

Village of Winthrop Harbor
President and Board of Trustees
Virtual Regular Board Meeting

July 7, 2020 - 7:00 PM

Municipal Building – 830 Sheridan Road – Winthrop Harbor, IL

PLEASE NOTE: In order to comply with the requirements of 5 ILCS 120/2.06(9), and the requirements of 65ILCS 5/8-2-9, and in keeping with the Executive Orders issued by Governor Pritzker, including without limitation Orders 2020-07 and 2020-10, and in furtherance of protecting the public health, taking into consideration the available technology, hardware and software, as well as the likely difficulties reasonably anticipated of the public to participate remotely, public comment will be limited to pre-submitted communications filed with the City Clerk.

Any member of the public wishing to make comments or participate in the Village's Regular Board Meeting must submit such comments in writing, or by audio or visual recording, to the Village Clerk not later than 4:00pm on July 7th, 2020. The Clerk, or her designee, shall play or read into the record any and all such comments received. Any comments received that would take an ordinary person more than three minutes to read shall be summarized so as to keep them under three minutes per commenter, and all comments will be posted in their entirety on the Village's website and circulated to the Village Board of Trustees.

For participation in the meeting the dial in number is 847-576-4231 no PIN number required

OFFICE OF THE VILLAGE CLERK EMAIL: jrittenhouse@winthrop harbor.com

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION & PLEDGE OF ALLEGIANCE**
4. **ABSENT OFFICIALS WISHING TO ATTEND REMOTELY**
5. **APPROVAL OF MINUTES OF PREVIOUS MEETING OR MEETINGS**
 - i. June 16, 2020 Virtual Regular Board Meeting Minutes
 - ii. June 23, 2020 Committee of the Whole Virtual Meeting Minutes
6. **MAYOR'S REPORT**
 - i. An Ordinance Ratifying and Extending Mayoral Declaration of Emergency Related to Coronavirus
7. **VILLAGE ADMINISTRATOR'S REPORT**
8. **CLERK'S CORRESPONDENCE**
9. **OLD BUSINESS**
10. **NEW BUSINESS – COMMITTEE REPORTS**
 - A. *Finance*
 - i. Accounts Payable Warrant 2020-5 in the Amount of \$130,792.06
 - ii. May Treasurer's Report
 - iii. FY 2020-21 Annual Appropriation Ordinance

- iv. FY 2020-21 Budget
- v. FY 2020-21 Annual Wage Policy Ordinance

B. Police

- i. Request to Accept a Notice of State Award for a Grant from the Illinois Law Enforcement and Training Board (ILETSB) for Police Squad Car Cameras for up to \$21,549.00

C. Public Works

- i. Request Approval of the FY 2020/21 MFT General Maintenance Program

11. PUBLIC COMMENT

12. UNFINISHED BUSINESS

13. CLOSED SESSION for any lawful purpose including but not limited to:

- i. Appointment, employment, discipline, performance or dismissal of specific employees;
- ii. Collective Bargaining matters or consideration of salary schedules for one or more classes of employees;
- iii. Selection of person to fill a public office or discipline, performance or removal of the occupant of a public office where authorized to appoint or remove the official;
- iv. Purchase or lease of real property or setting of a price for sale or lease of municipal property;
- v. Review of closed session minutes
- vi. Litigation, pending or probable

14. OPEN SESSION

15. ADJOURNMENT

7/2/2020 "No vote may be taken on any item which has not been listed on the Agenda for the meeting. Any matter not specifically listed on this Agenda, or brought up under "Unfinished Business" may be discussed by Board members at this meeting, but a vote on the matter shall be postponed until the next Board Meeting".

Village of Winthrop Harbor
President and Board of Trustees Meeting
June 16, 2020
Village Hall Council Chambers

VIRTUAL BOARD MEETING - MINUTES

The meeting was called to order by Mayor Bruno at 7:00 PM

The following Elected Officials **Attended Remotely**:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Robert Marabella, Dana McCarthy, Hartmut "Fritz" Weiss, Alanna Whitmore

Also present:

Robert Long, Attorney
Greg Jackson, Village Administrator
Julie Rittenhouse, Village Clerk
Michael Sheedy, IT Director
Joel Brumlik, Police Chief
Ed Mohn, Deputy Chief

The Invocation was led by Mayor Bruno

ABSENT OFFICIALS WISHING TO ATTEND REMOTELY

All Officials attending remotely

APPROVAL OF MINUTES

1 - A motion was made by Trustee Levin and seconded by Trustee Weiss to approve the **June 2, 2020 Virtual Regular Board Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

MAYOR'S REPORT

We are going to have a Virtual Town Hall Meeting on June 25th, 2020 for businesses to discuss Phase IV and available funding. It's by invitation only and the people that have accepted are,

Virtual - Regular Board Meeting Minutes 06/16/20

U.S. Congressman, Brad Schneider, State Senator, Melinda Bush, State Representative, Joyce Mason and County Board Member, Brent Paxton. Attending from the Village will be, Village Administrator, Greg Jackson, Village Attorney, Bob Long, Community Development Director, Pat DiPersio and Mayor Bruno. Hope to have a good representation from the businesses in town.

RESOLUTION 2020-R-12 A Resolution Regarding the Release and Non-Release of Certain Minutes of Closed Session

2 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to approve **Resolution 2020-R-12** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

RESOLUTION 2020-R-13 A Resolution Authorizing a Referendum on Changing the Clerk's Position to an Appointed Position

3 - A motion was made by Trustee McCarthy and seconded by Trustee Hargett to approve **Resolution 2020-R-13** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

VILLAGE ADMINISTRATOR'S REPORT

- We've received the first LPA fund payment. It's secured the MFT fund as required by procedure through DECO and IDOT.
- We have received the payment from North Shore Gas. The Village Board approved the Settlement Agreement at the last meeting. There's another Settlement Agreement for \$6000+ that the Board will be addressing later in this meeting. We have one coming from ComEd as well.
- We were wondering with COVID-19, how much we would be able to get done on the bridge on Holdridge and 3rd. We received the money earlier this year. The concern was the grant period would lapse before we would be able to get done. The engineers aren't doing a lot of work due to COVID. Greg applied for an extension and it was granted until June 2021. The work will be completed this year.
- The Tavern on Sheridan has put together their variance package and will be ready to submit it. The next thing we will have to do is decide how we are going to approach the request for variances. They have Phase 1 of their re-development plan ready to go and are ready to start work.

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- Kudos to Police and Public Works (all of Staff) for their work during the protests. There was no civil unrest with the protest we had in town. We worked with NIPAS and the other organizations that are supporting each of these communities. Ed Mohn lead the team, Greg sat in the command center during the whole situation. Scott Fuller was manning the Rec Center, which was being used as a staging area. Tim and his crew were able to make sure we had our trucks block access to the Marina and 9th Street. Everybody did an exceptional job.
- Trustee Marabella added, he personally thanked everybody. Some think we overdue sometimes, but that is our commitment. The people that were there were very tired due to working many hours. Kudos to them. Thank you to the ones that had a part in it.
- Chief Brumlik thanked the business owners and the people in our community. They were responsive to everything we requested. We agreed not to shut the businesses down which turned out to be a great move because Friday night is a busy night. I personally talked to residents who had a good attitude. Very proud of this town.
- There will be a Committee of the Whole Meeting on June 23rd at 6:00pm

CLERK'S CORRESPONDENCE

None Reported

OLD BUSINESS

None Reported

NEW BUSINESS

Accounts Payable Warrant

4 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to approve **Accounts Payable Warrant W2020-4** in the amount of **\$123,356.23**. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

2019-20 Audit Services – Swartztrauber & Co.

5 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to approve **2019-20 Audit Services with Swartztrauber & Co. not to exceed \$26,500.00** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Last year it cost \$30,400.00 so it was reduced.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)

Passed: (0)

Approval of Azavar Settlement Agreement with Comcast

6 - A motion was made by Trustee Weiss and seconded by Trustee Whitmore to approve **Azavar Settlement Agreement with Comcast in the Amount of \$6,667.69** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

PUBLIC COMMENT

None Reported

UNFINISHED BUSINESS

Trustee Weiss – Finance Department

- Thanked Greg, the Staff, Police Dept., Fire Dept., Public Works and everyone for the cooperation during the marches. This is a very safe community. In the 35 years of living here this community has really changed for the better. The people here are great and feel safe and secure. Thank you to all of the people that work for the Village of Winthrop Harbor.

Trustee Hargett – Community Development

- Echo the same thing. With all of the different rumors and speculation floating around on-line, I appreciate the diligence of the department and all of the staff to coordinate and plan for the worst with both the protests and potential for riots and also dealing with COVID. Finding the right balance of what we need to do to protect the laws and having enforcement ready. Also finding that balance to empathize and help the people get done what they are trying to get done. There were postings on-line of people walking in the protest and what a peaceful gathering it was here in the Harbor. It was a meaningful experience.

Trustee Levin – Fire Department

- Same as Trustee Hargett and Trustee Weiss – everybody did an excellent job. It was good to see everybody come together. Job well done.

Trustee McCarthy – Police Department

- Agrees with everything that was said.

Trustee Marabella – Public Works Department

- People always believe that we overdue things in Winthrop Harbor, but I believe we set an example with what we do. We have come to the forefront and I believe our Mayor has led us to the forefront. We’ve become a Village that is Pro-active instead of reactive. It goes from the Public Works, Police and Fire Departments. We were so pro-active on what happened. We acknowledge everything that is going on. We’re in tune with what’s going on as a whole community. We’ve done it with COVID and the protests. It’s an accomplishment. We handled everything so well. I’m proud of our

Virtual - Regular Board Meeting Minutes 06/16/20

community and to be a part of that community. Thank you to each and every one. We put a person into place (Greg Jackson), other than the Mayor and Elected Officials, that embodies this position and handles it every day. It was great. Kudos to everybody involved.

