

CITY OF VILLA GROVE  
DOUGLAS COUNTY, ILLINOIS

ORDINANCE NO. 2023-MC08

**AN ORDINANCE AMENDING TITLE III, CHAPTER 39 OF THE  
MUNICIPAL CODE OF THE CITY OF VILLA GROVE, DOUGLAS COUNTY,  
ILLINOIS, ADDING AN EMPLOYEE APPRECIATION POLICY**

PASSED BY THE CITY COUNCIL AND  
APPROVED BY THE MAYOR OF THE  
CITY OF VILLA GROVE, ILLINOIS  
THIS TENTH DAY OF APRIL, 2023

---

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF  
VILLA GROVE, DOUGLAS COUNTY, ILLINOIS, THIS ELEVENTH DAY OF APRIL A.D. 2023.

CITY OF VILLA GROVE  
DOUGLAS COUNTY, ILLINOIS

ORDINANCE NO. 2023-MC08

April 10, 2023

**AN ORDINANCE AMENDING TITLE III, CHAPTER 39 OF THE  
MUNICIPAL CODE OF THE CITY OF VILLA GROVE, DOUGLAS COUNTY,  
ILLINOIS, ADDING AN EMPLOYEE APPRECIATION POLICY**

---

**WHEREAS**, the City of Villa Grove, Douglas County, State of Illinois, hereinafter "City" is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq.; and

**WHEREAS**, the City is fortunate to have a diverse and skilled work force providing valuable services to the community's businesses, residents and visitors; and

**WHEREAS**, the City would like to reward those employees who demonstrate and promote civic pride throughout their careers and enhance the overall longevity of its work force; and

**WHEREAS**, the Mayor and the City Council find that the passage of this Ordinance will promote the work morale, job attendance, and overall welfare of the City's employees.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL, CITY OF VILLA GROVE, DOUGLAS COUNTY, ILLINOIS, as follows:**

SECTION 1: Incorporation Clause. The Mayor and City Council of the City of Villa Grove, Illinois hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this ordinance.

SECTION 2: Code of Villa Grove Amendment. That following Title III, Chapter 39 of the City of Villa Grove Code of Ordinances entitled "City Policies" is now hereby amended to read as follows:

## **EMPLOYEE APPRECIATION POLICY**

### **§ 39.40 PURPOSE.**

To establish procedures and guidelines under which city funds can be utilized for the purpose of employee appreciation on an annual basis.

### **§ 39.41 DEFINITION.**

For purposes of this policy, "employee appreciation" means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote goodwill, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the city among city employees.

### **§ 39.42 POLICY.**

- A. Appreciation. The City of Villa Grove or its individual departments, may, subject to normal budgetary authority, expend funds for the purpose of employee appreciation. The expenditure of funds for a token of appreciation, gift certificate, prize plaque, award or similar item is limited to no more than five hundred dollars (\$500) per employee per year. Beginning in 2024, this amount will be increased ten dollars (\$10) annually.
- B. Length of Service. Length of service awards will be offered for five, ten, fifteen, twenty, twenty-five, thirty, thirty-five and forty years of service. The expenditure of funds for recognition of longevity of employment and/or retirement shall be limited to the amount of one hundred dollars for every year of service (i.e. 5 years equals \$500, 10 years equals \$1,000, etcetera). This limit does not include sales tax, shipping and handling, and engraving charges.

- C. Maximum limit. In no event shall the total of all awards/gifts received by employees exceed the amount of all full-time equivalent employees multiplied by fifteen hundred dollars (\$1,000) for annual budget purposes (i.e. ten FTE equals \$10,000, twenty FTE equals \$20,000).
- D. Approval. The expenditure of funds for meals related to an employee appreciation event must be authorized by the mayor and/or city administrator in advance. The mayor and/or city administrator must approve the expenditure for use of facilities, entertainment or similar costs for the purpose of employee appreciation in advance.
- E. Exclusions. At no time shall City funds be used or appropriated for alcoholic beverages as any appreciation or length of service award items or for consumption of the same at such events.

SECTION 3: Other Actions Authorized. That the Mayor and City Administrator are hereby authorized and directed to do all things necessary, essential, or convenient to carry out and give effect to the purpose and intent of this Ordinance.

SECTION 4: Acts of City Officials. That all acts and doings of the officials of the City, past, present and future which are in conformity with the purpose and intent of this Ordinance, are hereby in all respects, ratified, approved, authorized and confirmed.

SECTION 5: Headings. The headings for the articles, sections, paragraphs and sub-paragraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation of construction of any substantive provisions of this ordinance.

SECTION 6: Severability. The provisions of this Ordinance are hereby declared to be severable and should any provision, clause, sentence, paragraph, sub-paragraph, section, or part of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected,

unimpaired, valid and in full force and effect. It is hereby declared to be the legislative intent of the City Council that this Ordinance would have been adopted had not such unconstitutional or invalid provision, clause, sentence, paragraph, sub-paragraph, section, or part thereof had not been included.

SECTION 7: Superseder and Publication. All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded. A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

SECTION 8: Effective Date. This Ordinance shall be in full force and effect upon passage and approval, as provided by the Illinois Municipal Code, as amended.

REST OF PAGE INTENTIONALLY BLANK

**PRESENTED, PASSED, APPROVED AND ADOPTED** BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VILLA GROVE, ILLINOIS, at its regular meeting on this tenth day of April, A.D., 2023, by a roll call vote as follows:

Blaney, Thelma I. yea

Cheely, Kerry S. absent

Eversole-Gunter, Cassandra A. \_\_\_\_\_

Garrett, Ryan P. yea

Hooker, Anthony L. yea

Johnson, Derek S. yea

Pangburn, Matthew M. yea

APPROVED:

Cassandra A. Eversole-Gunter  
CASSANDRA A. EVERSOLE-GUNTER  
Mayor

ATTEST:

Michelle L. Osborne  
MICHELLE L. OSBORNE  
City Clerk

SEAL

