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LOVES PARK CITY COUNCIL AGENDA
MONDAY, OCTOBER 26, 2020- 6 P.M.

VIRTUAL MEETING HELD AT WWW.CITYOFLOVESPARK.COM AND THE
CITY OF LOVES PARK'S FACEBOOK PAGE

- I. CALL TO ORDER**

- II. INVOCATION & PLEDGE OF ALLEGIANCE**
 - 1. Invocation given by Alderman Mark Peterson, 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**

- 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

XII. ORDINANCES 2ND READING

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

XIII. ORDINANCES 1ST READING

- 1. Ordinance allowing a Variance in the driveway approach width for the property known as 5855 Windy Koll Drive.**

XIV. PUBLIC COMMENT

Anyone wishing to speak at the city council meeting shall contact the City Clerk's office preceding the scheduled meeting at 815-654-5034.

XV. EXECUTIVE SESSION

XVI. GOOD OF THE ORDER

XVII. ADJOURNMENT

CITY COUNCIL, CITY OF LOVES PARK, ILLINOIS
Journal of Proceedings
Regular Meeting, Monday, October 19, 2020
Loves Park City Hall

Mayor Gregory Jury called to order the meeting of the Loves Park City Council at 6:00 p.m.

Pastor K.D. Bodwell of Windsor Baptist Church opened the meeting with an invocation followed by the pledge of allegiance.

Present: Mayor Gregory Jury

Aldermen Charles Frykman (electronically), Mark Peterson, A. Marie Holmes (electronically), Robert Schlensker, Doug Allton (electronically), Nancy Warden, Jim Puckett, Clint Little, John Pruitt

Absent: Alderman John Jacobson

Also Present: City Clerk Bob Burden
City Attorney Gino Galluzzo

1. Approve Minutes 10/12/20 The Journal of Proceedings for the regular meeting of October 12, 2020 was approved as submitted by the city clerk on a motion by Alderman Little. Second by Alderman Schlensker. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
2. Commission Hearing Received a notice of a hearing regarding Commonwealth Edison, to be held October 29, 2020, in the offices of the Commission, Chicago, IL. Placed on file.
3. World Polio Day Proclamation Mayor Jury presented a proclamation to Tom Brooks of Loves Park Rotary, proclaiming Saturday, October 24, 2020 to be "World Polio Day" in the City of Loves Park.
4. Tom Brooks Tom Brooks thanked city council for their support of the proclamation.
5. Water Department Bills Alderman Peterson presented the Water Department bills dated October 12, 2020 in the amount of \$56,136.36, and moved that they be paid. Second by Alderman Frykman. Motion carried. 9 Ayes (Aldermen Pruitt, Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little) 1 Absent (Alderman Jacobson)
6. General Fund Bills Alderman Peterson presented the General Fund bills dated October 12, 2020 in the amount of \$398,600.60, and moved that they be paid. Second by Alderman Schlensker. Motion carried. 9 Ayes (Aldermen Pruitt, Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little) 1 Absent (Alderman Jacobson)
7. Public Safety Report Alderman Allton presented the Police Department Report dated October 19, 2020, to be placed on file.
8. Public Works Report Alderman Schlensker presented the Street Department Report dated October 19, 2020; presented the Water Department Report dated October 19, 2020, to be placed on file.
9. Building Department Report Alderman Frykman presented the Building Department Report for September 2020; New Commercial - \$0.00; New Residential - \$248,448.00; Others - \$1,257,965.00; Total Permits – 138; Permit Fees - \$16,406.00; Machesney Park Fees - \$7,187.28.

