

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS - CITY HALL  
MONDAY, MAY 20, 2019  
5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance/Invocation
4. Recognitions
  - a. Football – State Playoffs Qualifiers
  - b. Boys Basketball – IHSA Regional Champions
  - c. Wrestling – IHSA Regional Champions
  - d. Bryce Christensen – Individual Wrestling State Qualifier
  - e. Hunter Pate – Individual Wrestling State Qualifier (6<sup>th</sup> Place)
5. Work Session
6. Approval of Minutes
7. Approval of Total Labor and Outside Claims
8. Department Reports
9. City Manager Report
10. Council Reports
  - a. Mayor Arellano
    - Proclamation – Public Works Week
  - b. Councilman Considine
  - c. Councilman Marshall
  - d. Councilman Oros
  - e. Councilman Venier
11. Boards & Commissions Reports
12. Visitors/Public Comment
13. Ordinances
  - a. Amending the Liquor Code in connection with the Petunia Festival.
  - b. Adopting Expense Reimbursement Policy

The City of Dixon, 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 this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

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AGENDA

14. Resolutions

- a. Re-Appointment of Library Board Members – Carol Linkowski & Barb Coss
- b. Appointment Band Director
- c. Budget Resolution - Library

15. Motions

- a. Discussion and possible approval of a contract with Municipal Systems, Inc.

16. Executive Session

- a. Collective negotiation matters between public employers and the employees or representatives pursuant to Section 2(c)(2) of the Open Meetings Act.

17. Adjournment

SUPPLEMENTAL INFORMATION

12. Ordinances

- c. The policy is being adopted to comport with recent changes to Illinois law on the reimbursement of expenses incurred by employees in the scope of their activities. The policy follows the model policy recommended by the Illinois Municipal League.

The City of Dixon, 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 this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
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MONDAY, MAY 6, 2019  
5:30 P.M.

CALL TO ORDER

The meeting was called to order by Mayor Arellano at 5:30pm.

ROLL CALL

Councilman Marshall, Venier, and Mayor Arellano answered Roll Call. Absent: Councilman Considine. The Pledge of Allegiance was cited, invocation was given by Reverend Paulette Farrar.

OATH OF OFFICE

City Clerk Keesha Blumhoff gave the Mayoral Oath of Office to Liandro Arellano, Jr. Mayor Liandro Arellano, Jr. gave the Councilman Oath of Office to Mike L. Venier, Mayor Liandro Arellano, Jr. gave the Councilman Oath of Office to Mary A. Oros. A small break was taken for pictures.

WORK SESSION

None

APPROVAL OF MINUTES

Councilman Oros moved that the minutes of the Regular Session Council Meeting and Executive Session Council Meeting of Monday, April 15, 2019 and the minutes of the Special Council Meetings of Thursday, April 11, 2019 and Monday, April 29, 2019; be accepted and placed on file. Seconded by Councilman Venier. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL OF TOTAL LABOR AND OUTSIDE CLAIMS

Councilman Marshall moved that the total labor and outside claims in the amount of \$811,226.66 & \$150,110.10 be approved and ordered paid. Seconded by Councilman Venier. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
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YEAR-TO-DATE FINANCIALS

Councilman Venier moved that the year-to-date Financial Summary through March 2019 be accepted. Seconded by Councilman Marshall. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

DEPARTMENT REPORTS

None

CITY MANAGER REPORT

City Manager Langloss spoke about the Municipal Court research, there should be something brought before the Council soon. For the grant, for Safe Passage, there needs to be a change of our contract with Sinnissippi, which is to be voted on later in the meeting. The Splash Pad – have raised approximately \$81,000, more pledges are coming in. He gave an update on the progress of the project. He spoke about the possibility of creating a Deputy Treasurer, no additional compensation, position. The Treasurer is the only one who can sign certain legal documents, and with the leave of absence of our Treasurer there may be a signature needed during her absence.

COUNCIL REPORTS

Mayor Arellano – Proclaimed May 2019 Electrical Safety Month. He has had conversations with citizens regarding the water cost with the new meters. Need to review the actual percentage increase over all users once all meters are in place. He spoke about the marijuana dispensaries and the legal options for the City. He has submitted the I-88 signage applications, there are six guaranteed spots and seven applications were submitted. Councilman Venier is serving on the DCCMS search committee for their new director. CEO training program will be at Northland Mall tomorrow. The Northern Illinois Mayor meeting will be June 13 if any councilmember would like to attend, he would like to host one of the meetings this year.

