



**NORTH AURORA VILLAGE BOARD MEETING
MONDAY, SEPTEMBER 18, 2023 – 7:00 P.M.
NORTH AURORA VILLAGE HALL - 25 E. STATE ST.**

ZOOM VIEWING INFORMATION

Website Address: <https://us02web.zoom.us/j/88163818314>

Meeting ID: 881 6381 8314 | **Dial In:** +1 312 626 6799

AGENDA

CALL TO ORDER - SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATION

Childhood Cancer Awareness Month
It's Our Fox River Day

AUDIENCE COMMENTS

CONSENT AGENDA

1. Village Board Minutes dated 08/21/2023; Committee of the Whole Minutes dated 08/21/2023
2. Interim Bills List Dated 09/06/2023 in the Amount of **\$766,744.95**
3. Bills List Dated 09/18/2023 in the Amount of **\$291,149.47**
4. Approval to Award Municipal Parking Lot Seal Coating and Pavement Parking Project Contract to Pavement Systems, Inc. in the Amount of **\$10,574.00**
5. Approval of an Ordinance Amending the North Aurora Village Code Section 10.20.030 No Parking Areas in the Village of North Aurora
6. Approval of Resolution to Approve Revisions to the Human Resources Manual for the Village of North Aurora

NEW BUSINESS

1. Approval of an Ordinance to Update Regulation of Overweight and/or Overdimension Vehicles

VILLAGE PRESIDENT

TRUSTEE COMMENTS

ADMINISTRATOR'S REPORT

VILLAGE DEPARTMENT REPORTS

ADJOURN

Initials: 



PROCLAMATION

SUPPORT AND RECOGNITION FOR CHILDHOOD CANCER AWARENESS MONTH

WHEREAS, childhood cancer is the leading cause of death by disease in children, and;

WHEREAS, 1 in 285 children in the United States will be diagnosed by their 20th birthday and 46 children per day (or 16,790 children per year) are diagnosed with cancer in the U.S, and;

WHEREAS, there are approximately 40,000 children on active treatment at any given time and 80% of childhood cancer patients are diagnosed late and with metastatic disease, and;

WHEREAS, the National Cancer Institute recognizes the unique research needs of childhood cancer and the associated need for increased funding to carry this out;

WHEREAS, hundreds of non-profit organizations at the local and national level are helping children with cancer and their families cope through educational, emotional and financial support and researchers and healthcare professionals work diligently, dedicating their expertise to treat and cure children with cancer, and;

WHEREAS, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure.

NOW THEREFORE BE IT PROCLAIMED that I, Mark Gaffino, Village President, and the Board of Trustees of North Aurora do hereby proclaim September 2023 as Childhood Cancer Awareness Month in North Aurora and encourage all to observe Childhood Cancer Awareness Month and support this cause that deeply impacts families in every community across our country.

Dated this _____ day of _____ 2023

Mark Gaffino, Village President

ATTEST:

Jessi Watkins, Village Clerk



PROCLAMATION

It's Our Fox River Day 2023

WHEREAS, The Fox River was central to the lives of native Americans inhabiting the Fox River Valley in Wisconsin and Illinois for millennia, providing an abundance of food and water to wildlife and those native populations, and;

WHEREAS, The Fox River was the central to the lives of early settlers of the Fox River Valley, providing a source of water and power to mill the grains to feed those settlers, saw the lumber to shelter those settlers, and drive the early machinery which formed the commercial and industrial base that gave first growth to our community, and;

WHEREAS, The Fox River, once a fine fishery and source of public water, became burdened with the uncontrolled discharge of industrial, commercial and municipal wastes, with the resulting pollution threatening the health and welfare of all populations of the Fox River, including human and wildlife, and;

WHEREAS, sustained and increasingly diligent and effective efforts have been made over the past century to reduce and eliminate pollution and changes to our river's natural shorelines, and;

WHEREAS, The Fox River has been largely freed from its burden of pollution and once again has become a safe source of recreation and reliable public water supply, with its fish and wildlife population in recovery;

WHEREAS, the Village of North Aurora recognizes the historic, present and future value of this unique and precious natural resource to our community, and all other communities within and beyond the Fox River Valley,

NOW, THEREFORE, BE IT PROCLAIMED that I, Mark Gaffino, Village President, and the Board of Trustees of North Aurora do hereby proclaim the third Saturday of September, this year

"It's Our Fox River Day"

in the Village of North Aurora, and to have and support events, public and private, that honor and celebrate the well-being of the Fox River for us to share now and with generations to come on this 16th day of September, 2023.

Dated this _____ day of _____ 2023

Mark Gaffino, Village President

ATTEST:

Jessi Watkins, Village Clerk

**NORTH AURORA VILLAGE BOARD MEETING
VILLAGE BOARD MEETING MINUTES
Monday, August 21, 2023**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Jason Christiansen, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz

Staff in attendance: Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Nathan Darga, Village Attorney Kevin Drendel, Public Works Director Brian Richter, Police Chief Joe DeLeo.

AUDIENCE COMMENTS – Judy English of 317 Kingswood Drive, North Aurora spoke to the Village Board about the commercial traffic that has been passing through her street. She expressed concern for the residents' safety, specifically children.

Administrator Bosco stated that the Village is aware of the situation and is taking steps to correct the flow of commercial traffic. He said that a sign has been placed on John Street to help prevent trucks from navigating through the residential neighborhood. Bosco agreed with Ms. English, saying that GPS was directing commercial traffic, like delivery trucks, through the neighborhood to the rear of the commercial development rather than down Airport Road. The Village has been petitioning Google to send traffic down Airport Road. The Village has reached out to IDOT to place signage along Route 31 and could potentially add signage on John Street. Staff has also reached out to the warehouse and has been working with the manager to pass the message along to delivery drivers.

PRESENTATION-Mayor Gaffino presented to the winners of the Beautification Committee's 2023 Summer Recognition Program.

CONSENT AGENDA

1. Village Board Minutes Dated 08/07/2023; Committee of the Whole Minutes Dated 08/07/2023
2. Travel and Business Expenses in the Amount of \$50.00
3. Interim Bills List Dated 08/07/2023 FY23 in the Amount of \$65,119.64
4. Interim Bills List Dated 08/07/2023 FY24 in the Amount of \$4,000.00
5. Interim Bills List Dated 08/14/2023 in the Amount of \$250.00
6. Bills List Dated 08/21/2023 in the Amount of \$387,617.51

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes, Trustee Guethle – yes. **Motion approved (5-0).**

NEW BUSINESS

1. Approval of Purchase of John Deere 410P Backhoe Loader for Public Works from Westside Tractor in the Amount of \$200,325.44

Public Works director Brian Richter stated that the Water Division was looking to purchase a new John Deere 410P Backhoe Loader from Westside Tractor Located in Lisle. Richter said that the purchase would be made through the Sourcewell Cooperative Purchasing program, which had been used previously to purchase trucks. Richter stated that by using the program it will save the Village \$116,000.

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes. **Motion approved (5-0).**

2. Approval of Purchase to Retrofit two Water Division Trucks with New Equipment and Bodies from Knapheide Equipment Company in the Amount of \$38,740.70

Public Works Director Brian Richter stated that the Public Works and Water departments were seeking to retrofit two trucks in the Water Division with new equipment and bodies. Currently all Water Division trucks are outfitted with utility bodies which are not covered and it causes tools and equipment to be exposed to the weather. Richter stated that they were seeking to outfit one truck with an enclosed utility box, the box that was currently on the truck would be repurposed to another truck which will also receive a new hitch and liftgate.

Motion for approval made by Trustee Niedzwiedz and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes, Trustee Guethle – yes, Trustee Lowery – yes. **Motion approved (5-0).**

3. Approval of Bid Award for the 2023 Parkway Tree Replacement Program to The Fields on Caton Farm in the Amount of \$34,250.00

Director Richter stated that this year the Village had received three bids and have decided to recommend the Fields on Caton Farm. Staff has done their due diligence on the Fields on Caton Farm as it would be the first time using the company.

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes. **Motion approved (5-0).**

4. Approval of Ordinance Approving a Map Amendment and a Special Use for a Planned Unit Development for 1.7 Acres of Property to be Known as the North Aurora Fire Protection District Station 1 in the Village of North Aurora

Community & Economic Development Director Nathan Darga stated that the North Aurora Fire Protection District was back for final approval of the Map Amendment, Special Use-PUD, Site Plan Approval and Final Plat Approval related to the proposed development of a new Station 1.

Motion for approval made by Trustee Guethle and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes. **Motion approved (5-0).**

5. Approval of Resolution Authorizing the Transfer of Property from the Village of North Aurora to the North Aurora Fire District

Village Attorney Kevin Drendel reminded the Village Board that the Village was engaged with the North Aurora Fire Protection District in an intergovernmental land swap. He stated that there is a statute that governs that. Now that the zoning had been approved, the Village will need to complete the statutory process for the transfer of title. The parcels to be exchanged were the parcels on the northwest corner of Block One for the parcels on the southeast corner of Block One. Drendel stated that the Fire District approved a resolution previously identifying the Village parcels for acquisition, while the Village had identified the Fire District parcels for acquisition. The Fire District has passed their ordinance approving the transfer of their parcel, the Village needed to pass their ordinance approving the transfer of the Village parcel to the Fire District. Once the Village approved the transfer, the Fire District would take immediate possession of the Village parcel, while the Village would take title to the Fire District parcel but possession would happen after the Fire District new Station 1 was completed and occupied by the Fire District. Drendel stated that as part of the contract, the Village would be paying the Fire Protection District \$1,276,000.

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes. **Motion approved (5-0).**

6. Approval of Bid Award for the Sharepoint Implementation Document Management System to Hartland Business System in the Amount of \$54,745.84

Administrator Bosco stated that the Village had embarked on a three-phase project to modernize its' technology, this being phase two. The Village began by implementing Office 365 which has a document management system component. The Village is trying to modernize by getting rid of paper copies and starting put them into a searchable database. Phase two would take all of the digital files that the Village already had on their servers and identify, classify and assign them to departments and then migrate that to the new SharePoint system that is part of Office 365.

The Village received twelve proposals with a range between \$40,000 and \$1.27 million. Staff identified the fourth lowest proposal as the best proposal. Bosco said that there was \$60,000 in the budget for the project.

Motion for approval made by Trustee Guethle and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes. **Motion approved (5-0).**

7. Approval of Resolution to Approve Revisions to the Human Resources Manual for the Village of North Aurora

Finance Director Jason Paprocki stated that the item included the Resolution to update the Human Resources manual, including revising the entire social media policy and an ordinance updating the Village Code policy regarding Village Administrator duties as it relates to the HR manual. Paprocki stated that the item had been discussed at both the July 17, 2023 and August 1, 2023 Committee of the Whole meetings. One change had been made as a result of the last meeting, staff originally suggested providing Staff with a 15 minutes paid break to be taken alongside their 30 minute unpaid lunch. The Village Board suggested making that a 30 paid break rather than 15 minutes.

Motion for approval made by Trustee Lowery and seconded by Trustee Guethle. **Roll Call Vote:** Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes, Trustee Guethle – yes. **Motion approved (5-0).**

8. Approval of Ordinance Approving the 4th Budget Amendment for Fiscal Year 2022-23

Director Paprocki stated that approval was need for the transfer of money between departments with the General Fund. Paprocki stated that certain departments were over budget and certain departments were under budget but in total the Village was under budget so it did not change the total bottom line. The approval of the agenda item would also increase the Village's General Fund capital transfer that was originally budgeted for \$600,000 to go from the General Fund to the Capital Projects Fund but because of increased tax revenue the Village received during the year the transfer increased to \$3,000,000. The item would also increase the budget for the other miscellaneous funds within the budget.

Motion for approval made by Trustee Lowery and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Christiansen – yes, Trustee Curtis –yes, Trustee Guethle – yes. **Motion approved (5-0).**

VILLAGE PRESIDENT – None

TRUSTEES COMMENTS – None

ADMINISTRATOR'S REPORT – Administrator Bosco stated that the Village had a good financial year with sales tax revenue. He stated that the Village had a robust Capital Plan which included a new Public Works facility. He stated that the Village had been concentrating on building the Capital Fund.

ATTORNEY'S REPORT – None

VILLAGE DEPARTMENT REPORTS

1. **Finance** – None
2. **Community Development** – None
3. **Police** – Police Chief DeLeo stated that the Department's newest Officer, Joshua Campbell would be sworn in on August 28, 2023. He also said that the background check had been currently being processed for the Community Service Officer candidate selected with a tentative start date of September 5, 2023. There will be an eight week training program that would be police in conjunction with the code enforcement team. DeLeo announced that the Police Department would hold its' community picnic September 2, 2023 from 12pm to 3pm.
4. **Public Works** – None

ADJOURNMENT

Motion to adjourn was made by Trustee Guethle and seconded by Trustee Lowery. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

**VILLAGE OF NORTH AURORA
COMMITTEE OF THE WHOLE MEETING MINUTES
Monday, August 21, 2023**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely
via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Jason Christiansen, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz

Staff in attendance: Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Nathan Darga, Village Attorney Kevin Drendel, Public Works Director Brian Richter, Police Chief Joe DeLeo.

AUDIENCE COMMENTS – None

TRUSTEE COMMENTS - None

DISCUSSION

1. Video Gaming Workshop

Administrator Bosco explained that the agenda item was related to the recent workshops pertaining to cleaning up the code. Video gaming was last in front of the Village Board at the end of 2021 when some changes were made.

Administrator Bosco presented to the Board where the Village was currently with code regarding video gaming. He stated that at the end of the presentation, the Board would discuss any changes they may like to see made. Those changes would then come back to the Committee of the Whole for any further discussion and then on to the Village Board for a change by ordinance approval.

The presentation reminded the Board that the Village requires a business to possess a Class S-V supplemental video gaming liquor license in order to offer video gaming. However, these licenses are limited to class A, B, C, J-1 and T liquor license holders. The S-V supplemental license required Village Board review and approval.

Bosco spoke about some of the supplemental video gaming license requirements, which included that

- video gaming must be supplemental to the business
- food must be cooked, prepared and/or served from a kitchen with an employee or employees on premises dedicated to cooking and/or food preparation at all times during business hours
- establishments must retain a minimum of 750 square feet for dining/video gaming purposes
- an initial floorplan at approval to stay similar in scope

He then spoke about the current established video gaming within the Village. He stated that there was video gaming currently in nine business establishments. Each establishment was allowed to have up to six video gaming machines, with a current total of 51 video gaming machines in the Village. The Village receives approximately \$156,000 annually from video gaming. The registration of the machines yield the Village \$17,250.

Bosco reminded the Board what the current definition of a video gaming parlor was. He stated that “video gaming parlor” means an establishment of which the primary purpose of video gaming and/or the service of alcohol and in which the service of food is only complimentary or accessory to the video gaming and/or service of alcohol. Video gaming parlors are prohibited in the Village of North Aurora. Administrator Bosco informed the Board that there had been two establishments that had been put on notice for acting like video game parlors, with a third establishment upcoming. Bosco then spoke about the process after an establishment is recognized as a video gaming parlor. He then spoke about the issues the Village encounters in enforcing the code.

Trustee Curtis asked why the Village is against video gaming parlors. Administrator Bosco reminded trustee Curtis that each time the issue had been brought before the Village Board, the Board had made it known they do not want video gaming parlors in the Village.

Bosco continued explaining the challenges of enforcing the code regarding video gaming.

Administrator Bosco invited the Village Board to offer feedback on the current code and any possible changes.

Trustee Guethle stated that he liked the idea of implementing a suggestion that Administrator Bosco had presented, the change would allow for the Village to be able to require a review of establishment's revenue upon request. There was discussion regarding this as a possibility, with Attorney Drendel stating that this could currently be done without it being specifically in the code, however the discussion turned to whether or not it would be helpful to add it to the code. There was additional conversation regarding the possibilities of implementing the change to the code.

Trustee Curtis turned the conversation back to the question of why the Village requires video gaming to be tied to a restaurant, asking why a nail salon could not host video gaming. The state regulations were discussed, it was stated that the state requires an establishment to have a liquor license or possibly be a truck stop.

Mayor Gaffino stated that he preferred not seeing video gaming in every business.

There was further discussion on the limiting requirements in order to have video gaming in an establishment and why that is, the discussion circled back to the previously mentioned discussions in which the Village Board expressed their disapproval of video gaming parlors.

The Board then discussed the idea of implementing a year-long trial period prior to a restaurant receiving their video gaming license. Ultimately the Board deciding that enforcing a year-long waiting period may hinder a restaurant at a time when they could be struggling, it could also drive new development to surrounding towns.

The Village Board continued to discuss their thoughts on how the Village could prevent an establishment from circumventing the rules established in the code.

Trustee Niedzwiedz suggested allowing establishments that qualify, one machine per an established square footage requirement. Attorney Drendel stated that this could be accomplished through a change in the liquor code.

The Board then spoke about what they could do to limit an establishment's gaming related signage in their windows. Community & Economic Development Director Nathan Darga stated that it was challenging to regulate because the Village could not regulate content, however it could regulate size and location. Attorney Drendel explained that if the majority of the content of the signage refers to video gaming, it implies that an establishment is a gaming parlor and that may be the approach the Village could take in having it removed.

Administrator Bosco explained that while the signage issue can be enforced without a change in the code, it would be more helpful to add it to the code to make enforcement easier. He said that adding a metric to the code makes the code easier to enforce and acts as a deterrent to businesses that intend on running gaming parlors.

Attorney Drendel suggested adding to the supplemental liquor license, a requirement for a business to sign off on a representation that the majority of their sales would come from the sale of liquor and not gaming.

Bosco added that coupling Drendel's suggested requirement with the Village's right to review the business' books would elevate the Village's position in preventing gaming parlors in the Village.

In addition, the Board suggested that they would like to see staff look into solutions for preventing or limiting gaming signage and marketing mailers that suggest a business is a gaming parlor.

Trustee Niedzwiedz asked if whether a supplemental video gaming license is automatically renewed. Attorney Drendel stated that once an establishment is given a liquor license, it becomes a property right and cannot be taken away without due process.

Administrator Bosco gave a more recent example of such an event within the Village.

Administrator Bosco gave a recap of what had been discussed and what the staff would look further into before returning to the Committee of the Whole. He stated that they would look into adding a provision to the supplemental gaming license requiring owners to commit to the idea that the majority of their sales would be coming from food and/or liquor rather than gaming while also giving the Village the opportunity to review the business' financial records to validate that. Staff would look into a limitation on advertising, as well as square footage requirements per machine.

2. No Parking Areas

Administrator Bosco informed the Village Board that some parking issues had been brought to the Village's attention in recent history which prompted a full inventory of all areas. The inventory revealed that in some cases there were signs placed that had not been codified in the Village Municipal Code as well as signs that had been codified but not physically placed.

Staff created a comprehensive list of proposed areas where they would like the Board to consider adding signage. Bosco stated that the list presented to the Village Board encompassed new proposed signage but also signage that had been approved in the past but not codified.

Public Works Director Brian Richter explained that the circumstances that lead to "No Parking" signage are when there is a significant amount of on street parking causing difficulties for Village operations and/or emergency response vehicles; arterial roadways with high traffic volume, where cars may cause safety issues and disrupt the traffic flow; uncurbed roadways where parking would cause damage to the edge of the road; locations where parked vehicles create sight line and sight distance concerns. Richter then went through the proposed "No Parking" areas for the Board.

The Village Board discussed and made suggestions for signage on additional streets not included in the staff list.

EXECUTIVE SESSION – None

ADJOURNMENT

Motion to adjourn made by Trustee Lowery and seconded by Trustee Curtis. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

Accounts Payable

To Be Paid Proof List

User: ablasr
Printed: 09/06/2023 - 4:22PM
Batch: 00501.09.2023



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A.I.D. Victims Services Program									
034850									
07202023	8/23/2023	35,000.00	0.00	09/06/2023				No	0
01-440-4498 Community Service				Social Worker Contract 7/1/23 - 6/30/24					
	07202023 Total:	35,000.00							
	A.I.D. Victims Services Pro	35,000.00							
Aflac									
030540									
035826	8/26/2023	301.16	0.00	09/06/2023				No	0
01-000-2053 AFLAC				AFLAC- August 2023					
	035826 Total:	301.16							
	Aflac Total:	301.16							
AIM									
046510									
1000974	9/1/2023	140.00	0.00	09/06/2023				No	0
01-430-4267 Finance Services				Flex125- August 2023					
	1000974 Total:	140.00							
	AIM Total:	140.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Anderson Pest Solutions									
019770									
49851948	8/6/2023	103.95	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Pest Control- VH					
49851948 Total:		103.95							
49853494	8/6/2023	98.45	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Pest Control- PD					
49853494 Total:		98.45							
51227589	9/3/2023	91.95	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Pest Control- TP					
51227589 Total:		91.95							
Anderson Pest Solutions To		294.35							
Apex Industrial Automation, LLC									
468438									
1243808	8/14/2023	880.72	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Fan Motors					
1243808 Total:		880.72							
Apex Industrial Automatio		880.72							
Arch Printing									
008800									
124861	8/8/2023	676.50	0.00	09/06/2023				No	0
01-490-4759 Community Events				Event T-Shirts (42)- PW Staff					
124861 Total:		676.50							
Arch Printing Total:		676.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
ASTI Sawing Inc.									
468044									
48090	8/30/2023	24,989.95	0.00	09/06/2023				No	0
01-445-4543 Sidewalks Rpr & Mtce				Sidewalk Cutting					
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48090 Total:		24,989.95							
		<hr/>							
ASTI Sawing Inc. Total:		24,989.95							
		<hr/>							
AT&T Mobility									
468386									
28732226231	8/30/2023	196.19	0.00	09/06/2023				No	0
01-430-4652 Phones and Connectivity				Cell Phone 7/20 - 8/19					
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28732226231 Total:		196.19							
		<hr/>							
*** 287322262477	8/30/2023	126.18	0.00	09/06/2023				No	0
01-441-4652 Phones and Connectivity				Cell Phone 7/20 - 8/19					
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		<hr/>							
*** 287322277733	8/30/2023	554.81	0.00	09/06/2023				No	0
01-445-4652 Phones and Connectivity				Cell Phone 7/20 - 8/19					
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287322277733 Total:		554.81							
		<hr/>							
*** 287322279371	8/30/2023	453.04	0.00	09/06/2023				No	0
60-445-4652 Phones and Connectivity				Cell Phone 7/20 - 8/19					
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287322279371 Total:		453.04							
		<hr/>							
AT&T Mobility Total:		1,330.22							
		<hr/>							
Aurora Area Convention									
003770									
08212023	8/21/2023	1,080.58	0.00	09/06/2023				No	0
15-430-4752 90% Tourism Council				NA Lodging Tax/ Jan 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
08212023 Total:		1,080.58							
08212023-02	8/21/2023	2,139.48	0.00	09/06/2023				No	0
15-430-4752 90% Tourism Council				NA Lodging Tax/ April 2023					
08212023-02 Total:		2,139.48							
08212023-03	8/21/2023	3,006.48	0.00	09/06/2023				No	0
15-430-4752 90% Tourism Council				NA Lodging Tax/ May 2023					
08212023-03 Total:		3,006.48							
08212023-04	8/21/2023	1,151.85	0.00	09/06/2023				No	0
15-430-4752 90% Tourism Council				NA Inn & StudioTax/ June 2023					
08212023-04 Total:		1,151.85							
Aurora Area Convention To		7,378.39							
Aurora Spring & Truck Parts									
048190									
251859	8/11/2023	772.76	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				O-Rings, Hoses					
251859 Total:		772.76							
Aurora Spring & Truck Par		772.76							
Awards Service Inc									
468341									
20100	7/25/2023	195.72	0.00	09/06/2023				No	0
01-490-4759 Community Events				Plaques (50), Awards (2)- Cruise Night					
20100 Total:		195.72							
Awards Service Inc Total:		195.72							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
B & F Construction									
015600									
17903	8/3/2023	12,073.27	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Inspections (165)- June 2023					
17903 Total:		12,073.27							
18050	8/17/2023	7,200.05	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Inspections-July 2023					
18050 Total:		7,200.05							
62305	8/3/2023	2,900.60	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Plan Review					
62305 Total:		2,900.60							
62334	8/7/2023	862.09	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Plan Review- 321 Pheasant Hill					
62334 Total:		862.09							
62407	8/15/2023	2,665.93	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Plan Review					
62407 Total:		2,665.93							
62432	8/17/2023	791.01	0.00	09/06/2023				No	0
01-441-4276 Inspection Services				Plan Review- 525 Moose Lake					
62432 Total:		791.01							
B & F Construction Total:		26,492.95							
Brent & Sherri Hilgen									
468481									
08172023-01	8/17/2023	46.10	0.00	09/06/2023				No	0
60-320-3340 Water Collections				Water Credit Refund					
08172023-01 Total:		46.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
08172023-02	8/17/2023	0.67	0.00	09/06/2023				No	0
18-320-3350 Sewer Collection				Sewer Maintenance Credit Refund					
08172023-02 Total:		0.67							
Brent & Sherri Hilgen Tota		46.77							
C. O. P. S. Testing Service									
010080									
108258	7/25/2023	625.00	0.00	09/06/2023				No	0
01-439-4380 Recruit Testing				Applicant Testing					
108258 Total:		625.00							
C. O. P. S. Testing Service		625.00							
Camic Johnson, LTD.									
03989									
*** 152	8/25/2023	350.00	0.00	09/06/2023				No	0
01-440-4260 Legal				Adjudication Hearings 8/16/23					
152 Total:		350.00							
Camic Johnson, LTD. Tota		350.00							
Certified Laboratories Division									
048600									
8346861	8/15/2023	1,010.90	0.00	09/06/2023				No	0
01-445-4530 Public Grounds/Parks Maint				Weed/ Grass Killer					
8346861 Total:		1,010.90							
Certified Laboratories Divi		1,010.90							

Chicago Communications LLC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
468149									
346383	8/25/2023	165.00	0.00	09/06/2023				No	0
01-440-4511 Vehicle Repair and Maint				Squad Repair					
346383 Total:		165.00							
346385	8/25/2023	1,950.00	0.00	09/06/2023				No	0
01-440-4511 Vehicle Repair and Maint				New CSO Squad					
346385 Total:		1,950.00							
Chicago Communications L		2,115.00							
CHRIS THIELSEN, Thielsen's Enterprises									
467805									
7212023	7/21/2023	180.00	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Lift Inspections					
7212023 Total:		180.00							
CHRIS THIELSEN, Thiels		180.00							
Cintas Corporation									
041590									
0F94692589	8/4/2023	1,270.94	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Fire Extinguisher Inspection- PW Garage					
0F94692589 Total:		1,270.94							
0F94693320	8/10/2023	1,291.64	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Fire Extinguisher Inspection- PD					
0F94693320 Total:		1,291.64							
4164737061	8/15/2023	57.50	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Towel & Rug Cleaning- PW Garage					
4164737061 Total:		57.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
5169478706	8/2/2023	106.23	0.00	09/06/2023				No	0
01-445-4870 Equipment				First Aid Supplies- PD					
5169478706 Total:		106.23							
5171248964	8/15/2023	203.31	0.00	09/06/2023				No	0
01-445-4870 Equipment				First Aid Supplies- PW Garage					
5171248964 Total:		203.31							
5171639740	8/17/2023	349.39	0.00	09/06/2023				No	0
60-445-4422 Safety Supplies				First Aid Supplies- TPs					
5171639740 Total:		349.39							
5171639789	8/17/2023	349.39	0.00	09/06/2023				No	0
60-445-4422 Safety Supplies				First Aid Supplies- TPs					
5171639789 Total:		349.39							
Cintas Corporation Total:		3,628.40							
City of Aurora 027870									
225111	8/14/2023	465.50	0.00	09/06/2023				No	0
60-445-4562 Testing (water)				Water Testing- July 2023					
225111 Total:		465.50							
City of Aurora Total:		465.50							
Commercial Tire Services, Inc. 038680									
3330041059	8/23/2023	3,737.32	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				New Tires (2)					
3330041059 Total:		3,737.32							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Commercial Tire Services,	3,737.32							
Commonwealth Edison 000330									
*** 0146092024	8/7/2023	104.17	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 4 S Willowway					
0146092024 Total:		104.17							
*** 0562144049	8/7/2023	77.84	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1802 Orchard Gateway					
0562144049 Total:		77.84							
*** 0795092063	8/16/2023	9.60	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 355 Moorfield					
0795092063 Total:		9.60							
*** 0835082016	8/4/2023	85.18	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1901 Orchard Gateway					
0835082016 Total:		85.18							
*** 0903075187	8/16/2023	9.60	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1197 Comiskey					
0903075187 Total:		9.60							
*** 1047147081	8/7/2023	76.69	0.00	09/06/2023				No	0
01-445-4660 Street Lighting				Silo Lighting/ 8 W State Street					
1047147081 Total:		76.69							
*** 1083133047	8/4/2023	42.21	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 1051 Kettle					
1083133047 Total:		42.21							
*** 1313136025	8/8/2023	31.24	0.00	09/06/2023				No	0
60-445-4662 Utility				Electric- Water Tower					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1313136025 Total:	31.24							
*** 1344158042	8/7/2023	101.40	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ 1200 Orchard Gateway					
	1344158042 Total:	101.40							
*** 1425064018	8/9/2023	49.03	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ Rt56 & Rt25					
	1425064018 Total:	49.03							
*** 1743032047	8/16/2023	9.60	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ 1193 Comiskey					
	1743032047 Total:	9.60							
*** 1776122038	8/7/2023	55.30	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ Orchard & Deerpath					
	1776122038 Total:	55.30							
*** 1875021089	8/7/2023	172.62	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ Orchard & Oak					
	1875021089 Total:	172.62							
*** 2313121105	8/7/2023	93.52	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ Comiskey & Orchard					
	2313121105 Total:	93.52							
*** 2579039064	8/7/2023	76.32	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ 1600 Orchard Gateway					
	2579039064 Total:	76.32							
*** 2963079050	8/7/2023	76.51	0.00	09/06/2023				No	0
	10-445-4660 Street Lighting and Poles			Street Lights/ Orchard & White Oak					
	2963079050 Total:	76.51							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
*** 2985029045	8/7/2023	65.63	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 19 N Lincolnway					
2985029045 Total:		65.63							
*** 3147017028	8/7/2023	135.08	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ Orchard & Orchard Gateway					
3147017028 Total:		135.08							
*** 3771153008	8/16/2023	2,126.43	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights					
3771153008 Total:		2,126.43							
*** 4007024020	8/15/2023	2,806.45	0.00	09/06/2023				No	0
10-445-4660 Street Lighting and Poles				Street Lights/ 211 River Rd					
4007024020 Total:		2,806.45							
Commonwealth Edison To		6,204.42							
Convergint Technologies LLC									
043000									
IN00083520	8/14/2023	515.00	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Software Update					
IN00083520 Total:		515.00							
Convergint Technologies L		515.00							
Core & Main									
039040									
S114712	12/20/2022	-1,283.50	0.00	09/06/2023				No	0
60-445-4568 Watermain Rprs. & Rplcmnts.				Spin Doctor					
S114712 Total:		-1,283.50							
T209875	7/27/2023	11,021.00	0.00	09/06/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
60-445-4870 Equipment				Spin Doctor					
	T209875 Total:	11,021.00							
	Core & Main Total:	9,737.50							
Creekside Compost, LLC 467909									
23-08-4552	8/14/2023	696.20	0.00	09/06/2023				No	0
01-445-4543 Sidewalks Rpr & Mtce				Dirt					
	23-08-4552 Total:	696.20							
	Creekside Compost, LLC T	696.20							
Drendel & Jansons Law Group 028580									
6980	8/1/2023	1,374.75	0.00	09/06/2023				No	0
01-441-4260 Legal				Legal Services- CommDev/ July 2023					
	6980 Total:	1,374.75							
6981	8/1/2023	1,713.25	0.00	09/06/2023				No	0
01-430-4260 Legal				Legal Services- Gen, Admin, Fin/ July 2023					
	6981 Total:	1,713.25							
6982	8/1/2023	240.50	0.00	09/06/2023				No	0
01-430-4260 Legal				Legal Services- Liquor/ July 2023					
	6982 Total:	240.50							
6983	8/1/2023	1,384.50	0.00	09/06/2023				No	0
01-440-4260 Legal				Legal Services- PD/ July 2023					
	6983 Total:	1,384.50							
7084	8/1/2023	958.75	0.00	09/06/2023				No	0
01-445-4260 Legal				Legal Services- Aurora Packing/ July 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	7084 Total:	958.75							
	Drendel & Jansons Law Gr	5,671.75							
Duke & Lee's Johnson's Garage & Towing, Inc. 045190									
080365	8/17/2023	2,702.43	0.00	09/06/2023				No	0
01-440-4511 Vehicle Repair and Maint				Repair Hummer					
	080365 Total:	2,702.43							
	Duke & Lee's Johnson's Ga	2,702.43							
Dynegy Energy Services 048750									
146531123071-01	7/31/2023	6,456.65	0.00	09/06/2023				No	0
60-445-4662 Utility				Well #9 6/17 - 7/17					
	146531123071-01 Total:	6,456.65							
146531123071-02	7/31/2023	13,695.66	0.00	09/06/2023				No	0
60-445-4662 Utility				Well #7 6/8 - 7/9					
	146531123071-02 Total:	13,695.66							
146531123071-03	7/31/2023	10,585.48	0.00	09/06/2023				No	0
60-445-4662 Utility				Well #4/ WTP 6/7 - 7/6					
	146531123071-03 Total:	10,585.48							
146531123071-04	7/31/2023	5,115.95	0.00	09/06/2023				No	0
60-445-4662 Utility				Well #5/ ETP 6/8 - 7/9					
	146531123071-04 Total:	5,115.95							
146531123071-05	7/31/2023	9,424.13	0.00	09/06/2023				No	0
60-445-4662 Utility				Well #8 6/6 - 7/5					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	146531123071-05 Total:	9,424.13							
146531123071-06 60-445-4662 Utility	7/31/2023	5,121.97	0.00	09/06/2023	Well #6 6/5 - 7/9			No	0
	146531123071-06 Total:	5,121.97							
146531123081-01 60-445-4662 Utility	8/18/2023	8,559.80	0.00	09/06/2023	Well #9 7/18 - 8/15			No	0
	146531123081-01 Total:	8,559.80							
146531123081-02 60-445-4662 Utility	8/18/2023	6,611.21	0.00	09/06/2023	Well #7 7/10 - 8/7			No	0
	146531123081-02 Total:	6,611.21							
146531123081-03 60-445-4662 Utility	8/18/2023	8,572.51	0.00	09/06/2023	Well #4/ WTP 7/7 - 8/6			No	0
	146531123081-03 Total:	8,572.51							
146531123081-04 60-445-4662 Utility	8/18/2023	6,862.93	0.00	09/06/2023	Well #5/ ETP 7/10 - 8/7			No	0
	146531123081-04 Total:	6,862.93							
146531123081-05 60-445-4662 Utility	8/18/2023	9,183.62	0.00	09/06/2023	Well #8 7/6 - 8/8			No	0
	146531123081-05 Total:	9,183.62							
146531123081-06 60-445-4662 Utility	8/18/2023	3,647.18	0.00	09/06/2023	Well #6 7/10 - 8/2			No	0
	146531123081-06 Total:	3,647.18							
	Dynegy Energy Services To	93,837.09							

