

**RESOLUTION 2018-1**

**WINFIELD TOWNSHIP, DUPAGE COUNTY, ILLINOIS  
A RESOLUTION TO APPROVE REVISED PUBLIC COMMENT GUIDELINES**

**WHEREAS**, The Illinois General Assembly enacted Public Act 96-1473 which amends the Open Meetings Act (the "Act"), 5 ILCS 120/1 *et seq.*, effective January 1, 2011; and

**WHEREAS**, the Act requires that each public body allow any person to address the public officials under rules established by the public body; and

**WHEREAS**, Winfield Township Board adopted Resolution 2011-2 on February 14, 2011 to comply with Public Act 96-1473; and

**WHEREAS**, The Board would like to extend the limit of speaking time from two (2) to five (5) minutes on the current Public Comment Guidelines; and

**WHEREAS**, the Board would like to see changes to the present Public Comment Guidelines.

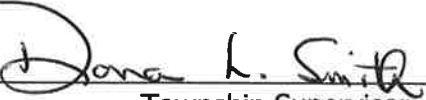
**NOW THEREFORE, BE IT ORDAINED BY** The Supervisor and Board of Town Trustees of Winfield Township, DuPage County, Illinois, as follow:

**Section 1:** The Public comment guidelines attached hereto are hereby adopted.


**Section 2:** Copies of the Public Comment guidelines shall be posted on the bulletin board in the Township office, and on the township website, and shall be made available along with the Agenda at each Township meeting;

**Section 3:** This Resolution shall be effective immediately upon passage.

Date: January 8, 2018

By:   
Township Supervisor

(Seal)

Attest:   
Township Clerk



**WINFIELD  
TOWNSHIP**  
DuPage County, Illinois

**DONA L. SMITH**  
Supervisor  
130 ARBOR AVENUE  
WEST CHICAGO, IL 60185  
(630) 231-3591  
Fax (630) 231-3697  
[www.winfieldtownship.com](http://www.winfieldtownship.com)

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**WINFIELD TOWNSHIP  
PUBLIC COMMENT GUIDELINES**

1. The Agenda for all regular meetings shall include "Public Comments". The Agenda for special meetings may include "Public Comments".
2. Any person wishing to make a public comment shall state their name and address for the record.
3. Public comments shall be limited to five (5) minutes, unless extended by a vote of the Board. Speakers may submit written comments in lieu of verbal comments, or to supplement their verbal comments.
4. Public comments at a regular meeting may be related to any subject. Public comments at special meetings shall be limited to topics on the agenda.
5. Public comments shall be made in a civil and courteous manner, and shall not include vulgar, hostile, threatening or disruptive comments.
6. Groups of speakers on the same subject shall select a representative speaker in order to avoid repetition.
7. Township officials may, but are not required, to answer questions or respond to public comments at the meeting.
8. The Township Supervisor or presiding officer may, but is not required, to allow public comments during the discussion of topics on the agenda.
9. The Township Supervisor or presiding officer may halt or suspend public comment due to non-compliance with these guidelines, and may defer the completion of public comments to the next meeting due to the number of speakers or other reasonable grounds.

Adopted: January 8, 2018

## **RESOLUTION 2018-2**

### **WINFIELD TOWNSHIP, DUPAGE COUNTY, ILLINOIS A RESOLUTION TO ADOPT A PROCEDURE FOR ATTENDING MEETING BY TELEPHONE**

**WHEREAS**, The Board of Trustees (the "Board") of Winfield Township, DuPage County, Illinois (the "Township") must meet on a regular basis in order to govern the Township; and

**WHEREAS**, members of the Board are periodically unavailable to attend meetings in person; and

**WHEREAS**, the Board desires to adopt a policy to allow members to attend meetings by telephone or other electronic means; and

**WHEREAS**, in order to comply with the Illinois Open Meetings Act, protect the integrity of the meeting, and prevent prejudice to any member of the Board or public, this policy shall govern the conduct of meetings of Winfield Township using electronic means.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Winfield Township, DuPage County, Illinois as follows:

A Board member, Supervisor, Assessor, or Highway Commissioner ("Absent Official") may attend a meeting without being physically present if the following conditions are met:


1. Public Notice of the meeting and agenda must be given in accordance with the Open Meetings Act.
2. The Absent Official must notify the Township Supervisor or Township Clerk sufficiently in advance of the meeting to allow adequate time to prepare the meeting room.
3. The Absent Official must provide a telephone number where he or she can be reached, and must be available when contacted prior to the start of the meeting. The telephone of the Absent Official must provide a clean connection, and be in a location with relatively no background noise.
4. The presiding officer, and a quorum of the Board and Supervisor, must be physically present at the meeting.
5. The Presiding officer of the meeting must announce prior to the roll call being taken that one or more Board members or officials are participating by speakerphone or other electronic means.
6. The Absent Official(s) must answer the roll call, and state for the record why he or she is unable to attend in person.
7. The Absent Official(s) must be able to hear all comments made by officials in attendance, by other Absent Officials, and any public comments.

8. All Board members and persons present at the meeting, including the public, must be able to hear the comments of the Absent Official(s).
9. The Absent Official(s) must have been provided, prior to the meeting, a copy of any documents to be considered, or else such documents shall be read verbatim or otherwise conveyed during the meeting.
10. All votes shall be taken by roll call.
11. Minutes shall be taken by a person who is physically present at the meeting.

Approved: January 8, 2018

By:   
Township Supervisor

(Seal)

Attest:   
Township Clerk

# RESOLUTION NO. 2018-002

## VEHICLE WEIGHT RESTRICTION

### DUPAGE COUNTY    STATE OF ILLINOIS

WHEREAS, Article 134 of the "Uniform Act Regulation Traffic on Highways" (Illinois rev. Statutes, Chap 95 ½, Sec. 15-316) states as follows:


When the Department, local authority or road district highway commissioner may restrict right to use highways.

- (a) Local authorities and road district highway commissioners with respect to highways under their jurisdiction may by ordinance or resolution prohibit the operation of vehicles upon any such highway or impose restrictions as to the weight of vehicles to be operated upon any such highway, for a total period of not to exceed 90 days in any one calendar year, whenever any said highway by seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced.
- (b) The local authority or road district highway commissioner enacting any such ordinance or resolution shall erect or cause to be erected and maintained signs designating the provision of the ordinance or resolution at each end of that portion of any highway affected thereby, and the ordinance or resolution shall not be effective unless and until such signs are erected and maintained.
- (c) Local authorities and road district highway commissioners with respect to highways, under their jurisdiction may also, by ordinance or resolution, prohibit the operation of trucks or other commercial vehicles, or may impose limitations as the weight thereof, on designated highways, which prohibitions and limitations shall be designated by appropriate signs placed on such highways.
- (d) The Department shall likewise have authority and road district highway commissioners as hereinbefore granted to local authorities to determine by any highway under the jurisdiction of said department, and such restrictions shall be effective when signs giving notice thereof are erected upon the highway or portion of any highway affected by such resolution.

WHEREAS, the Highway Commissioner of Winfield Township Road District, DuPage County, Illinois, does wish to protect the Township system of roads, as provided in the above act.

GIVEN under our hand and seal this 14<sup>th</sup> day of May 2018.

  
Highway Commissioner

  
Clerk

**RESOLUTION 2018-3**  
**WINFIELD TOWNSHIP**  
**DUPAGE COUNTY, ILLINOIS**

**RESOLUTION TO APPROVE A SEXUAL HARASSMENT PROHIBITION POLICY**

WHEREAS, the Illinois General Assembly enacted Public Act 100-554, which amends the State Officials and Employees Ethics Act (the "Act"), 5 ILCS 430/1 *et seq.*, effective November 16, 2017; and

WHEREAS, the Act requires that each public body adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Supervisor and Board of Trustees of Winfield Township, DuPage County, Illinois, as follows:

**Section 1:** The Sexual Harassment Prohibition Policy attached hereto is hereby adopted.

**Section 2:** Copies of the Sexual Harassment Prohibition Policy shall be distributed to all Township employees and officials, posted on the Township website, and made available to all Township contractors and vendors.


**Section 3:** This Resolution shall be effective immediately upon passage.

Dated: January 8, 2018.

**WINFIELD TOWNSHIP,  
DUPAGE COUNTY, ILLINOIS**

By:   
Supervisor

SEAL

Attest:   
Clerk

# WINFIELD TOWNSHIP, DUPAGE COUNTY, ILLINOIS

## SEXUAL HARASSMENT PROHIBITION POLICY

### I. STATEMENT OF POLICY

It is the Township's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited. The Township will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the Township has a business, service, or professional relationship. "Employee" for purposes of this policy includes any individual performing services for Winfield Township, an apprentice, an applicant for apprenticeship, or an unpaid intern. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The Township is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct and retaliation. The Township will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the Township deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, derogatory or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes regarding disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by the Township and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).



## **II. RESPONSIBILITIES**

### **A. Supervisors**

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the Township Supervisor; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

### **B. Employees**

Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward

another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public).

3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment or sexual misconduct may be grounds for discipline.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The Township does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

### **III. APPLICABLE PROCEDURES**

The Township takes allegations of discrimination, harassment and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Township's complaint procedure to advise the Township of any perceived violation of this policy as soon as it occurs.

**A. Bringing a Complaint**

Any employee of the Township, or participant in any Township program, who believes that there has been a violation of this policy may bring the matter to the attention of Township in one of the following ways:

1. Advising his or her supervisor; or
2. Advising the offending employee's supervisor, or the County State's Attorney or the Township Attorney in the event that the alleged harasser is the Township Supervisor.

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the Township Supervisor.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

**B. Resolution of a Complaint**

Promptly after a complaint is submitted, the Township will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by the Township to investigate such complaints. Important data to be provided by the complaining employee includes the following:
  - a. A description of the specific offensive conduct;
  - b. Identification of all person(s) who engaged in the conduct;
  - c. The location where the conduct occurred;
  - d. The time when the conduct occurred;
  - e. Whether there were any witnesses to the conduct;
  - f. Whether conduct of a similar nature has occurred on prior occasions;



6. Upon completion of the investigation, the Township will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, the Township looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

### **Non-Retaliation**

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Township Supervisor or County State's Attorney].

If you have any questions concerning the Township's policies on this matter, please see your supervisor or the Township Supervisor. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000 or for matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Adopted: January 8, 2018

**RESOLUTION 2018-4  
WINFIELD TOWNSHIP  
LOCAL GOVERNMENT WEEK OF ILLINOIS**

Winfield Township and Winfield Township Road District  
DuPage County, Illinois

**WHEREAS**, The State of Illinois has proclaimed the first full week in March as Local Government Week,

**WHEREAS**, Local Government Week focuses on the need for strong, independent and active local government and recognizes the valuable contributions made by citizens serving their communities in public office; and

**WHEREAS**, Observing Local Government Week highlights the many effective programs provided by local governments and raises public awareness and understanding about the various services provided to the community; and

**WHEREAS**, Winfield Township will host an Open House on Saturday, March 10, 2018, in recognition of Local Government Week; and

**WHEREAS**, this Open House will be held at the Winfield Township Road District Office located at 30W575 Roosevelt Road, West Chicago, Illinois, and will run from 11:00 am to 2:00 p.m.; and

**WHEREAS**, Winfield Township and Winfield Township Road District elected officials and employees will be on hand to answer any questions that the residents have regarding local Township government and the services provided; and

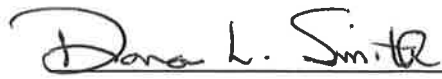
**NOW THEREFORE, BE IT ORDAINED BY** The Board of Trustees of Winfield Township and the Highway Commissioner of Winfield Township Road District, DuPage County, Illinois, that:

Winfield Township and Winfield Township Road District recognize and participate in Local Government Week.

**PASSED THIS** 12<sup>th</sup> day of February 2018 by the Board of Trustees of Winfield Township for the Winfield Township and the Winfield Township Road District, DuPage County, Illinois.

(Seal)

  
\_\_\_\_\_  
Township/Road District Clerk

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Highway Commissioner

RESOLUTION 2018-5  
RESOLUTION FOR DEPOSITORIES FOR FUNDS  
FOR WINFIELD TOWNSHIP

Be it Resolved by the Board of Trustees of Winfield Township, DuPage County, Illinois, that the following Federally Insured Depository Institutions are hereby designated as the depositories of the funds of Winfield Township, and that the Elected Officials of said Winfield Township are hereby authorized to endorse, in the name of Winfield Township for the purpose of deposit and collection in and with said Federally Insured Depository Institutions, checks, drafts, notes and other like obligations, issued or drawn to and owned by Winfield Township, and it is further resolved that endorsements for deposit and collection may be by the written or stamped endorsement of Winfield Township without designation of the party making the endorsement.

Republic Bank  
IMET (Illinois Metropolitan Investment Fund)

Said Federally Insured Depository Institutions are hereby authorized to pay out the funds of Winfield Township on deposit with said Institutions from time to time upon checks drawn upon said Institutions and signed in the name of Winfield Township by its Supervisor or Trustees so authorized and countersigned by its Town Clerk or Trustees so authorized whether said checks are payable to bearer or the order of Winfield Township, or to any third party, or to the order of any signing or countersigning official of Winfield Township or and other official of Winfield Township, in either their individual or official capacity.

The Town Clerk of Winfield Township shall file with the said Institutions a certified copy of this Resolution under the seal of Winfield Township and shall also file with the said Institution a certified list of the persons at the present time holding the elected offices of Township Supervisor, Township Clerk, and Township Board of Trustees of Winfield Township, and it shall be conclusively presumed that the persons so certified as holding such offices continue respectively to hold the same until the said institution is otherwise notified in writing by the Town Clerk of Winfield Township.

This Resolution shall be in full force and effect and binding upon Winfield Township until it shall have been rescinded, and written notice of such rescission under the Township Seal shall have been delivered to said Institution.

Passed this 11 day of June, 2018.

Approved: 5

Attest: 0

  
Township Supervisor

  
Township Clerk



# WINFIELD TOWNSHIP

DuPage County, Illinois

**DONA L. SMITH**  
Supervisor

130 ARBOR AVENUE  
WEST CHICAGO, IL 60185  
(630) 231-3591  
Fax (630) 231-3697  
[www.winfieldtownship.com](http://www.winfieldtownship.com)

June 11, 2018

Republic Bank  
101 Main Street  
West Chicago, Illinois 60185

To whom it may concern,

Enclosed please find Resolution #2018-5, RESOLUTION FOR DEPOSITORIES FOR FUNDS FOR WINFIELD TOWNSHIP. If you have any questions or need additional information, please contact our office at 630-231-3591 Monday through Friday from 8:00 a.m. to 1:00 p.m.

Sincerely yours,

Dona L. Smith, Supervisor  
DLS/bjd  
Enc.





# WINFIELD TOWNSHIP

DuPage County, Illinois

**DONA L. SMITH**  
Supervisor

130 ARBOR AVENUE  
WEST CHICAGO, IL 60185  
(630) 231-3591  
Fax (630) 231-3697  
[www.winfieldtownship.com](http://www.winfieldtownship.com)

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June 11, 2018

IMET  
Illinois Metropolitan Investment Fund  
c/o Laura F. Allen  
1220 Oak Brook Road  
Oak Brook, IL 60523

To whom it may concern,

Enclosed please find Resolution #2018-5, RESOLUTION FOR DEPOSITORIES FOR FUNDS FOR WINFIELD TOWNSHIP. If you have any questions or need additional information, please contact our office at 630-231-3591 Monday through Friday from 8:00 a.m. to 1:00 p.m.

Sincerely yours,

Dona L. Smith, Supervisor  
DLS/bjd  
Enc.