Councilman Considine – Absent

Councilman Marshall – Welcome Mary Oros, he is looking forward to working with her. Thanked Kevin Marx for his years of service.

Councilman Oros – She congratulated DCCMS on a successful gala event this past weekend, it was well attended. She thanked all who worked, businesses who helped, and community members who attended. She is excited to be here.

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
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MONDAY, MAY 6, 2019  
5:30 P.M.

Councilman Venier – Welcomed Mary Oros, looking forward to the years ahead. Excited to be a part of the search for the next director, a new vibrant member to the Dixon Chamber of Commerce Main Street.

BOARD & COMMISSIONS REPORTS

Mayor Arellano stated that the Building Report, Veteran's Park Meeting Minutes Meeting Minutes are on file.

VISITOR/PUBLIC COMMENT

Mark Maronde addressed the Council asking what the status of his request is. Mayor Arellano stated he has talked with the Building Department but still needs to have more conversations with the Council, but he has not seen any who are wanting the change. Mr. Maronde thanked the Council for their time.

**\*\*Moved up in the Meeting\*\***

AWARDING BID FOR DEPOT AVENUE STREET IMPROVEMENTS PROJECT  
(Martin & Company Excavating)

Councilman Marshall moved to award the bid for the Depot Avenue Street Improvements Project to Martin & Company Excavating for their low-bid amount of \$977,540.09. Seconded by Councilman Venier. City Manager Langloss explained the request. Discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

**\*\*Moved up in the Meeting\*\***

ENGINEERING AGREEMENT WITH FEHR GRAHAM  
(Construction phase of Depot Avenue Street Improvement Project)

Councilman Oros moved to approve the engineering agreement with Fehr Graham Engineering & Environmental for the construction phase services related to the Depot Avenue Street Improvement Project. Seconded by Councilman Marshall. City Manager Langloss explained the request. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
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MONDAY, MAY 6, 2019  
5:30 P.M.

**\*\*Moved up in the Meeting\*\***

REFER PETITION OF AMENDMENT OF ZONING TO THE PLAN COMMISSION  
(Autodoc Inc.)

Councilman Venier moved to refer the petition for a zoning change from Autodoc to the Plan Commission. Seconded by Councilman Marshall. Attorney LeSage noted that at this point the Council doesn't weigh in any opinions on the request. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

**\*\*Moved up in the Meeting\*\***

REFER PETITION OF VARIANCE TO THE ZONING BOARD OF APPEALS  
(Set back variance for PADS Shelter)

Councilman Marshall moved to refer the petition for set-back variance to the Zoning Board of Appeals. Seconded by Councilman Oros. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

**\*\*Moved up in the Meeting\*\***

APPROVAL OF INTERGOVERNMENTAL AGREEMENT  
DIXON PARK DISTRICT

Councilman Oros moved to approve the intergovernmental agreement between the City and the Dixon Park District. Seconded by Councilman Venier. City Manager Langloss explained the request and the agreement. Discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

ORD# 3138 – ORDINANCE AMENDING THE LIQUOR CODE  
DIXON CITY MARKET

Attorney LeSage and Mayor Arellano explained the ordinance. Discussion ensued. Councilman Venier moved to approve the ordinance amending the Liquor Code in connection with the Dixon City Market pursuant to the request of Dixon Chamber of Commerce and Main Street Inc. Seconded by Councilman Marshall. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

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ORD# 3139 – ORDINANCE AMENDING THE LIQUOR CODE  
ROSBROOK STREET FAIR

Councilman Oros moved to approve the ordinance amending the Liquor Code in connection with the Rosbrook Street Fair pursuant to the request from Rosbrook. Seconded by Councilman Venier. Mayor explained the request, discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

NOTE

Mayor noted that there is still one outstanding liquor license holder. When adjusting the liquor code he would like to add timelines with fees.

ORD# 3140 – AMENDING THE DIXON CITY CODE TITLE 3, CHAPTER 4,  
SECTION 3-4-3 (Repairing Injury to Streets and Public Ways) and  
TITLE 3, CHAPTER 14C, SECTION 3-14C-19 (Cleanup and Restoration)

Code Enforcement Officer Joe Bay explained the request for the ordinance. Discussion ensued. Councilman Venier moved to approve the ordinance relating to repair and restoration of City sidewalks following damage caused by others when performing work in City right of way. Seconded by Councilman Marshall. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

RES# 2671-19 – AUTHORIZE APPLICATION OF SETTLEMENT PROCEEDS

Councilman Marshall moved to authorize the application of settlement proceeds in the amount up to \$1,500,000.00 to donate to the City of Dixon Fire Pension Liability. Seconded by Councilman Oros. Discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL TO AMEND CONTRACT WITH SINNISSIPPI CENTERS  
FOR SAFE PASSAGE COORDINATOR

Councilman Oros moved to authorize the City Manager to sign the amended contract with Sinnissippi Centers for a Safe Passage Coordinator. Seconded by Councilman Marshall. Mayor Arellano explained the request. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
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5:30 P.M.

APPROVAL OF CONTRACT WITH DIXON CHAMBER  
OF COMMERCE MAIN STREET INC.

Mayor explained the request, and discussion ensued. Councilman Venier moved to authorize the City Manager to sign the contract with Dixon Chamber of Commerce Main Street Inc. Seconded by Councilman Marshall. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL OF ROAD CLOSURES FOR DIXON CHAMBER OF COMMERCE  
MAIN STREET INC. 2019 DOWNTOWN AND RIVERFRONT EVENTS.

Councilman Marshall moved to approve the requested road closures from Dixon Chamber of Commerce Main Street Inc. for their 2019 events. Seconded by Councilman Oros. Discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL OF ROAD CLOSURES FOR ROSBROOK STREET FAIR  
(100 block of South Peoria Ave)

Councilman Oros moved to approve the closure of the 100 block of South Peoria Avenue from noon to 1:00pm on June 8, 2019. Seconded by Councilman Venier. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL OF ROAD CLOSURES FOR THE PETUNIA FESTIVAL

Discussion ensued. Councilman Oros moved to approve the requested road closures requested for the Petunia Festival 2019. Seconded by Councilman Marshall. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

APPROVAL OF AWARDING BID FOR THE ANN AVENUE  
WATER MAIN MATERIALS BID  
(Core & Main LP)

Councilman Marshall moved to award the Ann Avenue water main materials bid to Core & Main LP in the amount of \$73,400.20. Seconded by Councilman Oros. City Manager Langloss explained the request, discussion ensued. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**



COUNCIL OF THE CITY OF DIXON, ILLINOIS  
COUNCIL CHAMBERS – CITY HALL  
REGULAR COUNCIL MEETING  
MONDAY, MAY 6, 2019  
5:30 P.M.

ADJOURMENT

Councilman Oros moved that the Regular Council Meeting of Monday, May 6, 2019, be adjourned to meet in Regular Session on Monday, May 20, 2019 at 5:30 pm in the Council Chambers at City Hall. Seconded by Councilman Venier. Voting Yea: Councilman Marshall, Oros, Venier, and Mayor Arellano. **Motion Carried.**

The meeting adjourned at 6:54pm.

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CITY CLERK

# PROCLAMATION

## NATIONAL PUBLIC WORKS WEEK 2019 PROCLAMATION

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Dixon, IL; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Illinois to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

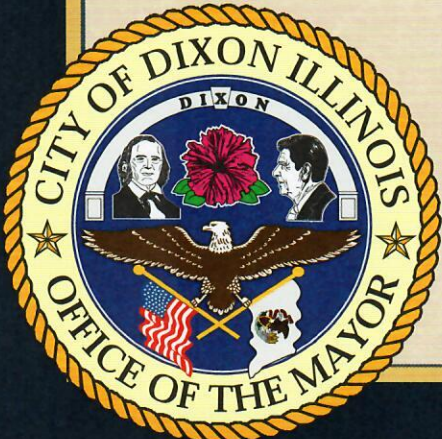
WHEREAS, the American Public Works Association has celebrated the annual National Public Works Week since 1960,

RESOLVED, I, Mayor Liandro Arellano, Jr., do hereby designate the week May 19-25, 2019 as National Public Works Week; I urge all our people to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE GREAT SEAL OF THE CITY OF DIXON TO BE AFFIXED.

ENACTED AT THE MAYOR'S OFFICE IN THE CITY OF DIXON ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR OF OUR LORD \_\_\_\_\_.

\_\_\_\_\_  
MAYOR





# COUNCIL ACTION FORM

Date: 5/20/19

Presented By: Mayor Arellano

Subject: Amending Liquor Code - Petunia Fest Agenda Item: 13A

**Description:**

On behalf of the Dixon Petunia Festival, I am requesting the following road closures for this year's festival:  
-The ordinance allows patrons of the Petunia Festival to carry open containers of alcoholic liquor purchased from licensed premises that are located within the festival grounds: the north side of River Street to the north side of First Street from the east side of Peoria Avenue to the west side of Galena Avenue (the "Festival Garden") on July 3rd through July 7th, 2019.

**FINANCIAL**

Is this a budgeted item?      YES       NO

Line Item #: \_\_\_\_\_ Title: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Under/Over: \_\_\_\_\_

Funding Sources:  
\_\_\_\_\_  
\_\_\_\_\_

Departments:  
\_\_\_\_\_  
\_\_\_\_\_

Is this item in the CIP?    YES     NO     CIP Project Number: \_\_\_\_\_

# COUNCIL ACTION FORM

Any previous Council actions:

Action

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation:

Required Action

ORDINANCE

RESOLUTION

MOTION

NO ACTION REQUIRED

Additional Comments:

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

MOVE TO approve the ordinance amending the Liquor Code in connection with the  
Petunia Fest 2019.

### CITY COUNCIL VOTES

VOTES	Mayor Arellano	Councilman Considine	Councilman Marshall	Councilwoman Oros	Councilman Venier
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSTAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF DIXON

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

**ORDINANCE AMENDING THE LIQUOR CODE  
IN CONNECTION WITH THE PETUNIA FESTIVAL  
PURSUANT TO THE REQUEST OF DIXON PETUNIA FESTIVAL, INC.**

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ADOPTED BY THE  
MAYOR AND CITY COUNCIL  
OF THE  
CITY OF DIXON

THIS 20<sup>th</sup> DAY OF May, 2019

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Published in pamphlet form by authority of the Mayor and City Council of the City of  
Dixon, this 20th day of May, 2019.

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

**ORDINANCE AMENDING THE LIQUOR CODE  
IN CONNECTION WITH THE PETUNIA FESTIVAL  
PURSUANT TO THE REQUEST OF DIXON PETUNIA FESTIVAL, INC.**

WHEREAS, the City of Dixon, Illinois (the “City”) will be the location of the Petunia Festival (the “Festival”), which Festival will be held in Page Park and the City’s downtown on July 3<sup>rd</sup> through July 7<sup>th</sup>, 2019; and

WHEREAS, in connection with the planning and administration of the Festival, the Festival organizers, Dixon Petunia Festival, Inc., have requested the permitting of open alcohol containers in the downtown Festival area and such other matters as set forth herein; and

WHEREAS, in order to promote the Festival and in furtherance of the health, safety, welfare and morals of the attendees of the Festival and the citizens of the City, the City desires to make the accommodations requested by Dixon Petunia Festival, Inc.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Dixon, as follows.

SECTION 1: The City hereby finds that all of the recitals contained in the preambles to this Ordinance are true and correct and does incorporate them into this Ordinance by this reference.

SECTION 2: Notwithstanding anything in the City Code to the contrary, persons over the age of twenty-one (21) years of age may be permitted to consume alcohol outside of licensed establishments in the Festival Garden (as hereafter defined) on the dates and times listed below:

<u>Date</u>	<u>Time</u>
July 3 <sup>rd</sup>	4:00 P.M. – 1:00 A.M. on July 4 <sup>th</sup>
July 4 <sup>th</sup>	12:00 P.M. – 1:00 A.M. on July 5 <sup>th</sup>
July 5 <sup>th</sup>	4:00 P.M. – 1:00 A.M. on July 6 <sup>th</sup>
July 6 <sup>th</sup>	12:00 P.M. – 1:00 A.M. on July 7 <sup>th</sup>
July 7 <sup>th</sup>	12:00 P.M. – 10:00 P.M.

SECTION 3: The provisions set forth in Section 2 above are subject to the following qualifications:

- A. This license shall apply only to the following Festival grounds: the north side of River Street to the north side of First Street from the east side of Peoria Avenue to the west side of Galena Avenue (the “Festival Garden”) on July 3<sup>rd</sup> through July 7<sup>th</sup>, 2019.

- B. All alcoholic liquor in the Festival Garden must be purchased from a licensed premises located in the Festival Garden.
- C. All beer, wine and alcoholic liquors sold shall be served only in aluminum, paper or plastic disposable containers. No glass containers shall be permitted in the Festival Garden.
- D. No person other than a licensee or an employee of a licensee shall remain upon any licensed premises or in the Festival Garden for any period of time longer than one-half (1/2) hour following the time when the sale, distribution, transfer or gift of alcoholic liquor must terminate. No person including a licensee or an employee of a licensee shall remain upon any licensed premises or the Festival Garden for any period of time longer than eighty (80) minutes following the time specified when the sale, distribution, transfer or gift of alcoholic liquor must terminate. At no time while the licensee, or his employees or agents, are upon the premises for the purpose of operating, controlling, maintaining or cleaning the premises or the Festival Garden, shall the licensee or employee or agent consume, sell, deliver, transfer, distribute or give away any alcoholic beverage. No licensee, employee or agent of a licensee shall permit any other person to remain on the licensed premises or the Festival Garden beyond the closing hours specified herein.
- E. Any duly authorized representative of a licensee and any peace officer of the City, County of Lee or State of Illinois are hereby empowered to remove any person from either the licensed premises or Festival Garden where such officer or agent has probable cause to believe that such person may be under the influence of intoxicating beverages.
- F. The foregoing shall be limited by such other rules, regulations and restrictions as the local liquor control commissioner deems necessary to govern the use of the Festival Garden.
- G. It is the intent of the City Council that the City Liquor Code be liberally construed for the express purpose of fulfilling the intent of allowing the sale of alcoholic liquor in the Festival Garden under the restrictive terms provided herein.
- H. No person under the age of twenty one (21) years shall purchase, attempt to purchase, possess, or consume any beer or wine or other alcoholic beverage upon any of the Festival Garden, the licensed premises or other premises controlled by the licensee during the license period.
- I. Persons of any age are authorized to be present in the Festival Garden; provided, however, no persons shall be permitted to be in licensed establishments unless otherwise permitted by the City Code.
- J. Unless specifically excepted within this section, all of the terms and provisions of the City Code remain in full force and effect.

SECTION 4: Notwithstanding anything in Title V, Chapter 13, Section 5-13-22(B) of the Dixon City Code to the contrary, a temporary permit may be issued to a permit holder under Section 5-13-22 of the City Code to extend the time allowed for playing or broadcasting music in the outdoor sales area or the Festival Garden until 11:59 P.M. on June 3<sup>rd</sup> through July 7<sup>th</sup>, 2019.

Applications shall be made with the local liquor commissioner not less than three (3) days prior to the date of the intended outdoor event. The applicant shall include in the application the location and the specific time and date for which the temporary permit is requested. No permit shall issue until the application therefor shall have been approved by the local liquor commissioner. All applications for permits shall remain on file in the office of the clerk to be listed in a record to be kept for this purpose.

SECTION 5: Except as specifically modified hereby, all applicable laws, ordinances, rules and regulations shall remain in full force and effect.

SECTION 6: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 7: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 8: The City Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form.

SECTION 9: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Passed by the Mayor and City Council of the City of Dixon on the 20<sup>th</sup> day of May, 2019.

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Mayor

ATTEST:

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City Clerk



CITY OF DIXON

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

**ORDINANCE ADOPTING  
EXPENSE REIMBURSEMENT POLICY**

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ADOPTED BY THE  
MAYOR AND CITY COUNCIL  
OF THE  
CITY OF DIXON

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

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Published in pamphlet form by authority of the Mayor and City Council of the City of Dixon,  
this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

**ORDINANCE ADOPTING  
EXPENSE REIMBURSEMENT POLICY**

**WHEREAS**, the Illinois General Assembly enacted Public Act 100-1094 (the “Act”), adding a new section titled Reimbursement of Employee Expenses to the Illinois Wage Payment and Collection Act, 820 ILCS 115/9.5, which became effective on January 1, 2019; and

**WHEREAS**, the City of Dixon is an employer as defined within the scope of the Act; and

**WHEREAS**, pursuant to the Act, all employers are required to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer; and

**WHEREAS**, the City desires to adopt an expense reimbursement policy to facilitate a prompt and consistent method for the reimbursement of expenses incurred by City employees for services performed on behalf of the City and directly related to the employee’s scope of employment.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the City Council of the City of Dixon, Illinois, as follows:

SECTION 1: The City hereby adopts an Expense Reimbursement Policy in the form attached hereto and incorporated herein as Exhibit A.

SECTION 2: Any and all prior existing expense reimbursement policies of the City shall be superseded by the Expense Reimbursement Policy adopted by this Ordinance. Notwithstanding the foregoing, any reimbursement for travel, meal or lodging expenses incurred by an employee shall be made pursuant to the City’s adopted Travel, Meal or Lodging Reimbursement policy.

SECTION 3: The provisions and sections of this Ordinance shall be deemed to be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 4: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 5: The City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Mayor and the City Council of the City of Dixon, Lee County, State of Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Mayor

ATTEST:

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City Clerk

**CITY OF DIXON  
EXPENSE REIMBURSEMENT POLICY**

It is the policy of the City of Dixon (the “City”) to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for and on behalf of the City. Notwithstanding the foregoing, the City is not responsible for any losses due to an employee’s own negligence, losses due to normal wear or losses due to theft unless the theft was a result of the City’s own negligence.

**A. DEFINITIONS**

“Employee” shall mean an employee, officer or official of the City of Dixon.

Municipal officers and officials may be subject to additional conditions or restrictions for reimbursement of expenses related to their specific offices and other state statutes or local ordinances.

“Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the City, subject to the provisions of this Policy.

**B. GUIDELINES FOR NECESSARY EXPENDITURES**

Authorized expenditures shall include, but not be limited to: cell phone expenses, laptop, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees.

Unauthorized expenditures shall include, but not be limited to: home internet service, personal cell phone expenses, mileage incurred on personal vehicles, alcoholic beverages and entertainment expenses.

Any expenditure that is not requested and approved prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.

Any request for the reimbursement of travel, meal or lodging expenses incurred by an employee shall be made in accordance with the City’s policy with respect to the same.

**C. PRE-APPROVAL FOR AUTHORIZED EXPENDITURES**

A written request for the reimbursement of an authorized expenditure shall be made by the employee at least three (3) business days in advance of incurring said expense by submitting an “Expense Reimbursement Form” to the City Manager of the City. The Expense Reimbursement

Form is attached hereto and incorporated herein as Exhibit A. Following submission of the form, the City (through the City Manager or his or her designee) shall determine, prior to the employee incurring said expense, whether or not the expenditure is qualified for reimbursement.

The City acknowledges that not all authorized expenditures incurred by its employees can be reasonably foreseen, and that pre-approval of said expenditures may be impracticable or otherwise not possible. In such circumstance, the City reserves the right to waive the requirement for pre-approval of authorized expenditures. The decision to waive the pre-approval requirement shall be made in the City's sole and absolute discretion.

D. REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES

No later than thirty (30) days from the date an authorized expenditure is incurred, the employee shall submit to the City copies of any and all receipts or other supporting documentation of the expense. Where a receipt or other supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding the absence of any such receipt or other supporting documentation.

**An employee is not entitled to reimbursement if the employee has failed to comply with this Expense Reimbursement Policy.**

**CITY OF DIXON  
EXPENSE REIMBURSEMENT FORM**

This Expense Reimbursement Form must be submitted to the \_\_\_\_\_ of the City of Dixon no later than three (3) business days in advance of incurring an expense for an authorized expenditure.

Name of Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Description of Expense(s):

\_\_\_\_\_  
\_\_\_\_\_

Expected Date(s) of Expenditure: \_\_\_\_\_

Estimated Expense Amount: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

The employee must submit receipts or such other supporting documentation of the above expense to the City no later than thirty (30) days from the date such expense is incurred. If a receipt or such other supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding the absence of such receipt or other supporting documentation. Failure to comply with the foregoing will result in the denial of reimbursement from the City.

Actual Expense Amount: \_\_\_\_\_

*(to be completed at time of submission of receipt or other supporting documentation)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

RESOLUTION  
CONFIRMING RE-APPOINTMENTS TO  
LIBRARY BOARD

WHEREAS, the terms of Carol Linkowski and Barb Coss of the Library Board will expire on June 30, 2022; and

WHEREAS, Carol Linkowski and Barb Coss have indicated a desire to serve again as members of the Library Board; and

WHEREAS, the Mayor of the City of Dixon has recommended the re-appointments of Carol Linkowski and Barb Coss as members of the Library Board; and

WHEREAS, the City Council for the City of Dixon concurs in said re-appointments.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Dixon that Carol Linkowski and Barb Coss are re-appointed to the Library Board for terms commencing July 1, 2019 and ending June 30, 2022, or until their successors are duly appointed and qualified.

This Resolution read and approved this 20th day of May, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

RESOLUTION  
APPOINTMENT TO  
MUNICIPAL BAND DIRECTOR

WHEREAS, Jon James has indicated a desire to serve as the Dixon Municipal Band Director;

WHEREAS, the Mayor of the City of Dixon has recommended the appointment of Jon James as the Dixon Municipal Band Director; and

WHEREAS, the City Council for the City of Dixon concurs in said appointment;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Dixon that Jon James is hereby appointed as the Dixon Municipal Band Director for a term commencing May 20, 2019 and ending April 30, 2020.

This Resolution was read and approved this 20th day of May, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk