

*VILLAGE OF*  
**STEGER**  
**BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**

**JANUARY 2, 2018, 7:00pm**

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL
- C. AWARDS, HONORS, AND SPECIAL RECOGNITIONS
- D. MINUTES OF PREVIOUS MEETING DEC. 18, 2017
- E. AUDIENCE PARTICIPATION
- F. REPORTS
  - 1. Administrator
  - 2. Department Heads
    - a. Public Infrastructure/Code Enforcement Director
    - b. Fire Chief
    - c. Police Chief
    - d. EMA Chief
    - e. Community Center Director
    - f. Housing and Community Development Director
  - 3. Attorney
  - 4. Treasurer
  - 5. Trustee/Liaison
  - 6. Clerk
  - 7. Mayor's Report
- G. PAYING OF THE BILLS
- H. CORRESPONDENCE
- I. OLD BUSINESS:

**TUESDAY, JANUARY 2, 2018 BOARD OF TRUSTEE REGULAR MEETING AGENDA**

J. NEW BUSINESS: **RESOLUTION 1120**

**A RESOLUTION ESTABLISHING A POLICY TO PROHIBIT  
SEXUAL HARASSMENT FOR THE VILLAGE OF STEGER,  
ILLINOIS**

Recommendation of the Planning and Zoning Board regarding an oversized garage at 430 Sauk Trail.

K. ADJOURNMENT

The Village of Steger, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Human Resource Department at (708) 754-3395 to allow the Village to make reasonable accommodations for those persons

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE  
VILLAGE OF STEGER, WILL & COOK  
COUNTIES, ILLINOIS

The Board of Trustees convened in regular session at 7:00 P.M. on this 18<sup>TH</sup> day of December, 2017 in the Municipal Building of the Village of Steger, Village Clerk Joseph M. Zagone, Jr. attending and Mayor Kenneth A. Peterson, Jr. presiding.

Village Clerk Zagone called the roll. The following Trustees were present; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Also present were; Assistant Village Administrator Mary Jo Seehausen, Fire Chief Nowell Fillion, EMA Chief Tom Johnston, Community Center Director Diane Rossi, Director of Public Infrastructure Dave Toepper Housing and Community Development Director Alice Peterson and Police Chief Ken Boehm.

**PROCLAMATIONS**

Clerk Zagone read the Proclamation Honoring Matthew Briggs on his Eagle Scout Award. Trustee Perchinski made a motion to adopt the Proclamation. Trustee Joyce seconded the motion. Voice vote was called; all ayes. Motion carried. The Board and the audience congratulated Matthew Briggs.

Clerk Zagone read the Proclamation Honoring Mitchell Briggs on his Eagle Scout Award. Trustee Perchinski made a motion to adopt the Proclamation. Trustee Skrezyna seconded the motion. Voice vote was called; all ayes. Motion carried. The Board and the audience congratulated Mitchell Briggs.

Alice Peterson of the Spirit Committee presented prizes to the winners of the Christmas decorating contest.

- 3<sup>rd</sup> place tie: Arnold Family at 3147 Morgan  
Brian Dubridge at 3768 Emerald
- 2<sup>nd</sup> place: Glowacki Family at 22916 Lahon
- 1<sup>st</sup> place tie: Baxter Family at 3316 Butler  
Polanski Family at 3221 Butler

Mayor Peterson added that all contestants' addresses will be posted on the Village website. He encouraged everyone to take a drive and see all the decorations.

**MINUTES**

Trustee Lopez made a motion to approve the minutes of the previous Board meeting, as all members have copies, with one change in phasing of a motion. Trustee Sarek seconded the motion. Voice vote was called; all ayes. Motion carried.

**MAYORAL APPOINTMENTS**

Trustee Lopez made a motion to table the Mayoral Appointments until they can be discussed as a Board. The HR Department is going away and assuming Mary Jo

Seehausen will continue in her role of Assistant Village Administrator. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, MINUTES OF DECEMBER 18, 2017 – page 2

Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

### **AUDIENCE PARTICIPATION**

Hailey Kraft, a representative of the American Cancer Society Relay for Life shared plans for a Lollapalooza type event at Veterans Park. Ms. Kraft has completed the special event application with the Village. Mayor Peterson explained that after the administration reviews the application they will make a recommendation to the Board. Ms. Kraft is requesting April 21<sup>st</sup> at Veterans Park.

Cindy Trotier of 3127 Peoria Street submitted an email with questions regarding the budget. Trustee Buxton offered to answer Ms. Trotier's budget questions after the meeting.

### **REPORTS**

**Village Administrator Tilton** was absent.

**Assistant Village Administrator Mary Jo Seehausen** read a letter to Mayor Peterson from Administrator Tilton regarding his retirement and his experience working for the Village of Steger. Mayor Peterson added that Mike will be missed.

**Director of Public Infrastructure** had no report.

**Fire Chief Nowell Fillion** thanked everyone for the kind words of support and sympathy for the passing of his brother Charles Fillion.

Chief Fillion add that Steger "went live" on Wednesday with the new dispatch center and everything is going well.

**Police Chief Ken Boehm** wished the Board and the audience Merry Christmas and Happy New Year. Chief Boehm added that the "Shop with a Cop" event was very successful. Ten children got to spend \$100 plus items donated by Kmart. Last year was just five children. It was a great event sponsored by the Police Association and paid for by Police Officers.

**EMA Chief Tom Johnston** wished everyone safe and happy holidays.

**Community Center Director Diane Rossi** the After School Club Christmas party was earlier December 18th. About 30 children participated in making Christmas cards for the Veterans home. Mrs. Rossi wished everyone Merry Christmas.

**Housing and Community Development Director Alice Peterson** reported on the Christmas basket program. 185 baskets were delivered December 16<sup>th</sup>. Twenty baskets are still available. Anyone in need can call Village Hall. Mrs. Peterson thanked everyone for helping and wished all a Merry Christmas.

**Village Attorney** was absent.

### **TRUSTEES' REPORTS**

**Trustee Buxton** explained that a new Treasurer Report format will be used beginning with the New Year. The Board will be voting on the budget in January, hopefully the first meeting of January. Anyone with questions should contact Trustee Buxton or Assistant Administrator Seehausen.

Trustee Buxton wished a Merry Christmas to all.

**Trustee Skrezyna** also thanked all the volunteers who helped with the Christmas Basket program. He also wished everyone a Merry Christmas.

**Trustee Lopez** also wished everyone a happy and safe holiday season.

**Trustee Sarek** wished everyone a Merry Christmas and a Happy New Year.

Trustee Sarek has spoken with Infrastructure Director Dave Toepper about leaving the net up at Veterans Park, provided no weather damage to it over the winter.

**Trustee Perchinski** thanked all the staff and employees for the work to get the Village moving ahead. Trustee Perchinski wished all the employees and residents a Merry Christmas.

**Trustee Joyce** wished everyone a Merry Christmas and a safe and happy New Year.

**PRESIDENT PETERSON** added that he too feels the Village had a great year. Mayor Peterson looks forward to 2018 he feels that many great things are happening and continue to happen in Steger.

Mayor Peterson thanked the Fire Department for allowing the Christmas basket program to use space to set up and distribute baskets there. He thanked Mrs. Peterson for spearheading the project and all the volunteers of their help, too. Jen Voigts was instrumental in the program, as were Payton and Emma Perchinski, the Skrezyna family, Tim Perchinski and Kiwanis. As well as many more volunteers.

Mayor Peterson wished everyone a Merry Christmas, a safe holiday season and a happy new year.

Mayor Peterson invited everyone to stay after the meeting and enjoy pizza.

### **BILLS**

Trustee Skrezyna made a motion to approve the bills as listed. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

**CORRESPONDENCE** – none

**UNFINISHED BUSINESS**- none

**NEW BUSINESS:**

Trustee Lopez made a motion to adopt ORDINANCE NO 1181 AN ORDINANCE LEVYING TAXES FOR THE CORPORATE PURPOSES OF THE VILLAGE OF STEGER, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE THIRTY FIRST DAY OF DECEMBER 2017. Trustee Buxton seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinkis made a motion to adopt ORDINANCE NO 1182 AN ORDINANCE AUTHORIZING AND APPROVING THE DISPOSAL OF PERSONAL PROPERTY FOR THE VILLAGE OF STEGER. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Skrezyna made a motion to adopt ORDINANCE NO 1183 AN ORDINANCE AMENDING CHAPTER 58 OF THE MUNICIPAL CODE OF STEGER, ILLINOIS REGARDING CRIMINAL TRESPASS TO PROPERTY, with a slight change. He asked that the minimum fine be bumped up to \$50 from \$25. Mayor Peterson suggested the Village adopt this ordinance as is and look at raising fines across the board in the new year. Trustee Skrezyna accepted this and left his motion to adopt Ordinance No. 1183 as written. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to adopt ORDINANCE NO 1184 AN ORDINANCE AMENDING CHAPTER 58 OF THE MUNICIPAL CODE OF STEGER, ILLINOIS REGARDING BREACHES OF PEACE. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Buxton made a motion to adopt ORDINANCE NO 1185 AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) OF THE VILLAGE OF STEGER, COOK AND WILL COUNTIES, ILLINOIS, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$3,500,000.00. Trustee Perchinski seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Joyce made a motion to approve RESOLUTION NO. 1119 A RESOLUTION AUTHORIZING CERTAIN INDIVIDUALS TO ACT AS SIGNATORIES ON VILLAGE OF STEGER ACCOUNTS AT OLD PLANK TRAIL COMMUNITY BANK FOR THE VILLAGE OF STEGER. Trustee Perchinski seconded the motion. Trustee Lopez

inquired, that since the Village has no Administrator at this time, who will sign as administrator? Mayor Peterson explained that the duties of the Administrator will fall  
MINUTES OF DECEMBER 18, 2017 – page 5

to the Assistant Administrator. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to approve and post the 2018 Village Board Meeting Dates. Trustee Skrezyna seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Skrezyna made a motion to adjourn to Executive Session to discuss 5 ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees, pursuant to Section 2(c)(1) of the Open Meetings Act. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

### **7:30pm**

RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION Roll was called. The following were present; Joyce, Perchinski, Sarek, Lopez, Skrezyna, Buxton and Mayor Peterson.

### **8:50pm**

Trustee Perchinski made a motion to accept the 2018 Mayoral Appointments as listed. Trustee Lopez seconded the motion. The following Trustees voted aye Perchinski, Sarek, Lopez, Skrezyna and Buxton. Trustee Joyce voted no on Trustee liason positions and yes to other positions. Mayor Peterson voted aye. Motion carried.

### **ADJOURNMENT**

Trustee Perchinski made a motion to adjourn. Trustee Lopez seconded the motion. Voice vote; all ayes. Motion carried.

**MEETING ADJOURNED AT 8:55pm**

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Kenneth A. Peterson, Jr., Village President

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Joseph M. Zagone, Jr., Village Clerk

SYS DATE:12/28/17

VILLAGE OF STEGER  
A / P W A R R A N T L I S T  
REGISTER # 833  
Thursday December 28, 2017

SYS TIME:15:18  
[NW2]

DATE: 12/28/17

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
COM ED	84103 1217	01-00-33102		ELECTRICITY-TRAFF	747.50
COM ED	99093 121517	01-00-33102		ELECTRICITY-TRAFF	3410.48
NICOR GAS	1000 5 1117	01-00-33200		HEAT	182.24
K-MART #7289	025 38055	01-00-33500		OFFICE SUPPLIES	15.32
WALTON OFFICE SUPPLY	302960-0	01-00-33500		OFFICE SUPPLIES	73.80
CANON FINANCIAL SERVICES, INC	18059986	01-00-33901		RENTAL-EQUIPMENT	325.26
KNIGHT ENGINEERS & ARCHITECTS	21138-15	01-00-34300		ENGINEERING SERVI	343.00
KNIGHT ENGINEERS & ARCHITECTS	21139-09	01-00-34300		ENGINEERING SERVI	775.33
KNIGHT ENGINEERS & ARCHITECTS	21140-04	01-00-34300		ENGINEERING SERVI	6438.61
PETERSON, ALICE	CHRISTMAS 2017	01-00-38899		DECORATING CONTES	324.75
SESAC	10145105	01-00-39701		STEGER EVENTS-EXP	417.00
STEGER FIRE ASSOCIATION	2017 1ST RESPON	01-00-39701		2017 1ST RESONDER	2000.00
STEGER POLICE ASSOCIATION	2017 1ST RESON	01-00-39701		2017 1ST RESONDER	2000.00
ANON FINANCIAL SERVICES, INC	18059986	01-00-41100		LASERFICHE PRINCI	1042.20
TOTAL FOR FUND 01		DEPT. 00			18095.49
TOTAL FOR FUND 01					18095.49
CANON FINANCIAL SERVICES, INC	18059986	02-00-33901		RENTAL EQUIPMENT	214.38
METRO PARAMEDIC SERVICES INC.	020-00693	02-00-34250		AMBULANCE SERVICE	21599.80
LARAWAY COMMUNICATIONS CENTER 911	JANUARY 2018	02-00-34252		FIRE DISPATCH	3704.94
MUNICIPAL EMERGENCY SERVICES DEPOSITORY	IN1161083	02-00-37800		NEW-TOOLS & WORK	591.56
MUNICIPAL EMERGENCY SERVICES DEPOSITORY	in1157045	02-00-37800		NEW-TOOLS & WORK	142.93
PRAIRIE STATE COLLEGE	FA17-SFD	02-00-38401		EMPLOYEE TRAINING	2424.55
TOTAL FOR FUND 02		DEPT. 00			28678.16
TOTAL FOR FUND 02					28678.16
OMCAST	121717	03-30-33700		TELEPHONE	72.63

SYS DATE:12/28/17

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
COMCAST	121717	03-30-33701		CABLE/INTERNET SE	174.80
UNIFIRST CORPORATION	062 0272813	03-30-33703		SUPPLIES	134.35
PROTECTION ONE ALARM MONITORING, INC.	120617	03-30-33704		SECURITY SYSTEM	34.12
TOTAL FOR FUND 03		DEPT. 30			415.90
NICOR GAS	1000 1 1217	03-31-33200		HEATING	168.23
TOTAL FOR FUND 03		DEPT. 31			168.23
TOTAL FOR FUND 03				584.13	
COMPLETE AUTOGLASS AND TRIM	16759	04-00-31805		MAINT-VEHICLES	250.00
JAMES HERR & SONS	104577	04-00-31805		MAINT-VEHICLES	560.32
JAMES HERR & SONS	104614	04-00-31805		MAINT-VEHICLES	298.29
JAMES HERR & SONS	104618	04-00-31805		MAINT-VEHICLES	40.76
O'REILLY AUTO PARTS	3414-448227	04-00-31805		MAINT-VEHICLES	74.93
IL DEPT OF INNOVATION AND TECHNOLOGY	T1816392	04-00-33700		TELEPHONE/CELL/AI	5.00
CANON FINANCIAL SERVICES, INC	18059986	04-00-33901		RENTAL EXPENSE	214.38
LARAWAY COMMUNICATIONS CENTER 911	JANUARY 2018	04-00-34252		POLICE DISPATCH	16902.38
GALLS LLC	008874133	04-00-37302		NEW-UNIFORMS	24.40
PATRICK ROSSI	27468	04-00-37800		NEW-TOOLS & WORK	49.95
TOTAL FOR FUND 04		DEPT. 00			18420.41
TOTAL FOR FUND 04				18420.41	
GALLAGHER MATERIALS CORP	4398	06-00-31204		MAINT-PATCHING (R	508.13
CORE & MAIN	I2198058	06-00-31504		MAINT-MAINS	288.46
CORE & MAIN	I233161	06-00-31504		MAINT-MAINS	688.68
CORE & MAIN	I242169	06-00-31504		MAINT-MAINS	405.19

SYS DATE:12/28/17

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
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CORE & MAIN					
I244422		06-00-31504		MAINT-MAINS	179.70
MCCANN INDUSTRIES INC					
08051039		06-00-31805		MAINT-VEHICLES	1289.96
MONARCH AUTO SUPPLY INC					
6981-408747		06-00-31805		CORE RETURN	54.00-
COMED					
76056 1217		06-00-33100		ELECTRIC	25.40
COMED					
67036 1217		06-00-33101		ELECTRIC-WATER PU	647.79
AIRGAS USA LLC					
9070774807		06-00-33501		SHOP SUPPLIES	75.73
UNIFIRST CORPORATION					
062 0247460		06-00-33800		UNIFORMS	63.37
UNIFIRST CORPORATION					
062 0271876		06-00-33800		UNIFORMS	63.36
UNIFIRST CORPORATION					
0620272947		06-00-33800		UNIFORMS	23.34
TRAFFIC SAFETY WAREHOUSE					
47441A		06-00-37800		NEW-TOOLS & WORK	1962.50
TOTAL FOR FUND 06		DEPT. 00			6167.61
TOTAL FOR FUND 06				6167.61	
MONARCH AUTO SUPPLY INC					
6981-408472		07-00-31805		MAINT-VEHICLES	52.92
MONARCH AUTO SUPPLY INC					
6981-408650		07-00-31805		MAINT-VEHICLES	550.90
T.R.L. TIRE SERVICE CORP					
272491		07-00-31805		MAINT-VEHICLES	91.95
FASTENAL COMPANY					
ILSTE143511		07-00-33501		SHOP SUPPLIES	5.45
UNIFIRST CORPORATION					
062 0247460		07-00-33800		UNIFORMS	63.36
UNIFIRST CORPORATION					
062 0271876		07-00-33800		UNIFORMS	63.37
UNIFIRST CORPORATION					
0620272947		07-00-33800		UNIFORMS	23.34
TOTAL FOR FUND 07		DEPT. 00			851.29
TOTAL FOR FUND 07				851.29	
ILLINOIS COUNTIES RISK MANAGMENT TRUST					
RCB00000018439		15-00-36100		CASUALTY	51524.75
ILLINOIS COUNTIES RISK MANAGMENT TRUST					
RCB00000019174		15-00-36100		CASUALTY	54128.00
HUMANA DENTAL INSURANCE COMPANY					
181933845		15-00-36903		DENTAL INSURANCE	2687.12
TOTAL FOR FUND 15		DEPT. 00			108339.87

SYS DATE:12/28/17

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DIST
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TOTAL FOR FUND 15 108339.87

ANDY FRAIN SERVICES INC 245964	19-00-34800				CONTRACTUAL SERVI	3421.80	
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TOTAL FOR FUND 19 DEPT. 00 3421.80

TOTAL FOR FUND 19 3421.80

SERVICEMASTER RESTORE 67812.005	25-00-33500				CLEANING & RESTOR	3000.00	
SERVICEMASTER RESTORE 67812.006	25-00-33500				CLEANING & RESTOR	10853.34	

TOTAL FOR FUND 25 DEPT. 00 13853.34

TOTAL FOR FUND 25 13853.34

\*\* TOTAL CHECKS TO BE ISSUED 198412.10

01 CORPORATE 18095.49

02 FIRE PROTECTION 28678.16

03 PLAYGROUND/RECREATION 584.13

04 POLICE PROTECTION 18420.41

06 WATER/SEWER FUND 6167.61

07 ROAD & BRIDGE 851.29

15 LIABILITY INSURANCE FUND 108339.87

19 SCHOOL CROSSING GUARD 3421.80

25 CAPITAL PROJECTS 13853.34

TOTAL FOR REGULAR CHECKS: 198,412.10



**NOW, THEREFORE, BE IT RESOLVED** by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

**ARTICLE I.  
IN GENERAL**

**SECTION 1: Incorporation Clause.**

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

**SECTION 2: Purpose.**

The purpose of this Resolution is to approve and adopt the Policy to further authorize the Village President to take all steps necessary to carry out the terms of the Policy and to ratify any steps taken to effectuate that goal.

**ARTICLE II.  
AUTHORIZATION**

**SECTION 3: Authorization.**

The Village Board hereby adopts and approves the Policy and authorizes and directs the Village President or his designee to take any actions necessary to effectuate the intent of this Resolution. The Village Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Village Clerk is also authorized and directed to affix the Seal of the Village to such documentation as is deemed necessary. The officers, agents and/or employees of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to and

effectuate the purpose of this Resolution and shall take all action necessary in conformity therewith.

**ARTICLE III.  
HEADINGS, SAVINGS CLAUSES, PUBLICATION,  
EFFECTIVE DATE**

**SECTION 4: Headings.**

The headings of the articles, sections, paragraphs and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**SECTION 5: Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION 6: Superseder.**

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**SECTION 7: Publication.**

A full, true and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION 8: Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

RESOLUTION NO. 1120

PASSED this \_\_2nd\_\_ day of January 2018.

\_\_\_\_\_  
Joseph M. Zagone, Jr., Village Clerk

PASSED this \_2nd\_ day of \_\_\_\_\_ January \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

Roll Call Vote:

Voting in favor:

Voting against:

Not voting:

**EXHIBIT A**

## POLICY PROHIBITING SEXUAL HARASSMENT<sup>i</sup>

### *I. PROHIBITION ON SEXUAL HARASSMENT*

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village of Steger to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

### *II. DEFINITION OF SEXUAL HARASSMENT*

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. *PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS*

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

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

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

*V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT*

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

*VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT*

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

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## RECOMMENDATION

**RE:**  
**430 Sauk Trail**  
**Steger, IL 60475**

Dear Village President and Board of Trustees:

The Planning and Zoning Board met on Monday, December 18, 2018 and voted to approve the request for an oversize garage at 430 Sauk Trail at the request of the petitioner. The Planning and Zoning Board recommends the zoning variance for a garage of 1120 square feet seven feet off the property line.

James "Rusty" Brodeur, Temporary Chairman  
Zoning Board of Appeals