- Public Works finished the branch pick-up other than a little bit from the storms. They will get on that soon.
- God bless everybody and thank you.

Trustee Whitmore – Recreation Department

- Thank you so much. We all saw postings on social media and on-line. Things could have gone completely different. Things couldn't have gone any smoother. Heard from several residents and people that don't live here, who saw what kind of presence we had from all over, how quickly we put everything into place, said we did a great job. Thank you everybody, from Department Heads to our First Responders.
- We had our first Parks and Rec event on Saturday. We had a fun social walk from the Community Center, to the lake and back. There were 40 participants. Thank you Mayor to participating in this event. It went really well. Hopefully by the next meeting we will be in Phase IV and we can start having more Park and Rec events.

Mayor Bruno

- Regarding the protest, it went very well. To see how many police vehicles in the North parking lot of the Schlader Building. I've never seen so many from other agencies in Winthrop Harbor. We had a phenomenal presence. I believe this is why things went as smoothly as they did. Very proud of our Departments, Department Heads. Very grateful. After that evening I received a text from our U.S. Congressman, Brad Schneider, asking how everything went. He had heard there was a protest that started in Winthrop Harbor and went to Waukegan. I told him everything went smoothly. We had a very good presence of different agencies here.
- The go Winthrop Harbor Walk was great. We took our grandson in his wagon. We all had a great day. Trustee Whitmore filled in and volunteered to pass out water.

CLOSED SESSION

7 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to move the meeting into **Closed Session Citing Personnel Pursuant to 5 ILCS 120/2 (c)(1) of the Open Meetings Act**. Mayor Bruno declared the motion carried on the following roll call vote and the meeting moved into Closed Session at 7:30pm.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

OPEN SESSION

8 - A motion was made by Trustee Marabella and seconded by Trustee Weiss to move the meeting into **Open Session with no action taken**. Mayor Bruno declared the motion carried on the following roll call vote and the meeting moved into Open Session at 7:34pm.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

ADJOURNMENT

9 - A motion was made by Trustee Weiss and seconded by Trustee Whitmore to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 7:36p.m. on the following roll call vote:

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

JULIE RITTENHOUSE, VILLAGE CLERK

Note: This is not a verbatim record.

Village of Winthrop Harbor
Virtual Committee of the Whole
President and Board of Trustees Meeting
June 23,2020

MINUTES

The meeting was called to order by Mayor Bruno at 6:00 PM.

The following Elected Officials **attended remotely**:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Dana McCarthy, Robert Marabella, Hartmut "Fritz" Weiss, Alana Whitmore

Also present:

Greg Jackson, Village Administrator
Bob Long, Village Attorney
Michael Sheedy, IT
Debra Melesio, Deputy Clerk

The meeting was called to discuss the following items.

2020-21 Budget

The Board was given the following recommendations in order to balance the deficit of \$578,486 from the original draft budget:

- 1) Heroes Act.
- 2) Further Staff reductions – This would be near impossible.
- 3) Refinancing of existing loans. Consolidation of loans.
- 4) Cell Tower Lease or Sale.
- 5) Significant Money owed to us from Landfill, however should not be considered a guarantee.
- 6) Sale of Assets.
- 7) Outsourcing and/or intergovernmental agreements. Greg urged the board to tread lightly with any decisions regarding Fire or Police Departments, because coming back from that would be very difficult or impossible.

The Board had discussion as follows:

- 1) Trustee Marabella stated we should not be too radical and tread lightly with any decisions.
- 2) Trustee Weiss asked what type of savings we would get on a refinance. Also stated we could do creative financing like a "Hybrid" loan.

- 3) Trustee McCarthy stated he did not want us to dig in deeper with additional loans if we did not have to.
- 4) Trustee Hargett Liked going with anticipated revenues and monitoring it consistently.
- 5) Trustee Whitmore agreed with the possibility of selling assets.
- 6) Attorney Long discussed what Antioch and Waukegan were doing and stated we just have so many uncertainties. Also, worried about the recovery time.
- 7) Mayor Bruno discussed anticipated revenues, the monitoring and managing closely. Discussed consolidating loans and did not want to do anymore cuts if possible.

The Board gave Greg the direction to use Anticipated Revenues and funding with options to fill the line. Along with Annual Wage Policy, Public Hearing Appropriation and Balance Budget

ADJOURNMENT

1 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 6:56 p.m. on the following roll call vote:

Ayes: (6) Hargett, Levin, McCarthy, Marabella, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

Debra Melesio, Deputy Clerk

Note: This is not a verbatim record.

**MAYORAL THIRD SUPPLEMENTAL AND RENEWED DECLARATION OF
CONTINUING EMERGENCY RELATING TO CORONAVIRUS**

WHEREAS, on March 13, 2020, the President of the United States of America declared that a national emergency arising from the widespread threat of serious illness and death due to the Coronavirus and COVID-19 was in effect immediately, and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois declared that a statewide emergency was in effect relating to the same issues, and

WHEREAS, on March 13, 2020, the Chairman of the Lake County Board similarly declared that a county-wide emergency was in effect, again relating to the same issues, and

WHEREAS, on June 26, 2020, in a continuation of prior Executive Orders and Disaster Proclamations, the Governor issued a Proclamation formally declaring that the pandemic emergency was an ongoing disaster, and would continue for at least another 30 days, and

WHEREAS, the Governor has also issued a phased reopening plan for the State which allows businesses to reopen in limited phases over the next several months, while still acknowledging that the virus continues to be infectious and potentially deadly, and

WHEREAS, the Village of Winthrop Harbor and its populace is neither more, nor less susceptible to the infection of Coronavirus and the COVID-19 disease it causes than the national, state or county populations, and

WHEREAS, the Village of Winthrop Harbor continues to require access to the full emergency powers established by law, including emergency funding for first responders and containment measures, but including all other powers and funding allowed by applicable law, and

NOW THEREFORE, I, Dr. Michael Bruno, Mayor of the Village of Winthrop Harbor Illinois do hereby proclaim and declare that a state of Village-wide emergency has been in existence since my original declaration of emergency on March 16, 2020, and that the same will continue into the indefinite future.

I FURTHER DECLARE that I will introduce an ordinance to the Village Board for approval at the regular meeting currently scheduled as a virtual meeting to be held on July 7, 2020 at 7:00 pm, seeking ratification of this declaration and extension thereof as provided for in 65 ILCS 5/8-10-5 and all other applicable statutes and laws.

I FURTHER DECLARE that this state of emergency is in effect until such ratification, and that the same should be extended by the Village Board until such time as the abatement of the threat of serious illness and death has been announced by the Governor, and I seek the agreement of the Village Board in such a declaration, to the maximum extent permitted by applicable law.

I FURTHER DECLARE that all persons should cooperate fully with all local, county, state and federal officials with jurisdiction over emergency management and public health in assisting the containment and mitigation of the effects of this virus and the disease it causes.

I FURTHER DECLARE that, consistent with the inception of phase 4 of the Governor's multi-phased reopening plan, business establishments described by the Governor may reopen upon such terms and conditions as he set forth, provided that restaurants and bars in particular may only provide limited interior seating, carryout, curbside service and outdoor service strictly within accordance with the limits described in Governor J. B. Pritzker's Executive Order 2020-43 and any and all successors thereto; and further provided that outdoor service shall terminate with all patrons dispersed on or before 10:00 pm on Sundays, Mondays, Tuesdays, Wednesdays and Thursdays, and with service terminating at 11:00 pm on Fridays and Saturdays.

Effective immediately, this 2nd day of July, 2020.



DR. MICHAEL BRUNO
Mayor, Village of Winthrop Harbor, Illinois

VERIFICATION UNDER OATH

I hereby declare under penalties of perjury that the foregoing declaration of emergency is based on the best information available to me, that it is accurate and true to the best of my knowledge, information and belief, and that there is a genuine, immediate and urgent need to take action appropriate to the scope and scale of the emergency, consistent with the federal, state and county declarations.