10. Finance & Administration Committee
Alderman Peterson of the Finance and Administration Committee presented General Fund and all other bills dated October 19, 2020 in the amount of \$134,749.01, for consideration at next week's city council meeting; presented the minutes from the committee meeting held October 12, 2020, to be placed on file.
11. Public Works Committee
Alderman Schlensker of the Public Works Committee presented the Water Department list of bills dated October 19, 2020 in the amount of \$170,427.05; for consideration at next week's city council meeting; presented the minutes from the committee meeting held October 5, 2020, to be placed on file.
12. Rock River Disposal Vehicle Lease Agreement
Alderman Schlensker presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that the Mayor is authorized to enter into a vehicle lease agreement with Rock River Disposal Services, Inc. for the rental of one 2008 International w/5 yard dump box and one 1999 International w/5 yard dump box and one 2002 International w/5 yard dump box for the purpose of leaf removal under the current contract per the attached. Be it further resolved, that the lease cost would be \$700.00 per week per vehicle until the leaf pickup is concluded. Also, be it further resolved, that the lease shall not be considered in full force and effect until all proper insurance certificates are complete and in place as delineated within said executed lease. Second by Alderman Pruitt. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
RESOLUTION NO. 20-060
13. RRD Holding Company/ Leaf Vacuum/Trailer Lease Agreement
Alderman Schlensker presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that the Mayor is authorized to enter into a vehicle lease agreement with RRD Holding Company, an Illinois Corporation (Rock River Disposal) to lease a Tow Leaf Vacuum, DINKMARK, Trailer, for the purpose of leaf removal. Be it further resolved, that the lease cost will be \$1.00 per month, until the leaf pickup is concluded. Also, be it further resolved, that the lease shall not be considered in full force and effect until all proper insurance certificates are complete and in place as delineated within said executed lease. Second by Alderman Pruitt. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
RESOLUTION NO. 20-061
14. ITEP Grant Application For IL251 Streetscape Improvement Project
Alderman Peterson presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that the Director of Community Development and Public Works is hereby granted approval to seek funding through a grant application to the Illinois Transportation Enhancement Program (ITEP) for the North Second Street (IL251) Streetscape Improvement Project. Second by Alderman Pruitt. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
RESOLUTION NO. 20-062
15. Calvin Urbanowitz Hired As Part-Time Plumbing/HVAC Inspector
Alderman Peterson presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that the Mayor is authorized to hire Calvin Urbanowitz as a part-time employee in the position of Plumbing/HVAC Inspector effective October 20, 2020. The hourly rate of pay shall be \$24.40 per hour. Second by Alderman Schlensker. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
RESOLUTION NO. 20-063

16. 1st Reading
Employee Salary Ordinance
Alderman Peterson presented for first reading an ordinance fixing and approving wages, salaries, fees or compensation for city employees, and moved to waive the reading of the ordinance as all aldermen have been provided copies. Second by Alderman Schlensker. Motion carried. 9 Ayes (Aldermen Frykman, Peterson, Holmes, Schlensker, Allton, Warden, Puckett, Little, Pruitt) 1 Absent (Alderman Jacobson)
Laid over
17. City Open On Election Day
Mayor Jury reported that a ruling was made on a recent court order on the closure of municipal offices on election day and municipalities will be allowed to remain open on election day.
18. Adjourn
Alderman Pruitt moved that the meeting be adjourned. Second by Alderman Schlensker. Motion carried by voice vote. The meeting was adjourned at 6:17 p.m.

APPROVED:

Robert J. Burden, City Clerk

COMMITTEE MEETINGS:

Zoning Board of Appeals: Thursday, October 22, 2020
5:30 p.m.

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: 3rd Thursday of the Month
5:30 p.m.



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: 10/26/2020
Subject: Police Activity Report

Police activity report for the week of 10/11/2020 through 10/17/2020

Calls for Service	468
Total Number of Arrests	122
Accidents	10

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 Dept. Manager

Week of October 19, 2020 thru October 26, 2020

Previous week's activity:

1. Continued cleaning the ditch
2. Continued servicing plow trucks for winter.
3. Worked on equipment in the shop.
4. Mowed grass.
5. Serviced street sweeper for fall cleanup.

Proposed work:

1. Rebuild two catch basins on Forest Hills Rd
2. Continue working on equipment in the shop.
3. Mow grass.
4. Continue servicing plow trucks.
5. Start vacuuming leaves with Rock River disposal.

Loves Park Water Department

Weekly Activity Report

Submitted by: Craig McDonald
Department Manager

Date: **10/14/20-10/21/20**

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. Finished flushing hydrants for ISO compliance
3. Finished repairing hydrants from ISO compliance flushing
4. Monitor water main project on Mulford Rd and Broadcast Pkwy
5. Started tower inspections
6. Started preparing all facilities for winter
7. Repaired Curb Stop at 7223 Mables Way

Work anticipated for this week:

1. Routine work
2. Continue flushing remaining hydrants for ISO compliance
3. Monitor water main project on Mulford Rd and Broadcast Pkwy
4. Continue preparing all facilities for cold weather
5. Finish tower inspections

**CITY OF LOVES PARK
AGENDA
FINANCE & ADMINISTRATION COMMITTEE
MONDAY, OCTOBER 26, 2020 – 5:40 P.M.
VIRTUAL MEETING HELD AT WWW.CITYOFLOVESPARK.COM AND
THE CITY OF LOVES PARK'S FACEBOOK PAGE**

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

4. **ITEMS FOR CONSIDERATION**

5. **LIST OF BILLS**

6. **GENERAL DISCUSSION/PUBLIC COMMENT**

Anyone wishing to speak at the city council meeting shall contact the City Clerk's office preceding the scheduled meeting at 815-654-5034.

7. **ADJOURN**

FINANCE AND ADMINISTRATION COMMITTEE
MEETING MINUTES

DATE OF MEETING: October 19, 2020

CALLED TO ORDER: 5:40 P.M.

MEMBERS PRESENT: Aldermen Charles Frykman (electronically), John Pruitt, Mark Peterson

ABSENT: Alderman John Jacobson

ALSO PRESENT: Mayor Jury, Attorney Galluzzo, Aldermen A. Marie Holmes, (electronically), Robert Schlensker, Doug Allton (electronically), Clint Little, Treasurer John Danielson, Clerk Bob Burden, Deputy Chief McCammond, Chief Wiltfang, Steve Thompson

MINUTES APPROVAL: October 12, 2020

Alderman Pruitt moved to approve minutes. Second by Alderman Frykman.
Motion carried. 3 Ayes – 0 Nays

ITEMS FOR CONSIDERATION

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

Alderman Pruitt moved to approve. Second by Alderman Frykman.
Motion carried. 3 Ayes – 0 Nays

2. Resolution authorizing the Mayor to hire Calvin Urbanowitz as part-time Plumbing/HVAC Inspector.

Alderman Pruitt moved to approve. Second by Alderman Frykman.
Motion carried. 3 Ayes – 0 Nays

3. List of Bills: No questions or concerns.

4. General Discussion

5. Adjournment.

Alderman Pruitt moved for adjournment. Second by Alderman Frykman.
Motion carried. 3 Ayes – 0 Nays

Adjournment: 5:45 P.M.

RESPECTFULLY SUBMITTED: ALDERMAN MARK PETERSON OF THE FINANCE COMMITTEE



AGENDA

City of Loves Park
Community Development Committee Meeting
October 26, 2020

VIRTUAL MEETING
WWW.CITYOFLOVESPARK.COM
& CITY OF LOVES PARK FACEBOOK ACCOUNT
6:15 P.M.

1. Roll call and declaration of a quorum
2. Reading and approval of the minutes from the **October 5, 2020** meeting
3. Report from the Community Development Department – None
4. Unfinished business – None
5. New business –
 - A. 5105 N. SECOND STREET** – A Variance from a required rear 10 foot setback to a requested 4 foot setback for an above ground pool in the CR (Commercial Retail) Zoning District.
Staff Recommendation: Denial
ZBA Recommendation: Denial
 - B. 5730 WHISPERING WAY** – A Variance to expand the existing driveway in front of and alongside of the home as presented in the R1 (Single Family Residential) Zoning District.
Staff Recommendation: Approval
ZBA Recommendation: Approval
 - C. TEXT AMENDMENT** – CHAPTER 102, ARTICLE IV, HOME OCCUPATIONS, SECTION 102-213.
Staff Recommendation: Approval
ZBA Recommendation: Approval

D. TEXT AMENDMENT – CHAPTER 102, ARTICLE I, IN GENERAL, SECTION 102-9, DEFINITIONS.

Staff Recommendation: Approval

ZBA Recommendation: Approval

E. TEXT AMENDMENT (S) – CHAPTER 102, ARTICLE I, IN GENERAL, SECTION 102-9, DEFINITIONS, CHAPTER 102 ARTICLE III, DIVISION 3 – COMMERCIAL, SECTION 102-174, CHAPTER 102 ARTICLE III, DIVISION 4 – INDUSTRIAL. SECTION 102-188

Staff Recommendation: Approval

ZBA Recommendation: Approval

6. Public participation & comment -

Anyone who wishes to speak regarding a petition shall contact the Zoning Officer 24 hours preceding the scheduled meeting.

7. General discussion

8. Adjournment



Community Development Committee Meeting Minutes

Date of Meeting: October 5, 2020 **Start Time:** 4:34 PM

Members Present:

Ald Frykman	X
Ald Holmes	X
Ald Warden	X
Ald Allton	X

Staff Present:

Andrew Quintanilla	X
Steve Thompson	X
Nathan Bruck	

Others Present:

Mayor Jury	
Ald Puckett	
Ald Little	
Ald Pruitt	
Ald Schlensker	
Ald Jacobson	
Ald Peterson	
Gino Galluzzo	

Approval of Minutes : Date: September 28, 2020

Motion: Ald. Holmes Second: Ald. Warden Vote: 4-0

Old Business: NONE

New Business:

- A. 7190 E. RIVERSIDE BOULEVARD** - A Special Use Permit for a drive-thru window in the CR (Commercial Retail) Zoning and I-90 E. Riverside Overlay District. District.

Petitioner: Jeff kimbell for Market Holdings, Chuck Thomas, Nick Becker

Objectors Present:

Yes

<input type="checkbox"/>
<input checked="" type="checkbox"/>

No

Motion to Approve/Deny/Lay Over: Approve Vote: 4-0

By: Ald. Holmes

Second: Ald. Warden

Conditions: Yes

Notes/Petitioners:

B. 7190 E. RIVERSIDE BOULEVARD - A Variance from the required 8 foot landscape buffer to a requested 5 foot landscape buffer along Kings Acres Drive and Hangar Road in the CR (Commercial Retail) Zoning and I-90 E. Riverside Overlay Districts.

Petitioner: Jeff kimbell for Market Holdings, Chuck Thomas, Nick Becker

Objectors Present:

Yes

<input type="checkbox"/>
<input checked="" type="checkbox"/>

No

Motion to Approve/Deny/Lay Over: Approve Vote: 4-0

By: Ald. Warden

Second: Ald. Holmes

Conditions: Yes

Notes/Petitioners:

Public Participation and Comment:

General Discussion:

Adjournment:

Motion by:

Ald. Warden

Second:

Ald. Allton

End Time:

4:44 PM

Respectfully submitted by Alderman Chuck Frykman, Chairman of the Community Development Committee



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*

CIVIL SERVICE COMMISSION OF THE CITY OF LOVES PARK AGENDA

City Hall, 100 Heart Boulevard, Loves Park, IL 61111

Tuesday, October 27, 2020 at 7:45 a.m.

- I. Call to Order
- II. Public Comment
- III. New Business
 - A. Schedule next Meetings
- IV. Old Business
 - A. Approval of Minutes: September 29, 2020 (*action*)
 - B. Police Department: Electronic Application System (*status/possible action*)
- VI. 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”

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, 2020, and ending on the 30th day of April, 2021, 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 2080 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 2020-2021.

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 of 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, 2021 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, Deputy Police Chief, Public Works/Community Development Director, Facilities 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

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. 2080 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 2021 each eligible full time employee who has been actively employed not less than 1,500 hours in the fiscal year ending April 30, 2021, shall receive longevity pay for the fiscal year May 1, 2020 to April 30, 2021; 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 2020-2021 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 2020-2021. 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 2021.

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 – 5/1/20-4/30/21 (40 hours per week)

PUBLIC WORKS AND DEVELOPMENT DEPARTMENTS

Sowers	Jerry	\$88,250.00	**	Facilities Manager 05/1/20-10/31/20
Sowers	Jerry	\$90,898.00	**	Effective 11/01/20-04/30/21
Quintanilla	Andrew	\$46,350.00		Zoning Officer 05/01/20-10/31/20
Quintanilla	Andrew	\$47,741.00		Effective 11/01/20-04/30/21
Terre	Juan	\$51,350.00		Code Enforcement Officer 5/1/20-10/31/20
Terre	Juan	\$52,891.00		Effective 11/01/20-04/30/21
Bruck	Nathan	\$77,250.00	**	EconDevelop/Planning Mgr.5/1/20-10/31/20
Bruck	Nathan	\$79,568.00		Effective 11/01/20-04/30/21
Thompson	Steven	\$92,700.00	**	PW/CommDevelopDirector 5/1/20-10/31/20
Thompson	Steven	\$95,481.00		Effective 11/01/20-04/30/21
Dmochowski	Scott	\$67,180.00		Building Inspector 05/01/20-10/31/20
Dmochowski	Scott	\$69,196.00		Effective 11/01/20-04/30/21
Fay	Lori	\$67,180.00		Electrical Inspector 05/01/20-10/31/20
Fay	Lori	\$69,196.00		Effective 11/01/20-04/30/21
Messinger	Shannon	\$82,400.00	**	Street Dept. Manager 05/01/20-10/31/20
Messinger	Shannon	\$84,872.00		Effective 11/01/20-04/30/21
McDonald	Craig	\$86,520.00	**	Water Dept. Manager 05/01/20-10/31/20
McDonald	Craig	\$89,116.00		Effective 11/01/20-04/30/21
Jacobson II	David	\$72,000.00	**	Public Works Foreman 05/01/20-10/31/20
Jacobson II	David	\$74,160.00		Effective 11/01/20-04/30/21
Galligan	Marilyn	\$38,232.00		Clerk/Water Dept 05/01/20-10/31/20
Falk	Denise	\$37,000.00		Clerk/Water Dept 05/01/20-10/31/20
Falk	Denise	\$38,110.00		Effective 11/01/20-04/30/21
Banta	Theresa	\$43,000.00		Bookkeeper/Water Dept 05/01/20-10/31/20
Banta	Theresa	\$44,290.00		Effective 11/01/20-04/30/21
Schwengels	Barbara	\$44,072.00		Public Works Secretary 05/01/20-10/31/20
Schwengels	Barbara	\$45,394.00		Effective 11/01/20-04/30/21
Massetti	Kim	\$44,072.00		Comm.Develop.Secretary 5/1/20-10/31/20
Massetti	Kim	\$45,394.00		Effective 11/01/20-04/30/21
Lamb	Amber	\$48,500.00		Water Dept Office Manager 5/1/20-10/31/20
Lamb	Amber	\$49,955.00		Effective 11/01/20-04/30/21
Urbanowitz	James	23.69/hr	*	Plumbing Inspect./PT 05/01/20-10/31/20
Driscoll	Kristy	\$34,320.00	*	Clerk/Water Dept 05/01/20-10/31/20
Driscoll	Kristy	\$35,350.00		Effective 11/01/20-04/30/21

GENERAL ADMINISTRATION

Resenbeck	Amy	\$66,900.00	Deputy Treasurer 5/1/20-10/31/20
Resenbeck	Amy	\$68,907.00	Effective 11/01/20-04/30/21
Krienke	Maxine	\$50,120.00	Treasurer's Office Clerk 5/1/20-10/31/20
Krienke	Maxine	\$51,624.00	Effective 11/01/20-04/30/21
Krienke	Maxine	\$5,000.00	Pension Administrator 05/1/20-04/30/21
Mills	Sheila	\$55,620.00	Deputy City Clerk 05/01/20-10/31/20
Mills	Sheila	\$57,289.00	Effective 11/01/20-04/30/21
Jacobson	Patricia	\$41,572.00	City Clerk's Office Clerk 05/01/20-10/31/20
Jacobson	Patricia	\$42,820.00	Effective 11/01/20-04/30/21
Oswald	Dawn	\$41,572.00	Mayor's Office Clerk 05/01/20-10/31/20
Oswald	Dawn	\$42,820.00	Effective 11/01/20-04/30/21

*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 05/01/20-10/31/20
Wiltfang	Gerald	\$91,238.00		Effective 11/01/20-04/30/21
Pash	Steven	\$24,102.00		Deputy Chief of Admin 05/01/20-10/31/20
Pash	Steven	\$24,825.00		Effective 11/01/20-04/30/21

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).

*All Fire Inspectors shall be paid \$15.00 per inspection.

POLICE DEPARTMENT

Lynde	Charles	\$111,930.00	**	Chief of Police 05/01/20-10/31/20
Lynde	Charles	\$115,288.00		Effective 11/01/20-04/30/21
McCammond	Michael	\$101,880.00	**	Deputy Chief of Police 05/01/20-10/31/20
McCammond	Michael	\$104,937.00		Effective 11/01/20-04/30/21
Lynch	Shane	\$101,880.00	**	Deputy Chief of Police 05/01/20-10/31/20
Lynch	Shane	\$104,937.00		Effective 11/01/20-04/30/21
Freezeland	Charleen	\$ 48,958.00		Secretary-Chief of Police 05/01/20-10/31/20
Freezeland	Charleen	\$ 50,427.00		Effective 11/01/20-04/30/21
Starr	Patti	\$ 37,000.00		Clerk Police Dept 05/01/20-10/31/20
Starr	Patti	\$38,110.00		Effective 11/01/20-04/30/21

**Exempt from overtime payment under FLSA

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

**Public Works/Community Development Director
Facilities Manager
Water Department Manager
Public Works Foreman
Clerks/Secretaries-Municipal Offices
Street Department Manager
Chief of Police
Deputy Chief of Police
Deputy City Treasurer
Deputy City Clerk
Administrative Assistants
Mayor's Office Secretary
Treasurer's Clerk
City Clerk's Clerk
Chief of Police Secretary
Police Clerk
Police Clerical Assistant
Building Inspector, Structural Inspector,
Plumbing Inspector, Electrical Inspector
Fire Chief
Fire Department Deputy Chief of Administration
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**

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

**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%

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Ordinance No.

Section 4.7: Only the Street and Water Department Managers shall receive for 2020-2021 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:

ORDINANCE NO. _____

AN ORDINANCE ALLOWING A VARIANCE IN THE PERMITTED DRIVEWAY APPROACH WIDTH FROM AN ALLOWABLE 23 FEET TO A REQUESTED 30 FEET ON A RESIDENTIAL PROPERTY LOCATED AT 5855 WINDY KNOLL DRIVE IN THE CITY OF LOVES PARK, ILLINOIS

WHEREAS, the City of Loves Park allows a 23 foot driveway approach width in residential districts;

WHEREAS, a public hearing was held by the Public Works Committee regarding a request to allow a 30 foot driveway approach in a residential district;

WHEREAS, the petitioner presented the reasoning for the request and the Public Works Committee determined that the request was appropriate;

NOW THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOVES PARK, ILLINOIS:

SECTION 1: That a driveway approach width of 30 feet be allowed at the property located at 5855 Windy Knoll Drive in the City of Loves Park, Illinois, with the following conditions:

- (a) The sidewalk crossing the new driveway approach must be replaced with a sidewalk that has a thickness of six (6) inches as required by the Loves Park Code of Ordinances

SECTION 2: This Ordinance is to become effective upon its passage, approval and publication in pamphlet form or in any other form as provided for by law.

SECTION 3: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form or in any other form as provided for by law.

Dated: _____, 2020

APPROVED:

MAYOR

ATTESTED:

CITY CLERK

PASSED:

APPROVED:

PUBLISHED: