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**LOVES PARK CITY COUNCIL AGENDA–SEPTEMBER 9, 2019- 6 P.M.**  
**AT CITY HALL COUNCIL CHAMBERS, 100 HEART BLVD.,**  
**LOVES PARK, 61111**

- I. CALL TO ORDER**
  
- II. INVOCATION & PLEDGE OF ALLEGIANCE**
  - 1. Invocation given by Alderman Jim Puckett, followed by the Pledge of Allegiance.**
  
- III. ROLL CALL**
  
- IV. APPROVAL OF CITY COUNCIL MINUTES OF PREVIOUS MEETING**
  
- V. COMMUNICATIONS, MAYOR’S REPORT AND ANNOUNCEMENTS**
  - 1. Proclamation presented to Dr. Michael Belinson of Vietnam2Now for “POW/MIA Recognition Day”.**
  
- VI. APPROVE PAYMENT OF BILLS**
  
- VII. OFFICER’S REPORTS**
  - 1. Public Safety**
  - 2. Public Works**
  
- VIII. COMMITTEE REPORTS**
  - 1. Finance and Administration/Jacobson (Finance, Personnel, Buildings & Grounds, Purchasing, Recreation & Beautification)**
  - 2. Public Safety/Allton (Police, Fire, Public Safety & Health)**
  - 3. Public Works/Schlensker (Street, Water & Utilities)**
  - 4. Codes and Regulations/Peterson (Ordinances & Licenses)**
  - 5. Community Development/Frykman (Development, Planning, Zoning, Annexation, Building & Drainage)**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

**XI. RESOLUTIONS & MOTIONS**

- 1. Resolution authorizing the Mayor to execute a contract for the expansion of and improvements to the city's fire station at 1527 Windsor Road.**

**XII. ORDINANCES 2<sup>ND</sup> READING**

- 1. Ordinance authorizing the fixing and approving of wages, salaries, fees, or compensation for city employees.**

**XIII. ORDINANCES 1<sup>ST</sup> READING**

**XIV. PUBLIC COMMENT**

**XV. EXECUTIVE SESSION**

**XVI. GOOD OF THE ORDER**

**XVII. ADJOURNMENT**



**CITY COUNCIL, CITY OF LOVES PARK, ILLINOIS**

Journal of Proceedings

Regular Meeting, Tuesday, September 3, 2019

Loves Park City Hall

Mayor Gregory Jury called the meeting to order at 6:00 p.m.

Alderman Nancy Warden opened the meeting with an invocation, followed by the Pledge of Allegiance.

Present: Mayor Gregory Jury

Aldermen Jim Puckett, Clint Little, John Pruitt, Charles Frykman, Mark Peterson, A. Marie Holmes, Rob Schlensker, Nancy Warden, John Jacobson

Absent: Alderman Doug Allton

Also Present: City Clerk Bob Burden  
City Attorney Gino Galluzzo

1. Approve Minutes 08/26/19 The Journal of Proceedings for the regular meeting of August 26, 2019, was approved as submitted by the city clerk on a motion by Alderman Little. Second by Alderman Schlensker. Motion carried. 7 Ayes (Aldermen Puckett, Pruitt, Frykman, Peterson, Holmes, Warden, Jacobson) 1 Absent (Alderman Allton) 2 Present (Aldermen Little, Schlensker)
2. SEP/Food Truck Request Received a Special Event Permit from Jen Buerke to have a food truck on alternating days for the construction crew at 100 Heart Blvd. Placed on file.
3. Cabello Family Received a thank you card from the family of Arnie Cabello. Placed on file.
4. Water Department Bills Alderman Jacobson presented the Water Department bills dated August 26, 2019 in the amount of \$199,745.21, and moved that they be paid. Second by Alderman Peterson. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)
5. General Fund Bills Alderman Jacobson presented the General Fund and all other bills dated August 26, 2019 in the amount of \$437,414.09, and moved that they be paid. Second by Alderman Peterson. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)
6. Public Safety Report Alderman Schlensker presented the Police Department Report dated August 26, 2019, to be placed on file.
7. Public Works Report Alderman Schlensker presented the Street Department Report dated September 3, 2019; presented the Water Department Report dated September 3, 2019, to be placed on file.
8. Finance & Administration Committee Alderman Jacobson of the Finance and Administration Committee presented General Fund and all other bills dated September 3, 2019 in the amount of \$185,452.76; for consideration at next week's city council meeting; presented the minutes from the committee meeting held August 26, 2019, to be placed on file.

9. Public Works Committee Alderman Schlensker of the Public Works Committee presented the Water Department list of bills dated September 3, 2019 in the amount of \$61,042.00, for consideration at next week's city council meeting.
10. Codes & Regulations Alderman Peterson of the Codes and Regulations Committee announced that a committee meeting will be held Monday, September 9, 2019, following city council.
11. Midwest Well Services To Perform Maintenance On Well 5 Alderman Jacobson presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that the Water Department Manager is authorized to hire Midwest Well Services, Inc. dba: Municipal Well & Pump, 1212 Storbeck Drive, Waupun, WI., 53963, to perform maintenance and well rehabilitation to well #5 with the cost not to exceed one hundred and forty-six thousand six hundred and forty-two dollars (\$146,642.00). Second by Alderman Schlensker. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)  
**RESOLUTION NO. 19-078**
12. ORD 4287-19  
Liquor License For 1824 E. Riverside Blvd. Alderman Peterson presented for second reading an ordinance providing for an R-1 Liquor License for Da Catch, 1824 E. Riverside Blvd., and moved for passage of the ordinance. Second by Alderman Warden. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)  
**ORDINANCE NO. 4287-19**
13. ORD 4288-19  
Liquor License For 6332 E. Riverside Blvd. Alderman Peterson presented for second reading an ordinance providing for an R-1 Liquor License for KBQ, 6332 E. Riverside Blvd., and moved for passage of the ordinance. Second by Alderman Warden. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)  
**ORDINANCE NO. 4288-19**
14. ORD 4289-19  
Liquor License For 5710 N. Second Street Alderman Peterson presented for second reading an ordinance providing for an R-1 Liquor License for Rani's Kitchen, 5710 N. Second St., and moved for passage of the ordinance. Second by Alderman Warden. Motion carried. 9 Ayes (Aldermen Puckett, Little, Pruitt, Frykman, Peterson, Holmes, Allton, Warden, Jacobson) 1 Absent (Alderman Allton)  
**ORDINANCE NO. 4289-19**
15. Adjourn Alderman Jacobson moved that the meeting be adjourned. Second by Alderman Schlensker. Motion carried by voice vote. The meeting was adjourned at 6:10 p.m.