DR. MICHAEL BRUNO
Mayor, Village of Winthrop Harbor

SUBSCRIBED and SWORN to before me
This 2nd day of July, 2020


NOTARY PUBLIC

ORDINANCE 2020 – O - ____

**ORDINANCE RATIFYING AND EXTENDING
MAYORAL DECLARATION OF EMERGENCY RELATING TO CORONAVIRUS**

WHEREAS, on March 13, 2020, the President of the United States of America declared that a national emergency arising from the widespread threat of serious illness and death due to the Coronavirus and COVID-19 was in effect immediately, and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois declared that a statewide emergency was in effect relating to the same issues, and

WHEREAS, on March 13, 2020, the Chairman of the Lake County Board similarly declared that a county-wide emergency was in effect, again relating to the same issues, and

WHEREAS, further Executive Orders, disaster declarations and related directives with the force of law have been issued by the President, Governor and health officials with the net effect of extending the statewide emergency with a multi-phase recovery program that allows an orderly reopening of business and civic ventures without unnecessarily endangering the populace through a recurrence of viral infections, all of which will take an indefinite period of time to come, and

WHEREAS, the Village of Winthrop Harbor and its populace is neither more, nor less susceptible to the infection of Coronavirus and the COVID-19 disease it causes than the national, state or county populations, and

WHEREAS, the Village of Winthrop Harbor continues to need access to the full emergency powers established by law, including emergency funding for first responders and containment measures, but including all other powers and funding allowed by applicable law, and

WHEREAS, the Mayor of the Village of Winthrop Harbor initially exercised the emergency powers granted to him by 65 ILCS 5/11-1-6 by declaring a Village-wide emergency existed on March 16, 2020, and he has since issued additional similar declarations of Village-wide emergency, which correspond to the ongoing nature of the coronavirus pandemic, and

WHEREAS, on March 17, 2020, the Village Board adopted Ordinance 2020 – O – 6 ratifying the said exercise of emergency powers, and again on May 5, 2020 and June 2, 2020, the Village Board adopted Ordinances again ratifying the exercise of emergency powers, and

WHEREAS, the Governor's phased recovery plan includes provisions which will allow some businesses to reopen within specific limits, and the Mayor has issued a renewed and supplemental emergency order on June 2, 2020 which authorized the Village's bars and restaurants to remain open for carryout and delivery, but also to include strictly limited inside seating as well as outside sales within the parameters described in the recovery plan, but particularly limited to reasonable hours of operation to fairly balance the needs of the business community and the interests of the residents for peace and quiet in their homes, and

WHEREAS, the Village Board of the Village of Winthrop Harbor finds that it is appropriate, necessary and in the best interest of the populace of the Village that it again ratify the Mayor's declaration of emergency, ratify all acts taken pursuant to the prior emergency order to date and to extend the same for so long as the Governor's Executive Orders declaring a statewide emergency remains in effect, to the maximum period of time allowed by law,

NOW THEREFORE, BE IT ORDAINED that the state of emergency declared by the Mayor on March 16, 2020, originally ratified in Ordinance 2020 – O – 6, and ratified subsequently in Ordinance 2020 – O – 7 and Ordinance 2020 – O - ??? is hereby ratified again; the acts and actions taken by the Mayor and the Administrator working under his direction in furtherance of that declaration since March 16, 2020 are ratified.

BE IT FURTHER ORDAINED that the Mayoral Third Supplemental And Renewed Declaration Of Continuing Emergency Relating To Coronavirus issued on June 2, 2020 and the exercise of emergency powers described therein is hereby ratified.

BE IT FURTHER ORDAINED the Mayor is granted full emergency authority provided by law, including but not limited to the power to enter into contracts relating to public health services and purchases described in 65 ILCS 5/8-10-5 and the extension of working hours required of first responders described in 65 ILCS 5/10-3-6 during the term of this Ordinance.

BE IT FURTHER ORDAINED that this state of emergency is in effect until such time as the Governor shall declare the end of the statewide emergency, or until the first regular meeting of the Village Board in August, currently scheduled for August 4, 2020, whichever comes first.

BE IT FURTHER ORDAINED that all persons should cooperate fully with all local, county, state and federal officials with jurisdiction over emergency management and public health in assisting the containment and mitigation of the effects of this virus and the disease it causes.

This Ordinance shall take effect immediately upon passage and approval, pursuant to law.

Dated this 7th day of July, 2020.

DR. MICHAEL BRUNO
Mayor, Village of Winthrop Harbor, Illinois

JULIE RITTENHOUSE
Clerk, Village of Winthrop Harbor, Illinois



VILLAGE OF WINTHROP HARBOR

Village Administration
830 Sheridan Road
Winthrop Harbor, Illinois 60096
(847) 872-3846
www.winthropharbor.com

Memorandum

TO: Mayor Bruno and Village Board Trustees

FROM: Gregory Jackson, Village Administrator

DATE: June 25, 2020

RE: FY 20/21 Appropriations Ordinance

The Illinois Municipal Code (65 ILCS 5/8-2-9) requires that the corporate authorities of all municipalities with less than 500,000 people pass an appropriation ordinance within the first quarter of each fiscal year (by July 31). The Municipal Code also dictates that the draft document be available for viewing at least 10 days prior to a public hearing, which must occur before the Board may consider the Appropriation Ordinance.

A notice indicating availability of the attached draft FY 20/21 Appropriations Ordinance for viewing was published in the Chicago Tribune/New Sun on June 26, 2020. The notice will also set the public hearing date of July 7, 2020.

The amounts reflected in the attached Appropriations Ordinance match the budget presented and anticipated to be approved by the Village Board on July 7, 2020, plus a contingency to decrease the likelihood the Village will go over its spending authority. The 5% contingency is built in to account for unforeseen item that are not currently reflected in the budget. Staff is still responsible to spend within the budget that was passed, and the spending of contingency funds are subject to board review and approval prior to purchase.

2020-O-

**ANNUAL APPROPRIATION ORDINANCE
VILLAGE OF WINTHROP HARBOR
LAKE COUNTY, ILLINOIS**

AN ORDINANCE APPROPRIATING SUCH SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE VILLAGE OF WINTHROP HARBOR, COUNTY OF LAKE AND STATE OF ILLINOIS, FOR THE FISCAL YEAR OF SAID VILLAGE COMMENCING MAY 1, 2020 AND ENDING APRIL 30, 2021.

BE IT ORDAINED, by the President and Board of Trustees of the Village of Winthrop Harbor, Lake County, Illinois:

SECTION 1: That the sums hereinafter specified, or so much thereof as may be authorized by law, be and the same hereby appropriated for the corporate objects and purposes of the Village of Winthrop Harbor, County of Lake, State of Illinois, for the fiscal year commencing May 1, 2020 and April 30, 2021.

SECTION 2: That the appropriations set forth herein shall not be construed as any determination or approval by the President and Board of Trustees for the expenditures of the sums so specified or for the payment of any obligation of liability of such Village, whether fixed, contingent, or otherwise, but shall be deemed only as the general provision of funds as required by law for the payment of legal obligations of the Village when as the bills invoices or other evidence of such obligation have been duly presented, audited and approved by the President and Board of Trustees.

SECTION3: That the corporate objects and purposes, and the sums appropriated therefore, are as follows:

I. General Corporate Fund

Dept. 05 Community Development Expenditures

	Appropriation
Salary and Hourly Wages	80,982
Health Insurance Premiums	11,142
Maintenance Bldg. & Grounds	26,891
Maintenance Vehicle/Equip.	525
Communications	1,155
Meetings & Dues	1,838
Training	788
Engineering	2,100
Other Professional Services	8,400

Inspection Services	27,300
Supplies	1,050
Fuel	683
Sheridan Road Loan Payment	20,705
Equipment	2,940
Community Development Total	\$186,499

Dept. 10 Administration

	Appropriation
Salary and Hourly Wages	284,114
Board Salary	28,350
Health Insurance Premium	35,243
Cleaning Service and Supply	26,500
Communications	2,450
Postage Machine Rental	1,050
Meeting & Dues Expenses	1,575
Training	1,575
Travel	1,050
Postage	4,935
Legal Services	115,500
Other Professional Services	5,250
Payroll & Credit Card Monthly Services	13,125
Harris Software Annual Maintenance	9,450
Supplies	10,500
Fuel	1,050
Newsletter	10,500

Miscellaneous Expenses	2,100
Administrator's Vehicle	7,875
Equipment	8,820
Administration Total	<u>\$571,012</u>

Dept. 11 Police Department

	Appropriation
Salary & Hourly Wages	969,362
Overtime	97,773
Health Insurance Premium	148,083
Maintenance Bldgs./Grounds	3,150
Communications	16,800
Meetings & Dues	2,625
Other Professional Services	21,000
Supplies	34,650
Fuel	44,100
Clothing/Uniform Allowance	18,900
Police Commission	2,100
Debt Service-E911 Consolidation Loan	56,834
Equipment	26,250
K-9	7,697
Police Department Total	\$1,449,323

Dept. 12 Fire Department

	Appropriation
Salary & Hourly Wages	655,043
Maintenance Bldgs./Grounds	5,250

Maintenance Vehicles/Equip	15,750
Communications	3,675
Rental	1,050
Meetings & Dues	2,100
Training Expense	18,900
Other Professional Contracts	40,845
Ambulance Billing Services	16,800
Supplies	7,875
EMS Supplies	9,450
Fuel	9,975
Clothing/Uniform Allowance	9,450
Vehicle Lease	82,664
Equipment	42,000
Fire Department Total	\$920,827

Dept. 13 Public Works (Streets) Department

	Appropriation
Salary & Hourly Wages	214,545
Overtime	26,250
Health Insurance Premium	50,408
Maintenance Bldg. & Grounds	8,663
Maintenance Vehicles/Equip	31,500
Forestry	17,850
Maintenance Streets & Sidewalks	26,250
Metra Lot	19,950
Maintenance of Public Property	26,250

Communications	3,176
Street Lighting	94,500
Rental	7,875
Meeting & Dues	2,835
DCEO Bridge and Culvert Grant	105,000
Other Professional/Inspection Services	47,250
Supplies	7,665
Fuel	12,600
Clothing & Uniform Allowance	2,730
Public Works Department (Streets)	
Total	\$705,298

Dept. 15 Parks & Recreation Department

	Appropriation
Salary & Hourly Wages	85,467
Health Insurance Premium	31,893
Maintenance Bldg. & Grounds	22,066
Maintenance Vehicles/Equip	5,565
Athletic Equipment	4,725
Athletic Uniforms	16,800
Baseball Fees	1,575
Communications	1,155
Utilities	3,150
Training	1,313
Other Professional Services	15,750
Supplies	735

Advertising	525
Fuel	2,888
Recreation Activities	24,150
Equipment	2,310
Parks & Recreation Department Total	\$220,065

Dept. 17 Special Police Details

	Appropriation
Salary & Hourly Wages	37,909
Communications	1,785
Supplies	2,100
Clothing & Uniform Allowance	840
Equipment	2,100
Special Police Details Total	<u>\$44,734</u>

Dept. 19 Information Technology Department

	Appropriation
Salary and Hourly Wage	33,743
Health Insurance Premium	2,310
Communications	3,675
Other Professional Services	67,200
Supplies	32,424
Equipment	26,250
Information Technology Department Total	\$165,602

22	FICA	\$202,850
23	Insurance	\$393,577

24	IMRF	\$99,953
25	Audit	\$27,825
26	Tourism and Promotion	\$8,925
29	Unemployment Insurance	\$525
40	Motor Fuel Tax	\$255,263
62	DLA/LESO	\$179,550
80	Police Pension	\$21,105

Miscellaneous Contingency \$125,000

Dept. 60 Water Operating Fund

	Appropriation
Salary and Hourly Wages	146,424
Hospital Insurance Premium Village	24,959
Maintenance Building/Grounds	5,513
Maintenance Vehicles/Equipment	19,661
Maintenance of Infrastructure	29,400
Communications	945
Water Purchases	302,698
Debt Service Expense	252,000
Meeting Expenses	788
Postage	2,625
Other Professional and Inspection Svcs	5,161
Supplies	1,486
Fuel	4,982
Clothing Allowance/Uniforms	1,654
Capital Equipment Lease Payment	15,750

Meters	9,923
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Water Operating Total	\$823,969
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Dept. 61 Sewer Operating Fund

Appropriation

Salary and Hourly Wages	48,970
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Overtime	4,890
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Hospital Insurance Premium Village	8,382
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Maintenance Buildings/Grounds	1,500
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Maintenance Vehicles/Equipment	5,350
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Maintenance of Public Property	15,000
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Communications	550
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Water Purchase	70,000
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Postage	1,600
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Other Professional & Inspection Svcs	250
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Supplies	1,300
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Fuel	2,300
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Clothing Allowance/Uniforms	475
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Capital Equipment Lease	9,000
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Sewer Vacuum Loan Repayment	46,000
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Sewer Operating Total	\$215,567
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Sewer Reserves	\$150,000
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Appropriation Summary

General Fund	
Community Development	186,499
Administration	571,012
Police	1,449,323
Fire	920,827
Public Works (Streets)	705,298
Parks & Recreation	220,065
Special Police Details	44,734
Information Technology	165,602
FICA	202,850
Insurance	393,577
Audit	27,825
Tourism and Promotion	8,925
Unemployment Insurance	525
Motor Fuel Tax	255,263
DLA/LESO	179,550
Police Pension	21,105
Miscellaneous Contingency	125,000
Water Operating	823,969
Sewer Operating	215,567
Sewer Reserves	152,000
TOTAL ALL APPROPRIATIONS	<u>6,667,243</u>

SECTION 4: Any sums of money appropriated prior to this Ordinance and not previously expended or drawn against, and which monies are now in the Treasury, together with those monies that come into the Treasury after passage of this Ordinance, are hereby specifically reappropriated for the same general and special purposes for which those sums were originally appropriated. Funds that have not previously been appropriated which come into the Treasury after passage of this Ordinance shall be appropriated to the

General Fund of the Village.

SECTION 5: That any unexpected balance of any item of an appropriation made by this Ordinance may be used to make up any insufficiency in any other item of appropriation made by this ordinance.

SECTION 6: That if any clause, sentence, paragraph or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

SECTION 7: That the Village Clerk is hereby authorized and directed by the President and Board of Trustees to publish this Ordinance in accordance as required by law.

SECTION 8: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED THIS SEVENTH DAY OF JULY, 2020.

APPROVED

**DR. MICHAEL BRUNO
MAYOR**

ATTEST:

**JULIE RITTENHOUSE
VILLAGE CLERK**

**AYES:
NAYS:
ABSENT**



Wage Policy Ordinance

FY 2020/21

**Ordinance
2020-O-**

BE IT ORDAINED by the President and Board of Trustees of the Village of Winthrop Harbor, Illinois, that;

SECTION I: AN ORDINANCE ESTABLISHING THE COMPENSATION AND BENEFITS OF OFFICERS, OFFICIALS AND EMPLOYEES OF THE VILLAGE OF WINTHROP HARBOR, LAKE COUNTY, ILLINOIS, EFFECTIVE May 1, 2020 THROUGH APRIL 30, 2021 AS FOLLOWS:

A. VILLAGE ADMINISTRATION

- A1 Village Administrator**
Non Hourly Salaried Position - \$100,000/Annual

- A2 Director of Administration/Village Collector**
Non Hourly Salaried Position - \$72,069

- A3 Director of Finance and Human Resources**
Non Hourly Salaried Position - \$97,282

- A4 Director of Information Technology (Part-Time)**
Minimum \$ 30.90/hour
Maximum \$ 36.06/hour

- A5 Administrative Office Clerk (Full-Time)**
Minimum \$ 11.55/hour
Maximum \$ 22.15/hour

- A6 Deputy Clerk (Appointed)**
Non Hourly Stipend Position - \$1,000/Annual

- A7 Utility Billing Clerk /Assistant Village Collector (Full-Time)**
Minimum \$ 14.65/hour
Maximum \$ 23.30/hour

- A9 Mayor (Elected)**
Annual - \$5,400

- A10 Village Clerk (Elected)**
Annual - \$1,800

- A11 Trustee (Elected)**
Annual - \$3,600

B. COMMUNITY DEVELOPMENT DEPARTMENT

B1 Community Development Director
Non Hourly Salaried Position - \$77,126/Annual

B2 Administrative Office Clerk (Full-Time)
Minimum \$ 11.55/hour
Maximum \$ 22.15/hour

B3 Administrative Office Clerk (Part-Time)
Minimum \$ 11.55/hour
Maximum \$ 22.15/hour

C. PUBLIC WORKS DEPARTMENT

C1 Superintendent of Public Works
Non Hourly Salaried Position - \$81,994/Annual

C2 Assistant Superintendent of Public Works
Per Collective Bargaining Agreement

C3 Equipment Operator
Per Collective Bargaining Agreement

C4 General Maintenance/Utility Worker (Full-Time)
Per Collective Bargaining Agreement

C5 General Maintenance/Utility Worker (Part-Time)
Per Collective Bargaining Agreement

C6 Employee Uniform Allowance
Per Collective Bargaining Agreement

C7 Seasonal Maintenance Worker (Part-Time)
Minimum \$ 10.00/hour
Maximum \$ 12.00/hour

C8 Snow Plow Driver (Part-Time)
Minimum \$ 17.35/hour
Maximum \$ 28.50/hour

D. PARKS & RECREATION DEPARTMENT

- D1** Director of Parks & Recreation
Non Hourly Salaried Position - \$58,864/Annual
- D2** Recreation Maintenance Worker (Full-Time)
Minimum \$ 10.25/hour
Maximum \$ 13.95/hour
- D3** Recreation Maintenance Worker (Part-Time)
Minimum \$ 10.25/hour
Maximum \$ 13.95/hour
- D4** Seasonal Concession Employee (Part-Time)
Minimum \$ 9.15/hour
Maximum \$ 10.75/hour

E. FIRE DEPARTMENT

- E1** Fire Chief
Non-Hourly Salaried Position - \$24,772 Annual
- E2** Deputy Fire Chief
\$650/Month + Hourly Rate
- E3** Assistant Fire Chief
\$400/Month + Hourly Rate
- E4** Lieutenant
\$150/Month + Hourly Rate
- E5** Engineer
\$100.00/Month + Hourly Rate
- E6** Chief Engineer
\$25/Month + Hourly Rate
- E7** Fleet Maintenance Supervisor
\$25/Month + Hourly Rate
- E8** Fire Inspector
Minimum \$ 12.00/hour
Maximum \$ 20.00/hour

E9 Firefighter/Day-Shift & Paid-On-Call

Firefighter

Hourly Rate \$14.50

EMT-Basic (1st year)

Hourly Rate \$16.25

EMT-Basic (after 1st year)

Hourly Rate \$16.75

EMT-Paramedic (1st year)

Hourly Rate \$17.75

EMT-Paramedic (after 1st year)

Hourly Rate \$18.75

Medical Liaison/Officer

\$20/Month + Hourly Rate

Dive Master

\$20/Month + Hourly Rate

E10 Fire Department Sleep-In Program

A five person shift, unless altered at the discretion of the Department Head.
\$50 Stipend per night, plus calls, per person.

E11 State Certified Fire Officer Level I & II

\$10/Month Additional

E12 Fire Department Secretary**(a) Permanent – PT**

Minimum \$ 13.25/hour

Maximum \$ 17.00/hour

(b) Permanent EMT-B – PT

Minimum \$ 14.25/hour

Maximum \$ 17.00/hour

(c) Permanent EMT-P – PT

Minimum \$ 15.75/hour

Maximum \$ 18.75/hour

E13 Fire Chief Vehicle Allowances

(a) **INSURANCE:** The Fire Chief's personally owned vehicle shall be insured under the Village fleet auto policy to allow his/her vehicle to be designated as an emergency vehicle by the Winthrop Harbor Fire Department.

(b) **FUEL:** The Fire Chief shall be allowed two (2) tanks of gasoline per month in his personally owned vehicle. The Deputy Chief shall be allowed one (1) tank of gasoline every other month in his personally owned vehicle.

(c) **MAINTENANCE:** The Fire Chief shall receive an annual vehicle maintenance allowance on a reimbursement basis up to a maximum amount of five hundred dollars (\$500.00) for his personally owned vehicle.

