

**AGENDA
CHILLICOTHE CITY COUNCIL
CITY COUNCIL CHAMBER**

May 26, 2026

7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL BY CLERK

READING OF MINUTES OF PREVIOUS MEETING BY CLERK

PETITIONS AND COMMUNICATIONS BY CLERK

PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSON

COUNCIL COMMITTEE COMMUNICATIONS

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT

PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION

PUBLIC WORKS COMMITTEE – ALDERPERSON SHARP

Approve – Final Payment Brotcke Well – Walnut East Well Project

Approve – Purchase – 6” meter – Walnut West Well

Approve – Amended Resolution – MFT General Maintenance

Adopt – Stormwater Manager Plan

FINANCE COMMITTEE – ALDERPERSON CRABTREE

Present – Appropriation Ordinance 26-27 - Draft

ECONOMIC DEVELOPMENT COMMITTEE – ALDERPERSON CONNOR

Approve - Energy Transition Grant Projects: Brickwork for River Corridor Walkway - Green View

Approve - Energy Transition Grant Projects: Holiday Market Sheds – Elite Structures

Approve - Discover Peoria Proposal – City Tourism

PUBLIC SAFETY COMMITTEE – ALDERPERSON BREDEMAN

Approve – Live Entertainment Request – American Legion

HUMAN RESOURCE- ALDERPERSON SEMTNER

Approve – Refer to Police Commission - Hiring Process Police Officer

MAYOR HUGHES

Refer – City Attorney – Amend Liquor Ordinance – Remove Class “A” License

Accept – Resignation – Officer Hesterberg Resignation

Sexual Harassment Training

Security Awareness Training

Presentation – Orientation Elected Officials

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
MAY 26, 2026**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person May 26, 2026 at 7:00 P.M. with Mayor Michael D. Hughes presiding and with proper notice having been posted.

Mayor Hughes called the meeting to order at 7:00 P.M.

The Pledge of Allegiance, to the Flag of the United States of America, was recited.

Chairman Hughes directed Clerk Byrnes to take roll.

Present:
Mayor Michael D. Hughes
City Clerk Jill M. Byrnes
City Treasurer Andrea Bredeman

Alderspersons Present:
Barry Bredeman, Brett Cantwell,
Patricia Westerman-Connor, Michael Crabtree,
Courtney Gehrig, Sandra Levell, Patrick Semtner,
Gary Sharp

Also Present:
Attorney Taylor Cascia
Attorney Jocelyn Arredondo
Office Manager Denise Passage
Assistant Office Manager Chelsea White
City Engineer Josh Harken
Economic Development Director Amanda Beadles
Superintendent of Public Works Shawn Sutherland

Others Absent:
Attorney Kevin Day
Police Chief Jeremy Cooper

Chairman Hughes declared a Quorum present

**CITY OF CHILLICOTHE
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MINUTES OF A REGULAR MEETING
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The Minutes of the Regular Council Meeting on May 11, 2026 were presented. Motion Alderperson Semtner, second Alderperson Levell, that the Council dispense with the reading of the Minutes of the May 11, 2026 Regular Council Meeting and approve the Minutes as presented.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS BY THE CLERK:

Clerk Byrnes presented the following Committee and Commission Minutes:

- 1. Public Works Committee – 5/6/2026**
- 2. Economic Development Committee – 05/12/2026**
- 3. Finance Committee – 05/13/2026**
- 4. Shademakers Committee – 05/19/2026 (cancelled)**

Communications by the Clerk:

None

I am in receipt of a thank you card which reads:

The 4th of July Fireworks Committee would like to thank you for the generous donation of \$3,000.00. It will make a big difference with our fundraising efforts. We really appreciate you.

I am in receipt of a resignation letter which reads:

Chief Cooper,

Please accept this letter as formal notification that I am resigning from my position as police officer with the City of Chillicothe. Per my notice period, my last day will be June, 2, 2026. Thank you for the opportunities I've had during my time with the department. I appreciate having worked with the team. During my final days, I am committed to ensuring a smooth transition of my responsibilities.

Sincerely,

Kellie M. Hesterberg

I am in receipt of a letter dated May 21, 2026 from the IEPA which reads:

Notice of Significant Deficiencies response

This agency is in receipt of correspondence received May 1 and May 11, 2026 from Shawn Sutherland Certified Operator, which was in response to this agency's April 11, 2026, Notice of Significant Deficiencies Evaluation Report letter concerning the Chillicothe Public Water Supply. We wish to acknowledge the prompt action taken to assure compliance with the recommendations contained in that letter.

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When time permits, another inspection of the supply will be made so that our records may be brought up to date.

I am in receipt of the Final Funding Strategy Report from Natalie Menke, Shortlist Studio LLC. A copy will be available at City Hall and will be presented at the July 13, 2026 Council meeting.

Motion Alderperson Bredeman, second Alderperson Gehrig, that the petitions and communications as presented by Clerk Byrnes be accepted and placed on file.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSONS:

Alderperson Connor informed the Council that the Help Loan for Peggy Says Sew has been paid in full and the Help Loan for Marge's was delivered today at closing for the property.

COUNCIL COMMITTEE COMMUNICATIONS:

Alderperson Semtner announced that he would be contacting the HR Committee members to set up at date for a HR meeting to interview 3 potential Public Works applicants.

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

Brian Morris, 1116 Hushaw Ave. addressed the Council stating he has an 8 year old Level 3 autistic son that climbs his current chain link fence. In the last 30 days he received a fence permit for his property to construct a privacy fence in hopes that this would prevent his son from climbing the fence. They began construction on the privacy fence, per the City Code the cross beams need to be on the inside of the property and after construction began his son was still able to climb the cross beams of the fence. Mr. Morris was provided the paperwork to apply for a variance, allowing him to flip the fence panels, stating safety concerns for his son. The process to obtain a variance can be lengthy and Mr. Morris does not want to have to wait for the process of a variance to be approved in the time frame required by the City Code. Mr. Morris is asking the Council to expedite the process of obtaining a variance.

Discussion: Alderperson Semtner read a statement in support of Mr. Morris (See attached) After discussion it was the consensus of the Council to add this to the agenda for the June 8, 2026 Council meeting.

Motion Alderperson Crabtree, second Alderperson Levell, that the bills as presented be paid and the payrolls and transfers be approved

**CITY OF CHILLCOTHE
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Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

PUBLIC WORKS COMMITTEE:

Motion Alderperson Sharp, second Alderperson Bredeman, that the Council approve the final payment of \$24,312.92 payable to Brotcke Well for the Walnut East Well project. Payable from the Water/Sewer Fund, Maintenance/Repair Systems.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Sharp, second Alderperson Gehrig, that the Council approve the expenditure of \$4,785.00 payable to Midwest Meter Inc. for a 6" meter for Walnut West Well. Payable from the Water/Sewer Fund Capital Outlay Water Meters.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Alderperson Sharp, second Alderperson Gehrig, that the Council approve the amended Resolution No. 26-05-02 for the MFT General Maintenance as presented.

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Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Sharp, second Alderperson Bredeman, that the Council formally adopt the Stormwater Management Plan created by Engineer Harkin and Superintendent Sutherland as presented.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

FINANCE COMMITTEE:

Announce: Alderperson Crabtree

I present to the Council the draft of the Appropriation Ordinance FY 26-27 for their review.

Note: The Appropriation Ordinance must be passed within the first quarter of the fiscal year and a Public Hearing must be held prior to passage of the Ordinance. The target date for the public hearing will be June 22, 2026, at 6:30 p.m. The Appropriation Ordinance will be presented for passage at the Council meeting that day.

ECONOMIC DEVELOPMENT COMMITTEE:

Motion Alderperson Connor, second Alderperson Gehrig, that the Council approve a proposal in the amount of 3,935.35 payable to Green View, for the leveling of the low area bricks in the River Corridor Walkway and authorize the Mayor and staff to take reasonable and prudent actions to sign said proposal. Payable from General Fund – Economic Development Department.

Note: This will be reimbursed from the Energy Transition Grant.

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Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Connor, second Alderperson Bredeman, that the Council approve an expenditure of \$23,245.00, payable to Elite Structures to construct 5 chalets after receiving ½ down payment of \$11,622.50 and the remaining balance due upon completion. Payable from General Fund – Economic Development Department.

Discussion: EDC Director Beadles informed the Council that the City currently has 10 chalets, with the addition of 5, the City would have a total of 15. The 10 that we currently have are disassembled after an event and stored at the Quonset hut located at Moffitt Park. The 5 new chalets will be built to withstand the elements and kept on gravel pads next to the Quonset hut.
Note: This will be reimbursed from the Energy Transition Grant

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried

Alderperson Connor announced that she would be withdrawing EDC Agenda Item #3 – Discover Peoria Proposal – City Tourism and will bring back at a later date.

PUBLIC SAFETY COMMITTEE:

Motion Alderperson Bredeman, second Alderperson Gehrig, that the Council approve the Request for Live Entertainment in their outdoor pavilion as submitted by the American legion as follows:

June 7, 2026	3:00 p.m. – 6:00 p.m.	The Killer Riffs
June 13, 2026	7:00 p.m. - 11:00 p.m.	Ray Long and Highway 51
June 14, 2026	2:00 p.m. – 6:00 p.m.	Blue Stew

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June 19, 2026	8:00 p.m. – 12:00 a.m.	Dexter O’Neal & the Funkyard
June 20, 2026	8:00 p.m. – 12:00 a.m.	Kickapoo Junction
June 28, 2026	2:00 p.m. – 6:00 p.m.	Sankoty

Motion Carried Via Voce vote.

HUMAN RESOURCES COMMITTEE:

Motion Alderperson Semtner, second Alderperson Levell, that the Council approve referring the hiring process of a Police Officer to the Police Commission.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

MAYOR HUGHES:

Motion Alderperson Bredeman, second Alderperson Levell, that the Council refer to the City Attorney to amend the Ordinance to reduce the Class "A" Liquor license maximum from 12 to 11.

Note: The Mill did not renew their liquor license for 26-27.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Bredeman, second Alderperson Sharp, that the Council accept the resignation of Officer Kellie Hesterberg and thank her for her 8 plus years of service with the City of Chillicothe Police Department.