**APPROVED:**

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**Robert J. Burden, City Clerk**

**COMMITTEE MEETINGS:**

Codes & Regulations: Monday, September 9, 2019  
Following City Council

**STANDING COMMITTEE MEETINGS:**

Community Development: Following Council Meeting  
6:15 p.m.

Finance and Administration: Prior to Council Meeting  
5:40 p.m.

Public Works: Prior to Council Meeting  
5:15 p.m.

Zoning Board of Appeals: 3<sup>rd</sup> Thursday of the Month  
5:30 p.m.



# CITY OF LOVES PARK

100 HEART BOULEVARD  
LOVES PARK, ILLINOIS 61111  
815-654-5030 • Fax: 815-633-2359

Gregory R. Jury, Mayor • Robert J. Burden, City Clerk • John C. Danielson, City Treasurer

## Proclamation

*WHEREAS*, in an effort to honor the sacrifices of American service members who suffered, or still suffer in captivity while on active duty as Prisoners Of War, or who were or remain Missing In Action, the President now signs a proclamation each year designating the third Friday of September as the day of recognition and remembrance. The United States National POW/MIA recognition day is observed across the nation; and

*WHEREAS*, many ceremonies are now held around the nation on military installations, state capitals, at schools and civic organizations, to ensure that America remembers its responsibility to stand behind those who serve our nation, and do everything possible to account for those who do not return; and

*WHEREAS*, marking the 23<sup>rd</sup> year in Loves Park, the Rockford Charter Chapter Vietnam2Now will be holding its annual POW/MIA Candlelight Remembrance Ceremony: Friday, September 20, 2019 at the Loves Park City Hall Auditorium, 100 Heart Blvd., Loves Park, IL; and

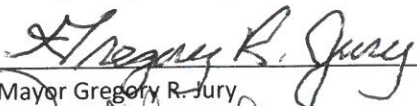
*WHEREAS*, on this day, we encourage every resident in Loves Park to honor returned U.S. POWs and all Americans still captured, unaccounted for and missing in action.

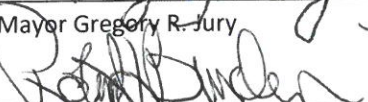
*NOW, THEREFORE*, I, Gregory R. Jury, Mayor of Loves Park, do hereby proclaim Friday, September 20, 2019 as:

### **POW/MIA Recognition Day**

throughout the City of Loves Park, and commend this observance to all of our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Loves Park to be affixed this 9<sup>th</sup> day of September, 2019.

  
\_\_\_\_\_  
Mayor Gregory R. Jury

  
\_\_\_\_\_  
ATTEST: Robert J. Burden, City Clerk



*"The City with a Heart"*



# **LOVES PARK** **POLICE**

540 Loves Park Drive, Loves Park, IL 61111

Phone 815/654-5015 Fax 815/633-0555

To: Alderman Doug Allton

From: Chief Charles Lynde

Date: 09/09/2019

Subject: Police Activity Report

Police activity report for the week of 08/25/19 through 08/31/19

Calls for Service 582

Total Number of Arrests 266

Accidents 6

MICHAEL MCCAMMOND  
DEPUTY CHIEF OF POLICE

CHARLES LYNDE  
CHIEF OF POLICE

SHANE LYNCH  
DEPUTY CHIEF OF POLICE



**Department of Public Works  
Street Department Weekly Activity Report**

Submitted by: Shannon Messinger  
Street Department Manager

Week of September 3, 2019 thru September 9, 2019

**Previous week's activity:**

1. Continued mowing.
2. Put up the flags along N2nd.
3. Poured curb and sidewalk in Alpine Valley.
4. Mowed with tractor.

**Proposed work:**

1. Continue mowing.
2. Continue Alpine Valley concrete repairs.
3. Hot Mix and dirt concrete repairs.
4. Take down the Flags along N2nd for Labor Day.

# Loves Park Water Department

## Weekly Activity Report

Submitted by: Craig McDonald  
Department Manager

Date: **8/28/19-9/4/19**

Previous week's activity:

1. Routine work:
  - a. Install new meters
  - b. JULIE locates
  - c. Chemical tests
  - d. Back wash wells as needed
  - e. Read commercial and residential meters
2. Continued radio read meter installation
3. Notified zone 2 and 4 for flushing and start flushing zones
4. Did shut offs for non-payment for the water department
5. Finished emergency repairs to filter plant #1
6. Lowered curb boxes in Park Hills Subdivision
7. Repaired valve box at Bell School Rd. and Riverside Blvd.