Eaton Corporation

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
042220									
08102023	8/10/2023	3,218.32	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Contract					
	08102023 Total:	3,218.32							
	Eaton Corporation Total:	3,218.32							
Eddie Jones									
468482									
08182023-01	8/18/2023	14.40	0.00	09/06/2023				No	0
60-320-3340 Water Collections				Water Credit Refund					
	08182023-01 Total:	14.40							
08182023-02	8/18/2023	0.45	0.00	09/06/2023				No	0
18-320-3350 Sewer Collection				Sewer Maintenance Credit Refund					
	08182023-02 Total:	0.45							
	Eddie Jones Total:	14.85							
Euclid Managers									
049670									
08132023	8/13/2023	481.67	0.00	09/06/2023				No	0
01-000-2057 Short-Term Disability				Short-Term Disability- Sept 2023					
	08132023 Total:	481.67							
	Euclid Managers Total:	481.67							
Feece Oil									
031060									
4003961	8/12/2023	510.61	0.00	09/06/2023				No	0
71-000-1340 Gas/Diesel Escrow				Diesel Fuel					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	4003961 Total:	510.61							
4003966	8/12/2023	5,852.72	0.00	09/06/2023				No	0
71-000-1340 Gas/Diesel Escrow				Mid-Grade Fuel					
	4003966 Total:	5,852.72							
4006986	8/23/2023	2,149.49	0.00	09/06/2023				No	0
71-000-1340 Gas/Diesel Escrow				Mid-Grade Fuel					
	4006986 Total:	2,149.49							
4006987	8/23/2023	4,706.60	0.00	09/06/2023				No	0
71-000-1340 Gas/Diesel Escrow				Mid-Grade Fuel					
	4006987 Total:	4,706.60							
	Feece Oil Total:	13,219.42							
Fox Excavating, Inc. 050900									
22363	8/31/2023	1,334.68	0.00	09/06/2023				No	0
18-445-4570 Sewers Rpr & Mtce				Sanitary Sewer Construction- Cherrytree					
	22363 Total:	1,334.68							
	Fox Excavating, Inc. Total:	1,334.68							
FOX METRO WRD 045480									
*** N02-0164	9/6/2023	127.50	0.00	09/06/2023				No	0
01-445-4662 Utility				Sewer Bill- VH 5/31 - 7/31					
	N02-0164 Total:	127.50							
*** N02-5182	9/6/2023	22.50	0.00	09/06/2023				No	0
01-445-4662 Utility				Sewer Bill- PW Garage 5/31 - 7/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	N02-5182 Total:	22.50							
*** N02-5784	9/6/2023	67.50	0.00	09/06/2023				No	0
01-445-4662 Utility				Sewer Bill- PD 5/31 - 7/31					
	N02-5784 Total:	67.50							
	FOX METRO WRD Total:	217.50							
Frank Marshall Electric 028510									
91704	7/31/2023	605.20	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Ballast Repair- VH Boardroom					
	91704 Total:	605.20							
91707	8/3/2023	3,289.83	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Lift Station Float- ETP					
	91707 Total:	3,289.83							
91718	8/17/2023	1,940.94	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Lift Station Power					
	91718 Total:	1,940.94							
	Frank Marshall Electric To	5,835.97							
Geneva Construction Co. 000530									
60697-01	8/10/2023	44,540.45	0.00	09/06/2023				No	0
60-460-4875 Capital Improvements				Watermain Improvements- Chestnut, Locust, Spruce					
	60697-01 Total:	44,540.45							
60697-02	8/10/2023	238,015.81	0.00	09/06/2023				No	0
21-450-4875 Capital Improvements				Street Improvements- Chestnut, Locust, Spruce					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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60697-02 Total:		238,015.81							
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Geneva Construction Co. T		282,556.26							
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Global Water Technology, Inc.									
467862									
94727	8/15/2023	218.30	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Water Treatment- VH, PD/ August 2023					
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94727 Total:		218.30							
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Global Water Technology,		218.30							
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Hach Company									
014100									
13694006-01	8/11/2023	579.18	0.00	09/06/2023				No	0
60-445-4562 Testing (water)				Sampling Supplies					
<hr/>									
13694006-01 Total:		579.18							
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13694006-02	8/11/2023	133.56	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				MIOX Testing					
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13694006-02 Total:		133.56							
<hr/>									
13718895	8/29/2023	1,648.00	0.00	09/06/2023				No	0
60-445-4562 Testing (water)				Pocket Colorimeter & Service Plan					
<hr/>									
13718895 Total:		1,648.00							
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Hach Company Total:		2,360.74							
<hr/>									
Hey and Associates, Inc.									
040900									
17-0006-17082	8/28/2023	6,216.05	0.00	09/06/2023				No	0
17-032-4533 Maintenance				Vegetation Management- Tower Center					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
17-0006-17082 Total:		6,216.05							
Hey and Associates, Inc. To		6,216.05							
ILLCO Inc.									
040110									
1418717	8/3/2023	43.27	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				PVC, Cement, Primer					
1418717 Total:		43.27							
ILLCO Inc. Total:		43.27							
Illinois State Police Bureau of									
041810									
20230703557	7/1/2023	28.25	0.00	09/06/2023				No	0
01-440-4799 Misc.				COST CTR 03557- Liquor Lic					
20230703557 Total:		28.25							
20230706111	7/1/2023	28.25	0.00	09/06/2023				No	0
01-445-4799 Misc. Expenditures				COST CTR 06111- Employee Prints/ VH					
20230706111 Total:		28.25							
Illinois State Police Bureau		56.50							
Industrial Door Company									
044430									
120286	8/17/2023	3,390.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Garage Door Repair- PD					
120286 Total:		3,390.00							
120427	7/31/2023	757.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Garage Door Repair- PD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
120427 Total:		757.00							
Industrial Door Company T		4,147.00							
Interstate Billing Service, Inc. 049760									
3033786638	8/16/2023	585.00	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint					Tank Rad Surge Overflow- Truck #180				
3033786638 Total:		585.00							
Interstate Billing Service, I		585.00							
Jose Carrera 468478									
20210700658	7/25/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond					Bond Return- 2121 Westover Rd				
20210700658 Total:		5,000.00							
Jose Carrera Total:		5,000.00							
Kiesler's Police Supply, Inc. 039910									
IN220802	8/28/2023	13,659.40	0.00	09/06/2023				No	0
01-440-4383 Firearm Training					2023 Ammo Order				
IN220802 Total:		13,659.40							
Kiesler's Police Supply, Inc		13,659.40							
Kimball Midwest 467916									
101338638	8/14/2023	342.97	0.00	09/06/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
01-445-4511 Vehicle Repair and Maint				Contacts, Connectors					
101338638 Total:		342.97							
Kimball Midwest Total:		342.97							
Konica Minolta 024860									
288482060	7/31/2023	217.34	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 7/1- 7/31					
288482060 Total:		217.34							
288482348	7/31/2023	71.15	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 7/1- 7/31					
288482348 Total:		71.15							
288482545	7/31/2023	71.15	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 7/1- 7/31					
288482545 Total:		71.15							
288482724-01	7/31/2023	27.89	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				VH Printer Maint 7/1- 7/31					
288482724-01 Total:		27.89							
288482724-02	7/31/2023	27.89	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				VH Printer Maint 7/1- 7/31					
288482724-02 Total:		27.89							
288482724-03	7/31/2023	27.89	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				VH Printer Maint 7/1- 7/31					
288482724-03 Total:		27.89							
288482724-04	7/31/2023	27.90	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				VH Printer Maint 7/1- 7/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	288482724-04 Total:	27.90							
288485322	7/31/2023	81.76	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 7/1- 7/31					
	288485322 Total:	81.76							
288486605	7/31/2023	47.73	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 7/1- 7/31					
	288486605 Total:	47.73							
288642020	8/5/2023	57.99	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 8/1- 8/5					
	288642020 Total:	57.99							
288642308	8/5/2023	24.08	0.00	09/06/2023				No	0
01-440-4510 Equipment/IT Maint				Copier Maintenance 8/1- 8/5					
	288642308 Total:	24.08							
9009456009	7/30/2023	4.99	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				AP Printer Maintenance 7/21- 8/20					
	9009456009 Total:	4.99							
9009456010	7/30/2023	9.99	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				AP Printer Usage 7/21- 8/20					
	9009456010 Total:	9.99							
9009502853	8/20/2023	3.49	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				AP Printer Maintenance 7/21- 8/20					
	9009502853 Total:	3.49							
9009504240	8/21/2023	9.99	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				AP Printer Maintenance 8/21- 9/20					
	9009504240 Total:	9.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Konica Minolta Total:		711.23							
Kramer Tree Specialists, Inc									
038300									
7345	8/26/2023	2,160.00	0.00	09/06/2023				No	0
01-445-4532 Tree Service				Tree Removal- 111 Long Ave					
7345 Total:		2,160.00							
Kramer Tree Specialists, In		2,160.00							
Kristen Lohrstorfer									
032280									
*** 05032023	5/3/2023	792.78	0.00	09/06/2023				No	0
01-440-4870 Equipment				Training Reimb- ICN Conference					
05032023 Total:		792.78							
Kristen Lohrstorfer Total:		792.78							
Laura Martinez									
468480									
08172023-01	8/17/2023	45.46	0.00	09/06/2023				No	0
60-320-3340 Water Collections				Water Credit Refund					
08172023-01 Total:		45.46							
08172023-02	8/17/2023	1.79	0.00	09/06/2023				No	0
18-320-3350 Sewer Collection				Sewer Maintenance Credit Refund					
08172023-02 Total:		1.79							
Laura Martinez Total:		47.25							

Lauterbach & Amen, LLP

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
467663									
81694	8/28/2023	8,840.00	0.00	09/06/2023				No	0
01-430-4265 Audit Services				FY 22-23 Auding					
81694 Total:		8,840.00							
Lauterbach & Amen, LLP T		8,840.00							
Mc Cue Builders									
031350									
20210200035	7/25/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 2950 Hampton					
20210200035 Total:		5,000.00							
20210900842	7/25/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 735 Remington					
20210900842 Total:		5,000.00							
20220700596	7/25/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 2942 Hampton					
20220700596 Total:		5,000.00							
20221000857	7/25/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 475 Mount Ct					
20221000857 Total:		5,000.00							
Mc Cue Builders Total:		20,000.00							
McMaster/ Faganel Custom Homes, LLC									
023110									
20210600460	8/17/2023	5,000.00	0.00	09/06/2023				No	0
90-000-2225 Due To Others - Damage Bond				Bond Return- 2419 Imgrund Rd					
20210600460 Total:		5,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	McMaster/ Faganel Custom	5,000.00							
Meade Electric Company, Inc.									
027140									
705564	8/4/2023	165.67	0.00	09/06/2023				No	0
01-445-4545 Traffic Signs & Signals				Traffic Light Repair- Oak & Harmony					
	705564 Total:	165.67							
	Meade Electric Company,	165.67							
Menards									
016070									
12134	8/3/2023	61.93	0.00	09/06/2023				No	0
15-430-4751 North Aurora Days Expenses				Pail & Rod Clamp					
	12134 Total:	61.93							
12185-01	8/14/2023	17.94	0.00	09/06/2023				No	0
60-445-4423 Tools				Screw Drivers					
	12185-01 Total:	17.94							
12185-02	8/14/2023	28.44	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Supplies					
	12185-02 Total:	28.44							
12628-01	8/11/2023	127.49	0.00	09/06/2023				No	0
60-445-4423 Tools				Saw, Drill Bit					
	12628-01 Total:	127.49							
12628-02	8/11/2023	47.88	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Pipe/ Strut					
	12628-02 Total:	47.88							
12809	8/14/2023	236.86	0.00	09/06/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
01-445-4421 Custodial Supplies				Custodial Supplies- PW Garage					
12809 Total:		236.86							
12815	8/14/2023	105.31	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Side Boards					
12815 Total:		105.31							
13065	8/18/2023	100.44	0.00	09/06/2023				No	0
60-445-4565 Water Well Rpr & Mtce				Air Filters					
13065 Total:		100.44							
13362-01	8/23/2023	59.49	0.00	09/06/2023				No	0
60-445-4423 Tools				Tools					
13362-01 Total:		59.49							
13362-02	8/23/2023	134.82	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Shelves, Supplies					
13362-02 Total:		134.82							
13422-01	8/24/2023	24.93	0.00	09/06/2023				No	0
60-445-4562 Testing (water)				Cooler, Ice Packs For Water Sampling					
13422-01 Total:		24.93							
13422-02	8/24/2023	4.48	0.00	09/06/2023				No	0
60-445-4511 Vehicle Repair and Maint				Windshield Fluid					
13422-02 Total:		4.48							
13756	8/29/2023	24.56	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Misc Supplies- TPs					
13756 Total:		24.56							
5891	5/3/2023	38.54	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Bolts, Washers, Nuts					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	5891 Total:	38.54							
	Menards Total:	1,013.11							
Metallo Services, Inc 052370									
08162023	8/16/2023	4,104.00	0.00	09/06/2023				No	0
01-445-4532 Tree Service				Stump Removal (37)					
	08162023 Total:	4,104.00							
08302023	8/30/2023	3,915.00	0.00	09/06/2023				No	0
01-445-4532 Tree Service				Stump Removal (27)					
	08302023 Total:	3,915.00							
	Metallo Services, Inc Total	8,019.00							
METRONET 467874									
08242023-01	8/24/2023	909.73	0.00	09/06/2023				No	0
01-430-4652 Phones and Connectivity				Phone, Internet 8/24 - 9/23					
	08242023-01 Total:	909.73							
08242023-02	8/24/2023	733.97	0.00	09/06/2023				No	0
01-445-4652 Phones and Connectivity				Phone, Internet 8/24 - 9/23					
	08242023-02 Total:	733.97							
08242023-03	8/24/2023	800.38	0.00	09/06/2023				No	0
60-445-4652 Phones and Connectivity				Phone, Internet 8/24 - 9/23					
	08242023-03 Total:	800.38							
08242023-04	8/24/2023	689.75	0.00	09/06/2023				No	0
01-441-4652 Phones and Connectivity				Phone, Internet 8/24 - 9/23					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	08242023-04 Total:	689.75							
08242023-05	8/24/2023	1,876.41	0.00	09/06/2023				No	0
01-440-4652 Phones and Connectivity				Phone, Internet 8/24 - 9/23					
	08242023-05 Total:	1,876.41							
	METRONET Total:	5,010.24							
Mid American Water									
013680									
220739A	8/2/2023	975.00	0.00	09/06/2023				No	0
18-445-4510 Equipment/IT Maint				Adjusting Rings					
	220739A Total:	975.00							
	Mid American Water Total:	975.00							
Mooney & Thomas, Pc									
001040									
9216624	7/31/2023	975.00	0.00	09/06/2023				No	0
01-430-4267 Finance Services				Payroll Processing- July 2023					
	9216624 Total:	975.00							
9216626	7/31/2023	75.00	0.00	09/06/2023				No	0
80-430-4581 Banking Services/Fees				Police Pension- August 2023					
	9216626 Total:	75.00							
	Mooney & Thomas, Pc Tot	1,050.00							
Motorola Solutions- STARCOM21									
002980									
7730420230703	8/1/2023	630.00	0.00	09/06/2023				No	0
01-440-4652 Phones and Connectivity				StarCom- August 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	7730420230703 Total:	630.00							
	Motorola Solutions- STAR	630.00							
North Aurora NAPA, Inc. 038730									
444427	7/26/2023	468.14	0.00	09/06/2023	PW Tools			No	0
01-445-4870 Equipment									
	444427 Total:	468.14							
444507	7/26/2023	192.56	0.00	09/06/2023	Couplers			No	0
01-445-4511 Vehicle Repair and Maint									
	444507 Total:	192.56							
444889	8/1/2023	19.98	0.00	09/06/2023	Brake Fluid			No	0
01-445-4511 Vehicle Repair and Maint									
	444889 Total:	19.98							
444891	8/1/2023	83.73	0.00	09/06/2023	Squad Parts			No	0
01-440-4511 Vehicle Repair and Maint									
	444891 Total:	83.73							
445051	8/3/2023	21.47	0.00	09/06/2023	Plug			No	0
01-445-4511 Vehicle Repair and Maint									
	445051 Total:	21.47							
445055	8/3/2023	13.99	0.00	09/06/2023	Squad Parts			No	0
01-440-4511 Vehicle Repair and Maint									
	445055 Total:	13.99							
445080	8/3/2023	41.99	0.00	09/06/2023	Funnel			No	0
01-445-4870 Equipment									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	445080 Total:	41.99							
445097	8/3/2023	3.90	0.00	09/06/2023				No	0
01-445-4511	Vehicle Repair and Maint			Battery Cable Lug					
	445097 Total:	3.90							
445183	7/26/2023	43.19	0.00	09/06/2023				No	0
01-445-4511	Vehicle Repair and Maint			Plug					
	445183 Total:	43.19							
445290	8/7/2023	100.79	0.00	09/06/2023				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	445290 Total:	100.79							
445293	8/7/2023	16.39	0.00	09/06/2023				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	445293 Total:	16.39							
445323	8/7/2023	69.96	0.00	09/06/2023				No	0
01-445-4511	Vehicle Repair and Maint			Coolant, Hose, Hand Cleaner					
	445323 Total:	69.96							
445368	8/7/2023	69.40	0.00	09/06/2023				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	445368 Total:	69.40							
445370	8/7/2023	168.80	0.00	09/06/2023				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	445370 Total:	168.80							
445534	8/9/2023	50.19	0.00	09/06/2023				No	0
01-440-4511	Vehicle Repair and Maint			Squad Parts					
	445534 Total:	50.19							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
445579	8/10/2023	102.23	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Belts					
445579 Total:		102.23							
445590	8/11/2023	175.32	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Socket Set					
445590 Total:		175.32							
445604	8/10/2023	59.20	0.00	09/06/2023				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
445604 Total:		59.20							
445796	8/14/2023	163.98	0.00	09/06/2023				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
445796 Total:		163.98							
446331	8/21/2023	163.98	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Battery					
446331 Total:		163.98							
446446	8/22/2023	164.79	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Filters					
446446 Total:		164.79							
446447	8/22/2023	123.22	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Air Hose					
446447 Total:		123.22							
446448	8/22/2023	32.60	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Plug					
446448 Total:		32.60							
446455-01	8/22/2023	100.19	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Gloves, Starter Fluid, Vent					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	446455-01 Total:	100.19							
446455-02	8/22/2023	140.64	0.00	09/06/2023				No	0
01-445-4870 Equipment				Tow Equipment					
	446455-02 Total:	140.64							
446488	8/22/2023	2.11	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Radiator Funnel					
	446488 Total:	2.11							
	North Aurora NAPA, Inc. T	2,592.74							
Office Depot 039370									
322710688001-01	8/2/2023	33.67	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
	322710688001-01 Total:	33.67							
322710688001-02	8/2/2023	33.67	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Office Supplies					
	322710688001-02 Total:	33.67							
322710688001-03	8/2/2023	33.68	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
	322710688001-03 Total:	33.68							
322710688001-04	8/2/2023	33.68	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				Office Supplies					
	322710688001-04 Total:	33.68							
325396359001	8/14/2023	47.37	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Notary Stamp- Stevens					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
325396359001 Total:		47.37							
325396713001-01	8/10/2023	4.31	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
325396713001-01 Total:		4.31							
325396713001-02	8/10/2023	4.31	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Office Supplies					
325396713001-02 Total:		4.31							
325396713001-03	8/10/2023	4.31	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
325396713001-03 Total:		4.31							
325396713001-04	8/10/2023	4.31	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				Office Supplies					
325396713001-04 Total:		4.31							
325550176001-01	8/7/2023	12.72	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
325550176001-01 Total:		12.72							
325550176001-02	8/7/2023	12.72	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Office Supplies					
325550176001-02 Total:		12.72							
325550176001-03	8/7/2023	12.72	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
325550176001-03 Total:		12.72							
325550176001-04	8/7/2023	12.72	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				Office Supplies					
325550176001-04 Total:		12.72							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
326907174001-01	8/9/2023	2.26	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
326907174001-01 Total:		2.26							
326907174001-02	8/9/2023	2.26	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Office Supplies					
326907174001-02 Total:		2.26							
326907174001-03	8/9/2023	2.27	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
326907174001-03 Total:		2.27							
326907174001-04	8/9/2023	2.27	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				Office Supplies					
326907174001-04 Total:		2.27							
328425325001-01	8/22/2023	13.28	0.00	09/06/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
328425325001-01 Total:		13.28							
328425325001-02	8/22/2023	13.28	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Office Supplies					
328425325001-02 Total:		13.28							
328425325001-03	8/22/2023	13.28	0.00	09/06/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
328425325001-03 Total:		13.28							
328425325001-04	8/22/2023	13.29	0.00	09/06/2023				No	0
01-441-4411 Office Expenses				Office Supplies					
328425325001-04 Total:		13.29							
328911425001	8/10/2023	47.37	0.00	09/06/2023				No	0
01-440-4411 Office Expenses				Notary Stamp- Pinardi					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	328911425001 Total:	47.37							
	Office Depot Total:	359.75							
Ottosen DiNolfo 031590 157193	7/31/2023	869.50	0.00	09/06/2023				No	0
01-430-4260 Legal				Legal Services- July 2023					
	157193 Total:	869.50							
	Ottosen DiNolfo Total:	869.50							
Paul L Buddy Plumbing & Heating 021070 32267	8/7/2023	4,910.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Sump Pump Repair- PW Garage					
	32267 Total:	4,910.00							
32299	8/10/2023	206.25	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				RP2 Leak Repair- Old PW Garage					
	32299 Total:	206.25							
32328	8/23/2023	248.00	0.00	09/06/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Install Valve					
	32328 Total:	248.00							
32330	8/23/2023	203.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Toilet Repair- VH					
	32330 Total:	203.00							
	Paul L Buddy Plumbing &	5,567.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Peerless Network, Inc									
468245									
30600	8/15/2023	377.04	0.00	09/06/2023				No	0
01-440-4652 Phones and Connectivity				PRI Village/ PD 7/15 - 8/14					
30600 Total:		377.04							
Peerless Network, Inc Tota		377.04							
Petty Cash, Joe DeLeo									
007570									
08252023-01	8/25/2023	25.00	0.00	09/06/2023				No	0
01-440-4390 Dues & Meetings				Dues & Meetings					
08252023-01 Total:		25.00							
08252023-02	8/25/2023	38.80	0.00	09/06/2023				No	0
01-440-4460 Comfort Dog Supplies				Dog Supplies- Zelda					
08252023-02 Total:		38.80							
08252023-03	8/25/2023	259.29	0.00	09/06/2023				No	0
01-440-4498 Community Service				Community Service					
08252023-03 Total:		259.29							
08252023-04	8/25/2023	42.35	0.00	09/06/2023				No	0
01-440-4555 Investigations				Investigations					
08252023-04 Total:		42.35							
08252023-05	8/25/2023	8.58	0.00	09/06/2023				No	0
01-440-4799 Misc.				Misc					
08252023-05 Total:		8.58							
Petty Cash, Joe DeLeo Tota		374.02							
Petty Cash, Mandy Flatt									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
000900									
04032023	4/3/2023	9.41	0.00	09/06/2023				No	0
01-441-4799 Misc. Expenditures				Compliance Check- Rosie's					
04032023 Total:		9.41							
04042023	4/4/2023	60.00	0.00	09/06/2023				No	0
01-445-4799 Misc. Expenditures				DL Renewal					
04042023 Total:		60.00							
04102023	4/10/2023	13.43	0.00	09/06/2023				No	0
01-490-4759 Community Events				Sewer Backup Meal Allowance- Kraabel					
04102023 Total:		13.43							
04212023	4/21/2023	60.00	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				CDL- Kick					
04212023 Total:		60.00							
05092023	6/1/2023	16.49	0.00	09/06/2023				No	0
01-490-4759 Community Events				Refreshments- Gov 101					
05092023 Total:		16.49							
06012023	6/1/2023	2.00	0.00	09/06/2023				No	0
01-441-4799 Misc. Expenditures				Record Plat- Randall Square Parcel 6					
06012023 Total:		2.00							
06062023	6/6/2023	14.77	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				Drinks & Snacks- 411 Offutt Repair					
06062023 Total:		14.77							
06072023-01	6/7/2023	11.81	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				WMB Lunch Allowance- Kick					
06072023-01 Total:		11.81							
06072023-02	6/7/2023	15.00	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				WMB Lunch Allowance- Schwickerath					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	06072023-02 Total:	15.00							
06192023	6/19/2023	15.00	0.00	09/06/2023				No	0
01-430-4799 Misc.				Car Wash- Explorer #146					
	06192023 Total:	15.00							
07012023	7/1/2023	24.00	0.00	09/06/2023				No	0
01-490-4759 Community Events				Milage- Scavenger Hunt Set Up					
	07012023 Total:	24.00							
08032023	8/3/2023	25.00	0.00	09/06/2023				No	0
01-490-4759 Community Events				Woodman's Gift Card- Scavenger Hunt					
	08032023 Total:	25.00							
08102023	8/10/2023	11.29	0.00	09/06/2023				No	0
01-430-4799 Misc.				Lunch- Tracy's Liquor License Investigation					
	08102023 Total:	11.29							
08152023	8/15/2023	0.85	0.00	09/06/2023				No	0
01-410-4799 Misc. Expenditures				Woodman's Bag For Metro West Gift Basket					
	08152023 Total:	0.85							
08162023	8/16/2023	3.60	0.00	09/06/2023				No	0
01-441-4506 Publishing				Plat Record- Moose Lake Unit 3					
	08162023 Total:	3.60							
08222023-01	8/22/2023	8.63	0.00	09/06/2023				No	0
01-430-4799 Misc.				Lunch- Tracy's Liquor License Investigation					
	08222023-01 Total:	8.63							
08222023-02	8/22/2023	15.00	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				WMB Meal Allowance- Kick					
	08222023-02 Total:	15.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
08222023-03	8/22/2023	12.35	0.00	09/06/2023				No	0
60-445-4799 Misc. Expenditures				WMB Meal Allowance- Lundell					
08222023-03 Total:		12.35							
Petty Cash, Mandy Flatt To		318.63							
Physicians Immediate Care, North Chicago LLC									
049540									
STMT4343072-01	8/3/2023	183.00	0.00	09/06/2023				No	0
01-445-4799 Misc. Expenditures				New Employee Screening (2)					
STMT4343072-01 Total:		183.00							
STMT4343072-02	8/3/2023	221.00	0.00	09/06/2023				No	0
01-440-4799 Misc.				New Employee Screening (1)					
STMT4343072-02 Total:		221.00							
Physicians Immediate Care		404.00							
Priority Products, Inc.									
041340									
991884	8/11/2023	93.20	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Washers, Nuts, Drill Bits					
991884 Total:		93.20							
993018	8/25/2023	131.85	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Truck Repair					
993018 Total:		131.85							
Priority Products, Inc. Tota		225.05							
Rogue Fitness									
468483									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
11640779	8/14/2023	2,100.66	0.00	09/06/2023				No	0
01-440-4870 Equipment				Replacement/ New Fitness Equipment					
11640779 Total:		2,100.66							
Rogue Fitness Total:		2,100.66							
Russo Power Equipment Inc.									
036290									
PCM20008593	5/18/2023	-139.99	0.00	09/06/2023				No	0
01-445-4510 Equipment/IT Maint				Battery Credit					
PCM20008593 Total:		-139.99							
SPI20016867	8/11/2023	331.55	0.00	09/06/2023				No	0
01-445-4510 Equipment/IT Maint				Gear Head Replacement					
SPI20016867 Total:		331.55							
SPI20016868	8/11/2023	46.10	0.00	09/06/2023				No	0
01-445-4510 Equipment/IT Maint				Choke Reconnection					
SPI20016868 Total:		46.10							
SPI20349675	8/11/2023	109.99	0.00	09/06/2023				No	0
01-445-4422 Safety Supplies				Apron Chaps					
SPI20349675 Total:		109.99							
SPI20363444	8/24/2023	86.99	0.00	09/06/2023				No	0
01-445-4870 Equipment				Forestry Helmet					
SPI20363444 Total:		86.99							
Russo Power Equipment In		434.64							
Sebert Landscaping									
032840									
262388-01	8/23/2023	1,157.00	0.00	09/06/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
17-004-4533 Maintenance				Mowing- SSA4					
262388-01 Total:		1,157.00							
262388-02	8/23/2023	1,065.00	0.00	09/06/2023				No	0
17-008-4533 Maintenance				Mowing- SSA8					
262388-02 Total:		1,065.00							
262388-03	8/23/2023	331.00	0.00	09/06/2023				No	0
17-009-4533 Maintenance				Mowing- SSA9					
262388-03 Total:		331.00							
262388-04	8/23/2023	29.00	0.00	09/06/2023				No	0
17-011-4533 Maintenance				Mowing- SSA11					
262388-04 Total:		29.00							
262388-05	8/23/2023	4,092.00	0.00	09/06/2023				No	0
01-445-4531 Grass Cutting				Public Mowing					
262388-05 Total:		4,092.00							
Sebert Landscaping Total:		6,674.00							
Senior Services Associates, Inc.									
046290									
08182023	8/18/2023	1,000.00	0.00	09/06/2023				No	0
01-410-4799 Misc. Expenditures				Bronze Sponsorship					
08182023 Total:		1,000.00							
Senior Services Associates		1,000.00							
Signarama									
029780									
INV-19925	8/16/2023	530.40	0.00	09/06/2023				No	0
01-445-4545 Traffic Signs & Signals				Spillway Signs (8)					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
INV-19925 Total:		530.40							
Signarama Total:		530.40							
Springbrook Software LLC									
467920									
INF-014184	8/9/2023	1,749.00	0.00	09/06/2023				No	0
60-445-4510 Equipment/IT Maint				Web Payment- July 2023					
INF-014184 Total:		1,749.00							
Springbrook Software LLC		1,749.00							
St. Charles Trading, Inc.									
033210									
IN2320260	8/7/2023	2,824.00	0.00	09/06/2023				No	0
60-445-4438 Salt - Treatment				Salt- TPs					
IN2320260 Total:		2,824.00							
St. Charles Trading, Inc. To		2,824.00							
Sunbelt Rentals, Inc.									
043800									
142802292-0002	8/10/2023	2,557.35	0.00	09/06/2023				No	0
15-430-4751 North Aurora Days Expenses				Light Towers- NA Days					
142802292-0002 Total:		2,557.35							
142806226-0001	8/8/2023	5,586.82	0.00	09/06/2023				No	0
15-430-4751 North Aurora Days Expenses				Spier Boxes- NA Days					
142806226-0001 Total:		5,586.82							
Sunbelt Rentals, Inc. Total:		8,144.17							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Superior Asphalt Materials LLC									
031440									
20231140	8/11/2023	262.49	0.00	09/06/2023				No	0
01-445-4540 Streets & Alleys Rpr & Mtce				Asphalt					
20231140 Total:		262.49							
Superior Asphalt Materials		262.49							
Testing Service Corporaton									
014450									
IN127896	7/31/2023	713.00	0.00	09/06/2023				No	0
21-450-4255 Engineering				Material Testing- Chestnut, Locust, Spruce					
IN127896 Total:		713.00							
Testing Service Corporaton		713.00							
Thompson Elevator									
032710									
23-2061	8/22/2023	180.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Elevator Inspection- VH					
23-2061 Total:		180.00							
Thompson Elevator Total:		180.00							
Tracy McCarthy									
468479									
08172023-01	8/17/2023	27.22	0.00	09/06/2023				No	0
60-320-3340 Water Collections				Water Credit Refund					
08172023-01 Total:		27.22							
08172023-02	8/17/2023	1.21	0.00	09/06/2023				No	0
18-320-3350 Sewer Collection				Sewer Maintenance Credit Refund					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	08172023-02 Total:	1.21							
	Tracy McCarthy Total:	28.43							
Tricoci University 468477									
05252023	5/25/2023	150.00	0.00	09/06/2023				No	0
01-440-4558 Emergency Management				Donation- Mock Emergency Training Make-Up Artists					
	05252023 Total:	150.00							
	Tricoci University Total:	150.00							
TRI-R Systems Inc 468394									
005741	4/19/2023	1,040.00	0.00	09/06/2023				No	0
60-445-4569 Water Tower Rpr & Mtce				Troubleshoot Tower Logic					
	005741 Total:	1,040.00							
	TRI-R Systems Inc Total:	1,040.00							
Uline, Inc 468220									
166763676	8/3/2023	369.86	0.00	09/06/2023				No	0
01-445-4421 Custodial Supplies				Custodial Supplies- VH					
	166763676 Total:	369.86							
166885363	8/7/2023	713.43	0.00	09/06/2023				No	0
01-445-4411 Office Expenses				Custodial Supplies- PD					
	166885363 Total:	713.43							
167004929	8/9/2023	90.80	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce				Insulated Cups- PD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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167004929 Total:		90.80							
167306899	8/16/2023	479.44	0.00	09/06/2023				No	0
01-445-4421 Custodial Supplies				Custodial Supplies- PD					
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167306899 Total:		479.44							
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Uline, Inc Total:		1,653.53							
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United Rentals									
036410									
223179544-001	8/14/2023	1,594.66	0.00	09/06/2023				No	0
01-445-4511 Vehicle Repair and Maint				Loader Gas Pedal Repair					
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223179544-001 Total:		1,594.66							
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United Rentals Total:		1,594.66							
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USABlueBook									
035680									
INV00106970	8/16/2023	107.19	0.00	09/06/2023				No	0
60-445-4563 Fire Hydrant Repair/maint				Hydrant OOS Bags (2)					
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INV00106970 Total:		107.19							
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USABlueBook Total:		107.19							
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Utility Dynamics Corporation									
052560									
0804-3095	8/4/2023	335.58	0.00	09/06/2023				No	0
10-445-4661 Street Light Repair/Maint				Street Light Repair- Oak & Randall					
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0804-3095 Total:		335.58							
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0804-3096	8/4/2023	503.37	0.00	09/06/2023				No	0
10-445-4661 Street Light Repair/Maint				Street Light Repair- 205-207 Maplewood					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
0804-3096 Total:		503.37							
0804-3098	8/4/2023	546.96	0.00	09/06/2023				No	0
10-445-4661 Street Light Repair/Maint					Street Light Repair- Oak & Randall				
0804-3098 Total:		546.96							
Utility Dynamics Corporat		1,385.91							
Van's Lock & Key Service, Inc.									
005070									
103336	8/11/2023	108.00	0.00	09/06/2023				No	0
01-445-4520 Public Buildings Rpr & Mtce					Keys (18)				
103336 Total:		108.00							
Van's Lock & Key Service,		108.00							
Village of Montgomery									
047080									
LEAD000025	8/16/2023	471.20	0.00	09/06/2023				No	0
01-440-4652 Phones and Connectivity					LEADS 6/23				
LEAD000025 Total:		471.20							
Village of Montgomery To		471.20							
Waste Management									
016240									
0000117-2011-7	8/16/2023	1,080.00	0.00	09/06/2023				No	0
01-445-4540 Streets & Alleys Rpr & Mtce					Street Sweeping				
0000117-2011-7 Total:		1,080.00							
Waste Management Total:		1,080.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
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Water Resources									
010380									
36635	8/8/2023	1,115.00	0.00	09/06/2023				No	0
60-445-4480 New Meters,rprs. & Rplcmts.				2" Meter & Flange					
36635 Total:		1,115.00							
36670	8/22/2023	6,098.00	0.00	09/06/2023				No	0
60-445-4480 New Meters,rprs. & Rplcmts.				3" Mach 10, Flange Kit					
36670 Total:		6,098.00							
36671	8/22/2023	3,934.00	0.00	09/06/2023				No	0
60-445-4480 New Meters,rprs. & Rplcmts.				4" Meter For Dart Container					
36671 Total:		3,934.00							
36672	8/22/2023	12,251.00	0.00	09/06/2023				No	0
60-445-4480 New Meters,rprs. & Rplcmts.				Meter Order					
36672 Total:		12,251.00							
36699	8/30/2023	2,160.00	0.00	09/06/2023				No	0
60-445-4480 New Meters,rprs. & Rplcmts.				Meters For NC					
36699 Total:		2,160.00							
Water Resources Total:		25,558.00							
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WBK Engineering, LLC									
467655									
24320	5/27/2023	7,557.50	0.00	09/06/2023				No	0
21-452-4255 Engineering				Site Review- PW Facility/ May 2023					
24320 Total:		7,557.50							
24552	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	24552 Total:	625.00							
24553	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24553 Total:	625.00							
24554	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24554 Total:	625.00							
24555	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24555 Total:	625.00							
24556	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24556 Total:	625.00							
24557	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24557 Total:	625.00							
24558	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24558 Total:	625.00							
24559	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24559 Total:	625.00							
24560	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
	24560 Total:	625.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
24561	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24561 Total:		625.00							
24562	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24562 Total:		625.00							
24563	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24563 Total:		625.00							
24564	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24564 Total:		625.00							
24565	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24565 Total:		625.00							
24566	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24566 Total:		625.00							
24567	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24567 Total:		625.00							
24568	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review & Inspection- July 2023					
24568 Total:		625.00							
24569	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
24569 Total:		625.00							
24570 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24570 Total:		625.00							
24571 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24571 Total:		625.00							
24572 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24572 Total:		625.00							
24573 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24573 Total:		625.00							
24574 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24574 Total:		625.00							
24575 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24575 Total:		625.00							
24576 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24576 Total:		625.00							
24577 01-441-4255 Engineering	7/29/2023	625.00	0.00	09/06/2023 Site Review & Inspection- July 2023				No	0
24577 Total:		625.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
24578	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24578 Total:		625.00							
24579	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24579 Total:		625.00							
24580	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24580 Total:		625.00							
24581	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24581 Total:		625.00							
24582	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24582 Total:		625.00							
24583	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24583 Total:		625.00							
24584	7/29/2023	625.00	0.00	09/06/2023				No	0
01-441-4255 Engineering				Site Review- July 2023					
24584 Total:		625.00							
24585	7/29/2023	959.41	0.00	09/06/2023				No	0
01-441-4255 Engineering				Development Meeting- July 2023					
24585 Total:		959.41							
24586	7/29/2023	943.26	0.00	09/06/2023				No	0
90-000-e282 NICOR Project near 125 S Grant				Site Review- Aurora Packing/ July 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	24586 Total:	943.26							
24587	7/29/2023	540.00	0.00	09/06/2023				No	0
90-000-e110 NW Corner Randall & Oak(Lot 6)				Pre-Construction Meeting- July 2023					
	24587 Total:	540.00							
24588	7/29/2023	5,739.43	0.00	09/06/2023				No	0
90-000-e128 Woodman's - Warehouse Addition				Site Inspection- July 2023					
	24588 Total:	5,739.43							
24589	7/29/2023	880.76	0.00	09/06/2023				No	0
90-000-e274 Randall Terrace LLC - Next Gen				Site Inspection- July 2023					
	24589 Total:	880.76							
24590	7/29/2023	270.00	0.00	09/06/2023				No	0
90-000-e275 NICOR Project - Weaver				Plan Review- July 2023					
	24590 Total:	270.00							
24591	7/29/2023	2,025.00	0.00	09/06/2023				No	0
90-000-e288 NA Fire Department				Plan Review- July 2023					
	24591 Total:	2,025.00							
24592	7/29/2023	2,501.42	0.00	09/06/2023				No	0
90-000-e273 Phelan Development - Park 88				Plan Review & Inspection- July 2023					
	24592 Total:	2,501.42							
24593	7/29/2023	6,971.20	0.00	09/06/2023				No	0
90-000-e284 Building C - Opus				Plan Review & Inspection- July 2023					
	24593 Total:	6,971.20							
24594	7/29/2023	900.00	0.00	09/06/2023				No	0
90-000-e287 721 Airport Rd Dock				Plan Review- July 2023					
	24594 Total:	900.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
24595	7/29/2023	6,188.60	0.00	09/06/2023				No	0
90-000-e285 Heartland Dental - 100 Hansen				Plan Review & Inspection- July 2023					
24595 Total:		6,188.60							
24596	7/29/2023	1,472.50	0.00	09/06/2023				No	0
90-000-e250 Opus - Valley Green Project				Site Inspection- July 2023					
24596 Total:		1,472.50							
24597	7/29/2023	720.00	0.00	09/06/2023				No	0
90-000-e289 Fox Valley Park District				Plan Review- July 2023					
24597 Total:		720.00							
24598	7/29/2023	450.00	0.00	09/06/2023				No	0
90-000-e264 McCue - Mooselakes				Plan Review- July 2023					
24598 Total:		450.00							
24599	7/29/2023	950.00	0.00	09/06/2023				No	0
90-000-e258 TCD -Logistics Ice Cream Dr				Site Close Out- July 2023					
24599 Total:		950.00							
24600	7/29/2023	644.51	0.00	09/06/2023				No	0
90-000-e259 Casey's - SW Randall & Oak				Site Inspection- July 2023					
24600 Total:		644.51							
24601	7/29/2023	3,497.45	0.00	09/06/2023				No	0
90-000-e260 200 Poplar Parking Lot				Site Inspections- July 2023					
24601 Total:		3,497.45							
24602	7/29/2023	880.24	0.00	09/06/2023				No	0
90-000-e144 Vequity - Orchard Commons				Site Inspections- July 2023					
24602 Total:		880.24							
24603	7/29/2023	1,452.01	0.00	09/06/2023				No	0
90-000-e270 Seasons at North Aurora				Site Inspection & Review- July 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	24603 Total:	1,452.01							
24605	7/29/2023	2,708.16	0.00	09/06/2023				No	0
21-452-4255 Engineering				Site Design- PW Facility/ July 2023					
	24605 Total:	2,708.16							
	WBK Engineering, LLC To	68,876.45							
Weblinx Incorporated 031420									
32982	8/3/2023	200.00	0.00	09/06/2023				No	0
01-430-4512 Website Maintenance				Website Maintenance- Aug 2023					
	32982 Total:	200.00							
	Weblinx Incorporated Tota	200.00							
Williams Associates Architects, Ltd. 024930									
0021942	8/17/2023	4,393.06	0.00	09/06/2023				No	0
21-452-4501 Contractual Services				Schematic Design- PW Facility					
	0021942 Total:	4,393.06							
	Williams Associates Archit	4,393.06							
Xandra LLC 467817									
1160	8/30/2023	500.00	0.00	09/06/2023				No	0
19-438-4280 Professional/Consulting Fees				Appraisal					
	1160 Total:	500.00							
	Xandra LLC Total:	500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:		766,744.95

Accounts Payable

To Be Paid Proof List

User: ablasr
Printed: 09/14/2023 - 9:04AM
Batch: 00502.09.2023



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Alpine Demolition Svcs LLC									
051960									
09112023	9/11/2023	1,098.32	0.00	09/18/2023				No	0
60-000-2215 Hydrant Meter Deposits				Hydrant Meter Deposit Refund Less Usage					
09112023 Total:		1,098.32							
Alpine Demolition Svcs LL		1,098.32							
Anna Helene Tuohy									
044040									
09052023	9/5/2023	50.00	0.00	09/18/2023				No	0
01-410-4016 Per Diem - Plan Commission				Plan/ Zoning Commission 9/5/23					
09052023 Total:		50.00							
Anna Helene Tuohy Total:		50.00							
Aurora Area Convention									
003770									
08302023	8/30/2023	2,278.60	0.00	09/18/2023				No	0
15-430-4752 90% Tourism Council				Red Roof Hotel Tax/ July 2023					
08302023 Total:		2,278.60							
090362023	9/3/2023	3,927.02	0.00	09/18/2023				No	0
15-430-4752 90% Tourism Council				NA Lodging Hotel Tax/ July 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	090362023 Total:	3,927.02							
	Aurora Area Convention To	6,205.62							
Brackett, Michael 005890									
09052023	9/5/2023	50.00	0.00	09/18/2023				No	0
01-410-4016 Per Diem - Plan Commission				Plan/ Zoning Commission 9/5/23					
	09052023 Total:	50.00							
	Brackett, Michael Total:	50.00							
Buckeye Power Sales Co., Inc. 468441									
PSV327349	5/19/2023	2,265.02	0.00	09/18/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Generator Post & Service/ ETP					
	PSV327349 Total:	2,265.02							
PSV327350	5/19/2023	1,969.92	0.00	09/18/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Generator Post & Service/ WTP					
	PSV327350 Total:	1,969.92							
	Buckeye Power Sales Co.,	4,234.94							
Comcast 040740									
179616598	8/1/2023	1,140.46	0.00	09/18/2023				No	0
01-440-4652 Phones and Connectivity				Police Leads					
	179616598 Total:	1,140.46							
	Comcast Total:	1,140.46							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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Core & Main 039040									
T475155	8/25/2023	1,105.00	0.00	09/18/2023				No	0
60-445-4568 Watermain Rprs. & Rplcmts.				Repair Clamps					
		<hr/>							
T475155 Total:		1,105.00							
		<hr/>							
Core & Main Total:		1,105.00							
DACRA Adjudication Systems 467842									
DT 202-08-038	8/31/2023	2,500.00	0.00	09/18/2023				No	0
01-440-4510 Equipment/IT Maint				Adjudication					
		<hr/>							
DT 202-08-038 Total:		2,500.00							
		<hr/>							
DACRA Adjudication Syst		2,500.00							
Dell Marketing L. P. 024370									
10692274900	8/15/2023	16,275.00	0.00	09/18/2023				No	0
71-430-4870 Equipment				Annual Desktop Replacement					
		<hr/>							
10692274900 Total:		16,275.00							
		<hr/>							
Dell Marketing L. P. Total:		16,275.00							
Engineering Enterprises, Inc. 467917									
78019	8/31/2023	1,392.50	0.00	09/18/2023				No	0
60-463-4255 Engineering				Well #5 Improvements- Ph3					
		<hr/>							
78019 Total:		1,392.50							
78020	8/31/2023	846.00	0.00	09/18/2023				No	0
19-438-4255 Engineering				Airport Rd & Rt31 Design Engineering					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	78020 Total:	846.00							
78021	8/31/2023	403.50	0.00	09/18/2023				No	0
21-450-4255 Engineering				2022 Road Program- Ph 3					
	78021 Total:	403.50							
78022	8/31/2023	129.00	0.00	09/18/2023				No	0
60-445-4255 Engineering				LSLR Inventory					
	78022 Total:	129.00							
78023	8/31/2023	153.00	0.00	09/18/2023				No	0
60-445-4255 Engineering				Water Model					
	78023 Total:	153.00							
78024	8/31/2023	650.55	0.00	09/18/2023				No	0
60-445-4255 Engineering				Source Water Protection Plan					
	78024 Total:	650.55							
78025	8/31/2023	6,807.82	0.00	09/18/2023				No	0
21-450-4255 Engineering				Orchard Gateway- Ph 2					
	78025 Total:	6,807.82							
78026	8/31/2023	13,938.00	0.00	09/18/2023				No	0
60-445-4255 Engineering				Water System Master Plan					
	78026 Total:	13,938.00							
	Engineering Enterprises, In	24,320.37							
Fifth Third Bank									
028450									
06272023	6/27/2023	250.00	0.00	09/18/2023				No	0
01-430-4581 Banking Services/Fees				Yearly Fee					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	06272023 Total:	250.00							
AH07272023-01	7/12/2023	614.97	0.00	09/18/2023				No	0
60-445-4422 Safety Supplies				Rubber Boots (3)/ Public Safety Store					
	AH07272023-01 Total:	614.97							
BR07272023-01	6/29/2023	1,204.54	0.00	09/18/2023				No	0
01-445-4511 Vehicle Repair and Maint				Truck Racks (2)/ Backrack					
	BR07272023-01 Total:	1,204.54							
BR07272023-02	7/17/2023	47.00	0.00	09/18/2023				No	0
01-445-4510 Equipment/IT Maint				Chain Saw Bar/ Amazon					
	BR07272023-02 Total:	47.00							
BR07272023-03	7/17/2023	108.30	0.00	09/18/2023				No	0
01-445-4510 Equipment/IT Maint				Mower Tires/ Amazon					
	BR07272023-03 Total:	108.30							
BR07272023-04	7/20/2023	115.16	0.00	09/18/2023				No	0
01-445-4511 Vehicle Repair and Maint				Truck Warning Triangles/ Amazon					
	BR07272023-04 Total:	115.16							
BR07272023-05	7/19/2023	550.00	0.00	09/18/2023				No	0
01-490-4761 Beautification Committee				Sandblast, Paint Gazebo/ IN MJN Services					
	BR07272023-05 Total:	550.00							
BR07272023-06	7/21/2023	225.74	0.00	09/18/2023				No	0
01-445-4511 Vehicle Repair and Maint				Socket Organizer/ Amazon					
	BR07272023-06 Total:	225.74							
BR07272023-07	7/20/2023	669.99	0.00	09/18/2023				No	0
01-445-4530 Public Grounds/Parks Maint				Vet Memorial Pump/ Aquascape					
	BR07272023-07 Total:	669.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BR07272023-08	7/25/2023	716.85	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Park Lamp- Car 64/ Tasco Automotive Group					
BR07272023-08 Total:		716.85							
BR07272023-09	7/26/2023	125.49	0.00	09/18/2023				No	0
01-445-4510 Equipment/IT Maint				PW Mower/ Bobcat					
BR07272023-09 Total:		125.49							
BR07272023-10	7/26/2023	180.35	0.00	09/18/2023				No	0
01-445-4510 Equipment/IT Maint				Mower Parts/ Bobcat					
BR07272023-10 Total:		180.35							
DA07272023-01	6/27/2023	14.98	0.00	09/18/2023				No	0
01-430-4411 Office Expenses				Calculator- Toth/ Amazon					
DA07272023-01 Total:		14.98							
DA07272023-02	6/27/2023	295.34	0.00	09/18/2023				No	0
01-430-4510 Equipment/IT Maint				ArcGIS Licensing/ ESRI					
DA07272023-02 Total:		295.34							
DA07272023-03	7/20/2023	121.88	0.00	09/18/2023				No	0
01-430-4420 IT Supplies				SIM Card Adapters/ Amazon					
DA07272023-03 Total:		121.88							
DA07272023-04	7/24/2023	40.85	0.00	09/18/2023				No	0
01-430-4420 IT Supplies				MDT Handle/ Ebay					
DA07272023-04 Total:		40.85							
DA07272023-05	7/25/2023	462.00	0.00	09/18/2023				No	0
01-430-4380 Training & Testing				A+ Networking Cert- Orr/ VUE Comp TIA					
DA07272023-05 Total:		462.00							
DC07272023-01	7/20/2023	30.00	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Vehicle Detail/ Tower Car Wash					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	DC07272023-01 Total:	30.00							
DC07272023-02	7/25/2023	113.00	0.00	09/18/2023				No	0
01-440-4799 Misc.				Business Cards/ Fast Color					
	DC07272023-02 Total:	113.00							
JD07272023-01	6/26/2023	23.00	0.00	09/18/2023				No	0
01-440-4870 Equipment				SWAT Equip/ SP HCC Tactical					
	JD07272023-01 Total:	23.00							
JD07272023-02	6/28/2023	298.00	0.00	09/18/2023				No	0
01-440-4870 Equipment				SWAT Equip/ SP HCC Tactical					
	JD07272023-02 Total:	298.00							
JD07272023-03	7/4/2023	405.59	0.00	09/18/2023				No	0
01-440-4498 Community Service				Give Aways- Events/ National Imprint					
	JD07272023-03 Total:	405.59							
JD07272023-04	7/6/2023	46.41	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
	JD07272023-04 Total:	46.41							
JD07272023-05	7/10/2023	8.61	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
	JD07272023-05 Total:	8.61							
JD07272023-06	7/10/2023	39.66	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
	JD07272023-06 Total:	39.66							
JD07272023-07	7/10/2023	67.08	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
	JD07272023-07 Total:	67.08							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
JD07272023-08	7/11/2023	120.00	0.00	09/18/2023				No	0
01-440-4390 Dues & Meetings				ILEAS Dues/ PayPal					
JD07272023-08 Total:		120.00							
JD07272023-09	7/11/2023	12.73	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
JD07272023-09 Total:		12.73							
JD07272023-10	7/13/2023	106.63	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Uline					
JD07272023-10 Total:		106.63							
JD07272023-11	7/13/2023	98.89	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Office Supplies/ Office Depot					
JD07272023-11 Total:		98.89							
JD07272023-12	7/14/2023	140.41	0.00	09/18/2023				No	0
01-440-4558 Emergency Management				EMA Supplies/ Office Depot					
JD07272023-12 Total:		140.41							
JG07272023-01	7/3/2023	152.00	0.00	09/18/2023				No	0
01-440-4555 Investigations				Investigations Background Tool/ IN Guardian					
JG07272023-01 Total:		152.00							
JG07272023-02	7/3/2023	175.00	0.00	09/18/2023				No	0
01-440-4555 Investigations				Investigations App/ TLO TransUnion					
JG07272023-02 Total:		175.00							
JG07272023-03	7/15/2023	244.66	0.00	09/18/2023				No	0
01-440-4498 Community Service				COP Give Aways- NNO & NA Days/ Amazon					
JG07272023-03 Total:		244.66							
JG07272023-04	7/18/2023	-3.95	0.00	09/18/2023				No	0
01-440-4498 Community Service				Refund- Order #33N19C32/ Amazon					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	JG07272023-04 Total:	-3.95							
JG07272023-05	7/18/2023	-17.04	0.00	09/18/2023				No	0
01-440-4498 Community Service				Refund- Order #33N19C32/ Amazon					
	JG07272023-05 Total:	-17.04							
JG07272023-06	7/20/2023	25.00	0.00	09/18/2023				No	0
01-440-4390 Dues & Meetings				KCCOPA Meeting Lunch/ Kane County Chiefs					
	JG07272023-06 Total:	25.00							
JG07272023-07	7/20/2023	150.00	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Cleaning- Squad #73/ Tower Car Wash					
	JG07272023-07 Total:	150.00							
JG07272023-08	7/21/2023	319.30	0.00	09/18/2023				No	0
01-440-4799 Misc.				Drone Sign Boards/ Signarama					
	JG07272023-08 Total:	319.30							
JG07272023-09	7/25/2023	10.74	0.00	09/18/2023				No	0
01-440-4555 Investigations				Investigations App/ Apple.com					
	JG07272023-09 Total:	10.74							
JG07272023-10	7/24/2023	386.92	0.00	09/18/2023				No	0
01-440-4498 Community Service				COPS Give Aways- NNO & NA Days					
	JG07272023-10 Total:	386.92							
MQ07272023-01	6/27/2023	195.46	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Trailer Hitch/ NAPA					
	MQ07272023-01 Total:	195.46							
MQ07272023-02	6/26/2023	303.78	0.00	09/18/2023				No	0
01-440-4555 Investigations				Airfare- Investigation Conf/ Spirit					
	MQ07272023-02 Total:	303.78							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MQ07272023-03	6/28/2023	21.62	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Fleet, Chock/ Harbor					
MQ07272023-03 Total:		21.62							
MQ07272023-04	6/28/2023	110.25	0.00	09/18/2023				No	0
01-440-4555 Investigations				Hotel- INV Conf/ Country Inn					
MQ07272023-04 Total:		110.25							
MQ07272023-05	6/28/2023	110.25	0.00	09/18/2023				No	0
01-440-4555 Investigations				Hotel- INV Conf/ Country Inn					
MQ07272023-05 Total:		110.25							
MQ07272023-06	6/29/2023	150.96	0.00	09/18/2023				No	0
01-440-4555 Investigations				Hotel- INV Conf/ Hilton Garden Inn					
MQ07272023-06 Total:		150.96							
MQ07272023-07	6/29/2023	150.96	0.00	09/18/2023				No	0
01-440-4555 Investigations				Hotel- INV Conf/ Hilton Garden Inn					
MQ07272023-07 Total:		150.96							
MQ07272023-08	7/10/2023	469.99	0.00	09/18/2023				No	0
01-440-4870 Equipment				Generator ATV, Drone/ Harbor Freight					
MQ07272023-08 Total:		469.99							
MQ07272023-09	7/11/2023	12.03	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Fleet, Oil, Stabilizer/ NAPA					
MQ07272023-09 Total:		12.03							
MQ07272023-10	7/11/2023	1,650.00	0.00	09/18/2023				No	0
01-440-4370 Conferences & Travel				Homicide Conf (5)/ PayPal					
MQ07272023-10 Total:		1,650.00							
MQ07272023-11	7/12/2023	113.39	0.00	09/18/2023				No	0
01-440-4510 Equipment/IT Maint				Hard Drive/ Best Buy					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MQ07272023-11 Total:		113.39							
NS07272023-01	7/3/2023	6.39	0.00	09/18/2023				No	0
01-490-4759 Community Events				Bottled Water- July 3rd Bands/ Walgreens					
NS07272023-01 Total:		6.39							
NS07272023-02	7/10/2023	1,116.29	0.00	09/18/2023				No	0
15-430-4751 North Aurora Days Expenses				Tent Rental- NA Days Bands/ Midwest Tent & Events					
NS07272023-02 Total:		1,116.29							
NS07272023-03	7/14/2023	149.95	0.00	09/18/2023				No	0
15-430-4751 North Aurora Days Expenses				Construction Hats - NA Days/ OTC Bands					
NS07272023-03 Total:		149.95							
NS07272023-04	7/17/2023	6.72	0.00	09/18/2023				No	0
01-430-4799 Misc.				Gift Bags and Tissue- VH Board/ Dollar Tree					
NS07272023-04 Total:		6.72							
NS07272023-05	7/17/2023	77.30	0.00	09/18/2023				No	0
01-490-4759 Community Events				Candy For Movie Night/ Target					
NS07272023-05 Total:		77.30							
SB07272023-01	7/7/2023	40.00	0.00	09/18/2023				No	0
01-445-4799 Misc. Expenditures				Transportation- PW/ IPass					
SB07272023-01 Total:		40.00							
SBZ07272023-01	6/30/2023	30.42	0.00	09/18/2023				No	0
01-440-4411 Office Expenses				Lanyards (30)- PD/ Office Depot					
SBZ07272023-01 Total:		30.42							
Fifth Third Bank Total:		13,411.84							

FullLife Safety Center

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
041360									
68832-01	8/25/2023	3,167.42	0.00	09/18/2023				No	0
01-445-4422 Safety Supplies				Safety Clothing (10)					
68832-01 Total:		3,167.42							
68832-02	8/25/2023	179.90	0.00	09/18/2023				No	0
60-445-4422 Safety Supplies				Safety PPD					
68832-02 Total:		179.90							
68832-03	8/25/2023	82.00	0.00	09/18/2023				No	0
01-441-4160 Uniform Allowance				Coat- Augustyn					
68832-03 Total:		82.00							
FulLife Safety Center Tota		3,429.32							
Grundfos CBS, Inc									
468484									
1900336619	9/5/2023	225.00	0.00	09/18/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Water Booster Pump Inspection					
1900336619 Total:		225.00							
Grundfos CBS, Inc Total:		225.00							
Heartland Business Systems, LLC									
468486									
631646-H	8/31/2023	195.00	0.00	09/18/2023				No	0
01-430-4280 Professional/Consulting Fees				Sharepoint Migration					
631646-H Total:		195.00							
Heartland Business System		195.00							

ILLCO Inc.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
040110									
1419481	8/21/2023	320.52	0.00	09/18/2023				No	0
60-445-4567 Treatment Plant Repair/Maint				Air & Water Filters					
1419481 Total:		320.52							
ILLCO Inc. Total:		320.52							
Intergovernmental Personnel Benefit Cooperative									
467637									
09122023-01	9/12/2023	34,723.28	0.00	09/18/2023				No	0
01-440-4130 Health Insurance				Health Insurance- PD/ August 2023					
09122023-01 Total:		34,723.28							
09122023-02	9/12/2023	7,549.42	0.00	09/18/2023				No	0
01-430-4130 Health Insurance				Health Insurance- Admin/ August 2023					
09122023-02 Total:		7,549.42							
09122023-03	9/12/2023	2,785.87	0.00	09/18/2023				No	0
01-430-4130 Health Insurance				Health Insurance- PSEBA/ August 2023					
09122023-03 Total:		2,785.87							
09122023-04	9/12/2023	4,477.72	0.00	09/18/2023				No	0
01-441-4130 Health Insurance				Health Insurance- CommDev/ August 2023					
09122023-04 Total:		4,477.72							
09122023-05	9/12/2023	9,953.16	0.00	09/18/2023				No	0
01-445-4130 Health Insurance				Health Insurance- PW/ August 2023					
09122023-05 Total:		9,953.16							
09122023-06	9/12/2023	11,727.90	0.00	09/18/2023				No	0
60-445-4130 Health Insurance				Health Insurance- Water/ August 2023					
09122023-06 Total:		11,727.90							
09122023-07	9/12/2023	1,165.41	0.00	09/18/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
01-000-2055 Payroll Deductions				Health Insurance- Retirees/ August 2023					
09122023-07 Total:		1,165.41							
09122023-08	9/12/2023	4,121.48	0.00	09/18/2023				No	0
01-000-2055 Payroll Deductions				Health Insurance- Police Pension/ August 2023					
09122023-08 Total:		4,121.48							
09122023-09	9/12/2023	244.46	0.00	09/18/2023				No	0
01-430-4136 Dental Insurance				Dental Insurance- Admin/ August 2023					
09122023-09 Total:		244.46							
09122023-10	9/12/2023	92.86	0.00	09/18/2023				No	0
01-441-4136 Dental Insurance				Dental Insurance- CommDev/ August 2023					
09122023-10 Total:		92.86							
09122023-11	9/12/2023	808.37	0.00	09/18/2023				No	0
01-440-4136 Dental Insurance				Dental Insurance- PD/ August 2023					
09122023-11 Total:		808.37							
09122023-12	9/12/2023	337.32	0.00	09/18/2023				No	0
01-445-4136 Dental Insurance				Dental Insurance- PW/ August 2023					
09122023-12 Total:		337.32							
09122023-13	9/12/2023	225.85	0.00	09/18/2023				No	0
60-445-4136 Dental Insurance				Dental Insurance- Water/ August 2023					
09122023-13 Total:		225.85							
09122023-14	9/12/2023	1,915.32	0.00	09/18/2023				No	0
01-000-2054 Insurance Employee Reimburse				Dental Insurance- Employee/ August 2023					
09122023-14 Total:		1,915.32							
09122023-15	9/12/2023	61.60	0.00	09/18/2023				No	0
01-440-4135 Life Insurance				Life Insurance- PD/ August 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09122023-15 Total:	61.60							
09122023-16	9/12/2023	21.12	0.00	09/18/2023				No	0
01-445-4135 Life Insurance				Life Insurance- PW/ August 2023					
	09122023-16 Total:	21.12							
09122023-17	9/12/2023	12.32	0.00	09/18/2023				No	0
01-430-4135 Life Insurance				Life Insurance- Admin/ August 2023					
	09122023-17 Total:	12.32							
09122023-18	9/12/2023	8.80	0.00	09/18/2023				No	0
01-441-4135 Life Insurance				Life Insurance- CommDev/ August 2023					
	09122023-18 Total:	8.80							
09122023-19	9/12/2023	12.32	0.00	09/18/2023				No	0
60-445-4135 Life Insurance				Life Insurance- Water/ August 2023					
	09122023-19 Total:	12.32							
09122023-20	9/12/2023	754.55	0.00	09/18/2023				No	0
01-000-2056 VSP - Employee Contributions				Vision/ August 2023					
	09122023-20 Total:	754.55							
09122023-21	9/12/2023	582.39	0.00	09/18/2023				No	0
01-000-2052 Voluntary Life Insurance				Voluntary Life/ August 2023					
	09122023-21 Total:	582.39							
09132023-01	9/13/2023	36,399.23	0.00	09/18/2023				No	0
01-440-4130 Health Insurance				Health Insurance- PD/ September 2023					
	09132023-01 Total:	36,399.23							
09132023-02	9/13/2023	7,549.42	0.00	09/18/2023				No	0
01-430-4130 Health Insurance				Health Insurance- Admin/ September 2023					
	09132023-02 Total:	7,549.42							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
09132023-03	9/13/2023	2,785.87	0.00	09/18/2023				No	0
01-430-4132 PSEBA Health Insurance				Health Insurance- PSEBA/ September 2023					
09132023-03 Total:		2,785.87							
09132023-04	9/13/2023	4,477.72	0.00	09/18/2023				No	0
01-441-4130 Health Insurance				Health Insurance- CommDev/ September 2023					
09132023-04 Total:		4,477.72							
09132023-05	9/13/2023	12,648.24	0.00	09/18/2023				No	0
01-445-4130 Health Insurance				Health Insurance- PW/ September 2023					
09132023-05 Total:		12,648.24							
09132023-06	9/13/2023	11,727.90	0.00	09/18/2023				No	0
60-445-4130 Health Insurance				Health Insurance- Water/ September 2023					
09132023-06 Total:		11,727.90							
09132023-07	9/13/2023	1,165.41	0.00	09/18/2023				No	0
01-000-2055 Payroll Deductions				Health Insurance- Water/ September 2023					
09132023-07 Total:		1,165.41							
09132023-08	9/13/2023	4,121.48	0.00	09/18/2023				No	0
01-000-2055 Payroll Deductions				Health Insurance- Water/ September 2023					
09132023-08 Total:		4,121.48							
09132023-09	9/13/2023	244.46	0.00	09/18/2023				No	0
01-430-4136 Dental Insurance				Dental Insurance- Admin/ September 2023					
09132023-09 Total:		244.46							
09132023-10	9/13/2023	92.86	0.00	09/18/2023				No	0
01-430-4136 Dental Insurance				Dental Insurance- CommDev/ September 2023					
09132023-10 Total:		92.86							
09132023-11	9/13/2023	927.51	0.00	09/18/2023				No	0
01-440-4136 Dental Insurance				Dental Insurance- PD/ September 2023					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09132023-11 Total:	927.51							
09132023-12	9/13/2023	393.15	0.00	09/18/2023				No	0
01-445-4136 Dental Insurance				Dental Insurance- PW/ September 2023					
	09132023-12 Total:	393.15							
09132023-13	9/13/2023	225.85	0.00	09/18/2023				No	0
60-445-4136 Dental Insurance				Dental Insurance- Water/ September 2023					
	09132023-13 Total:	225.85							
09132023-14	9/13/2023	1,965.18	0.00	09/18/2023				No	0
01-000-2054 Insurance Employee Reimburse				Dental Insurance- Employee/ September 2023					
	09132023-14 Total:	1,965.18							
09132023-15	9/13/2023	61.60	0.00	09/18/2023				No	0
01-440-4135 Life Insurance				Life Insurance- PD/ September 2023					
	09132023-15 Total:	61.60							
09132023-16	9/13/2023	31.68	0.00	09/18/2023				No	0
01-445-4135 Life Insurance				Life Insurance- PW/ September 2023					
	09132023-16 Total:	31.68							
09132023-17	9/13/2023	12.32	0.00	09/18/2023				No	0
01-430-4135 Life Insurance				Life Insurance- Admin/ September 2023					
	09132023-17 Total:	12.32							
09132023-18	9/13/2023	8.80	0.00	09/18/2023				No	0
01-441-4135 Life Insurance				Life Insurance- CommDev/ September 2023					
	09132023-18 Total:	8.80							
09132023-19	9/13/2023	12.32	0.00	09/18/2023				No	0
60-445-4135 Life Insurance				Life Insurance- Water/ September 2023					
	09132023-19 Total:	12.32							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
09132023-20	9/13/2023	799.13	0.00	09/18/2023				No	0
01-000-2056 VSP - Employee Contributions				Vision/ September 2023					
09132023-20 Total:		799.13							
09132023-21	9/13/2023	582.39	0.00	09/18/2023				No	0
01-000-2052 Voluntary Life Insurance				Voluntary Life/ September 2023					
09132023-21 Total:		582.39							
Intergovernmental Personnn		167,814.04							
Kendall County Concrete									
047060									
56471	9/18/2023	259.75	0.00	09/18/2023				No	0
60-445-4568 Watermain Rprs. & Rplcmts.				Concrete For Sample Station Sidewalk					
56471 Total:		259.75							
Kendall County Concrete T		259.75							
Mark Bozik									
042430									
09052023	9/5/2023	50.00	0.00	09/18/2023				No	0
01-410-4016 Per Diem - Plan Commission				Plan/ Zoning Commission 9/5/23					
09052023 Total:		50.00							
Mark Bozik Total:		50.00							
Menards									
016070									
13966	9/1/2023	59.98	0.00	09/18/2023				No	0
60-445-4423 Tools				Thermometer Laser					
13966 Total:		59.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Menards Total:	59.98							
Midwest Integrated Solutions 468485									
23-0290	3/23/2023	29,147.00	0.00	09/18/2023				No	0
71-430-4870 Equipment				Door Access Hardware- PD					
	23-0290 Total:	29,147.00							
23-0934	9/7/2023	1,291.00	0.00	09/18/2023				No	0
71-430-4870 Equipment				Door Fobs (200)					
	23-0934 Total:	1,291.00							
	Midwest Integrated Solutio	30,438.00							
North Aurora NAPA, Inc. 038730									
446804	8/28/2023	114.90	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
	446804 Total:	114.90							
446822	8/28/2023	431.42	0.00	09/18/2023				No	0
01-440-4511 Vehicle Repair and Maint				Squad Parts					
	446822 Total:	431.42							
447081	8/30/2023	17.10	0.00	09/18/2023				No	0
60-445-4511 Vehicle Repair and Maint				Oil Filter- Truck #125					
	447081 Total:	17.10							
447084	8/30/2023	69.90	0.00	09/18/2023				No	0
60-445-4511 Vehicle Repair and Maint				Oil- Truck #125					
	447084 Total:	69.90							
447205	9/1/2023	48.64	0.00	09/18/2023				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
60-445-4511 Vehicle Repair and Maint				Parts- Truck #144					
447205 Total:		48.64							
North Aurora NAPA, Inc. T		681.96							
North East Multi-Regional 001520									
333765	8/29/2023	1,000.00	0.00	09/18/2023				No	0
01-440-4383 Firearm Training				Firearms Training					
333765 Total:		1,000.00							
North East Multi-Regional		1,000.00							
Office Depot 039370									
328671005001-01	8/28/2023	23.98	0.00	09/18/2023				No	0
60-445-4411 Office Expenses				Office Supplies					
328671005001-01 Total:		23.98							
328671005001-02	8/28/2023	29.32	0.00	09/18/2023				No	0
01-430-4411 Office Expenses				Office Supplies					
328671005001-02 Total:		29.32							
Office Depot Total:		53.30							
Physicians Immediate Care, North Chicago LLC 049540									
4349749	9/5/2023	55.00	0.00	09/18/2023				No	0
01-440-4799 Misc.				New Employee Drug Screen					
4349749 Total:		55.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Physicians Immediate Care	55.00							
Pitney Bowes Inc. 017470									
1023832571-01	9/9/2023	20.08	0.00	09/18/2023				No	0
01-430-4505 Postage				Postage Meter Maintenance- VH 7/1 - 9/30					
	1023832571-01 Total:	20.08							
1023832571-02	9/9/2023	20.08	0.00	09/18/2023				No	0
01-445-4505 Postage				Postage Meter Maintenance- VH 7/1 - 9/30					
	1023832571-02 Total:	20.08							
1023832571-03	9/9/2023	20.09	0.00	09/18/2023				No	0
60-445-4505 Postage				Postage Meter Maintenance- VH 7/1 - 9/30					
	1023832571-03 Total:	20.09							
1023832571-04	9/9/2023	20.09	0.00	09/18/2023				No	0
01-441-4505 Postage				Postage Meter Maintenance- VH 7/1 - 9/30					
	1023832571-04 Total:	20.09							
	Pitney Bowes Inc. Total:	80.34							
Scott Branson 468155									
09052023	9/5/2023	50.00	0.00	09/18/2023				No	0
01-410-4016 Per Diem - Plan Commission				Plan/ Zoning Commission 9/5/23					
	09052023 Total:	50.00							
	Scott Branson Total:	50.00							
Springbrook Software LLC 467920									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
INV-014433	9/7/2023	808.00	0.00	09/18/2023				No	0
60-445-4510 Equipment/IT Maint				Web & IRV Payments- August 2023					
INV-014433 Total:		808.00							
Springbrook Software LLC		808.00							
Third Millennium Assoc. , Inc.									
033470									
30403-01	8/31/2023	2,032.11	0.00	09/18/2023				No	0
01-430-4507 Printing				Newsletter- August 2023					
30403-01 Total:		2,032.11							
30403-02	8/31/2023	2,320.60	0.00	09/18/2023				No	0
60-445-4507 Printing				Water Bill- August 2023					
30403-02 Total:		2,320.60							
Third Millennium Assoc. ,		4,352.71							
Thomas Lenkart									
032550									
09052023	9/5/2023	50.00	0.00	09/18/2023				No	0
01-410-4016 Per Diem - Plan Commission				Plan/ Zoning Commission 9/5/23					
09052023 Total:		50.00							
Thomas Lenkart Total:		50.00							
WBK Engineering, LLC									
467655									
24686	8/26/2023	10,415.00	0.00	09/18/2023				No	0
21-456-4255 Engineering				Tanner Conveyance- Ph 2					
24686 Total:		10,415.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	WBK Engineering, LLC To	10,415.00							
Weblinx Incorporated									
031420									
33056	9/1/2023	420.00	0.00	09/18/2023				No	0
01-430-4512 Website Maintenance				Annual Web Hosting					
33056 Total:		420.00							
Weblinx Incorporated Tota		420.00							
Report Total:		291,149.47							

Memorandum



To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: Brandon Tonarelli, Assistant Public Works Director/Village Engineer
Date: September 11, 2023
Re: Award of a contract to Pavement Systems, Inc. for the Municipal Parking Lot Seal Coating & Pavement Marking Project in the amount of \$10,574.50

The Municipal Parking Lot Seal Coating & Pavement Marking Project includes seal coating the front and rear parking lots at the Police Department and the Village owned parking lot on State Street near Harners. Following the seal coating, the parking lots will be restriped with paint. Additionally, the Village Hall parking lot will be restriped.

On September 7, 2023, two sealed bids were received. The results of the letting are summarized in the bid tabulation tables below. The low bidder was Pavement Systems, Inc. in the amount of \$10,574.50. The project was budgeted in the amount of \$28,000 within the United TIF Fund.

Bid Tabulation.

Pavement Systems, Inc. 13820 S. California Ave. Blue Island, IL 60406	Patriot Pavement Maintenance 165 W. Hintz Rd. Wheeling, IL 60090
\$10,574.50	\$12,676.00

The low bidder, Pavement Systems, Inc. has completed similar work for school districts and park districts in the past and they had performed satisfactorily.

Staff recommends awarding the contract to Pavement Systems, Inc. in the amount of \$10,574.00.

Contract for Municipal Parking Lot Seal Coating & Pavement Marking Project

THIS AGREEMENT, made and concluded this **18th** day of September, 2023, between the Village of North Aurora, an Illinois municipal corporation (hereinafter referred to as “Village”) and Pavement Systems, Inc. an Illinois Corporation (hereinafter referred to as “Contractor”) for **Municipal Parking Lot Seal Coating & Pavement Marking Project**.

WHEREAS, the Village advertised for bids for the Municipal Parking Lot Seal Coating & Pavement Marking services (hereinafter “Services”) and provided bid specifications for such services, a copy of which is attached hereto and incorporated herein by reference as Exhibit “A” (“Bid Specifications”); and

WHEREAS, Contractor submitted a bid for the Services in the amount of **Ten Thousand Five Hundred Seventy-Four and 50/100 dollars (\$10,574.50)** in response to the request for bids advertised by the Village, a copy of which bid is attached hereto and incorporated herein.

WHEREAS, the Contractor’s bid was determined to be the lowest responsible bid and was accepted by the Village Board of Trustees at the regularly scheduled meeting on **September 18, 2023**.

NOW THEREFORE, in consideration of **Ten Thousand Five Hundred Seventy-Four and 50/100 dollars (\$10,574.50)** to be paid by the Village to the Contractor as follows for work described by the Bid Specifications for the Municipal Parking Lot Seal Coating & Pavement Marking Project, the parties hereto agree and covenant as follows:

1. The Village and the Contractor agree the Bid Specifications attached hereto and incorporated herein are essential documents to this Contract and are made a part thereof.
2. The Contractor shall fulfill all the Services in keeping with the Bid Specifications and shall furnish all labor and equipment necessary to perform the Services in a professional and workman like manner.

3. The Contractor shall be solely responsible for its own employees, subcontractors and agents and for the performance of the Services and shall indemnify and hold the Village harmless from and against any claims or causes of action asserted by its employees, subcontractors and agents or claims, causes of action, liabilities or damages resulting or related to the performance of the Services.

4. If there is any conflict within contract documents the bid specifications shall govern.

5. If not previously provided, the Contractor shall supply a Certificate or other proof of Insurance in acceptable form to the Village as a condition to the Village's obligations under this Contract in compliance with the Bid Specifications.

6. The Contractor shall supply a payment bond and surety in form acceptable to the Village before performing the Services.

7. The Contractor acknowledges and agrees that, if the Illinois Prevailing Wage Act applies, the Contractor shall be responsible for such compliance and shall hold the Village and indemnify the Village from and against claims or liabilities arising from a failure to comply.

8. Either party may terminate this Agreement upon thirty (30) days written notice by registered mail, or by personal delivery of notice, to the other party.

9. This instrument contains the entire agreement between the parties, and those statements, promises, or inducements made by either party or agent of either party that are not contained in this written agreement shall not be valid or binding.

10. In any claims for breach of this contract, the prevailing party shall be entitled to recovery all of its reasonable costs, including reasonable attorney fees.

11. Any litigation brought in regard to this Contract shall be brought in the Sixteenth Judicial Circuit, Kane County, Illinois.

12. This Agreement shall not be altered or modified in any way except in writing and signed by both parties.

[signatures to follow]

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

Village of North Aurora

By: Mark Gaffino, Village President

Pavement Systems, Inc.

Signature

Printed Name, Title

S:\4 Public Facilities\Municipal Parking Lot Seal Coating and Markings 2023\Municipal Parking Lot Project Contract.docx



Memorandum

To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: Brian Richter, Public Works Director
Brandon Tonarelli, Assistant Public Works Director/Village Engineer
Date: September 12, 2023
Re: Consideration of Updates to No Parking Areas

Background

Parking concerns were brought to staff's attention along Evergreen Drive and at the curve where Roberts Street and W. State Street meet. In the case of Evergreen Drive, there has been an issue with semi-trucks parking on Village right-of-way. With regards to the curve at Roberts and State Streets, parking on the curve inhibits or minimizes the ability for larger vehicles to turn as witnessed during our winter salting operations.

In addition to the two areas of concern, staff thought it was prudent to conduct a review of the community to determine if there are any other potential areas for the Village Board to consider for no parking signage. When evaluating areas for no parking signage, staff uses the following criteria:

1. Significant amount of on-street parking causing difficulties for Village operations and/or emergency response vehicle access.
2. Arterial roadways with high traffic volumes where parking may cause safety issues and disrupt the free flow of traffic.
3. Uncurbed roadways where parking would cause damage to edge of roadway and grass parkways.
4. Locations where parked vehicles create sight line and sight distance concerns.

As part of this review, staff took the opportunity to inventory any existing no parking signage and verify whether it is included in the Village's municipal code. Staff found the following scenarios:

1. No Parking Areas posted but not codified in the Village Municipal Code.
2. No Parking Areas codified in the Village Municipal Code, but no signage posted.

Once the inventory was completed, staff met to verify the findings and determined, regardless of whether any new no parking signage was added, any signage posted on the streets should be codified in the Village's municipal code and in a standard format.

Having no parking signage approved by Ordinance and included in the Village's municipal code provides better enforceability. Staff is not amending any of the no parking signage currently in the Village's municipal code pertaining to areas around schools at this time.

Staff presented the proposed changes to the Village Board at the August 21, 2023, Committee of the Whole meeting and was supportive of the changes.

The updated Ordinance is attached.

Below is a listing of new areas for no parking signage and areas that currently have no parking signage posted but not in the Village's municipal code. Areas that are in the Village's municipal code but have no signage posted are being recommended for removal from the Village's municipal code.

Street Name	Description	Status
Airport Road		
	Along both sides of Airport Road from IL 31 to the western terminus west of Alder Drive.	Proposed
Alder Drive		
	Along both sides of Alder Drive from the northern terminus of Alder Drive to Airport Road.	Proposed
April Lane		
	Along the north side of April Lane from 8:00 am to 11:00 pm from April 1 to August 1 from Hill Avenue to the eastern terminus of April Lane.	Posted, not codified
Aster Court		
	Along both sides of Aster Court for thirty (30) feet east of the intersection with Fairfield Way.	Codified, not posted
Banbury Road		
	Along the east side of Banbury Road from Sharon Lane to Oak Crest Drive.	Proposed
	Along the west side of Banbury Road from Sharon Lane to the Village corporate limit north of Oak Crest Drive.	Proposed
Butterfield Annex Road		
	Along the north side of Butterfield Annex Road from Laurel Drive east for a distance of three hundred eighty (380) feet.	Proposed
	Along the south side of Butterfield Annex Road from Laurel Drive east for a distance of sixty-five (65) feet.	Proposed

Comiskey Avenue		
	Along both sides of Comiskey Avenue from Kettle Avenue to Randall Road.	Proposed
Dee Road		
	Along the north side of Dee Road from Lilac Lane to Laurel Drive.	Posted, not codified
	Along the south side of Dee Road from Lilac Lane east for a distance of eighty (80) feet.	Posted, not codified
Deerpath Road		
	Along both sides of Deerpath Road for all segments within the Village corporate limits.	Proposed
East Victoria Circle		
	Along the entire east, north, and south side of East Victoria Circle.	Posted, not codified
Evergreen Drive		
	Along both sides of Evergreen Drive from Sullivan Road to Smoke Tree Plaza.	Proposed
Fairfield Way		
	Along the south side of Fairfield Way from the apex of the curve to the west of the intersection at Aster Court running east through and past the intersection at Aster Court for a total distance of one hundred ninety-five (195) feet.	Codified, not posted
	Along the north side of Fairfield Way from the stop sign west of the intersection of Aster Court for a distance of forty-six (46) feet.	Codified, not posted
Foxhill Lane		
	Along the north side of Foxhill Lane from Parkside Court to Hidden Creek Lane.	Posted, not codified
Hart Road		
	Along both sides of Hart Road for all segments within the Village corporate limits.	Proposed
Hettinger Lane		
	Along the north side of Hettinger Lane from IL 25 to the eastern terminus of Hettinger Lane.	Posted, not codified
	Along the south side of Hettinger Lane from the eastern terminus of Hettinger Lane west for thirty (30) feet.	Posted, not codified
Hidden Creek Lane		

	Along the entire west, north, and south side of Hidden Creek Lane.	Posted, not codified
Hill Avenue		
	Along both sides of Hill Avenue from the southern terminus of Hill Avenue north for fifty (50) feet.	Posted, not codified
Ice Cream Drive		
	Along both sides of Ice Cream Drive from Randall Road to Alder Drive.	Proposed
Laurel Drive		
	Along the west side of Laurel Drive from 8:00 am to 11:00 pm from April 1 to August 1 from Sharon Lane to April Lane.	Posted, not codified
Magnolia Drive		
	Along the west side of Magnolia Drive from a point that is two hundred (200) feet south of the southern edge of Dogwood Drive to a point that is two hundred (200) feet north of the northern edge of Dogwood Drive.	Codified, not posted
Monroe Street		
	Along the east side of Monroe Street from West State Street to the northern terminus of Monroe Street.	Posted, not codified
Oak Street		
	Along both sides of Oak Street from Orchard Road to Monroe Street.	Proposed
Orchard Gateway Boulevard		
	Along both sides of Orchard Gateway Boulevard from Randall Road to Deerpath Road.	Proposed
Pierce Street		
	Along the north side of Pierce Street from IL 25 to the eastern terminus of Pierce Street.	Posted, not codified
Poplar Place		
	Along the east side of Poplar Place from the northern terminus of Poplar Place south for a distance of four hundred thirty (430) feet.	Posted, not codified
	Along the west side of Poplar Place from the northern terminus of Poplar Place south for a distance of one hundred thirty (130) feet.	Posted, not codified

Randall Road		
	Along both sides of Randall Road from Orchard Road to the south Village corporate limit.	Proposed
Ritter Street		
	Along both sides of Ritter Street from Randall Crossing Lane to Randall Road.	Proposed
Robert Street		
	Along both sides of Robert Street from West State Street south for a distance of eighty (80) feet.	Proposed
Smoke Tree Plaza		
	Along both sides of Smoke Tree Plaza from Evergreen Drive to IL 31.	Proposed
Spruce Street		
	Along the south side of Spruce Street from Laurel Drive to East Arrowhead Street.	Proposed
	Along the north side of Spruce Street from Laurel Drive east for a distance of sixty (60) feet.	Proposed
State Street		
	Along the north side of West State Street from IL 31 to Adams Street.	Posted, not codified
	Along the south side of West State Street from Adams Street east for a distance of one hundred twenty (120) feet.	Posted, not codified
	Along both sides of West State Street from Roberts Street east for a distance of eighty (80) feet.	Proposed
Stone Avenue		
	Along both sides of Stone Avenue from the northern terminus of Stone Avenue south for a distance of fifty (50) feet.	Posted, not codified
Sycamore Lane		
	Along the east side of North Sycamore Lane from Oak Street to Birchwood Drive.	Posted, not codified
Tanner Road		
	Along both sides of Tanner Road from Orchard Road to Deerpath Road.	Proposed
Zepelak Drive		
	Along both sides of Zepelak Drive from Orchard Road to Deerpath Road.	Proposed

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE NORTH AURORA CODE SECTION
10.20.030 NO PARKING AREAS IN THE VILLAGE OF NORTH AURORA**

BE IT ORDAINED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

SECTION 1: Section 10.20.030 of Chapter 10.20 Of Title 10 of the North Aurora Municipal Code is hereby amended to read as follows:

10.20.030 No Parking Areas

When signs are erected giving notice thereof, no person shall stop, stand, or park a vehicle during the hours specified herein on any day or upon any of the streets or parts of the streets as follows:

Street Name	Description
Airport Road	
	Along both sides of Airport Road from IL 31 to the western terminus west of Alder Drive.
Alder Drive	
	Along both sides of Alder Drive from the northern terminus of Alder Drive to Airport Road.
April Lane	
	Along the north side of April Lane from 8:00 am to 11:00 pm from April 1 to August 1 from Hill Avenue to the eastern terminus of April Lane.
Banbury Road	
	Along the east side of Banbury Road from Sharon Lane to Oak Crest Drive.
	Along the west side of Banbury Road from Sharon Lane to the Village corporate limit north of Oak Crest Drive.
Butterfield Annex Road	
	Along the north side of Butterfield Annex Road from Laurel Drive east for a distance of three hundred eighty (380) feet.
	Along the south side of Butterfield Annex Road from Laurel Drive east for a distance of sixty-five (65) feet.
Comiskey Avenue	
	Along both sides of Comiskey Avenue from Kettle Avenue to Randall Road.
Dee Road	
	Along the north side of Dee Road from Lilac Lane to Laurel Drive.
	Along the south side of Dee Road from Lilac Lane east for a distance of eighty (80) feet.
Deerpath Road	

	Along both sides of Deerpath Road for all segments within the Village corporate limits.
East Victoria Circle	
	Along the entire east, north, and south side of East Victoria Circle.
Evergreen Drive	
	Along both sides of Evergreen Drive from Sullivan Road to Smoke Tree Plaza.
Foxhill Lane	
	Along the north side of Foxhill Lane from Parkside Court to Hidden Creek Lane.
Hart Road	
	Along both sides of Hart Road for all segments within the Village corporate limits.
Hettinger Lane	
	Along the north side of Hettinger Lane from IL 25 to the eastern terminus of Hettinger Lane.
	Along the south side of Hettinger Lane from the eastern terminus of Hettinger Lane west for thirty (30) feet.
Hidden Creek Lane	
	Along the entire west, north, and south side of Hidden Creek Lane.
Hill Avenue	
	Along both sides of Hill Avenue from the southern terminus of Hill Avenue north for fifty (50) feet.
Ice Cream Drive	
	Along both sides of Ice Cream Drive from Randall Road to Alder Drive.
Laurel Drive	
	Along the west side of Laurel Drive from 8:00 am to 11:00 pm from April 1 to August 1 from Sharon Lane to April Lane.
Monroe Street	
	Along the east side of Monroe Street from West State Street to the northern terminus of Monroe Street.
Oak Street	
	Along both sides of Oak Street from Orchard Road to Monroe Street.
Orchard Gateway Boulevard	
	Along both sides of Orchard Gateway Boulevard from Randall Road to Deerpath Road.
Pierce Street	
	Along the north side of Pierce Street from IL 25 to the eastern terminus of Pierce Street.
Poplar Place	
	Along the east side of Poplar Place from the northern terminus of Poplar Place south for a distance of four hundred thirty (430) feet.

	Along the west side of Poplar Place from the northern terminus of Poplar Place south for a distance of one hundred thirty (130) feet.
Randall Road	
	Along both sides of Randall Road from Orchard Road to the south Village corporate limit.
Ritter Street	
	Along both sides of Ritter Street from Randall Crossing Lane to Randall Road.
Robert Street	
	Along both sides of Robert Street from West State Street south for a distance of eighty (80) feet.
Smoke Tree Plaza	
	Along both sides of Smoke Tree Plaza from Evergreen Drive to IL 31.
Spruce Street	
	Along the south side of Spruce Street from Laurel Drive to East Arrowhead Street.
	Along the north side of Spruce Street from Laurel Drive east for a distance of sixty (60) feet.
State Street	
	Along the north side of West State Street from IL 31 to Adams Street.
	Along the south side of West State Street from Adams Street east for a distance of one hundred twenty (120) feet.
	Along both sides of West State Street from Robert Street east for a distance of eighty (80) feet.
Stone Avenue	
	Along both sides of Stone Avenue from the northern terminus of Stone Avenue south for a distance of fifty (50) feet.
Sycamore Lane	
	Along the east side of North Sycamore Lane from Oak Street to Birchwood Drive.
Tanner Road	
	Along both sides of Tanner Road from Orchard Road to Deerpath Road.
Zepelak Drive	
	Along both sides of Zepelak Drive from Orchard Road to Deerpath Road.

SECTION 2: No other portion of the Village of North Aurora Municipal Code is amended or modified by this Ordinance.

SECTION 3: This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form by the Village Clerk, and such other acts as required by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2023, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2023, A.D.

Jason Christiansen _____
Mark Guethle _____
Todd Niedzwiedz _____

Laura Curtis _____
Michael Lowery _____
Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____ 2023, A.D.

Village President

ATTEST:

Village Clerk

Village of North Aurora

Memorandum



To: President and Village Board of Trustees

From: Jason Paprocki, Finance Director
Mandy Flatt, Finance and Human Resources Manager

CC: Steven Bosco, Village Administrator

Date: September 18, 2023

RE: Human Resources Manual Corrections

At the August 21, 2023 Village Board meeting, the Village Board approved a resolution updating the Village's Human Resources Manual. Staff recently discovered that some of the updates presented at the July 17 and August 1, 2023 Committee of the Whole meetings did not make it into the final document approved. These items include:

4.8 Performance Evaluation and Salary Increases

During the Committee of the Whole presentations, the following language was discussed and included in the policy:

"Generally, step increases occur in conjunction with an employee's annual performance evaluation. Any step increases occurring outside of the annual performance evaluation process will be reviewed on a case by case basis and approved by the Village Administrator."

This addition was mistakenly deleted from the final policy that was approved at the August 21, 2023 meeting. The attached resolution adds this language to the final approved policy.

Section 6.3 Lunch Periods

An additional sentence that was being discussed internally by staff was erroneously included in the final policy adopted on August 21, 2023. This sentence did not appear in the versions presented and discussed at the previous Committee of the Whole meetings. The following sentence is being removed from the final policy:

"Employees are required to take their lunch as close to the lunch hour as possible or at a minimum between the hours of 11am and 1pm."

Although this is being removed, employees are still not allowed to take their lunch break close to the beginning or end of the day to shorten their workday.

Section 8.4 Types of Disciplinary Actions

Under the termination section, the policy approved on August 21, 2023 included the following language:

“Upon recommendation from the Department Head and approval by the Village Administrator, the Village may terminate an employee's employment. If an employee is terminated, the Village Administrator will notify the Village Board.”

This was proposed language staff was considering but decided not to pursue. There should not have been any changes to the termination section. The attached resolution changes the language back to the original language. The termination section now reads:

“Upon recommendation from the Department Head and approval by the Village Administrator, the Village may terminate an employee's employment after approval of the termination has been consented to by the Village Board.”

These changes update the Human Resources manual to reflect the version that was presented to the Village Board during the July 17 and August 1, 2023 Committee of the Whole meetings.

Resolution No. _____
Resolution to Approve Revisions to the Human Resources Manual
for the Village of North Aurora

WHEREAS, the Village of North Aurora adopted a revised Human Resources Manual on November 2, 2015 and was subsequently modified on December 19, 2016 March 6, 2017, December 18, 2017, October 15, 2018, August 19, 2019, November 18, 2019, and August 21, 2023; and

WHEREAS, the Village has determined that further revisions should be made that are in the Village's best interest to be made; and

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees as follows:

1. The recitals set forth above are incorporated herein as the material findings of the President and the Board of Trustees.
2. The Human Resources Manual Revisions summarized in the document attached hereto and incorporated herein as Exhibit "A" are hereby approved by the corporate authorities.
3. This Resolution shall take immediate full force and effect from and after its passage and approval.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2023, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2023, A.D.

Jason Christiansen	_____	Laura Curtis	_____
Mark Guethle	_____	Michael Lowery	_____
Todd Niedzwiedz	_____	Carolyn Bird Salazar	_____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2023, A.D.

Mark Gaffino, Village President

ATTEST:

Village Clerk



Village of North Aurora Human Resources Manual

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DISCLAIMERS

This Employee Manual supersedes all previous employee manuals, memos, and policies, whether written or oral. This Manual has been prepared to provide you with an outline of the policies, procedures, and current employee benefits for the Village of North Aurora.

THIS MANUAL IS NOT A CONTRACT, SHOULD NOT BE CONSTRUED AS SUCH, AND DOES NOT CONFER CONTRACTUAL BENEFITS ON ANY EMPLOYEE.

THE CONTENTS ARE SUBJECT TO CHANGE, ADDITION, OR DELETION BY THE VILLAGE OF NORTH AURORA AT ANY TIME, WITH OR WITHOUT NOTICE.

Any changes to the Employee Manual will be communicated to you. If you have any questions about Village policies, please contact your Department Head or the Village Administrator.

UNLESS YOU HAVE EXECUTED A SEPARATE, WRITTEN AGREEMENT APPROVED BY THE VILLAGE BOARD OF TRUSTEES AND SIGNED BY THE VILLAGE PRESIDENT AND VILLAGE CLERK STATING OTHERWISE, YOUR EMPLOYMENT WITH THE VILLAGE OF NORTH AURORA IS “AT-WILL.”

This means that either you or the Village of North Aurora may terminate your employment at any time, with or without cause, for any reason not prohibited by law.

CHAPTER 1 INTRODUCTION

1.1 Welcome and Introduction

Welcome to the Village of North Aurora. As an employee of the Village, you are part of a team whose members are working together to provide quality service to the residents, businesses and community of North Aurora. As an organization, our primary goal is to provide outstanding service to the public and be a good steward of the resources that the organization possesses to provide these services. Each public contact is an opportunity for excellent performance by the employee. Employees shall be courteous to the public and tactful in their work duties, displaying patience and professionalism at all times. In performance of those work duties, employees must not express any prejudice concerning race, age, religion, politics, national origin, disability, creed, color, sex, sexual orientation, genetic information, ancestry, marital status, military discharge status, pregnancy, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction or any other characteristic protected by law to citizens, customers, vendors or their fellow employees. Employees are expected to be courteous, respectful and display professionalism at all time to their coworkers at all levels of the organization.

The Village takes pride in the abilities and accomplishments of its employees and recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. It is the Village's policy to compensate employees for the services they provide by paying wages and benefits that are competitive with the market. In return the Village expects its employee's to perform their duties to the best of their ability, to be dependable, and to abide by the policies of the Village.

1.2 Organization

The Village of North Aurora has a President-Trustee form of government with a Village President and six (6) Trustees elected at-large. The Village President, with the advice and consent of the Village Board of Trustees, appoints a Village Administrator to manage the day-to-day operations of the Village. The organization of the Village is structured into various Departments including Administration, Community Development, Finance, Police and Public Works. Each Department is managed by a Department Head who directs the activities of the respective operating Department.

1.3 Administration of Manual

This Manual establishes certain operating policies, procedures and personnel rules and is the final authority regarding all personnel matters of employees, except as otherwise provided by State law or provided as otherwise here within. The Village Administrator shall administer, or cause to be administered through his designee and the department heads, the provisions of this Manual. Nothing in this Manual precludes the establishment of Departmental policies and procedures by individual Departments consistent with this Manual. If a direct conflict occurs between this

Manual and Departmental policies or procedures this Manual shall take precedence.

This Manual is not an employment contract. This Manual does not establish a contract (express or implied) between the Village and any employee regarding terms and conditions of employment. The Manual is subject to change at any time, with or without notice to the employees, and is intended to serve as a guide.

1.4 Precedence of Police Commission

Certain sworn employees of the Police Department may be subject to the jurisdiction of the Police Commission. In case of a conflict between this Manual and any mandatory provision of any ordinance, state or rule of the Police Commission or provision of any valid collective bargaining agreement which may modify the jurisdiction of the Police Commission, the latter shall take precedence over this Manual.

1.5 Precedence of Collective Bargaining Agreements

Certain employees of the Village are part of a recognized collective bargaining unit. In case of a conflict between this Manual and any collective bargaining agreement between the Village and a recognized bargaining unit, the latter shall take precedence over this Manual. This Manual is not intended to alter or amend any of the contractual agreements between the Village and any collective bargaining unit.

1.6 Disclaimer and “At-Will” Nature of Employment

While the Village has made considerable effort to provide clear and accurate information, the contents of this Manual should not be understood to create any sort of employment contract, whether expressed or implied. Except as otherwise provided through state law, the North Aurora Police Commission or other such rules that may be established by collective bargaining agreements or other employment agreements, employment with the Village is “at-will.” This means that both the employee and the Village have the right to terminate the employment relationship at any time, for any reason not prohibited by law, or no reason, with or without notice. The at-will employment relationship cannot be modified, except by formal action of the Village Board or by a duly authorized and executed collective bargaining or other written employment agreement. This Manual, and the policies it contains, may be varied from, amended, supplemented or discontinued at any time, with or without notice. In the event that any provisions of this Manual conflict with the laws of the State of Illinois or the United States Government, the applicable state or federal provisions shall take precedence.

No supervisor, manager, or representative of the Village other than the Village Administrator or his designee has the authority to enter into any agreement or make any offer of employment with any individual for any specified period of time or to make any promises or commitments contrary to the foregoing.

1.7 Amendments

This Manual is subject to revision and further development. Recommendations for modification shall be forwarded to the Village Administrator or designee. Revisions to the policies contained in this Manual must be approved by the Village Board. The Village Board may revise or revoke any portion or employee benefit of this Manual at any time without prior notice to employees.

CHAPTER 2 PERSONNEL POLICIES

2.1 Equal Opportunity Statement

The Village of North Aurora is an equal opportunity employer. In this regard, the Village policy is to provide equal employment and advancement opportunity without discriminating on the basis of actual or perceived race, color, religion, national origin, ancestry, age, marital status, sexual orientation, handicap, disability, political affiliation, unfavorable discharge from military service, pregnancy, creed, sex, genetic information, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction or any other characteristic protected by applicable federal, state or local laws. All employment-related decisions are based solely on legitimate, job-related factors such as skill, ability, past performance, and the needs of the Village and the public that it serves.

The Village assures equal employment opportunity in all of its employment practices including those pertaining to recruitment, hiring, placement, compensation, transfers, promotions, evaluations, benefits, training, reduction in force, recall, discipline, demotions and termination. Employment opportunities are open to all qualified individuals.

The Village does not allow any form of retaliation against individuals who file a charge of discrimination, participate in a discrimination proceeding or otherwise oppose an unlawful employment practice. To ensure the workplace is free of artificial barriers, violation of this policy will lead to discipline up to and including termination.

Throughout this Manual, the interchangeable use of masculine and feminine pronouns is in no way intended to exclude members of the opposite sex.

2.2 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) as amended from time to time protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment. The Village is committed to providing equal opportunities for employees and job applicants with disabilities following all provisions of ADA. The Village will reasonably accommodate qualified individuals with known disabilities which allow them to perform the essential functions of a job without undue hardship to the Village and its public purposes. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until

an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who believe that they have a disability or would like to request a reasonable accommodation must contact the Village Administrator. The ADA compliance officer is the Village Administrator. The ADA compliance officer shall acknowledge receipt of all grievances within ten (10) days. A thorough investigation will then be completed and a response provided within a reasonable time.

Definitions

As used in the ADA policy above, the following terms have the indicated meanings:

- “Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”
- “Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Village; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Village ; and (8) the relationship of the particular facility to the Village. These are not all of the factors but merely examples.
- “Essential function of the job” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

2.3 Anti-Harassment Policy

The Village of North Aurora is committed to maintaining a healthy work environment in which people are treated with dignity, decency, and respect. This environment should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal

is essential to the Village's purposes. As such the Village will not tolerate harassment of Village employees by anyone including any official or office-holder, agent, supervisor, co-worker or vendor of the Village.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status such as race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, handicap, disability, political affiliation, unfavorable discharge from military service, creed, sex, genetic information, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction or other legally protected status. The Village will not tolerate harassing conduct that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

No employee shall either explicitly or implicitly mock, deride, or belittle any other employee or conduct themselves in a manner that has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment. Examples of unacceptable conduct include, but are not limited to: inappropriate comments, kidding, teasing, visual displays, inappropriate emails, text messages or other forms of social media, physical or verbal abuse, insults, epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; unwelcome physical touching, taunting intended to provoke and employee, display or circulation of derogatory written materials or pictures, whether posted and circulated in the workplace or electronically.

2.4 Policy Prohibiting Sexual Harassment

It is unlawful to harass a person because of that person's sex. Sexual harassment is defined as any unwelcome or repeated sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on acts of a sexual nature constitutes sexual harassment when (1) submission to the conduct is made, either explicitly or implicitly a term or condition of an individual's employment (2) submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such individual, or (3) the conduct has the purpose of, or effect of, unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same sex. This behavior is unacceptable in the workplace, itself, and in other work-related settings such as meetings, hearings, and Village-related or sponsored social events. Sexual harassment affects the victim, other Village employees and officials as well. Each incident contributes to a general atmosphere in which everyone suffers the consequences. This type of conduct has no legitimate business purpose.

Harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as on the work site.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that interferes with work effectiveness. Sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact, to physical contact. At times, the offender may be unaware that their conduct is offensive or harassing to others. Sexual harassment may include but is not limited to:

1. Unwelcome flirting, repeated unwelcome requests for dates, sexual or suggestive comments, explicit sexual propositions, cyber-stalking;
2. Sexually suggestive jokes, sexual innuendos, gestures or sounds directed toward another;
3. Foul or obscene language, and other verbal forms of harassment such as threats or insults about sex, anatomy, or gender-specific traits, or other statements about other employees—even outside their presence—of a sexual nature;
4. Physical contact such as patting, pinching, or brushing against another person's body or other unwelcome physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault;
5. Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial, or threat of denial, of employment benefits or advancement for refusal to consent to sexual advances;
6. Open display, viewing, or distribution of pornographic material or Websites, or other pictures, posters, calendars, cartoons, pin-ups or slogans, and other communications that are sexually-oriented or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling, catcalls, or smacking or kissing noises; obscene gestures, including sexually suggestive bodily gestures; and content in letters and notes, facsimiles, email, photos, text messages (including "sexting" or otherwise electronically sending messages with sexual content, including pictures or video), Internet postings (blogs, instant messages and social network Websites like Facebook, Twitter, and Instagram), jokes, etc., of a sexual nature printed or otherwise distributed to others;

2.5 Harassment and Discrimination Complaint Procedure

Every employee is expected to avoid any behavior, or conduct, that could reasonably be interpreted as prohibited harassment under this policy. The Village encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his behavior is unwelcome, offensive, inappropriate, or in poor taste. Regardless of whether an employee informs a coworker in this manner, employees are expected to come forward promptly and report any violations

pursuant to this policy before the alleged offending behavior becomes severe or pervasive. No employees, not even the highest-ranking people in the Village are exempt from the requirements of this policy.

The duty to report harassment arises whether an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy. Reports can be made either to the employee's immediate supervisor or to the Department Head. Employees may also report complaints directly to the Village Administrator. If the Village Administrator is the individual accused of harassment then the incident shall be reported to the Village President. The report may be made either orally or in writing, but employees are encouraged to make a written report. This policy does not require reporting harassment of discrimination to any individual who is creating the harassment or discrimination.

Each supervisor must immediately report to the Village Administrator any complaint or observation of conduct which may violate this policy. A supervisor's failure to make such report may result in discipline, up to and including termination.

It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

When a complaint has been received, the Village will initiate an investigation of the suspected harassment immediately upon receipt of the notification. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Village. Care will be taken to protect the identity of the complaining party and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. To the extent reasonably possible, confidentiality with respect to reports and investigations under this policy will be maintained.

The Village will take steps to ensure that the matter at issue is addressed and may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once a report of conduct conflicting with this policy has been thoroughly investigated. That action may be a conclusion that a violation occurred, or that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

CONSEQUENCES

If an investigation reveals that a violation of this policy or other inappropriate conduct has

occurred, then the Village will take appropriate corrective action, including discipline up to and including termination of employment, as is appropriate under the circumstances. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees may also file a charge of discrimination in writing with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100	500 West Madison Street, Ste. 2800
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

2.6 Anti-Retaliation and False Accusations

The Village prohibits and will not condone any form of retaliation against any individual who makes a good faith complaint of harassment; assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or files a charge of discrimination or harassment; or otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above. Retaliation is a serious violation of this policy. Any employee who engages in prohibited retaliation is subject to disciplinary action up to and including termination.

2.7 Whistleblower Act

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

2.8 Reporting of Fraud, Theft and Unlawful or Unethical Activities

Employees are encouraged to report suspected unlawful or unethical activities that they observe which are in violation of Village policies, rules or regulations, or are potential illegal activities including, but not limited to:

1. Fraud or theft of Village funds or property
2. Gross waste of funds or other Village assets
3. Deliberate mismanagement of contracts, grants and other agreements
4. Deliberate misstating or falsifying of Village financial and other records
5. Destruction of Village records without proper approval
6. Procurement and purchasing irregularities

An employee who seeks to report any suspected unlawful or unethical activity as described in this section is encouraged to report the activity to their immediate supervisor unless the activity involves their supervisor, then employees are encouraged to report the activity to either the Department Head or the Village Administrator, unless the allegation involves the Village Administrator, which then the employee is encouraged to report the activity to the Village President. Any allegation reported under this section shall be investigated by the Village Administrator, or the Village President, as appropriate.

Although employees are encouraged to report suspected violations in the manner as described above, employees may also choose to contact any of the following directly:

1. Village Administrator
2. Finance Director
3. Director of Public Works
4. Director of Community Development
5. Chief of Police
6. Current Village Auditor

To the extent possible and consistent with an effective investigation, every effort shall be made to keep the matter confidential until the investigation is completed, however, due to the nature of investigations, complete confidentiality cannot be guaranteed through the end of an investigation. Moreover, to the extent possible, the confidentiality of the reporting employee will be maintained. However, the individual's identity may have to be disclosed for the purposes of thoroughly conducting an investigation, to comply with legal reporting requirements or law enforcement efforts and to provide accused individuals their legal rights of defense.

In the event any claims or allegations brought by an employee under this section are subsequently found to be unfounded, the Village will not retaliate, reprimand, discharge, demote, discriminate against, or otherwise retaliate against the employee making such reports as long as the employee has acted in good faith and had reasonable cause to believe that an unlawful or unethical activity existed or was occurring. Any allegations which prove to be unsubstantiated and are proven to have been made maliciously and knowingly false will be viewed as a serious disciplinary offense.

2.9 Drug-Free Workplace

The Village of North Aurora is committed to maintaining a work place that is free from drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Employees of the Village are the most valuable resource through which the Village provides services. The health and safety of both the employees and the public is of paramount importance. Employees have a right to work in a drug and alcohol free environment and the public has a right to be free from the harmful effects of alcohol and drugs in the provision of public services.

This policy incorporates the Federal Motor Carrier Safety Administration (FMCSA) (Section 49 C.F.R. Part 40 and 382) requirements for drug and alcohol testing for Commercial Driver's License (CDL) holders and Federal Transit Administration (FTA) rules for employees performing safety-sensitive work.

All Village employees who are required to have a current CDL as a condition of employment, are subject to CDL related provisions of this policy. Employees performing safety-sensitive work on transit vehicles (such as maintenance mechanics and their Supervisors) are subject to the requirements of the Transit Administration Specific CDL and Transit provisions.

Village employees shall not manufacture distribute, dispense, possess or be under the influence of illicit drugs, unauthorized prescription drugs, alcohol, cannabis or controlled substances on the premises of any Village building or facility, in Village-owned vehicles or during working hours. Compliance with this policy is a condition of employment. Violations of this policy extend to and include termination of employment and referral for prosecution consistent with applicable laws.

Any employee reporting to work (including returning to work from a meal break), exhibiting the effects of being under the influence of drugs or alcohol will be sent home and may be subject to further discipline including, but not limited to, termination.

This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed health care professional and within the limits of a valid prescription. An employee who has been prescribed drugs is required, however, to consult with their pharmacist about the prescribed medication's effect on the employee's ability to perform their job safely and to immediately disclose to his or her supervisor any medication-related work restrictions. While employees are required to disclose any medication-related work restrictions, employees are not required to disclose the type of drugs they have been prescribed or the underlying medical conditions or disabilities unless directed to do so by their physician, or if the non-disclosure of such would impact the ability of the employee's supervisor to make an informed decision regarding the ability of the employee to safely perform their job duties without impacting the safety of other employees or the general public.

The Village will conduct drug testing as part of its post-offer of employment procedures. A positive

cannabis test result will not be an automatic disqualifier for non-DOT/sworn personnel. It is also the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, cannabis, illegal drugs or other controlled substances. Employees subject to Department of Transportation (DOT) testing shall be tested in accordance with DOT regulations in addition to the testing and discipline provisions of this policy. Refusal to submit to testing or supplying a tampered or false sample will result in disciplinary action up to and including termination of employment.

2.10 Employee Assistance and Rehabilitation Programs

The Village provides an Employee Assistance Program (EAP) for employees needing treatment or rehabilitation as well as medical plan coverage as available. Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the EAP or other counseling/rehabilitation center. Depending on the nature of the problem employees may be allowed to use accumulated leave time including vacation, personal days, sick leave, compensatory time, or leave without pay if no leave is available. Such leave must be approved in advance and the employee may be required to complete the program successfully in order to remain in good employment standing.

2.11 Workplace Violence Policy

The Village is committed to providing a safe environment for working and conducting Village business. The Village will not tolerate acts of violence or threats of violence committed by or against Village employees, contractors, guests or others on Village property, whether working or not working, on or off Village property. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts against Village employees shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation. The Village will initiate an appropriate investigation and response which may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

Employees are responsible for notifying a designated management representative of any behavior they have witnessed which is regarded as threatening or violent, and has occurred in the workplace, during activities related to Village employment, which may be at sites other than the workplace, or is job related. Employees are responsible for notifying management regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior. In the event that a violent action is actually occurring, every effort should be made to contact the Police Department as quickly as possible.

All individuals who apply for or obtain a protective or restraining order which lists Village

locations as being protected areas must provide to their supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is grated, and a copy of any protective or restraining order which is made permanent. The supervisor shall immediately notify the Village Administrator and Police Chief with this information. The Village will maintain confidentiality of all complaints and information will be held in confidence and disclosed only on a need-to-know basis in order to investigate and resolve the complaint, or as required by law.

2.12 Weapons Policy

To ensure that the Village maintains a workplace safe and free of violence and/or intimidation for all employees, the employer prohibits the possession or use of perilous weapons on employer property to the fullest extent allowed by law.

No employee is authorized to possess a firearm or weapon on any employer property or while engaged in employer business, except as permitted by and in strict accordance with applicable state law and in the case of the police department in accordance with an employee's job position.

Employees are prohibited from displaying, brandishing, discharging or otherwise using any and all dangerous weapons, including firearms. Making threats, engaging in acts of violence, or bullying, especially if a dangerous weapon is involved, will not be tolerated.

Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including immediate termination.

"Employer property" is defined as all Village-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and, to the extent permitted by law, parking lots under the Village's ownership or control. This policy applies to all Village-owned or leased vehicles and, to the extent permitted by law, all vehicles that come onto Village property. The Village does recognize Illinois' Firearm Concealed Carry Law, and nothing contained in this policy is intended to violate that law or interfere with or infringe on any individual's right under that law.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

2.13 Pregnancy Accommodation Policy

The Illinois Human Rights Act (IHRA) requires employers to reasonably accommodate qualified individuals who are pregnant and make a request for a reasonable accommodation. It is the policy of the Village to comply with all Federal and state laws concerning the employment of who are pregnant including pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

It is the Village's policy not to discriminate against qualified individuals who are pregnant in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Village Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. Individuals who are pregnant (as defined below) and would like to request a reasonable accommodation because of pregnancy (including pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth) must contact the Village Administrator.

Definitions

As used in the Pregnancy policy above, terms shall have the same meanings as in the ADA policy. In addition:

- "Pregnancy" means pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

CHAPTER 3 EMPLOYMENT RECRUITMENT AND SELECTION

3.1 Recruitment Policy

The Village is committed to the principle of recruiting and selecting employees on the basis of demonstrated and potential ability to perform the functions of the position and in accordance with the Village's policy of equal opportunity. The Village will recruit candidates both internally and externally for vacant positions except as required by Statute. Applicants for certain positions may be subject to specific testing requirements as determined by the respective department.

3.2 Recruitment Procedures

When a position becomes vacant the following general procedures will be followed to initiate the recruitment process for that position:

1. The Department Head will notify the Village Administrator that a position has become or will soon become vacant due to official notice.
2. After a review of the vacant position has been completed the Village Administrator may authorize the recruitment process to begin.
3. If necessary the job description for the position will be updated prior to recruitment.
4. Job recruitment ads may be posted both externally and internally in prominent locations at Village facilities, copies of all newspaper or association recruitment notices must be retained and sent to the Finance Department for retention per federal law.
5. Internal recruitment procedures will be maintained that guide the recruitment process.
6. All applications received for vacant positions must be retained at the Finance/Personnel files per EEO regulations. The Finance Department will provide support during the recruitment processes.
7. After completing the candidate recruitment process the Department Head will recommend to the Village Administrator a candidate for the position. Once approved by the Village Administrator a conditional offer of employment may be made subject to provisions of this chapter and other conditions of employment that may be determined to be in the best interest of the Village.

Recruitment for a vacant position may begin after formal notice of a resignation or retirement has been received, but prior to the formal termination of employment. In certain situations it may be in the best interests of the Village to have an overlap in active employment between a new employee in a position and an employee about to terminate their position. Upon approval of the Village Administrator and subject to budgetary restrictions and sufficient notice provided by the employee about to vacate their position an overlap of no more than three months is acceptable.

3.3 Background Investigation

The Village shall in most cases require a background investigation on every prospective employee.

Such background investigation shall be done after a conditional offer of employment has been made. Background investigations will be based only on legitimate conviction information obtained from the Illinois State Police in evaluating the qualifications and character of an applicant. Decisions to hire or not hire an applicant based on information obtained shall be based on the offense, date of conviction and how it is related or relevant to the position for which the new hire is being considered.

Applicants may be requested to be fingerprinted as a prerequisite to employment. Driving records may also be investigated for those applicants that may drive a Village vehicle. Based on the nature of their position, applicants must possess or show the ability to obtain a valid Illinois driver's license. Other driving classifications such as a CDL may be required as a condition of employment. Information will be verified with the Secretary of State's Office.

3.4 Physical and Other Examinations/Tests

As a condition of employment, applicants with a conditional offer of employment and continuing employees shall, upon request, submit to a physical examination by a physician or physicians selected and paid for by the Village. The purpose of the examination is to verify that the employee is physically able to perform the essential job functions for which they are hired based on the job description.

Included with this examination is a mandatory drug test that is a requirement of any conditional offers of employment.

Current employees may be requested to undergo a physical examination if in the opinion of the Department Head or Village Administrator the ability of the employee to safely perform the essential job functions is questioned due to observed accidents or perceived difficulty performing the job functions, excessive use of sick time or disability benefits or other circumstances that may warrant such an examination.

3.5 Reference Checks

Reference checks shall in most cases be performed on applicants prior to a conditional offer of employment and may include inquiries on educational history, employment references and personal references. All references obtained on any applicants shall be documented on written forms and retained in the applicant files maintained by the Finance Department for at least one year in accordance with EEO regulations.

3.6 Citizenship Requirements

Except as required by law for positions covered by the Police Commission, United States citizenship is not a prerequisite for employment with the Village. However, proof that an

employee is authorized to work in the United States is required as mandated by federal law. Every new employee must provide original documents verifying his or her right to work and, as required by federal law. Sign federal Form I-9.

3.7 Residency Requirements

The Village does not have a requirement that employees live within the incorporated boundaries of North Aurora, or within a certain number of miles of the Village, with the following exceptions:

- Per the current collective bargaining agreements, Police Officers and Sergeants must reside within a twenty-five (25) mile radius of the Village.
- Deputy Chiefs, Police Chief and other police sworn positions that may be created from time-to-time must reside within a twenty-five (25) mile radius of the Village.
- All Public Works Laborers, Water Laborers, Foreman, Senior Water Operator, Public Works Superintendent, Water Superintendent and other Public Works positions that may be created from time-to-time must reside within a twenty-five (25) mile radius of the Village.

Employees upon hire that do not meet the requirements of this section will be given six (6) months to meet the requirements. An extension of time may be granted by the Village Administrator in his sole discretion.

3.8 Employment of Relatives

Unless the Village Administrator determines that the best interests of the Village shall be served, the Village shall not consider an applicant for any employment if the applicant bears any of the following relationships to an elected official, appointed official or regular full or part-time employee: parent, sibling or child, all similar in-law relationships and spouse.

CHAPTER 4 EMPLOYEE CLASSIFICATION AND COMPENSATION

4.1 Definitions of Employment Status and Terms

The following classifications are used to describe the status of all employees which determine among other things eligibility for benefits:

1. Full-Time Employee: An employee who is normally scheduled to work forty (40) or more regularly scheduled hours per week.
2. Regular Part-Time Employee: An employee who is employed in a position which normally requires less than forty (40) hours per week, with no specific date upon which the employment ends.
3. Temporary Employee: An employee who is hired for a specific position for a specific period of time which may include periods of work of up to forty (40) hours per week. Temporary employees are typically scheduled for employment of less than one (1) year.
4. Seasonal Employee: An employee who works on an as-needed basis with no expectation of a consistent work schedule but subject to the needs of the Department.
5. Appointed Employee: An employee who is recommended for employment by the Village President with the consent of the Village Board.
6. Exempt Employee: An employee who is not entitled to overtime compensation for hours worked in excess of forty (40) in any given work week in accordance with the Fair Labor Standards Act (FLSA).
7. Non-Exempt Employee: An employee who is entitled to compensation at the rate of one and one half (1.5) times their regular hourly rate of pay for all hours worked in excess of forty (40) in any given work period as defined in this Policy and in accordance with FLSA.

Employees will be informed of their initial employment classification and status as an exempt or nonexempt employee at time of hire. If an employee changes positions during their employment as a result of a promotion, transfer, or otherwise, they will be informed of any change in their exemption status.

4.2 Compensation Plan and Amendments

Approved as part of the annual Budget document, the Village maintains a classification and compensation system for all employees. This schedule is updated annually taking into account a variety of factors including comparable market data, cost of living, internal and external comparability and other factors. Annual wage adjustments to the compensation plan will take effect on June 1 at the beginning of the fiscal year for all employees.

If in the opinion of a Department Head an employee's actual job duties and responsibilities have changed significantly enough that the current position title and salary range require modification the Department Head may make a recommendation to the Village Administrator that a

reclassification be considered and approved by the Village Board. Reclassifications normally will be considered and incorporated during the annual budget process. However, a budget amendment to the compensation plan may take place during the fiscal year if such change is deemed necessary and in the best interest of the Village for consideration by the Village Board.

4.3 Offers of Employment

An employee will normally start at the beginning rate for their position. A Department Head may make a written recommendation to the Village Administrator that a candidate be hired at a rate higher than the beginning rate due to a candidate's unique qualifications and/or experience. The Village Administrator may authorize a candidate to be hired into any point within the position's step compensation range. Additionally, a prospective candidate may be offered additional incentives either at time of hiring or during employment as part of a conditional offer.

4.4 Introductory Period

All new full-time and regular part-time employees must complete a six (6) month introductory period. Sworn police personnel may be subject to a longer introductory period. The introductory period provides for a period of time to observe the progress of the new employee in successfully completing the job duties of the position while the Village provides training.

After the introductory period is over, the Department Head will complete or cause to be completed an evaluation of the employee using the standard employee evaluation forms, and make a recommendation to the Village Administrator that the employee has either successfully completed the introductory period and should be moved to regular status, that the introductory period should be extended by an additional amount of time, or that the employee should be dismissed. During the introductory period the Department Head at any time may recommend to the Village Administrator that the employee be terminated prior to the completion of the introductory period based on the employee's performance.

Employees in the introductory period may not utilize vacation or personal day leave unless approved by both the Department Head and Village Administrator.

Successful completion of the introductory period should not be construed as creating a contract or as guaranteeing employment for any specific duration.

4.5 Promotions

When a vacancy occurs the Village will generally consider both internal and external candidates to fill the position. If a Department Head feels that the best interests of the Village would be served by promoting a current employee to the vacant position the Department Head will make a written recommendation to the Village Administrator, prior to beginning an external recruitment process. Nothing in this section would prohibit a Department Head from recommending an internal

candidate after an external recruitment process has been completed.

Promoted employees will also have an introductory period. Upon approval of the Village Administrator, a promoted employee may have a shorter introductory period. If a promoted employee does not perform satisfactorily in their new position then they will be returned to their former position if that position has not been filled. If their former position has been filled then they will be transferred to another position within the Village, if a vacant position is available that the employee would be qualified to fill.

An employee who has been promoted to a new position will normally start at the beginning rate of pay for that position. If the beginning rate of pay is less than the employee's current rate of pay the employee will start at the next step in that position's range which is higher than the employee's current rate of pay.

4.6 Transfers

Employees may be eligible to transfer from one position to an open position. Such transfers may be considered in conjunction with an external recruitment process. Employees transferred are subject to an introductory period in that position. Transfers normally will not result in an increase in pay unless the employee's current pay is less than the minimum of the position being transferred to. If the new position has a different step schedule the employee's rate of pay will be increased to the next step within the position's range.

4.7 Demotions

An employee may be demoted to a position of lower classification for which they are qualified if the employee would otherwise be laid off because their current position is being eliminated, the employee does not possess or no longer possess the necessary qualifications to render satisfactory service in the position, or the employee demonstrates an inability to perform the job to a satisfactory level on a consistent basis. Demotions must be recommended by both the Department Head and Village Administrator.

4.8 Performance Evaluation and Salary Increases

Written performance evaluations shall be completed for all employees at least on an annual basis. Evaluations conducted annually shall be based on the employee's anniversary date of hire with the Village, or if an employee has been promoted to a different position, the date moved to the new position shall be the anniversary date. The evaluation form shall be approved by the Village Administrator. Generally, step increases occur in conjunction with an employee's annual performance evaluation. Any step increases occurring outside of the annual performance evaluation process will be reviewed on a case by case basis and approved by the Village Administrator. If a Department wishes to deviate from the standard form or process, approval of the Village Administrator will be required.

Evaluations will be completed by the employee's immediate supervisor in coordination with the Department Head. Evaluations should be completed prior to or shortly after the employee's anniversary date so that the employee's step or salary increase can be provided in the upcoming payroll process. Evaluations should become part of the employee's file once completed.

After an employee's evaluation has been completed the employees will be allowed to move one step in the salary schedule to the next higher step on their applicable anniversary date. If, however, any aspect of an employee's performance is considered to be "Unsatisfactory" then that employee will not be given their step increase. Any employee given an "Unsatisfactory" in any aspect of their job performance must be re-evaluated in six (6) months. If the employee's performance aspect is no longer "Unsatisfactory" at that time then the Department Head can recommend to the Village Administrator that the employee be granted their step increase, but not retroactively.

CHAPTER 5 EMPLOYEE BENEFITS AND ELIGIBILITY

5.1 Employee Eligibility

An employee's eligibility to receive benefits as outlined in this chapter is determined by the following categories of employment status as previously defined:

1. Full-Time Employee: Full-time employees are eligible for all benefits described in this chapter unless specifically stated otherwise.
2. Regular Part-Time Employee (1,000 Hours a Year or More): Employees in this classification are only eligible for:
 - Workers' compensation benefits
 - Participation in the Illinois Municipal Retirement Fund (except sworn police)
 - Prorated holiday pay based on the full-time equivalency of their position
 - Overtime if the total hours worked or compensated is more than forty (40) in the workweek
 - Participation in voluntary life insurance, short-term disability insurance, accident/hospitalization and other related coverages and programs from time-to-time
 - Participation in the Village's 457 deferred compensation program
3. Regular Part-Time Employees working less than 1,000 hours a year and Seasonal/Temporary employees are eligible only for workers' compensation benefits and overtime if hours worked is greater than forty (40) in the workweek.
4. Pursuant to the Affordable Care Act (ACA) the Village will also provide the health insurance benefit option to Regular Part-Time Employees working on average thirty (30) or more hours in a work week. The cost to the employee will be the same as other Full-Time Employees.

As a reminder, if a conflict exists between a provision in this manual and a provision in a collective bargaining agreement with a recognized collective bargaining unit the provision in the collective bargaining agreement will take precedence.

Employees may refer to the appropriate plan documents for eligibility procedures and plan provisions concerning benefit programs. Naturally, it is the legal documents that must be followed in the administration of these plans, and these plan documents will govern in the event any discrepancy exists. Please see the Finance Department for specific information.

5.2 Holidays

The Village recognizes eleven (11) holidays during the calendar year:

Holiday	Date Observed
New Year's Day	January 1
Spring Holiday	Friday Before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday After Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Years Eve	December 31

If a holiday's observed day falls on a Saturday the holiday will be observed on the preceding Friday. If a holiday's observed day falls on a Sunday the holiday will be observed on the following Monday. If a holiday falls on a Saturday and the preceding Friday is also a Holiday, the two consecutive holidays will be observed on Thursday and Friday. If a holiday falls on a Sunday and the following Monday is also a holiday the two consecutive holidays will be observed on Monday and Tuesday. Holiday time is defined as eight (8) hours of compensation per holiday.

Holidays falling within an employee's scheduled vacation shall not count against the employee's vacation time.

Employees on an unpaid leave of absence are not eligible to receive holiday pay.

In the event an employee does not work the scheduled day before or after a holiday and is not on an authorized absence that employee shall not receive holiday pay until an excusable absence or proof of illness is presented to the satisfaction of the Department Head.

5.3 Personal Days

Employees will be granted three (3) personal days equivalent to twenty-four (24) hours of leave on January 1 that can be used for any purpose during the year. Personal leave days must be used during the calendar year they are granted and cannot be carried over to the following year. Personal days will not be paid out upon termination of active employment. A minimum of one (1) hour increment must be used unless otherwise agreed to by the Department Head.

Personal days for new employees will be prorated depending on the quarter in which their employment begins.

Employment Begins	Time Earned
01/01 – 03/31	18 Hours

04/01 – 06/30	12 Hours
07/01 – 09/30	6 Hours
10/01 – 12/31	0 Hours

5.4 Vacation Leave

Vacation leave is provided on the basis that employees benefit by periodic intervals of rest and recreation and time away from their job with the Village and that an appropriate work-life balance contributes to the employee's overall well-being and ability to effectively carry out their job responsibilities. Accrual of such benefits derives from continued and ongoing service to the Village.

Employees accrue vacation leave based on their full-time anniversary date with the Village and the number of years of service based on the schedule below. Vacation leave will be earned to the employee on a per pay period basis on the 1st and 2nd pay dates of each month (or twenty-four (24) times per year, also the "Accrual Rate.")

<u>Years of Service</u>	<u>Annual Vacation Amount</u>	<u>Accrual Rate</u>
Start Through Completion of 3 Years	2 Weeks (80 Hours)	3.333
Beginning Year 4 Through Completion of Year 5	2 ½ Weeks (100 Hours)	4.166
Beginning Year 6 Through Completion of Year 10	3 Weeks (120 Hours)	5.000
Beginning Year 11 Through Completion of Year 20	4 Weeks (160 Hours)	6.666
Beginning Year 21 and After	5 Weeks (200 Hours)	8.333

The vacation accrual rate for Department Head positions will never be less than three (3) weeks per year but otherwise consistent with the above table.

Maximum Accrual and Exceptions

Vacation leave will be earned per the schedule above and leave will be deducted from the employee's total time when used. The maximum amount of vacation leave that an employee will be allowed to accumulate in their vacation bank will be equal to one (1) year's Annual Vacation Amount as set forth in the schedule above plus one (1) week ("Maximum Accrual"). Once an employee reaches the Maximum Accrual vacation leave will cease to accrue until an employee is no longer at the Maximum Accrual. Employees are responsible for monitoring the amount of vacation leave they have accumulated and providing sufficient notice and request to use such leave so that the Maximum Accrual is not exceeded.

The Village Administrator may approve a temporary accumulation of vacation leave greater than the Maximum Accrual, at his sole discretion based on the operational needs of the department and

Village. Such additional accrual may not exceed one (1) additional week of vacation leave greater than the Maximum Accrual. Employees granted a temporary accumulation of vacation leave greater than the Maximum Accrual must use enough vacation leave within a twelve (12) month period after Village Administrator approval of the temporary accumulation in order to be at or below the Maximum Accrual at the end of the twelve (12) month period.

Vacation Leave Requests

The Village will make reasonable attempts to accommodate vacation leave requests, subject to the operational needs of each Department. Generally no more than two (2) weeks of vacation may be taken consecutively. Requests longer than two weeks require Department Head and Village Administrator approval.

Vacation leave will be paid at the employee's normal straight time hourly rate. Employees should typically attempt to request the use of vacation leave at least one (1) week in advance.

The Department Head and Village Administrator may authorize an advance of vacation leave of up to two (2) days in order to accommodate an employee's vacation leave that may result in an employee's vacation leave accrual being negative after the vacation usage. Employees must be in good standing with the Village to be eligible for consideration.

Accrued but unused vacation leave shall be paid out to the employee upon termination of employment.

Additional Vacation Leave Benefits

The Village Administrator is authorized to grant additional vacation benefits to prospective employees as a condition of employment, recognizing the need of the Village to attract highly qualified candidates as part of an overall wage/benefit proposal. Such benefits shall be made in writing at the time of initial employment, become part of the employee's file and communicated as such to the Village Board.

Payment in Lieu of Vacation Time

Eligible employees not represented by a collective bargaining agreement may elect to "cash out" a limited number of hours of vacation time on an annual basis. Annually in November the Finance Department will inform employees of the option and provide forms and deadlines for employees to consider the option for the year. Generally, the process will be conducted so that the payout of accrued time is processed by the first paycheck in December.

In order to be eligible an employee must have at least one (1) year of continuous full-time employment as of November 30th, not be in any introductory status and be in good standing with the Village. Employees may elect to cash out up to sixty (60) hours of vacation time annually. Payment will be made at the employee's current hourly rate as of the last day of the prior two-week payroll period being paid on the 1st payday of December.

5.5 Sick Leave

Accrual

Eligible employees shall accrue sick leave at the rate of eight (8) hours per month. The maximum amount of sick leave that can be accrued is four-hundred-eighty (480) hours or sixty (60) days for an eight-hour day.

(Note: Employees hired before June 22, 1998 will be allowed to retain any accumulated sick leave in excess of the maximums established in this policy. However, once those days are used, and the employee's sick leave balance falls below the current maximums authorized the employee will adhere to the new maximum accumulations)

The Illinois Municipal Retirement Fund (IMRF) currently offers additional service credit for accumulated sick days at the time an employee applies for their IMRF pension. The Village will allow employees to accrue additional sick time over and above 480 hours to be applied solely for additional service credit. The maximum additional amount that will be allowed will be based on IMRF's limits in place at the time. This additional sick leave will be tracked separately from the normal sick leave bank. When an employee uses sick leave, the sick leave will be deducted from the normal sixty (60) day sick leave bank. Sick leave credited to the IMRF service credit bank shall only occur when the normal sick leave bank has reached the maximum. All sick leave accrued by IMRF eligible employees shall be eligible for additional service credit as permitted by IMRF and state statutes from time-to-time.

No sick leave shall be credited to an employee who is on an unpaid leave of absence of thirty (30) days or longer.

Sick Leave Requests

Sick leave shall not be considered a benefit to be used at the employee's discretion for personal or other business. Sick leave shall be allowed only in the following situations:

1. Actual sickness, injury, disability or hospitalization of the employee
2. Medical or dental appointments which cannot be reasonably scheduled outside of working hours
3. Absence required by illness or disability of the employee's immediate family, defined for the purposes of this section to be parent, spouse or child and all "half" and "step" relationships

Pursuant to the Illinois Employee Sick Leave Act ("ESLA"), employees may use up to one half their annual sick leave benefits provided under this Section for absences due to an illness, injury or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, for reasonable periods of time as may be necessary, on the same terms as the employee is able to use sick leave for the employee's own illness or injury. ESLA, however, does not extend any leave under FMLA. An employee may not be retaliated against for exercising rights under ESLA.

Employees shall notify their supervisors within two (2) hours of their beginning start time of the need to take sick leave. A Department Head may require an employee to provide proof of illness, disability or otherwise of an employee or immediate family members condition or illness if the sick leave extends beyond three (3) days.

Sick leave may be taken in increments of one (1) hour unless mutually agreed to be the employee and Department Head.

Sick Leave Incentive Day

As an incentive to not use sick leave, any employee who does not use any sick leave during a calendar year will be given eight (8) hours of additional straight-time pay on the following payroll.

Other Sick Leave Policies

A Department Head may send an employee home on sick leave if in the opinion of the Department Head if the employee appears ill and otherwise may impact the health of other employees by continuing to be present in the work environment.

A Department Head may require a physician's statement as a condition for granting of sick leave for any duration if the Department Head suspects that an employee is misusing sick leave, or if an employee calls in sick the day before or after a scheduled vacation or holiday. If upon investigation any employee is found to have abused the intent of sick leave benefits they will be subject to disciplinary action up to and including termination.

If an employee becomes sick or ill while on vacation or holiday leave sick, leave will not be substituted for the vacation, holiday leave or other leave benefit being used for that day.

Other than as provided for in this section, accumulated sick leave upon separation, termination or retirement will not be paid or cashed out to employees.

5.6 Bereavement Leave

Employees are eligible for bereavement leave in the event of a death in the employee's family as defined below:

1. For an employee's spouse up to five (5) days will be granted.
2. Provided the Village has 50 or more employees, under the Child Bereavement Leave Act ("CBLA"), for an employee's child, defined as a son, daughter (biological or adopted), foster child, stepchild, a legal ward, or a child of where employee is standing in loco parentis, up to ten (10) days of leave will be granted. In the event, an employee loses more than one child in any 12 month period, the employee is entitled to take up to (6) six weeks in a twelve (12) month period. In order to take this leave, the employee must do so within sixty (60) days of the child's death, provide 48 hours' advance notice of the intent to take such leave unless doing so is impracticable, and may be required to provide reasonable documentation in

support of it. Under the CBLA, an employee may elect to substitute paid leave for unpaid leave for any days in excess of the five (5) days that the Village offers paid bereavement leave under this Section. However, the Village may not require employees to do so.

3. For an employee's mother, father, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, grandparent-in-law, brother-in-law or sister-in-law up to three (3) days will be granted. Up to two (2) additional days may be granted for travel if distance is more than 250 miles away.
4. For an employee's aunt, uncle, niece or nephew one (1) day will be granted.

The above relationships include all "step" and "half" relationships. Bereavement leave will be paid at the employee's regular rate of pay for up to five (5) days.

5.7 Donated Leave Time for Hardship Situations

The Village recognizes that employees may undergo a hardship situation in their personal life primarily due to, but not necessarily limited to, critical medical situations relating to either themselves or an immediate family member (defined as parent, spouse, and child). In recognition of these types of situations, employees who find themselves in a hardship situation may become eligible for the donation of personal or vacation leave by other employees to allow them additional paid time off.

In order to qualify, an employee must submit a written letter to the Village Administrator explaining the nature of the hardship, expected duration, and any other documentation deemed appropriate. The employee must demonstrate that they have exhausted, or soon will exhaust, all applicable sick, vacation, holiday, personal, compensatory or other types of leave.

The Village Administrator will make the final determination of whether or not a hardship exists and his decision will be final. The Village Administrator may request additional documentation if needed. If granted, hardship status will remain in effect for up to two (2) months at which time the employee must re-apply for hardship status.

The Finance Department will manage the process of making other employees aware that hardship status has been granted, and providing a method upon which employees may donate vacation leave or personal leave hours to the employee.

Other than provided for in this section, employees may not donate or loan any accumulated leave time to another employee.

5.8 Health Coverage Plans

The Village provides health coverage to eligible employees and their dependents. The coverage or insurance may take one of several configurations including an HMO, PPO, HSA or other type of program. Exact plan configurations will be determined annually by the Village. Coverage

begins the first day of employment. Employee contributions will generally be set for the plan year based on premiums in effect at the beginning of the plan year, with amounts based on the following percentages:

HMO	8%
PPO	20%
HSA	20%

The above percentage contributions apply to all types of tiers that may be defined such as single, family, employee plus child and employee plus spouse.

Employees may refer to the appropriate plan documents for eligibility procedures and plan provisions concerning benefit programs. Naturally, it is the legal documents that must be followed in the administration of these plans, and these plan documents will govern in the event any discrepancy exists.

5.9 COBRA Coverage

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group health plan coverage is available for qualified employees for predetermined amounts of time. If an employee opts to continue coverage they will be responsible to pay the full monthly premium to the Village. Failure of the former employee to pay the Village full premium when due will result in the forfeit of continuing coverage eligibility in accordance with current COBRA law.

5.10 Continuation of Coverage Upon Retirement

Employees eligible for health insurance benefits may continue participation in the existing health coverage program upon retirement with the Village. Employees will be responsible for 100% of the cost of the coverage. Continuation may continue past Medicare-eligible age at the discretion of the employee. Terms and conditions of the coverage may be affected by State statute and federal law.

5.11 Dental Insurance

The Village may provide employees with the option of enrolling in a dental insurance program that may take a variety of forms. The employee contribution towards the program will be set by the Village from time to time.

5.12 Life, Voluntary Life Insurance and Other Insurance

The Village will provide \$25,000 of life insurance and accidental death and dismemberment (AD&D) insurance for eligible full-time employees at no cost to the employee. The Village may provide employees with the option to enroll in additional voluntary life insurance options for

themselves, spouses and dependents, the cost of which will be fully funded by the employee.

The Village may provide employees with the option of enrolling in various supplemental disability, accident, hospitalization, disease or other similar types of programs, the costs of which will be fully funded by the employee.

5.13 Section 125 Flexible Spending Plan

The Village will offer to eligible employees a Section 125 flexible benefits plan which allows employees to contribute money on a pre-tax basis for the payment or reimbursement of eligible medical or dependent care expenses as well as contributions to health and other insurance programs as allowed by law. Contributions and limits to these programs will be established annually by the Village and subject to current state and federal law.

To the extent permitted by law and subject to continuing participation, unused funds may be carried over to the prior year subject to guidelines determined by the Finance Department.

5.14 Deferred Compensation Program

Employees may participate in the Village's 457 deferred compensation program as established by the Village. Contributions to the program are subject to maximum limits as provided by federal tax law. Employees may change contributions to the program at any time, however, adequate notice should be provided to Finance to ensure that the change can be made in a timely fashion at the desired effective payroll date. Participating employees may also be eligible to take a loan from their accumulated balance, subject to the guidelines in place at the time. Overall administration of the plan is the responsibility of the Finance Director.

5.15 Illinois Municipal Retirement Fund (IMRF)

Employees, (except sworn police) working in a position with an expectation of working more than 1,000 hours a year are required to participate in IMRF which is governed by State statutes. The employee's contribution will be deducted from the paycheck. IMRF defines what wages or other compensation are subject to the contribution percentage. Pension benefits for participation in this program are based on when an employee first begins service with an IMRF employer. The Village's Authorized Agent for IMRF is the Finance Director.

IMRF also provides various disability benefits subject to the rules of the Fund. Participating employees may also make voluntary contributions to IMRF which are segregated from the employee's normal contributions and credited annually with a fixed investment return rate. Additional information is available at the Finance offices. IMRF employees also participate in Social Security and Medicare programs.

5.16 Police Pension Fund

Sworn police officers participate in the Police Pension Fund. Employee's contributions to the fund and future pension benefits are based on state statutes and administered by the local Police Pension Board. Questions regarding police pension benefits should be directed to the Police Pension Board President or the Finance Department. Employees participating in the Police Pension Fund also participate in Social Security and Medicare.

5.17 Tuition Reimbursement Program

The Village encourages eligible full-time employees to voluntarily consider continuing education courses which are relative to the work assignments of their position. Participation in the program is subject to the availability of budgeted funds. Courses and class work must be done on the employees own personal time.

Eligible courses include courses offered at an accredited college, university, technical school, or adult continuing education company. All employees must obtain Department Head, or Village Administrator in the case of Department Heads, approval of the course prior to enrolling in order to be eligible for the program. In order to be eligible, an employee must have successfully completed their introductory period and be in good standing with the Village.

The Village will partially reimburse an employee who successfully completes a course with a "C" or better or "Pass" for courses designated as Pass/Fail. Reimbursement will be up to \$500 of the cost of tuition, books and lab fees, if any, paid by the employee. After successful completion of the course the employee must submit receipts for costs incurred as well as documentation of final course grade and/or successful completion. Employees are permitted to apply for reimbursement for only one course per term (semester, quarter, etc.).

Time spent by the employee at class or studying for the class is not considered time worked or compensable.

5.18 Training and Career Development

The Village is committed to providing and supporting employee training and career development through attendance and participation in seminars, conferences, workshops, webinars and other professional development opportunities. As part of its support for professional development the Village will pay for the necessary continuing professional education (CPE) credits that an employee must obtain on a periodic basis in order to maintain certifications relevant to their position. Village financial support for obtainment of CPE's should be done in the most reasonable economic manner as possible with prior approval of the employee's supervisor.

Employees interested in training and other professional development opportunities such as the obtainment of certifications should consult their supervisor for further information. Depending on

the nature of the certification and applicability to the employee's position, the Village may pay for costs associated with obtaining the certification subject to the employee successfully completing the certification process. Opportunities for this and other types of professional development may be limited to funds available in the annual departmental operating budget.

5.19 Workers' Compensation

The Village provides workers' compensation benefits in accordance with Illinois Compiled Statutes. Applicable statutes include the State of Illinois Workers' Compensation Act, Occupational Disease Act, Public Employees Disability Act (PEDA) or other applicable statutes.

Reporting of Illness/Injury

Employees who believe that they may have suffered a work-related injury or illness, no matter how minor, must immediately report the injury to their supervisor, even if they are unsure of the exact cause of the injury, and even if the injury does not require treatment. Failure to timely report an injury can lead to delays in processing the claim and the receipt of benefits. Upon notification that an injury or condition has occurred the employee shall be directed to the Village's occupational health care provider. Employees with severe injuries should dial 911 and be taken to the nearest hospital or provider. Employees receiving medical treatment for a work-related injury should inform the medical provider that the injury is work-related and the Village is responsible for payment.

Upon notification from an employee that an injury has occurred the employee's immediate Supervisor in consultation with the Department Head will complete the appropriate Notice of Injury and Supervisor's Investigation of Injury and submit these to the Finance Director or Finance Director's designee for claim coordination with the Village's insurance carrier.

During the course of the injury and treatment of such the employee may select their own physician, surgeon or hospital services for the treatment of the work-related injury. The Village reserves the right to have the employee examined by a doctor of the Village's choice as deemed necessary.

Medical Benefits While on Leave

The Village's carrier will pay all medical bills and treatment related to the injury. Questions on the payment of follow-up of medical related bills should be coordinated with the Finance office.

Workers' Compensation Benefits

Employees off work for more than three (3) days due to a workers' compensation incident are entitled to temporary total disability (TTD) benefits. TTD benefits are paid at 66 2/3% of the employee's average weekly wage based on the previous applicable annual average. Unless otherwise provided by law, TTD payments are not subject to federal or state income taxes. The Village will typically continue to compensate an employee on TTD through the Village's payroll and receive reimbursement through the employee's workers' comp carrier. This will help ensure the continuation of deductions for employee benefits. Depending on the extenuating

circumstances the Village at its discretion may choose to have TTD payments paid directly to the employee.

Sworn police personnel are entitled PEDA benefits which are 100% of their salary for a one (1) year period from the date of injury or illness. PEDA benefits are not subject to federal or state income taxes. Upon expiration of the one year period, the employee will be covered by normal TTD benefits under the Workers' Compensation Act.

Use of Accrued Leave to Supplement Workers' Compensation Leave

While on workers' compensation leave employees receiving workers compensation may not supplement their benefit with accrued sick, vacation, compensatory time and holiday leave. While on workers' compensation employees will not accrue vacation leave, sick leave, personal days, holidays or other types of accrued leave for periods for which the employee is on workers' compensation for the entire period that the leave is normally earned.

Employees on workers compensation should obtain information from the Finance office on the process or eligibility for continuation of pension service credits with IMRF while on workers' compensation leave based on the rules in effect at that time. Sworn police personnel should coordinate with the Police Pension Board President.

Return to Work

Regular follow-up appointments shall be scheduled in order to determine the ability of the employee to return to work. The Village will evaluate any reports or recommendations from physician's or medical professionals to determine if the employee is fit to return to duty without restrictions or limitations.

5.20 Restricted Duty

Employees who have been disabled or who have suffered an on or off-duty injury and cannot perform all of the required tasks of their position to the satisfaction of their Department Head will generally not be placed on restricted duty. However, each Department may determine if a restricted duty assignment is available. If an employee is to be placed on restricted duty the Department Head should notify the Finance Director and Village Administrator prior to the commencement of the restricted duty assignment. Written approval of the restricted duty assignment by the Village Administrator is required.

Availability of a restricted duty assignment is subject to the satisfaction of an independent physician stating that the employee is capable of performing the work without risk to either themselves, their employees or the general public. The Village may require an evaluation by a physician chosen and paid for by the Village to ensure that the employee is fit for the restricted duty assignment. Nothing in this policy will be construed to require the Village to create restricted duty assignments. In the event a restricted duty assignment is made available for an employee there will be no assumption or guarantee that the same or a different restricted duty assignment may be made available in the future to either the same employee or a different employee.

Availability of restricted duty assignments will be at the initial discretion of the Department Head and approved by the Village Administrator.

CHAPTER 6 WORK PERIODS, OVERTIME AND COMPENSATORY TIME

6.1 Work Period and Hours of Work

The work period for Village employees is defined as a seven (7) day period beginning at 12:01 a.m. Sunday, and ending seven (7) days later at midnight, Saturday. Full-time employees are generally scheduled for forty (40) hours of work a week with a workweek commencing Monday and ending on Friday (five (5) eight-hour days) unless otherwise agreed to separately by the Village Administrator. Normal start and ending times are scheduled by each Department Head. Sworn police personnel subject to provisions of their respective collective bargaining agreement may be scheduled for a normal work period that includes eight-four (84) hours in a fourteen (14) day period that may include the requirement of working twelve (12) hour shifts.

The Village Administrator shall ensure that differing working schedules still enable the Village to effectively provide services to the community, and that each department can continue to effectively work together when on different schedules.

6.2 Time Worked and Record Keeping

Non-exempt employees are required to document their time worked on time sheets or other systems. Non-exempt employees must note the hours worked each day, beginning and end times, unpaid lunch periods and any other information necessary to ensure that the employee is properly compensated for hours worked per state and federal requirements.

Non-exempt employees must not work any hours outside of the scheduled work day unless the employee's supervisor has authorized the unscheduled overtime in advance. Non-exempt employees are prohibited from performing any "off-the-clock" work defined as work done but not reported on the employee's timesheet.

Upon receipt of each paycheck employees must verify that they were paid correctly for all regular and overtime hours worked during the work period.

6.3 Lunch Periods

Department Heads are authorized to establish the schedule for lunch and break periods during each workday. Full-time employees shall receive a thirty (30) minute unpaid lunch period and one (1) thirty (30) minute paid daily break to be used in concurrence with your unpaid lunch period per work day. An employee who does not exercise the right to a break waives this right and cannot claim it at a later date.

Nursing mothers will be provided reasonable break time and a private place other than a bathroom to express breast milk for a nursing child in accordance with state and federal laws.

Part-time employees working less than a 7.5 hour shift are not required to take a lunch period unless mutually agreed to by the employee and supervisor.

Responsibilities

Supervisors are responsible for administering their department's rest and meal periods in a fair and uniform manner. Supervisors must stagger or otherwise schedule employees' meal periods so ongoing operational responsibilities are not compromised.

Employees are responsible for keeping their supervisors informed about any changes to their work schedules, including changes involving meal and rest periods. Any employee who takes unauthorized meal or rest periods or who extends authorized meal or rest periods beyond approved limits can be subject to discipline, up to and including termination of employment.

Meal and Rest Periods for Nonexempt Employees

Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Nonexempt employees must obtain advanced written authorization from their supervisor in order to work through a meal period as such conduct can lead to an employee working unauthorized overtime. Further, working through a meal period may not be in accordance with various applicable state laws. An employee who works through a meal period without advanced written authorization may be subject to disciplinary action, up to and including immediate discharge.

Complaint Procedure

Employees who believe they have been compelled to work through their unpaid meal break should contact the Village Administrator or their immediate supervisor immediately to request an investigation. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay discrepancy and whether it has occurred on other occasions.

The Village will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct. If the employee's allegations are true, the Village will reimburse the employee as promptly as possible.

The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Village. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with the Village's disciplinary policy.

The resolution of the situation will be documented and placed with the employee's pay records. Following the identification of such a problem, the Village will establish a practice to regularly audit employee pay records to ensure no further issues arise.

6.4 Pay Periods, Deductions and Payday

Payday and Pay Period

Employees are paid bi-weekly on Fridays for the prior two-week work period. If a normal pay date falls on a Village-observed holiday, employees will be paid on the last working day prior to the holiday. Employees receiving a paper check or paid through direct deposit will be given a written pay stub showing hours worked, wages, rates, deductions and year-to-date information.

Paycheck Deductions

Upon hire an employee must provide documentation of certain employee information in order to ensure that certain mandatory deductions made from the employee's paycheck can be correctly allocated. Mandatory deductions include state and federal withholding, Medicare, Social Security and either IMRF or Police Pension contributions, if applicable. The Village also provides several optional deductions that can be made from the employee's paycheck, some on a pre-tax basis and some post-tax. Information on available options can be obtained at the Finance Department.

Employees may modify their federal or state withholding by contacting Finance for updated forms at any time during the year. Other deductions may be modified at any time while others may be modified only during an open or special enrollment or if the employee experiences a qualifying event.

Paycheck Advances

An employee may submit a written request to the Finance Department to have their paycheck available two (2) days before the scheduled payday. Due to holidays, this option may not be available on short payroll processing weeks and is subject to the discretion of the Finance Director.

Direct Deposit

The Village will make available direct deposit for all employees. Employees may direct deposit into more than one financial institution or account. Employees are encouraged to sign up for direct deposit of their paycheck in order to receive their pay faster.

Wage Garnishment

If the Village receives a wage garnishment notice on any employee it will be processed for the next pay period in accordance with applicable law.

6.5 Update of Employee Information or Status

In order to ensure the accurate processing of payroll and administration and reporting of employee benefits all employees are required to report any changes to their full legal name, place of address, non-work contact information, marital status or change in dependents to the Finance Department. Changes should be indicated on the forms available and signed by the employee.

6.6 Overtime

Working and Assignment of Overtime

It is the policy of the Village that all work be accomplished within the normal assigned workday. Overtime is to be considered any work, either scheduled or not, beyond forty (40) hours in a standard workweek, with the exception of sworn police department personnel who by virtue of a separate collective bargaining agreement may work eighty-four (84) hours in a fourteen (14) day period that may include a regular workday of twelve (12) hours a day.

When it is necessary for work to be accomplished beyond the normal workday, the employee's Supervisor shall authorize overtime. The Department Head or designee may authorize flex scheduling at their discretion.

Unless otherwise agreed to in a separate collective bargaining agreement, overtime work in excess of forty (40) hours a work week will be paid at time-and-a-half the employee's regular hourly rate of pay in accordance with the Fair Labor Standards Act (FLSA). The Village has the right to schedule overtime work as required in a manner most advantageous to the Village. Overtime work must be authorized by the employee's responsible supervisor as designated by the Department Head.

If in the course of performing their duties an employee feels that it is necessary to work beyond the normal work schedule the employee shall first contact their immediate supervisor to obtain authorization before performing work beyond the normal schedule that may result in overtime compensation.

Failure to report for overtime work when directed by an authorized Department Head or Supervisor acting within established policy is grounds for disciplinary action when such absence is without excuse or beyond the employee's control.

Pyramiding of overtime is not allowed.

Definition of Hours Worked

For the purpose of calculating "hours worked" the Village in accordance with options provided under FLSA shall consider hours worked to include paid sick leave, paid vacation leave, paid holiday leave either regular holiday or personal holiday, paid leave for jury duty and paid leave for compensatory time.

Eligibility

Only non-exempt employees are eligible for overtime. It is understood that it may be necessary that exempt executive, administrative and professional employees as defined by the FLSA work beyond the normal work schedule. In recognition of this, an exempt employee's immediate supervisor may from time to time, at their discretion, award the exempt employee with compensatory time off.

6.7 Compensatory Time

Non-exempt employees may elect to earn compensatory time in lieu of overtime pay. Compensatory time will be earned at the rate of one and one-half hours for each overtime hour worked. Accumulation of compensatory time for non-exempt positions shall not exceed forty (40) hours at any given point in time. An employee must receive authorization to use compensatory time leave that has been accrued, however, such authorization to use compensatory time shall not be withheld unless it would unduly disrupt the operations of the department. Exempt employees may not accrue compensatory time, however, as stated in section 6.6 of this chapter, exempt employees may be awarded time off from time-to-time at their supervisor's sole discretion.

6.8 Flexible Hours and Remote Work

During a declared Village emergency or if the Village Administrator deems there to be extreme weather conditions, the Village Administrator may authorize eligible employees a modified and/or remote work schedule that still ensures Village operations continue.

Not all employees are eligible to work remotely depending on their job duties. However, if an employee is deemed eligible to work remotely, they may be authorized for short-term remote work if a department head deems there to be a clear benefit to Village operations. This is meant for circumstances where an employee may not be able to be physically at work during the workday, but is able to complete all of their necessary job functions. Short-term remote work would not typically exceed one workday unless it is deemed to benefit the Village's operations. Short-term remote work is not meant as a substitute for child care and/or sick time. In any circumstance, a remote work arrangement must be approved by the Village Administrator.

CHAPTER 7 LEAVES OF ABSENCE

7.1 Family and Medical Leave Act (FMLA)

(1) General Policy: The Village shall comply with the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) and the rules and regulations issued by the U.S. Department of Labor interpreting said Act (collectively referred to as “FMLA”).

(2) Definitions: The terms used in this subsection shall have the same meanings ascribed to said terms in the FMLA.

(3) Applicability: An eligible employee is entitled to a total of twelve (12) work weeks of leave during any calendar year for any one, or more, of the following reasons:

- a. The birth of a son or daughter, and to care for the newborn child;
- b. The placement with the employee of a son or daughter for adoption or foster care;
- c. To care for the employee’s spouse, son, daughter or parent with a serious health condition; and,
- d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job.
- e. Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the *National Guard or Reserves* in support of a contingency operation may use their 12-week leave entitlement, within certain restrictions pursuant to the FMLA, to address qualifying exigencies. Qualifying exigencies may include:
 - Attending certain military events;
 - Arranging for alternative childcare;
 - Addressing certain financial and legal arrangements;
 - Attending certain counseling sessions;
 - Certain periods for rest and recuperation; and
 - Attending certain post-deployment activities.

FMLA also requires the Village provide up to twenty-six (26) weeks of unpaid, job protected leave to eligible employees for them to provide care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

Next of Kin is defined as the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first

cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative.

(4) Continuation of Health Benefits: During any FMLA leave, the Village shall maintain the eligible employee's coverage's under any group health plan maintained by the Village on the same conditions as coverage would have been provided if the eligible employee had been continuously employed during the entire leave. If the Village provides a new health plan or benefits or changes health benefits or plans while an eligible employee is on FMLA leave, the eligible employee is entitled to the new or changed plans/benefits to the same extent as if the eligible employee were not on leave. Notice of any opportunity to change plans or benefits given generally to Village employees shall also be given to an eligible employee on FMLA leave. The Village may recover its share of health plan premiums during a period of unpaid FMLA leave from an eligible employee if the eligible employee fails to return to work after said employee's FMLA leave entitlement has been exhausted or expires, unless the reason the eligible employee does not return is due to:

- a. The continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under FMLA; or
- b. Other circumstances beyond the employee's control

(5) Notice: An eligible employee shall provide the Village with at least thirty (30) days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice shall be given as soon as practicable.

(6) Intermittent, Reduced Schedule Leave: When FMLA leave is taken to care for a sick family member or for an eligible employee's own serious health condition, such leave may be taken intermittently or on a reduced leave schedule when medically necessary. If an eligible employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on a planned medical treatment, including during a period of recovery from a serious health condition, the Village may require the eligible employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the eligible employee is qualified and which better accommodates recurring periods of leave than does the eligible employee's regular position.

(7) Certification: An eligible employee's request for FMLA leave to care for the employee's seriously ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, shall be supported by a certification issued by the health care provider of the employee (where FMLA leave is requested due to employee's own serious health condition) or the health care provider of the employee's ill family member (when FMLA leave is requested to care for such seriously ill family member). Such certification shall be made on a form provided by the Village and shall contain such information as is permitted by the FMLA. At such time as an eligible employee requests

FMLA leave, the Village shall tender the medical certification form to said employee. Said medical certification form shall be returned to the Village within fifteen (15) calendar days.

(8) Documentation Military: Employees requesting Call to Duty leave must provide proof of the qualifying family member's call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication. Employees requesting Service member Care Leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty.

(9) Reinstatement: On return from an FMLA leave, an eligible employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(10) Reinstatement/Fitness for Duty: When an employee has taken FMLA leave because of his or her own serious health condition, the Village may require that the employee undergo a fitness-for-duty certification from a health care provider allowing the employee to return to work and/or perform the essential functions of the employee's job.

(11) Application to Spouses: Spouses working for the Village who are eligible for FMLA leave shall be permitted to take only a combined total of twelve (12) work weeks of FMLA leave during any calendar year if the leave is taken:

- a. For the birth of a son or daughter or to care for the child after birth;
- b. For the placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
- c. To care for a parent (but not a parent "in law") with a serious health condition

(12) Use of Accrued Benefit Time and Accrual: While on any designated FMLA leave an employee will be required to use available accrued leave time, i.e. sick leave, vacation leave, personal days, comp time, etc. in the order of the employee's preference, if available and in conjunction with the duration of the employee's FMLA leave. Employees will continue to accrue leave time while being paid by the Village through the use of the employee's accumulated leave. If an employee exhausts their accruals during an FMLA leave the employee will no longer be eligible to accrue holiday, sick, vacation or personal leave days and will be responsible for paying directly to the Village any employee portions of health, dental or other benefit deductions.

(13) For FMLA purposes, the Village will define the 12-month leave period as beginning when an employee first uses FMLA leave.

(14) Notice: The Village shall post and keep posted at Village facilities, in conspicuous places where employees are employed, a notice explaining the FMLA's provisions and providing

information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division of the U.S. Department of Labor. The notice shall be posted prominently where it can be readily seen by employees and applicants for employment.

(15) Additional Information: Informational publications describing the FMLA's provisions are on file in the office of the Finance Director and are available for inspection.

(16) Conflicts: To the extent that there may be any conflict between the FMLA and this section, the provisions of the FMLA shall control.

7.2 Military Leave

Any employee of the Village who is a member of any reserve component of the United States Armed Forces, Illinois National Guard or any Illinois State militia, shall be allowed military leave from employment for any period actively spent in military service, including basic training, special or advanced training, whether or not within the State and whether or not voluntary, and annual training.

During these leaves, the employee's seniority and other benefits shall continue to accrue.

During leaves for annual training, the employee shall continue to receive their regular compensation as a public employee. During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than their compensation as a public employee, they shall receive their regular compensation as a public employee minus the amount of their base pay for military activities.

Pursuant to Illinois state law, any employee who is a member of any reserve component of the United States Armed Forces, Illinois National Guard or any Illinois State militia and who is mobilized to active duty shall continue during the period of active duty to receive their benefits and regular compensation as an employee minus the amount equal to their military duty base pay. The preceding sentence shall not apply in the event that 20 percent or more of the employees are mobilized to active military duty, as a result of an order of the President of the United States.

Military leave laws are continually changing. To the extent new laws are adopted which provide greater benefits those laws will be applicable.

7.3 Unpaid Leave of Absence – Medical Non-Work Related

In the event an employee is unable to work by reason of illness, injury or other medical reason, the Village may grant a leave of absence without pay. This leave of absence may not exceed nine (9) months. An employee must exhaust all of their accrued sick, vacation, holiday, personal, compensatory and other leave time prior to being eligible for an unpaid leave of absence. An unpaid leave of absence will run concurrently with FMLA leave.

Availability of an unpaid leave of absence is dependent on staffing and operational needs of the Village. To be eligible an employee must submit a physician's statement showing the nature of the injury or illness and the estimated length of time the employee will be unable to report for work, together with a written request for such leave. Approval must be granted by both the Department Head and the Village Administrator. If granted, an employee must submit a written, updated physician's statement regarding the employee's condition and ability to work at least every thirty (30) days unless exempted by the Village.

Employees on an unpaid leave of absence will not accrue any holiday, sick, vacation, personal or other types of leave during that time. All benefits will be frozen. Employees on an unpaid leave of absence will be required to pay for the full cost, including Village portions, of all insurance benefits including health, dental, life, etc. Benefit costs during a portion of an unpaid leave subject to FMLA will be governed by the Village's FMLA provisions. Failure to pay the full cost for these benefits may result in a loss of coverage if unpaid pursuant to Village or State/Federal law.

Before returning to work from an unpaid leave of absence the Village may require at Village cost a physical examination by a doctor designated by the Village to determine the employee's capacity to perform work as assigned. If an employee does not return to work at the date designated and agreed to by the Village and employee the employee will be deemed to have voluntarily resigned their position with the Village.

Employees may be eligible for disability benefits through the IMRF or Police Pension Fund and are encouraged to consult with the Village's Finance office or pension fund directly.

7.4 Unpaid Leave of Absence – Non-Medical

In the event an employee wishes to take an unpaid leave of absence for non-medical reasons the employee may do so for a period not to exceed six (6) months. An employee must first exhaust all of their accrued vacation, holiday, personal and compensatory time prior to taking an unpaid leave. Sick leave is not eligible to be used for this type of leave.

Availability of an unpaid leave of absence is dependent on staffing and operational needs of the Village, ability of the Village to economically and effectively continue to have the employee's job duties completed during that time, and the reason for the request. Requests should be made far enough in advance to allow the Department Head to consider the request and plan for the temporary absence. To request such a leave, the employee shall submit a written statement to their Department Head. If the Department Head concurs the request will be submitted to the Village Administrator for approval. In considering a request, the Department Head and Village Administrator have complete discretion to grant or not grant such a request, even if the employee's job duties can effectively be filled during that time.

Employees on an unpaid leave of absence will not accrue any holiday, sick, vacation, personal or other types of leave during that time. All benefits will be frozen. Employees on an unpaid leave

of absence will be required to pay for the full cost, including Village portions, of all insurance benefits including health, dental, life, etc. Failure to pay the full cost for these benefits may result in a loss of coverage if unpaid pursuant to Village or State/Federal law.

The Village will attempt to return an employee to their former position or to a similar position when the employee returns from a leave of absence. However, the Village's need to fill a position may override its ability to hold a position open until an employee returns from leave. The Village therefore cannot assure that it will be able to return the employee to any position after the leave of absence is over. If circumstances change during the leave of absence that may impact the ability of the Village to return the employee to their original or similar position the Village may contact the employee as a courtesy to let them know in order to see if the employee may wish to end the leave of absence earlier than planned.

7.5 Jury Duty

Full-time employees shall be granted paid time off for required jury duty. Employees shall receive that portion of their regular pay equivalent to time normally worked, however, jury duty pay or fees received by the employee shall be paid to the Village. No other expenses will be reimbursed. Regular part-time employees serving jury duty will be compensated by the Village if the days and hours that the employee is serving overlap what would normally be their regular shift during that day.

Employees required to appear before a court for Village-related business shall be paid for their time. However, employees will not be paid to attend or testify at arbitration, grievance or workers' compensation hearings or any actions against the Village unless requested to do so by the Village.

Exempt staff members will be paid their normal salaries during any workweek in which they appear as a witness or juror and also perform services for the Village, regardless of the amount of time spent performing those services.

7.6 Victims Economic Security and Safety Act (VESSA) Leave

The Victims' Economic Security and Safety Act (VESSA) provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve month period to address issues arising from domestic or sexual violence.

Family or household member may include those related by blood or by present or prior marriage, or who share a son or daughter) to address domestic or sexual violence if the employee is:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including attending, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

“Family or household member” means a spouse, party to a civil union, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence. “Family or household member” may also include those related by blood or by present or prior marriage, or who share a son or daughter.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

Eligible full and part-time employees shall provide the employee's Department Head and Village Finance office with at least forty-eight (48) hours advance notice of the employee's intention to take leave, except in such cases where it is not practicable to provide such notice. The Village will maintain confidentiality of all information pertaining to the leave.

CERTIFICATION: The Village may require the employee to provide certification to the Village that:

- A. The employee or the employee's family or household member is a victim of domestic or sexual violence; and
- B. the leave is for one of the purposes enumerated in the above “Basis” paragraph.

The employee shall provide such certification to the Village within a reasonable period after the Village requests certification.

An employee may satisfy the above certification requirement by providing to the Village a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

- A. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- B. a police or court record; or

C. Other corroborating evidence.

VESSA leave will run concurrently with any other applicable leave, such as FMLA, when the leave qualifies under both Acts. Employees may, but are not required to, use accrued leave to substitute for unpaid leave while on VESSA leave. Leave may be taken intermittently.

LOSS OF BENEFITS: The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

However, the employee is not entitled to:

- The accrual of any seniority or employment benefits during any period of leave; or
- Any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

REPORTING TO THE VILLAGE: The Village may require an employee on leave under this policy to report periodically to the Village on the status and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS: Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, the Village shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

FAILURE TO RETURN FROM LEAVE: The Village may recover the premium that the Village paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- i. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
- ii. the employee fails to return to work for a reason other than:
 - a. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - b. other circumstances beyond the control of the employee.

The Village may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Village that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the Village:

- a sworn statement of the employee;

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

NONDISCRIMINATION : The Village will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges of employment because the individual is or is perceived to be a victim of domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

REASONABLE ACCOMMODATIONS: Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee or applicant when there are limitations resulting from circumstances that relate to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence. Reasonable VESSA accommodations may include adjustment to a job structure, workplace facility, or work requirement, including transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure" in response to an actual or perceived threat. Assistance in documenting domestic or sexual violence that occurs at the workplace or in a work-related setting. Employees are required to provide the same certification for an accommodation request as for that of a leave request.

7.7 School Visitation Rights Act Leave

In accordance with the State School Visitation Rights Act the Village will allows eligible employees unpaid leave of up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on a given day, to attend school conferences or classroom activities related to the employee's child if the activities cannot be scheduled during nonworking hours. An employee must have used all accrued vacation, compensatory time, holiday time or personal time before being eligible for unpaid leave. An employee shall submit documentation of the activities to their Department Head in order to substantiate the visit if using unpaid leave provided under this section.

7.8 Blood/Organ Donation Leave

Employees may be eligible to take leave for blood or organ donation. Employees should consult with their supervisor for more information.

7.9 Voting Rights Act

Employees may be eligible for leave to vote on Election Day for up to two (2) hours if the beginning or ending of their shift is less than two (2) hours from when polls open and when polls close. Requests for leave must be made the day before Election Day and are subject to other requirements per State law.

CHAPTER 8 DISCIPLINE, GRIEVANCES, TERMINATION OF EMPLOYMENT AND REDUCTION IN FORCE

8.1 Purpose

Discipline refers to any oral and/or written reprimand, suspension without pay, demotion or dismissal depending on the seriousness of the violation and the incidence of prior violations. Discipline is generally progressive in nature, applying an increasingly severe penalty. Steps emphasize interaction between the employee and the Department Head providing opportunity for correction of the inappropriate conduct while making the employee sufficiently aware of the consequences of the violations. Nothing precludes a supervisor or Department Head from deviating from progressive disciplinary action if the extent and seriousness of the incident so warrant. Normal progressive disciplinary procedures do not alter or limit the at-will employment relationship between the Village and the employee.

8.2 Scope

Sworn full-time police employees are subject to the disciplinary rules and regulations of the Police Commission. In situations where conflicts between rules and steps in this section and those existing in collective bargaining agreements exist the rules and regulations in collective bargaining agreements will take precedence.

8.3 Reasons for Discipline

The following violations shall be considered as the basis for disciplinary action. This list should not be considered an all-inclusive list of the types of conduct subject to disciplinary action.

1. Unsatisfactory work performance as determined by the employee's Department Head through formal or informal evaluation.
2. Incompetence or inefficiency in performance of job duties, failure to perform the duties of the position as assigned, or false representation to a supervisor as to the quality and/or quantity of work performed.
3. Abusive attitude and/or language to another employee, supervisor, member of the public, or abusive conduct resulting in physical harm or injury to another employee, supervisor or the public.
4. Insubordination, including the violation of any regulation, order, rule or direction given by an employee's supervisor.
5. Violations of the Village's anti-harassment, workplace violence, sexual harassment or any other policy or regulation established by the Village.
6. Unauthorized possession of a firearm, weapon, explosives or other dangerous object or substance on Village premises.
7. Possession or use of alcohol or illicit drugs during working hours.

8. Consuming intoxicants while off duty to the extent evidence of such consumption is apparent when reporting for duty or to the extent that ability to perform duty is impaired.
9. Negligence of misconduct resulting in damage to public property.
10. Abuse of any sick leave or other leave policies, falsifying or misrepresenting reasons for an absence from work.
11. Excessive absenteeism or tardiness.
12. Using scheduled work time for activities other than job performance unless permission has been granted.
13. Theft or attempted theft of property from the Village, fellow employees, residents, visitors or others on Village property.
14. Unauthorized use or misuse of the Village's information technology resources for personal use.
15. Damage, destruction or misuse of Village property.
16. Falsification or fraud in securing employment with the Village.
17. Falsifying or misrepresenting timesheets, records, medical forms or other documents.
18. Preparing fraudulent statements or actions involving Village records or business activities.
19. Unauthorized solicitation or acceptance of a fee, gift, tip or loans from a prohibited source, violations of the State Gift Ban Act or Village policies regarding acceptance of gifts.
20. Unauthorized absences from one's shift or assigned work area.
21. Failure to follow safety rules and regulations established through industry standard, Village policy or departmental rules.
22. Participation during working hours in political support, fund-raising or other activities prohibited by the Village.
23. Working overtime without first having said overtime authorized and pre-approved by the responsible supervisor or Department Head.
24. Involved in criminal or illegal activity in the performance of the employee's duties.
25. Any other activity that is unlawful, unethical or in violation of federal, state or local rules and/or which is damaging to the reputation of the Village, compromises the public health, safety and welfare or frustrates the purposes of the Village and its service to the public.

These examples are provided for illustrative purposes only and should not be construed to be an exhaustive list of all prohibited conduct. Engaging in any one of these activities may subject the offending employee to discipline up to and including termination.

8.4 Types of Disciplinary Actions

Disciplinary action may include but is not limited to the following. A number of factors are considered in determining the appropriate disciplinary step to be taken as a corrective measure. At all times, management retains the discretion to determine the appropriate level of discipline.

Verbal/Written Reprimand

Ordinarily, the first course of disciplinary action is a verbal reprimand given by the appropriate level of management. At this level the employee should be made aware of the problem and the

manner in which problem can be solved and corrective action implemented. Documentation of the reprimand should be made and placed in the employee's personnel file.

Written Letter of Warning

Recurrence of an incident or a more serious initial violation will necessitate the issuance of a written letter of warning. This letter, given by the supervisor or Department Head to the employee, shall include a description of the incident and circumstances, what corrective action is needed to be taken by the employee, and what the consequences may include for future incidents. The supervisor or Department Head shall meet with the employee to discuss the incident and written acknowledgment from the employee shall be requested. A copy of the written warning shall be placed in the employee's personnel file.

Suspension

An employee may be suspended without pay upon the recommendation of the Department Head and approval by the Village Administrator. Typically, suspensions will range from one (1) day to no more than five (5) days. Violations of a serious nature or repeated violations previously disciplined may result in a longer suspension. The Department Head recommending a suspension will prepare a written summary documenting the incident and meet with the employee to discuss the incident, length of the suspension and corrective action needed to be taken by the employee. The employee will be afforded the opportunity to respond and present facts or other information regarding the incident. A copy of all documentation relating to the suspension shall be placed in the employee's personnel file.

Termination

Upon recommendation from the Department Head and approval by the Village Administrator, the Village may terminate an employee's employment after approval of the termination has been consented to by the Village Board. A letter outlining the reasons for termination will be given to the employee along with the effective date of termination. The employee will meet with the Department Head and Village Administrator to discuss the reasons for the termination.

Administrative Leave

The Village may place an employee on paid administrative leave, with or without notice, to permit the Village to review or investigate actions, including but not limited to, dishonesty, theft or misappropriation of Village funds and/or property, violence on the job, gross safety negligence or acts endangering others or any other conduct which warrants removing the employee from the work site. Administrative leave must be approved by the Village Administrator upon recommendation from the Department Head. The employee will be provided written notification and directed to cooperate with the investigation during the leave. Upon conclusion the employee may be returned to normal work status, suspended or discharged in accordance with the procedures of this chapter.

Immediate Removal of an Employee from Workplace

If in the opinion of a responsible supervisor or Department Head an employee has committed an action(s) that due to the health, safety or welfare of other employees or the public is so egregious that the continued presence of the employee would cause ongoing threats to the health, safety and welfare or continued disruption of the workplace the employee may be ordered to immediately leave the workplace prior to the end of their shift without pay. The employee being so ordered shall be informed of the reasons for the removal from the workplace. In such situations the Department Head and Village Administrator should be immediately notified of the incident.

8.5 Complaint and Grievance Procedure

If an employee wishes to appeal a suspension or dismissal or voice a complaint or grievance concerning employment terms, conditions, practices or other matters related to the employee's job the following procedures should be used.

Step 1

The employee should meet with their immediate supervisor and discuss the issue within the three (3) days of the occurrence, providing written documentation where appropriate. The immediate supervisor will review the issue and respond to the employee within three (3) working days in writing.

Step 2

If the matter is not settled to the employee's satisfaction in Step 1 then the employee should describe the matter either verbally or in writing to the employee's Department Head within three (3) days of receiving the response from Step 1 (if the employee's Department Head was the immediate supervisor in Step 1 then the employee should proceed to Step 3). The Department Head should respond and meet with the employee to discuss the issue and present a written response to the employee within five (5) working days.

Step 3

If the employee is not satisfied with the response or resolution of the issue the employee should submit a written summary of the issue to the Village Administrator within five (5) working days of receiving the response from the Department Head. The Village Administrator will review the grievance and respond to the employee within ten (10) working days of receipt. The decision or response from the Village Administrator shall be considered final.

Step 4

Positions that report to the Village Administrator may appeal a suspension or termination to the Mayor.

The Complaint and Grievance Procedure does not alter or limit the at-will employment relationship between the Village and the employee.

8.6 Resignation/Retirement

An employee wishing to resign their employment from the Village in good standing should provide their Department Head with a written notice explaining the reasons for the retirement or resignation, and provide at least ten (10) working days' notice prior to the effective date or active employment ending with the Village. The Department Head shall within twenty-four (24) hours forward the letter to the Village Administrator and Finance Director. Employees are encouraged to provide more notice to the Village if possible. Employees planning to retire should provide at least thirty (30) days notice to the Village prior to the retirement date.

Upon approval by the Department Head and Village Administrator, the employee may provide less than 10 days' notice and still leave in good standing with the Village. Unless expressly approved by the Village Administrator, an employee must report to work on their last official day of active employment with the Village and may not use accumulated leave time for that day.

An employee considering retirement or resignation should consult with the Finance Department and appropriate pension plan at least thirty (30) days prior to the effective date to consider post-employment benefit issues. A copy of the employee's retirement or resignation letter should be included in the employee's file.

An employee terminating active employment with the Village is responsible for returning all Village-issued property to their supervisor prior to their last day of employment.

Employees shall normally receive their final paycheck including all accrued vacation and compensatory time on the payroll processed which includes the employee's last date of employment.

8.7 Exit Interviews

Any time an employee separates employment with the Village the Department Head should attempt to coordinate an exit interview with the Department Head and Village Administrator. Exit interviews are voluntary on the part of the employee and participation in such does not affect the employee's final compensation, or benefit standing with the Village. Topics to address in the interview include job satisfaction, training, working conditions, compensation, work safety procedures and general suggestions on how to improve the delivery of services to the public served.

8.8 Reduction in Force

If the Village Administrator determines it is necessary to reduce the overall workforce due to lack of work, lack of available funds, or for other reasons the Village may consider the skills, abilities and past work performance of employees in determining the continuing scope and composition of the workforce. Seniority will not have a direct bearing on who is or is not subject to a reduction in the workforce.

If the Village Administrator recommends a reduction in force such reduction shall be brought for Village Board consideration which may include a formal change in authorized staffing levels. Employees who are laid off will be given at least thirty (30) days' notice. Laid off employees, if qualified, will be given preference for open positions that become available within one (1) year of their separation from the Village.

8.9 Re-Employment

Employees terminated for performance reasons or for cause, or employees who do not provide adequate notice of voluntary separation from the Village are not eligible for re-employment.

Employees who voluntarily separate their employment from the Village and leave in good standing are eligible for re-employment through the normal recruitment process. Depending on the length of time that has elapsed since the employee's last day of employment with the Village, the Village Administrator in their sole discretion may provide a returning employee accrual of benefits that is similar to the previous level.

CHAPTER 9 GENERAL RULES AND REGULATIONS

9.1 Absence Reporting and Tardiness

The Village relies on employee's prompt and regular attendance so that work requirements for the Village can be met. If an employee anticipate that they will be late or otherwise absent for the start of their shift the employee must promptly notify their supervisor within one (1) hour of their scheduled start time. Individual departments may set stricter notification requirements at their discretion. Absence without notice is cause for disciplinary action. Tardiness or early departure to or from an employee's assigned work shift is not allowed. Employees are responsible for ensuring that they arrive and be ready to work at the scheduled start time. Excessive tardiness impedes work performance and hurts employee morale. Employees who are tardy will be given a warning. Repeat instances of tardiness will result in a written warning and may be subject to further discipline.

9.2 Outside Employment

Full-time employees of the Village who choose to engage in work outside of the Village must notify their Department Head in writing of the name of the employer, nature of the work to be performed, approximate days and times the work will be performed and any other pertinent information. Outside work is defined as any gainful employment other than the performance of official Village duties including but not limited to self-employment, working for another, employment in the management, operation or direction of a private business including any direct or indirect financial interest in any such business.

Outside work is permitted to the extent that it does not prevent employees from working the designated times and performing the required duties for the Village, devoting their primary interest to the performance of their work for the Village and does not create a conflict between the private interests of the employee and the employee's official responsibility. An employee shall not perform outside work which:

1. Is of such nature that it may be reasonably construed by the public to be an official act of the Village or department thereof.
2. Involves Village facilities, equipment, resources or supplies of any kind.
3. Involves the use of official information not available to the public.
4. Might encourage a belief by the general public that a conflict of interest may exist.
5. The outside work is such that the employee would be expected to do it as part of their regular duties.
6. The work involves management of a business or employment which is closely related to the official work of the employee.
7. The outside work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

All written notifications of outside work shall be forwarded to the Village Administrator whether approved or denied by the Department Head. Notifications shall be placed in the employees file.

The Village Administrator has the right to issue a written directive to the employee denying them the right to engage in outside employment in the event that the employee has failed to notify the Village or if the Village Administrator determines upon reasonable investigation that the work involved is work that the employee is prohibited from performing under any provisions of this section. If an employee engages in prohibited outside employment when it should have been known that such work was prohibited, or if the employee engages in outside work after receipt of a written denial from the Village that employee will be subject to discipline up to and including termination.

9.3 Political Activity

The support or promotion of political activities or interests by Village employees during working hours or with Village resources is strictly prohibited. Employees are prohibited from using Village equipment or resources for political activity at any time whether during working hours or during non-working hours. Employees shall not be in any clothing or uniform that identifies the employee as an employee of the Village while engaging in political activities outside of non-working hours. Employees engaging in political activity shall not represent that such activity is on behalf of the Village or otherwise represent themselves as an agent of the Village.

No employee is required or expected to contribute money or volunteer personal time to any candidate or political party, or referendum supporters or opponents except on a purely voluntary basis.

9.4 Use of Village Vehicles and Equipment

General Use

Village owned vehicles, equipment, tools, supplies and other apparatus are provided by the Village to enable employees to perform the duties and tasks required of them in a professional, efficient and effective manner. Unauthorized and/or private use of Village-owned property is prohibited. Violations of this section may result in disciplinary action, dismissal, legal action and/or criminal liability. Theft of Village property is cause for dismissal. Employees must promptly report any accident, breakdown or malfunction of equipment or systems. Carelessness or negligence in the handling of such items is not acceptable behavior and, following review, employees may be subject to disciplinary action.

Village Vehicles

In order to operate a Village vehicle an employee must possess the appropriate valid driver's license. In the event an employee's driver's license is suspended, revoked or any restrictions placed on it the employee must notify the Department Head within one (1) day or before operating any Village vehicles. Village vehicles may not be taken home unless authorized by the Department

Head or Village Administrator. Employees who are assigned a Village vehicle for transportation to and from work may be subject to taxes on the personal use of that vehicle based on current IRS standards. Any change in the personal or commuting use of a vehicle should be immediately reported to the Finance Department so any adjustments can be made. Incidental personal use of a Village vehicle should be kept to a minimum. Questions on the taxability and use should be directed to the Finance Department.

Pursuant to State law, smoking in village vehicles or related equipment is prohibited. When using Village vehicles employees must remember that they are representatives of the Village and their conduct in adhering to the rules of safety and courtesy on the road is a reflection of the entire organization. If any employee is involved in an accident while using a Village vehicle the incident should be appropriately reported to the employee's supervisor (after reporting the incident through 9-1-1 if necessary) and the Finance office.

Village Equipment

Village equipment shall not be used for personal use or other unauthorized purposes. This includes the prohibition of washing and any other maintenance work on personal vehicles within Village facilities. Employees shall not use any equipment, supplies, tools or other Village property in the course of secondary employment unless consented to by the Village Administrator.

9.5 Electronic Communications and Information Technology Policy

Village employees are provided with several electronic communications and information technology tools which when used properly support the ability of employees to provide efficient and effective customer service, and which also provide almost instantaneous access to vast stores of information. The Village's investment in these tools has been substantial. Employees are encouraged to use these tools when carrying out their job responsibilities. Careless or inappropriate use of these tools can have dramatic consequences for the other users of the citizens, residents and the Village as a whole.

Hands-Free Driving

Pursuant to applicable State law, employees are prohibited from talking on a mobile phone while driving without the use of a hands-free device. Employees are prohibited while driving a Village vehicle from viewing or responding to text messages, accessing applications or any other activities involving a mobile phone that may cause the employee to become distracted while driving. Employees will be solely responsible for any traffic violations resulting from the use of a phone while driving.

Acceptable Use of Communication and Work Tools

Communication tools and all messages and information produced or carried by such tools are Village property. Communication tools as well as messages and information are subject to inspection by the Village at all times. These tools include but are not limited to phone, mobile phones, email systems, fax machines, servers, laptops, readers, desktop computers, software,

internet access facilities.

Communication tools are to be used to facilitate the business of the Village and assist with both internal and external communications with residents, employees, vendors, consultants, etc. These tools may be used for appropriate Village business uses such as research, updates of business information or news or approved projects. Occasional, personal use of these resources is permitted as long as it does not interfere with the performance of an employee's job, consume significant resources, interfere with the efficient and effective transaction of Village business, increase costs to the Village or interferes with the activities of other employees.

Unacceptable Use of Communication and Work Tools

The following activities are deemed unacceptable uses of the Village's communication and work tools:

- Sending chain emails or non-work-related emails with attachments not related to work
- Sending emails, accessing or attempting to access any content that is in violation of the Village's anti-harassment policies including any content that is harassing, embarrassing, sexually explicit, profane, pornographic, obscene, intimidating, defamatory or otherwise unlawful or inappropriate
- Spending excessive amounts of time on the internet not related to the employee's job
- Engaging in chat rooms, playing games, gambling, any illegal activity, searching or attempting to view inappropriate materials, pictures, video, music or video transfer
- Using Village-issued cell phones for excessive personal or non-work-related use

The Village understands that employees have the right to voice or post dissatisfaction with the Village or its management or supervision. However, the Village strongly encourages everyone to discuss any such dissatisfaction with management. **NOTHING CONTAINED IN THIS POLICY IS INTENDED TO RESTRICT AN EMPLOYEE'S RIGHTS AND REMEDIES UNDER AND PURSUANT TO THE NATIONAL LABOR RELATIONS ACT.**

Any user who encounters or receives inappropriate material should immediately delete the materials from the system and inform the sender, if known, that the material is a violation of Village policy. Users are responsible for reporting violations of this policy to their supervisor or Department Head.

Other Information Technology Policies

In order to maintain an effective, efficient and safe information technology network and related tools and devices the Village has established the following guidelines for all users to follow:

- No software may be installed or executed on a Village device without the approval of the Information Technology office (IT Office)
- All purchases of IT devices, software, networks and related equipment must be approved by the IT Office.
- Personal devices may not be connected to the Village network unless approved by the IT Office.

- Users may not encrypt or password-protect stored data on the Village's system without approval of their Department Head and the IT Office. If approved, information in order to decrypt or unprotect data must be made available to the Department Head and IT Office.
- Users are generally prohibited from storing audio, video and picture files or a personal nature on the Village's systems. Incidental file storage of this type is permissible upon approval of the IT Office.
- When conducting Village business users should use Village-issued devices and Village issued email or other official Village accounts and avoid the use of personal accounts where possible. Personal accounts are potentially subject to discovery if Village-related business is transacted through them.

The IT Office may from time-to-time issue information technology policies or directives. Users are responsible for following those policies or directives as they are issued from time-to-time.

Professional Representation of the Village

When using email, voicemail, social media or any other form of electronic communication employees should remember that these communications represent the Village and should be written or composed in a professional manner. Users should remember that all Village communications are subject to discovery and inappropriate use or unprofessional composition could damage the Village's reputation and/or possibly increase the Village's or personal liability.

9.6 Social Media Policy

The intent of this policy is to promote the efficiency of the Village's public services performed by and through its employees. This policy is not intended to discourage Village employees from the private use of social media, nor is it intended to infringe on any self-expression, public debate or conversation or the exercise of rights conferred by the Illinois Public Labor Relations Act, the National Labor Relations Act or to inhibit employees' First Amendment rights to address matters of political, social, or community concern. In case of conflict between this policy and any collective bargaining agreement, the collective bargaining agreement shall take precedence.

Social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. Examples of social media include but are not limited to: MySpace, Facebook, Twitter, LinkedIn, Google+, Snapchat, Tumblr, Instagram, WhatsApp, news media comment sharing and/or blogging.

Establishment of Guidelines

Village personnel shall be held responsible for the content they publish on social media websites or platforms.

Accordingly, Village employees must adhere to the following guidelines:

1. All employees are responsible to know and adhere to the Village's policies on use

of social media. Any failure of an employee to observe and follow, or any violation by an employee of any of the Village's social media policies, may result in disciplinary action, up to and including termination.

2. Village employees and public officials shall not use social media in any way that: (1) impairs discipline by supervisors or harmony among co-workers; (2) has a detrimental impact on close working relationships for which personal loyalty and confidence are necessary; or (3) impedes the performance of an employee's duties or interferes with the regular operations of the Village.