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Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Levell, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Announce – Alderperson Bredeman – Sexual Harassment Training

In compliance with the Illinois Human Rights Act & State Officials and Employee Ethics Act, the Sexual Harassment annual training was included in the Council Packet and at this time I will turn it over the Office Manager Passage. (See attached)

Discussion: Alderperson Semtner stated the training provided was minimal and as elected officials professional standards are expected and a more serious training needs to be implemented. After discussion it was the consensus of the Council that this be referred to the Human Resources Committee for further discussion.

Announce – Alderperson Bredeman – Security Awareness Training

In compliance with the Illinois Information Security Improvement Act (20 ILCS 1375), Security Awareness training was included in the Council Packet and at this time I will turn it over to Office Manager Passage. (See attached)

Announce – Alderperson Bredeman - Presentation – Orientation of Elected Officials

To help our Elected Officials have a greater understanding of their responsibilities, Office Manager Passage will present an orientation. (See attached)

Motion Alderperson Gehrig, second Alderperson Levell, that the meeting adjourn at 8:26 p.m.

Mayor Hughes declared the meeting adjourned.


Jill M. Byrnes
City Clerk

Tonight, we have before us a situation that goes beyond a normal zoning or aesthetic issue. This request involves the safety and well-being of a child with a disability, specifically autism, and concerns related to climbing and potential wandering from the property.

As a council, I believe we have an obligation to not only enforce ordinances fairly, but also to recognize when federal disability accommodation laws may require flexibility and reasonable judgment. The purpose of this request is not convenience or preference, but safety.

In my view, requiring this family to go through a lengthy zoning process when there is an immediate safety concern may not be in the best interest of the child, the family, or the city. I believe the council has the ability to work cooperatively, alongside our city attorney and zoning officials, to provide a reasonable accommodation while still protecting the intent of our ordinances.

This approach demonstrates compassion, common sense, and a willingness to comply with the spirit of federal disability accommodation laws while still maintaining the integrity of our local processes.

At the end of the day, this is about protecting a child and working toward a practical solution rather than creating unnecessary barriers for a family facing a legitimate safety concern.

However, I also understand that this matter was not specifically listed as an action item on tonight's agenda, and I want to make sure the council proceeds properly under the Illinois Open Meetings Act and our local procedures.

Therefore, I would respectfully ask that the mayor, city attorney, zoning administrator, and appropriate city staff review this matter immediately as a potential reasonable accommodation request related to a disability-related safety concern.

In addition, I would request that this matter be placed on the agenda for the next available council meeting, or for a special meeting if appropriate, so the council can properly discuss and consider possible accommodations or solutions without unnecessary delay.

I believe it is important that we show this family that the City of Chillicothe is willing to listen, work cooperatively, and act compassionately while still following proper legal procedures.

*I would like this statement
to be placed in tonight's minutes.
Thanks,
Patricia Acme*

May 26, 2016

Sexual Harassment Prevention

CITY OF CHILLICOTHE

**Annual Training
2026**

**In compliance with the
Illinois Human Rights Act & State Officials and Employee Ethics Act**

Based on the Illinois Municipal League Model Policy Prohibiting Sexual Harassment

Prohibition of Sexual Harassment

- All persons have a right to work in an environment free from sexual harassment.
- The Policy Prohibiting Sexual Harassment prohibits harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office.
- Sexual Harassment is prohibited by Title VII of the U.S. Civil Rights Act and the Illinois Human Rights Act.

Responsibility of the Municipality as an Employer

Through this policy and in compliance with state and federal law, the City of Chillicothe will take action to prevent sexual harassment through training and appropriate oversight, investigate incidents of sexual harassment in the workplace consistent with its obligations, and take action to correct and remedy incidents of sexual harassment in the workplace.

Sexual Harassment is Defined as:

- Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - 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, but Is Not Limited to:

- Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, and jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.
- Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- Visual Harassment: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Conduct Which May Constitute Sexual Harassment Includes, but Is Not Limited to:

- Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic Harassment: “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 (email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on social network websites, like Facebook and Twitter).

SEXUAL ADVANCES AND REQUESTS FOR SEXUAL FAVORS ARE NOT THE ONLY TYPES OF CONDUCT THAT CAN BE SEXUAL HARASSMENT. OTHER CONDUCT OF A SEXUAL NATURE CAN BE PART OF QUID PRO QUO SEXUAL HARASSMENT OR CONTRIBUTE TO A HOSTILE WORK ENVIRONMENT, INCLUDING:

- Actual or attempted rape or sexual assault
- Pressure for sexual favors
- Deliberate touching, leaning over, or cornering
- Sexual looks or gestures
- Letters, telephone calls, personal e-mails, texts, or other materials of a sexual nature
- Pressure for dates
- Sexual teasing, jokes, remarks, or questions
- Referring to an adult as a "girl", "hunk", "doll", "babe", "honey" or other diminutive term
- Whistling at someone
- Sexual comments, sexual innuendos, or sexual stories
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences or history
- Making sexual gestures with hands or through body movements
- Sexual comments about a person's clothing, anatomy, or looks
- Kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about a person's personal sex life
- Neck and/or shoulder massage
- Touching an employee's clothing, hair or body
- Hanging around a person uninvited
- Hugging or kissing
- Patting, stroking, or pinching
- Touching or rubbing oneself sexually in the presence of another person
- Standing close to or brushing up against a person
- Looking a person up and down
- Sexually suggestive posters, cartoons, or magazines displayed in the workplace or shown to someone
- Playing sexually suggestive or graphic videos or music

EXAMPLE

- Q: A municipal resident makes offensive sexual remarks every time he or she visits the municipal office. Is this sexual harassment?
- A: If you informed your supervisor about the resident making sexually offensive remarks and your supervisor or the municipality did nothing to handle the situation, then yes, under Illinois law, this type of harassment would be considered third-party sexual harassment.
- Q: The guys are going out for a drink after work and ask the female workers to come along. Is this sexual harassment?
- A: This is not considered sexual harassment per se but it can be a difficult situation if it leads to any misunderstandings amongst the group.

EXAMPLE

- Q: A fellow employee told me a joke that had mild sexual content. I wasn't offended by it, and we both found the joke to be funny. Today, we both got a memo from our boss saying our conduct was inappropriate and a potential violation of the company's sexual harassment policy. Was the joke harassment?
- A: All companies in Illinois have a responsibility to create a safe working environment for all their employees. If a joke was told with sexual connotations and someone overhearing the joke found it to be offensive, it could create a hostile working environment, which is another form of sexual harassment. Either way, telling a dirty joke at work is deemed inappropriate.

EXAMPLE

- Q: Steve regularly leers at Sandra's body. It disorients Sandra to the extent that she sacrifices time and energy to go out of her way to avoid Steve's workstation. Is this sexual harassment?
- A: Even though this clearly seems like sexual harassment, because Sandra has not said "no" to this behavior at least once, there has been no violation of the law. Once Steve is made aware of his unwanted behavior, if he continues it, then he will have violated the law.

EXAMPLE

- Q: A co-worker is famous for dirty jokes, sexual comments and leering. It really bothers Mary to the point where she gets headaches by late afternoon after listening to it all day. Mary talks about this with other women in her workplace; but they tell her it doesn't bother them because, "He's all talk and no action." Is this sexual harassment?
- A: A co-worker's conduct and comments need not offend all women working with him. If even one worker feels humiliated by persistent and unwelcome conduct, sexual harassment may exist

EXAMPLE

- Q: A supervisor has to choose whom to lay off. The male supervisor tells a female worker that if she agrees to go out with him she won't get laid off. Is this sexual harassment?
- A. This is an example of quid pro quo harassment. The female worker does not have to agree to this offer in order for it to be considered harassment. That the supervisor has put her in the position at all is already harassment in violation of law.

CONSIDERATIONS FOR WHETHER CONDUCT IS SEXUAL HARASSMENT

- Gender is Irrelevant.
- Sexual Harassment & Third Parties. Victim does not need to be the person the behavior is directed towards.
- Behavior is Unwelcome. Challenged behavior may be unwelcome in sense that the victim did not solicit or invite it and considered the conduct offensive.
- Intent vs. Impact. Intent is NOT relevant.
- Working Environment. Behavior may extend to other office locations, off-site or electronic messages (emails/texts).
- Sexual Harassment is Not limited to Co-Workers and Supervisors. Patrons and vendors may violate sexual harassment laws and they may be victims of sexual harassment.

Procedure for Reporting an Allegation of Sexual Harassment

If you are harassed or observe another employee or official being harassed:

- If it is safe to do so, tell the offending individual directly that the conduct is unwelcome and request that it stop.
- Report the conduct to your direct supervisor or other responsible official. Reporting the behavior to your direct supervisor or other responsible official is the only way to ensure the City of Chillicothe has notice of the event and can take appropriate action.

Procedure for Reporting an Allegation of Sexual Harassment

- If your direct supervisor or other responsible official is not available or is the perpetrator, you may report any allegation of harassment to a department head, the human resource Chairman or chief elected official (Mayor).
- You may also report incidents of harassment to the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC). Your complaints to IDHR or EEOC are required to be filed within 300 days of the incident.

Procedure for Reporting an Allegation of Sexual Harassment

- Documentation of incidents of sexual harassment may be submitted. Include the date, time and location, together with the identity of any witnesses or evidence of the event.
- All allegations of sexual harassment will be accepted and investigated by appropriate staff or consultants.
- A person experiencing sexual harassment should consider their cooperation in any investigation a vital component of an effective inquiry resulting in an appropriate outcome.

Procedure for Reporting an Allegation of Sexual Harassment

- Complaints of Sexual Harassment of an Elected Official By Another Elected Official
 - Public Act (P.A.) 101-0221 amended the State Officials and Employees Ethics Act to require municipalities to provide for the independent review of complaints of sexual harassment of an elected official by another elected official.
 - At the request of an elected official, the municipality must retain an experienced outside consultant to receive complaints of sexual harassment of an elected official by another elected official and independently review those complaints. When completed, that review will be provided to the corporate authorities of the municipality for appropriate action under the Policy Prohibiting Sexual Harassment.
 - Elected officials may also report allegations of sexual harassment to the municipality's chief administrative or chief elected official.

Procedure for Reporting an Allegation of Sexual Harassment to IDHR

If you or someone you know has experienced or witnessed unwelcome conduct of a sexual nature in the workplace, please call the *State of Illinois Sexual Harassment and Discrimination Helpline* for assistance. Calls are confidential and can be made anonymously.

Call: 1-877-236-7703

Visit: www.Illinois.gov/SexualHarassment

Helpline representatives can help callers navigate their numerous reporting options and share additional information related to counseling, legal assistance and frequently asked questions.

Procedure for Reporting an Allegation of Sexual Harassment to EEOC

To file a charge, call or visit online:

1-800-669-4000 | www.EEOC.GOV

1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)

1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)

EEOC Offices Serving Illinois

- **Chicago District Office.** John C. Kluczynski Federal Building,
230 South Dearborn Street, Chicago, IL 60604
- **St. Louis District Office.** Robert A. Young Federal Building,
1222 Spruce Street, Room 8.100, St. Louis, MO 63103



TIMING

- TIMING MATTERS!
- A charge must be filed with IDHR and/or the EEOC within 300 days of the incident.

Prohibition on Retaliation for Reporting Sexual Harassment

- The Policy Prohibiting Sexual Harassment prohibits any retaliation against any municipal employee or official for:
 - Disclosure or threatened disclosure of any violation of this policy; or
 - Providing information related to an investigation or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
- Assistance with or participation in a proceeding to enforce the provisions of this policy.

Prohibition on Retaliation for Reporting Sexual Harassment

- Retaliation is defined as: 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 as a result of a municipal employee's or official'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.
- Any witness to an incident of sexual harassment will be protected from retaliation.

Prohibition on Retaliation for Reporting Sexual Harassment

- Reporting sexual harassment is protected by the Policy Prohibiting Sexual Harassment and is further protected by:
 - The State Officials and Employees Ethics Act (5 ILCS 430/15-10);
 - The Whistleblower Act (740 ILCS 174/15(a)); and,
 - The Illinois Human Rights Act (775 ILCS 5/6-101).

Consequences of Committing Sexual Harassment

- Violations of the Policy Prohibiting Sexual Harassment may subject the violator to fines of up to \$5,000 per offense (5 ILCS 530/50-5(c)), in addition to any disciplinary actions imposed pursuant to the employment policies, rules and regulations of the municipality, and/or remedies and penalties that may apply under other local ordinances, state or federal law.

Consequences for Knowingly Making a False Report of Sexual Harassment

- A report of sexual harassment made in good faith, which cannot be proven, is not a false report.
- A false report is a report of sexual harassment made by an accuser to accomplish an outcome other than stopping sexual harassment or stopping retaliation for reporting sexual harassment.
- A person intentionally making a false report of sexual harassment may be subject to disciplinary action or discharge pursuant to the employment policies, rules and regulations of the municipality.

Remedies Available Under the Illinois Human Right Act

- After IDHR completes its investigation, the complainant:
 1. May file a lawsuit in civil court; or
 2. May file a complaint with the Illinois Human Rights Commission (IHRC) if IDHR found “substantial evidence” of a violation.
- Complainants who prevail with the IHRC or a civil court may receive an order awarding remedies allowed by the Illinois Human Rights Act to make the complainant “whole.”
- Remedies may include: back pay, lost benefits, clearing of a personnel file, monetary damages, hiring, promotion, reinstatement, front pay and attorney’s fees and costs.

Remedies Available Under Title VII of the U.S. Civil Rights Act of 1964

- After EEOC completes its investigation:
 1. The complainant may file a lawsuit in federal court.
 2. EEOC may help parties reach a settlement through an informal process called “conciliation” if EEOC finds “reasonable cause” to believe discrimination occurred.
- Complainants who prevail in federal court may receive an order awarding remedies allowed by Title VII to make the employee “whole.”
- Remedies may include: back pay, lost benefits, clearing of a personnel file, monetary damages, hiring, promotion, reinstatement, front pay, punitive damages and attorney’s fees and costs.

SUPPORTING DOCUMENTATION

- City of Chillicothe adopted a policy prohibiting sexual harassment
December 11, 2017
- City of Chillicothe amended the policy prohibiting sexual harassment
November 12, 2018

CERTIFICATE OF PARTICIPATION 2026 SEXUAL HARASSMENT PREVENTION TRAINING

I certify that I have attended, carefully read, received a copy of the sexual harassment policy and reviewed the content of, and completed, the 2026 Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

Training Participant Information:

(Print Name-First, Middle Initial, Last)	Signature	Birth Month and Day
Work/home Location	/Power Point	
	Training Date/ Method	Instructor Signature
Elected Official : ☐	Supervisor: ☐	Employee: ☐
Committee/Commission: _____ (should you be on more than one committee please list all)		

CITY OF CHILLICOTHE
POLICY PROHIBITING SEXUAL HARASSMENT

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 **City of Chillicothe** 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 300 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.

1. 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

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

No municipal official, municipal agency, municipal employee 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
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 – either due within 300 days 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.

This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and Has been modified to conform to Public Act 100-0554

The provisions of this policy will apply only insofar as they do not conflict with any state or federal law.

Adopted by Ordinance No. 17-12-31

Date: 12-11-2017

Amended by Ordinance No. 18-11-31

Date: 11-12-18

Security Awareness

This course is intended for those who need to take annual Security Awareness Training.

Introduction

Cybersecurity attacks persist in major headline news every week. Why are there so many cyber-attacks? Part of the answer is that information technology (IT) is a critical infrastructure targeted for attack because it supports how people work, shop, and live life. Every facet of our lives is driven by IT. The work we do is reliant upon our ability to safely use the systems, devices, and data entrusted to us.

Course Goals

This is an awareness level cybersecurity course. Consider this course the equivalent of learning to navigate hiking trails for beginners. Just because you have hiking boots (computer), a packed rucksack (Wi-Fi) and a hiking trail (Internet). Just because you have these resources for your hike, that does not automatically make you a safe and experienced hiker who is ready to navigate the cyber-trail. The goals of this course are to:

- Help you navigate the safe use of the devices, systems, and data entrusted to you.
- Give an overview of information types and the rules that govern them.
- Give practical advice on recognizing social engineering.

The "Threat Landscape"

Threat Landscape is a popular phrase describing the dangers lurking in the information technology world. Just like a mountain landscape has dangerous elements that you must be on the lookout for, the cybersecurity threat landscape has threats that exploit possible weaknesses that can cause harm, damage, or destruction. Weaknesses can be found in systems, codes, processes, procedures, and even human behavior. There is a lot of information available on the true meaning of terms such as risk, asset, threat, vulnerability, and threat actor. However, the approach for this course is to keep it simple. Try not to get hung up on semantics and true technical jargon.

What Is Lurking Out There?

Short answer? A lot!

This security awareness course takes you along a cyber-trail to identify some hazards including suggestions on how to avoid those hazards while working for organizations of all shapes and sizes and even apply them to your own personal cyber-trails.

Remember – Sensitive networks, systems, assets, and data are irresistible for those with bad intentions.

Ransomware

Ransomware is a type of malware that denies access to data until a ransom is paid. If the ransom is not paid, the data is permanently deleted or made public. Which one of the following outcomes depends upon what the "bad actor" thinks would motivate the victim to pay the ransom more: loss of data or exposure of data?

What can you do at work? The best defense against ransomware is prevention. In terms of being an employee, you need to understand that while using work resources, the most common way a computer is infected by ransomware is through social engineering. Upcoming pages will discuss how to be on the lookout for phishing emails, suspicious websites, and other scams.

Ransomware In Your Personal Life

What to consider in your personal life? Understand that your personal devices can become infected the same way your work devices can. Social engineering is generally the culprit but, visiting malicious websites or downloading malicious content are also factors. Do you have anti-malware or anti-virus software on your computer at home? You do not have a security or tech team at your house, so you are responsible for maintaining your own offline backups of photos, information, and systems.

You will want to create secure backups of your data on a regular basis. You can purchase dedicated USBs or an external hard drive for saving new or updated files. Additionally, you can utilize cloud storage services/solutions. Just be sure to physically disconnect the devices from your computer after backing up your files. Otherwise, your backup devices can be infected with ransomware as well.

Social Engineering

Simply put, social engineering is the art of tricking people into divulging personal information or other confidential data. Social Engineering is a broad term that covers malicious emails, texts, or calls (also known as phishing, smishing and vishing).

This is where YOU become the weakest link in your organization's security perimeter, as the malicious user is trying to use you to open the "door and windows" of your organization. You are a target at home and at work.

- Social engineering attacks are more common and more successful than computer hacking attacks.
- Unlike hacking, social engineering relies more on trickery and psychological manipulation.

Social Engineering -What Can You Do?

At Work - Be on the lookout for suspicious looking emails. If in doubt, report it in accordance with your organization's security practices and directions.

Personal life and devices - Since you most likely do not have an automated reporting tool at home or a security division, you need to simply delete suspicious emails.

If in doubt....throw it out.

Common Traits of Phishing Emails

Phishing is one of the most common attack methods used by cyber criminals. Fortunately, there are often signs to help determine if the email is a scam. This list is a good reference for both your work and personal life. Please read through the entire list.

Clue	Explanation
Asking for Personal Information	Most reputable organizations will never email you asking for your address, phone number, ID number, or other personal data. Same for username and password.
Inconsistencies in Links	Always hover (but don't click!) over links with your mouse pointer to display the full URL. If it leads somewhere that doesn't logically belong within the context of the email, includes spelling errors or generally looks nonsensical, don't click!
Unrealistic Threats	Phishing emails often feature threatening language, such as "Payment overdue!" or "Your account has been compromised!", to generate a response from their targets.
Generic Greetings	Unlike legitimate entities that will address you by your full name or username, phishing emails usually opt for generic greetings, such as Dear Customer or Dear Sir/Madam.
A Sense of Urgency	Like unrealistic threats, emails that urge you to click on a link or download an attachment or update your account immediately are likely scams.
You're Asked to Send Money	Like unrealistic threats, emails that urge you to click on a link or download an attachment or update your account immediately are likely scams.
Too Good to Be True	The old saying remains true to this day: "If it's too good to be true, it's likely untrue". Keep that in mind any time you get an email claiming you won the lottery or are due a large family inheritance. (Tend to see this more in personal email accounts)
Poor Spelling & Grammar	Most generic phishing attempts contain spelling and grammar errors or feature awkward wording/phrasing.
Suspicious Attachments	Attachments aren't always malicious but use extreme caution whenever you receive them unexpectedly. This is a serious concern for your work account. These attachments could be the source of malware.
From a Government Agency	In almost every case, government agencies don't use email to communicate anything of consequence. The IRS, for example, will never email or text you about your taxes or payments.

Phishing Red Flags

Read the sample email below. Try to spot potential red flags or warning signs to the receiver. The next five sections will focus on different ways to look for red flags in emails. Red flag = something that should trigger suspicion.

From: hr@outsideorganization.znet

To: you@yourorganization.net

Date: Tuesday, December 3:00 AM

Subject: Survey

Hi User,

Now that our new CFO has been selected and starting soon, I'm asking everyone to fill out this quick survey so all the accounting functions can be captured. It should take you only few minutes. These must have be completed by the end of the day.

Click here to take the [Survey] or download the attachment. Thanks in advance for your cooperation!

Red Flags – Look at the Sender

These are things you should be asking yourself or thinking about when reviewing emails.

- I don't recognize the sender's email address as someone I ordinarily communicate with.
- This email is from someone outside my organization and it's not related to my job responsibilities.
- This email was sent from someone inside the organization or from a customer, vendor, or partner and is very unusual or out of character.
- Is the sender's email address from a suspicious domain (like micorsoft-support.com)?
- I don't know the sender personally and they were not vouched for by someone I trust.
- I don't have a business relationship nor any past communications with the sender.
- This is an unexpected or unusual email with an embedded hyperlink or an attachment from someone I haven't communicated with recently.

Red Flags – Look At The Date And Who It Was Sent To.

These are things you should be asking yourself or thinking about when reviewing emails.

- I was cc'd on an email sent to one or more people, but I don't personally know the other people it was sent to.
- I received an email that was also sent to an unusual mix of people. For instance, it might be sent to a random group of people at my organization whose last names start with the same letter, or a whole list of unrelated addresses.
- Did I receive an email that I normally would get during regular business hours, but it was sent at an unusual time like 3 a.m.?

Red Flags – Look At The Subject And Any Attachments

These are things you should be asking yourself or thinking about when reviewing emails.

- Did I get an email with a subject line that is irrelevant or does not match the message content?
- Is the email message a reply to something I never sent or requested?
- The sender included an email attachment that I was not expecting or that makes no sense in relation to the email message. (This sender doesn't ordinarily send me this type of attachment.)
- I see an attachment with a possibly dangerous file type.

Red Flags – Look At Any Hyperlinks

These are things you should be asking yourself or thinking about when reviewing emails.

- I hover my mouse over a hyperlink that's displayed in the email message, but the address is for a different website. (This is a big red flag.)
- I received an email that only has long hyperlinks with no further information, and the rest of the email is completely blank.
- I received an email with a hyperlink that is a misspelling of a known website. For instance, www.bankofarnerica.com - the "m" is really two characters - "r" and "n."

Red Flags – Review The Content Of The Email

These are things you should be asking yourself or thinking about when reviewing emails.

- Is the sender asking me to click on a link or open an attachment to avoid a negative consequence or to gain something of value?
- Is the email out of the ordinary, or does it have bad grammar or spelling errors?
- Is the sender asking me to click a link or open an attachment that seems odd or illogical?
- Do I have an uncomfortable gut feeling about the sender's request to open an attachment or click a link?
- Is the email asking me to look at a compromising or embarrassing picture of myself or someone I know?

What To Do When You See A Red Flag Or A Suspicious Email?

If your office or place of work has a reporting process in place, always report it! As this course is written for a diverse audience with different reporting protocol, take this as an opportunity to discover your organization's reporting protocol. Post it somewhere near your workstation so you are not looking for it when the need arises. Make sure you know the answer to these questions:

1. What is the contact number for my help desk or IT department?
2. What is the protocol for reporting suspicious emails?
3. What is the protocol if I think I have fallen for a scam?

Categories Of Threats

Think about the threat categories below as possible on-ramps for potential cybersecurity breaches, incidents, and disasters.

1. Natural Threats - Disasters such as tornadoes, hurricanes, floods, and electrical storms. (You will notice when large disasters occur, the scams surrounding these incidents increase as well.)
2. Malicious Outsiders - Foreign Nations, criminal groups, hackers, spammers, industrial spies, etc.
3. Malicious Insiders - Disgruntled employees or vendors, spies, activists, unhappy customers, etc.
4. Accidental Insiders - Any employee or other person with access to information or information systems.
5. Non-Malicious Insiders - Any employee who intentionally breaks policy but without the intent to cause harm.

What Is An Insider Threat?

An insider threat could be someone who works for or has authorized access to an organization's networks, systems, or data. These individuals can use their access either maliciously or unintentionally in a way that could negatively affect the organization.

A key takeaway of this course is that a person does not need to have malicious intent to pose as an insider threat. Accidents happen, and they can be costly in terms of money and loss of reputation.

Types Of Insider Threats

People commonly categorize insider threats as either 'malicious' or 'accidental', but a third category has emerged in recent years. Non-malicious insider threat was added about two years ago to the list. It seems the same as an accidental insider but there is a subtle difference.

- Malicious insider threat
- Accidental insider threat
- Non-malicious insider threat

Malicious Insider Threat

Just as it sounds, the malicious insider threat is defined by the **intent** of the individual to harm the organization or expose data. Some examples of malicious actions include:

- Intellectual Property theft
- IT sabotage
- Fraud
- Espionage

Accidental Insider Threat

Where a malicious insider has the intent to harm or cause exposure of sensitive information, the accidental insider threat is defined by a "failure in human performance" according to the United States Computer Readiness Team (USCERT). This is a nice way of saying that human error is involved in causing harm to the organization. A classic example is when an employee falls for a phishing attack and clicks on a suspicious link in an email. (aka "Social Engineering" covered earlier in the course)

The human factor is a major reason phishing attacks are still so prevalent - they often work.

Examples of Accidental Insider Threats

Common examples of accidental insider threats include:

- Accidental disclosure of information, such as sending sensitive data to the wrong email address
- Physical data release, such as losing paper records
- Portable equipment loss, which includes not only losing laptops, but portable storage devices as well

Cyber training programs increase user awareness and provide practice recognizing social engineering. This is often achieved through the following:

- Simulated Phishing campaigns
- Policy reviews
- Awareness training

The Non-Malicious Insider Threat

The non-malicious insider sounds just like accidental insider, but it is slightly different. A non-malicious insider threat is an individual who intentionally breaks policies, but without the intent to do the organization harm. The difference between a malicious insider and non-malicious insider is the intent. One wants to harm or cause information to be leaked (malicious) and the other does not (non-malicious). The main difference between an accidental insider and non-malicious is the intent to break organizational rules, which put the organization at risk.

Physical Security

Physical security might make you re-think what you consider "polite" office etiquette. What does that mean? Here are two examples:

- Shoulder surfing is sometimes necessary when collaborating, but you can still ask for privacy when entering passwords and logins.
- Don't be afraid to ask for identification (i.e., an employee ID or a visitor's badge) or to report anyone who appears to be somewhere they should not be.

Securing Your Workstation

Securing your workstation is an important component of physical security and is often overlooked. It is easy to become too comfortable or even complacent at our workstations.

- Confidential information could be leaked or stolen.

When you leave your workstation, you need to LOCK it. This can be done different ways. (Please note the following commands are exclusively for windows. If you use a Mac or Linux based OS, please look up the instructions for those Operating systems on how to lock your machine).

1. Press CTRL/ALT/Delete and then selecting "Lock"
2. Hit the Windows key + the "L" key

The Clean Desk Concept

- Maintain a "clean desk" and keep your workspace secured by locking up any sensitive files and information.
- Don't leave documents unattended on the printer, copier, or in other areas.
- Remove papers and clean white boards when finished using conference rooms.
- Lock desks and filing cabinets when you leave.
- Shred or otherwise destroy sensitive documents when discarding them.

Security Quick Tips

- Updating your devices and software helps plug security flaws - Using devices or software that is not kept up to date is equivalent to never changing the oil, adding wiper fluid, or checking the gas level in your car. It is not "if" your car quits working, but "when" your car quits working without proper maintenance. Same principle applies to updates. Keep your devices and software updated.
- Recognizing legitimate IT notices - How does your work/organization notify you that your password is expiring? Know how to reset your own password and do it in a TIMELY manner. If you know what the legitimate reminder looks like, you will be less likely to fall for scams.
- Being Wi-Fi smart - Do not auto-connect to open Wi-Fi networks, like those available at stores, restaurants, hotels, or airports. For security purposes, it is better to use data than unsecured Wi-Fi. On your personal phone, NEVER log into banking or other secure accounts when using public Wi-Fi network or if you must, use a VPN to protect sensitive information.
- Being proactive versus reactive - Think about creating an email folder dedicated to communications from legitimate sources. File emails (or setup email rules) from these trusted senders in that folder. Why? Because now you have a reference of what legitimate messages from these senders look like. Also, when large changes are being made to your programs, software, or other significant changes, you are generally sent a notice or directions ahead of time. If you file it, you can refer to it when you have questions or refer to the program owner's website for more information and patch notes.

Username and Passwords

It is no secret that sales of usernames and passwords occur every day on the dark web. The best advice regarding credentials is:

- Use a strong password- Current authoritative sources believe that a longer password with complexity is best but, this is a hotly contested topic. Variables that help determine what is a good password include: system type, data, organization, compensating security controls, etc.

- Do not share your passwords with anyone!
- Use Multifactor Authentication (MFA) - This strengthens the security of accounts should credentials be compromised.
- Do not store your password in written form at your workstation or personal computer
- Utilize Password Managers to generate unique and complex passwords and store them securely so that you don't have to rely on your memory or weak and reused passwords.

MFA - The New Normal

By now, hopefully, you should be familiar with multifactor authentication (MFA). MFA is a method to prove who you say are by two or more factors. Those factors can be:

1. Something you know - like a username and password
2. Something you have - like a code or notification sent to a device you have
3. Something you are - like a fingerprint or face scan

It's Dangerous To Go Alone - Take This (Knowledge)!

Everyone has seen a sharp rise in suspicious emails, texts, and calls. It cannot be stressed enough to be on guard.

If you receive an e-mail or text asking you to update your information or check a delivery status, your safest course of action is to go to the actual site associated with your account directly instead of clicking the link in the e-mail or text. This is equally true at work and in your personal life. You are more likely to see these events more in your personal life as you only have limited number of accounts for work.

Think About It...

How often do you get emails or texts that look to be from Amazon, PayPal, and other vendors that say your account needs updating or there is suspicious activity, and you need to click "here" to remedy?

These events occur daily. The hardest time of year is near the holidays when you are legitimately ordering more online and are receiving numerous delivery notices. It also makes sense with the added activity on your bank cards, you are more likely to get suspicious activity notices from banks and credit cards. Do not react in haste. No need to click the link, simply go to the actual website to check your order status or call the number on the back of your bank cards if you get a suspicious activity text, call, or email. Be proactive versus reactive.

Moral Of The Story?

1. If it seems off, report or delete it!
2. Slow down and think before you click or enter your credentials. If you think you clicked or gave your credentials in error, update your password!
3. On your personal accounts at home, if in doubt - DELETE IT!

Did You Ever Wonder?

Did you ever wonder why you receive numerous papers in your insurance statements or bank statements that tell you about their privacy policy? (Hint: It tends to be the "extra" papers in your statement you disregard and throw away)

This is because there are stiff penalties for not informing customers what information is being collected, how it is being used, and how it is being secured.

Types of Information

- * Personally Identifiable Information (PII)
- * Personal Health Information (PHI)
- * Federal Tax Information (FTI)
- * Payment Card Information (PCI)

Fun Fact

People frequently read the previous list and ask, What about HIPAA data? HIPAA is not a type of data.

HIPAA stands for Health Insurance Portability and Accountability Act. HIPAA privacy rules protect the privacy of individual identifiable health information, called protected health information (PHI). HIPAA stipulates how personally identifiable information maintained by the healthcare and healthcare insurance industries should be protected from fraud and theft, and generally prohibits healthcare providers and healthcare businesses, called covered entities, from disclosing protected information to anyone other than a patient and the patient's authorized representatives without their consent. Specific HIPAA training that goes into far greater detail than these few sentences is provided to many agency staff who work in the health, family, and human service organizations.

The same is true of Federal Tax Information (FTI). The Internal Revenue Service mandates certain agencies must take special FTI training, entitled Information Safeguard Training. At least 6,000 State of Illinois employees must take specialized FTI training annually.

PII

What is PII? PII stands for Personally Identifiable Information. The National Institute of Standards and Technology, or NIST, defines PII as:

Information which can be used to distinguish or trace the identity of an individual alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual.

PII is any information about an individual maintained by an entity, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's birth name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Just like your DNA makes you yourself in the physical world, PII makes you yourself in the digital world. In short, PII refers to any info that can be used to identify, contact, or locate a specific individual.

Examples Of PII Include, But Are Not Limited To:

- Name, such as full name, birth name, mother's birth name, or alias;
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- Address information, such as street address or email address; and
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry).

Completion & Certification

I have carefully read and reviewed the content of this Security Awareness Training in accordance with the Illinois Information Security Improvement Act (20 ILCS 1375).

Name (Print)

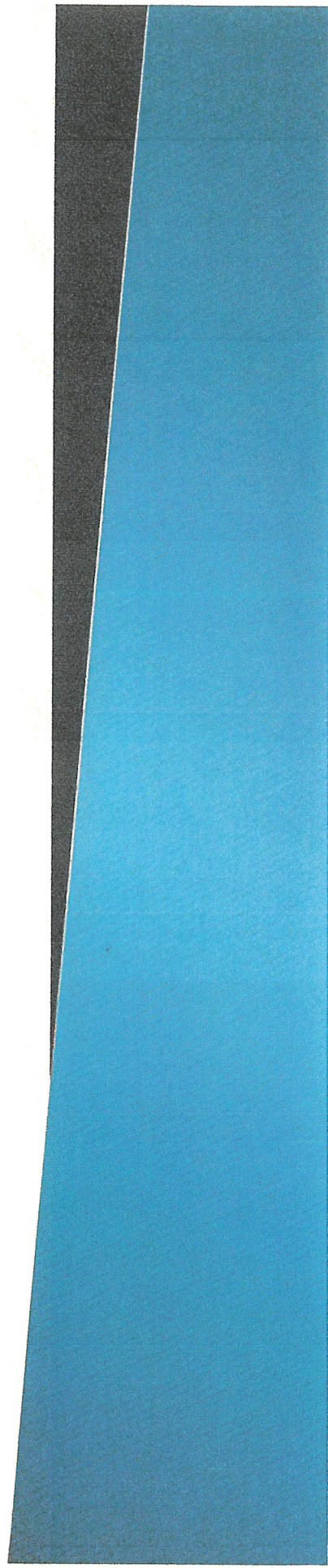
Signature

Date

ORIENTATION MEETING

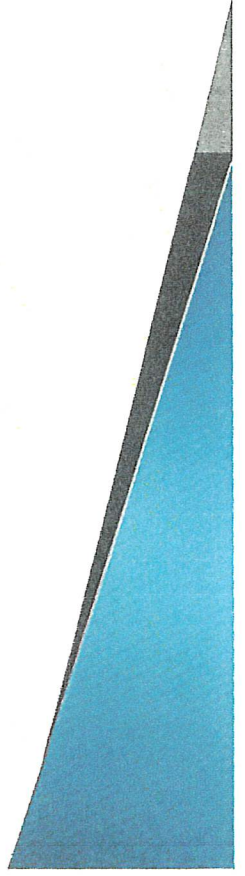
2026

COMING TOGETHER IS A BEGINNING
KEEPING TOGETHER IS PROGRESS
WORKING TOGETHER IS SUCCESS

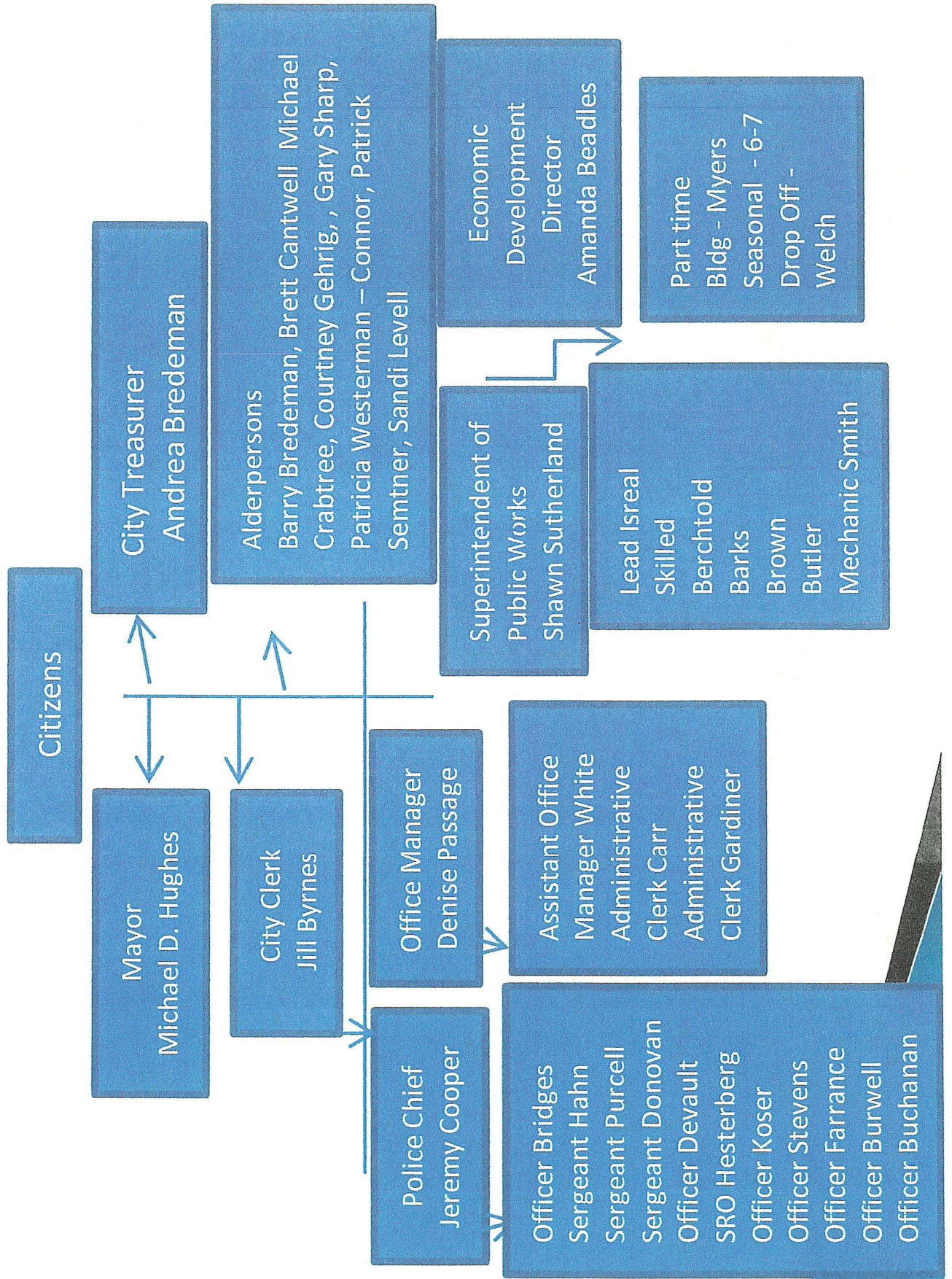


ORIENTATION MEETING

ADMINISTRATION
2026



ORGANIZATION CHART

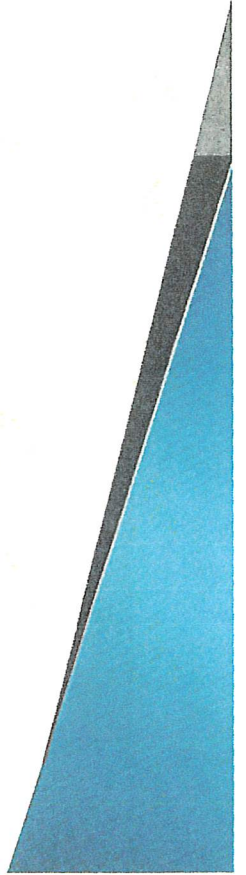


COUNCIL MEETING DATES

SCHEDULED CITY OF CHILLICOTHE COUNCIL MEETINGS
FOR FISCAL YEAR 2026-2027

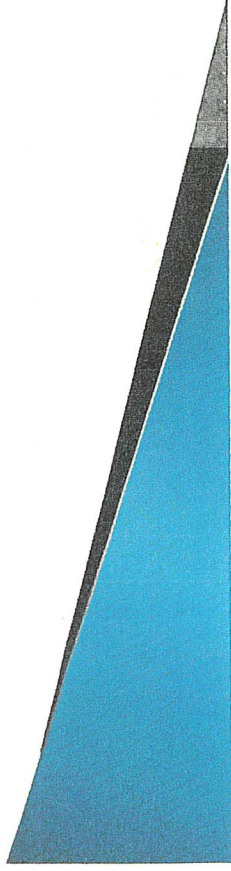
REGULARLY SCHEDULED MEETINGS CONVENE ON THE
SECOND AND FOURTH
MONDAY OF EACH MONTH AT 7:00 P.M.
CITY HALL COUNCIL CHAMBERS

MAY 11, 2026
MAY 26, 2026 (TUESDAY)
JUNE 8, 2026
JUNE 22, 2026
JULY 13, 2026
JULY 27, 2026
AUGUST 10, 2026
AUGUST 24, 2026
SEPTEMBER 14, 2026
SEPTEMBER 28, 2026
OCTOBER 12, 2026
OCTOBER 26, 2026
NOVEMBER 9, 2026
NOVEMBER 23, 2026
DECEMBER 14, 2026
DECEMBER 28, 2026 - CANCELED
JANUARY 11, 2027
JANUARY 25, 2027
FEBRUARY 8, 2027
FEBRUARY 22, 2027
MARCH 8, 2027
MARCH 22, 2027
APRIL 12, 2027
APRIL 26, 2027



Microsoft 365 – City Email

- ▶ Elected officials will be issued a city email address to be used for all city business
- ▶ Elected officials will receive all city information via said email
- ▶ Any communication that is done regarding city business through email should be done through the city issued email.
- ▶ Emails should be checked regularly
- ▶ Emails should be responded to in a timely manner



AGENDA PROCESS

- ▶ AGENDA CLERK – Chelsea White– email address cwhite@cityofchillicotheil.org
- ▶ AGENDA DAY – Thursday prior to the regularly scheduled council meeting
- ▶ AGENDA TIME – Before 12:01 p.m.

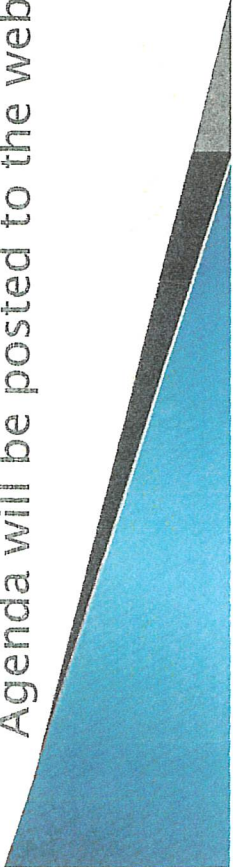
Topics to be placed on the agenda must be specific as to the subject matter Agenda will be given to the alderperson via email, not later than 10:00 p.m. Friday prior to the meeting.

Agenda information – should there be supporting information for topics listed on the agenda the information will be emailed.

Should an alderperson wish to have their information placed in their mail box at city hall please advise the Office Manager

Motions for Council meeting – You may write your own motion or elect to have your motions prepared by city hall. In order to have motion prepared by city hall you will need to provide all information for motion on Thursday, prior to a council meeting

Agenda will be posted to the website.

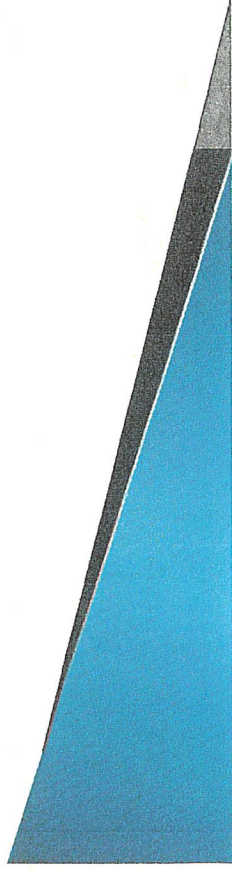


CITY COUNCIL CLOSED SESSIONS

- ▶ Closed sessions may be held by the Council to discuss matters where confidentiality is required for the public interest

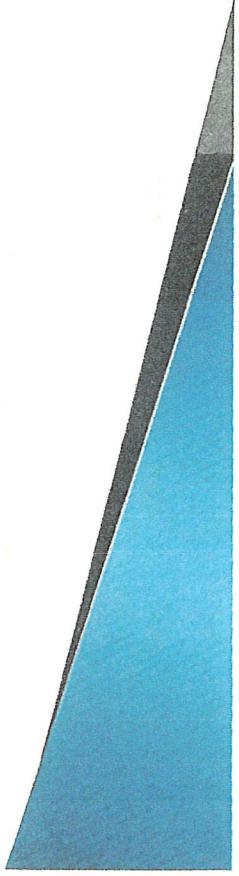
Below are some Topic allowed for a Closed Session

- ▶ Personnel
- ▶ Collective Bargaining
- ▶ Salary Schedules; categorically
- ▶ Appointment or Removal Public Officers
- ▶ Deliberations of Quasi-Adjudicative Bodies
- ▶ Purchase or Lease of Real Estate
- ▶ Sale or Lease of Real Estate
- ▶ Litigation
- ▶ Closed Session Minutes, Review
- ▶ Closed session is the only type of Council meeting permitted by law to be closed to the public and news media
- ▶ To call a closed session contact the City Clerk



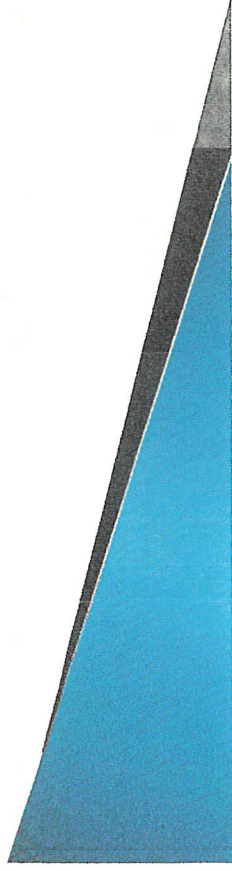
ELECTED OFFICIAL SALARIES

- ▶ MAYOR – \$200 per regular meeting and \$100 for Special meeting, Effective May, 2029 \$300 per mtg
- ▶ LIQUOR COMMISSIONER (Mayor) – \$25.00 per month
- ▶ CITY CLERK – \$1,000 per month and \$75.00 per special meeting. Effective May, 2029 \$100 per special mtg. Also subject to a stipend
- ▶ CITY TREASURER – \$300.00 per month and \$75.00 per special meeting if required to attend. Also subject to stipend. Effective May, 2029 \$350 per month and \$100 per special meeting if required to attend
- ▶ ALDERPERSON – \$200.00 per regular meeting and \$100.00 per special meeting and \$50 per regular meeting for each chairmanship of council committees.



ELECTED OFFICIAL SALARY CONT.

- ▶ PAYMENT PROCESS – Elected Official payroll will be processed on Tuesday, after the second regularly scheduled council meeting of the month. Direct Deposit to a checking or savings account is required.



ATTENDANCE – Council Meetings

Attendance

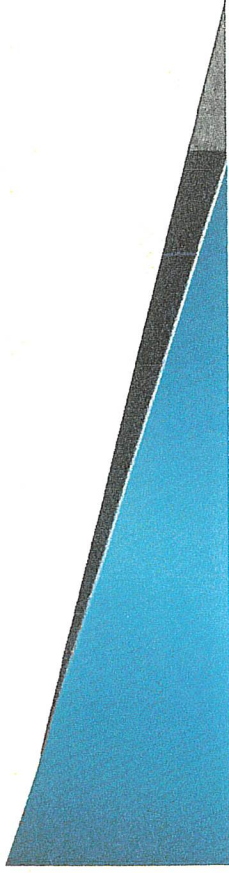
- ▶ Mayor, City Clerk, Alderpersons
- ▶ Absence – Mayor, Clerk and Alderpersons shall not be paid if absent from more than two regular meetings per year unless such absence is due to:
 - ▶ A. Serious illness of themselves
 - ▶ B. Serious illness of immediate family member
 - ▶ C. Death of immediate family
 - ▶ Notify the City Clerk if going to be absent

Electronic Attendance

- ▶ Steps to attend electronically
- ▶ Notify City Clerk by submitting form
- ▶ Must assert one or more of the following reasons:
 - ▶ A. Members illness or disability
 - ▶ B. Conflicting obligations to his or her employer
 - ▶ C. Engaged in business on behalf of the city
 - ▶ D. Family or other emergency
 - ▶ E. Unexpected childcare obligations

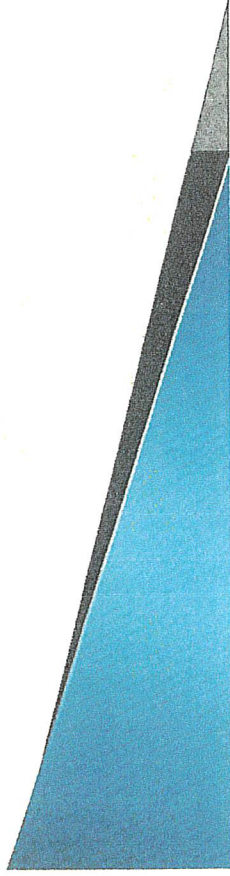
PUBLIC PARTICIPATION AT MEETINGS

- ▶ Abide by Code Section 2-99 Highlighted below are some rules:
- ▶ Have citizen sign in to speak
- ▶ Allow questions only through the Chair of the Meeting
- ▶ Try to limit to 3 minutes, Chair may allow addition time based on factor listed in the code section.
- ▶ Maintain order



MAYOR

- ▶ The City of Chillicothe is a non-home rule community governed by the Mayor and City Council consisting of Eight Alderpersons.
- ▶ Mayor is elected to a four-year term and shall serve until his or her successor is elected.
- ▶ The Mayor is not required to vote except to break a tie
- ▶ The Mayor shall appoint, by and with the advice and consent of the City Council, all volunteers to serve on various committees and advisory boards.
- ▶ The Mayor shall appoint Alderpersons to serve on Council committees
- ▶ The Mayor shall appoint a Mayor-Pro Tem
- ▶ The Mayor shall appoint the City Attorney, City Engineer
- ▶ Police Chief, Superintendent of Public Works, Office Manager and Economic Development Director
- ▶ The Mayor is the Chief Executive Officer
- ▶ The Mayor is the local liquor control commissioner
- ▶ Subject to Statutory Requirements and City Ordinance Requirements regarding duties



MAYOR CONTINUED

- ▶ Key Statutory Duties:
- ▶ Executive Authority
- ▶ Meeting Management
- ▶ Voting Rights
- ▶ Appointments
- ▶ Veto Power
- ▶ Signing Documents
- ▶ Emergency Authority
- ▶ City Ordinance Duties
- ▶ Chief Executive Officer
- ▶ Supervision over Executive Officer
- ▶ Authority to inspect records, books and papers of city
- ▶ Requirements per Statute
- ▶ Representative for formal occasions
- ▶ Settle Disputes

STATUTORY 65-ILCS 5/3.1-35-5
5 & 65-ILCS 5/5-3-5

ORDINANCE Sec 2-52-55

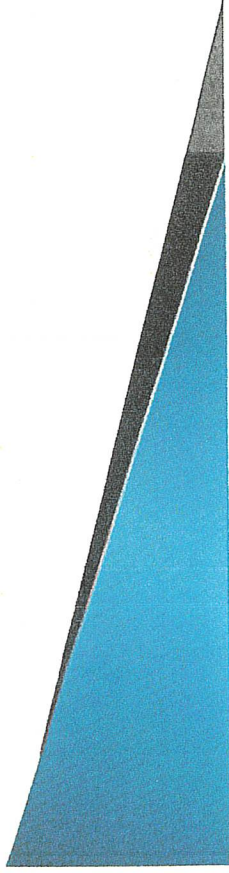
CITY CLERK

- ▶ The City Clerk is elected for a four-year term and will serve until his or her successor is elected.
- ▶ The City Clerk performs those duties mandated by state and local law.
- ▶ The City Clerk is the keeper of all official records of the City.
- ▶ The City Clerk is the custodian of the city seal
- ▶ The City Clerk attends and takes minutes of all City Council Meetings, Special City Council Meetings, Executive Session Meetings
- ▶ The City Clerk is the Freedom of Information Officer
- ▶ Office Hours are Mondays and Wednesdays 7:00 a.m. – 3:30 p.m.



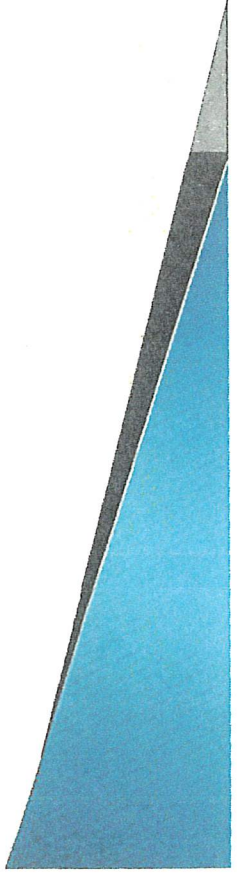
CITY TREASURER

- ▶ City Treasurer is the custodian of all funds
- ▶ City Treasurer provides a Monthly Treasurer's Report at the beginning of each month
- ▶ City Treasurer provides an Annual Report at Fiscal year end
- ▶ City Treasurer serves on the Police Pension Board



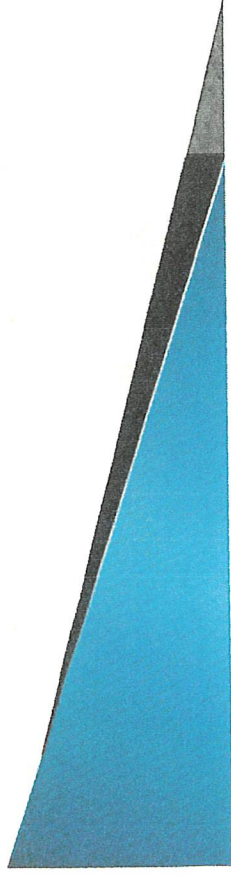
ALDERPERSON:

- ▶ Two Alderpersons in each ward are elected to four year terms. There are four wards in the City of Chillicothe. Their terms are staggered so that half are elected every two years.
- ▶ City of Chillicothe has eight Alderpersons
- ▶ Alderperson receive compensation per salary ordinance
- ▶ Alderperson attend two council meetings a month
- ▶ Alderperson are appointed to committees by the Mayor
- ▶ Alderperson attend committee meetings as scheduled
- ▶ Alderperson must advise city clerk if they are going to be absent to a council meeting
- ▶ Alderperson must submit form if requesting remote attendance



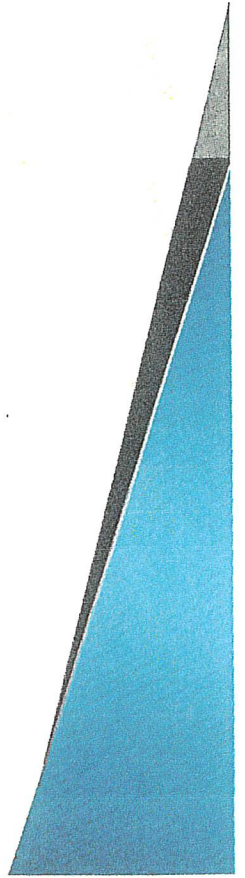
ALDERPERSON GUIDELINES

- ▶ Alderperson set policy
- ▶ Alderperson are the representatives of their wards and are the voice of the citizens to the council
- ▶ Alderperson chair different committees– make sure minutes are prepared of committees they chair. The chairman is responsible to submit their agenda items for their meetings.
- ▶ Alderperson have to follow an agenda for meetings – Alderperson who is the chair of the committee is responsible to unlock the accessible door and lock the door at the conclusion of the meeting.
- ▶ Alderperson sometime research topics and communicate with other cities to gather information



MAYOR AND ALDERPERSON GUIDELINES

- ▶ Attend all council meetings and committee meetings on which you serve
- ▶ Come prepared to contribute to discussions of issues and business to be addressed
- ▶ Review budgets, bills, payrolls, transfers, ordinances
- ▶ Abide by all actions taken by the City Council, even when in minority position on such actions
- ▶ Recognize any conflicts of interests and declare and refrain from voting if necessary
- ▶ Refrain from intruding in administrative issues, which are the responsibility of the city management staff, except to monitor results and ensure that the City Council policy is being carried out as directed.
- ▶ Be involved in and become knowledgeable about city issues as well as state and national issues.
- ▶ Display courteous conduct in all meetings
- ▶ Abide by Sexual Harassment Prevention Training and Security Awareness Training



Civility Pledge

*In the interest of civility, I pledge to
promote civility by listening, being
respectful of others, acknowledging that
we are all striving to support and improve
our community and understanding that
we each may have different ideas for
achieving that objective.*

iml.org/civility



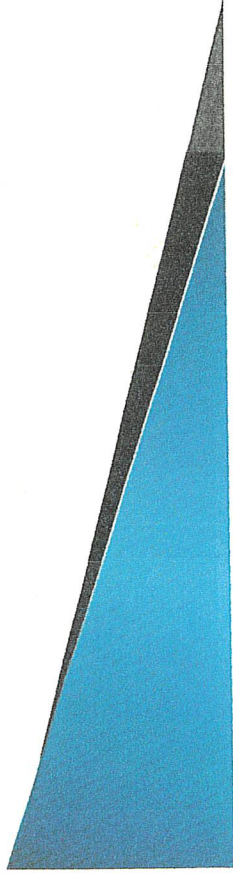
COMMITTEE STRUCTURE

- ▶ Council Committees: Appointed by Mayor with concurrence of Council.
- ▶ Mayor designates: chairman and two alderpersons to each committee
- ▶ Process to call meeting: Chairman should call meeting. A 48 hour notice is required. Contact City Hall to have a meeting scheduled for you. Meetings are typically held at City Hall. All meetings need to be ADA accessible and a quorum is necessary to hold a meeting
- ▶ Schedule for meetings: A schedule is prepared for potential meeting dates at the beginning of each fiscal year. The meetings are usually posted on Friday for the following weeks meetings.



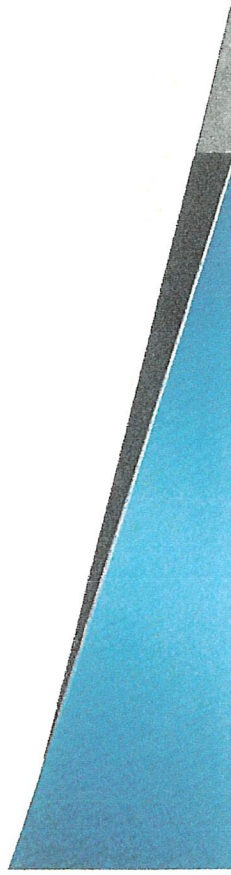
COMMITTEE STRUCTURE CON'T

- ▶ Posting Notice – Notice should be posted at city hall or at the location where the meeting is to be held.
- ▶ Notice will to be sent to: All elected officials, Media, City Clerk, Attorney if required to attend, City Engineer if required to attend, Supervisors if required to attend.
- ▶ Notice must be posted on website
- ▶ Minutes – It is the responsibility of the Chairman to take minutes of each meeting and a typed record of the minutes must be submitted to the City Clerk to be placed on file. Minutes will be placed in the council packet and the city clerk will present at council.
- ▶ Closed Session Committee Meeting – City Clerk must be notified of all closed sessions committee meetings. Only those topics per the Open Meetings Act are allowed to have a closed session. All closed session committee meetings must be recorded and both the tape and the typed minutes must be submitted to the City Clerk.



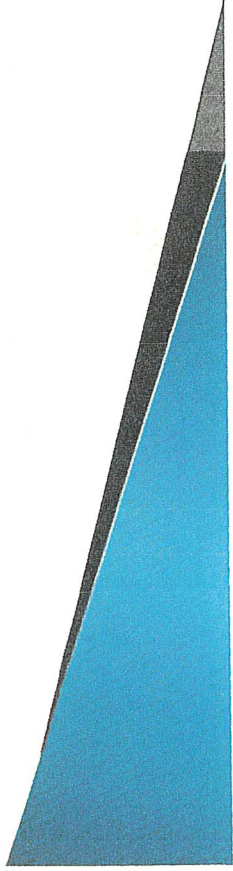
COUNCIL COMMITTEES

- ▶ Cemetery, Park, Recreation & Beautification
- ▶ Economic Development
- ▶ Finance
- ▶ Human Resource
- ▶ Public Safety
- ▶ Public Works
- ▶ Judicial
- ▶ Sturgeon Lane Property Committee



ADDITIONAL COMMITTEES/COMMISSIONS

- ▶ Shademakers
- ▶ Marketing & Tourism
- ▶ Board of Police Commissioners
- ▶ Plan Commission
- ▶ Police Pension Board
- ▶ Zoning Board of Appeals
- ▶ Construction Commission
- ▶ Bike Path Committee
- ▶ Comprehensive Plan Steering



PAYMENT OF INVOICES

- ▶ **Purchasing Authority Limits** – Mayor \$2,000, Alderperson \$750, Supervisors \$1,000
- ▶ **Approval Process:** Supervisors are to review each invoice for their respective department and advise administrative clerk which line item to charge the expense to (if necessary), should the amount be over their limit approval from the appropriate alderperson is needed, should the amount be over the alderperson limit, approval from the mayor is needed. Invoice over the mayor's limit should go to council for approval.

- ▶ **Payment process:**

All invoices that are to be presented for payment must be submitted on or before Thursday prior to a Council meeting.

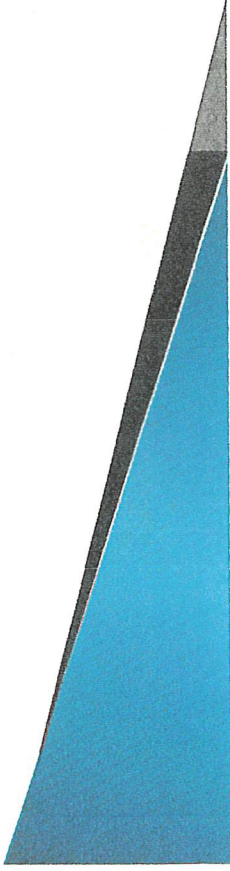
The Administrative Clerk will process the invoices and generate a Board Report, which will list all of the bills that will be presented for payment. The report will be placed on the Council table along with the invoices. **Elected officials** are to **REVIEW** and **SIGN** the board report.

Tuesday after the council meeting checks will be issued for the invoices that were approved.

SIGNATURE REQUIREMENT: A check must be signed by at least two of the following people: Mayor, City Clerk, or the City Treasurer

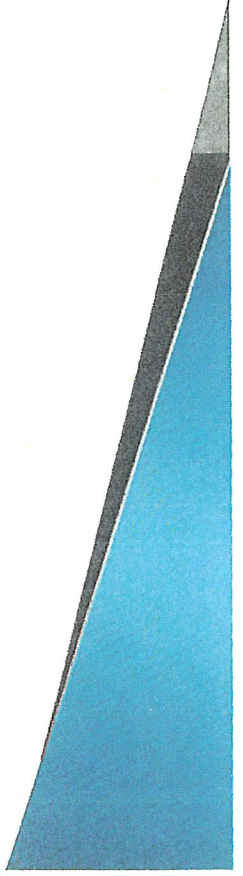
PAYROLL PROCESS

- ▶ City employees are paid bi-weekly
- ▶ There are currently 26 Full Time, 2 regular part time, 5-7 Part-time/Seasonal Employees
- ▶ Pay period begins on a Wednesday and ends on a Tuesday
- ▶ Pay is by direct deposit to a checking or saving
- ▶ Time Cards or time sheets are submitted to administrative clerk for processing.
- ▶ Appropriate Department head is to sign time card or time sheet before submitting to administrative clerk.
- ▶ Appropriate Committee Chair is to review and sign time card or time sheet, therefore time card/time sheet will be placed in the appropriate chairman's mail slot after the payroll is completed.



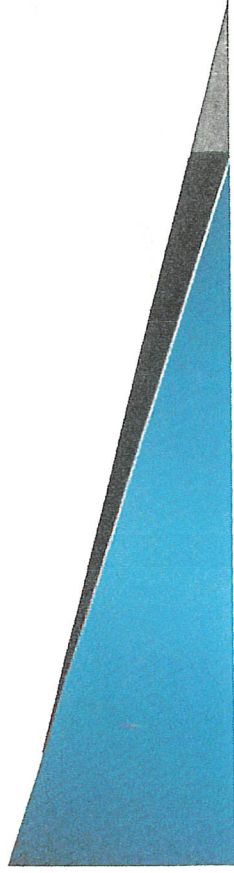
BUDGET / APPROPRIATION

- ▶ Budget – The City passes an operating budget before the end of April for the upcoming fiscal year. The operating budget establishes the realistic spending limit for the fiscal year. The budget serves as the essential role in permitting the corporate authorities and department heads to exercise the adequate management oversight and control over financial practices.
- ▶ Budget Comparison Report – This report will be provided to elected officials and supervisors via email once a month.
- ▶ Appropriation – The appropriation ordinance must be passed within the first quarter of the fiscal year. It is the legal authority to allocate funds to specific spending. It is the legal spending limit for each fiscal year. A public hearing is required to pass the ordinance



TAX LEVY ORDINANCE

- ▶ Generally passed in October/November
- ▶ Should the tax levy increase more than 105% then a truth and taxation hearing must be held
- ▶ Must be filed with the county clerk before the last Tuesday in December.
- ▶ Property Taxes are received from the County in the months of June, July, August, September, October and final distribution in December



STAFF STRUCTURE RESPONSIBILITIES

Committees that Supervisors report to:

Economic Development Director

1. ED Committee
2. Marketing & Tourism Commission
3. Bike Path Committee

Office Manager

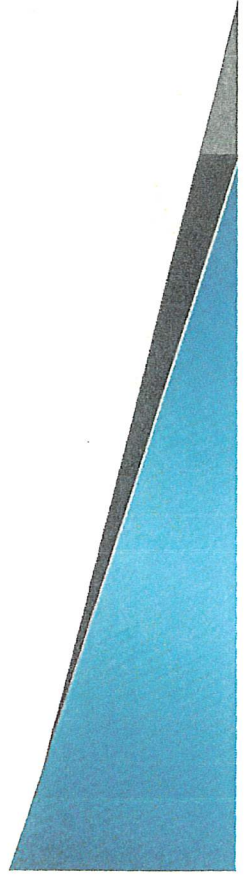
1. Finance
2. Judicial
3. Public Works
4. Human Resource
5. Sturgeon LN Property

Police Chief

1. Public Safety Committee
2. Police Commission
3. Sturgeon LN Property

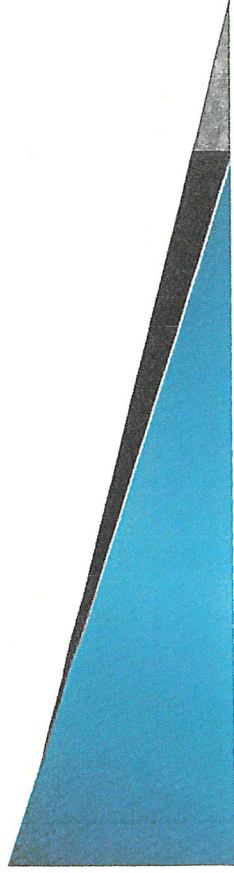
Superintendent of Public Works

1. Public Works Committee
2. Cemetery, Parks,
Recreation & Beautification
3. Shademakers



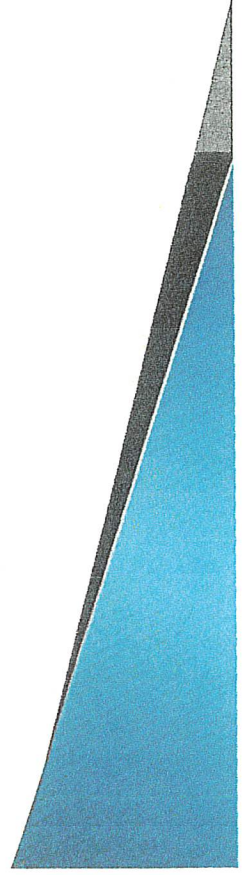
GENERAL INFORMATION

- ▶ Website: WWW.CITYOFCHILLICOTHEIL.ORG
- ▶ City Hall Operational Hours: Monday – Friday
7:00 a.m. – 3:30 p.m.
- ▶ City Hall Closed on: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve



CONTACT INFORMATION

- ▶ Mayor Hughes (309) 573-1646 City Clerk Byrnes (309) 648-9062
- ▶ City Treasurer Bredeman (309) 258-0539
- ▶ Alderperson Bredeman (309) 258-0537 Alderperson Cantwell (309) 3704644
- ▶ Alderperson Connor (309) ~~274-2937~~ Alderperson Crabtree (815) 674-4709
- ▶ Alderperson Gehrig (309) 253-7941 Alderperson Levell (309) 657-0938
- ▶ Alderperson Semtner (309) 214-8378 Alderperson Sharp (309) 274-8113
- ▶ Engineer Harken ~~(309) 222-8592~~ *309 360-4834*
- ▶ Attorney Day (309) 637-1400
- ▶ Police Chief (309) 981-9860
- ▶ Superintendent Sutherland (309) 303-5889
- ▶ Office Manager Passage (309) 360-1798
- ▶ ED Director Beadles (309) 657-9978



PLEASE PRINT

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