E14 Fire Department Holiday Pay

Time and one-half will be paid to Fire Dept. employees for hours worked on the following holidays:

- (1) New Year's Day
- (2) Fourth of July
- (3) Thanksgiving Day
- (4) Christmas Eve
- (5) Christmas Day
- (6) New Year's Eve
- (7) Labor Day
- (8) Memorial Day

E15 Fire Department Employee Lost Wages

The Village recognizes that Fire Department personnel are often employed full or part-time elsewhere. The Village of Winthrop Harbor provides worker's compensation insurance coverage which provides monetary benefits for time lost by an employee from other employment in conformance with the Illinois worker's Compensation Act.

F. POLICE DEPARTMENT

F1 Police Chief and Health Officer
Non-Hourly Salaried Position - \$111,280 Annual

F2 Deputy Police Chief
Non-Hourly Salaried Position - \$96,762 Annual

F3 Sergeant (Full-Time)
Per Collective Bargaining Agreement

F4 Director of Police Administration (Part-Time)

Minimum \$ 30.90/hour

Maximum \$ 36.06/hour

F5 Police Officer (Full-Time)

Per Collective Bargaining Agreement

F6 Police Officer (Part-Time)

Per Collective Bargaining Agreement

F7 Property Control Officer (Full-Time or Part-Time)

Minimum \$ 15.00/hour

Maximum \$ 30.00/hour

F8 Community Service Officer (Full-Time or Part-Time)

Minimum \$ 11.35/hour

Maximum \$ 22.96/hour

F9 Police Records Clerk (Part-Time)

Minimum \$ 10.93/hour

Maximum \$ 21.68/hour

F10 Police Department Employee Uniform Allowance

(a) All Sergeants, full-time Police Officers and part-time Police Officers shall receive the uniform allowance defined in the collective bargaining agreements applicable to those positions.

(b) All civilian employees shall receive a uniform allowance not to exceed \$400.00 in any fiscal year, unless already provided in the collective bargaining agreement, whichever is greater.

(c) The Chief of Police and Deputy Chief of Police shall receive a uniform allowance not to exceed \$1,000.00 in any fiscal year.

(d) The employee shall be fully responsible for any and all income or other taxes that the federal or state government may levy on the value of uniforms so provided.

H. GENERAL PROVISIONS**H1 Pay Periods and Overtime**

The Village issues paychecks bi-weekly. Overtime is calculated based upon a standard 40-hour work week with the exception of the Police Department. The Police Department overtime is calculated based upon an 80 hour pay period.

H2 Rate Review

(a) The rate of pay for each position shall be no lower than the minimum and not to exceed the maximum levels. Merit increases will be determined through performance reviews. Department Heads are responsible for recommending salary adjustments to the Village Administrator who will submit with the same to the Mayor and Board of Trustees for approval.

(b) Merit increases will be considered on an annual basis commencing at the beginning of the fiscal year.

(c) For employees on a step merit increase system the increase will be considered annually on the employee's anniversary date or last promotion date.

H3 Position Rates

(a) **MINIMUM RATE** – The Minimum rate of pay for an employee in this position. This rate of pay represents compensation for the lowest acceptable performance in this position. It is also appropriate for a new or probationary employee.

(b) **MAXIMUM RATE** – The Maximum rate of pay for an employee in this position. This rate of pay represents the maximum compensation for performance beyond that expected of an experienced, competent, productive employee in this position.

(c) **STEP RATE** – The set rate of pay for an employee in this position. This rate of pay represents the maximum compensation the employee will receive for performance beyond that expected of an experienced, competent, productive employee in this position.

H4 Village Uniform Performance Appraisal

(a) Performance reviews should be completed for each employee by February 1st for employees that receive merit increases commencing on a fiscal year basis. For employees who receive step merit increases, their performance review should be completed sixty days prior to their anniversary date or last promotion date.

(b) The performance reviews should be discussed with the employee in person by the Department Head/Supervisor. Each performance review form should be signed by the employee at the time of the review. Appropriate comments by either party should be noted on the review form.

(c) If the performance review identifies unacceptable performance a written report should be submitted by the Department Head along with the review form. Such reports should be signed by the employee concerned, signifying that the employee

understands the situation and the recommendations being forwarded to the Village Administrator.

(d) Performance reviews for Department Heads shall be as above except that it shall be prepared by the Village Administrator.

H5 New Employees - (Full-time and Part-Time)

(a) A probationary period of one year from the hire date shall exist for new employees in order to evaluate satisfactory performance.

(b) A 90-day and 180-day performance review schedule should be established by the Department Head/Supervisor for each new employee. Each performance review shall be conducted in a professional manner using the approved standard performance review form. Each form must be signed by both parties and submitted to the Village Administrator with any appropriate recommendations for consideration.

(c) All prospective employees shall be required, at the Village's expense, to undergo a complete physical examination by a licensed physician of the Village's choice prior to appointment. In addition, all prospective employees shall submit to a chemical dependency screening, if requested to do so, and agree to permit the release of the results from such examinations, screenings and/or tests to the Village.

(d) In the event that a part-time employee converts to a full-time employee the Department Head may, at their discretion, institute a new probationary period and/or require a new physical examination and/or chemical dependency screening as defined in herein. This will be done with the advice and consent of the Village Administrator.

H6 Full-Time Employee Defined

(a) For purposes of the Wage Policy Ordinance, the Federal Affordable Care Act and the provisions thereof, employees who work 130 or more hours during a calendar month are considered full-time.

(b) In the event the federal government revises the Affordable Care Act in terms of number of hours and/or time period, Section H6(b) of this Wage Policy Ordinance shall be revised accordingly to maintain compliance with federal law.

H7 Tuition Reimbursement

(a) Fees for strictly job related coursework or training taken at the employee's discretion and with his/her Department Head's approval will be reimbursed when satisfactorily completed (a grade of "C" or better).

(b) The maximum amount of this reimbursement, per employee, per fiscal year, is \$750.00, after any other compensation has been deducted.

(c) Expenses must be budgeted by the Department Head and employee must provide proof of final grade.

H8 Expense Reimbursement

As set forth on Exhibit A hereto.

H9 Holiday Benefit

(a) Full-time Police Officers, Police Sergeants, part-time Police Officers and full-time employees of the Public Works Department shall receive the holiday benefits defined in their respective collective bargaining agreements, which for those employees supersede the holiday benefits defined in this Section.

(b) Fire Department employees shall receive the holiday benefits defined in Section One-E of this Wage Policy, which for those employees supersedes the Holiday Benefits defined in this Section.

(c) Full-time Village employees who are not members of a collective bargaining unit shall be paid eight (8) hours of holiday benefit at straight time for each of the holidays listed in the table below. Such full-time employees shall be scheduled off when the listed holiday falls on their regularly scheduled work day. When this is the case, the full-time employee will receive their holiday benefit pay as part of their regular pay for the pay period in which the listed holiday falls.

(d) Full-time Police Department employees whose regular work shift falls on a listed holiday may request one of the following two options in lieu of working on the holiday:

1. Take the holiday off with pay
2. Bank the eight benefit hours for use at a later date (take a later date off with pay)

Requests for these options must be made no less than four weeks in advance and are subject to approval by the Chief of Police or his designee.

(e) Full-time employees of the Community Development, Recreation and Administration Departments, when called-in to work on a listed holiday, shall be paid at one and one half (1-1/2) times their regular rate, in addition to the straight rate holiday benefit.

(f) Full-time employees of the Police Department, when scheduled to work on a listed holiday or when called-in to work on a listed holiday, shall be paid at one and

one half (1-1/2) times their regular rate, in addition to the straight rate holiday benefit.

(g) Part-time employees of the Police Department receive no holiday benefit for listed holidays on which they do not work. When part-time Police Department employees are scheduled to work on a listed holiday, or are called-in to work on a listed holiday, they shall be paid at a rate of one and one half (1.5) times their regular rate.

(h) If a village employee works a shift which begins on a listed holiday, the employee will be paid at one and one half (1.5) times their regular rate for the entire shift, including any authorized and approved extension thereof.

(i) If a village employee works a shift which begins on a date other than a listed holiday, the employee will be paid at his/her regular rate for the entire shift, including any authorized and approved extension thereof, and including any portion of the shift or extension which may literally fall on the listed holiday date.

(j) For all Departments with the exception of Police, the holiday benefits shall apply to the Friday prior to listed holidays which fall on a Saturday, and to the Monday following listed holidays which fall on a Sunday. For the Police Department, the holiday benefits shall apply to the actual dates of the listed holidays.

(k) Following are the listed Holidays applicable to this policy:

1. New Year's Eve day	7. Independence Day
2. New Year's Day	8. Labor Day
3. Martin Luther King Day	9. Thanksgiving Day
4. President's Day	10. Day after Thanksgiving
5. Good Friday	11. Christmas Eve Day
6. Memorial Day	12. Christmas Day

H11 Personal Day Benefit

(a) All full-time employees will be allowed two 8-hour paid personal days per year. Such personal days may not be taken without prior approval by the Department Head.

(b) New employees shall not be awarded personal days until they have completed their probationary period.

(c) Personal days must be taken within the year in which entitled and do not roll over or accumulate.

H12 Family Medical Leave Act (FMLA)

The Village adheres to the federal Family Medical Leave Act.

H13 Bereavement Benefit

Per Collective Bargaining Agreements. Up to (3) three days leave with pay shall be granted in the event of a death of an immediate family member, spouse, child or step/child, mother, father, brother, sister, step/father, step/mother, grandparent, grandparent of spouse, grandchild, mother-in-law, father-in-law, step/brother or step/sister.

H14 Vacation Benefit and Compensatory Time

(a) Vacation eligibility for all full-time employees will be on the anniversary date of the year in which the stated service requirements are met, except for probationary employees.

Over 1 year of service	5 days vacation
Over 2 years of service	10 days vacation
Over 3 years of service	11 days vacation
Over 4 years of service	12 days vacation
Over 5 years of service	13 days vacation
Over 6 years of service	14 days vacation
Over 7 years of service	15 days vacation
Over 8 years of service	16 days vacation
Over 9 years of service	17 days vacation
Over 10 years of service	18 days vacation
Over 11 years of service	19 days vacation
Over 12 years of service	20 days vacation
Over 13 years of service	21 days vacation
Over 14 years of service	22 days vacation
Over 20 years of service	25 days vacation

(b) Probationary employees are not eligible for vacation time until they successfully complete their probationary period.

(c) Vacation days must be taken in the year when entitled.

(d) After completing two years of service, employees may be monetarily reimbursed for up to one-half of their accrued, unused vacation time annually. Such reimbursements may occur once each year only, and are subject to approval by the Village Administrator.

(e) Compensatory hours must be taken off, with pay, and cannot accumulate more than 60 hours unless at the Department Head’s discretion.

- (f) Vacation and compensatory time off must be scheduled in advance and be approved by the Department Head.
- (g) Vacation benefit time does not accrue while an employee is receiving disability compensation fully or partially funded by the Village. Upon return to active work status, eligibility for the Vacation Benefit is restored and vacation days due the employee shall be calculated on a pro-rata basis at that time. All prorating will be calculated on the basis of the number of full weeks of disability.
- (h) Restored eligibility includes vacation allowance which would have normally expired during the last ninety days of disability. Any vacation allowance so restored must be taken within ninety days of return to active work status, or be forfeited.
- (i) Compensatory time accrued is frozen for the first ninety days of disability. After ninety days of disability compensatory time accrued shall be paid to the employee to supplement disability compensation. Payments diminish accrued compensatory time by the amount paid by the Village, converted to hours at the employee's normal, full base rate of pay.
- (j) Extenuating circumstances may justify extension of the above time limits for scheduling vacation and compensatory time. This determination shall be made by the Village Administrator.
- (k) Vacation and compensatory time off shall be fully exhausted by time off with pay prior to retirement.
- (l) In the case of voluntary dismissal, vacation and compensatory time outstanding shall be paid in lieu of time off. In the case of involuntary termination unused vacation time is forfeited and compensatory time shall be paid in lieu of time off.

H15 Overtime

- (a) All employees, with exception of the Police Department, shall receive overtime compensation for earned hours in excess of 40 hours in one work week. Police Department employees shall receive overtime compensation for earned hours in excess of 80 hours per pay period.
- (b) Compensation rate shall be 1-1/2 times the prorated hourly rate or 1.5 compensatory hours per hour worked.
- (c) In the event of an emergency call-out, all called employees shall receive a minimum of two hours per call. If the excess hours fall on a Sunday or holiday and require a full department call-out, the compensation rate shall be two times the prorated hourly rate or two compensatory hours per hour worked. The choice of compensation rate shall be made by the Department Head.

H16 Earned Hours

For the purpose of overtime computation, earned hours include all hours paid including hours paid as worked, vacation, holiday, sick, jury duty and compensated family leave.

H17 Work Week

The work week begins at 12:01 a.m. Monday.

H18 Sick Pay Benefit and Paid Bonus Time

(a) Full-time employees will accrue a sick pay benefit of eight (8) hours per month. Unused sick pay benefit time may be accumulated up to a maximum of 1,920 hours. Requests for sick leave under conditions set forth below must be accompanied by a physician's statement acceptable in form to the Village;

1. Greater than three consecutive work shifts
2. Greater than 48 total hours per 12-month period
3. For work shifts scheduled before or after a holiday or vacation day

(b) New employees are not eligible for the sick pay benefit during their first three months of employment, however the benefit will continue to accrue during this period.

(c) The employee is not eligible to use the sick pay benefit to supplement any benefits received by the employee from any source.

(d) Employees on sick leave are assumed to be at home or hospitalized and are subject to contact from the Department Head for verification. Any other use or misuse shall constitute grounds for discipline, up to and including dismissal.

(e) Sick pay accrues only when an employee is actively working on his or her job, and as such, no sick pay shall accrue at any time when the employee is off work for any reason other than a scheduled vacation, compensatory time off, village-wide holiday or allowed personal day.

(f) Full-time employees who have not used any sick pay benefits during one or more of the qualifying periods listed below shall be awarded 8 hours of paid Bonus Time benefit for each qualifying period, to a maximum of 24 hours of accrued paid Bonus Time benefit per year.

Qualifying Periods:January 1st through April 30thMay 1st through August 31stSeptember 1st through December 31st

(g) Earned Bonus Time benefits shall be awarded on the pay date first following the closing date of each qualifying period.

(h) The sick pay benefit may be used under the following conditions only;

1. Illness of the employee
2. Injury of the employee (not work-related)
3. Employee caring for his/her ill or injured child
4. Medical appointment for employee

(i) Sick pay benefits may never be “cashed out” or converted to compensation of any kind in the absence of any of the conditions defined in Section H18(h).

(j) Sick pay is intended to serve as the primary means of providing pay to employees when they are sick or incapacitated due to injury. Sick pay must be used and exhausted prior to an employee becoming eligible for any and all short term or long term disability insurance benefits that may be available to that employee.

H19 Worker’s Compensation

The village provides worker’s compensation benefits as provided for in the Illinois Worker’s Compensation Act through a fully funded insurance policy for all employees. Additionally, the Village complies with all State and/or Federal laws and regulations regarding additional funds required to be paid for Police and Fire personnel.

H20 Jury Duty

Full-time employees shall be compensated for time spent on jury duty at their normal rate of pay. Any compensation received from any other source for these services must be surrendered to the Village. The employee is required to report to the Department Head on all normally scheduled days that he/she is released from active jury duty selection.

H21 Death Benefit

Death benefit for full-time employees is one month’s pay. This benefit shall be considered cumulative of any benefits the deceased or survivors may have under the Illinois Worker’s Compensation Act.

H22 Health and Disability Insurance

(a) Full-time employees have available group hospital, major medical and disability insurance coverage, with the Village paying the premiums, or portions thereof, as follows:

1. For employee only, Village pays 100% of group health insurance premiums.
2. For employee's dependents, Village pays 75% and employee pays 25% of group health insurance premiums.
3. For employee and dependents, Village pays 100% of group dental and vision insurance premiums.
4. For employee only, Village provides disability insurance coverage for non job-related disability. This benefit begins after the seventh calendar day of disability (accident, sickness or pregnancy) and continues for 26 weeks. The amount of the benefit is 70% of gross weekly salary with a \$350.00 per week maximum limit.

(b) Persons retiring from the employment of the Village of Winthrop Harbor may continue their health insurance coverage through the Village's group plan. The cost for such coverage shall be borne solely by the retiring employee. The Village shall collect the premium cost for coverage in a prepaid monthly, quarterly, semi-annual or annual manner.

H23 Eye Glasses / Corrective Lenses Reimbursement

(a) The Village will contribute a maximum of \$200.00 per calendar year towards the purchase of prescription eyeglasses and/or contact lenses for full-time employees. Such contributions shall be made at such time as it is determined by a qualified examination that the employee's prescription has changed significantly enough to warrant new eyeglasses or work related damage requires replacement.

(b) The cost of said qualified examination will be the responsibility of the employee.

H24 Harassment

(a) The Village of Winthrop Harbor's policy is to prevent and prohibit discriminatory abuse and sexual or racial harassment in any form, either physical or verbal. Sexual harassment includes any unwelcome sexual advances or request for sexual favors or any sexual conduct request explicitly or implicitly as a condition of employment consistent with the Illinois Compiled Statutes, Chapter 775, Section 5/2-101(E). Racial, ethnic, age or religious harassment includes using derogatory or degrading jokes, comments or labels.

(b) Department Heads are responsible for ensuring that no form of sexual, racial, ethnic, or religious harassment occurs in their area of supervision. They should

remain alert to any harassment that may be occurring in their areas and take immediate steps to stop it. If a subordinate indicates that he or she has been subjected to such harassment, the Department Head should investigate the situation, take whatever corrective action is needed, and report the matter in writing to the Mayor.

H25 Payroll Deductions

(a) The Village will deduct insurance premiums and such other routine expenses or contributions as the employee may request in writing. The Village shall also deduct such other amounts as may be required by Federal or State law, or by order or judgment of any court. Such deductions shall be made from the employee's gross wages, and in the event his or her wages are insufficient in any pay period to fully pay any and all such deductions, the employee shall promptly remit sufficient funds to the Village to cover such deductions.

(b) For the purpose of this provision, "wages" do not include any payments, checks, drafts or other monetary influx coming from any source other than directly from the Village's payroll account.

H26 Village Vehicle Use Policy

- a) The Village recognizes that there is justification for certain employees to take Village-owned Vehicles home from work, including such factors as ensuring ready availability of the employee for emergency situations. Additionally, the Village's insurer has raised certain issues and has requested that certain provisions be included within this policy in order to fully comply with all reasonable conditions, limitations and provisions of that insurance policy. To balance the interests of the public in the conservation of Village resources and tax dollars with these factors, the Village adopts a standard vehicle policy that is intended to serve as the final expression of the Village on the matters set forth herein.
- b) The use of any village vehicle shall be strictly for official government use in the performance of the employees' jobs, or for such uses as are specifically allowed under this section.
- c) No employee shall use any village vehicle for personal use.
- d) No employee shall use any village vehicle in connection with any other job, business or commercial enterprise.
- e) Only specifically authorized employees may operate any village vehicle. Such specified employee shall not permit any other person to operate a village vehicle

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- unless that person is also an employee specifically authorized to operate that vehicle.
- f) The Village's "zero tolerance policy" prohibiting the operation of any vehicle or equipment with any trace of alcohol or cannabis within the employee's system or while the employee is under the influence of any illicit drug or function-impairing prescription medication shall be strictly obeyed and enforced.
 - g) All employees operating village vehicles shall obey all traffic laws of the State of Illinois and the ordinances of this village except when operating during emergency situations pursuant to the guidelines applicable to emergency responders. That means that in ordinary operations:
 - a. all persons in village vehicles will wear seatbelts at all times;
 - b. drivers shall not text or use hand-held cell phones unless parked;
 - c. drivers shall obey all speed limits;
 - d. drivers shall obey all rules of the road.
 - h) No village vehicle shall be used to pull trailers or other outboard accessories unless the vehicle is specifically designed for that purpose and the trailer or outboard accessory is being moved from place to place or is being used for specific village business. By way of example and not limitation, attaching snowplows or trailers to dump trucks (for moving tractors or lawnmowers from location to location for maintenance purposes) are specifically permitted whereas attaching a trailer to a police vehicle to move a personal garden tractor would not be.
 - i) Employees allowed to take village vehicles home with them shall be required to strictly adhere to the following provisions and regulations:
 - 1. The vehicles shall be used only for commuting directly to and from the Village and the employee's home;
 - 2. All vehicles shall be returned to the village when the employee is on vacation for three (3) or more consecutive days, unless the vehicle is assigned to him or her for his or her exclusive use and would not be used or needed by any other officer or village employee, in which case, the vehicle may not be used for vacation purposes, but may be parked either at the employee's home or returned to the village;
 - 3. The employee shall keep the vehicle in presentable condition, with no personal items stored therein, no food wrappers or drink containers, etc.
 - j) Any employee involved in any collision involving a village-owned vehicle shall promptly report the same to his or her supervisor, or if the employee is a
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department head, to the Village Administrator. Promptly, in this setting, shall mean as soon as practical, and not later than noon the next business day.

- k) Any employee receiving a traffic citation while operating a village-owned vehicle shall promptly report the same to his or her supervisor, or if the employee is a department head, to the Village Administrator. Promptly, in this setting, shall mean as soon as practical, and not later than noon the next business day.
- l) The **only employees** who shall be allowed to take vehicles home shall be as follows:
- Village Administrator
 - Chief of Police
 - Deputy Chief of Police
 - Full time police detectives
 - Part time police detectives, but only if on call in this assignment for one full week at a time
 - Any police officer while he or she is assigned to canine duty
 - Community Development Director
 - Superintendent of Public Works;
 - Fire Chief
 - Deputy Fire Chief
- m) With respect to the vehicles in the possession of the Village Administrator, Chief of Police, Deputy Chief of Police, Fire Chief, Deputy Fire Chief and Superintendent of Public Works, it is expressly understood and acknowledged that they remain on call at all times when they are not out of the area or on vacation, and as such, any use of their assigned vehicles while they are on duty or on call is expressly permitted hereunder.
- n) No deviations from this policy may be allowed by any person. Any request for a deviation must be recommended by the Village Administrator and approved by a majority of the Village Board and Mayor.
- o) In addition to the foregoing, the Village recognizes that from time to time, employees may need to use personal vehicles for official performance of the governmental job duties. In such events, the Village shall reimburse the employee for the use of the vehicle at the rate that is then set as the standard rate by the Internal Revenue Service of the United States, which will be kept posted in Village Hall. All such use of personal vehicles must be approved in advance by

the Department Head, or, if the employee is a Department Head, by the Trustee over that department, or in his or her absence, the Mayor.

SECTION II: Any section of the prior Compensation and Benefit Ordinance in conflict with this Ordinance is hereby repealed.

SECTION III: This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

SECTION IV: This Wage Policy Ordinance is intended to provide general wage and employment policies for village employees, but is not intended to supercede, alter or affect in any way any provision of any collective bargaining agreement. Additionally, nothing in this ordinance is intended to extend the provisions of any collective bargaining agreement to any employee other than the employees specifically covered by the provisions of such agreement or agreements. For that reason, if any provision of this ordinance conflicts with any provision of any current collective bargaining agreement relative to a covered employee, the provisions of the collective bargaining agreement shall govern that employee's wages, benefits and other employment relationships in all respects stated in that agreement.

PRESENTED, PASSED AND APPROVED at the regular meeting of the Board of Trustees of the Village of Winthrop Harbor held on the 7th day of July, 2020.

APPROVED:

DR. MICHAEL BRUNO
MAYOR

ATTEST:

JULIE A. RITTNHOUSE
VILLAGE CLERK

AYES:

NAYS:

PASSED:

ABSENT:

FIRST READING:

SECOND READING:

ORDINANCE PASSED:

REQUEST FOR BOARD ACTION



Date Referred to the Board: 7/7/2020

Originating Department: Police

Subject Matter:

Request to accept a Notice of State Award for a grant from the Illinois Law Enforcement and Training Board (ILETSB) for Police Squad Car Cameras for up to \$21,549.00

Summary and Background:

As a part of the 2019 budget, the police department signed a contract for new cameras for the squad vehicles from Axon Corporation. Due to equipment delays the cameras were not installed until January of 2020.

In reviewing funding opportunities with our grant consultant, we determined we may be eligible for reimbursement through a grant offered by ILETSB therefore an application was submitted.

Financial Impact:

Money for the initial purchase was allocated in a previous budget years Capital Improvement program. This award affords the opportunity to have the majority, if not all of that amount reimbursed.

Community/Neighborhood Impact:

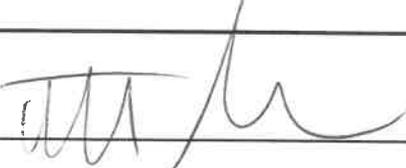
There is no community or neighborhood impact.

Documents Attached:

Notice of State Award

Staff Recommendation:

This action is recommended

Department Head Signature:  Date: 6/25/20

Village Administrator Signature:  Date: 6/25/2020

**Illinois Grant Accountability and Transparency
Notice of State Award**

STATE OF ILLINOIS GRANT INFORMATION

State Award Identification	Name of State Agency (Grantor): Illinois Law Enforcement Training Standards Board Department/Organziation Unit: N/A
State Award ID Number (SAIN)	2383-18789
State Program Description	Grants to units of Illinois local government police agencies for the purpose of reimbursement for: (1) Purchasing in-car video cameras for use in law enforcement vehicles. (2) Purchasing officer-worn body cameras for law enforcement officers. (3) Training for law enforcement officers in the operation of these cameras.
Annoucnment Type	Initial
Agency (Grantor) Contact Information	Name: Phone: Email: ptb.grants@illinois.gov

GRANTEE INFORMATION

Grantee / Subrecipient Information	Name: Village of Winthrop Harbor Address: 830 Sheridan Road, Winthrop Harbor, IL 60096 Phone: 847-872-2131 Email: msheedy@whpd.org
Grantee Identification	GATA: 681475 DUNS: 963848064 FEIN: 366007732
Period of Performance	Start Date: 6/24/2020 End Date: 6/30/2020

FUNDING INFORMATION

FUND	CSFA	CFDA	AMOUNT
356-56901-4470-00-00	569-00-2095	10.704	\$21,549.00
TOTAL			\$21,549.00

(M) Currently used by State of Illinois for "Match" or "Maintenance of Effort" (MOE) requirements on Federal Funding. Funding is subject to Federal Requirements and may not be used by Grantee for other match requirements on other awards.