3. No Village employee shall establish a social media account on behalf of the Village, or apparently on behalf of the Village, except with the prior, written authorization of the Village Administrator.

4. No employee of the Village or public official shall post or display on any: (1) Village website or social media platform established, operated by or for the benefit of the Village; or (2) on any of their own personal social media account, profile or page, any of the following :

- A. Photographs or depictions of themselves dressed in uniform and/or displaying official Village identification, including patches, badges, or logos, or in which a Village employee or public official are operating in a public, State or official capacity, or engaged in any Village or public activity, or which are related to the duties or authorities of their public office or public position and which directly or indirectly depict or reflect said Village employee or public official in any negative, or disreputable light, way, manner or in any other negative connotation.
- B. Content that would otherwise be illegal of the laws of the United States or State of Illinois or content that solicits or encourages illegal activity.
- C. Content that promotes, fosters or perpetuates discrimination on the basis of race, religion, sex, color, creed, marital status, citizenship status, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental disability, age, national origin, ancestry, sexual orientation, pregnancy, military status, unfavorable discharge from military service, genetic information, gender-related identity, expunged or sealed criminal history records, order of protection status, or lack of a permanent mailing address or using the mailing address of a shelter or social service provider, as well as any other protected classification pursuant to state or federal law.
- D. Engage in any prohibited political activity as defined in the State Officials

- and Employees Ethics Act.
 - E. Any other information that has previously been deemed confidential information (information not generally available to the public) of the Village.
5. Employees shall not express their personal opinions on Village social media sites, using Village resources, on Village time, or in a way that may appear to be speaking on behalf of the Village.
6. Employees shall take no actions that are in violation of others' First Amendment rights in respect to Village sponsored social media sites. When acting on behalf of the Village, in furtherance of the employees' official duties or otherwise in any Village capacity, employees shall be respectful of other person's legal right to express opinions, whether those opinions complement or contradict the employees' opinions, and employees shall always be polite and respectful in dealing with others.
7. All statements made on Village sponsored social media sites and/or made using Village resources may be subject to the Freedom of Information Act and the Local Records Act.
8. Employees shall never discuss anything to do with any pending legal matter or case involving the Village in any way, directly or indirectly, on a Village social media site or using Village resources without authorization from the Village Administrator.
9. Employee Social Media Account Privacy: the Village recognizes that employees may engage in and own personal social media accounts. No employee shall be requested or required by the Village to do the following:
- A. To provide a user name and password to a personal social media account;
 - B. To authenticate or access a personal social media account in the presence of a supervisor, a department head or the Administrator;
 - C. To invite the Village to join a group affiliated with the employee's personal social media account; or
 - D. To join a social media account established by the Village or provide access to the Village with the employee's social media account contact list.

An employee may not be disciplined and/or retaliated against for refusing to comply with any request outlined in Section 9.6 (9)(A-D).

NOTHING CONTAINED IN THIS POLICY IS INTENDED TO RESTRICT AN EMPLOYEE'S

RIGHTS AND REMEDIES UNDER AND PURSUANT TO THE NATIONAL LABOR RELATIONS ACT.

9.7 Smoke Free Workplace

Pursuant to the Smoke Free Illinois Act the Village is committed to providing a healthy, comfortable and productive environment for employees and the visiting public.

Smoking is not permitted within any enclosed Village facilities or vehicles. This policy applies to all employees, residents, vendors, contractors and visitors. Smoking is also prohibited within fifteen feet (15') of all entrances to Village facilities both public and employee-only.

Department Heads may designate areas on site where smoking is allowed.

9.8 Dress Code

Employees are expected to be well groomed and dressed in a manner that is suitable to their responsibilities and position. An employee's appearance where appropriate must be business-like and reflect professional standards. Each Department Head will make the final determination on appropriate dress and standards suitable for their Department in keeping with the Village's commitment to presenting a professional appearance to the public and co-workers and in consultation with the Village Administrator.

Upon approval of the Village Administrator, Department Heads may designate a "casual day" for a day of the week (typically a Friday or last day of workweek that the Village offices are open to the public). Casual clothing deserves the same attention to detail as traditional business-like clothing. Casual clothing should be neat and clean, with no tears or frays.

Employees are discouraged from wearing while working or representing the Village any clothing bearing the names or logos of other companies or vendors that have or could potentially have a business relationship with the Village. Clothing bearing the name or logo of associations that the employee belongs to by virtue of their employment with the Village are permissible subject to Department Head standards.

Periodically the Village will provide shirts, jackets or other similar items bearing the identification of the Village. The provision of these items will be subject to necessity and based on the amount in the annual budget.

9.9 Sworn Police Uniform Allowance

The Village will provide a uniform allowance for sworn police personnel not covered by a collective bargaining agreement in the amount of \$850 per year. The allowance will be paid on the employee's first paycheck in June and will be treated as a taxable allowance per IRS rules.

9.10 Travel and Expenses for Business Purposes

Travel and/or Expenses for Business-Related Purposes

Generally, all business-related travel shall be done in the most economical manner as possible, taking into account the length of travel and reasonable steps necessary to make such travel economical. Travel for business-related purposes shall be approved ahead of time and include details on anticipated mileage, dates of travel and estimated expenses which are necessary for employee training, professional development or to carry out the public business, responsibilities or interests of the Village.

Employees attending training or other business related event may be required to return to work if the event length is less than the employee's regular shift. Employees must notify their supervisor if the event lasts less than their full shift or is less than originally planned in order to determine if the employee must return to work. Requests for travel approval and reimbursement shall be submitted to the Village by submitting a form approved by the Village Administrator to their Department Head and are subject to the following Maximum Allowable Expenses:

- Airfare – Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The Employee will pay for the difference between higher priced tickets and coach or economy tickets with personal funds.
- Auto – If a Village-owned vehicle is not available for travel, the Village will reimburse an employee at the current IRS-approved standard mileage rate less normal mileage from the employee's residence to their regular work site.
- Rental Car – Employees shall obtain the lowest reasonable rate for a midsize, non-luxury model.
- Rail or Bus – Employees shall obtain lowest reasonable rate and cost shall not exceed airfare.
- Taxi, Shuttle, Rideshare, or Public Transportation – Actual reasonable rate.
- Meals and Incidentals (M&IE)

A. Employees attending training, conferences or Village-related business events lasting most of the regular work day are not eligible for a lunch meal reimbursement if a lunch meal is provided as part of the event. Exceptions may be approved by the Department Head. If an exception is granted by the Department Head, such reimbursement may not exceed the federal per diem rates for lunch meals as established from time-to-time in that particular location. At no time is alcohol considered an eligible expense for reimbursement.

B. Employees required to attend a conference, training or conduct other Village-related business that requires an overnight stay away from home previously

approved by the Department Head are eligible for meal reimbursements. The total amount per day that employees may be reimbursed or may charge expenses will be the total daily meals and incidental expenses (M&IE) rate based on the federal GSA rate in effect at that time, without limitations per meal. Employees authorized to carry a purchasing card may use their card for such meals in accordance with Village policies. Receipts are required for reimbursement if a village purchasing card was not used. Incidental expenses are eligible expenses within the M&IE rate. The allowable, total reimbursement for the first and last day of an event where travel to and from the event back to an employee's home is involved shall be 75% of the daily M&IE rate. Exceptions must be authorized by the Department Head and Finance Director. At no time is alcohol considered an eligible expense for reimbursement.

C. Employees who request and are approved to attend trainings, professional association meetings, council of government meetings, networking events or other similar events typically coordinated by outside associations or groups where a meal is provided, the cost of such event and meals provided are not subject to the per meal, per diem limits of this policy.

D. Unless limited or restricted elsewhere in the Policy or in another agreement, Department Heads may authorize meals to be provided to employees who are meeting to discuss or conduct Village-related business or other authorized purposes.

- Lodging – Employees will be reimbursed for a standard single-room at locations convenient to the business activity or at the group rate obtained by the event organizer. In the event of a change in plans or cancellation, employees shall promptly cancel reservations in order to eliminate or minimize any cancellation charges that may be incurred by the Village.
- Vacation and Business Travel - In the event the employee wishes to extend travel on business related purposes for personal reasons, the Village will pay or reimburse an employee only for the amounts specifically related to the business-related travel for the employee.
- Parking – Parking fees at event location will be reimbursed only with a receipt.

Reimbursement or expenses charged to an employee's purchasing card in excess of the above Maximum Allowable Expenses above will only be approved in an open meeting of the Village Board by a majority roll-call vote.

Limitations on Charges/Reimbursements

No employee shall be reimbursed or charge to a Village purchasing card for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. For purposes of Section 9.10, "entertainment" includes, but is not limited to, shows, amusements,

theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

Non-Exempt Employee Travel Compensation

Non-exempt employees should keep in mind the following rules regarding compensation for work-related travel that occurs outside of the normal work day or shift:

- An employee driving directly from home to an off-site training, conference or other work-related activity shall be compensated for time travelled less normal home-to-work commuting time.
- An employee travelling as a passenger on an airplane, train, boat, bus, other public transportation or as a passenger in a private automobile is not compensated for time travelled if the travel occurs during non-regular shift hours (applicable to all days in the week) and work is not performed during the travel.
- An employee travelling on Village business involving an overnight stay away from home will be compensated for travel time (with the exception of driving) for travel time occurring during regular shift hours including regular days off.
- An employee travelling on Village business involving an overnight stay away from home will be compensated for all travel time spent driving a vehicle regardless of when the driving occurs.

9.11 Workplace Inspection Policy

The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, weapons, explosives, or other improper materials. To this end, the Village prohibits the possession, sale, transfer or use of such materials on its premises or in Village vehicles. The Village requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for an employee's convenience but remain the sole property of the Village. Accordingly, if the Village has reasonable suspicion to believe that a workplace inspection is warranted, these storage devices, as well as any articles found within them, may be inspected at any time, with or without prior notice. The inspection must be reasonable at its inception. Any search or inspection of desks, lockers and other storage devices must be approved by a Department Head or the Village Administrator and the search shall be conducted by at least two (2) supervisory personnel.

9.12 Gifts and Gratuities

No Village employee or official shall directly or indirectly solicit, accept, or receive any gift or consideration from any "prohibited source" in violation of any federal or state statute, rule or regulation. This includes the State Officials and Employee Ethics Act (Public Act 93-617) "the Act" and Village Ordinance No. 04-05-10-07 adopting the above Act. Per the Act, the ban also applies to and includes the spouse of and immediate family living with the covered employee or

official.

A “prohibited source” is defined as any person or entity, who:

1. Is seeking some sort of official action from the Village (i.e. monetary grant, any sort of license, zoning/planning approval or permit);
2. Does business or seeks to do business with the Village (i.e. contractor, vendor or bidder)
3. Conducts activities regulated by the Village (i.e. liquor licensee, business licensee, public utility or franchisee)
4. Has interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

A “gift” means any money, gratuity, tickets, entertainment or travel, hospitality, food or drink, loan, forbearance, clothes, or discounts not generally available to the public or all public employees, or other tangible or intangible items.

Exceptions to the Act Provided for in Statute, each of which are mutually exclusive and independent of one another:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Village employee or official, or spouse or immediate family member living with the employee or official, pays the fair market value
3. Lawful election contributions or fundraising activities for a candidate or political organization.
4. Educational materials and missions.
5. Travel expenses to meetings to discuss municipal business.
6. Gifts from relatives as defined in the Act
7. Gifts from friends, if it meets the statutory test.
8. Food or refreshments not exceeding seventy-five dollars (\$75) food per person in value on a single calendar day; provided that the food or drink refreshments are consumed on the premises to which they are delivered or from which they were purchased, prepared or catered. *Food items brought to the Village that can be shared with coworkers are acceptable.*
9. Benefits truly resulting from outside business or employment activities if the benefits have not been offered or enhanced due to the employee or official’s role with the Village.
10. Intra and intergovernmental gifts.
11. Bequests, inheritances and other transfers at death.
12. Any item or items from one prohibited source during any calendar year having a cumulative total value of less than one-hundred dollars (\$100).

Employees should also be aware of the following Village rules when considering the appropriateness of a gift offered to or already received by the employee:

1. Gifts or gratuities shall not be accepted if the perceived value is beyond that which suggests more than a social context.
2. Promotional or advertising items of nominal value, including, but not limited to key chains, pens, coffee mugs and calendars are acceptable.
3. Association with current or potential vendors during business meals or business organization meetings is not prohibited, nor is it unethical as long as the employee keeps him/herself free of obligation. Should the current or potential vendor pay for or sponsor the business meal, the amount cannot exceed the limits defined in the State Officials and Employees Ethics Act.
4. Gifts that can be shared such as food are acceptable and shall be shared among co-workers.
5. Cash, gift cards or gift certificates/vouchers are not acceptable. Should an employee receive cash, gift cards or gift certificates/vouchers from a current or potential vendor, the employee shall return the gift politely citing the Village's gift acceptance policy.
6. Personal loans of money or equipment for any employee's personal use are not to be accepted from a vendor conducting or seeking business with the Village.
7. Corporate discounts granted to the Village are acceptable only if they are offered to all Village employees and/or other similar corporate or and governmental clients of the vendor.
8. Local charity/community group gifts – employees may accept gifts from local charity/community groups or similar groups of that nature if the gift is deemed to stem from a personal friendship with the group's members or similar gifts have been given to other members of the local charity/community

If an employee or other individual covered by this policy is given a gift in violation of the Act the gift must be either given back or the gift or cash equivalent must be given to a Section 501 (c) 3 organization.

In addition, confidential information must not be used for the financial advantage of an employee, or an employee's family or friends.

9.13 Conflict of Interest

All Village employees must be alert to avoid any relationship or activity that might be interpreted as a conflict of interest. The Village has and desires to maintain an excellent reputation for integrity and ethics among its employees. Employees are responsible for notifying their Department Head if a potential conflict of interest might exist.

9.14 Employee Identification Cards

All employees who are required to show identification to citizens and the general public in the course of performing their duties are furnished with identification cards. The Department Head is responsible for collecting and destroying an employee's identification card upon termination or

separation of employment with the Village.

9.15 Personnel Records

The Village Administrator shall administer or cause to be administered through his designee personnel files and records. Medical records, if any, will be kept in a separate confidential file.

CHAPTER 10 OTHER POLICIES AND INFORMATION

10.1 Employee Safety Program

Objective

The objective of the Village is to prevent injury to employees, prevent damage to property, and prevent lost time accidents, which reduce employees' productivity. The end result of these objectives will contribute directly to better employee relations, greater productivity, and monetary savings.

Employee Injury and Accident

Employees should report all accidents and injuries on duty immediately to his/her Department Head regardless of severity and regardless of they are the ones involved in the incident or if they have observed an incident. Employee should refer to the workers' compensation section of this manual for information on reporting and processing workers' compensation incidents.

Safety Responsibilities

Department Heads are responsible for the safe operation of his/her respective department. Although employee exposure to safety hazards varies widely among the various Village departments, the Department Head and employees are responsible for providing a clean, safe and healthy work environment. Other responsibilities of Department Heads include:

- Timely report all accidents to the Village's designated risk management coordinator to ensure appropriate coverage and insurance related steps are being taken.
- Personally review all accidents to ensure that the cause of the accident is being investigated and proper corrective action is being taken.
- When new operations, tools, equipment or materials are introduced within the department, the Department Head shall see that all safety precautions will be followed for their safe use.
- Arrange for periodic safety inspections in coordination with the risk management representative and follow up on all suggestions made by that representative.
- Disciplining employees who fail to follow safe work policies and procedures.
- Identify training opportunities either through the Village's risk management program or otherwise that will enhance employee awareness about safe work environments.
- Regularly train all employees on the safe use of equipment, tools, vehicles and other work practices.
- Ensure that all equipment, tools, vehicles, protective devices and other items are properly maintained, utilized and tested.

Employees of the Village are the key to ensuring that services can be provided in not only an efficient and effective manner but in a manner that ensure the safety and well-being of employees, residents, contractors, visitors, etc. Employees are responsible to:

- Follow Village and Departmental policies and procedures regarding safety
- Report all accidents, injuries, damage to property, equipment or third-party property or equipment immediately to the employee's supervisor
- Keep work areas clean and orderly at all times and where required protective equipment
- Only operate equipment for which proper training has been provided and authorization to use been provided
- Promptly report to the supervisor any unsafe working conditions, unsafe work practices exhibited by other employees, potential violations of OSHA policies or procedures or violations of departmental safety policies and procedures

Employee Safety Committee

The Village may establish an employee safety committee whose membership will be determined by the Village Administrator and coordinator of the risk management activities of the Village. The purpose of the Committee will be to review actual claim history, review areas of concern brought to the attention of management regarding employee safety, suggest ways to incentivize safe working habits and actions for all employees, and discuss other related matters as appropriate.

10.2 Litigation Involving Village Employees

Any employee of the Village who receives a summons, notice or complaint alleging any claim or cause of action arising as a result of the performance of official duties as an employee of the Village shall immediately notify their supervisor and Department Head who will forward said notice to the Village Administrator and Finance Director.

The documentation will then be sent to the Village's insurance carrier who will determine if the carrier will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. If the Village's carrier determines that the alleged claim or cause of action does not result in a circumstance included in the Village's coverage then the Village Administrator shall determine with the consultation of the Village attorney whether the claim or cause of action did in fact arise as the result of the legitimate and reasonable performance of official duties. If determined in the affirmative and with the consent of the employee the Village shall undertake the defense of said claim or cause of action at Village expense, and in the event that a judgment is entered against said employee in the cause of action the Village shall indemnify the employee from any portion of the judgment not satisfied by the Village's insurance carrier.

10.3 Freedom of Information Act (FOIA) Policy

The Village of North Aurora FOIA officers shall inform employees or elected officials when a FOIA request is received which requests personal information about such employee or official, along with the date the request was received and who the request is from.

10.4 Identity Protection Policy

The Village of North Aurora adopts this Identity-Protection Policy pursuant to the Identity Protection Act. 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

SECTION 1: Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide their SSN, the VILLAGE shall provide that individual with a statement of the purpose or purposes for which the VILLAGE is collecting and using the SSN. The VILLAGE shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

SECTION 2: Prohibited Activities:

- A) The VILLAGE shall not:
- 1) Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
 - 2) Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
 - 3) Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
 - 4) Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

- B) In addition, the VILLAGE shall not:
- 1) Collect, use, or disclose a SSN from an individual, unless:
 - i. Required to do so under State or federal law, rules, or regulations, or the collection, use or disclosure of the Social Security number is otherwise necessary for the performance of the VILLAGE's duties and responsibilities.
 - ii. the need and purpose for the SSN is documented before collection of the SSN; and
 - iii. the SSN collected is relevant to the documented need and purpose.
 - 2) Require an individual to use his or her SSN to access an Internet website.
 - 3) Use the SSN for any purpose other than the purpose for which it was collected.
- C) The prohibitions in Section B above do not apply in the following circumstances:
- (1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 - (2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 - (3) The collection, use, or disclosure of SSNs in order to ensure the safety of: VILLAGE employees, persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a VILLAGE facility.
 - (4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
 - (5) The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
 - (6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing

person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

D) Any standards, laws rules or regulations from the VILLAGE, State or federal government or agencies, for the collection, use, or disclosure of SSNs that are stricter than the standards under this policy with respect to the protection of those SSNs, then, in the event of any conflict with the provisions of this policy, the stricter standards shall control.

SECTION 3: Requirement to Redact Social Security Numbers

The VILLAGE shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The VILLAGE shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the VILLAGE shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

SECTION 4: Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

SECTION 5: Applicability

This policy does not apply to:

- 1) the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation.
- 2) documents that are required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

SECTION 6: Embedded Social Security Numbers

Beginning immediately, no officer or employee of the VILLAGE may encode or embed a SSN in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by this policy.

SECTION 7: Identity-Protection Requirements

A) All officers, employees and agents of the VILLAGE identified as having access to SSNs in the course of performing their duties are to be trained to protect the confidentiality of SSNs. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

- B) Only employees who are required to use or handle information or documents that contain SSNs shall have access to such information or documents.
- C) SSNs requested from an individual shall be provided in a manner that makes the SSN easily redacted if required to be released as part of a public records request.
- D) When collecting a SSN or upon request by the individual, a statement of the purpose or purposes for which the VILLAGE is collecting and using the SSN shall be provided.
- E) A written copy of this privacy policy, and any amendment thereto, shall be filed with the Village Board within 30 days after approval of this policy or any amendment thereto.
- F) The VILLAGE shall advise its employees of the existence of the policy and make a copy of the policy available to each employee, and shall also make this privacy policy available to any member of the public, upon request. If the VILLAGE amends this privacy policy, then the VILLAGE shall also advise its employees of the existence of the amended policy and make a copy of the amended policy available to each employee.

SECTION 8: Violation

Any person who intentionally violates the prohibitions in Section 10 of the Identity Protection Act [Section 2 of this policy] is guilty of a Class B misdemeanor.

10.5 Bereavement Contributions Policy

In the event of a death of an employee or elected/appointed official's immediate family member, the Village will purchase flowers or make a donation in the memory of the deceased. The value of the donation should typically not exceed one hundred dollars (\$100). For this policy immediate family is defined as spouse, mother, father, brother, sister, grandparent, grandchild, mother-in-law and father-in-law. This also includes "step" relationships.

In the event the bereaved family requests that donations to a charity be sent in lieu of flowers the Village may consider alternate forms of bereavement acknowledgement upon approval by the Village Administrator.

10.6 Solicitation and Distribution of Literature

Employees shall not solicit other employees for charitable fundraising or selling of items for fundraising during working hours. Bulletin boards, emails and other means of communicating with employees shall not be used for notification, solicitation or displaying of non-work-related items.

10.7 Service Recognition

In order to acknowledge a long-term employee who has provided many years of service to the Village and is retiring or otherwise moving on to another job or career, the Village will contribute towards a luncheon or other event on Village grounds where all employees and other appropriate individuals (vendors, contractors, and former employees) may attend along with the employee's family.

The following guidelines shall be followed in establishing a contribution policy by the Village:

- Employee with 10 or more years of service the Village will provide food and beverages. Employee with 10 or more years of service will also be provided a recognition gift generally no more than \$150.

Costs over and above or other acknowledgement gifts shall be paid for or shared by employees unless otherwise approved by the Village Administrator.



Memorandum

To: Village President and Village Board of Trustees

Cc: Steve Bosco, Village Administrator

From: Joseph DeLeo, Chief of Police

Date: September 8, 2023

Re: Code Update Pertaining to Vehicle Weights on Village Streets

Discussion

Staff conducted a review of the Village code pertaining to vehicle weight on Village streets and identified key areas for a potential update in order to define and enforce code more effectively. These sections of code include 10.12.060, 10.12.090, 10.12.100, and 10.12.110.

Recent commercial construction in the Village has given rise to concerns regarding truck traffic in residential areas and subsequent vehicle weight limits on Village streets. Since this section of code has not been revised since 2014, staff performed a review of all Village streets to determine which areas may need to be addressed in a potential update to limit vehicle traffic above a certain weight.

Presently, only two streets (Grant Street and Banbury Road) are listed within the Village Code to prohibit truck traffic above 10,000 pounds (5 tons). With the interest of keeping commercial truck traffic out of residential neighborhoods, staff feels it is appropriate to expand this list to include several residential streets with connections to highways or truck routes. Exceptions would include emergency vehicles, local deliveries, school buses and refuse collection vehicles, and Village owned vehicles.

The definition for a “local delivery” is proposed to be added in the definitions for the section (10.12.060) as “vehicles access roads only for the purpose of making delivery or picking up a load on that particular designated street, but only to the extent that such vehicle is driven no more than the minimum distance necessary for that purpose and only to the extent that no alternative route is available.”

Staff recommends an update and slight restructure to the sections prescribing weight limitations on Village streets (10.12.100 and 10.12.110). Presently, Grant Street and Banbury Road each have separate sections with the same restrictions. Staff proposes that the restrictions are listed once at the beginning of the section followed by a list of streets to be included (see attached proposed revised code). If passed, these regulations would become effective at such time that signs are posted accordingly at all effected locations.

ORDINANCE NO. _____

**AN ORDINANCE TO UPDATE REGULATION OF OVERWEIGHT AND/OR
OVERDIMENSION VEHICLES**

WHEREAS, the Village of North Aurora has the authority to impose limitations as to the weight of trucks or other commercial vehicles for highways under its jurisdiction (625 ILCS 5/15-316); and

WHEREAS, it is in the best interests of the citizens of the Village of North Aurora to regulate the size and weight of vehicles within the Village of North Aurora, especially in or near residential areas; and

WHEREAS, it is in the best interests of the citizens of the Village of North Aurora to protect the health, safety and welfare of those who come in contact with overweight and/or over dimension vehicles; and

WHEREAS, the Village of North Aurora has the authority to pass all Ordinances and make regulations for the protection of the health, safety and welfare of its citizens.

THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

SECTION 1. The recitals set forth above are incorporated herein as the material findings of the President and Board of Trustees.

SECTION 2: Sections 10.12.060, 10.12.090, 10.12.100, and 10.12.110 of the North Aurora Municipal Code are hereby repealed. Sections 10.12.060, 10.12.090, and 10.12.100 are hereby added to the North Aurora Municipal Code to read as follows:

10.12.060 Definitions.

The following definitions shall apply for the purpose of this chapter, except when the context otherwise requires.

- A. Axle load. The total load transmitted to the road by all wheels whose centers may be included between two parallel transverse vertical planes forty (40) inches apart extending across the full width of the vehicle.
- B. Commercial vehicle. Any vehicle operated for the transportation of persons or property in the furtherance of any commercial or industrial enterprise, for-hire or not-for-hire, but not including a commuter van, a vehicle used in a ridesharing arrangement when being used for that purpose, or a recreational vehicle not being used commercially.
- C. Construction vehicle. Any vehicle over ten thousand (10,000) pounds actual weight, registered gross weight or G.V.W.R. that is required to comply with ILCS Ch. 625, Act 5, §§ 12-712 and 12-713 on identification required to be displayed.

- D. Gross Vehicle Weight Rating (GVWR). The value specified by the manufacturer or manufacturers as the maximum loaded weight of a single vehicle. The GVWR of a combination of vehicles (commonly referred to as the "Gross Combination Weight Rating" or GCWR) is the GVWR of the power unit plus the GVWR of the towed unit or units. In the absence of a value specified by the manufacturer, GCWR is determined by adding the GVWR of the power unit and the total weight of the towed unit and any load on the unit.
- E. Gross weight. The weight of a vehicle, whether operated singly or in combination, without its load plus the weight of the load thereon.
- F. Highway or road or street. The entire width between the boundary lines of every public way when any part thereof is open to the use of the public for purposes of vehicle travel.
- G. Implement of husbandry. Every vehicle designed and adapted exclusively for agricultural, horticultural, or livestock raising operations, including farm wagons, wagon trailers or like vehicles used in connection therewith, or for lifting or carrying an implement of husbandry.
- H. Local delivery. Use of a vehicle in excess of any prescribed weight limitation set forth by Village ordinance on any local road or street designated in such ordinance, which road or street is posted according to such weight limitations solely for the purpose of making a delivery or picking up a load on that particular designated road or street, but only to the extent that such vehicle drives no more than the minimum distance necessary for that purpose and only to the extent that no alternative route is available.
- I. Motor vehicle. Every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails, except for vehicles moved solely by human power and motorized wheelchairs. For this Act, motor vehicles are divided into two divisions:

First division: Those motor vehicles which are designated for the carrying of not more than ten (10) persons:

Second division: Those motor vehicles which are designated for carrying more than ten (10) persons, designated or used for living quarters, designed for pulling or carrying freight, cargo or implements of husbandry, and motor vehicles of the first division remodeled for use and use as motor vehicles of the second division.

- J. Permit route. The route authorized by the issuing authority with proper jurisdiction over the roads for which permission has been granted to move a vehicle or combination of vehicles that is in itself indivisible or carrying an indivisible load that exceeds normal dimensions or weight or a combination thereof.
- K. Person defined as any individual, firm, co-partnership, partnership, corporation, company, association, church, religious sect, religious denomination, society, organization, league, trust, or any combination of the foregoing.
- L. Semitrailer. Every vehicle without motive power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle.

- M. Tandem Axles. Any two or more single axles whose centers are more than forty (40) inches and not more than ninety-six (96) inches apart, measured to the nearest inch between extreme axles in the series, except as provided in 625 ILCS 5/15-111 for special hauling vehicles.
- N. Trailer. Every vehicle without motive power in operation, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.
- O. Truck tractor. Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.
- P. Village shall mean the corporate boundaries of the Village of North Aurora.

10.12.090 - Vehicles prohibited on certain streets.

- A. It shall be unlawful to operate a vehicle in excess of any prescribed weight limitations set forth by Village ordinance on any local road designated in such ordinance, which road is posted according to such weight limitations.
- B. It shall be unlawful to operate any "Construction Vehicle" as defined herein on any road in the Village when signs are posted on that road prohibiting "Construction Vehicles". Where the Chief of Police, with the approval of the Village Board, establishes a truck route, construction vehicles will utilize only those established routes to service areas of the Village under construction.
- C. It shall be unlawful to park a commercial motor vehicle on a residential road while said truck is running between the hours of 10:00 p.m. and 6:00 a.m.

10.12.110 Weight limits prescribed for specified Village streets.

- A. Traffic on the roads listed below in subsection B of this Section under the jurisdiction of the Village shall be limited to vehicles with a total gross weight of no more than ten thousand (10,000) pounds, except for school buses, refuse trucks, Village vehicles, emergency vehicles, and Local deliveries. For purposes of this section, "in its entirety" shall mean the entire portion of the named road under the jurisdiction of the Village.
- B. The superintendent of public works or his or her designee is authorized to obtain signs and to post signs at the intersection of the roads listed below, posting the weight limit prescribed in subsection A above.
1. Grant St in its entirety
 2. Banbury Rd in its entirety
 3. John St in its entirety
 4. Willow Way in its entirety
 5. Cherrytree Ct in its entirety

6. White Oak in its entirety
7. Pinecreek in its entirety
8. Marvo St in its entirety
9. State St: West of Route 31 in its entirety
10. Adam St in its entirety
11. Sycamore Ln in its entirety
12. Walnut Dr in its entirety
13. Juniper Dr in its entirety
14. Cypress Ln in its entirety
15. Stewart Ave in its entirety
16. Comiskey Ave in its entirety
17. Ritter St in its entirety
18. Miller Dr in its entirety
19. Kilbery Ln in its entirety

SECTION 3: The third and fourth table listed below Section 10.12.080 (b) is hereby amended to change “width” to “height” in the third table and “weight” to “length” as illustrated below:

Permit size - height (with load)	Fee		
	Single trip	Round trip	Multiple
13'6" - 14'6"	50	75	150
Over 14'6"	50*	75*	150*

* Plus necessary and appropriate administrative, engineering and road damage fees.

Permit size - length (with load)	Fee		
	Single trip	Round trip	Multiple
Up to 75'0"	50	75	150
76'0" - 100'0"	75	100	175
Over 100'0"	75*	100*	175*

* Plus necessary and appropriate administrative, engineering and Road damage fees.

SECTION 4: All parts of the North Aurora Municipal Code in conflict with the terms or provisions of this Ordinance shall be and the same are hereby amended or repealed to the extent of such conflict, and all other provisions of the North Aurora Municipal Code and all other existing

ordinances shall otherwise remain in full force and effect. No other portion of the Village of North Aurora Municipal Code is amended or modified by this Ordinance.

SECTION 5: This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form by the Village Clerk, and such other acts as required by law.

SECTION 6: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof. The Village Board of Trustees hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 7: The corporate authorities of the Village intend that this Ordinance will be made part of the North Aurora Municipal Code and that sections of this Ordinance can be renumbered or re-lettered and the word “Ordinance” can be changed to “Section,” “Article,” Chapter” or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance can be renumbered or re-lettered and typographical errors can be corrected with the authorization of the Village Attorney, or his or her designee.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2023, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois
this _____ day of _____, 2023, A.D.

Jason Christiansen _____
Mark Guethle _____
Todd Niedzwiedz _____

Laura Curtis _____
Michael Lowery _____
Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____ 2023, A.D.

Village President

ATTEST:

Village Clerk