CITY OF MORRISON COUNCIL MEETING

Whiteside County Board Room, 400 N. Cherry St., Morrison, IL

January 26, 2015 ♦ 7 p.m.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

V. REPORT OF CITY OFFICERS

VI. REPORT OF DEPARTMENT HEADS
   1. Chief of Police (pg 1-4)

VII. CONSENT AGENDA (FOR ACTION)
   1. January 12, 2015 Regular Session Minutes (pg 5-6
   2. Bills Payable (pg 7-14)
   3. Renew terms (3yr) of MADC-City Agreement (pg 15)
   4. MADC use of Chamber Office (pg 16-21)

VIII. ITEMS REMOVED FROM CONSENT AGENDA (FOR DISCUSSION AND POSSIBLE ACTION)

IX. ITEMS FOR CONSIDERATION AND POSSIBLE ACTION
   1. Personnel Manual (sent electronically)

X. OTHER ITEMS FOR CONSIDERATION, DISCUSSION & INFORMATION
   1. Policy Review: Sidewalk Obstructions (pg 22-35)

XI. ADJOURNMENT

Morrison Police Department

Monthly Report
January 2015

200 West Main Street, Morrison, Illinois 61270 ★ Emergency 911 ★ Non-Emergency 815-772-7659 ★ Fax 815-772-4291

Training

Training is a priority for MPD. Scheduling for training can, at times, be challenging due to patrol and staffing needs, leave requests, fiscal management and courses offered.

Training Scheduled:

January 8
Excited Delirium Syndrome
Dixon, IL
Gomez, Smith & Workman

January 9
Excited Delirium Syndrome
Dixon, IL
Soenksen

January 19
No Quotas
Galena, IL
Melton

January 20-22
Interviews & Interrogations
Rockford, IL
Smith

MPD is a member agency with the
Northwest Illinois Criminal Justice Commission
Mobile Training Unit #1

Commission Chairperson
Brian Melton
Training Coordinator
Doug Fargher

2014 Annual Report

MPD's Annual Report for 2014 is being prepared and will be provided to Mayor Pannier, CA Dykhuizen, the City Council and public once completed. As I look back at 2014, I am certainly setting some goals for 2015 and looking forward to serving the community of Morrison in 2015!

Winter Maintenance

Since MPD continues to receive questions about ordinances regarding snow removal, I would like to again provide a few ordinances on snow removal and parking during winter months.

SIDEWALKS – It is a violation for any person or business to obstruct sidewalks in any manner or with any material, including snow that impedes the flow of pedestrian traffic or that creates any hazardous conditions endangering pedestrian traffic on such sidewalks.

SNOW REMOVAL INTO STREETS – It is a violation for any person to throw, place or deposit any substance, including snow, onto any street, alley or other public grounds.

PARKING – No vehicle or trailer shall be parked or otherwise allowed to remain upon any street or public way for more than 24 hours.

SNOW EMERGENCY – The Director of Public Works has the authority to declare a Snow Emergency when certain conditions exist and to allow Public Works to remove snow from public streets. Public notifications of declared Snow Emergencies shall be made with the assistance of local news media and other media resources (i.e., website, social media, etc.). When a Snow Emergency is declared, the following parking regulations will also be enforced:

DURING A SNOW EMERGENCY:

No parking on Snow Routes. Certain streets have been designated as Snow Routes and are posted as such with blue and white square signs. These routes include Lincolnway (Route 30), Jackson Street, Heaton Street, Winfield Street, Genesee Street, Genesee Avenue, Genesee Court, Illinois Route 78 (which includes parts of Wall Street, Clinton Street, and Portland Avenue), High Street and Academic Drive.

No parking in the Central Business District (CBD). The CBD is bounded by Lincolnway (Route 30) to the north, the Railroad Tracks to the south, Clinton Street to the east, and Orange Street to the west.

Calendar Parking - No parking on all other streets as provided: On even numbered calendar dates, parking is allowed only on the even numbered side of the street. On odd numbered calendar dates, parking is allowed only on the odd numbered side of the street. This parking regulation starts each day at 8:00 am.

Cancellation of Snow Emergency. The Director of Public Works shall notify the public, again with the assistance of local news media and other media resources, when a Snow Emergency has been cancelled.

FINES & TOWING - Violations of those ordinances addressing snow removal have a minimum fine of $50.00. Violations of ordinances addressing parking have a minimum fine of $25.00. During Snow Emergencies Morrison Police may also tow vehicles in violation at the expense of the owner.

The City of Morrison certainly appreciates the community's cooperation and compliance!

OUR MISSION

TO PROTECT

TO SERVE

TO PARTNER WITH OUR COMMUNITY!

Crime STOPPERS

Whiteside County
877-625-7867

Up to
$1,000 Reward!

Ordinance Enforcement

MPD continues its ordinance enforcement activities. As we continue through the winter season, parking enforcement and snow removal are a few of the primary ordinances MPD more actively enforces. During the second week of January, MPD sporadically posted notices on residences that have failed to clear sidewalks of snow. The enforcement activity began in the areas of the schools to include Genesee Street, Genesee Avenue, and North Cherry Street. We hope to be effective with sporadic enforcement and increased public education! A list of pending issues with properties is updated regularly and provided to City Administration and City Council Members. If you have any complaints or other feedback, please contact me.

Stray & Feral Cats

Work continues on this problem due to complaints of feral cats this past summer. Again, most communities have this problem to some degree and the responses are varied, but we are working to identify possible recommendations that will be presented to the Council in the future for possible action. The reason why this has been taking so long is that our local humane society is working to establish a trap/release program that we may be able to utilize as a resource for our local problem with these animals. I am also seeking your and the public's input on this issue.

Policy Manual Revised & Completed

For several years, I have been working on the policies and procedures of MPD. This has been a pain-staking and time-consuming task. I can only work on the Policy Manual between other tasks, calls, etc. As I reported last month, the Policy Manual has finally been completed with updated and new policies. The revised manual will become effective on February 1, 2015. It is absolutely necessary for public safety, officer safety, and risk management! Even though the revision is completed, updates are constant and other new policies will be added as needed and time permits.

Interference with Trash & Recycling Containers

Recently, there have been a few complaints and comments of individuals rummaging through trash and recycling containers once placed curbside for collection. According to city ordinance, once trash and recycling containers have been placed curbside, those items become property of the City. It is unlawful for any unauthorized person to deposit, remove deface, destroy, collect, or pick up any of these items. Each location constitutes a separate violation with a minimum fine of $50. If you observe a violation, please contact MPD immediately.

December Statistics

Format: Dec 2014 / Dec 2013

Calls For Service
99 / 126

Traffic Crashes
9 / 13

Complaints
23 / 25

Traffic Stops
24 / 9

Criminal Arrests
3 / 0

Traffic Citations
6 / 3

Traffic Warnings
13 / 8

Ordinance Violations
5 / 0

Miles Patrolled
3,973 / 3,497

Crime Index

2010 – 1,908.10
2011 – 1,404.40
2012 – 1,362.70*
2013 – 1,408.79**

*Whiteside County for 2012 – 2,636.30
**Unofficial

Police/Population Ratio

Morrison is 1 / **698**
Nat'l Avg. is 1 / **455**

More comprehensive statistics are available upon request.

D.A.R.E. Begins for Spring 2015

The spring program of D.A.R.E. began on January 12, 2015. Officer Gabe Gomez instructs the new and revised curriculum of D.A.R.E. to the Fifth Grade Students along with the Bi-County Students. In recent years D.A.R.E. America "reinvented" their curriculum to make it relevant. The curriculum is focused on providing students with useful information and promotes good – positive decision making. I believe the program is relevant and the relationship it builds between the school, students and law enforcement is invaluable! Also, with Officer Gomez considering retirement in November 2015, this will be his last year and class! Officer Gomez will have served as Morrison's D.A.R.E. Instructor for 15 years! Congratulations and THANK YOU Gabe!

Emergency Planning

EMERGENCY OPERATIONS PLAN
I continue to review our EOP and intend to meet with other key members and organizations of our community. This review will eventually include Mayor Pannier, CA Dykhuizen and Gary Tresenriter.

COUNTY MITIGATION PLAN
Whiteside County has been working on their county mitigation plan for the past several months. CA Dykhuizen and I have attended those meetings and will continue representing Morrison in updating this plan, which is essentially, part of our EOP.

MASS NOTIFICATION SYSTEM – As part of emergency planning, I believe a Mass Notification System would be very useful and beneficial to our community. With the right system, the uses are numerous; from a concentrated area boil order to community wide evacuation notices. I hope to coordinate a demonstration in the near future.

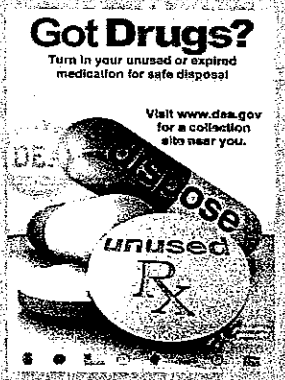
Presentations

ALICE TRAINING – In December 2014, the Morrison School Board approved to have all faculty and staff trained with the ALICE Response. I have been working with the school district to incorporate the ALICE Response into their crisis planning. Once the district is trained, the crisis plan will be revised.

No other presentations were provided since last month's report.

Taser® - Replacements in Service

Just before the holidays on December 23, MPD Officers completed their annual Taser recertification and were issued their new Tasers. MPD received 50% of the funding to replace our aging tasers from the Illinois Public Risk Fund's Helping Hands Matching Grant program. MPD received $2,377 in funding.



Drop Box
in the lobby at the
Whiteside County
Sheriff's Office

City Wide
Speed Limit
Unless Otherwise Posted

LIKE us on Facebook!

Meetings ....

Lions Club: I am a member of the Morrison Lions Club and was able to attend their regular meetings on December 16 and January 6.

Crime Stoppers: I was not able to attend this month's meeting.

Northwest Illinois Law Enforcement Executives Association: I am planning to attend the regular meeting of the NILEEA on Sunday, January 18 in Galena. The NILEEA is then hosting a training session on Monday, January 19 in Galena. The training will cover new Illinois law regarding "No Quotas."

In The News ... Officer Safety

In recent times, it seems as though law enforcement has become a ***target*** for violence. I could go on about specific statistics and individual attack/ambush stories about law enforcement officers being killed and not necessarily while responding to a call. Some officers have been killed while on patrol, eating at one of their local restaurants, or while stationary in a parking lot. MPD receives bulletins and "Intel" on a daily basis of ***threats against*** law enforcement. It is important to be aware that it can happen anywhere ... even in Morrison. MPD tries hard to keep its officers along with our community safe by being well informed, trained and equipped!

Conclusion ...

This is a summary of statistics, highlights, activities and other information. I hope this report continues to be informative to you. If you have any questions or would like to see other information in this report, please feel free to contact me at your convenience. Please know that I welcome any and all feedback that you may have!

Respectfully Submitted,

Brian R. Melton
Chief of Police
Email: bmelton@morrisonil.org
Cell: 815-499-7887

STATE OF ILLINOIS
COUNTY OF WHITESIDE
CITY OF MORRISON
OFFICIAL PROCEEDINGS

January 12, 2015

The Morrison City Council met in Regular Session on January 12, 2015 at 7:00 p.m. in the Whiteside County Board Room, 400 North Cherry Street, Morrison, IL. Mayor Everett Pannier called the meeting to order. City Clerk Melanie Schroeder recorded the minutes.

Aldermen present on roll call were: Dale Eizenga, Harvey Zuidema, Leo Sullivan, Curt Bender, Dave Helms and Scott Connelly. Aldermen Michael Blean and Marti Wood were excused.

Other City Officials present included: City Administrator Barry Dykhuizen, Chief of Police Brian Melton, Director of Public Works Gary Tresenriter, City Engineer Shawn Ortgiesen and City Treasurer Evan Haag.

Mayor Pannier opened the meeting to public comment. Kim Ewoldsen introduced herself as the new MADC Director. She will also oversee the Chamber activities. She looks forward to serving Morrison in her new position.

Clerk Schroeder reported the following have filed petitions for the April 2015 Consolidated Election: Ward 1: Michael Blean; Ward 2: no candidate; Ward 3: Vernon Tervelt, Joshua West; Ward 4: Scott Connelly.

Administrator Dykhuizen stated that the bids for demolition of 703/705 West Morris Street have come in higher than anticipated. A conference call with RI GROWTH will occur Tuesday. He also stated that the Illinois Power Market invoices on the bill list are for the well house and lift stations electrical service.

Director Tresenriter presented his report:

1) He thanked the Public Works crews for the snow removal.
2) The downtown lights are all on. It was recently discovered that a timer that controls the "part-time" lights broke.
3) A water main break occurred on East North Street near Oakland Avenue. This was the first water leak since 12/12/14.

Alderman Sullivan moved to approve the Consent Agenda, which consisted of the following: December 8, 2014, 2014 Regular Session Minutes; Bills Payable; November 2014 and December 2014 Treasurers Reports, seconded by Alderman Zuidema. On a roll call vote of 6 ayes (Zuidema, Sullivan, Bender, Helms, Connelly, Eizenga) and 0 nays, the motion carried.

Action Agenda Items:

1) Alderman Sullivan moved to adopt Ordinance #15-01 – Approving Membership in the Illinois Risk Management Risk Management Association and Authorizing the Execution of an Intergovernmental Cooperation Contract, seconded by Alderman Bender. On a roll call vote of 6 ayes (Sullivan, Bender, Helms, Connelly, Eizenga, Zuidema) and 0 nays, the motion carried.

Other Items for Consideration and Possible Action:

1) Director Tresenriter reviewed the process of snow removal on the downtown CBD streets and sidewalks and on residential streets. The timing of the removal and crews getting out to do the job is all dependent upon the timing of the snow and the congestion of downtown. The contractor likes to clear the CBD early mornings… around 2 am... when there are no cars on Main Street. The police department typically calls out city crews when conditions warrant.

Executive Session:

1) Pursuant to 5 ILCS 120/2(c)(5), Alderman Eizenga moved to enter Executive Session to consider the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, seconded by Alderman Zuidema. On a roll call vote of 6 ayes (Bender, Helms, Connelly, Eizenga, Zuidema, Sullivan) and 0 nays, the motion carried. Executive Session began at 7:19 p.m.
2) Regular session resumed at 7:35 p.m. There was no action as a result of Executive Session.

Being no further business, Alderman Sullivan moved to adjourn the meeting, seconded by Alderman Eizenga. On a voice vote, the motion carried.

Mayor Pannier adjourned the meeting at 7:36 p.m.

Approved:

_____
Everett Pannier
Mayor

_____
Melanie T. Schroeder
City Clerk

200 West Main Street
Morrison IL 61270
815-772-7657
www.morrisonil.org

CITY OF MORRISON

Memo

To: Mayor and Council

From: Melanie Schroeder, City Clerk/Collector

Date: 1/23/2015

Re: Bills Payable

The Bills Payable lists are in the amount of **$90,671.92.**

Checks #49868 to #49878 are pre-paid checks.

Council Members having questions regarding bills should contact Mayor Pannier or CA Dykhuizen via phone, email or personal visit prior to the meeting.

DATE: 01/22/15
TIME: 10:11:18
ID: AP490000.WOW

CITY OF MORRISON
WARRANT NUMBER 012715

FROM CHECK # 49868 TO CHECK # 49922

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
49868	MISS-ROCK-WPCO	DUES	WATER/SEWER FUND / SEWER		30.00
				CHECK TOTAL	30.00
49874	KENDRA KOPHAMER	EYE CARE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL		161.00
				CHECK TOTAL	161.00
49875	DANIEL C. MILNES	DEDUCTIBLE REIMBURSEMENTS	SELF INSURED DEDUCTIBLE / GENERAL		1,629.00
				CHECK TOTAL	1,629.00
49876	DREW BLEAN	UNIFORM REIMBURSEMENT	GENERAL FUND / STREETS		42.78
				CHECK TOTAL	42.78
49877	MID-WEST TRUCKERS ASSOC	TRAVEL/TRAINING	GENERAL FUND / STREETS		12.50
		TRAVEL/TRAINING	GENERAL FUND / PARKS AND REC		12.50
		TRAVEL/TRAINING	WATER/SEWER FUND / WATER		12.50
		TRAVEL/TRAINING	WATER/SEWER FUND / SEWER		12.50
				CHECK TOTAL	50.00
49878	LLOYD AND/OR MARGARET ESSE	CEMETERY LOT SALES	GENERAL FUND / GENERAL FUND		700.00
		PERPETUAL CARE	GROVE HILL PERPETUAL CARE / GENERAL		97.50
				CHECK TOTAL	797.50
49879	CARGILL INC. SALT DIVISION	SALT	MOTOR FUEL TAX / GENERAL		8,471.43
				CHECK TOTAL	8,471.43
49880	EASYPERMIT POSTAGE	POSTAGE	GENERAL FUND / ADMINISTRATIVE		1,076.36
				CHECK TOTAL	1,076.36
49881	FEHR-GRAHAM & ASSOCIATES	WASTE WATER PLNT ENG/LEGAL	WATER/SEWER FUND / SEWER		2,004.00
		WASTE WATER PLNT ENG/LEGAL	WATER/SEWER FUND / SEWER		4,291.00
		WASTE WATER PLNT ENG/LEGAL	WATER/SEWER FUND / SEWER		2,439.00
		MEADOWBROOK DRIVE	MOTOR FUEL TAX / GENERAL		30.00
				CHECK TOTAL	8,764.00
49882	GATEWAY SUPPLY, LTD.	MAINT SUPP - BLDG	GENERAL FUND / STREETS		162.95
		MAINT SERV - BLDG	GENERAL FUND / STREETS		155.72
		MAINT SUPP - BLDG	GENERAL FUND / ADMINISTRATIVE		345.79
				CHECK TOTAL	664.46

CITY OF MORRISON
WARRANT NUMBER 012715

FROM CHECK # 49868 TO CHECK # 49922

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
49883	GOLD STAR FS, INC.	AUTO FUEL/OIL	GENERAL FUND / PUBLIC SAFETY		1,224.21
		AUTO FUEL/OIL	GENERAL FUND / STREETS		784.58
		AUTO FUEL/OIL	GENERAL FUND / CEMETERY		116.86
		AUTO FUEL/OIL	GENERAL FUND / PARKS AND REC		233.71
		AUTO FUEL/OIL	WATER/SEWER FUND / WATER		283.79
		AUTO FUEL/OIL	WATER/SEWER FUND / SEWER		250.38
				CHECK TOTAL	2,893.53
49884	GREEN & CLEAN LAWN SERVICES	LEVEL, ADD DIRT, SEED, FERTLZR	WATER/SEWER FUND / WATER		4,783.50
				CHECK TOTAL	4,783.50
49885	HD SUPPLY WATERWORKS, LTD	METER TESTING/REPLACEMENT	WATER/SEWER FUND / SEWER		341.91
		METER TESTING/REPLACEMENT	WATER/SEWER FUND / SEWER		2,520.76
				CHECK TOTAL	2,862.67
49886	IFIBER	COMPUTER SYSTEM MAINT&REPAIR	GENERAL FUND / ADMINISTRATIVE		900.00
				CHECK TOTAL	900.00
49887	JULIE, INC.	JULIE LOCATES	WATER/SEWER FUND / WATER		884.06
		JULIE LOCATES	WATER/SEWER FUND / SEWER		884.06
				CHECK TOTAL	1,768.12
49888	LECTRONICS, INC	MAINT SERV - BLDG	GENERAL FUND / COMMUNITY ROOM		85.00
		MAINT SERV - BLDG	GENERAL FUND / COMMUNITY ROOM		20.70
				CHECK TOTAL	105.70
49889	MEDIACOM	ACCT. #8384 88 021 0090324	GENERAL FUND / ADMINISTRATIVE		28.82
		ACCT. #8384 88 021 0090324	WATER/SEWER FUND / WATER		9.61
		ACCT. #8384 88 021 0090324	WATER/SEWER FUND / SEWER		9.59
		ACCT. #8384 88 021 0090399	GENERAL FUND / ADMINISTRATIVE		13.03
		ACCT. #8384 88 021 0090399	WATER/SEWER FUND / WATER		4.35
		ACCT. #8384 88 021 0090399	WATER/SEWER FUND / SEWER		4.33
		ACCT. #8384 88 021 0090316	GENERAL FUND / ADMINISTRATIVE		137.42
		ACCT. #8384 88 021 0090316	WATER/SEWER FUND / WATER		45.81
		ACCT. #8384 88 021 0090316	WATER/SEWER FUND / SEWER		45.80
				CHECK TOTAL	298.76
49890	MENARDS	MAINT SUPP SAFETY EQUIPMENT	GENERAL FUND / STREETS		38.77

FROM CHECK # 49868 TO CHECK # 49922

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
49890	MENARDS	MAINT SUPP SAFETY EQUIPMENT	WATER/SEWER FUND / WATER		38.77
		MAINT SUPP SAFETY EQUIPMENT	WATER/SEWER FUND / SEWER		38.76
				CHECK TOTAL	116.30
49891	MORING DISPOSAL	MONTHLY REFUSE	GENERAL FUND / ADMINISTRATIVE		18,034.80
				CHECK TOTAL	18,034.80
49892	MORRISON BLACKTOP, INC.	MAINT SERV - SNOW REMOVAL	GENERAL FUND / STREETS		905.00
		MAINT SERV - SNOW REMOVAL	GENERAL FUND / STREETS		1,565.00
		MAINT SERV - SNOW REMOVAL	GENERAL FUND / STREETS		300.00
		MAINT SUPP - UTILITY SYSTEM	WATER/SEWER FUND / WATER		1,025.44
		MAINT SUPP - UTILITY SYSTEM	WATER/SEWER FUND / WATER		18,873.70
				CHECK TOTAL	22,669.14
49893	MORRISON TIRE CENTER	MAINT - VEHICLE	GENERAL FUND / PUBLIC SAFETY		474.58
		MAINT SERV - VEHICLE	WATER/SEWER FUND / SEWER		180.00
				CHECK TOTAL	654.58
49894	MORRISON SPORTSMEN'S CLUB	DUES	GENERAL FUND / PUBLIC SAFETY		360.00
				CHECK TOTAL	360.00
49895	NICOR GAS	ACCT. #1998813880 6	WATER/SEWER FUND / WATER		70.39
				CHECK TOTAL	70.39
49896	NORTHWEST IL LAW ENFORCEMENT	DUES	GENERAL FUND / PUBLIC SAFETY		25.00
				CHECK TOTAL	25.00
49897	PAYMENT REMITTANCE CENTER	MAINT SUPP - STREETS	GENERAL FUND / STREETS		76.00
		MISC EXPENSE	GENERAL FUND / ADMINISTRATIVE		250.00
		OTHER PROFESSIONAL SERVICES	GENERAL FUND / PUBLIC SAFETY		177.66
				CHECK TOTAL	503.66
49898	PDC LABORATORIES INC.	LAB FEES	WATER/SEWER FUND / WATER		21.00
				CHECK TOTAL	21.00
49899	PETE HARKNESS	SQ #5 MAINT - VEHICLE	GENERAL FUND / PUBLIC SAFETY		149.59
		MAINT SERV - VEHICLE	WATER/SEWER FUND / SEWER		408.74
		MAINT SERV - VEHICLE	WATER/SEWER FUND / SEWER		16.47
				CHECK TOTAL	574.80

CITY OF MORRISON
WARRANT NUMBER 012715

FROM CHECK # 49868 TO CHECK # 49922

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
49900	PLAINWELL BRASS, INC	MAINT SUPP - UTILITY SYSTEM	WATER/SEWER FUND / WATER		894.49
				CHECK TOTAL	894.49
49901	S.B.M., INC	OFFICE SUPPLIES	GENERAL FUND / ADMINISTRATIVE		69.59
		COPIER SERVICE	GENERAL FUND / ADMINISTRATIVE		99.95
		OFFICE SUPPLIES	GENERAL FUND / ADMINISTRATIVE		124.94
				CHECK TOTAL	294.48
49902	JIM SPANGLER LAWN CARE	MOWING/TRIMMING	GENERAL FUND / PUBLIC SAFETY		150.00
				CHECK TOTAL	150.00
49903	SPENCER'S AUTOMOTIVE	MAINT SERV - VEHICLE	GENERAL FUND / STREETS		3,152.20
				CHECK TOTAL	3,152.20
49904	SULLIVAN'S FOODS	OPERATING SUPPLIES	WATER/SEWER FUND / SEWER		5.94
				CHECK TOTAL	5.94
49905	INTERNATIONAL SECURITY PRODUCT	STATE CC FEES	GENERAL FUND / CITY CLERK		406.85
				CHECK TOTAL	406.85
49906	WARD, MURRAY, PACE, JOHNSON PC	LEGAL SERVICE	GENERAL FUND / LEGISLATIVE		504.00
				CHECK TOTAL	504.00
49907	MORRISON COMMUNITY HOSPITAL	MED REC #24412	WATER/SEWER FUND / SEWER		295.00
				CHECK TOTAL	295.00
49908	TASER INTERNATIONAL	MINOR EQUIPMENT	GENERAL FUND / PUBLIC SAFETY		125.21
				CHECK TOTAL	125.21
49909	ALAN ENVIRONMENTAL PRDCTS, INC	MAINT SUPP - UTILITY SYSTEM	WATER/SEWER FUND / SEWER		977.44
				CHECK TOTAL	977.44
49910	ADVANCED RADIOLOGY, S.C.	ACCT. #373884-ADVA	WATER/SEWER FUND / SEWER		42.70
				CHECK TOTAL	42.70
49911	QUAD CITY SPRING	MAINT SUPP - EQUIPMENT	WATER/SEWER FUND / WATER		84.40
				CHECK TOTAL	84.40

FROM CHECK # 49868 TO CHECK # 49922

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED		AMOUNT
49912	UNIFORM DEN, INC.	UNIFORMS	GENERAL FUND / PUBLIC SAFETY		238.43
				CHECK TOTAL	238.43
49913	US CELLULAR	ACCT. #928070215	GENERAL FUND / ADMINISTRATIVE		204.80
		ACCT. #928070215	WATER/SEWER FUND / WATER		68.27
		ACCT. #928070215	WATER/SEWER FUND / SEWER		68.26
				CHECK TOTAL	341.33
49914	VERIZON	ACCT. #842009905-00001	WATER/SEWER FUND / SEWER		70.57
				CHECK TOTAL	70.57
49915	VIKING CHEMICAL COMPANY	CHEMICALS	WATER/SEWER FUND / WATER		1,418.84
				CHECK TOTAL	1,418.84
49916	WEETS & SON SEPTIC SERVICE	MONTHLY RENTAL	GENERAL FUND / PARKS AND REC		135.00
				CHECK TOTAL	135.00
49917	WHITESIDE CO RECORDER	LIENS	WATER/SEWER FUND / WATER		31.75
		LIENS	WATER/SEWER FUND / SEWER		31.75
				CHECK TOTAL	63.50
49918	WHITESIDE COUNTY SHERIFF DEPT	DISPATCHING	GENERAL FUND / PUBLIC SAFETY		840.00
				CHECK TOTAL	840.00
49919	WHITESIDE COUNTY TREASURER	BLACKTOPPING/STREET MAINT	MOTOR FUEL TAX / GENERAL		1,716.58
				CHECK TOTAL	1,716.58
49920	WILDERMUTH PEST MANAGEMENT	PEST CONTROL	GENERAL FUND / COMMUNITY ROOM		25.00
		PEST CONTROL	GENERAL FUND / ADMINISTRATIVE		60.00
				CHECK TOTAL	85.00
49921	WILLIAM & MARY COMPUTER CENTER	COMPUTER SYSTEM MAINT&REPAIR	WATER/SEWER FUND / WATER		198.89
		COMPUTER SYSTEM MAINT&REPAIR	WATER/SEWER FUND / SEWER		66.30
		COMPUTER SYSTEM MAINT&REPAIR	GENERAL FUND / ADMINISTRATIVE		66.29
				CHECK TOTAL	331.48
49922	WORKMAN HEATING-COOLING, INC	THERMOSTAT @ SPORT COMPLEX	GENERAL FUND / PARKS AND REC		170.00
				CHECK TOTAL	170.00
				WARRANT TOTAL	90,671.92

MORRISON BLACKTOP, INC.
600 KLIMSTRA CT.
MORRISON, IL 61270

STATEMENT 11/26/14 #2014-0134

(815) 772-4033 OFFICE # (call anytime)
(815) 772-4250 FAX NUMBER
(815) 772-7931 Keith's Home Number

CITY OF MORRISON
ATTN: ACCOUNTS PAYABLE
200 W. MAIN ST.
MORRISON, IL 61270

Job Name/Location: City of Morrison

COPY

Job Description:

RE: ROCK/SAND/DIRT MATERIALS FOR THE MONTH OF OCT. '14

Misc. Streets (water main breaks):

10/01/14	8.96 Tons of CA-10 Road Rock @ $15.35/Ton . . . . . $	137.54
10/08/14	2 Loads of Black Dirt @ $148/Ld.	296.00
10/15/14	8.85 Tons of CA-10 Road Rock @ $15.35/Ton	135.85
10/21/14	9.48 Tons of CA-10 Road Rock @ $15.35/Ton	145.52
10/24/14	20.23 Tons of CA-10 Road Rock @ $15.35/Ton	310.53

RE: PORTION OF PATCH WORK THRU 10/31/14:
Various areas from Gary's "Asphalt Patches" list. Plus these addt'l areas:

51-80-6150

- Numerous areas on Park Street and Winfield Street
- Main Street (2 areas)
- Cherry St. & Knox St. (1 area)
- Cherry St. & Winfield St. (2 areas)
- Winfield St. by Jr. High (1 area)
- Clinton St. & Winfield St. (2 areas)
- Genesee St. & Winfield St. (2 areas)
- Genesee Ave. (2 areas)

51-80-5150

Dug out and prepared for blacktopping	4,385.00
Applied blacktop, and compacted when done	14,489.00

RECEIPT DATE 12/19/14
APPROVED BY [signature]
ACCT. NO. _____
CHECK NO. _____
DATE PAID _____

AMOUNT DUE . . . . . $ 19,899.14

THANK YOU FOR YOUR BUSINESS!

" Asphalt Patches "

Gary's List

Address	Street	Prefix	Street Width	Street Length	Ft²	Curb	Sidewalk Width	Sidewalk Length	Ft²	Other
409	Base	s	9	10	90					Dirt
509	Base	n	5	8	40					Dirt
510	Clinton	s	3	11	38					Dirt
	Florence		9	12	108					
517	Genesee	n	5	5	25					
102	Jackson	s	5	10	50					Dirt
206	Lincolnway	e	4	11	88					
413	Lincolnway	e	5	9	45					Dirt Fill & Seed
508	Madison	n	3	8	24					Dirt
305	Main	w	[illegible]	[illegible]	28					Dirt
514	Main	e	[illegible]	[illegible]	20					Dirt
102	Main	e	[illegible]	38	342					
411	North	e	3	5	15					Dirt
408	North	e	7	7	49					Dirt
601	Oakland		9	9	81					
400	Oakwood		5	8	40					
102	Olive		3	5	15					
306	Orange	s	7	11	77					Dirt
608	Orange	n	9	10	90					Dirt
408	Pack	w	9	23	207					Dirt
408	Pack	w	8	12	96					
106	Pack	e	8	9	72					Dirt
405	Winfield	e	4	6	24					Dirt
100	Winfield	e	14	32	448					Dirt
404	Winfield	e	5	6	30					Dirt
311	Winfield	e	8	11	88					
105	Winfield	W	7	10	70					
105	South	e	7	10	70					Dirt
Intersection	Wall	e	5	7	35					
206	Wall	e	6	12	72					
206	South	w	8	12	96					Dirt
110	Winfield	W	7	8	56					Dirt
110	Winfield	W	9	8	72					Dirt
301	Base	s	4	7	28	7				Dirt
509	Clinton	s	8	10	80	15				Dirt
404	Elm		5	17	85	17	4	9	36	
	Genesee	n	3	18	54	18				
514	Genesee	n	3	20	60	10				Dirt
621	Genesee Ave		5	6	30	13				Dirt
302	Jackson	n	11	13	143	16				Dirt
403	Lincolnway	e	3	7	21	10				Dirt Fill & Seed
401	Lincolnway	e	5	12	60	12				Dirt Fill & Seed
408	Lincolnway	e	1	13	13	13				Dirt Fill & Seed
402	Main	w	[illegible]	[illegible]	36	10				Dirt
308	Morris	w	4	16	64	16				Dirt
304	South	w	6	17	102	14				
108	Winfield	w	6	20	120	21	5	9	45	
203	Winfield	s	8	12	96		4	8	32	Dirt
TOTAL					3743					

MORRISON AREA
DEVELOPMENT CORPORATION

221 W. Main Street P.O. Box 8, Morrison, Illinois 61270 www.morrisonareadevelopment.com (815) 772-3757

Mayor Pannier

Morrison Area Development Corporation (MADC) is requesting an extension of their three year agreement with the City of Morrison for continued financial support of our economic development efforts in the form of $25,000 per year for each of the next three years, 2015 through 2017, payable in a format that is most convenient for the City.

Submitted by:

Kim Ewoldsen
Executive Director

Jerry Lindsey
President

CITY OF MORRISON
LEASE TO
MORRISON CHAMBER of COMMERCE

THIS LEASE made as of August 14th, 2006 between The CITY OF MORRISON, Whiteside County, an Illinois Municipal Corporation, ("CITY"), and The MORRISON CHAMBER of COMMERCE, a Not for Profit Corporation, of Morrison, Illinois (the "Tenant").

IN CONSIDERATION of the mutual covenants contained herein, the City and Tenant hereby agree as follows:

1. **Grant.** The City hereby leases to the Tenant and the Tenant hereby leases from the City a City structure("Building") located at a common address of 221 West Main Street, Morrison, Illinois including all alterations and additions thereto and replacements thereof (the "Building"), to have and to hold during the period (the "Term") commencing on the 14th day of August, 2006 (the "Commencement Date") and ending on the 14th day of August, 2016 (the "Termination Date"), subject to the terms and conditions of this Lease.

This lease may be renewed upon the same terms and conditions, subject to the approval of the City Council of the City of Morrison.

2. **Without Rent.** The Tenant shall pay no rent to the City, during each year of the Term for the Leased Premises.

3. **Landlord's Covenants.** The Landlord covenants with the Tenant:

   (a) for quiet enjoyment of the Leased Premises; and

   (b) to observe and perform all the covenants and obligations of the Landlord herein.

4. **Tenant's Covenants.** The Tenant covenants with the Landlord:

   (a) to observe and perform all the covenants and obligations of the Tenant herein;

   (b) to use the Leased Premises only for the business of THE MORRISON CHAMBER OF COMMERCE and any and all uses ancillary thereto;

(c) to comply with present and future laws, regulations and orders relating to the occupation or use of the Leased Premises;

(d) not to do, omit to do or permit to be done anything which will cause or shall have the effect of causing the cost of the CITY'S insurance in respect of the Leased Premises to be increased at any time during the Term or any policy of insurance on or relating to the Leased Premises to be subject to cancellation.

(e) to permit the CITY to enter the Leased Premises at any time outside normal business hours in case of an emergency and otherwise during normal business hours where such will not unreasonably disturb or interfere with the Tenant's use of the Leased Premises or operations.

(f) .to promptly pay and discharge all TELEPHONE charges, rates, and assessments; the CITY will provide all other utilities.

(g) to maintain the Leased Premises and all improvements therein in good order and condition;

5. **Alterations by Tenant.** The Tenant may from time to time at its own expense make changes, additions and improvements to the Leased Premises to better adapt the same to its business, provided that any change, addition or improvement shall be made only after obtaining written consent of the CITY, and shall be carried out in a good and workmanlike manner and only by persons selected by the Tenant and reasonably approved in writing by the CITY. The Tenant shall pay promptly when due all costs for work done or caused to be done by the Tenant in the Leased Premises which could result in any lien or encumbrance on the CITY'S interest in the property, shall keep the title to the property and every part thereof free and clear of any lien or encumbrance.

6. **Damage and Destruction.** If during the Term the Leased Premises or any part thereof shall be damaged by fire, lightning, tempest, structural defects or acts of God or by any additional perils from time to time defined and covered in the standard broad-coverage fire insurance policy carried by the CITY on the Leased Premises, the following provisions shall apply:

(a) If as a result of such damage the Leased Premises are rendered partially unfit for occupancy by the Tenant, THIS TENANCY SHALL TERMINATE WITHOUT ANY FURTHER OBLIGATION UPON THE PART OF THE CITY.

7. **Indemnity**. The Tenant shall indemnify and save harmless the Landlord and its agents and employees from any and all liabilities, damages, costs, claims, suits or actions growing or arising out of:

   (a) any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained on the part of the Tenant to be fulfilled, kept, observed and performed;

   (b) any damage to property while the property is in or about the Leased Premises; and

   (c) any injury to person or persons including death resulting at any time therefrom occurring in or about the Leased Premises.

8. **Limitation of City's Liability**. The CITY and its agents and employees shall not be liable for any damage to the Leased Premises or any property located therein caused by any latent defect or by steam, water, rain or snow which may leak into, issue or flow from any part of the Leased Premises or from the water, steam, sprinkler or drainage pipes or plumbing works of the same or from any other place or from any damage caused by or attributable to the condition or arrangement of any electrical or other wiring or for any damage caused by anything done or omitted to be done by any person or for damage caused by interruption or failure of any service or utility or for damage however caused to merchandise, stock in trade, books, records, files, money, securities, negotiable instruments, papers or other valuables.

9. **Events of Default**. Upon the occurrence of any of the following events (an "Event of Default"):

   (a) the Term or any goods, merchandise, stock in trade, chattels or equipment of the Tenant is seized or is taken or exigible in execution or in attachment or if a writ of execution is issued against the Tenant or if a creditor takes possession thereof; or

   (b) the Tenant fails to observe, perform and keep each and every of the covenants, agreements and conditions herein contained to be observed, performed and kept by the Tenant and persists in the failure after 10 days notice by the CITY requiring the Tenant to remedy, correct, desist or comply (or if any breach would reasonably require more than 10 days to rectify.) THE CITY MAY:

      (i) without notice or any form of legal process, forthwith re-enter upon and take possession of the Leased Premises or any part thereof in the name of the whole or any part thereof;

(ii) terminate this Lease by leaving upon the Leased Premises ten (10) days prior written notice of the termination, and termination shall be without prejudice to the CITY'S right to damages; or

(iii) re-enter into and upon the Leased Premises or any part thereof in the name of the whole and repossess the same.

10. **No Assignment By Tenant.** The Tenant shall not assign, sublet, pledge or transfer this Lease or any interest therein or in any way part with possession of all or any part of the Leased Premises, or permit all or any part of the Leased Premises to be used or occupied by any other person without the CITY'S PRIOR WRITTEN CONSENT which consent may not be unreasonably withheld.

11. **Surrender.** Upon the expiration or other termination of the Term, the Tenant shall immediately quit and surrender possession of the Leased Premises and all leasehold improvements in substantially the condition in which the Tenant is required to maintain the Leased Premises excepting only reasonable wear and tear, and upon surrender, all right, title, and interest of the Tenant in the Leased Premises shall cease.

12. **Renewal.** The Tenant shall have the option to renew this agreement for one (1) five year period subject to the approval of the City Council of the City of Morrison, Illinois.

13. **Entire Agreement.** There is no promise, representation or undertaking by or binding upon the Landlord except such as are expressly set forth in this Lease, and this Lease including the Schedules contains the entire agreement between the parties hereto.

14. **Notice.** Any notice required or contemplated by any provision of this Lease shall be given in writing and shall be sufficiently given if mailed by registered mail or delivered or if sent by telecopy or similar form of immediate transmission.. Any notice shall be deemed to have been received five postal delivery days after the date of mailing or on the day following the date of delivery or sending. If it is reasonably anticipated that mail service may be disrupted, notice must be delivered or sent by telecopy or other form of immediate transmission.

15. **Governing Law.** This Lease shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of Illinois.

16 **Amendment or Modification.** No amendment, modification or supplement to this Lease shall be valid or binding unless set out in writing and executed by the CITY and the Tenant.

17 **Force Majeure.** In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent tot he period of such delay.

18 **Severability.** All of the provisions of this Lease are to be construed as covenants and agreements. If any provision of this Lease is illegal or unenforceable, it shall be considered separate and severable from the remaining provisions of this Lease, which shall remain in force and be binding as thought he provision had never been included.

19. **Time of the Essence.** Time shall be of the essence hereof.

IN WITNESS WHEREOF the Landlord and the Tenant have executed this Lease as of the date first set forth above.

CITY OF MORRISON
By:

MAYOR

ATTEST:

CITY CLERK

MORRISON CHAMBER OF COMMERCE

By:

PRESIDENT

ATTEST:

SECRETARY

Document prepared by:
Lester S. Weinstine
City Attorney
301 E. Main St.
Morrison, Il.,61270

Tel: 815-772-7211
Fax: 815-772-4599

Barry Dykhuizen

Subject: FW: downtown snow removal

From: Barb King
Sent: Monday, January 19, 2015 9:53 AM
To: Barry Dykhuizen
Subject: RE: downtown snow removal

COST
SIDEWALK SNOW

2012	
February	775.00
April	310.00
2013	
February	380.00
April	760.00
December	380.00
2014	
January	1,140.00
March	1,520.00
April	380.00

TOTAL – $5,645.00

- STERLING → NO
- FULTON → NO
- RF – YES
- DIXON – NO

BACKGROUND: DOWNTOWN SIDEWALK SNOW REMOVAL

Morrison Business Advisory Group

January 12, 2010

Morrison Business Advisory Group
Morrison City Hall
200 West Main Street
Morrison, Illinois 61270

Subject: Morrison Business Advisory Group 1-7-10 Meeting Minutes

The Morrison Business Advisory Group met in a regularly scheduled meeting on Thursday, January 7, 2010. The meeting was at City Hall at Noon. Present were Jennings, Kenady, Fischer, Bender, Blean, Smith and Vaughn. Visitors included Tim Long, City Administrator and Robert Wood, Community Economic Dev. Director.

Minutes of the December 2, 2009 were unanimously approved upon a motion by Jennings and second by Kenady.

There was no Financial Report nor was there any Public Comment.

Old Business. Tim Long was invited to speak to the group regarding snow removal in the downtown business district. Considerable discussion ensued including the recent snow storm removal efforts and the city experiment to hire an independent contractor (twice) for a 24" wide snow path in the downtown business district. With a motion by Vaughn and 2nd by Fischer the Business Advisory Group advised Tim Long to encourage the City Council to proceed with a plan to create a sidewalk snow removal plan for the downtown business district. This plan would also include a prorated invoice procedure for adjoining business owners buildings to help defer the cost of snow removal. The motion was approved unanimously.

Tim Long shared current information regarding the Comed/Nicor controlled and owned property at Market and Orange Streets. Once the property has been released by these entities this area will be available for offstreet parking for the public.

New Business. Chairman Vaughn confirmed the 1st quarterly report from the chair will be scheduled for the City Council early April, 2010. A draft will be discussed at the March 2010 Business Advisory Group Meeting.

Discussion ensued regarding Historic Preservation and Land Zoning Ordinances. This committee has volunteered Vaughn and Blean to serve on this newly formed committee which will review these ordinances. No date has been set for the first meeting.

Tim Long offered that for the next meeting the city will provide Barb King as recording secretary.

Morrison Business Advisory Group

Thursday, November 4, 2010

Morrison Business Advisory Group
Morrison City Hall
200 W Main Street
Morrison, IL 61270

The Morrison Business Advisory Group met for its regularly scheduled meeting on Thursday, November 4, 2010. The meeting was at City Hall at noon. Members present were Vaughn, Bart Smith, Klima, Jennings,Blean and Bender. Chairman Vaughn recorded the minutes.

Other City Officials present were: Community Economic Director Robert Woods.

Klima moved to approve the minutes of the October 7, 2010 regularly scheduled meeting, seconded by Jennings. Upon a unanimous voice vote, minutes were approved

There was no Financial Report

Public Comment

Chairman Vaughn acknowledged Robert Woods with appreciation for his good work assisting in the formation of the MBAG committee and the good work he has performed as Community Economic Director and wished him well in his new position.

Old Business

Chairman Vaughn updated the Group regarding Downtown sidewalk Snow Removal. A review of last year's removal efforts led to this year's proposal to continue a similar snow removal effort. Vaughn stated the city budget most likely will not support a downtown sidewalk snow removal program. A suggestion was made to contact both Jim Dubois and Gary Tresenriter to determine if the Sports Complex tractor might be used as an option by Mr. Dubois on snow days for downtown snow removal. Vaughn stated he would contact them both and report back to the Group in December.

Chairman Vaughn made a final comment regarding the Downtown Parking Survey. Vaughn stated citizen Mr. Ron Weimer, at the request of Vaughn had determined the quantity of handicapped parking places was adequate excepting for a space in front of Fitzgerald's Drug Store. Specifications recommend a handicapped parking place at drug stores and there are none on that block. Weimer further had reported the curb height at the drug store location is not "elderly friendly" and hoped that someday the curbs could be lowered if the drug store remains at that location.

Highway 30 Morrison Business Financial Impact Study. Chairman Vaughn shared a letter he received from IDOT Engineer of Program Development Mr. Jay Howell dated 10-27-2010. The letter is attached and pushes back from the original November 2010 date until March of 2011 the draft study to be presented to the MBAG. In the letter Mr. Howell assures the MBAG that IDOT continues to consider the financial impact study is of utmost importance to IDOT. Discussion ensued with speculation the project is most likely not delayed however the impending statewide elections may have had an influence on their original November schedules.

Morrison Business Advisory Group

Thursday, December 9, 2010

Morrison Business Advisory Group
Morrison City Hall
200 W Main Street
Morrison, IL 61270

The Morrison Business Advisory Group met for its regularly scheduled meeting on Thursday, December 9, 2010. The meeting was at City Hall at noon. Members present were Vaughn, Ellen Smith, Klima, Jennings and Bender. Chairman Vaughn recorded the minutes.

Other City Officials present were: Mayor Roger Drey

Klima moved to approve the minutes of the November 4, 2010 regularly scheduled meeting, seconded by Jennings. Upon a unanimous voice vote, minutes were approved

There was no Financial Report

Public Comment

1) Vaughn acknowledged and congratulated Morrison Chamber of Commerce for the great job on the 2010 Christmas Walk and Parade.
2) Vaughn acknowledged and congratulated Bart and Ellen Smith for their participation as Christmas Walk and Parade Host and Hostess.
3) Group positive comments were made thanking city workers placement of the Christmas lighting downtown.
4) Vaughn acknowledged this meeting marks the 1st year anniversary of MBAG.

Old Business

Chairman Vaughn updated the Group regarding Downtown sidewalk snow removal. Regarding city participation for snow removal during the upcoming winter season the city budget is going to have an impact. Gary Tresenriter informed Vaughn the city will do what it can for each significant snowfall but they may not have the manpower. The MBAG group expressed appreciation for the budget impact and will continue to inform and encourage individual businesses to shovel their own sidewalks.

Highway 30 Morrison Business Impact Survey. Vaughn reported both IDOT and Bridgett Jacquot of Volkert Assoc. has contacted MBAG stating the previously scheduled financial impact survey for November has been rescheduled to March 2011. According to Bridgett, the original schedules for the project are not changing and she will recontact Vaughn (MBAG) in February 2011.

New Business

Market Street utility pole and exposed high voltage wires were discussed. Comed has new working restrictions imposed by OSHA that do not allow construction workers within a 20'-0" limit of exposed wires. Market Street has wires well within 10-0" of the south face of buildings. The new restriction has a negative impact on the entire downtown. Vaughn stated the two primary items of

Morrison Business Advisory Group

Thursday, January 6, 2011

Morrison Business Advisory Group
Morrison City Hall
200 W Main Street
Morrison, IL 61270

The Morrison Business Advisory Group met for its regularly scheduled meeting on Thursday, January 6, 2011. The meeting was at City Hall at noon. Members present were Bob Vaughn, Bart Smith, Kent Klima, David Jennings and Aubrey Fisher. City Clerk Melanie Schroeder recorded the minutes.

Other City Officials present were: Alderman Barbara Bees.

Jennings moved to approve the minutes of the December 9, 2010 regularly scheduled meeting, seconded by Smith. Upon a unanimous voice vote, minutes were approved

There was no Financial Report

The public questioned the Group if they were interested in promoting tourism and retail in Morrison. This question stemmed from a similar statement they had heard from an MADC member 2 years ago. Their concern was addressed.

Member Bender arrived at 12:07 p.m.

Old Business

The Public Works Department is clearing a path on the downtown sidewalks. Corinne at the Chamber has a list of people who will remove snow in the downtown area.

There is no new report on the Highway 30 Morrison Business impact Study. A draft copy of the Study is expected to be ready in March.

Member Jennings would like the Group to discuss permit parking for downtown residents. This topic will be placed on the February agenda.

Chairman Vaughn handed out a January 14, 2010 Revolving Fund Recapture Strategy that he recently received from Mayor Drey. The Group discussed the RLF and encourages the Council to get the City's cash flow back on track.

New Business

Member Michael Blean has resigned from the MBAG. Jennings moved to recommend the appointment of Stephanie Vavra to the MBAG, seconded by Klima. On a voice vote, the motion carried.

Fiber Optics Project. Jim Wise reported with a graphics handout current status of the iFiber Project 2012. A map was provided showing proposed location of the cable into Morrison. More information will become available as the construction arrives at Morrison in Spring of 2012.

Review of City water projects. Jim Wise reported with graphics handouts of the new East end Loop project, Well #5 construction, Well #3 decommission and Well #4 and tower rehabilitation. Wise gave an overview of all projects and timing. The group specifically was very supportive of the city's commitment for the well projects but primarily the East End Loop which will provide safer water pressure for business and residents on the East Side. Additionally, the group was optimistic the Loop project could lead to a stimulus effect for development on the East side.

French Creek road extension. Jim Wise provided graphics for a proposed French Creek road extension from the MEDC business park connecting Sawyer Road. Wise stated he spoke with an IDOT representative about this proposal. IDOT would need to consider multiple items including a new off/on access point to the proposed Highway 30 Bypass and improvements to an existing culvert on Sawyer Road. There is no timeline set for this project.

Downtown Business district snow removal, Winter of 2011-2012. Mr. Wise stated the city should be able to provide assistance similar to previous winters of a single pass on Main Street sidewalks with a snowblower/blade. Wise will report on this at the October MBAG meeting.

Items to be placed on the October agenda:

1) NICIL –downtown business district parking survey
2) Market Street Renaissance Project
3) Morrison business roundtable-Bender
4) Downtown business district snow removal-Winter of 2011-2012.
5) Single Service Electric provider

There being no further business to discuss, Smith moved to adjourn the meeting, seconded by Bender. The meeting was adjourned at 1:15 p.m. via a unanimous voice vote.

Respectfully submitted,
Bob Vaughn
Chairman, MBAG

New Business

Mike Mudge, representative from Rock River Energy, [resented information to the City Council regarding and electric services aggregation program. Documents will be presented to the Council at the October Work Session, with potential action being taken at their November Council Meeting. If positive action is taken, staff will work with the Whiteside County Clerk to place the question on the March 20, 2011 ballot. The MBAG expressed their continued support of the effort.

During the 2011/2012 winter season preparations, the flower pots and bicycle racks will be removed from the downtown in order to provide for more efficient downtown sidewalk snow removal. Administrator Wise anticipates a request going to the Council to amend the budget in order to purchase a small riding tractor with a plow to remove snow on Main, Market and the side streets in the CBD. Administrator Wise and Public Services Director Gary Tresenriter are working on the process.

Election of officers (Chair and Vice-Chair) will occur in December. The topic will be placed on the November agenda for nomination. It was discussed to implement term limits for these officers, as that is currently not defined in the by-laws. Members serve a 3-year term.

Items to be placed on the November and future agendas:

1) Downtown National Historic Register – presentation by Tim Slavin
2) Revolving Fund Loan progress
3) Sawyer Road connection to French Creek Road
4) New businesses in town

Other items discussed: October ribbon cuttings and an upcoming economic development forum.

There being no further business to discuss, E. Smith moved to adjourn the meeting, seconded by Shambaugh. The meeting was adjourned at 1:09 p.m. via a unanimous voice vote.

Respectfully submitted,
Melanie Schroeder
City Clerk

Other items for consideration:

1) Administrator Wise has received 1 RFP for downtown snow removal. He and Director Tresenriter have investigated the cost of the City purchasing a piece of equipment to attach to an existing piece of City equipment. Then they compared the costs related to both options to remove snow on the sidewalks in the downtown area between Madison and Orange Street. Council gave their consent to Administrator Wise to pursue the RFP he has received, which is the least expensive option.
2) Administrator Wise stated that the code enforcement issue at 207 West Main Street has come to the point of beginning to fine the owner, as the owner has not taken care of the issue to remedy the falling façade.
3) Mayor Drey spoke with regard to the initial information the City received regarding the Route 78 bridge. Initial reports from IDOT were that the walk/bike path would be on the East side of the bridge. New IDOT drawings indicate that the path will be on the West side due to the speed limit still being at 55mph on the bridge. If the path is moved to the East side, IDOT would need to reduce the speed limit in that area to 30mph and place two cross walks across Route 78. Administrator Wise will follow-up with IDOT to get a firm response regarding which side the walk/bike path will be placed.
4) Alderman Thorndike would like the Council to consider a total leaf burning ban.
5) Alderman Thorndike would like the City to consider being a drop-off point for Food Pantry deposits. A representative from the Pantry would be responsible for depositing the donations at the bank. Currently, City staff collect and deposit their funds.

Executive Session:

1) Pursuant to 5 ILCS 120/2(c)(2), Alderman Rose moved to enter Executive Session to discuss matters of Collective Bargaining, seconded by Alderman Thorndike. On a roll call vote of 8 ayes (Sullivan, Zuidema, Wood, Rose, Kallemeyn, Hayenga, Blean, Thorndike) and 0 nays, the motion carried.
2) Executive Session began at 8:38 p.m.
3) Regular Session resumed at 8:45 p.m.

Action from Executive Session:

1) Alderman Thorndike moved to approve the FOP contract as presented by Chief Brian Melton, seconded by Alderman Sullivan. On a roll call vote of 8 ayes (Zuidema, Wood, Rose, Kallemeyn, Hayenga, Blean, Thorndike, Sullivan) and 0 nays, the motion carried.

There being no further business, Alderman Rose moved to adjourn the meeting, seconded by Alderman Wood. On a voice vote, the motion carried.

Mayor Drey adjourned the meeting 8:47 p.m.

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Category: General

Downtown Sidewalk Snow Removal

By Village Administrator Jennifer Ramsay Johnsen on 7/9/2009 2:16:55 PM:

Village Administrator Jennifer Ramsay Johnsen

The Village of Clarendon Hills contracts for snow removal on the downtown sidewalks. This service assists commuters in getting to the train station but is hard to justify in this tough economy. Can you tell me how the snow is removed from your downtown sidewalks? Does the city pay? Are the mechants required to shovel? If so, how is it enforced? Thanks for your help. Jennifer Johnsen- Clarendon Hills

Discussion History:

Submit Answer | **Subscribe/Unsubscribe**

By Timothy Neubeck on 7/9/2009:

Timothy Neubeck

The Village of Kenilworth Public Works Department is in charge of our downtown sidewalk snow plowing. Operations begin when 2 inches or more has accumulated. However, we encourage our mechants to shovel in order to keep our downtown sidewalks snow free.

By Laura Nali on 7/9/2009:

Laura Nali

The downtown sidewalk snow removal in Libertyville is done by our Parks & Recreation Department. The Public Works Department does the downtown parking lot snow removal. In addition, all the business in our downtown district are sent a letter in November each year letting them know the areas that the Village snow plows on the sidewalks and we request but not require the business residents to assist in the removal if possible.

By Erik Hallgren on 7/9/2009:

Erik Hallgren

The City of Naperville contracts for the removal of snow from the downtown sidewalks. The snow removal like other services provided exclusively to the Naperville downtown is funded by the downtown merchants through an SSA. If you have any additional questions please let me know. Erik Hallgren, City of Naperville

By Rachel Sauber on 7/9/2009:

Rachel Sauber

Geneva's downtown sidewalks are done by the Public Works Department, funding coming from an SSA. Let me know if you have any questions! rsauber@geneva.il.us

FULTON – NO
STERLING – NO
ROCKFALLS – YES
DIXON – NO

Actions

- Search Discussions
- Post a Question
- Answer Questions
- Request to Change Email Address

Questions to Answer

- Multi-Media Production Companies
- Emergency / Diaster Planning Contracts
- Ride Sharing/TNC
- Community Pool Development
- Red Light Cameras
- Creation of Development Services Department
- RFPs for Information Technology Assessment
- Mechanic Training
- Level 3 Communications ROW use
- Employee Social Activities
- clean-up week items
- City Wide Year Book
- Holiday Lights Contest
- FT Administrative Assistant
- Cell phone computer and social media use
- Festival Point of Sale System
- Inclement Weather Policy
- Building Permit Rentention
- Resident/Inquiry Tracking
- Performance/Merit Bonus

30

Melanie Schroeder

From: Susan Corbitt <polo@essex1.com>
Sent: Tuesday, January 20, 2015 9:19 AM
Subject: RE: Downtown Snow Removal

The City of Polo removes the snow on sidewalks on days when there is a snow fall early in the mornings and after that the business or building owner is responsible. Our street department is responsible for this.

Thank you,
Susie

Susie Corbitt, MMC
City Clerk
City of Polo
115 S. Franklin Ave.
Polo, IL 61064
Phone: 815-946-3514
Fax: 815-946-2004
polo@essex1.com

From: Melanie Schroeder [mailto:mschroeder@morrisonil.org]
Sent: Tuesday, January 20, 2015 8:38 AM
To: Aleisha Patchin; Angie Lauderdale; Arletta Holmes; Barb Huerta; Bill Wescott; Bob Burden; Bruce McKinney; Candy Smith; Charlene Ruthe; Cheryl Aldis; Chris Marks; Christina Stewart; Cindy Brinker; Cindy Lloyd; Cynthia Welsch; Dana Ward; Dawn Grivetti; Debbie Lang; Debra Marner; Debra Meadows; Denise Delisio; Denise Li; Donna Johnson; Dorothy VanDam; Emily Larson; Emily McConville; Eric Arduini; Gerald Kautz; Ginger Binger; Janeen Bennett; Janice Jones; Jennifer Quinton; Jill Laingen; Joyce Flannery; Julie Cuckler; Karla Thomas; Kathleen Miller; Kathy Leathers; Kim Gouker; Kimberly Dewis; Laurie Manalli; Leslie Schmidt; Linda Janes; Linda Klaser; Linda Taets; Linda Vasquez; Liz Peerboom; Loree Phlypo; Lori Mitchell; Lori Schultz; Lori Smith; Lynn Polhill; Margo Gray; Marguerite (Peggy)Hoyt; Marie Rombouts; Martha Dankenbring; Marty Suhr; Mary Ann Wilkison; Mary Beth Hyde; Mary Scott; Meg Zuravel; Melanie Schroeder; Melissa Eisenberg; Michelle Figuerola; Michelle Weber; Milledgevlle Clerk; Nancy Belt; Parry Moreno; Paula Diehl; Peggy Carr; Penny Olsen; Peter Nelson; Rita McMahon; Rita Nielsen; Ruth Maloy; Sharon Atkins; Sharon VanDam; Shauna Arco; Sheila Mills; Shelly Teske; Sherrie Rogall; Sue Embry; Sue Young; Susie Corbitt; Tammey Higgins; Terri D'Amato; Terri Wilde; Tracy Koranda; Tracy Patrick
Subject: Downtown Snow Removal

Good morning, all!
Asking this morning of any municipality that removes snow from the downtown businesses sidewalks... what is your policy/procedure for doing so?

Does your municipality do it? Do you hire someone? Do you leave it up to the store owner? What if the property is vacant? If your municipality removes it or hires a contractor to do it, how does the service get paid for.. absorbed by the city, paid for by the business owners, some other means?

Thank you, as always, for your help,
Melanie

Melanie Schroeder

From: Terri D'Amato <villkirk@mchsi.com>
Sent: Tuesday, January 20, 2015 9:20 AM
To: Melanie Schroeder; 'Aleisha Patchin'; 'Angie Lauderdale'; 'Arletta Holmes'; 'Barb Huerta'; 'Bill Wescott'; 'Bob Burden'; 'Bruce McKinney'; 'Candy Smith'; 'Charlene Ruthe'; 'Cheryl Aldis'; 'Chris Marks'; 'Christina Stewart'; 'Cindy Brinker'; 'Cindy Lloyd'; 'Cynthia Welsch'; 'Dana Ward'; 'Dawn Grivetti'; 'Debbie Lang'; 'Debra Marner'; 'Debra Meadows'; 'Denise Delisio'; 'Denise Li'; 'Donna Johnson'; 'Dorothy VanDam'; 'Emily Larson'; 'Emily McConville'; 'Eric Arduini'; 'Gerald Kautz'; 'Ginger Binger'; 'Janeen Bennett'; 'Janice Jones'; 'Jennifer Quinton'; 'Jill Laingen'; 'Joyce Flannery'; 'Julie Cuckler'; 'Karla Thomas'; 'Kathleen Miller'; 'Kathy Leathers'; 'Kim Gouker'; 'Kimberly Dewis'; 'Laurie Manalli'; 'Leslie Schmidt'; 'Linda Janes'; 'Linda Klaser'; 'Linda Taets'; 'Linda Vasquez'; 'Liz Peerboom'; 'Loree Phlypo'; 'Lori Mitchell'; 'Lori Schultz'; 'Lori Smith'; 'Lynn Polhill'; 'Margo Gray'; 'Marguerite (Peggy)Hoyt'; 'Marie Rombouts'; 'Martha Dankenbring'; 'Marty Suhr'; 'Mary Ann Wilkison'; 'Mary Beth Hyde'; 'Mary Scott'; 'Meg Zuravel'; 'Melissa Eisenberg'; 'Michelle Figuerola'; 'Michelle Weber'; 'Milledgevlle Clerk'; 'Nancy Belt'; 'Parry Moreno'; 'Paula Diehl'; 'Peggy Carr'; 'Penny Olsen'; 'Peter Nelson'; 'Rita McMahon'; 'Rita Nielsen'; 'Ruth Maloy'; 'Sharon Atkins'; 'Sharon VanDam'; 'Shauna Arco'; 'Sheila Mills'; 'Shelly Teske'; 'Sherrie Rogall'; 'Sue Embry'; 'Sue Young'; 'Susie Corbitt'; 'Tammey Higgins'; 'Terri Wilde'; 'Tracy Koranda'; 'Tracy Patrick'
Subject: RE: Downtown Snow Removal

Our public works department removes the snow from all the downtown sidewalks. Since Kirkland's business district is Main Street, there are only 2 sides of the street that are plowed.

Terri D'Amato
Village Clerk

From: Melanie Schroeder [mailto:mschroeder@morrisonil.org]
Sent: Tuesday, January 20, 2015 8:38 AM
To: Aleisha Patchin; Angie Lauderdale; Arletta Holmes; Barb Huerta; Bill Wescott; Bob Burden; Bruce McKinney; Candy Smith; Charlene Ruthe; Cheryl Aldis; Chris Marks; Christina Stewart; Cindy Brinker; Cindy Lloyd; Cynthia Welsch; Dana Ward; Dawn Grivetti; Debbie Lang; Debra Marner; Debra Meadows; Denise Delisio; Denise Li; Donna Johnson; Dorothy VanDam; Emily Larson; Emily McConville; Eric Arduini; Gerald Kautz; Ginger Binger; Janeen Bennett; Janice Jones; Jennifer Quinton; Jill Laingen; Joyce Flannery; Julie Cuckler; Karla Thomas; Kathleen Miller; Kathy Leathers; Kim Gouker; Kimberly Dewis; Laurie Manalli; Leslie Schmidt; Linda Janes; Linda Klaser; Linda Taets; Linda Vasquez; Liz Peerboom; Loree Phlypo; Lori Mitchell; Lori Schultz; Lori Smith; Lynn Polhill; Margo Gray; Marguerite (Peggy)Hoyt; Marie Rombouts; Martha Dankenbring; Marty Suhr; Mary Ann Wilkison; Mary Beth Hyde; Mary Scott; Meg Zuravel; Melanie Schroeder; Melissa Eisenberg; Michelle Figuerola; Michelle Weber; Milledgevlle Clerk; Nancy Belt; Parry Moreno; Paula Diehl; Peggy Carr; Penny Olsen; Peter Nelson; Rita McMahon; Rita Nielsen; Ruth Maloy; Sharon Atkins; Sharon VanDam; Shauna Arco; Sheila Mills; Shelly Teske; Sherrie Rogall; Sue Embry; Sue Young; Susie Corbitt; Tammey Higgins; Terri D'Amato; Terri Wilde; Tracy Koranda; Tracy Patrick
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Melanie Schroeder

From: Candy Smith <csmith@cityofsycamore.com>
Sent: Tuesday, January 20, 2015 8:53 AM
To: Melanie Schroeder; Aleisha Patchin; Angie Lauderdale; Arletta Holmes; Barb Huerta; Bill Wescott; Bob Burden; Bruce McKinney; Charlene Ruthe; Cheryl Aldis; Chris Marks; Christina Stewart; Cindy Brinker; Cindy Lloyd; Cynthia Welsch; Dana Ward; Dawn Grivetti; Debbie Lang; Debra Marner; Debra Meadows; Denise Delisio; Denise Li; Donna Johnson; Dorothy VanDam; Emily Larson; Emily McConville; Eric Arduini; Gerald Kautz; Ginger Binger; Janeen Bennett; Janice Jones; Jennifer Quinton; Jill Laingen; Joyce Flannery; Julie Cuckler; Karla Thomas; Kathleen Miller; Kathy Leathers; Kim Gouker; Kimberly Dewis; Laurie Manalli; Leslie Schmidt; Linda Janes; Linda Klaser; Linda Taets; Linda Vasquez; Liz Peerboom; Loree Phlypo; Lori Mitchell; Lori Schultz; Lori Smith; Lynn Polhill; Margo Gray; Marguerite (Peggy)Hoyt; Marie Rombouts; Martha Dankenbring; Marty Suhr; Mary Ann Wilkison; Mary Beth Hyde; Mary Scott; Meg Zuravel; Melissa Eisenberg; Michelle Figuerola; Michelle Weber; Milledgevlle Clerk; Nancy Belt; Parry Moreno; Paula Diehl; Peggy Carr; Penny Olsen; Peter Nelson; Rita McMahon; Rita Nielsen; Ruth Maloy; Sharon Atkins; Sharon VanDam; Shauna Arco; Sheila Mills; Shelly Teske; Sherrie Rogall; Sue Embry; Sue Young; Susie Corbitt; Tammey Higgins; Terri D'Amato; Terri Wilde; Tracy Koranda; Tracy Patrick
Subject: RE: Downtown Snow Removal

City of Sycamore downtown policy and the penalty is a fine of $100 for the first offense and $200 for subsequent offenses:

C. Downtown Commercial District: The owner or occupant of the premises in the downtown commercial zoning district bounded by the north side of Exchange Street, the south side of Elm Street, the east side of Locust Street and the west side of Sacramento Street is obligated to keep the sidewalks abutting the premises free from snow and other obstructions. All snow or ice removed shall be placed in the street or hauled away. No snow or ice shall be placed on any shrubs or trees. The use of any chemical on the sidewalk that may damage adjacent shrubs or trees is prohibited.

D. Abatement: Should the owner or occupant of the said premises fail to keep the sidewalks abutting the premises free from snow and ice in accordance with the provisions herein, the city may abate the nuisance by removing the snow or other obstruction from the sidewalk at a minimum cost of one hour's time and labor.

E. Penalties: Violators of this section shall be subject to penalty as provided in section 1-4-1 of this code. (Ord. 2007.47, 1-7-2008)

Candy Smith
City Clerk
City of Sycamore
308 W. State Street
Sycamore, IL 60178
p: 815.895.4515 f: 815.899.2054
www:cityofsycamore.com

From: Melanie Schroeder [mailto:mschroeder@morrisonil.org]
Sent: Tuesday, January 20, 2015 8:38 AM

Melanie Schroeder

From: Denise Ti <city.clerk@sandwich.il.us>
Sent: Tuesday, January 20, 2015 8:56 AM
To: Melanie Schroeder
Subject: RE: Downtown Snow Removal

Generally, stores are responsible for their own snow removal. If they do not, or there is a vacant store front, City crews will remove the snow. The cost is absorbed by the City.

Denise

From: Melanie Schroeder [mailto:mschroeder@morrisonil.org]
Sent: Tuesday, January 20, 2015 8:38 AM
To: Aleisha Patchin; Angie Lauderdale; Arletta Holmes; Barb Huerta; Bill Wescott; Bob Burden; Bruce McKinney; Candy Smith; Charlene Ruthe; Cheryl Aldis; Chris Marks; Christina Stewart; Cindy Brinker; Cindy Lloyd; Cynthia Welsch; Dana Ward; Dawn Grivetti; Debbie Lang; Debra Marner; Debra Meadows; Denise Delisio; Denise Li; Donna Johnson; Dorothy VanDam; Emily Larson; Emily McConville; Eric Arduini; Gerald Kautz; Ginger Binger; Janeen Bennett; Janice Jones; Jennifer Quinton; Jill Laingen; Joyce Flannery; Julie Cuckler; Karla Thomas; Kathleen Miller; Kathy Leathers; Kim Gouker; Kimberly Dewis; Laurie Manalli; Leslie Schmidt; Linda Janes; Linda Klaser; Linda Taets; Linda Vasquez; Liz Peerboom; Loree Phlypo; Lori Mitchell; Lori Schultz; Lori Smith; Lynn Polhill; Margo Gray; Marguerite (Peggy)Hoyt; Marie Rombouts; Martha Dankenbring; Marty Suhr; Mary Ann Wilkison; Mary Beth Hyde; Mary Scott; Meg Zuravel; Melanie Schroeder; Melissa Eisenberg; Michelle Figuerola; Michelle Weber; Milledgevlle Clerk; Nancy Belt; Parry Moreno; Paula Diehl; Peggy Carr; Penny Olsen; Peter Nelson; Rita McMahon; Rita Nielsen; Ruth Maloy; Sharon Atkins; Sharon VanDam; Shauna Arco; Sheila Mills; Shelly Teske; Sherrie Rogall; Sue Embry; Sue Young; Susie Corbitt; Tammey Higgins; Terri D'Amato; Terri Wilde; Tracy Koranda; Tracy Patrick
Subject: Downtown Snow Removal

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Thank you, as always, for your help,
Melanie

Melanie T. Schroeder, RMC/CMC
City Clerk/Collector
City of Morrison
200 West Main Street
Morrison IL 61270
Ph: 815-772-7657
Fax: 815-772-4291

Melanie Schroeder

From: Linda Vasquez <lvasquez@hampshireil.org>
Sent: Tuesday, January 20, 2015 9:00 AM
To: Melanie Schroeder
Subject: RE: Downtown Snow Removal

When Hampshire plows downtown we clean the sidewalks, if we don't plow we don't clean them.

From: Melanie Schroeder [mailto:mschroeder@morrisonil.org]
Sent: Tuesday, January 20, 2015 8:38 AM
To: Aleisha Patchin; Angie Lauderdale; Arletta Holmes; Barb Huerta; Bill Wescott; Bob Burden; Bruce McKinney; Candy Smith; Charlene Ruthe; Cheryl Aldis; Chris Marks; Christina Stewart; Cindy Brinker; Cindy Lloyd; Cynthia Welsch; Dana Ward; Dawn Grivetti; Debbie Lang; Debra Marner; Debra Meadows; Denise Delisio; Denise Li; Donna Johnson; Dorothy VanDam; Emily Larson; Emily McConville; Eric Arduini; Gerald Kautz; Ginger Binger; Janeen Bennett; Janice Jones; Jennifer Quinton; Jill Laingen; Joyce Flannery; Julie Cuckler; Karla Thomas; Kathleen Miller; Kathy Leathers; Kim Gouker; Kimberly Dewis; Laurie Manalli; Leslie Schmidt; Linda Janes; Linda Klaser; Linda Taets; Linda Vasquez; Liz Peerboom; Loree Phlypo; Lori Mitchell; Lori Schultz; Lori Smith; Lynn Polhill; Margo Gray; Marguerite (Peggy)Hoyt; Marie Rombouts; Martha Dankenbring; Marty Suhr; Mary Ann Wilkison; Mary Beth Hyde; Mary Scott; Meg Zuravel; Melanie Schroeder; Melissa Eisenberg; Michelle Figuerola; Michelle Weber; Milledgevlle Clerk; Nancy Belt; Parry Moreno; Paula Diehl; Peggy Carr; Penny Olsen; Peter Nelson; Rita McMahon; Rita Nielsen; Ruth Maloy; Sharon Atkins; Sharon VanDam; Shauna Arco; Sheila Mills; Shelly Teske; Sherrie Rogall; Sue Embry; Sue Young; Susie Corbitt; Tammey Higgins; Terri D'Amato; Terri Wilde; Tracy Koranda; Tracy Patrick
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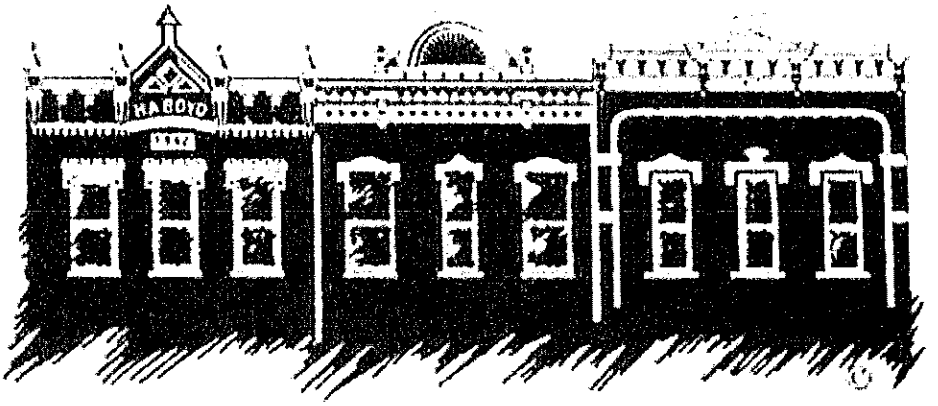
City Clerk/Collector
City of Morrison
200 West Main Street
Morrison IL 61270
Ph: 815-772-7657
Fax: 815-772-4291
www.morrisonil.org



CITY OF MORRISON

Personnel Policy Manual

Adopted September 1997
Amended January 2013
Amended January 2015

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City of Morrison, Illinois
Personnel Policies

ARTICLE 1 - INTRODUCTION

1.1 Purpose. The purpose of this policy is to establish a system of personnel administration that meets the social, economic and program needs of the City of Morrison. The policies and procedures apply to all employees, unless in direct conflict with a Collective Bargaining Agreement or other Employment Agreement approved by the Morrison City Council. The goal of the manual is to provide a framework for fair, equitable, and consistent employment practices. This Personnel Policy manual is not a contractual agreement or guarantee of benefits.

1.2 Severability. If any provision of these Policies or the application hereof to any person or circumstances is held invalid, this invalidity does not affect other provisions or applications which can be given effect without the invalid provision or application, and for this purpose the provisions of the Personnel Policy manual are severable. If any provisions of this personnel policy are in conflict with any bargaining unit agreement and/or other employment agreement those shall supersede this personnel policy.

1.3 Amendments and interpretation. The City of Morrison reserves the right to unilaterally amend, delete, modify or change these policies with or without prior notice and at any time for any reason. The City Administrator shall have the authority to interpret these policies.

1.4 Authority-Distribution. The authority to approve personnel policies is vested with the Mayor and City Council.

ARTICLE 2 - GENERAL PROVISIONS

2.1 Acceptance of Gifts. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. City employees are prohibited from receiving personal gifts of any kind but, with the approval of the City Administrator, may accept tokens of appreciation that can and shall be shared by all employees of the City or a particular Department.

2.2 Employee Conduct and Public Relations. All employees are prohibited from engaging in any conduct, which could reflect unfavorably upon the City or disrupt the efficient administration of the City. All employees must avoid any action which might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting City business. Cooperation of all employees is essential to efficiency.

2.3 Internet Electronic Mail, Messaging, Social Media. The use of the internet and electronic mail, messaging and social media networks are designed to facilitate communication amongst City

employees and other entities for the purpose of conducting business, research, transactions and other related matters. All data and electronic mail, messages, and communication are the property of the City of Morrison. Electronic mail and messages are subject to the Freedom of Information Act in accordance with State laws and regulations. The City, through its designated agents, reserves the right to review employee electronic mail, messaging and social media networking transmissions when deemed necessary for City purposes.

2.4 Inclement Weather / Utility Failure. Municipal facilities are made available with public funds to provide services to the public. The intent is to remain open and maintain regular operating hours during storm events. Employees are advised to be prepared for weather events and are expected to work during storm events. In the event of a significant storm event, the City Administrator is authorized to use his/her judgment and may close appropriate facilities' when deemed necessary. In the event of an inability to operate due to a utility failure, emergency event or some other condition, the City Administrator may establish temporary facilities for the purpose of conducting the business of government.

When the City Administrator closes facilities due to a storm event employees will be paid their regular wages for the duration of the balance of the workday.

Employees who become concerned with travel conditions may request permission to absent themselves from work and the Department Head may grant or deny permission subject to the following conditions:

a) It is the responsibility of the Department Head to ensure that sufficient personnel remain at work to provide adequate services to the public
b) Employees who absent themselves pursuant to this paragraph must use accrued vacation, comp, or personal time, or take time off without pay for the balance of the workday.

2.5 Political Activity. The support or promotion of political activities or interests by City employees during working hours or with City resources is strictly prohibited. No employee is required or expected to contribute money to any candidate or political party, or referendum supporters or opponents except on a purely voluntary basis.

2.6 Use of City Telephones. Employees are permitted to use City phones for personal reasons only in cases of absolute necessity. This privilege shall be withdrawn if abused through excessive use or if use of the phones causes interference with work duties. Toll and/or added cost calls for personal reasons may not be made unless prior permission is granted by the Department Head.

Employees shall limit receiving or making personal calls of a non-emergency nature while on duty, including but limited to use of any cellular phones, smart phones, or text messaging. Employees subject to 24 hour recall shall adhere to this policy for the duration of the entire 24 hour period.

2.7 Use of City Vehicles, Supplies and Equipment. In using the City's vehicular equipment, employees must keep in mind the fact that they are representatives of the City government and that their conduct is a reflection upon the City. City employees must abide by all rules and regulations

governing vehicular traffic and movement. Any fines incurred by an employee while operating City vehicles and/or equipment will be the responsibility of the employee. All City vehicles are non-smoking. In the event an authorized user's driver's license is suspended or revoked, the user must immediately notify the Supervisor or the City Administrator. Failure to do so may be cause for disciplinary action.

2.8 Use of Private Vehicle for City Business. Reimbursement shall be made in accordance with current approved mileage rates as established by the Internal Revenue Service upon submission of a standard expense sheet, signed by the employee's immediate supervisor. Reimbursement shall not apply to travel between employee's home and any regular assigned work place. Any employee authorized to use his/her personal vehicle for city business shall maintain appropriate insurance for liability, bodily injury, and property damage.

2.9 Reimbursement for Expenses: Employees may be reimbursed for reasonable and necessary expenses. Requests for reimbursement of meals, parking fees, lodging and other fees or expenses shall be accompanied by a receipt of same.

Any employee who incurs out-of-pocket expenses while traveling and in the performance of their duties shall be entitled to reimbursement as follows:

- Mileage: Direct travel by personal vehicle at the rate authorized year-to-year by the Internal Revenue Service or at an amount equivalent to round trip airfare, whichever is less.
- Overnight Lodging: The single room rate, or government rate, whichever is lower.
- Meals (includes tip) maximum: Breakfast $8.00; Lunch $10.00; Dinner $18. Alcoholic beverages are ineligible for reimbursement. Reasonable expenses for business meals shall be reimbursed when the purpose of such meals is to facilitate City business for the good of the community.

2.10 Time-Cards: All employees shall submit a time card following the end of a pay cycle. The time card is to cover the preceding 14 day pay cycle. Each employee is responsible for accurately recording hours worked. The employee is paid based on the hours submitted on the time card. Failure to submit a time card as required may cause the employee to not receive a paycheck on the pay day. Department Heads are responsible for authorizing the recording of time worked by department employees and submitting time sheets to the Collector on the Monday preceding designated paydays.

2.11 Residency. Unless otherwise stipulated as a condition of employment, the city does not have a residency requirement. However, city employees serve the needs of the residents of Morrison frequently in urgent or emergency situations. The city requires commute times that facilitate rapid and effective service to the community.

2.12 Personal Mail. Except as permitted by law, employees shall not use the address of the City Municipal Building or other addresses of the City for receipt of personal mail and other deliveries.

ARTICLE 3 - EMPLOYMENT PRACTICES: RECRUITMENT-SELECTION-PLACEMENT-RETENTION

3.1 Equal Employment Opportunity Policy. It is the policy of the City of Morrison to provide equal opportunity in employment to all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, marital status, status as a veteran, physical or mental disability (except where a bona fide occupational qualification exists), age, sexual orientation and other non-job related factors, and to promote the full realization of equal employment opportunity.

3.2 Classifications of Employment

a) **Regular Full Time**: A regular full time position shall be year-round and the incumbent shall be required to work the standard work week of their department or the equivalent of 2080 hours per calendar year.
b) **Regular Part Time:** A regular part time position employee works less than the normal work week, but on a continuing and indefinite basis. The employee is subject to all personnel rules and policies. Regular part time employees who work 32 or more hours a week are eligible to receive sick leave, vacation leave, and paid holidays in proportion to the hours worked. Upon specific city council approval, under certain circumstances, these employees may be eligible for health and life insurance. Employees who work over 1000 hours are eligible to participate in IMRF.
c) **Temporary Part Time:** Temporary employees work on a non-regular basis usually for a limited time frame. Seasonal employees are included in this classification. They are not entitled to benefits accorded to regular full and regular part time employees.

3.3 Hours of Work. No employee shall forfeit the lunch period to leave work early or arrive late or be paid the time not used. In the case of an emergency the Department Head or City Administrator may authorize the employee's deviation from this requirement.

a) **Police Department** – The police department staffing schedule shall be approved by the Chief of Police, or as otherwise determined by applicable bargaining unit agreement.

b) **Public Works** – Regular hours for full-time public works employees generally are from 7:00am to 3:30pm, Monday through Friday or as otherwise determined by the Director of Public Works and consistent with applicable bargaining unit agreements.

c) **Parks and Recreation** – Staff is scheduled by Park and Recreation Director to meet the varied needs of the department; frequently includes evenings and weekends.

d) **City Hall Office Staff** – Regular open office hours for city hall are from 8:00am to 4:00pm. Office staff receives non-cumulative paid break time not to exceed 45 minutes daily. Staff shall provide for the needs of the community and stagger breaks and meal times so the office remains open during normal business hours, unless otherwise approved by the City Administrator or Mayor.

3.4 Compensatory Time: Exempt employees shall not be eligible to accumulate compensatory time. Department Heads occupy positions that may require the need to work outside of the normal

schedule. Eligibility of bargaining unit employees for compensatory time shall be governed by the conditions of any applicable collective bargaining agreement.

It is the policy of the City that all work be accomplished within the normal workday. When it is necessary to work beyond the normal workday, the employee's Supervisor must authorize all overtime. Overtime for employees in all City Departments is administered in compliance with the Fair Labor Standards Act (FLSA).

For non-exempt hourly employees, time and one-half (1.5) their regular hourly rate shall be paid for all overtime work (those in excess of forty (40) hours in a workweek or as defined in the applicable collective bargaining agreement).

Non-exempt employees may earn compensatory time in lieu of overtime pay. For an employee to earn compensatory time, the employee must have worked at least forty (40) hours during the workweek (or the equivalent if the employee is on a schedule other than 40 hours per week). Compensatory time earned is the same rate as overtime earned. Compensatory time may be used at a minimum of one (1) hour increments. Authorization of said time off must not unduly disrupt operations as determined by the authorizing supervisor.

Employees having accumulated compensatory time credit shall be allowed, upon request made in a reasonable period of time in advance, to utilize the accumulated compensatory time. Compensatory time shall be time off work, with pay. The employee's request for compensatory time off will not require or result in additional overtime. The City will attempt to accommodate each employee's request for use of compensatory time credit to the extent possible so long as the request will not unduly disrupt the department's operations.

Employees who have accumulated compensatory time credits may, upon written request, receive overtime pay in lieu of compensatory time off for their accumulated compensatory time credit, and will be paid at the employee's hourly base wage rate existing at the time of the employee's request. All accrued compensatory time not utilized by the end of each fiscal quarter will be paid to the employee in the next applicable payroll period.

Any employee terminating employment will be paid the monetary equivalent of accrued, unused compensatory time credit as part of the employee's final compensation, and shall be paid at the employee's hourly base wage rate immediately preceding termination, or an average of the employee's regular hourly base wage rate during the three (3) year period prior to termination, whichever is greater.

In the case of exempt executive, administrative, and professional personnel, as defined by the Fair Labor Standards Act, it is implicit in the nature of their position that time beyond the normal work schedule may often necessarily be spent on the job. While some recognition of this additional work may be made by the City Administrator, or respective Department Head, from time to time, it will be entirely at their discretion and not of a completely remunerative nature.

3.5 Drug and Alcohol Abuse / Testing: It is the policy of the City of Morrison that City work environments be free from non-prescribed drugs and alcohol. Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol, while on City premises, City vehicles, or while performing work for the City. For purposes of this policy, a controlled substance is one which is:

a) Not legally obtainable;
b) Being used in a manner different than prescribed;
c) Legally obtainable, but not legally obtained; or
d) Any other item defined as a controlled substance under federal law.

Employees who violate the terms of this policy are subject to disciplinary action, up to and including termination of employment.

All current and prospective employees must submit to a drug free workplace. Prospective employees may be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by the City is conditioned on the prospective employee testing negative for illegal substances.

Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign an acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Drug testing required, or requested, by the City will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by the City. The employee will be given the name and location of the laboratory that will analyze the employee's test sample by before the employee is tested.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to the City by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

All testing results will remain confidential. Test results, however, may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing and/or employment. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result.

Post-Accident Drug and Alcohol Testing: The following portion of the policy applies to all applicants and employees of the City of Morrison.

Use or possession of controlled substances while performing work for the City of Morrison is prohibited, except when the use is pursuant to the instructions of a physician who has advised the driver that the substances do not adversely affect the employee's ability to safely perform their duties. Employees are required to submit to testing to determine the presence of illegal drugs or alcohol under the following circumstances:

a) Involved in an on-the-job driving accident that results in injury or death, or
b) Involved in an on-the-job driving accident that could result in a citation to the employee under state or local law for a moving traffic violation arising from the accident, when any vehicle requires towing from the accident scene or any involved person requires treatment away from the accident scene. An employee in such an accident is required to report it as soon as possible to the supervisor.
c) When observed using alcohol or illegal drugs while on duty.

An employee who refuses to consent and submit to a test when requested will be subject to disciplinary action including termination. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation, engaging in conduct that obstructs the testing process, and leaving the scene of an on-the-job accident without authorization.

Random Testing: The City will randomly test employees for compliance with its drug-free workplace policy. As used in this Policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. The City has no discretion to waive the selection of an employee selected by this random selection method.

Scheduled Periodic Testing: The City reserves the right to conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or work groups.

Post-Rehabilitation Testing: Where the employee has had a confirmed positive test result, the City will, if the employee is permitted to continue employment, require the employee to take and pass follow-up drug tests during a probationary period within the two-year period after the positive test result.

Substances Covered by Drug/Alcohol Testing: Employees will be tested for their use of commonly-abused controlled substances, which include: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene and chemical derivatives of these substances.

Employees must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescription to testing lab personnel.

Testing Methods and Procedure: All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine,

breath, or blood, sample provided by the employee to the testing laboratory under procedures established by the laboratory to insure privacy of the employee, while protecting against tampering/alteration of the test results.

Employees will be considered to be engaged at work for the time spent in taking any tests and will be compensated for such time at their regular rate. The City will pay for the cost of the testing, including any requested confirmation of any positive test result. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

Refusal to Undergo Testing: Employees who refuse to submit to a test are subject to immediate termination.

Positive Tests: If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including discharge. Discipline selected by the City will depend upon a variety of factors, including the prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee, and the circumstances which led to the testing.

Right to Explain Test Results: All employees and applicants have the right to meet with the testing laboratory personnel, and with the City, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within the City or within the testing laboratory who need to know such information in order to make proper decisions regarding the test results or regarding the employment of the individual.

Right to Review Records: Employees have a right to obtain copies of all test results from the testing laboratory or from the City. When the individual disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat test shall be at the expense of the individual employee.

Confidentiality Requirements: All records concerning test results will be kept in medical files which are maintained separately from the personnel file of the employee.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and will not conduct general testing related to the medical conditions of the individual which are unrelated to drug usage.

Retesting: Where the employee/applicant believes that the positive test result was affected by taking of lawful or prescribed substances, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five (5) business days in which to provide this additional information.

Once the City has determined whether or not there is evidence to indicate that the test results are incorrect, the City will advise the individual of its decision.

Treatment, Termination and Rehire: Employees who test positive for any drug(s) listed on the disclosure list may be given, in the City's sole discretion two choices. The employee may agree to enter an authorized treatment program approved by the City, at the Employee's own expense and agree to subsequent retesting for a period of two years after returning from treatment, or the employee will be terminated immediately.

3.6 Discipline and Corrective Actions: When an employee's performance, attitude, work habits, or personal conduct at any time falls below a suitable level, the supervisor shall inform the employee of the lapses and give counsel and assistance. If appropriate, a reasonable period of time for improvement may be allowed before taking disciplinary action(s). The City will often impose principles of progressive discipline, but reserves the right to impose discipline at such levels as needed or deemed appropriate:

a) Verbal reprimand
b) Written Warning
c) Suspension, withholding or deferring pay increase or promotion, or demotion
d) Dismissal

Dismissal shall be done only with prior knowledge and concurrence of the City Administrator. Notice of such action shall be provided in writing to the employee. An employee who feels that he/she has been treated unfairly shall have access to the grievance procedure as outlined herein, or such procedures available in any collective bargaining agreement, but if available shall not be concurrent with this personnel policy.

3.7 Grievance and Appeal Procedure: An employee shall first present his/her grievance to his/her immediate supervisor, who shall make careful inquiry into the facts and circumstances of the complaint. All grievances shall be in writing and submitted within 10 days of the occurrence giving rise to the grievance. The supervisor shall attempt to resolve the problem within three working days, promptly and fairly.

If the grievance is not resolved at this level, the employee may submit his/her grievance in writing to the City Administrator within 5 days of the suspension decision. The Administrator shall make a separate investigation and inform the employee, in writing, of his decision and the reason therefore within five working days after receipt of the grievance.

If the employee is not satisfied with the City Administrator's decision; he/she may appeal to the Mayor and Council by submitting a written request to the City Clerk within five working days following the receipt of the decision of the Administrator. The Mayor shall make such investigation and the Mayor and City Council may conduct such hearing as they deemed necessary and shall, within ten working days after such hearing, inform the employee in writing of their findings and decision, which shall be binding and final. All hearings will be held in compliance with the Open Meetings Act.

3.8 Harassment: Electronic/Sexual/Verbal: Derogatory or vulgar comments regarding a person's sex, age, religion, ethnic origins, and physical appearance are expressly prohibited. Use of City communications devices and personal social media accounts maintained by City employees are subject to this policy.

Prohibited acts of 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 his or her conduct is offensive or harassing to others. Sexual harassment may include, but is not limited to:

> Persistent or repeated unwelcome flirting, pressure for dates, sexual comments, explicit sexual propositions; Sexually suggestive jokes, gestures or sounds directed toward another, or sexually oriented or degrading comments about another person; Foul or obscene language; Physical contact such as patting, pinching, or brushing against another person's body; 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; The open display or distribution of sexually-oriented pictures, posters, calendars, printed jokes, or other material offensive to others; and Retaliation against an individual for reporting or complaining about sexually harassing conduct.

Verbal Harassment is the attempt to control, influence or affect the career, salary, or job of an individual by way of verbal abuse. Such actions are prohibited in the workplace by any employee of the City.

Employees who believe that they are being harassed, or have witnessed harassment, shall report the incident to the City Administrator, or the Mayor within seven (7) workdays of the incident.

3.9 Personnel Records: Personnel records are maintained for each employee of the City. Any employee may review his/her files in the presence of the City Administrator upon 5 days advance notification, between the hours of 9:30 a.m. and 3:30 p.m., Tuesday through Thursday.

3.10 Probationary Period.

a) All prospective regular full time employees of the City shall be required to serve a probationary period of 180 days unless otherwise stated in a separate contractual agreement.
b) Sworn personnel shall serve a probationary period in accordance with the applicable collective bargaining agreement and applicable State laws, regulations and policies.
c) Prospective employees are eligible for benefits upon their thirty-first (31) day of employment other than those required by law. Accrual of vacation, holiday, personal and sick leave days will begin on the thirty-first day.
d) The probationary period is intended to provide an opportunity for supervisory personnel to monitor, evaluate, and assess the skills and abilities of prospective full-time employees. During the probationary period the employee will be evaluated by his/her immediate supervisor as to his/her ability to perform the duties of his/her position. If the employee fails to exhibit the skills and abilities necessary for satisfactory job performance, he/she may be

terminated. At the end of the first 60 days of the probationary period, the department Head will submit a written evaluation of the employee to the City Administrator indicating the employee's progress. Twenty-one (21) days prior to the expiration of the probationary period, the Department Head shall submit a final report with a recommendation as to permanent status; a recommendation to extend the probationary period may also be submitted.

3.11 Promotions: As vacancies occur in any position, reasonable attempts will be made to fill them by promotion of current employees. Notice of such vacancy will be posted on the bulletin board in City Hall, or such location as required by a bargaining unit agreement. Each interested employee must file a formal application for the vacant position. A position change shall be regarded in the same way as a new appointment. If the newly promoted employee does not complete the requirements, he/she may be reinstated in his/her former position, if it is available. An employee who is returned to his/her previous position will be paid a salary commensurate to the position. Promotions for all positions other than as specified in this section shall be made by the City Administrator.

3.12 Safety: Personal injury and property loss create a loss of valuable public resources. The use of City issued safety equipment will be enforced. It is incumbent upon employees to utilize such equipment. It is the responsibility of all employees to ensure that a safe workplace is maintained to avoid personal injury and property loss. Employees shall notify the Department Head immediately in the event of an unsafe working condition or if proper safety protocol is not observed.

The City of Morrison is committed to providing and maintaining a healthy and safe work environment. All employees share an obligation to observe not only City safety rules, but also the standards of the Occupational Safety and Health Act (OSHA) and other related legislated standards. Failure to observe safety standards may result in disciplinary action. Each department shall conduct periodic safety inspections on its facilities and operations.

Department Heads: Department Heads are directly responsible for the safe operation of their respective department and shall make genuine attempts to provide a clean, safe, and healthy work environment for all employees. Other responsibilities include:

a) Implement proper training initiatives
b) Personally, review all accidents to ensure that accident causes are being investigated and proper corrective action is being taken. And ensure proper reporting procedures are followed.
c) When new operations, tools, equipment, or materials are introduced within the department, the Department Head shall see that all safety precautions are followed.
d) Train all employees within their responsibility thoroughly, informing them of the hazards of the job, and the necessary safety precautions that should be taken to minimize and avoid those hazards.
e) Promptly investigate and report all accidents, and see that all injuries are treated in a proper manner.
f) Make a genuine attempt to ensure that all tools, equipment, and protective devices are properly maintained and properly utilized.

g) Provide regular observation and evaluation of working conditions and related procedures, inclusive of conducting safety inspections and surveys of all work areas and operations as necessary to eliminate unsafe conditions, improve general housekeeping, and encourage safe work practices.

All City Employees: All City employees have an individual responsibility for the prevention of accidents, and are required to develop and exercise safe work habits in order to prevent injuries to themselves and their fellow employees. Every employee is responsible for compliance with the safety procedures, including:

a) Report all accidents and injuries immediately to a Supervisor, regardless of severity.
b) If injured, obtain medical treatment.
c) Keep work areas clean and orderly at all times, and, if required, wear protective equipment when working.
d) Use only the designated equipment for the job and use it properly. Failure to abide by this rule will subject the employee to discipline, up to and including discharge.
e) Only operate equipment for which the employee has received proper training.
f) Promptly report any unsafe practices or conditions observed to the employee's immediate Supervisor. Follow proper instructions and policies when conducting a specific job. If any doubt exists concerning the safety of performing a job, STOP and get proper instructions from the Supervisor before continuing work.

3.13 Training / Education: To retain a competent and well trained workforce it is the City's intent to provide training/education opportunities to the employees. Training opportunities are authorized at the discretion of the employee's immediate supervisor. Such activity shall benefit the City and the improvement of the employee's skill level. Training/education opportunities for qualified individuals are subject to budgetary constraints.

3.14 Resignations / Retirements: To avoid loss of benefits, employees shall submit a written resignation to their immediate supervisor no less than 14 days prior to their intended date of resignation. Retiring Employees must submit written notice to their immediate supervisor at least 120 days prior to the effective date of their retirement.

3.15 Americans with Disabilities Act (ADA): The City stands committed to fulfilling the Americans with Disabilities Act. It is the policy of the City to hire, train, promote, compensate, and administer all employment practices without regard to disability unrelated to the ability to perform a job with or without reasonable accommodation. Discrimination against job applicants or employees, who are qualified individuals, on the basis of disability is prohibited and will not be tolerated.

It is against the policy of the City to discriminate in employment against a qualified person on the basis of disability in regard to any employment practice or term, condition, or privilege of employment. It is also a violation of this policy to deny an employment opportunity or benefit or otherwise discriminate against an individual, whether or not the individual has a disability, because that individual has a known relationship or association with a person who has a disability. This prohibition applies to job application procedures, hiring, advancement, and discharge of employees; employee compensation; job training; and all other terms and conditions of employment.

The City is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a disability to enjoy equal employment opportunities, so long as such accommodations do not constitute an undue hardship. At the same time, the City also has an obligation to provide a safe work environment for all employees and to insure the safety of its residents. Reasonable precautions will be taken to ensure that an employee's disability, or any attempted reasonable accommodations thereto, do not present a direct threat to the health and/or safety of the individual employee with a disability or to others.

Employees shall advise the City Administration of the existence of a disability that the employee believes needs accommodation. Employees also should advise their supervisors of any facilities which they believe need to be made accessible and usable by individuals with disabilities. The City will attempt to work with the employee to determine if the employee's disability can be reasonably accommodated. Requests will be treated in a confidential manner to the extent possible. Protected Health Information provided by employees in the consideration of all such requests will be maintained separate from routine personnel records and maintained as confidential.

Individuals who believe they have been treated in a discriminating manner in violation of this policy are encouraged to contact the City Administrator or the Mayor.

Modified or light duty. It is the policy of the City of Morrison to consider providing suitable modified or light work for City employees who are temporarily unable to return to regular job functions due to injury, as long as meaningful and necessary work is available. This assignment will be consistent with the employee's skill and abilities and any medically necessary work restrictions as described in a physician's statement.

This policy does not establish a right to be placed on modified or light duty, or once placed to continue in such an assignment for any specified length of time. Modified or light duty assignments will not be made permanent.

Work Attire. Work attire shall be "Department appropriate" as determined by the Department Head. Clothing shall be well-kept and not tattered or frayed.

ARTICLE 4 - BENEFITS

4.2 Bereavement Leave: Special leave with pay shall be granted to regular full-time or regular part-time employees for three (3) days of excused absence caused by the death of a member of the immediate family. "Immediate family" applies to parents; spouse, brother, sister, child, step-child, grandparents, mother in-law and father in-law. Employees may use additional earned leave at supervisor discretion. The City Administrator may discretionarily allow special leave to attend services for other individuals (friends or extended family).

4.3 Compensation: Regular / Overtime / Exempt: The city is committed to maintaining competitive compensation schedules. Employee compensation is subject to approval by the City Council. Bargaining unit compensation is governed by applicable collective bargaining Agreements.

Employees may be eligible for consideration to receive incentives and rewards for extraordinary diligence and performance of their duties and responsibilities. Suggestions and / or actions that result in substantial cost savings to the City are eligible to be considered for award of a monetary sum in relationship to the actual costs savings. The nomination of employees and designation of such efforts shall be made by the Department Head and/or City Administrator. The City Administrator will then forward the recommendation to the Mayor for City Council consideration. The value of the monetary rewards shall be approved by the City Council.

4.4 Family Medical Leave Act: It is the policy of the City of Morrison to comply with all provisions of the Family and Medical Leave Act (FMLA). The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Family Medical Leave designation is not an option of the employee, the employee's Supervisor, or the City. The federal government sets out criteria in the Family and Medical Leave Act of 1993, with which the City is required to comply. If any employee's leave meets the standards set forth in the Act, the City is required to designate the leave as FMLA leave.

Employees on approved FMLA leave are required to use applicable accrued sick leave, vacation leave, or personal leave time prior to leave without pay. Such paid time will run concurrently with the approved unpaid FMLA leave time. After such paid leave time has been exhausted, any remaining FMLA leave time will be unpaid. Employees shall not "accrue" sick leave while on unpaid Family Medical Leave, but will continue to "earn" vacation leave, updated upon their annual service anniversary date, as if they were not away from their job, in accordance with federal regulations.

During an employee's leave of absence for Family and Medical Leave, the employee's group health insurance and life insurance plan shall continue under the same conditions, as coverage would have been provided if the employee had continuously been employed during the leave period. Employees' contributions to premiums continue at the same level as if they were actively employed plus an additional administrative fee may be charged as allowed by law. If there is a change in the employee's share of premium costs, the employee will be notified of the change and expected to pay the premium they would have paid had they not been on leave. The employee is responsible to submit the employee portion of the insurance premium along with an administration fee, if any, as authorized by the Act, to the Collector by the first of each month.

Definitions:

"Child" means a child under eighteen (18) years of age, or eighteen (18) years of age and older who is incapable of self-care because of a mental or physical disability as determined by the Social Security Act and American with Disabilities Act as Amended (ADAAA) regulations.

"Eligible Employee" means an employee who has worked for the City for at least twelve (12) months and has worked a minimum of 1250 hours during the year preceding the start of the leave. Hours worked are determined by applying the principles of the Fair Labor Standards Act (FLSA). FLSA exempt employees who have worked for the City a minimum of twelve (12) months are presumed to have the minimum service required for eligibility.

"Health Care Provider" means a doctor of medicine or osteopathy, or any other person determined by the Federal Government to be capable of providing health care services including podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse midwives authorized to practice by state law, and Christian Science practitioners.

"Incapable of self-care" means that the individual requires active assistance or supervision to provide daily self-care in several of the activities of daily living, such as caring appropriately for one's grooming or hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones, and the like.

"Medical Necessity" means there must be a medical need for the leave, as distinguished from voluntary treatments or procedures.

"Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves:

- Inpatient care; or
- Any period of incapacity requiring absence from work for more than three (3) calendar days, that also involves continuing treatment by (or being under the supervision of) a health care provider; or
- Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
- Any period of incapacity due to pregnancy or for prenatal care.

"Twelve Month Period" means a rolling twelve (12) month period measured backward from the date leave is taken and continuous with each additional leave day taken. Under the "rolling" 12 month period, each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Eligibility: To be eligible for a leave of absence under this policy, an employee must have been employed by the City for at least twelve (12) months and must have worked at least twelve hundred and fifty (1,250) hours during the twelve (12) month period preceding commencement of the leave and work at a worksite that has fifty (50) or more employees within seventy-five (75) miles of another worksite at the time the leave is requested. Spouses who are both employed by the City are entitled to a total of twelve (12) weeks of leave, rather than twelve (12) weeks each, for the birth or

adoption of a child, or for the care of a sick parent. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the twelve (12) month period beginning on the date of birth or placement and such leave must be concluded within this one (1) year period.

Term: Any eligible employee will be granted up to twelve (12) unpaid workweeks of leave during any twelve (12) month period for one or more of the following reason:

1. The birth of a son or daughter and the decision to provide care for that infant. A "son or daughter" is defined as a biological, adopted or foster child, stepchild, legal ward or child of a person acting as a parent who is either under eighteen (18) years of age, or older but incapable of self-care because of a mental or physical disability.
2. In order to care for a son or daughter newly placed with the employee for adoption or foster care.
3. In order to care for the spouse, son, daughter or parent of an employee who has a serious health condition. "Parent" is defined as the biological parent of an employee or an individual who acted as the employee's parent when the employee was a child.
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her job. Serious health condition means an illness, injury, impairment or physical or mental condition that falls under one or more of the following:
    a) inpatient care in a hospital, hospice or residential medical facility or subsequent treatment in connection with such inpatient care;
    b) any period of incapacity requiring absence from work for more than three (3) consecutive calendar days which requires continuing treatment by a health care provider;
    c) a period of incapacity because of pregnancy or for prenatal care;
    d) any period of incapacity because of a chronic health condition which requires treatment by a health care provider and continues over an extended period of time and may cause periods of incapacity, such as asthma;
    e) a period of incapacity that is permanent or long-term because of a condition for which treatment might not be effective;
    f) Any period of absence to receive multiple treatments for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days without such treatment.
5. To take a leave due to any qualifying exigency that arises because you have an eligible family member (spouse, son, daughter or parent) that is called to active duty or is on active duty status in support of a military contingency operation. The U.S. Department of Labor defines eight broad categories for which employees may be eligible for FMLA leave as a "qualifying exigency":
    a) Short-notice deployment (7 days' notice or less)
    b) Attend military events/ceremonies and related activities related to active duty or call to active duty
    c) Childcare and school activities
    d) Financial and legal arrangements
    e) Counseling
    f) Spend time with a military member who is on temporary rest and recuperation leave

g) Post-development activities
h) Additional activities not encompassed in the other categories, when agreed to by the employer and employee

In any case where the necessity for leave as provided for under items 1 and 2 above is foreseeable, based on an expected birth or child placement, the employee shall endeavor to provide the City with not less than thirty (30) days notice, before the date the leave is to commence, of his/her intention to take leave under the FMLA. Where the birth date or placement requires the leave to begin in less than thirty (30) days, the employee must inform the City Administrator, in writing, as soon as possible.

If a planned medical treatment or operation under items 3 or 4 necessitates a leave, the employee should make a reasonable effort to schedule the treatment so that it is not unduly disruptive to City operations. Such scheduling is subject to the approval of the employee's health care provider, or the health care provider of the son, daughter, spouse or parent of the employee. The employee will also provide the City with not less than thirty (30) days notice prior to the beginning of the leave if the leave is foreseeable, or such notice as is practical. If medical treatment must begin in less than thirty (30) days, the employee is responsible for notifying the City as soon as is practical.

Under FMLA only, you are also allowed up to 26 workweeks of unpaid, job-protected leave with continued medical benefits in a "single 12-month period" to care for an eligible military servicemember who has a serious injury or illness that occurred in the line of duty on active duty for which the servicemember is undergoing medical treatment, recuperation, therapy, on outpatient status or is on the temporary disability retired list. Eligibility:

a) The service members must be a current member of the Regular Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list.
b) The employee must be the spouse, son, daughter, parent, or next of kin (neared blood relative other than the servicemember's spouse parent, son or daughter) of a covered service member.
c) The "single 12-month period" commences on the first day of leave taken to care for the servicemember and expires 12 months from that date.
d) If the employee does not take all of the 26 workweek entitlement during the "single 12-month period," the remainder of the 26 workweek entitlement is forfeited.
e) The "single 12-month period" is applied on a per-covered-servicemember, per-injury basis so an employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for a different servicemember or the same servicemember with a subsequent illness or injury.
f) No more than 26 workweeks of leave may be taken within any "single 12-month period".
g) An employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period." Within the "single 12-month period," an employee is limited to a total of 12 weeks of FMLA leave for any purpose other than to care for an injured servicemember.

Employees requesting a medical leave for a serious health condition under item 3 or 4 must provide a written and prompt medical certification (within 15 days), which includes the following information:

a) The date on which the serious health condition started,
b) The probably duration of the condition, and
c) The appropriate medical facts within the knowledge of the health care provider regarding the serious health condition. The City, through the City Administrator, will provide a Certification of Health Care Provider Form WH-3 to employees upon receipt of such requests. If you are taking leave because of your own serious health condition (except if you are taking intermittent leave), you must provide medical certification that you are able to resume work before you return. The City may also require an employee to take a return to work physical examination to determine his/her fitness for work.

If an employee must take FMLA leave to care for a family member with a serious health condition, a medical certification is needed to establish why an eligible employee is needed to provide the care and to estimate the time needed for the care of the family member.

For an employee to take a medical leave because of the inability to perform the functions of his/her job, a medical statement is required which addresses items A through C outlined above. FMLA leave may run concurrently with other types of leave. Leave taken pursuant to a leave of absence, sick time, or Worker's Compensation will be credited against an employee's FMLA leave entitlement.

If the employee is applying for intermittent leave, or leave on a reduced work schedule for planned medical treatment, the dates and duration of the treatment, as well as a statement about the medical necessity, including items A through C above, must be submitted in writing to the City Administrator. The same information is required to support an intermittent leave to care for a son, daughter, spouse or parent with a serious health condition.

In its discretion, the City may require a second medical opinion at its own expense, and periodic recertifications. Failure to provide medical recertification within fifteen (15) days, if such is practicable, may result in delay of further leave until it is provided. If the first and second medical opinions differ, the City, at its own expense, may require the employee to submit to examination by a mutually agreed to third health care provider to provide a final and binding opinion.

The taking of FMLA leave does not trigger a qualifying event under COBRA. Thus, health care benefits will be paid during this leave according to City policy. The City will continue to pay its portion of any health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of health insurance premiums during the leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee.

During FMLA leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, pension, etc. Employment benefits accrued by the employee up to the day on which the FMLA leave begins will not be lost.

A. Documentation of a qualifying event. A request for FMLA must be substantiated with satisfactory documentation provided within 15 calendar days of the request for leave. If the leave is due to a serious health condition of the employee, employee's family member, or covered service member, documentation must be submitted from an appropriate health care provider. If the leave is due to adoption, foster care placement, or active duty leave, documentation must be submitted from the appropriate agency.

B. A Certification for a Qualifying Exigency form must be submitted to the City Administrator within 15 calendar days of the request for leave. Written documentation such as duty orders, dates of active duty service and date of commencement of exigency must be attached to the certification request.

C. A Certification for Serious Injury or Illness of Covered Servicemember form must be submitted to the City Administrator within 15 calendar days of the request for leave. Written documentation confirming that the covered servicemember's injury or illness was incurred in the line of duty on active duty and that the servicemember is undergoing treatment for such injury or illness must be included with the form. Unit administrators cannot request second/third opinions or re-certifications for leaves to care for a covered injured or ill service member.

D. Failure to follow timely notification procedures may result in the delay or denial of FML.

Disability. When a regular employee who suffers an off-the-job injury or sickness has exhausted all accrued benefits (including any applicable Family Medical Leave, sick leave, vacation, and holidays), the employee will be placed on Temporary Leave of Absence with the approval of the City Administrator. If the employee is permitted a Temporary Leave of Absence, the City Administrator shall set the time period based on the circumstances in each specific case. Benefits will not accrue during the Temporary Leave of Absence and in no event shall the aggregate amount of all leave time be permitted to extend beyond one (1) year. Employees on Temporary Disability Leave will be permitted to continue coverage under the Group Health Insurance and/or Life Insurance at their own expense for the duration of the leave.

Other than as provided by the Family Medical Leave Act, the City does not guarantee the employees reinstatement to any position, the City will permit the employee to resume original status, if the position is still in existence and vacant. If the position no longer exists, or is filled, the City will make an effort to place the employee in a comparable position as soon as one becomes available in the organization. If no position is available, the Employee will be released from employment.

If a regular employee is deemed to be permanently disabled and unable to perform as the result of an off-the-job injury or sickness, the employee shall be terminated effective the date of such decision by the City Administrator and/or Mayor. Any unused, accrued vacation and holiday benefits will be paid to the employee upon termination.

If it is determined that an employee's leave will extend beyond thirty (30) calendar days, employees with one (1) or more years of service credit under the Illinois Municipal Retirement Fund may apply for disability benefits. In the event that an employee receives disability benefits provided by his/her pension plan prior to utilizing all of his/her sick leave and vacation leave, and such injury or illness is not covered by Worker's Compensation Insurance, accrual of sick leave and vacation benefits will cease. Any unused sick and/or vacation leave will remain a credit to the employee and will be administered in accordance with City policy after the disability period is over.

4.5 Holidays: City employees will receive twelve (12) paid holidays per year at their regular hourly pay rate. The City shall schedule the following days as holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Regular part time employees are compensated in proportion to the hours worked. If the actual holiday occurs on Saturday, the preceding Friday will be observed as the holiday. If the holiday occurs on Sunday, the following Monday will be observed as the holiday.

To be eligible for holiday pay, the employee must work the scheduled day before and after the holiday, with the following exceptions:

- If the day before and/or after is a normal day off from duty.
- If the employee is on an approved vacation leave or on an approved personal day before and/or after the holiday.
- If the employee is absent due to illness on the day before or after a holiday.

4.6 Insurance: Health / Dental / Life: The City offers Health / Dental / Life insurance for all permanent full-time employees and their dependents as prescribed in the terms of the policy in effect, with such policy terms and deductibles as selected by the City Council. The percentage of premium paid by the City, as well as Employee, shall be determined by the City Council. Coverage will begin thirty (30) days after the first day of full-time employment.

City provided health insurance ceases upon termination of the employee. However, a former employee may continue health insurance at his/her own expense with the carrier at the time of termination.

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), qualified beneficiaries of group health plans who lose coverage as a result of a qualifying event are entitled to elect continuing coverage for a certain period of time.

Eye care; upon receipt of a paid invoice, the City of Morrison shall provide to all regular full-time employees reimbursement not to exceed $125 (one hundred-twenty five) annually ($250 bi-annually) for employee eye care to include eye exams and/or eyeglasses/contacts.

4.7 Jury Duty: Employees required to serve for jury duty, must submit a copy of the summons to their supervisor. Jury duty is generally considered an authorized absence from work and employees will receive their regular base salary while performing these duties. Because employees will continue to be paid by the City, employees will be required to turn over any remuneration received for performing jury duty.

Employees subpoenaed to serve as a witness in a City-related action, must submit a copy of the summons to their supervisor. Such actions are considered an authorized absence from work and employees will receive their regular base salary while performing these duties. Because employees will continue to be paid by the City, employees will be required to turn over any remuneration received for performing such witness duty to the City.

Employees who are called to serve as a witness in a non-City related action may use applicable leave time or leave without pay.

4.8 Military Leave: Any regular full-time employee or regular part-time who leaves active employment for the purpose of entering for duty, or performing training duty in the regular armed forces or Coast Guard, either by enlistment, draft, or recall, will be granted a leave of absence without pay, benefits, or accumulation of benefits. Upon the expiration of such leave of absence, the employee will be restored to his/her former classification or to a position of like seniority in accordance with the Uniformed Services Employment and Reemployment Rights Act.

Any regular full-time or regular part-time employee who is a member of the military reserve of the United States or the State of Illinois and attends special training assignments shall be given leave not to exceed 10 working days per year. This special leave shall in no way affect vacation, sick leave, or other emergency benefits of the employee's job status.

The City shall provide leave in accordance with the Illinois Family Military Leave Act (Family Military Leave).

Definitions. For purpose of this policy, the following definitions shall apply.

a) "Eligible Employee" is one who has been employed by the City for at least 12 months and has at least 1,250 hours of service during the 12 month period preceding commencement of the leave.
b) "Family Military Leave" means leave requested by an employee who is a spouse or parent of a person called to military service lasting longer than 30 days with the State or the United State pursuant to orders of the Governor of Illinois or the President of the United States. Such leave shall be unpaid and be for the purpose of assisting the spouse or child, or for visiting the same.

An eligible employee is entitled up to 30 days of unpaid family military leave in a consecutive 12 month period during the period of military service of the individual called to duty. Leave shall not be taken under this provision unless and until all available vacation days have been exhausted.

Upon expiration of the leave under this Policy the eligible employee shall be restored to the position held by that employee when the leave commenced, or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions. This right shall not apply if the individual was not restored due to conditions unrelated to the exercise of leave entitlement.

During the period of any Family Military Leave, Health Benefits (according to the Health Plan in force at relevant times), will be offered for the duration of the leave at the level and under the conditions the coverage would have been offered if no leave have taken place. Failure of the eligible employee to pay the employee's share of monthly contributions may result in the termination of coverage for the employee and any dependents. If an eligible employee fails to return to work at the end of the Leave, the City may recoup the payments made for maintaining health coverage.

Employees seeking leave under this policy shall give at least 14 days notice of the attended date upon which leave will commence, if such leave will consist of 5 or more consecutive work days. Employees shall work with the City to schedule leaves so as to not unduly disrupt the operations of the employer. Employees may be asked to provide appropriate documentation of military service.

To the extent new applicable federal or state Military Leave laws are adopted those laws shall supersede this policy.

4.9 Personal Days: Regular full-time employees will be provided 40 hours per calendar year beginning May 1. Employees hired after November 1 of any year will be provided 20 hours. Personal time will not accrue or be carried over into successive years.

4.10 Sick Leave: Employees are given sick leave, which is a paid leave of absence due to a non-service related illness or injury.

a) Regular full-time employees shall earn sick leave at the rate of 3.692 hours per pay period not to exceed twelve (12) days per calendar year and may be accrued to a maximum leave time of twenty (20) days or 160 hours.
b) Sick leave is considered a privilege and not a right to be used at the employee's discretion for personal business. Sick leave is to be utilized out of necessity for actual sickness, disability, illness, pregnancy-related illness or disability (up to two (2) days for an employee whose spouse has given birth, unless certification from a physician states that additional time is necessary for the care of the employee's spouse), immediate family injury or illness, doctor appointments, or dentist appointments. Whenever possible, medical appointments should be scheduled in a timely manner in order to minimize the employee's absence from work. Sick leave, for periods of less than one (1) workday, may be used in no less than one-half (1/2) hour increments.
c) For the purpose of this section, immediate family is defined as spouse, child, (natural, adopted, foster, or stepchild), sister, brother, parent (including natural, step-mother, step-father, or legal guardian), mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, or grandchild.

d) An employee requesting a sick day shall make every effort to notify his/her supervisor one hour prior to the start of his/her scheduled work day.
e) Upon separation, an employee shall be compensated for accrued sick leave at the rate of 1 day for each 2 days of sick leave.

4.11 Tuition Reimbursement. Upon approval by the City Council, the City may pay up to one hundred percent (100%) of tuition and required course materials for job related courses. Reimbursement shall be contingent upon successful completion of course(s). Successful completion of the course requires the final grade of B or better or award of certification / certificate of completion. When the City deems it necessary to educate an employee for job classification or a change of duties and responsibilities, the City shall pay 100% of all training costs. The employee, upon accepting the opportunity for additional training in order to obtain a job classification or acquire additional skills and education, agrees to successfully complete the training and remain in the assigned / obtained position for a minimum of three years following the assignment of the duties and responsibilities of the job / classification. If the employee does not remain in the position for three years due to resignation, or termination for cause, the employee will be responsible for reimbursing the City 50% of those training costs.

4.12 Vacation Leave. All regular full-time and regular part-time classified employees of the City shall be eligible for vacation leave as follows:

a) 80 hours upon completion of one full year of employment
b) 120 hours upon completion of five full years of employment
c) 160 hours upon completion of fifteen full years of employment
d) 200 hours upon completion of twenty full years of employment

Vacation leave shall be earned and credited based upon anniversary date of employment; the vacation leave season shall be the twelve month period between anniversary dates. An employee may carryover 24 hours of vacation leave from one year to the next. Any vacation leave exceeding 24 hours will be lost at the end of the year, unless otherwise provided for by the city council.

Vacation leave may be used in no less than one-half (1/2) increments.

Department Heads shall approve of vacation requests. If more than one employee requests the same vacation period and work scheduling will not permit the absence of two employees, the senior employee shall be given preference.

4.13 Workers Compensation. City employees are covered by the Workers Compensation Act and the Illinois Compiled Statutes. All billings and records of time off due to occupational injuries or illness must be forwarded to the City Administrator's office.

Any employee incurring an occupational injury or sickness will receive full base pay for the first three days of hospitalization or convalescence for the first injury or illness during a calendar year if the injury requires hospitalization or convalescence. After the three day period, the employee will use workers compensation benefits if eligible at the rate of 66% pay and sick leave pay at the rate of 34% of the employee's base pay. The second injury or illness occurring during a calendar year will

be covered according to workers compensation rules and regulations, and the employee may elect to use his/her sick leave at the rate necessary to receive 100% full base pay. During these periods, Group Medical and Life Insurance will remain in effect for the employee with the City paying the same percentage as before the injury or illness for a period of up to six months. All other benefits will also accrue during the job related disability.

The City shall provide workers' compensation benefits in accordance with Illinois Compiled Statutes. The City will pay for all necessary first aid, medical, and surgical services reasonably required to cure or relieve the effect of any accidental injury or disablement suffered by an employee arising out of, or in the course of, employment with the City.

Employees may secure their own physician, surgeon, and hospital services for work-related injuries. The City reserves the right to have another doctor of their choice also examine the employee as deemed necessary. Employees injured on the job shall receive all benefits as provided in the Illinois Compiled Statutes.

The Illinois Workers' Compensation Commission is responsible for administering the law, providing information, assisting employees and employers, and resolving any disputes regarding employees' entitlement to benefits and the amount of benefits. Medical care, temporary total disability, permanent disability, disfigurement, and death benefits are provided to employees in accordance with the regulations of the Workers' Compensation System in Illinois. Detailed information regarding the rights and obligations of employees under the Illinois Workers' Compensation Act may be obtained from the Illinois Workers' Compensation Commission.

An employee who has an accident or is injured on the job is responsible for the following:

1. Report the accident and/or injury to a Supervisor immediately, even if the incident does not warrant medical treatment. This is important because the longer an injury goes untreated, the greater the chance the injury will get worse. Employees may be subject to discipline if injuries are not reported immediately.
2. Adhere to any drug or alcohol testing requirements.
3. Turn in all medical bills and physician's statements to the City within three business days of receiving them. Instruct physician to send all medical bills directly to the City, not to the employee's home.

Any workers compensation benefits received during a time which the City is or was paying the employee full base pay without a reduction in his/her sick leave shall be endorsed over to the City, or the amount will be deducted from the employee's sick leave benefits or pay.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that this Personnel Policy Manual is neither a contract of employment nor a legal document and that, absent coverage under a Collective Bargaining Agreement or other specified Employment Agreement terms approved by the Morrison City Council, my status is "at-will." I have received, read, understood, and will comply with both the policies contained in this manual and any revisions made to it.

I understand that the Personnel Policy Manual describes important information about the City and that I should consult my supervisor or the City Administrator regarding any questions not answered in the manual.

I understand that this manual is subject to change due to state and federal law, or by action of the Morrison City Council and that revisions to the manual may supersede or eliminate one or more existing policies or benefits at any time without notice.

_____

EMPLOYEE'S SIGNATURE DATE

_____

EMPLOYEE'S NAME (Typed or Printed)