Work anticipated for this week:

1. Continue radio read meter installation
2. Start flushing zone 2 and 4 of the city
3. Locate curb box at 341 Sheridan Dr.
4. Disinfect and sample filter plant #1 to place back online
5. Repair curb stop at 6571 Coach Lite Trail
6. Repair curb stop at 5017 Illinois St.

**CITY OF LOVES PARK  
AGENDA  
FINANCE & ADMINISTRATION COMMITTEE  
SEPTEMBER 9, 2019 – 5:40 P.M.  
CITY COUNCIL CHAMBERS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES FROM THE COMMITTEE MEETING HELD SEPTEMBER 3, 2019**
  - a. Presentation by Regional 1 Planning Council.
  - b. Resolution authorizing the Mayor to execute a contract for the expansion of and improvements to the city's fire station at 1527 Windsor Road.
4. **ITEMS FOR CONSIDERATION**
5. **LIST OF BILLS**
6. **GENERAL DISCUSSION/PUBLIC COMMENT**
7. **ADJOURN**

FINANCE AND ADMINISTRATION COMMITTEE  
MEETING MINUTES

DATE OF MEETING: September 3, 2019

CALLED TO ORDER: 5:30 P.M.

MEMBERS PRESENT: Aldermen John Jacobson, Mark Peterson, Charles Frykman, John Pruitt

MEMBERS ABSENT:

ALSO PRESENT: Mayor Jury, Clerk Burden, Steve Thompson, Attorney Galluzzo, A. Marie Holmes, Robert Schlensker, Nancy Warden, Jim Puckett, Clint Little, Chief Wiltfang, Chief Lynde

MINUTES APPROVAL: August 26, 2019

Alderman Frykman moved to approve minutes. Second by Alderman Peterson.  
Motion carried. 4 Ayes – 0 Nays

ITEMS FOR CONSIDERATION

1. Ordinance authorizing the fixing and approving of wages, salaries, fees or compensation for city employees.

Alderman Peterson moved to approve. Second by Alderman Pruitt.  
Motion carried. 4 Ayes – 0 Nays

2. Resolution authorizing the Water Department Manager to hire Midwest Well Services, Inc. to perform maintenance and well rehabilitation to well #5 for \$146,642.00.

Alderman Peterson moved to approve. Second by6 Alderman Frykman.  
Motion carried. 4 Ayes – 0 Nays

3. List of Bills: No questions or concerns.

4. Adjournment.

Alderman Peterson moved for adjournment. Second by Alderman Pruitt.  
Motion carried. 4 Ayes – 0 Nays

Adjournment: 5:46 P.M.

RESPECTFULLY SUBMITTED: CHAIRMAN JACOBSON OF THE FINANCE COMMITTEE

**CITY OF LOVES  
PARK AGENDA  
CODES & REGULATIONS  
COMMITTEE September 9th,  
2019 6:15 P.M. CONFERENCE  
ROOM B**

1. **CALL TO ORDER**
  
2. **ROLL CALL**
  
3. **APPROVAL OF MINUTES FROM THE COMMITTEE MEETING HELD August 19th, 2019.**
  
4. **ITEMS FOR CONSIDERATION**
  - a. Liquor license request for Lucky Cafe, located at 401 East Riverside Boulevard.
  - b. Special Event Permit for “Beats and Eats” toy drive, located at 9572 Forest Hills Road.
  - c. Special Event Permit for “The Cluck Stops Here” food truck, located at 100 Heart Boulevard.
  
5. **PUBLIC COMMENT**
  
6. **GENERAL DISCUSSION**
  
7. **ADJOURN**

# City of Loves Park

## Codes & Regulations Committee

### August 19, 2019 Minutes

- I. Call to Order – the meeting was called to order by Alderman Peterson, Chairman at 6:17 PM.

Committee Members Present – Alderman Little, Alderman Warden. Also in Attendance – Nathan Bruck, Tommy Joseph, Cyril John, Thomas George, Joel Kurian, Tomy Nella, Addison Jun

- II. The minutes of the August 12, 2019 meeting were approved upon a motion by Alderman Warden, seconded by Alderman Little. Vote 3 – 0 to approve.

- III. Items For Consideration

- A. R-1 Liquor License request for Da Catch, 1824 E. Riverside Blvd.

**Motion to approve by Alderman Warden. Second by Alderman Little. Vote 3 – 0 to approve.**

- B. R-1 Liquor License request for KBQ, 6332 E. Riverside Blvd.

**Motion to approve by Alderman Warden. Second by Alderman Little. Vote 3 – 0 to approve.**

- C. R-1 Liquor License request for Rani's Kitchen, 5710 N. Second St.

**Motion to approve by Alderman Warden. Second by Alderman Little. Vote 3 – 0 to approve.**

- IV. General Discussion – None

- V. Public Comment – None

- VI. Adjournment – the meeting was adjourned at 6:26 PM upon motions by Alderman Little and Alderman Warden. Vote 3 – 0 in favor.

Respectfully submitted by:  
Mark Peterson  
Committee Chairman



# CITY OF LOVES PARK

100 HEART BOULEVARD  
LOVES PARK, ILLINOIS 61111  
815-654-5030 • Fax: 815-633-2359

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Gregory R. Jury, *Mayor* • Robert J. Burden, *City Clerk* • John C. Danielson, *City Treasurer*

## CIVIL SERVICE COMMISSION OF THE CITY OF LOVES PARK AGENDA

City Hall  
100 Heart Boulevard, Loves Park, IL 61111

Monday, September 9, 2019, at 8:30 a.m.

- I. Call to Order
- II. Public Comment
- III. Old Business
  - A. Police Department – Approval of Sergeant Promotion
  - B. Police Department – Approval of Lateral Entry Hire
  - C. Approval of Minutes – August 5, 2019
- IV. Adjournment

\* Items indicated as “closed session” may be conducted in closed session pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1) or other applicable provisions of the Act.

*“The City with a Heart”*

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR THE EXPANSION OF AND IMPROVEMENTS TO THE CITY'S FIRE STATION AT 1527 WINDSOR ROAD, LOVES PARK, ILLINOIS**

**WHEREAS**, the City of Loves Park, Illinois ("City"), is a municipal corporation operating under the laws of the State of Illinois, in Winnebago and Boone Counties, Illinois; and

**WHEREAS**, upon determining that expansion and improvements to the City's fire station located at 1527 Windsor Road was necessary for the public health, safety and welfare ("Fire Station Project"), the City purchased additional land immediately adjacent to the fire station for the Fire Station Project; and

**WHEREAS**, the City issued a Request for Qualifications ("RFQ") to evaluate capabilities and pricing of construction entities that provide design-build services and have experience with fire station construction; and

**WHEREAS**, after reviewing the responses to the RFQ, on July 2, 2019 the City entered into an AIA Document A141 – 2014 Standard Form of Agreement Between Owner and Design-Builder with Ringland Johnson Inc., an Iowa Corporation, ("Ringland Johnson") to provide and carry out the design-build services for the Fire Station Project ("Contract"); and

**WHEREAS**, the City now desires to approve a Design-Build Amendment as contemplated by the Contract.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVES PARK, WINNEBAGO COUNTY AND BOONE COUNTY, ILLINOIS AS FOLLOWS:**

- 1) The above recitals are incorporated into this Resolution as though fully set forth herein.
- 2) The Mayor is hereby authorized to sign the Design-Build Amendment with Ringland Johnson, in substantially similar form as is attached hereto, on behalf of the City.
- 3) Should any provision of this Resolution be declared invalid by a court of competent jurisdiction, the invalidity of such provision shall not affect any of the other provisions of this Resolution.
- 4) This Resolution shall be in full force and effect from and after its passage and approval.

Passed by The City Council of Loves Park this \_\_\_\_ day of September 2019



AYES:

NAYS:

PUBLISHED:

ABSENT:

ATTEST:

---

Mayor Gregory R. Jury

---

City Clerk Robert Burden

**EXHIBIT A**  
**Design-Build Amendment**

To Be Attached

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## EXECUTIVE SUMMARY

TO: Loves Park City Council

FROM: Nicolosi Galluzzo, LLP

DATE: September 6, 2019

RE: GMP Amendment For Construction to the AIA A141 Contract

The GMP Amendment for Construction (“Amendment”) is the document referred to as “Exhibit A” in Section 16.1.1 of the main contract for Design-Build between the Owner and the Design-Builder previously entered into by the City. The Amendment incorporates its own set of exhibits that provide such information as the results of bidding component parts of the project to subcontractors, contains final plans and drawings of the work to be completed and establishes the guaranteed maximum price (“GMP”) for constructing the project absent change order requests from the Owner.

The Amendment addresses two components of construction with prices for each component. The work for the additional building (“New Construction”) is \$698,642 and the work for renovations to the existing fire station (“Renovations”) is \$38,685 for a final combined GMP of \$737,327. During the design process for the fire station renovations, it was discovered that there are more significant renovations necessary for the existing fire station structure to have adequate fire separation and for the fire protection sprinklers in the new addition. These features will add \$37,327 to the guaranteed maximum price and cause a slight extension of the time-frame for completion so that the project will now be done at the end of December. The project is expected to commence on or before September 23<sup>rd</sup>.

The GMP is inclusive of a Preconstruction fee of \$7,900, a Design fee of \$39,000 and the following indirect costs: 1.145% for bond, 1.2% for insurance, and a 9.85% general requirements and fee on both the New Construction and the Renovations. The New Construction includes a 3% construction contingency and the Renovations include a 5% construction contingency and a \$1,750 builder’s risk charge indicated as applying to the “Entire Project”.

Payment applications made on or before the 25<sup>th</sup> of the month will be due the Wednesday after the third Monday of the month. This is a variable payment period ranging between 23 and 28 days during the construction period. Applications for payment are required to submit certain documentation as to the costs of the work performed, payrolls, copies of invoices, check vouchers

and other documents as necessary as proof of actual expenditures and will contain notations on percent of completion. Without approval of the Owner, the Design-Builder cannot make advance payment to suppliers for materials or equipment that has not been delivered to the worksite. There is a 5% retainage on the Design-Builder's fee and any work performed by the Design-Builder. Final payment shall be within 30 days of substantial completion of the project pursuant to terms in Section 9.10 of the original AIA agreement.

We have reviewed the proposed changes from a structural standpoint with Jerry Sowers who finds them acceptable and we have reviewed the Addendum in relation to the original contract to look for any inconsistencies that may be created by the Addendum and we are satisfied that the package is reasonable and in checking with Amy Resenbeck the payment terms are acceptable.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE FIXING AND APPROVING WAGES, SALARIES, FEES OR COMPENSATION  
FOR CITY EMPLOYEES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOVES PARK**

**ARTICLE I**

There shall be allowed and paid out of the City Treasury of the City of Loves Park, Illinois, to each of the following named employees, a wage as is herein set forth for the fiscal year commencing on the 1st day of May, 2019, and ending on the 30<sup>th</sup> day of April, 2020, wherever the wage of any employee is expressed herein as annual earnings it is so expressed for the sole purpose of example. The hourly wage of any employee here listed is determined by dividing the annual earnings example by 2080, the result of that division is that employee's hourly wage under this ordinance.

**Section 1.1:** The City of Loves Park includes the following as wages, and fringe benefits for municipal employees of all City Hall Departments and certain Water, Street, Fire and Police Department Employees. Exhibits A, B and C are attached to and made part of this Ordinance.

**Section 1.2:** The City of Loves Park includes the following as wages and fringe benefits for Municipal employees not represented by the Fraternal Order of Police or the International Union of Operating Engineers, Local 150. Employees not under Civil Service when hired and not under any current Civil Service Eligibility List for said position, will not have their Common Anniversary Date determined by the employee's appointment to Civil Service, but said Anniversary Date will be determined by the Employee's original starting date of full time employment with the City. Full time employment is defined as not less than 2,080 hours of actual work per calendar year. Compensation paid for time not worked but paid in lieu of work for holidays and vacations shall be considered as time worked.

**Section 1.3:** The City Treasurer is hereby authorized to pay any and all wages, longevity compensation, overtime pay, uniform allowance, cleaning allowance, vacation schedules and other fringe benefits held herein.

**Section 1.4:** Further, all full time employees' starting dates shall be determined by a Common Anniversary Date hereby established as each May 1, further defined as being the start of the City of Loves Park fiscal year. The Common Anniversary Date shall be used in determining longevity pay and vacation schedules. It shall not be confused with an Employee's date of appointment or starting date.

**The Common Anniversary Date shall be determined by:**

**All employees hired between May 1 and December 31 shall have an anniversary date of May 1 of the calendar year in which they are appointed. All employees hired between January 1 and April 30 shall have an anniversary date of May 1 of the calendar year in which they are appointed. This computation of the Common Anniversary Date commenced with the 1979-1980 fiscal year and will continue.**

**Section 1.5: Further, that permanent and permanent part-time employees be entitled to holiday pay for such days as are declared holidays for city employees equal to their average daily amount of pay for the four (4) weeks preceding the holiday with the approval of their immediate supervisor. The employee must work the first scheduled day before and following the holiday to qualify for payment hereunder.**

**Section 1.5.1: The following definitions of categories of employees are established:**

**Full time: Employees who work 2080 hours per year.**

**Permanent Part-time: Employees who work between 20 and 30 hours per week on a regular basis.**

**Seasonal/Temporary: Employees who are employed for 120 days or less on a seasonal basis, either full time or part-time.**

**Section 1.5.2: Seasonal/Temporary employees are not entitled to holiday pay.**

**Section 1.6: Department heads may be employed by resolution.**

**Section 1.7: All salaries and positions listed in Exhibits A & B are for 2019-2020.**

## ARTICLE II

**Section 2.1: Expenses allowed must be itemized by all employees and Department Heads who expend City monies. If not itemized, it shall be considered as their salary and adjustment shall be made.**

## ARTICLE III

### Family and Medical Leave Policy – Sick Leave and Pay Policy

#### **Section 3.1: Purpose**

This Policy is to outline the conditions under which an employee may request time off due to the birth or adoption of a child, for his or her own serious health condition, or to provide care for a certain family member(s) with such conditions.

#### **Section 3.2: Definitions**

A. A family and medical leave of absence is defined as an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave in a twelve (12) month period under the circumstances set forth in this Policy.

B. A family and medical leave of absence is a leave for reason of one (1) or more of the following:

1. The birth of a child to the employee;
2. The placement of a child with an employee for adoption or State-approved foster care;
3. The serious health condition of the employee; and
4. The serious health condition of the child, parent or spouse of the employee.

C. For purposes of this Policy, “child” is defined as a biological, adopted or foster child, a step-child, a legal ward or a child over whom the employee is standing “in loco parentis” who is either under eighteen (18) years of age or a dependent adult.

D. “Parent” is defined as “biological, foster, or adoptive parent, a step-parent or a legal guardian”. “Parent” does not include a parent-in-law or a grandparent.

E. "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition of the employee, or of the child, parent, or spouse of the employee, and also involves either (1) treatment in an in-patient facility or (2) continuing treatment or supervision by a health care provider.

**Section 3.3: Substitution of Other Paid Leave**

An eligible employee must use vacation and/or personal time for any part or all of the twelve (12) weeks. Time used beyond earned time shall be without compensation.

**Section 3.4: Eligibility**

To be eligible for leave pursuant to this Policy, an employee must have worked for the Employer for a total of a least twelve (12) months, and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period prior to the request for leave.

**Section 3.5: Employment Restoration**

Any eligible employee who takes a leave covered by this Policy will be entitled upon return from such leave to be restored to the same position of employment as held when the leave began, or to be restored to an equivalent position with equivalent employment benefits, pay and terms and conditions of employment. Exceptions to the employment restoration provisions may be made for certain "key" employees to the extent allowed by law. A doctor's release is required where the employee is returning from a medical leave of three (3) or more days.

**Section 3.6: Basic Conditions for Leave**

In addition to the eligibility provisions and other terms of this Policy, certain basic conditions for a family and medical leave of absence must be met, as follows:

A. The Employer will require medical certification from a health care provider to support a request for leave due to an employee's own serious health condition or due to the employee's need to care for a child, spouse or parent with a serious health condition. The medical certification must confirm the following:

1. With respect to a leave requested due to the employee's own serious health condition, the medical certification must state that the employee has a serious health condition and is unable to perform the functions of his or her position because of said condition.



2. With respect to a leave requested for purposes of caring for a child, spouse, or parent, the medical certification must confirm the existence of a serious health condition and that the employee is needed to provide for the child, spouse, or parent possessing such a serious health condition.

At the Employer's discretion, a second opinion may be required at the expense of the Employer. Moreover, the Employer may also require periodic recertification of the need for the leave. In the event that the second medical opinion is required by the Employer and the first and second medical opinions differ, the Employer, at its expense, may require the opinion of a third health care provider selected by the Employer and the employee. The opinion of the third health care provider shall be binding upon the parties.

- B. For purposes of a leave due to the serious health condition of the employee, or due to the serious health condition of a spouse, parent or child of the employee, where medically necessary on an intermittent or reduced leave schedule (if leave is required on this basis), the Employer may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time schedule, provided such a temporary position has equivalent pay and benefits.
- C. Where the employee and his/her spouse are both employed by the Employer, the employee and spouse are entitled to a combined period of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or foster placement of a child, or to care for a sick parent.
- D. Where a leave of absence is requested for the purposes of the birth, adoption, or foster placement of a child, such leave of absence must be taken within twelve (12) months after the birth, adoption or foster placement. Leave may begin prior to the birth, adoption or placement, as medical or legal circumstances dictate.

### **Section 3.7: Notification and Reporting Requirements**

Where the need for the leave may be planned in advance (such as the birth or placement of a child, or a scheduled medical treatment), the employee must provide thirty (30) days prior written notice to the Employer and make efforts to schedule the leave to minimize the disruption to the Employer's operations.

Where thirty (30) days notice is not possible, the employee must give as much notice as is practicable of a need for leave of absence. Failure to provide such notice may be grounds for denial of the leave request. An employee is also required to report periodically on his or her leave status and of his or her intention to return to work.

### **Section 3.8: Status of Employee Benefits During Leave of Absence**

An employee on an approved leave of absence pursuant to this policy may continue his/her coverage under the Employer's group health plan during the leave by arranging to pay his/her portion of the premium contributions. Where an employee elects not to return to work from an approved leave of absence, the Employer may recover from that employee the cost of premiums which the Employer paid, if any, to maintain the employee's group health plan coverage during the period of leave of absence, unless the failure to return to work was for reasons beyond the control of the employee. An employee on a leave of absence pursuant to this Policy accrues no additional seniority or other employment benefits during the leave.

### **Section 3.9: Procedures for Requesting Leave**

An employee requesting a family or medical leave must follow specific procedures. In addition to the requirements set forth in the other provisions of this Policy, these procedures are as follows:

- A. The employee must complete and submit a request for family and medical leave of absence form;
- B. The employee must complete and submit an insurance premium recovery authorization form;
- C. When the leave is requested as a result of the employee's own serious health condition, or the serious health condition of the parent, spouse or child of the employee, the employee must submit a completed certification of physician or practitioner form.

### **Section 3.10: Calculation of the Twelve (12) Month Period**

For purposes of this Policy, in determining the twelve (12) month period during which the twelve (12) weeks of leave may be granted, the Employer will utilize the "twelve month backward" method in calculating the extent of family and medical leave to which an employee is entitled. Under this method, when an employee makes a request for family and medical leave, the employee's family and medical leave record for the twelve (12) months preceding the date of request is examined.

In that twelve (12) month period, the employee will be entitled to take a maximum of twelve (12) weeks of family and medical leave.

**Section 3.11: Sick Leave and Pay**

**Section 3.11.1: Eligibility and Limits**

An employee shall accumulate paid sick leave at the rate of eight (8) hours per month of active service beginning his or her first year of employment. Paid leave can be carried over from year to year not to exceed nine hundred and sixty (960) hours.

**Section 3.11.2: Exclusions**

An employee with accrued paid sick leave under the provisions of Section 3.11.1 above who is ill or injured by reason of any cause other than one covered by Workman's Compensation, self-employment or employment by any other employer and who is required to be absent from work on account of that illness or injury is entitled to receive sick pay for his or her regularly scheduled hours of work for all scheduled work days missed until his paid leave is exhausted. Only employees who are actively employed at the onset or occasion or covered illness or injury shall receive benefits under this Article.

**Section 3.11.3: Medical Evidence Requirements**

Any sick pay benefits received under this Article shall be contingent upon the illness or injury being sufficiently disabling to require his or her absence from work. The City may require medical evidence in the form of a licensed medical physician stating that the employee is sufficiently disabled by his or her illness or injury that he or she cannot perform his or her duties. Where the City can provide employment within the physical capacity of the employee, the employee making application for, or receiving, benefits under this Article may be required to undergo a physical examination by a physician designated by the City. It is further agreed that an employee making application for, or receiving, benefits under this Article releases any physician having knowledge of his or her illness or injury to supply the City with such information. The City shall bear the cost of any such examination it requires an employee to take. Sick leave may be granted in minimum one (1) hour blocks for personal medical or dental appointments subject to Department Head approval.

ARTICLE IV

**FRINGE BENEFITS - ALL FULL TIME EMPLOYEES**

**Section 4.1:** Effective May 1, 2012, the vacation schedule for full time employees through April 30, 2020 shall be: after 1-7 years-2 weeks/ 8-11 years-3 weeks/12-17 years-4 weeks/18 years and over-5 weeks. Vacations are earned and are not a grant.

**Section 4.1.1:** Effective May 1, 2012, the following vacation schedule will be in effect for various listed department head positions as follows: Police Chief, Fire Chief, Assistant Fire Chief, Deputy Police Chief, Community Development Director, Public Works Manager, Water Department Manager, Economic Development/Planning Manager, and Street Department Manager. Vacation Schedule is: 0 – 5 years-3 weeks/6-17 years-4 weeks/18 years and over-5 weeks.

**INSURANCE - ALL FULL TIME EMPLOYEES**

**Section 4.2: Health Insurance**

The health insurance program in place at the date of execution of this Ordinance will be maintained for the term of this Ordinance for employees and dependents. The cost of this program will be paid by the City with each covered employee contributing thirty dollars per pay period toward the cost of health insurance for dependent coverage; a temporary program to choose alternate benefit options allows reduced employee contributions for dependent coverage. ECOH2 choice will reduce this premium by 50% during participation. The ECOH1 choice will waive the premium during participation. New employees will be covered after 90 days of continuous employment. The City's obligation to provide this benefit is restricted to actively employed employees only. The City will make the benefit available to an inactive employee only at the employee's expense and only to the extent that it is required to do so by the State of Illinois or Federal Law. Nothing in this section or any other provision of this Ordinance shall prevent the City from unilaterally changing carriers, self-insuring the benefits or instituting cost containment, preferred providers or other programs designated to make the program more cost effective. If the City does change the carrier or enter into a self-insured program it may alter the specific benefit program as long as the program does not substantially change the benefits and other employees of the City receive the same benefit.

**Section 4.2.1: Retired Employees Option**

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A full time employee who has been covered by insurance benefits and wishes to stay on the plan after retirement must have completed eight (8) full years of service with the City (i.e. 2,080 hours per year). The employee must be 55 years of age or older. The employee will assume the entire cost of his participation. This section does not affect any person now on the plan. Such employee is eligible under this provision or any other provision of this ordinance only for such benefits as are provided by the City to active employees as those benefits may from time to time be changed. After age 65, the continuance of the retired employee option is at the discretion of the City Council and may be discontinued or changed with a 60 day notice. Retirees and/or their Dependents under the age of sixty-five (65) may, at their own expense, remain in the Active Plan until age sixty-five (65) and will then become eligible for Medicare. Retirees and/or their Dependents over the age of sixty-five (65) are eligible for Medicare only at their own expense. This option is not available to any employee who leaves his employment with the City for reasons other than voluntary retirement. However, Federal and State laws will be followed where in conflict.

**Section 4.2.2: Disabled Employees**

This above option (Section 4.2.1) is available for any employee on disability retirement regardless of age or years of service.

**Section 4.3: Longevity** In May of 2020 each eligible full time employee who has been actively employed not less that 1,500 hours in the fiscal year ending April 30, 2020, shall receive longevity pay for the fiscal year May 1, 2019 to April 30, 2020; based upon his/her base wages earned during that year. His/her entitlement shall be based upon his/her Common Anniversary Date as stated above in this Ordinance. Two percent (2%) of the employee's base salary earned in fiscal year 2019–2020 shall be paid with the completion of each five (5) full time years of service and this shall not exceed eight percent (8%)of the employee's base salary for fiscal year 2019-2020. The percentage amount will be paid as follows:

- 2% of base salary beginning year 6-7-8-9-10
- 4% of base salary beginning year 11-12-13-14-15
- 6% of base salary beginning year 16-17-18-19-20
- 8% of base salary beginning year 21-22-23-24-25

The maximum amount will be 8% and no further increases in percentage will be allowed after 25 years of service. Refer to Exhibit C.

**Section 4.4: Base Wages**

The basic wage for hourly employees and positions shown in Exhibits A and B are for fiscal year 2020.

**Section 4.5: Call in Pay**

A regular full time employee whose wage is set forth in Exhibit A who is called in after normal work hours shall be entitled to compensation at the rate of one and one-half times their hourly rate of pay or time off in lieu of pay at the discretion of the employee. Compensation will be for two hours minimum or actual time whichever is greater.

**Section 4.6: Work Day - Work Week**

The employees work day is the twenty-four (24) hours next following the start of work on the first day of work in the week. The employee will usually work five (5) eight (8) hour shifts in a work week. Nothing here is a guarantee of hours of work per day or days of work per week or pay in lieu thereof. Nothing precludes the Supervisor or Administration to assign flexible schedules when needed or for effective work programs.

**Section 4.7: Bereavement**

When death occurs in the immediate family of any employee, said employee shall be granted three (3) days off without loss of pay, provided he or she actually attends the funeral. Where the three (3) days coincide with scheduled days off, such days will not be paid. If the employee must travel more than five hundred (500) miles to attend the funeral, he or she shall be granted five (5) days off without loss of pay. Additional time, up to three (3) days off, may be granted at the discretion of the Department Head, and will be deducted from accumulated sick leave. For the purposes of this section, "immediate family" shall include the employee's current spouse, child or stepchild, grandchild, parent or stepparent, sibling or stepsibling, mother-in-law, father-in-law, grandparent or step-grandparent.

**EXHIBIT A.**  
**BASE WAGES - May 1, 2019 - April 30, 2020 (40 hours per week)**

**PUBLIC WORKS AND DEVELOPMENT DEPARTMENTS**

Sowers	Jerry	\$88,250.00	**	Facilities Manager
Quintanilla	Andrew	\$46,350.00		Zoning Officer
Terre	Juan	\$51,350.00		Code Enforcement Officer
Bruck	Nathan	\$77,250.00	**	Economic Development/Planning Manager
Thompson	Steven	\$92,700.00	**	Director of Comm Development & Public Works
Dmochowski	Scott	\$67,180.00		Building Inspector
Fay	Lori	\$67,180.00		Electrical Inspector
Messinger	Shannon	\$82,400.00	**	Street Department Manager
McDonald	Craig	\$86,520.00	**	Water Department Manager
Galligan	Marilyn	\$38,232.00		Clerk/Water Dept
Falk	Denise	\$37,000.00		Clerk/Water Dept
Banta	Theresa	\$40,170.00		Clerk/Water Dept 5/1/19 - 8/27/19
Banta	Theresa	\$43,000.00		Clerk/Water Dept 8/28/19 - 4/30/20
Schwengels	Barbara	\$41,572.00		Public Works Secretary
Massetti	Kim	\$41,572.00		Community Development Secretary
Lamb	Amber	\$48,500.00		Water Dept Office Manager
Urbanowitz	James	\$23.69/hr	*	Plumbing Inspector/Part-Time

**GENERAL ADMINISTRATION**

Resenbeck	Amy	\$66,900.00		Deputy Treasurer
Krienke	Maxine	\$50,120.00		Treasurer's Office Secretary
Krienke	Maxine	\$5,000.00		Pension Administrator
Mills	Sheila	\$55,620.00		Deputy City Clerk
Jacobson	Patricia	\$41,572.00		City Clerk's Office Secretary
Oswald	Dawn	\$41,572.00		Mayor's Office Secretary

\*All part-time positions are set by resolution.

\*\* Exempt from Overtime Payment under FLSA

Zoning Board of Appeals Members	\$40.00 per meeting
Civil Service Commission Members	\$40.00 per meeting

Limit of 15 paid meetings per year for Zoning Board of Appeals

Limit of 25 paid meetings per year for Civil Service Commission

**FIRE DEPARTMENT**

Wiltfang	Gerald	\$88,580.00	**	Fire Chief
Conley	Tim	\$74,984.00	**	Assistant Fire Chief
Pash	Steven	\$24,102.00		Deputy Chief of Admin
Evans	Donn	\$8,826.00		Deputy Chief of Operations
Hart	James	\$8,826.00		Deputy Chief of EMS
Kuehl	Adam	\$8,026.00		Captain of Inspection

Fire Captains will be paid \$30.00 per meeting  
Fire Lieutenants will be paid \$28.00 per meeting  
Firefighters will be paid \$26.00 per meeting

- \*Volunteers will be paid \$25.00 per call in addition to the salaries listed.
- \*Fire Department positions are part-time (except Chief and Assistant Chief)
- \*All Fire Inspectors shall be paid \$15.00 per inspection.

**POLICE DEPARTMENT**

Lynde	Charles	\$111,930.00	**	Chief of Police
McCammond	Michael	\$101,880.00	**	Deputy Chief of Police
Lynch	Shane	\$101,880.00	**	Deputy Chief of Police
Freezeland	Charleen	\$48,958.00		Secretary to Chief of Police
Vincer	Patti	\$37,000.00		Clerk Police Dept

\*\*Exempt from overtime payment under FLSA



**Page 19-20.13**

**Ordinance No.**

**EXHIBIT B. – Positions are set by resolution or ordinance.**

**Director of Community Development and Public Works**

**Water Department Manager**

**Clerks/Secretaries-Municipal Offices**

**Street Department Manager**

**Chief of Police**

**Deputy Chief of Police**

**Deputy City Treasurer**

**Deputy City Clerk**

**Mayor's Office Secretary**

**Treasurer's Secretary**

**City Clerk's Secretary**

**Chief of Police Secretary**

**Police Clerk**

**Police Clerical Assistant**

**Building Inspector, Structural Inspector,**

**Plumbing Inspector, Electrical Inspector**

**Fire Chief, Assistant Fire Chief, Fire Dept Deputies**

**Fire Department Captain of Inspection**

**Fire Captain**

**Fire Lieutenant**

**Firemen**

**Zoning Board of Appeals Members (15 meetings per year)**

**Civil Service Commission (25 meetings per year)**

**Economic Development/Planning Manager**

**Water Dept. Office Manager**

**Zoning Officer**

**Code Enforcement Officer**

**License Inspector**

**Part-time employees - Water Dept., Street Dept., including snow plowing.**

**Part-time secretarial and clerical in all departments and City offices (as set by resolution)**

**Non-civil service, temporary or probationary employees may be paid up to the beginning rate of the Department where employed as per resolution. This would include employees from one day employment to 120 work days.**

EXHIBIT C.

LONGEVITY SCHEDULE

Beginning Year 1	0%
Beginning Year 2	0%
Beginning Year 3	0%
Beginning Year 4	0%
Beginning Year 5	0%
Beginning Year 6	2%
Beginning Year 7	2%
Beginning Year 8	2%
Beginning Year 9	2%
Beginning Year 10	2%
Beginning Year 11	4%
Beginning Year 12	4%
Beginning Year 13	4%
Beginning Year 14	4%
Beginning Year 15	4%
Beginning Year 16	6%
Beginning Year 17	6%
Beginning Year 18	6%
Beginning Year 19	6%
Beginning Year 20	6%
Beginning Year 21	8%
Beginning Year 22	8%
Beginning Year 23	8%
Beginning Year 24	8%
Beginning Year 25 & following	8%

**Section 4.7:** Only the Street and Water Department Managers shall receive for 2019-2020 a uniform service allotment as determined by the in-force Union contract.

**Section 4.8: Other Personnel**

Other employees shall have wages set by resolution. Employees represented through collective bargaining shall have wages set by resolution as negotiated.

**ARTICLE V.**

**Section 5.1:** All ordinances or parts of ordinances in conflict herewith are hereby repealed. Resolutions in conflict herewith are hereby repealed.

**ARTICLE VI.**

**Section 6.1:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as is required by law.

**A P P R O V E D:**

**MAYOR**

\_\_\_\_\_

**A T T E S T:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED:**

**APPROVED:**

**PUBLISHED:**