to receive additional differential compensation.

Differential compensation is only paid for those work days where the employee would otherwise have been scheduled to work as a Village employee. Work hours extending over two calendar days counts as two work days when calculating differential compensation.

Employees serving more than 30 days may elect to continue the Village's health care plan for up to 24 months. An employee who is a member of a reserve component can elect to have the employee's portion of the health insurance withheld from any differential pay. If the employee is not receiving payment from the Village, the employee will be required to submit the employee's portion of the premium in a timely manner. All other employees must make appropriate arrangements for payment of the full insurance premium. If the employee does not choose to continue the Village's health insurance during the leave, the employee shall be permitted immediate reinstatement into the group health plan when the employee returns from military service. For military service of less than 31 days, health care coverage will be provided as if the service member had remained employed.

For purposes of pension plan participation, vesting, and accrual of benefits, uniformed service will count as continuous service with the Village, provided employees meet any statutory requirements.

If necessary, during a military leave of absence, an employee will receive a performance evaluation in the manner provided by law.

Upon re-employment, an employee will be restored to his or her position having the same status and pay as determined by seniority. In addition, the employee will be deemed to be on leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence.

11-109. Family Medical Leave of Absence (FMLA) Policy

A. FAMILY MEDICAL LEAVE

In accordance with the Family and Medical Leave Act, effective August 5, 1993, the Village of Winnebago will grant unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for the following reasons:

1. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
2. In order to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or

3. The employee's own serious health condition (work or non work-related) that makes the employee unable to perform the functions of his/her position.

Definitions:

1. "12-Month Period" - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
2. "Spouse" - does not include unmarried domestic partners. If both spouses work for the Village of Winnebago, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.
3. "Child" - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.
4. "Serious Health Condition" - means an illness, injury, impairment or a physical or mental condition that involves:
 - a. In-patient care; or
 - b. Any period of incapacity requiring absence from work for more than three calendar days AND that involves continuing treatment by a health care provider; or
 - c. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
 - d. Prenatal care by a health care provider.
5. "Continuing Treatment" - means:
 - a. Two or more visits to a health care provider; or
 - b. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 - c. A single visit to a health care provider that results in a regiment of continuing treatment; or

- d. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

Coverage and Eligibility:

1. To be eligible for family/medical leave an employee must:
 - a. Have worked for the Village of Winnebago for at least 12 months; and
 - b. Have worked at least 1,250 hours over the previous 12-month period.

Intermittent or Reduced Leave:

1. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when "medically necessary."
 - a. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 - b. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
2. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Village's consent.
3. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

Substitution of Paid Sick and Vacation Time:

1. An employee will be required to substitute accrued paid vacation and personal leave for any part of a family/medical leave taken for any reason, except a work related serious health condition of the employee. An employee will be required to substitute accrued paid sick leave for family/medical leave for the employee's own non-work related serious health condition.
2. When an employee has used accrued paid sick, personal and/or vacation time for a portion of family/medical leave, the employee may request an additional period

of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

Notice Requirement:

1. An employee is required to give 30 days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form (see attached) should be completed by the employee and returned to the employee's Department Head. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.
2. If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.
3. The Village may also place the employee on family/medical leave, without a request, if it has sufficient evidence of the employee's entitlement to such a leave.

Medical Certification:

1. For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form (see attached) and return the certification to the employee's Department Head. Medical certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible.
2. The Village of Winnebago may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
3. All documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

Effect on Benefits:

1. An employee granted a leave under this policy will continue to be covered under the Village of Winnebago's group health insurance plan and life insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
2. Employee contributions will be required either through payroll deduction or by direct payment to the Village of Winnebago. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.

3. If an employee's contribution is more than 30 days late, the Village of Winnebago may terminate the employee's insurance coverage.
4. If the Village of Winnebago pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
5. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the Village of Winnebago may seek reimbursement from the employee for the portion of the premiums paid by the Village on behalf of that employee (also known as the employer contribution) during the period of leave.
6. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Job Protection:

1. If the employee returns to work within 12 weeks following a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
2. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
3. If the employee fails to return within 12 weeks following a family/medical leave, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

Family/Medical Leave Forms to be submitted by the Employee:

1. Request for Family/Medical Leave
2. Physician or Practitioner Certification
3. Family Member/Serious Health Condition
Employee/Serious Health Condition

This policy is subject to change, addition, rescission or modification by the Village at any time and without prior notice.

Family Military Leave Act Policy:

The Village will provide employees who have worked for the Village for at least 12 months with unpaid Family Military Leave in accordance with state and federal law if an employee has also worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Pursuant to the Family Medical Leave Act ("FMLA"), an employee who is a spouse, parent or child of an individual who : a) is a member of a regular component of the Armed Forces deployed to a foreign country; or b) who is a member of a reserve component of the Armed Forces called or ordered to active duty and deployed to a foreign country under a call or order to active duty may be eligible for leave to attend to exigencies arising out of such active duty (" Non-Medical Family Military Leave") or to provide care for a servicemember ("Medical Family Military Leave").

Non-Medical Family Military Leave: An eligible employee may take up to twelve weeks of leave to attend to exigencies arising out of the fact that the spouse, or a son, daughter, or parent, of the employee has been deployed to a foreign country or has been called or ordered for such deployment. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, elder care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. An eligible employee who is the grandparent of an individual called to military service lasting longer than 30 days and who has exhausted all other paid leave may be eligible to take up to 30 days of unpaid leave consistent with state law.

If the employee's need for leave is foreseeable, the employee must give the Village at least 14 days prior written notice if the employee is requesting leave for 5 or more days. Where the need for leave is not foreseeable or where the employee needs to take fewer than 5 days of leave, the employee is expected to notify the Village of the need for time off as soon as the employee learns of such need, generally on the same day and in the same manner as reporting other absences from work. Such leave may be taken intermittently or on a reduced schedule.

The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Employees will be required to use accrued vacation and personal time during Non-Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of the leave will be unpaid. Also, Non-Medical Family Military Leave will be counted against the employee's annual twelve week FMLA allotment as measured on a rolling backward basis. An employee will not be entitled to more than twelve weeks of Non-Medical Family Military or FMLA leave, paid or unpaid. During an approved Non-

Medical Family Military Leave, employees remain entitled to continue group health insurance as if the employee continued to be actively employed. When leave is unpaid, employees must arrange to pay their portion of the health insurance premium, as the employee's health coverage may cease if the premium payment is more than 30 days late. Employees will be required to report on the employee's status and intent to return to work as established by the Village at the time of leave based on the facts and circumstances related to the employee's leave situation.

At the conclusion of Non-Medical Family Military Leave, an employee shall be restored to his or her same position with the Village or to an equivalent position. If the employee fails to return from leave, the employee may be required to reimburse the Village for the cost of the premiums it paid to continue the employee's health insurance during leave, unless the employee cannot return to work due to circumstances beyond his or her control.

Medical Family Military Leave: If eligible, an employee may take up to twenty-six (26) weeks to care for a spouse, parent, child or an individual for whom the employee is the nearest blood relative: a) who has a serious injury or illness that was incurred in or that existed prior to and was aggravated in the line of duty while on active military and that may render the servicemember medically unfit to perform the duties of his or her military position; or b) who is a veteran who undergoes medical treatment, recuperation or therapy for such a serious injury or illness during a 5-year period following discharge from duty. Such leave must be completed within 12 months from the first day Family Military Leave is taken. Such leave may be taken intermittently or on a reduced schedule subject to the employee providing appropriate notice of the need for leave and certification from the servicemember's health care provider.

If the employee's need for leave is foreseeable, the employee must give the Village at least 30 days prior written notice. Failure to provide such notice may result in a delay or denial of leave. Where the need for leave is not foreseeable, employees are expected to notify the Village of the need for time off as soon as the employee learns of such need, generally on the same day and in the same manner as reporting other absences. Such leave may be taken intermittently or on a reduced schedule.

The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave. Employees will be required to report on the employee's status and intent to return to work as established by the Village at the time of leave based on the facts and circumstances related to the employee's leave situation.

Employees will be required to use accrued vacation, personal and eligible sick time during Medical Family Military Leave. To the extent this leave extends beyond all such accrued leave, the remainder of leave will be unpaid.

Medical Family Military Leave will be counted against an employee's annual twelve-week FMLA allotment. An employee may take leave for other qualifying reasons under the FMLA during the twelve-month window that the employee is eligible for Medical Family

Military Leave; however, combined leave under the FMLA is limited in two key regards: 1) an employee may not take more than twelve weeks of leave for any other reason than Medical Family Military Leave; and 2) any Medical Family Military Leave that is taken cannot exceed the difference between twenty-six weeks and the amount of leave taken within the employee's twelve-week allotment for other qualifying reasons. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

During an approved Medical Family Military Leave, employees remain entitled to continue group health insurance as if the employee continued to be actively employed. When leave is unpaid, the employee must arrange to pay his or her portion of the health insurance premium, as health coverage may cease if the employee's premium payment is more than 30 days late. At the conclusion of Medical Family Military Leave, the employee shall be restored to his or her same position with the Village or to an equivalent position. If the employee fails to return from leave, the employee may be required to reimburse the Village for the cost of the premiums it paid to continue health insurance during leave, unless the employee cannot return to work due to circumstances beyond the employee's control.

11-119. School Conference and Activity Leave

Pursuant to 820 ILCS 147, School Conference and Activity Leave Act, all regular, full and part-time employees, who are parents of school children from kindergarten through twelfth grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at their children's school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four hours of school visit leave may be taken on the same day.

No school visitation leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave.

Before attending a school conference or activity, the employee must provide a written request for leave at least seven days in advance. In emergency situations, no more than 24 hours is required.

An employee who utilizes this leave may choose the opportunity to make up the time on a different day. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. The Village will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the time.

The employee must submit a completed Illinois Department of Labor School Visitation Form, with the required school administrator's signature, to the Department Director following the school visit. Failure to submit the verification document within two days of the visit may subject the employee to discipline for an unexcused absence from work.

11-~~12~~1. Employee Blood Donation Leave

Pursuant to 820 ILCS 149, Employee Blood Donation Leave Act, all regular, full time employees may be granted one hour or less of paid leave time every 56 days or more for the purpose of donating blood in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees must submit a written request for leave with their Department Head in advance. Medical documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to his/her Department Head with as much advance notification as possible. The medical documentation may consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee will not be required to use accumulated sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee must submit a written statement from the blood bank confirming that the employee kept their appointment and attempted to donate blood in order to be eligible for paid leave.

If the employee does not keep his or her appointment with the blood bank, the employee will not be compensated for the leave. The employee may choose the opportunity to make up the time at a different time or on a different day. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid at the same rate as paid for normal working time. The Village will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the leave. Failure to submit confirmation that the employee kept his or her appointment to donate blood, within two days of the appointment date, may subject the employee to discipline for an unexcused absence from work.

The one-hour period may be retained by the employee if the attempt to donate blood is unsuccessful, as determined by the blood bank.

Employees who feel they have been denied leave to donate blood in accordance with this policy may seek to remediate the dispute through the Deputy Clerk's office. For further information or clarification regarding Illinois' Employee Blood Donation Leave Act, contact the Deputy Clerk.

11-132. Victim's Economic Security and Safety Act ("VESSA")

The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1. Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence.

A. Eligibility for Leave

1. seek medical attention for or recovering from physical or psychological injuries;
2. obtain services from a victim services organization;
3. obtain psychological or other counseling;
4. participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security; and/or
5. seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

The leave may be taken intermittently or on a reduced work schedule.

B. Notice

The employee shall provide the ~~Deputy Clerk~~Village Administrator with at least forty-eight (48) hours advance notice of the employee's intention to take the leave, unless such notice is not practicable. The Village will not take any action against the employee if an unscheduled absence occurs provided the employee provides the proper certification set forth below as soon as is practicable.

C. Confidentiality

All information provided to the Village pursuant to this policy shall be retained in the strictest confidence by the Village, except for disclosure requested or consented to in writing by the employee or otherwise required by state or federal law.

D. Certification

Upon taking leave, the employee shall provide to the Village a sworn statement (Appendix H) and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, County or Circuit Court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or
3. Other corroborating evidence as determined sufficient by the Department Head.

E. Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had they not taken leave. Additionally, the Village shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave at the leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired and for reasons other than, the continuation, reoccurrence or onset of domestic or sexual violence, the Village may recover from the employee the premium that the Village paid for maintaining the level of coverage for the employee.

According to the provisions of the VESSA Act as amended, employees may use paid time off or unpaid time off for VESSA leave. Any paid time off used for VESSA Leave may not be counted toward the 12 week leave provision.

Nothing in this subsection shall be construed to prohibit the Village from requiring an employee on leave to report periodically to the Village.

11-143. Time off to Vote (10 ILCS 5/17-15)

Employees are encouraged to vote in national, state, and local elections. If voting within the time limits of an election is a problem due to working hours, employees are encouraged to consult with their immediate Department Head to make arrangements according to Illinois law.



Agenda Item Executive Summary

Item Name Driveway Sidewalk Permit Discussion Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The Village of Winnebago currently lacks a formal application process for driveway permits. To ensure uniformity and adherence to village standards, Staff is proposing a formal Driveway/Sidewalk Permit. The existing inconsistencies in driveway and sidewalk construction can lead to increased expenses and can affect other village infrastructure. The Unified Development Ordinance (UDO) outlines specific requirements for driveway and sidewalk construction, including setbacks, paving standards, and ADA compliance. Staff recommends adopting an ordinance requiring permits for driveway replacements and ensuring all inspections are conducted by Public Works Staff.

This topic was discussed at the May 20th Public Works Committee meeting. Staff is seeking feedback from the Committee of the Whole on the Attached Draft Ordinance.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/2024
Chad Insko, Director of Public Works

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING DRIVEWAY/SIDEWALK
PERMIT PROCESS**

WHEREAS, the Village of Winnebago currently lacks a formalized application process for driveway and sidewalk permits, leading to inconsistencies in construction practices and potential increased costs for the village in correcting improper installations; and

WHEREAS, the adoption of a Unified Development Ordinance (UDO) established specific requirements for driveway and sidewalk construction, aiming to ensure uniformity, safety, and compliance with village standards (Sections 12.14 and 9.03.06); and

WHEREAS, the Village Public Works Department has recommended the implementation of a formal Driveway/Sidewalk Permit process to enforce these standards and reduce the need for corrective actions; and

WHEREAS, bonding requirements are necessary to protect village interests and ensure completion of projects in accordance with established guidelines;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, as follows:

SECTION 1. PERMIT REQUIREMENT

1. **Permit Requirement:** No individual, contractor, or developer shall commence work on the construction, repair, or replacement of any driveway or sidewalk within the Village of Winnebago without first obtaining a permit from the Village.
2. **Application Process:** The Village shall develop and maintain an application form for the Driveway/Sidewalk Permit, which shall include:
 - Applicant information
 - Contractor information
 - Property details
 - Project description and specifications
 - Compliance with all Village Ordinance and UDO requirements (Sections 12.14 and 9.03.06)
 - Bonding requirements (as outlined in Section 2)
3. **Administrative Changes:** Administrative changes may, from time to time, be made to the permit application form with the written approval of the Village Administrator without the requirement of further amendment to this ordinance.
4. **Inspections:** All driveway and sidewalk inspections associated with the Permit will be conducted by the Village of Winnebago Public Works Department.

SECTION 2. BONDING AMOUNT

- 1. **Bond Amount:** Prior to issuance of a Driveway/Sidewalk Permit, the applicant shall post a bond with the Village of Winnebago. The bond amount shall be at a minimum equal to the estimated cost of the driveway or sidewalk project, but not less than \$5,000.00.
- 2. **Adjustment of Bond Amount:** The Public Works Director, in consultation with the Building Official and/or Village Engineer, and with the written approval of the Village Administrator, may adjust the bond amount based on the complexity of the project and potential impact on public infrastructure.

SECTION 3. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2024

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____



Agenda Item Executive Summary

Item Name

6-Month Budget Review

Committee or Board

Committee

BUDGET IMPACT			
Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY	
Attached is a 6-month Review of the current Revenue & Expenses Vs Budgeted amounts for Calendar Year 20024 Also includes a projected Year End Total for both Revenues and Expenses Vs Budgeted amounts	

ATTACHMENTS (PLEASE LIST)
6-Month Review

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION:

Staff:

Dana Novinson – Village Treasurer

Date:

July 24, 2024

FUND 01 - GENERAL FUND

Revenue & Expense Analysis Through June 30, 2024

Dept	2024 Budget	2024 Year to Date	% of Budget	Projected Year End
Revenues	2,297,465.00	1,118,519.03	49%	2,163,424.00
Expenditures				
Administration	467,569.00	190,432.00	41%	467,958.00
Public Works	743,209.00	214,881.00	29%	604,992.00
Police Dept	1,086,687.00	435,663.00	40%	985,671.00
Total Expenditures	2,297,465.00	840,976.00		2,058,621.00
Rev Under /Over Exp	-	277,543.03		104,803.00

FUND 15 - MOTOR FUEL TAX

Revenue & Expense Analysis Through June 30, 2024

	2024 Budget	2024 Year to Date	% of Budget	Projected Year End
Revenues	448,500.00	62,758.00	14%	433,055.00
Expenditures	448,500.00	18,209.00	4%	436,500.00
Rev Under /Over Exp	-	44,549.00		(3,445.00)

FUND 17 - COMMUNITY DEVELOPMENT

Revenue & Expense Analysis Through June 30, 2024

	2024 Budget	2024 Year to Date	% of Budget	Projected Year End
Revenues	374,030.00	107,182.00	29%	351,270.00
Expenditures	374,030.00	182,887.00	49%	329,002.00

Rev Under /Over Exp	-	(75,705.00)	22,268.00
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FUND 51 - OPERATIONS & MAINTENANCE

Revenue & Expense Analysis Through June 30, 2024

	2024 Budget	2024 Year to Date	% of Budget	Projected Year End
Revenues	2,653,804.00	1,313,705.00	50%	2,151,826.00
Expenditures	2,653,804.00	972,568.00	37%	2,704,903.00
Rev Under /Over Exp	-	341,137.00		(553,077.00)

FUND 90 - 4TH OF JULY

Revenue & Expense Analysis Through June 30, 2024

	2024 Budget	2024 Year to Date	% of Budget	Projected Year End
Revenues	20,280.00	4,690.00	23%	20,600.00
Expenditures	18,250.00	9,100.00	50%	18,350.00
Rev Under /Over Exp	2,030.00	(4,410.00)		2,250.00

Over/Under Budget
(134,041.00)
389.00
(138,217.00)
(101,016.00)
(238,844.00)
104,803.00

Budget includes a Transfer in of \$128,000.00

Over/Under Budget
(15,445.00)
(12,000.00)
(3,445.00)

Budget includes a Transfer in of \$311,055.00

T
Over/Under Budget
(22,760.00)
(45,028.00)

Budget includes a Transfer in of \$182,150.00

Budget includes a Transfer Out of \$18,000.00

22,268.00

CE
Over/Under Budget
(501,978.00)
51,099.00
(553,077.00)

Budget includes a Transfer in of \$519,642.00

Over/Under Budget
320.00
100.00
220.00

Budget includes a Transfer in of \$18,000.00



Agenda Item Executive Summary

Item Name Burning Ordinance Update Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

At the June 10th Village Board Meeting, residents speaking in Public Comment Raised concerns over the Village's current burning regulations. After reviewing the current ordinances, staff is recommending amending those regulations. The attached draft ordinance amends Ordinance No. 76-5 to prohibit burning whenever there is an official warning by the National Weather Service or any other identified danger. The ordinance also revises fines for violations to be \$250 for the first offense, \$500 for the second offense, and \$750 for the third and subsequent offenses, which is in line with the Villages current fees for other ordinance violations.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance 1976-5, Ordinance 1996-3

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☐ Ordinance
☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/24

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 76-5 TO
UPDATE BURNING REGULATIONS AND FINES**

WHEREAS, he Village of Winnebago, Winnebago County, Illinois, previously enacted Ordinance No. 76-5 to regulate the burning of combustible matter and material within the corporate limits of the Village of Winnebago, Illinois to protect the general environment, health, and property; and

WHEREAS, it is necessary to amend Ordinance No. 76-5 to address additional circumstances under which burning should be limited, and to update the fines to be consistent with other Village ordinances;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, as follows:

SECTION 1. AMMENDMENTS

Section III(c) of Ordinance No. 76-5 is hereby amended to read as follows:

1. The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated between the hours of 8:00 A.M. and 10:00 P.M., subject to the following provisions:
 - a. Such burning must be attended by an adult at all times.
 - b. Following the burning of the leaves and/or landscape waste, all flames, hot coals, and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil, or other nonflammable matter prior to leaving the burning site unattended.
 - c. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways, or other public property by anyone other than an employee of the Village, or so close to any building, fence, or other structure as to create a fire hazard.
 - d. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway, or other public property including storm sewers, sanitary sewer facilities, and surface water drainage facilities.

2. Burning is prohibited whenever there is an official Fire Weather Watch or Red Flag Warning by the National Weather Service (NWS), or any other events where the Village of Winnebago identifies a prominent fire danger.

Section V of Ordinance No. 76-5 is hereby amended to read as follows:

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars (\$250.00) for a first offense; five hundred dollars (\$500.00) for a second offense; and seven hundred and fifty dollars (\$750.00) for a third or each subsequent offense.

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2024

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____

ORDINANCE NO. 76-5

AN ORDINANCE PROVIDING REGULATIONS FOR
BURNING O F COMBUSTIBLE MATTER AND
MATERIAL WITHIN THE CORPORATE LIMITS OF
THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the increase in burning of combustible matter and material now requires reasonable and proper regulation and control to protect the general environment, health and property:

THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois:

SECTION I

Title: This Ordinance shall be known and may be cited as "THE OPEN BURNING ORDINANCE".

SECTION II

Definitions:

(a) Agricultural Wastes. Any refuse, except garbage and dead animals, generated on a farm or ranch by crop and livestock production practices, including such items as bags, cartons, dry bedding and structural materials.

(b) Domicile Waste. Any refuse generated on single-family domiciliary property as a result of domiciliary activities. The term excludes garbage and trade waste as defined herein.

(c) Garbage. Refuse resulting from the handling, processing, preparation, cooking, and consumption of food or food products.

(d) Landscape Waste. Any vegetable or plant refuse, except garbage. The term includes trees, tree trimmings, branches, stumps, brush, weeds, grass, shrubbery, and yard

trimmings.

(e) Leaves. Leaves from deciduous trees, bushes and plants, both annual and perennial, excluding agricultural crop waste and landscape waste as defined herein.

(f) Open Burning. The combustion of any matter in such a way that the products of the combustion are emitted to the open air.

(g) Refuse. Any discarded matter; or any matter excluding garbage which is to be reduced in volume, or otherwise changed in chemical or physical properties, in order to facilitate its discard, removal or disposal.

(h) Trade Waste. Any refuse resulting from the prosecution of any trade, business, industry, commercial venture, utility or service activity, and any government or institutional activity, whether or not for profit. The term includes landscape waste but excludes agricultural waste.

SECTION III

Open or Outside Burning Regulations:

(a) No person shall engage in, cause, allow or permit the open or outside burning of agricultural waste, domicile waste, garbage, refuse or trade waste.

(b) No person shall engage in, cause, allow or permit the burning of domicile waste, refuse or trade waste inside any building or enclosure except within a chamber, apparatus or equipment designed for and controlling or regulating the combustion and disposal of the type of material or matter being burned.

(c)) The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated, between the hours of 8:00 A. M. and 10:00 P. M., subject to the following provisions, to-wit:

1. Such burning must be attended by an adult at all times.
2. Following the burning of the leaves and/or landscape waste, all flames, hot coals and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil or other

nonflammable matter prior to leaving the burning site unattended.

3. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways or other public property by anyone other than an employee of the Village, or so close to any building, fence or other structure as to create a fire hazard.

4. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway or other public property including storm sewers, sanitary sewer facilities and surface water drainage facilities.

SECTION IV

Exemptions:

The following activities are not in violation of this Ordinance unless engaged in to the degree that they cause air pollution as defined in Sec. 9 (c) of the State of Illinois Environmental Protection Act of 1970.

(a) The setting of fires to combat or limit existing fires, when reasonably necessary in the judgment of the fire chief of the Win-Bur-Sew Fire Protection District.

(b) The burning of fuels for legitimate campfire, recreational, and cooking purposes, or in domestic fireplaces, in areas where such burning is consistent with other laws, provided that no garbage shall be burned in such cases.

(c) Small open flames for heating tar, for welding, acetylene torches, highway safety flares, and the like.

SECTION V

Fines and Penalties:

(a) Any person, firm or corporation violating any provision of this Ordinance shall be fined not less than Ten Dollars (\$10.00) nor more than Two Hundred Dollars (\$200.00), for each offense.

(b) Any person, firm or corporation causing injury to any person or damage to the property of any person by any violation of

this Ordinance shall be fined not less than Twenty-five Dollars (\$25.00) nor more than Five Hundred Dollars (\$500.00).

(c) A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

This ORDINANCE shall be in full force and effect from and after its passage, approval and publication, as provided by law.

APPROVED:

President of the Board of Trustees
of the Village of Winnebago

ATTEST:

Village Clerk

PASSED: July 12, 1976

APPROVED: July 12, 1976

PUBLISHED: July 15, 1976

ORDINANCE NO. 94-3

REC'D JUN 3 1996
2 PM LC

AN ORDINANCE AMENDING SECTION 3(C) OF AN ORDINANCE ENTITLED "AN ORDINANCE PROVIDING REGULATIONS FOR BURNING OF COMBUSTIBLE MATTER AND MATERIAL WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS", BEING NUMBERED ORDINANCE 76-5,

WHEREAS, the Village of Winnebago, Winnebago County, Illinois, has heretofore, via Ordinance 76-5, made and enacted all needful rules and regulations for the burning of combustible matter and material within the corporate limits of the Village of Winnebago, Illinois, to protect the general environment, health, and property; and

WHEREAS, one of said rules and regulations relates to the hours during which open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated; and

WHEREAS, Ordinance 76-5 specifically set out the hours that such open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property would be between the hours of 8:00 a.m. and 10:00 p.m.; and

WHEREAS, the Village of Winnebago Board of Trustees has decided that it is in the best interest of protection of the general environment, public health, property, and respect of each landowner's right to peaceable enjoyment of said landowner's property, that the hours of allowed open burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally

deposited, or the landscape waste grew and/or accumulated be further restricted.

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

Section III(c) That Section III(c), on page 2 of "An Ordinance Providing Regulations for Burning of Combustible Matter and Material Within the Corporate Limits of the Village of Winnebago, Illinois, being numbered Ordinance 76-5", heretofore passed and approved on the 12th day of July, 1976, and duly published as required by law because the same provided for certain fines and/or penalties, be and is hereby amended in words to read as follows:

The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated between the hours of 3:30 p.m. to 10:00 p.m. Monday through Friday, and from 8:00 a.m. to 10:00 p.m. on Saturday and Sunday, subject to the following provisions to-wit:

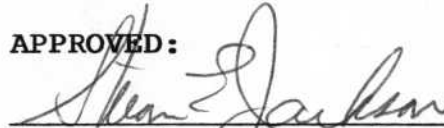
1. Such burning must be attended by an adult at all times.
2. Following the burning of the leaves and/or landscape waste, all flames, hot coals and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil or other nonflammable matter prior to leaving the burning site unattended.

3. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways or other public property by anyone other than an employee of the Village, or so close to any building, fence or other structure as to create a fire hazard.

4. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway or other public property including storm sewers, sanitary sewer facilities and surface water drainage facilities.

This Amending Ordinance shall take effect from and after its passage, approval, and publication as provided by law, and the subsequent remaining paragraphs in Section III of Ordinance 76-5, as well as all provisions of said Ordinance 76-5 not amended by this Ordinance shall remain in full force and effect.

APPROVED:


Steven E. Jackson, President
Village of Winnebago Board of
Trustees

ATTEST:


Sally Jo Huggins, Village Clerk

PASSED: 5-13-96

APPROVED: 5-13-96

PUBLISHED: 5-22-96

Return to: Atty. Mary Cazzano
(box) page 3 of 3



Agenda Item Executive Summary

Item Name Pedal Bus Ordinance Amendment Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

This ordinance amends Ordinance No. 2024-06 to allow the consumption of alcoholic beverages on pedal buses within the Village of Winnebago, under a Bring Your Own Beverage (BYOB) arrangement. Upon original passage, the ordinance prohibited the consumption of alcohol on a Pedal Bus.

It mandates that all alcohol consumption must comply with the guidelines set forth in Article IX, section 9 of the Village's Liquor Ordinance. Operators must verify that passengers consuming alcohol are of legal drinking age and ensure that alcohol is only consumed while the pedal bus is in motion, except when boarding or disembarking. The operator is responsible for maintaining control over the service and consumption of alcohol to ensure compliance with all applicable laws and ordinances.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance 2024-06

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/24

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 2024-06 TO
ALLOW FOR ALCOHOL ON PEDAL BUSES IN ACCORDANCE
WITH ARTICLE IX, SECTION 9 OF THE VILLAGE'S LIQUOR
ORDINANCE**

WHEREAS, the Village Board previously adopted Ordinance No. 2024-06, providing for the use and operation of pedal buses within the corporate limits of the Village of Winnebago, Illinois; and

WHEREAS, Ordinance No. 2024-06 currently prohibits the consumption of alcoholic beverages on pedal buses due to the absence of a relevant liquor license category; and

WHEREAS, the Village, via Ordinance 2024-11 passed by the Village Board of Trustees on July 8, 2024, has since adopted new provisions under Article IX, section 9 of the Village's Liquor Ordinance, which allows for the consumption of alcoholic beverages on pedal buses under certain conditions; and

WHEREAS, the Village Board desires to amend Ordinance No. 2024-06 to allow for the consumption of alcoholic beverages on pedal buses in accordance with the new liquor license category;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois, as follows:

SECTION 1. AMENDMENT

Section IX of Ordinance No. 2024-06 is hereby amended to read as follows:

SECTION IX: ALCOHOL

1. Alcoholic beverages are permitted on pedal buses under a BYOB (Bring Your Own Beverage) arrangement.
2. The consumption of alcoholic beverages on pedal buses must comply with all rules, regulations, and conditions set forth in Article IX, section 9 of the Village's Liquor Ordinance.
3. The operator must ensure that all passengers consuming alcohol are of legal drinking age and must verify identification before allowing alcohol consumption.

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2024

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2024 - 016

**AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF PEDAL BUSES
WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS**

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 10th DAY OF JUNE, 2024

Published in pamphlet form by authority of the Village Board of Trustees of the
Village of Winnebago, Illinois, this 26th day of JUNE, 2024

ORDINANCE NO. 2024-06

**AN ORDINANCE PROVIDING FOR THE USE AND
OPERATION OF PEDAL BUSES WITHIN THE CORPORATE
LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS**

WHEREAS, pursuant to 65 ILCS 5/11-80-1, subject to the provisions of the Illinois Motor Vehicle Code, the corporate authorities of each municipality may regulate the use of streets and other municipal roadways within its jurisdiction; and

WHEREAS, the Illinois Motor Vehicle Code does not currently govern pedal buses, as the same are not considered motorized vehicles; and

WHEREAS, at a Village Board meeting on April 8th, a business owner proposed the operation of a "Pedal Bus" in Winnebago, as hereafter defined, sparking discussions on safety and regulation; and

WHEREAS, the novelty of such a business venture in the Village, its potential to attract visitors to the Village, and safety concerns were raised, including the obstruction of traffic flow and risks posed to passengers amidst vehicular traffic; and

WHEREAS, the Village Board believes the allowance of pedal buses in the Village would be a positive addition to the Village, while recognizing the need to regulate the operation of pedal buses to ensure the safety of passengers and the general public; and

WHEREAS, the Village Board desires to allow the operation of pedal buses on Village streets, with appropriate restrictions to address these safety concerns, and to allow for the operation of this unique business model in an effort to enhance tourism in the area;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois as follows:

SECTION I: TITLE

This ordinance shall be known and may be cited as the "PEDAL BUS OPERATION AND SAFETY ORDINANCE."

SECTION II: DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them unless the context otherwise requires:

- **Pedal Bus:** Any single-unit device upon which any person may ride propelled predominantly by human power through a belt, chain, or gears having four or more wheels and designed and constructed in such a manner as to engage in the business of carrying groups of passengers for hire as agreed by pre-arranged contract, with battery assist allowed as a safety measure.
- **Pedal Bus Business:** The business of operating a Pedal Bus for the recreational or physical transportation of groups of the general public as agreed by pre-arranged contract for a fee.
- **Pedal Bus Driver:** The person in actual physical control of the Pedal Bus.
- **Pedal Bus Business License:** A license granted in accordance with this ordinance.
- **Operator:** The owner of a business that provides Pedal Bus services.
- **Village Streets:** Any public right of way, roadway, or street located within the corporate limits of the Village of Winnebago, and subject to the jurisdiction of the Village of Winnebago, Winnebago County IL.

SECTION III: APPLICABILITY

The provisions of this ordinance shall be applicable to all Pedal Buses and to the drivers and operators of such Pedal Buses within the corporate limits of the Village of Winnebago.

SECTION IV: PEDAL BUS DRIVER REQUIREMENTS

1. **State of Illinois Driver's License Required:** No person shall drive a Pedal Bus or be hired or permitted to do so unless they are a duly licensed valid driver by the State of Illinois.
2. **Qualifications of Pedal Bus Driver:** No person shall drive a pedal bus or be permitted to do so if they are not:
 - a) A duly licensed valid driver in the State of Illinois; and
 - b) Familiar with local traffic laws and ordinances; and
 - c) The age of twenty-one (21) years or older.

SECTION V: PEDAL BUS BUSINESS LICENSE

1. **License Required:** No person shall engage in the business of operating a Pedal Bus in the Village without first having secured a license as provided in this section. Licenses shall be issued for a period of one (1) year at a cost of two hundred dollars (\$200.00) and renewed annually thereafter at a cost of two hundred dollars (\$200.00) on a calendar year basis without proration. A decal or sticker shall be issued for each Pedal Bus certified to be operated upon the Village's streets upon the payment of the annual fee(s). The non-transferable decal or sticker must be prominently displayed on the rear of the Pedal Bus on the lower right-hand side. A replacement decal or sticker shall be twenty-five dollars (\$25.00).
2. **Application:** A verified application for a Pedal Bus business license shall be made in writing by the owner or manager of the Pedal Bus to the Village Administrator or their designee upon forms furnished by the Village. The application shall include the following information as applicable:
 - a) The full name of the applicant (if a firm or corporation, provide names, telephone numbers, and addresses of the president, secretary, and treasurer);
 - b) The applicant's residence (local and permanent) address;
 - c) The full name and intended place of business, the telephone number of the business, and the owner and/or manager;
 - d) The number of Pedal Buses to be operated, a complete description of each Pedal Bus to be used, pictures clearly depicting all four (4) sides of each unit to be operated, the seating capacity thereof according to its trade rating, the company assigned number, the body style, and the color;
 - e) Issuance and validity statement and insurance certificates;
 - f) Name of liability insurance carrier and a copy of the declaration of coverage/certificate of insurance issued by the carrier insuring the Pedal Bus, listing the Village of Winnebago as an additional insured;
 - g) Make, model, serial number, and description of Pedal Bus for which the license is sought;
 - h) An executed waiver of liability signed by the applicant releasing the Village of Winnebago from any liability for any claim and agreeing to hold the Village harmless and indemnify it for any claim resulting from the applicant's operation of the Pedal Bus on the Village streets;
 - i) A statement by the applicant that the Pedal Bus meets all applicable State and local laws with regards to required equipment;
 - j) A statement that the applicant agrees at all times to comply with all applicable State and local laws governing the operation of Pedal Buses;

- k) Signature of applicant; and
- l) Such other information as may be requested by the Village.

3. Issuance:

- a) The Village Administrator or their designee is authorized to issue a license to any qualified applicant for the operation of a Pedal Bus business. The license shall contain a distinguishing number, full name of the person owning such Pedal Bus business, and their business address.
- b) The Pedal Bus business license shall be non-assignable and nontransferable.
- c) The Pedal Bus business shall carry a copy of said license aboard the Pedal Bus unit at all times and shall present it for inspection upon the request of any passenger or law enforcement officer.

- 4. Duplicate Licenses:** Whenever an owner/manager of a Pedal Bus business has lost or destroyed their license, they shall submit an affidavit in writing to the Village Administrator or their designee stating that the license has been lost or destroyed. The Village Administrator or their designee shall issue a duplicate copy or substitute thereof, for a replacement fee of twenty-five (\$25) dollars.

5. Suspension or Revocation:

- a) The issuing authority may initiate suspension and/or revocation proceedings for a license issued under this ordinance for any of the following:
 - 1) Violation of any ordinance provisions regulating a license of a Pedal Bus business or any other provisions of Village ordinances;
 - 2) Knowingly allowing as a driver of a Pedal Bus a person with a driver's license that is suspended or revoked under the State Vehicle Code (625 ILCS 5/1-100 et seq.).
- b) Any person whose business license has been revoked shall immediately return every such license to the Village Administrator.

- 6. Changes in License Information:** Licensees shall report any change in information furnished in the application for a Pedal Bus business license pursuant to this section to the Village Administrator or their designee in writing within ten (10) days of the change. Failure to so report shall be cause for suspension or revocation of the license.

7. **Renewal of Business License:** If a business license holder wants to renew their business license to operate a Pedal Bus so that the renewal takes effect immediately upon the expiration of the prior annual license, such license holder must submit the renewal application prior to January 1. Applications for renewal submitted after January 1 shall incur a late fee. If the late fee is not paid prior to issuance of the renewed license, the existing license shall lapse as of 11:59 p.m. on December 31.

SECTION VI: RATES

1. **Calculating Rates and Fares:**
 - a) It shall be unlawful for the driver of a Pedal Bus to charge a passenger a fare that was not agreed upon with the passenger in advance through a pre-arranged contract.
 - b) A copy of said contract must be present with the Pedal Bus driver for the duration of each group's reservation.

SECTION VII: RULES AND REGULATIONS

1. **Proof of Insurance or Bond:** No Pedal Bus business shall provide Pedal Bus service unless such Pedal Bus is covered by a bond or an insurance policy or other proof of general liability insurance in the minimum amount of one million dollars (\$1,000,000.00) per person, two million dollars (\$2,000,000.00) per incident, and one hundred thousand (\$100,000.00) for property damage. Evidence of such coverage shall be filed with the Village Administrator prior to the issuance of any Pedal Bus business license. Such insurance or bond must list the Village of Winnebago as an additional insured.
2. **False Representation:** No driver or other employee of a Pedal Bus business shall imitate the name, colors, or emblems previously adopted and in use by any another Pedal Bus business or represent themselves as an employee of any other Pedal Bus business.
3. **Use of Pedal Bus for Crime:** No person shall knowingly permit any pedal bus to be used in the perpetration of a crime.
4. **Obedience of Traffic Rules:** Every driver of a Pedal Bus shall obey all traffic rules established by statute or ordinance.
5. **Number of Passengers; Seating Arrangement:**
 - a) No Pedal Bus driver shall exceed the rated seating capacity of the Pedal Bus.
 - b) No Pedal Bus driver shall operate a pedal bus until all passengers are seated in a seat designated for that purpose.
 - c) No passenger shall be allowed to ride the Pedal Bus except in the designated seating area.
6. **Sound Amplification Systems:** Pedal Buses licensed under this ordinance shall not operate or permit the operation of any sound amplification system in violation of any Village Ordinance.

7. Pedal Bus Operation:

- a) No Pedal Bus driver shall transport passengers while using a cell phone or other wireless device unless said Pedal Bus is not in motion.
- b) No Pedal Bus shall be driven in weather conditions that pose an unreasonable safety risk to the driver or passengers of the Pedal Bus or to motorists or pedestrians.
- c) For the purposes of immediately loading and unloading passengers, a Pedal Bus may remain standing upon a street if the Pedal Bus is in any legal parking stall, designated loading zone, or any other location that does not impede pedestrian or vehicular traffic.
- d) No Pedal Bus driver shall board passengers or allow passengers to exit a Pedal Bus from a traffic lane.
- e) No Pedal Bus shall be left unattended by the Pedal Bus driver unless legally parked in a legal parking stall.
- f) No Pedal Bus driver shall operate a Pedal Bus on a street with a posted speed limit of thirty-five (35) miles per hour or greater, except for the purpose of crossing that street.
- g) No Pedal Bus driver while driving a Pedal Bus shall stop on a street with a posted speed limit of thirty-five (35) miles per hour or greater in order to pick up or drop off passengers.
- h) No Pedal Bus driver shall drive a Pedal Bus on a sidewalk or a designated path constructed for use by pedestrians, (including, but not necessarily limited to, the Pecatonica Prairie Path).
- i) No Pedal Bus driver shall drive a Pedal Bus in a way that obstructs the flow of pedestrian traffic except for the time period necessary to pick up or drop off passengers.

8. Route Restrictions:

- a) No Pedal Bus shall operate on any street with a posted speed limit of greater than thirty-five (35) miles per hour, with the exception of crossing said street in a legal manner.
- b) Operation of a Pedal Bus shall be allowed on Village Streets, with the exception that no Pedal Bus shall be allowed to directly cross Elida Street beyond the service road on the east side of Elida Street just south of Capriola Parkway, and no Pedal Bus shall be allowed to cross Elida Street from beyond Landmark Drive on the west side of Elida. (see attached map for areas where Pedal Bus operation not allowed)

9. **Hours of Operation:** The allowed hours of operation for the pedal bus shall be daily from 7:00 a.m. until Sunset.

SECTION VIII: EQUIPMENT**1. Condition of Pedal Bus; Inspections:**

- a) No license to engage in the business of driving a Pedal Bus shall be issued unless:
 - i. The Pedal Bus is equipped with seats for the driver and all passengers;

- ii. The Pedal Bus provides a hood or cover to protect passengers from the elements;
 - iii. The Pedal Bus is equipped with hydraulic or mechanical disc brakes, which are battery powered or generator operated, both front and rear turn signals, tires, and a bell or horn;
 - iv. The Pedal Bus is equipped with permanently affixed headlights. The headlights shall be capable of projecting a beam of white light five hundred (500) feet;
 - v. The Pedal Bus is equipped with permanently affixed taillights, which are battery powered or generator operated. These lights shall be affixed on the right and left sides of the exterior of the vehicle at the same level. These lights shall be red in color and visible from a distance of five hundred (500) feet;
 - vi. The Pedal Bus has an orange/red flag or a lighted whip of a solid yellow or amber color mounted 7 feet from ground level on either side of the Pedal Bus, and a slow-moving vehicle emblem mounted on the rear.
 - vii. The Pedal Bus has been inspected and found by the Police Department or its designee to have all mandatory equipment required by this ordinance;
 - viii. A written certificate of the inspection required by this section is filed with the Deputy Clerk or their designee.
- b) Every Pedal Bus in operation shall be inspected at the beginning of the license year to determine if such Pedal Bus meets the requirements of this ordinance. The inspection required may be conducted by the Village or by such duly qualified persons as the Village Administrator may direct.
 - c) Additional inspections may be required as often as the apparent condition of the Pedal Bus warrants.
- 2. **Pedal Bus Markings; Similar Markings Prohibited:** All Pedal Buses shall have painted conspicuously upon the unit, the name of the Pedal Bus business as provided to the Village Administrator or their designee in visible lettering at least three (3) inches in height.
 - 3. **Pedal Bus Width:** It shall be unlawful to operate a Pedal Bus that is wider than seventy-eight (78) inches at its widest point.
 - 4. **Pedal Bus Condition:** It shall be unlawful for any person to drive or cause to be driven a Pedal Bus that is not in good working order. Also, the Pedal Bus shall be maintained in such a manner as to ensure the safety, reliability, and cleanliness of such vehicle.

SECTION IX: ALCOHOL

No Alcoholic beverages of any kind shall be allowed on the pedal bus at this time since the Village Does not currently have a liquor license category that would be applicable to the allowance of any type of alcoholic liquor on a pedal bus. Should the Village in the future adopt such a liquor license classification, this ordinance will be amended to reflect the rules, regulations, and conditions pertaining to the same.

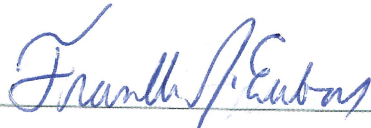
ORDINANCE NO. 2024-06
Page 8 of 8

SECTION X: VIOLATIONS

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars (\$250.00) for a first offense; five hundred dollars (\$500.00) for a second offense; and seven hundred and fifty dollars (\$750) for a third or each subsequent offense. The Village reserves the right to

suspend or revoke the violator's permit to operate a Pedal Bus upon the roads and streets of the Village at the sole discretion of the Village of Winnebago Chief of Police, for any violation of this ordinance, regardless of whether it is a first or subsequent offense.

APPROVED this 10th day of June, 2024



Franklin J. Eubank, Jr.,
Village President

ATTEST:


Sally Jo Huggins, Village Clerk

PASSED:

6-10-2024

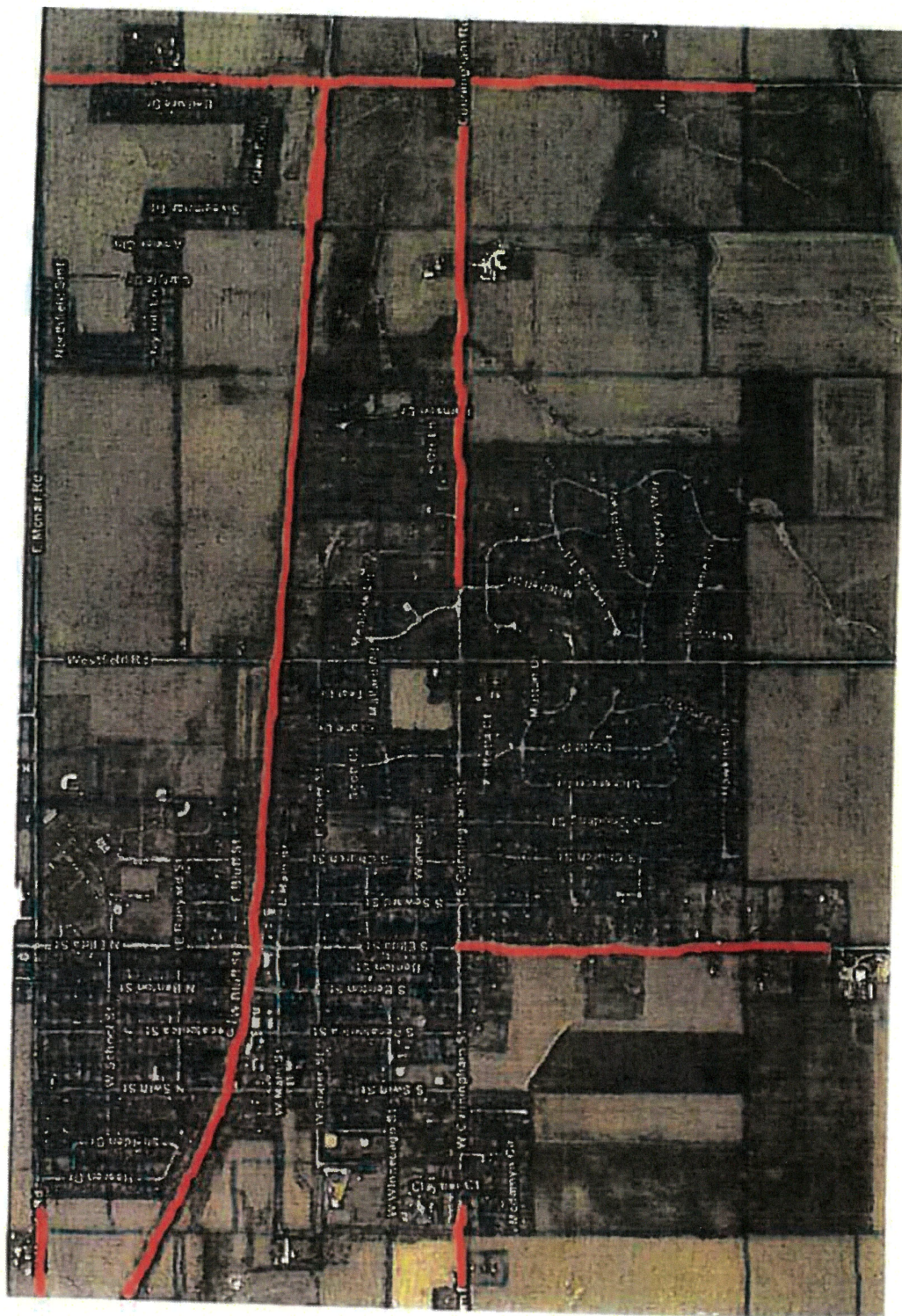
APPROVED:

6-10-2024

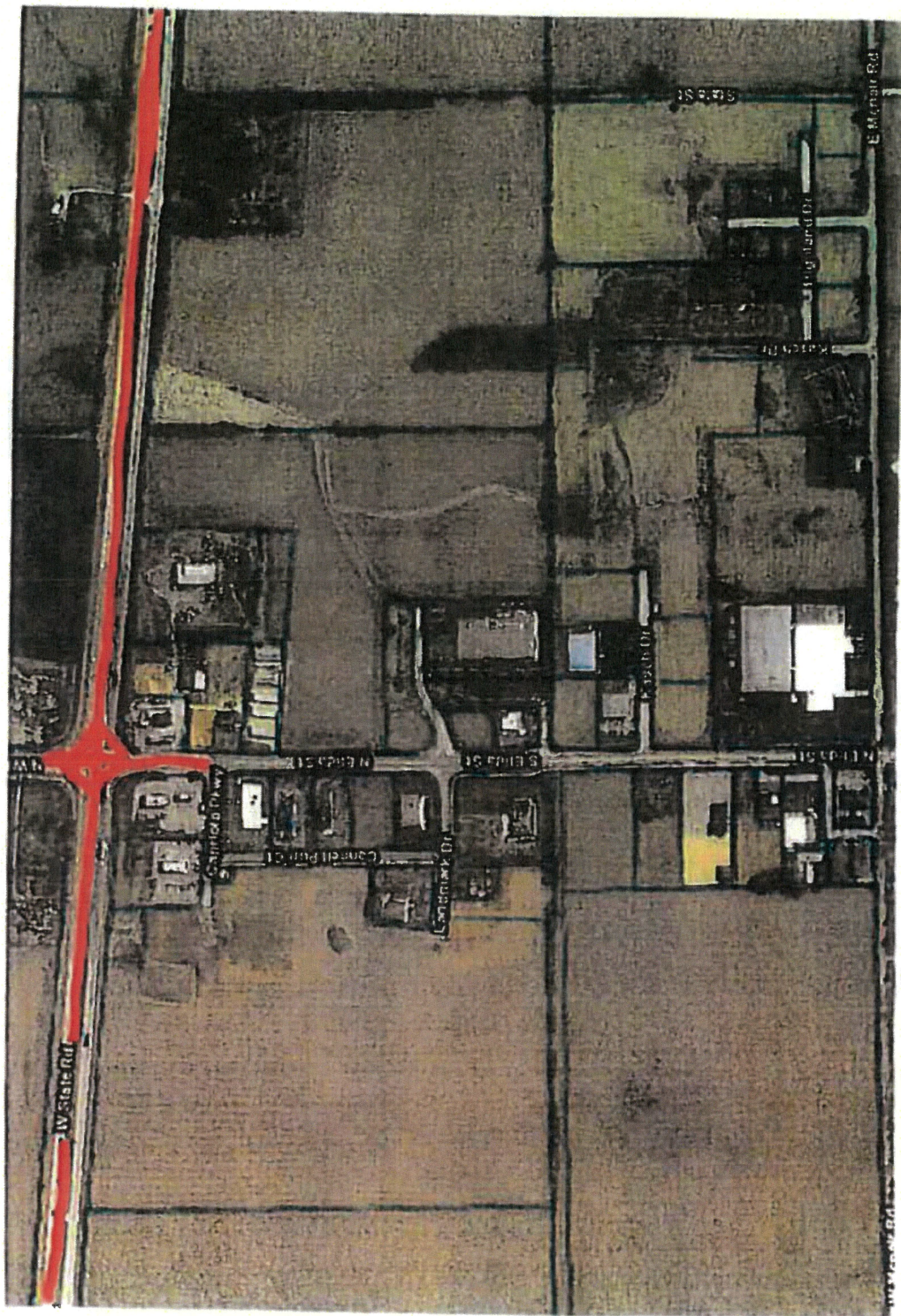
PUBLISHED IN

PAMPHLET FORM:

Map of Area Where Pedal Bus Operation Not Allowed in Village
(marked in red)



Map of Area Where Pedal Bus Operation Not Allowed in Village
(marked in red)





Agenda Item Executive Summary

Item Name

UTV Ordinance Amendment

Committee or Board

Committee

BUDGET IMPACT			
Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY
At the July 8, 2024, Village Board meeting, The Village Board discussed the helmet requirements of the Pedal Bus and UTV Ordinances and the inconsistencies between them. The village board discussed either adding a helmet requirement to the Pedal Bus Ordinance or removing the requirement from the UTV Ordinance. The village board expressed interest in amending the UTV ordinance to change the helmet language from “Required” to “Recommended” A draft of the proposed Ordinance Amendment to Ordinance 2023-09 is attached.
ATTACHMENTS (PLEASE LIST)
Draft Ordinance, Ordinance 2023-09

ACTION REQUESTED

- ☒For Discussion Only
- ☐Resolution
- ☐Ordinance
- ☐Motion:

MOTION:

Staff:

Joseph Dienberg, Village Administrator

Date:

7/24/24

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2023-09
PROVIDING FOR THE USE AND OPERATION OF UTILITY
TERRAIN VEHICLES (UTVs) WITHIN THE CORPORATE
LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the State of Illinois Vehicle Code allows municipalities to pass ordinances permitting the operation of certain types of vehicles, including Utility Terrain Vehicles (UTVs), on village streets; and

WHEREAS, the Village of Winnebago currently regulates the operation of UTVs within its corporate limits under Ordinance No. 2023-09; and

WHEREAS, the Village of Winnebago Board of Trustees seeks to amend said ordinance to align with the regulations of existing village ordinances, and also promote the safety and well-being of its residents; and

WHEREAS, the Village Board believes that while helmet use is important for safety, it should be recommended rather than mandated for UTV riders under the age of 18;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, as follows:

SECTION 1. AMENDMENT

The following section of Ordinance No. 2023-09 is hereby amended:

SECTION II: OPERATION OF UTILITY TERRAIN VEHICLES (UTVs)

1. **Subsection (d):** "Any person in the UTV under the age of 18 is recommended to wear a helmet."

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2024

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____
APPROVED: _____
PUBLISHED IN
PAMPHLET FORM: _____

STATE OF ILLINOIS)
)
 COUNTY OF WINNEBAGO) SS

PAMPHLET PUBLICATION CERTIFICATION FORM

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on OCTOBER 9, 2023 the Corporate Authorities of the above municipality passed and approved Ordinance No. 2023- 09, entitled, **"ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES, (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS"**, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of ordinance No. 2023- 09, including the ordinance and a cover thereof, was prepared and a copy of the ordinance was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on _____, 2023, and continuing for a least (10) days thereafter. Copies of the ordinance were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

DATED at Winnebago, Illinois, this _____ day of _____, 2023.

(SEAL)

 Sally Jo Huggins, Village Clerk

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2023 - _____

**ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN
VEHICLES, (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF
WINNEBAGO, ILLINOIS**

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS _____ DAY OF _____, 2023

Published in pamphlet form by authority of the Village Board of Trustees of the
Village of Winnebago, Illinois, this _____ day of _____, 2023

ORDINANCE NO. 2023-09**AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF
UTILITY TERRAIN VEHICLES, (UTVs) WITHIN THE CORPORATE
LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS**

WHEREAS, the State of Illinois Vehicle Code allows for municipalities, by passage of an ordinance, to allow for the operation of certain types of vehicles to be operated on Village streets, including, but not limited to UTVs;

WHEREAS, the Village of Winnebago does not currently have a connected trail way system suitable for safe and efficient travel by UTVs;

WHEREAS, the Village of Winnebago Board of Trustees has reviewed the roads in the Village of Winnebago and believes that with strict restrictions and conditions in place there could be safe and efficient travel by UTVs within the Village on Village streets, except as noted herein, based on the size and features of UTVs which distinguishes them from other non-highway motorized vehicles; and

WHEREAS, the Village puts priority on the safety of its residents, while allowing reasonable use of recreational vehicles on its roads.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois as follows:

SECTION I
TITLE

This ordinance shall be known and may be cited as "UTV Operation and Safety Ordinance."

Definitions:

Utility Terrain Vehicle (UTV) shall mean a commercially designed and manufactured motorized off-highway device designed primarily for off-highway travel, 64 inches or less in width, having a manufacturer's dry weight of 2,000 pounds or less for gas-powered engines or 3,000 pounds or less for electric-powered engines, traveling on 4 or more non-highway tires, a steering wheel for steering control, and designed with non-straddle seating that conform to applicable federal regulations (see Title 49 C.F.R. part 571.500). UTV shall not include equipment such as lawnmowers.

Village Streets mean any public right of way, roadway, or street located within the corporate limits of the Village of Winnebago, and subject to the jurisdiction of the Village of Winnebago, Winnebago County IL.

SECTION II

OPERATION OF UTILITY TERRAIN VEHICLES (UTVS)

A. Operation of Utility Terrain Vehicles (UTVs) shall be allowed on Village Streets, with the exception that no UTV shall be allowed to directly cross Elida Street beyond the service road on the east side of Elida Street just south of Capriola Parkway, and no UTV shall be allowed to cross Elida Street from beyond Landmark Drive on the west side of Elida. (see attached map for areas where UTV operation not allowed)

B. No person shall operate a UTV upon the streets and roads subject to the jurisdiction of the Village of Winnebago unless such person meets the following requirements:

1. The operator must be 21 years of age or older; consistent with Illinois graduated driver's license law whereby full driving privileges are granted with an Illinois driver's license at age 21 years old.
2. The operator must possess a current valid driver's license and be insured in the accordance with the laws of the State of Illinois providing for liability insurance. Operator of the UTV must be able to provide proof of valid insurance.
3. Any person in the UTV under the age of 18 must wear a helmet.
4. Any child who is subject to being in a car seat or booster seat in a passenger vehicle must also be in a car or booster seat in a UTV.

SECTION III

EQUIPMENT

All UTVs operated on Village Road and Streets must be equipped with the following:

1. Brakes and brake lights;
2. A rearview mirror;
3. White front headlight(s) that are illuminated when the vehicle is in operation and visible from a distance of 500 feet and otherwise in conformance with standard passenger vehicle headlights;
4. Red rear taillight(s)/lamp(s) that are illuminated when the vehicle is in operation and visible from a distance of not less than 100 feet;
5. Seatbelts for all occupants, which must be engaged and in use when the UTV is in motion;
6. Turn signals and horn;
7. Orange/red flag or a lighted whip of a solid yellow or amber color mounted 7 feet from ground level on either side of the UTV, and a slow-moving vehicle emblem mounted on the rear;
8. Windshield or eye protection as required when riding in a UTV; and
9. Any additional requirements required by the Illinois Motor Vehicle Code as may be amended from time to time and/or Village of Winnebago Ordinance.

SECTION IV

MISCELLANEOUS

1. Operators of UTVs must comply with and obey all traffic laws of the State of

Illinois, including, but not limited to, traveling only on roads posted as 35 MPH or less, the ordinances of the Village of Winnebago.

Section 7. Item #i.

2. UTVs shall be operated only on Village streets, except as provided herein, and not on highways subject to County, State, or Federal jurisdiction except to cross at intersections with Village streets, and except on that portion of Cunningham Road located within the corporate limits of the Village of Winnebago (which Cunningham Road is a highway under the jurisdiction of the County of Winnebago) upon receipt of written approval by the County of Winnebago to allow the same, and upon which passage of this ordinance is conditioned.

3. UTVs must obey posted speed limits but in no event travel faster than 35 MPH.

4. No person shall operate, or be in physical control of, a UTV on a Village roadway while impaired or under the influence of alcohol or drugs in violation of provisions of the Illinois Motor Vehicle Code.

5. UTVs shall not be operated on Village recreation paths unless being operated for purposes of snow removal by authorized Village personnel, or emergency personnel.

6. During use, UTV operators must have a copy of his/her approved application/permit available if requested by law enforcement or Village personnel.

7. UTVs shall not be operated on Park District property, except in the parking lot within the property, and shall not be operated on School District property.

8. UTVs shall not be operated on non-paved surfaces, including, but not necessarily limited to, grass.

9. UTVs shall only be allowed to operate from 7:00 am until 10:00 pm, consistent with the Village's noise ordinance.

10. UTVs shall not emit any noise in excess of 96 decibels at any time.

SECTION V

PERMITS

1. No person shall operate a UTV upon the Village streets without first obtaining a permit from the Village of Winnebago. Permits shall be issued for a period of one (1) year at a cost of one hundred dollars (\$100.00) and renewed annually thereafter at a cost of fifty dollars (\$50.00) on a calendar year basis, without proration. A decal or sticker shall be issued for each UTV certified to be operated upon the Village's streets upon the payment of the annual fee(s). The non-transferable decal or sticker must be prominently displayed on the rear of the UTV on the lower right-hand side. A replacement decal or sticker shall be twenty-five dollars (\$25.00).

2. Neither permits nor stickers shall be transferable in the event of sale, gift, or other transfer of the ownership of the UTV to another individual or entity.

3. Applications for permits shall be obtained from the Village of Winnebago and, once completed, be returned to the Village Office, with proof of liability insurance on the UTV for which the permit is requested. The application shall be reviewed by the Village Deputy Clerk and Police Chief, or designee, for completeness, and, after collaboration and determination of completeness, the permit shall be issued by the Village Deputy Clerk.

4. The application shall include, at a minimum, the following information:

1. Name, address and age of the applicant;
2. Valid driver's license number;
3. Phone number and email address of the applicant;
4. Name of liability insurance carrier and a copy of the declaration of current coverage/certificate of insurance issued by the carrier insuring the UTV;

5. Make, model, serial number and description of UTV for which the permit is sought;
6. An executed waiver of liability signed by the applicant releasing the Village of Winnebago from any liability for any claim and agreeing to hold the Village harmless, and indemnify it for any claim resulting from the applicant's operation of the UTV on the Village streets whether injury occurs to the person or property of the applicant or any other person resulting from the operation of the UTV by the applicant;
7. A statement by the applicant that the UTV meets all applicable State and local laws with regard to required equipment;
8. A statement that the applicant agrees at all times to comply with all applicable State and local laws governing the operation of UTVs; and
9. Such other information as may be requested by the Village.

Section 7. Item #i.

5. A member of the Village Police Department shall inspect the vehicle before sticker issuance to ensure the UTV contains all the required equipment referenced in Article III above. However, such inspection, to ensure the UTV contains the required equipment, shall in no way act as a representation or guarantee of any kind by the Village, its elected or appointed officials, employees, agents, or representatives, as to the ultimate safety of the vehicle.

SECTION VI **Violations**

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars (\$250.00) for a first offense; five hundred dollars (\$500.00) for a second offense; and seven hundred fifty dollars (\$750.00) for a third or each subsequent offense. The Village reserves the right to suspend or revoke the violator's permit to operate a UTV upon the roads and streets of the Village in the sole discretion of the Village of Winnebago Chief of Police, for any violation of this ordinance, regardless of whether it is a first or subsequent offense. To the extent that any violation of this ordinance also constitutes a violation of a criminal statute of the state of Illinois, then the violator shall also be subject to criminal prosecution.

SECTION VII **Effective Date**

In light of the fact that a portion of Cunningham Road, a road under the jurisdiction of the County of Winnebago, IL, is within the corporate limits of the Village of Winnebago, this ordinance shall take effect ninety (90) days after passage to allow sufficient time for written permission to be obtained from the County of Winnebago through the Winnebago County Board to allow travel of UTVs on that portion of Cunningham Road within the corporate limits of the Village of Winnebago, Illinois, as the County of Winnebago only considers such request after passage of a UTV ordinance by the Village. In the event written permission is not able to be obtained from the County of Winnebago within the time frame listed, this ordinance shall be null and void, unless the County of Winnebago, through its authorized personnel, expresses additional time is needed to consider the request, as opposed to issuing a denial of the request.

within the ninety (90) day time period.

APPROVED this 9th day of October, 2023



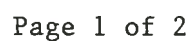
Franklin J. Eubank, Jr.,
Village President

ATTEST:



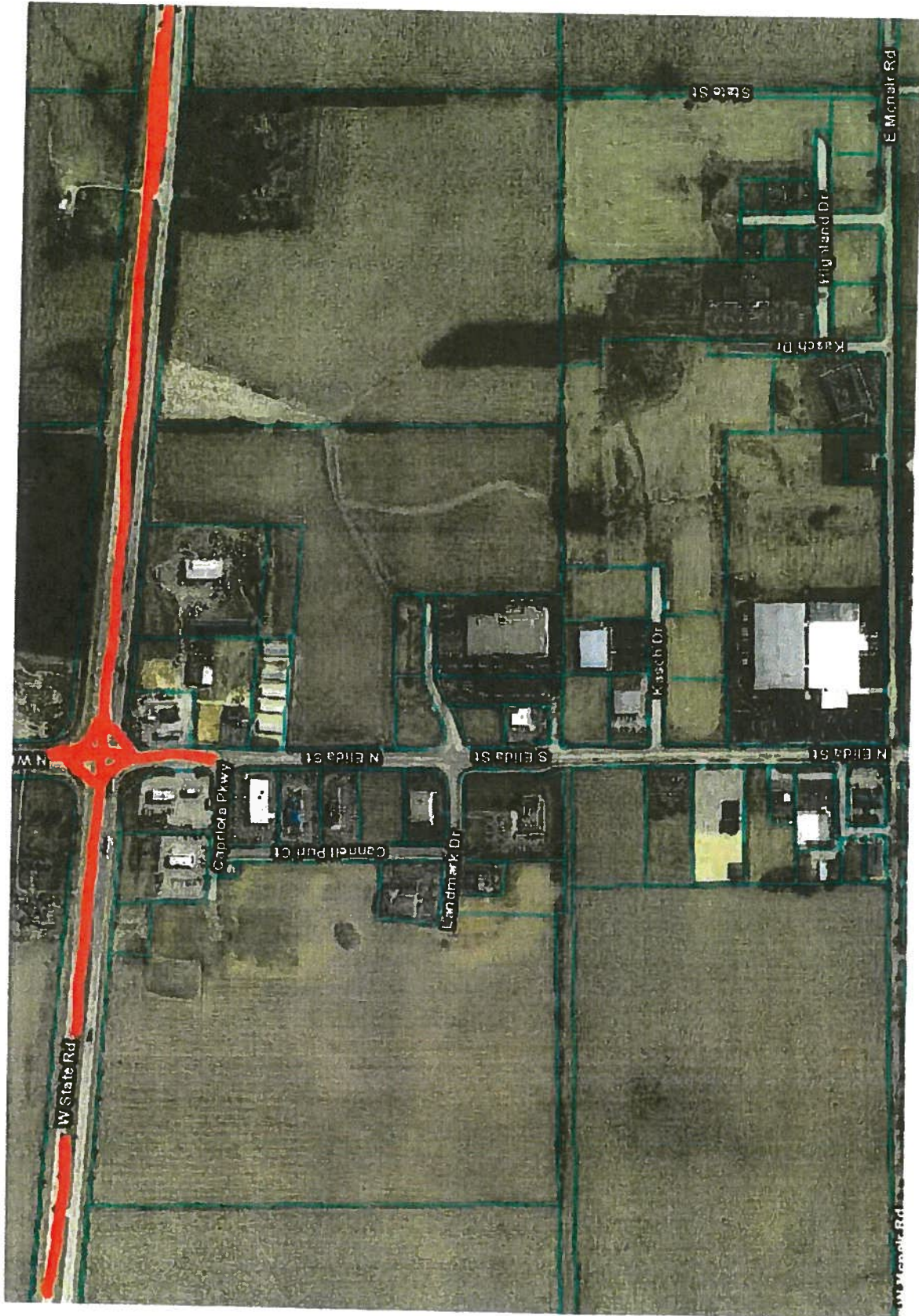
Sally Jo Huggins, Village Clerk

PASSED: 10-9-2023
APPROVED: 10-9-2023
PUBLISHED IN
PAMPHLET FORM: _____



Map of Area where UTV Operation not Allowed in Village
(marked in red)

Section 7. Item #i.





Agenda Item Executive Summary

Item Name

Ordinance for groundwater protection

Committee or Board

Village Board

BUDGET IMPACT			
Amount:		Budgeted:	Yes
List what fund:			

EXECUTIVE SUMMARY	
Required by the Illinois Environmental Protection Agency is a Source Water Protection Plan and some Best Management Practices of the plan is the requirement of Minimum and Maximum setback zones in ordinance form. The Village staff had previously presented this draft ordinance for passage however records do not show that it made it before the board therefore the attached ordinance is being requested for consideration at the next Committee of the Whole meeting to be considered for adoption.	
ATTACHMENTS (PLEASE LIST)	
Draft of minimum and maximum sourcewater protection zones with map.	

ACTION REQUESTED

- ☐For Discussion Only
- ☐Resolution
- ☒Ordinance
- ☐Motion:

MOTION: I move to approve Ordinance-----to approve the Passage of creating minimum and maximum setback zones for groundwater protection.

☐Coming from Committee

Staff:

Chad Insko, Director of Public Works

Date:

7/09/2024

VILLAGE OF WINNEBAGO DRAFT ORDINANCE

D R A F T

The Board of Trustees of the
Village of Winnebago, Illinois

Ordinance Number 00-000-2018-
Series Number (2018)

WHEREAS, The State of Illinois has adopted the Groundwater Protection Act, administered by the Illinois Environmental Protection Agency, and

WHEREAS, said Act is for the purpose of protection of community water supplies derived from subsurface wells, and

WHEREAS, the Village of Winnebago, Illinois water supply is derived from wells within the corporate limits of said Village, and

WHEREAS, it is of benefit to and in the best interest of the residents of the Village that the Board of Trustees adopt an Ordinance regarding groundwater protection and for subsequent application to the Environmental Protection Agency.

NOW THEREFORE, be it ordained by the Board of Trustees of the VILLAGE OF WINNEBAGO, ILLINOIS:

MINIMUM AND MAXIMUM SETBACK ZONE ORDINANCE PROVISIONS

Section 1.	Purpose
Section 2.	Definitions
Section 3.	Prohibitions
Section 4.	Waivers, Exceptions, and Certifications of Minimal Hazard
Section 5.	Exclusion
Appendix A	Minimum and Maximum Setback Zone Map and Description

Section 1. Purpose

Pursuant to the authority conferred by 55 ILCS 5/5-15016 (2018); and 5/14.3 (2018); and in the interest of securing the public health, safety, and welfare; to preserve the quality and quantity of groundwater resources in order to assure a safe and adequate water supply for present and future generations; and to preserve groundwater resources currently in use and those aquifers having a potential for future use as a public water supply, the provisions of this ordinance shall apply to all properties located within the minimum setback zone established under Section 14.2 of the Environmental Protection Act. ("Act") (415 ILCS 5/14.2 (2018)) and this ordinance, and the maximum setback zone established under Section 14.3 of the Act (415 ILCS 5/14.3 (2018)) and this ordinance.

Section 2. Definitions

Except as stated in this ordinance, and unless a different meaning of a word or term is clear from the context, the definition of words or terms in this ordinance shall be the same as those used in the Act and the Illinois Groundwater Protection Act (415 ILCS 55/1 (2018)):

"Act" means the Environmental Protection Act (415 ILCS 5/1 (2018)):

"Agency" means the Illinois Environmental Protection Agency.

"Board" means the Illinois Pollution Control Board.

"Maximum setback zone" means the area around a community water supply well established under Section 14.3 of the Act and this ordinance, and described in Appendix A.

"Minimum setback zone" means the area around a community water supply well established under Section 14.2 of the Act and this ordinance, and described in Appendix A.

Section 3. Prohibitions

- a) Except as provided in Sections 4 or 5, no person shall place a new potential source, new potential secondary source, or new potential route within the minimum setback zone.
- b) Except as provided otherwise in Section 4, no person shall place a new potential primary source within the maximum setback zone.

Section 4. Waivers, Exceptions, and Certifications of Minimal Hazard

- a) If, pursuant to Section 14.2(b) of the Act, the owner of a new potential primary source, new potential secondary source, or new potential route is granted a waiver by the Agency, such owner shall be deemed to have a waiver to the same extent from Section 3(a) of this ordinance.
- b) If, pursuant to Section 14.2(c) of the Act, the owner of a new potential primary source (other than land filling or land treating), new potential secondary source, or new potential route is granted an exception by the Board, such owner shall be deemed to have an exception to the same extent from Section 3(a) of this ordinance.
- c) If, pursuant to Section 14.2(c) of the Act, the owner of a new potential primary source (other than land filling or land treating), is granted an exception by the Board, such owner shall be deemed to have an exception to the same extent from Section 3(b) of this ordinance.
- d) If, pursuant to Section 14.5 of the Act, the owner of a new potential primary source, new potential secondary source, or new potential route is issued a certificate of minimal hazard by the Agency, such owner shall not be subject to Section 3(a) of this ordinance to the same extent that such owner is not subject to Section 14.2(d) of the Act.

Section 5. Exclusion

Section 3(a) of this ordinance shall not apply to new common sources of sanitary pollution as specified pursuant to Section 17 of the Act and the regulations adopted there under by the Agency; however, no such common sources may be located within the applicable minimum distance from a community water supply well specified by such regulations.

PASSED by the Village Board of the Village of Winnebago,

Illinois, on _____, (2018)

AYES: _____

NAYS: _____

ABSENT: _____

Approved: _____, (2018)

Franklin J Eubanks, Jr, Village Board President

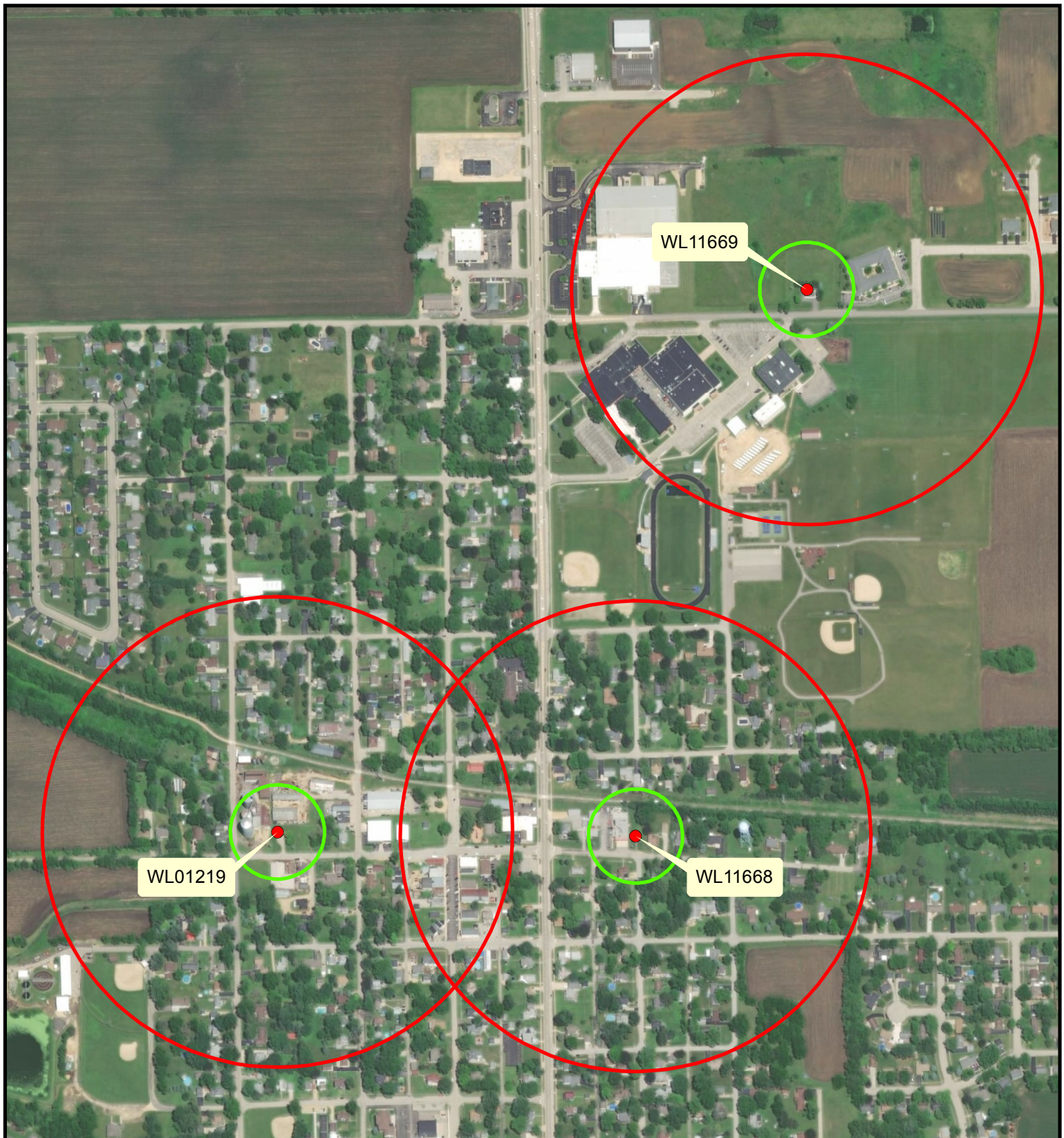
ATTEST:

Sally Jo Huggins, Village Clerk

Recorded: _____, (2018)

APPENDIX A VILLAGE OF WINNEBAGO (IL2010500) MAXIMUM SETBACK ZONE

Section 7. Item #j.

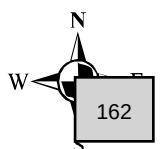


Legend

- CWS Wells
- CWS Well Minimum Setback Zone
- CWS Well Maximum Setback Zone



0 250 500 1,000 Feet





Agenda Item Executive Summary

Item Name Memorial Park Committee or Board Committee

BUDGET IMPACT

Amount:	\$6,235	Budgeted:	No
List what fund:	Community Projects 17-47-912		

EXECUTIVE SUMMARY

After the Village Board approved the improvements for Memorial Park, a budget of \$165,000 was allocated for the project. The improvements have been successfully completed, with the total cost coming in just under \$140,000, leaving surplus funds available. With the completion of the new park, attention has been drawn to the basketball court, which is currently in disrepair. Staff obtained multiple quotes for the resurfacing and painting of the court and recommend moving forward with the quote from DPI Construction for \$6,235.

While this quote falls within the Village Administrator's spending limits, staff is seeking feedback on other potential park or community improvements using the remaining budgeted funds, or if the Village Board would prefer staff to move forward with improvements as deemed appropriate.

ATTACHMENTS (PLEASE LIST)

N/A

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☐ Ordinance
☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/24/2024