**Illinois Grant Accountability and Transparency
Notice of State Award**

06/24/20

Page 2 of 7

TERMS AND CONDITIONS	
Grantee Indirect Cost Rate Information	Rate: 0.00 Base: 0.00 Period: FY2020
Research & Development	No
Cost Sharing or Matching Requirements	No
Uniform Term(s)	CODE of FEDERAL REGULATIONS Title 2: Grants and Agreements PART 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 Illinois Administrative Code
Grantor-Specific Term(s)	This is a reimbursement Grant - All cameras must be purchased, installed and paid for prior to any funds being sent for payment. ALL PURCHASE & INSTALLATION RECEIPTS & PROOF OF PAYMENT DOCUMENTS MUST BE RECEIVED BY 7/31/2020 OR PAYMENT CANNOT BE GUARANTEED. NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.
Program-Specific Term(s)	Definitions. As used in this Act: "Board" means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act. "In-car video camera" means a video camera located in a law enforcement patrol vehicle. "In-car video camera recording equipment" means a video camera recording system located in a law enforcement patrol vehicle consisting of a camera assembly, recording mechanism, and an in-car video recording medium. "In uniform" means a law enforcement officer who is wearing any officially authorized uniform designated by a law enforcement agency, or a law enforcement officer who is visibly wearing articles of clothing, badge, tactical gear, gun belt, a patch, or other insignia indicating that he or she is a law enforcement officer acting in the course of his or her duties. "Law enforcement officer" or "officer" means any person employed by a county or municipality as a policeman, peace officer or in some like position involving the enforcement of the law and protection of the public interest at the risk of that person's life. "Officer-worn body camera" means an electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer. "Recording" means the process of capturing data or information stored on a recording medium as required under this Act. "Recording medium" means any recording medium authorized by the Board for the retention and playback of recorded audio and video including, but not limited to, VHS, DVD, hard drive, cloud storage, solid state, digital, flash memory technology, or any other electronic medium. Law Enforcement Camera Grant Fund; creation, rules. The Board shall consider compliance with the Uniform Crime Reporting Act as a factor in awarding grant moneys. Rules; in-car video camera grants. (a) The Board shall develop model rules for the use of in-car video cameras to be adopted by law enforcement agencies that receive grants under Section 10 of this Act. The rules shall include all of the following requirements: (1) Cameras must be installed in the law enforcement agency vehicles. (2) Video recording must provide audio of the officer when the officer is outside of the vehicle. (3) Camera access must be restricted to the supervisors of the officer in the vehicle. (4) Cameras must be turned on continuously throughout the officer's shift. (5) A copy of the video record must be made available upon request to personnel of the law enforcement agency, the local State's Attorney, and any persons depicted in the video. Procedures for distribution of the video record must include safeguards to protect the identities of individuals who are not a party to the requested stop. (6) Law enforcement agencies that receive moneys under this grant shall provide for storage of the video records for a period of not less than 2 years. (b) Each law enforcement agency receiving a grant for in-car video cameras under Section 10 of this Act must provide an annual report to the Board, the Governor, and the General Assembly on or before May 1 of the year following the receipt of the grant and by each May 1 thereafter during the period of the grant. The report shall include the following: (1) the number of cameras received by the law enforcement agency; (2) the number of cameras actually installed in law enforcement agency vehicles; (3) a brief description of the review process used by supervisors within the law enforcement agency; (4) a list of any criminal, traffic, ordinance, and civil cases in which in-car video recordings were used, including party names, case numbers, offenses charged, and disposition of the matter. Proceedings to which this paragraph (4) applies include, but are not limited to, court proceedings, coroner's inquests, grand jury proceedings, and plea bargains; and (5) any other information relevant

to the administration of the program. Rules; officer body-worn camera grants. (a) The Board shall develop model rules for the use of officer body-worn cameras to be adopted by law enforcement agencies that receive grants under Section 10 of this Act. The rules shall comply with the Law Enforcement Officer-Worn Body Camera Act. (b) Each law enforcement agency receiving a grant for officer-worn body cameras under Section 10 of this Act must provide an annual report to the Board, the Governor, and the General Assembly on or before May 1 of the year following the receipt of the grant and by each May 1 thereafter during the period of the grant. The report shall include: (1) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras; (2) the number of officer-worn body cameras utilized by the law enforcement agency; (3) any technical issues with the equipment and how those issues were remedied; (4) a brief description of the review process used by supervisors within the law enforcement agency; (5) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations: (A) the time, date, and location of the incident; and (B) the offenses charged and the date charges were filed; (6) for a recording used in a civil proceeding or internal affairs investigation: (A) the number of pending civil proceedings and internal investigations; (B) in resolved civil proceedings and pending investigations: (i) the nature of the complaint or allegations; (ii) the disposition, if known; and (iii) the date, time and location of the incident; and (7) any other information relevant to the administration of the program.

Primary Agency

THE FOLLOW ARE GATA EXCEPTIONS AND ARE NOT REQUIRED FOR THIS PROGRAM:

BUDGET / BUDGET TEMPLATE

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

COST PRINCIPLES

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

FINANCIAL REPORTING

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

INDIRECT COST RATE

N/A - No Indirect Costs paid under the Camera Grant Act

MERIT BASED REVIEW

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

PERFORMANCE REPORTING

N/A - Annual reporting is only required after the installation under the Camera Grant Act

RISK ASSESSMENTS

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

UNIFORM AGREEMENT

N/A - Reimbursement Grant; NO FUNDS ARE PAID UNTIL PURCHASE, INSTALLATION & PAYMENT RECEIPTS ARE RECEIVED.

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - FISCAL AND ADMINISTRATIVE

The nature of the additional requirements

GATA Conditions:

11 - Fraud, Waste and Abuse

Requires technical assistance including required training;

Agency Adjustments / Explanation:

N/A

The reason why the additional requirements are being imposed

GATA Conditions:

11 - Fraud, Waste and Abuse

Medium to high risk increases the likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees duties, also decreases the likelihood of employees or clients not reporting fraud, waste and abuse.

Agency Adjustments / Explanation:

N/A

The nature of the action needed to remove the additional requirement, if applicable

GATA Conditions:

11 - Fraud, Waste and Abuse

Corrective action including implementing a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation.

Agency Adjustments / Explanation:

N/A

The time allowed for completing the actions, if applicable

GATA Conditions:

11 - Fraud, Waste and Abuse

One year after implementation of corrective action.

Agency Adjustments / Explanation:

N/A

The method for requesting reconsideration of the additional requirements imposed

GATA Conditions:

11 - Fraud, Waste and Abuse

One year after implementation of corrective action.

Agency Explanation:

N/A

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - MERIT-BASED REVIEW

The nature of the additional requirements

Agency Adjustments / Explanation:

N/A

The reason why the additional requirements are being imposed

Agency Adjustments / Explanation:

N/A

The nature of the action needed to remove the additional requirement, if applicable

Agency Adjustments / Explanation:

N/A

The time allowed for completing the actions, if applicable

Agency Adjustments / Explanation:

N/A

The method for requesting reconsideration of the additional requirements imposed

Agency Explanation:

N/A

SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - PROGRAMMATIC

The nature of the additional requirements

Agency Adjustments / Explanation:

Your Agency must be and remain compliant with all applicable requirements of the Uniform Crime Reporting Act.
Your Agency must be and remain compliant with all applicable requirements of the Police Training Act.
Your Agency must be and remain compliant with all applicable requirements and up to date on all required reporting of the Law Enforcement Body-Worn Camera Act.

FUNDING IS ONLY FOR THE PURCHASE OF THE CAMERAS ONLY, ALL OTHER EXPENSES ARE THE RESPONSIBILITY OF THE GRANTEE.

Dated purchase receipts & serial numbers of each camera must be submitted prior to award of funds. All purchases must be made between 07/01/2019 and 06/30/2020. Installation must be made prior to 7/31/20. All purchase and installation receipts and proof of payment documents must be submitted by 07/31/2020 or payment cannot be guaranteed.

The reason why the additional requirements are being imposed

Agency Adjustments / Explanation:

REQUIRED BY LAW

The nature of the action needed to remove the additional requirement, if applicable

Agency Adjustments / Explanation:

NONE

The time allowed for completing the actions, if applicable

Agency Adjustments / Explanation:

This is a reimbursement grant & proof of purchase must be provided prior to payments being issued. All purchases and installations must be made between 07/01/2019 and 06/30/2020. Installation must be made prior to 7/31/20. All purchase and installation receipts and proof of payment documents must be submitted by 07/31/2020 or payment cannot be guaranteed.

The method for requesting reconsideration of the additional requirements imposed

Agency Explanation:

NONE

REQUEST FOR BOARD ACTION



Date Referred to the Board: June 30, 2020

Originating Department: Public Works

Subject Matter:
Request approval of the FY2020/21 MFT General Maintenance Program

Summary and Background:
This is the approval needed to be able to spend Motor Fuel Tax as outlined by the Illinois Department of Transportation. The Board approves this program every year.

This funds the purchase of road salt Public Works uses during snow operations and the replacement of street signs.

Financial Background:
This is funded through the Motor Fuel Tax and is a budgeted item for this fiscal year.

Community/Neighborhood Impact:

Documents Attached:
IDOT Resolution for General Maintenance for this fiscal year.

Staff Recommendation:
Staff recommends approving the FY2020/21 General Maintenance Program as presented.

Department Head Signature:  Date: 6/30/20

Village Administrator Signature:  Date: 6/30/20

June 25, 2020

Mr. Tim Neargarder
Superintendent of Public Works
Village of Winthrop Harbor
830 Sheridan Road
Winthrop Harbor, IL 60096

**Subject: Village of Winthrop Harbor
2020/21 FY MFT General Maintenance Program
Section No.: 21-00000-00-GM**

Dear Mr. Neargarder:

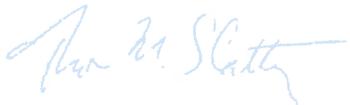
Enclosed for your review and approval are the following documents in connection with the subject project:

- Four (4) copies of the Resolution for Maintenance (BLR 14220).
- Four (4) copies of the Municipal Estimate of Maintenance Cost (BLR 14222).
- Four (4) copies of the Maintenance Engineering to be Performed by a Consulting Engineer form (BLR 05520).

Please place these documents on the agenda for the July 7th Village Board Meeting and return to my office for forwarding to the Illinois Department of Transportation. If you have any questions, please contact me at 815.444.3298 or via email at tslattery@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Thomas M Slattery, P.E., PTOE

Enclosure



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	21-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Winthrop Harbor Illinois that there is hereby appropriated the sum of Eighty Six Thousand Two Hundred Fifty and 00/100 Dollars (\$86,250.00) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/20 to 04/30/21.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Winthrop Harbor shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Julie Rittenhouse Village Clerk in and for said Village of Winthrop Harbor in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Winthrop Harbor at a meeting held on 07/07/20

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



Maintenance Engineering to be Performed by a Consulting Engineer



Local Public Agency	County	Section Number
Village of Winthrop Harbor	Lake	21-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee
 > \$20,000 Base Fee = \$1,250.00

PLUS					
Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%		6%		

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:
Local Public Agency Signature Date

Title

Mayor

BY:
Consulting Engineer Signature Date

Title

Vice President

P.E. Seal Date

Approved:
Regional Engineer, IDOT Date